



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Registration Billing Summary Form

## RGBS

(Includes Offset Correction Procedures)


### Table of Contents


[Screen Overview](#), page 2


[Summary Steps and Information](#), page 3-4

[Screen Shortcuts and Guide Overview](#), page 5

[Step-by-Step Instructions](#), page 6+

4. 

5. 

6. 

RGBS-Registration Billing Summary

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frie  
 1234 E. Somewhere St Flint MI 48506

Course Section	Title	Stat	Term	Total	New Charges
1 MATH-164-01	Appl Calc I	N	2008/2	328.20	
2 BUSN-104-10	Intro to Busin	N	2008/2	246.15	
3 ENGL-101-01	English Compos	N	2008/2	246.15	
4 ENGL-102-23	English Compos	N	2008/2	246.15	
5 HIST-154-01	Us Hist-1602/1	D	2008/2	0.00	
6 MUS.-182-04	Jazz Appreciat	D	2008/2	0.00	
7					

Billing Period Amounts

Groups	Bill Period	Total	New Charges
1 IN.DIST In District	2008/2	1,183.00	
2			
3			
4			
5			
6			
Totals		1,183.00	0.00

Controller Billing Period Amounts Adding Value 2

Required Field

Optional Field

**All Fields Marked in Red MUST be filled in.**

Field Not Used

Auto fills

**Procedure Information:**

Title: Creating a Course  
 Mnemonic: RGBS  
 File Name: JA\_RGBS.ppt  
 Application: APPS-ST-RGBS  
 Primary Dept: Cashiers  
 Effective Date: August 23, 2007  
 Revision Date: xxxxxxxx Rev # 1

**Purpose:**

The Registration Billing Summary (RGBS) screen is a summary of a student's registration billing for a selected term, time period, or all their registration billings. RGBS can also be used to correct "after the fact off-sets".  
 The RGBS screen is divided into 2 sections. The top portion displays each course section Colleague billed the student for during the selected time period. This section also displays summary billing information about each course section. The bottom portion displays the students billing information during the selected time period. Datatel groups all course sections during the reg. billing process by billing periods and calculates a total charge for those sections.

**Summary Steps**

1. Login to **Datatel**. Click **APP**, then Click **ST**. Type "RGBS", click **GO**.
2. **Person Lookup:** Type Student Name or Datatel Id or Social Security Number
3. **Start Date or Term:** Type start date for report or enter specific term. If all terms are needed hit **Enter**.
4. **Header Block:** Verify correct student
5. Top Half of Screen Auto fills with this students registration information  
 ► **Course Section, Title, Status Term Total and New Charges**
6. Bottom half of RGBS screen Auto fills with Billing period amount totals  
 ► Billing period represents the total registration charges billed for each period and new charges for any changes to the student record for the billing period

**\*\*\*After the Fact Offsets Procedure\*\*\***

1. Login to **Datatel**. Click **APP**, then Click **ST**. Type "RGBS", click **GO**.
2. **Person Lookup:** Type Student Name or Datatel Id or Social Security Number
3. **Start Date or Term:** Type start date for report or enter specific term. If all terms are needed hit **Enter**.
4. **Course Section:** Verify section to correct and what billing credits should be for that section. [e.g. Billing at ½ tuition refund, no tuition refund, etc]  
 ► **The dropped section of the class which the student is switching from cannot be adjusted and will not be re-billed**
5. **Course section:** Click on **DETAIL** icon of the added section of the class

**SCBO Screen**

6. **Billing credits:** Enter the number of billing credits for this section
7. **Determine if this section has class fees**  
 ► **Class fees are attached to the dropped class section and are not refundable.**
8. \*\* IF section has class fees in the **ADDITIONAL CHARGES/CREDITS:** Enter **COUR** in the first field and the description will auto fill.
9. **Credit :** Enter amount of class fee

**10. Save and Update**

**RGBS Screen**

11. **Total Column: Verify charges**  
 ► **New charges** will populate in **New Charges** column. The total column is what the student will be charged once finished. If the total column is not accurate with the total number of credits and fees the student is registered, determine the difference. This difference is usually the tech fees for the class. These fees can be over-charging or under charging the student

After the Fact Offsets Procedure  
(continued)

- ▶ **Tech. fees adjust according to internal programming and not necessarily our practices**

**If charges are accurate**

12. **Save and Update** :

- ▶ **Go to Recalculation Adjustments to complete Offset Procedure**

**If charges are NOT accurate on the added section continue next step**

13. **Course Section**: Detail on section to SCBO screen
14. **Additional Charges /Credits**: Type **TFEE** description will auto fill
15. **Credit Column**: Enter adjustment amount if overcharging
16. **Charge**: Enter adjustment amount if undercharging.
17. **Save and Update**
18. **SAVE ALL** :

## Recalculating Adjustments

- ▶ **Changes are not complete until BILL screen is run**

1. In Quick Access window : Type **BILL**
2. **Date Falls Beyond** : Click Yes
3. **Cutoff Date**: Type the end of the current term you are filling for
4. **Invoice Date**: Current date will populate that is what you want
5. **Force Rebill**: **Yes**
6. **Include Detail**: **No**
7. **Reg Billing /Batch**: **Yes**
8. **Room Billing /Batch**: **No**
9. **Meal Billing /Batch**: **No**
10. SKIP 3 Saved List Name fields
11. **AR Account Holder**: **Type** Student's Id

- ▶ **BILL *Continued***:

12. **Term Include**: **Type** semester to be re-calculated
13. **Save**
14. **Out Put Device**: Type **Hold**
15. **Save and Update**
16. Next screen will ask:  
**Execute in background mode? Type **No****
17. **Save and Update**
18. **Process screen complete**: Click FINISH

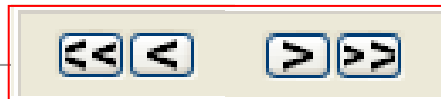
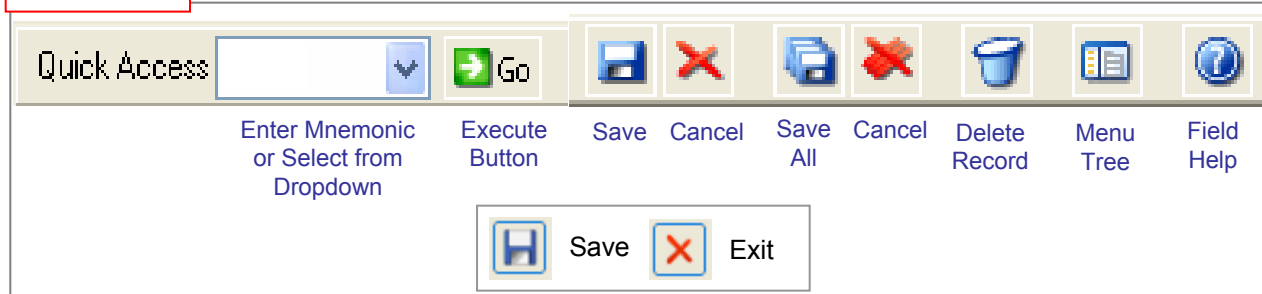
### Check Your Work

1. **Quick Access Window**: RGBS
2. **Person Lookup**: Enter Student Id
3. If data is correct: Cancel All out of screen

**Using the Guide**

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
  - Notes are bulleted.
    - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

**Task Bar**



First Record    Previous Record    Next Record    Last Record



Course Levels  100 Beginning L

**DROP DOWN LIST** – Click **Icon**, Click **item** on the list.

100	Beginning Level
200	Advanced Level
CE	Continuing Ed
DEV	Developmental



Course Levels  100 Beginning L

**SCROLL** – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



**CALENDAR** – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



**CALCULATOR** – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



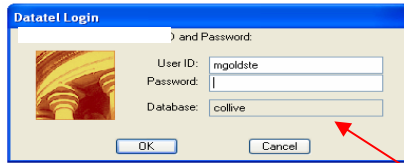
Status

A Active

**DETAILS** – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

**Original Function Keys**

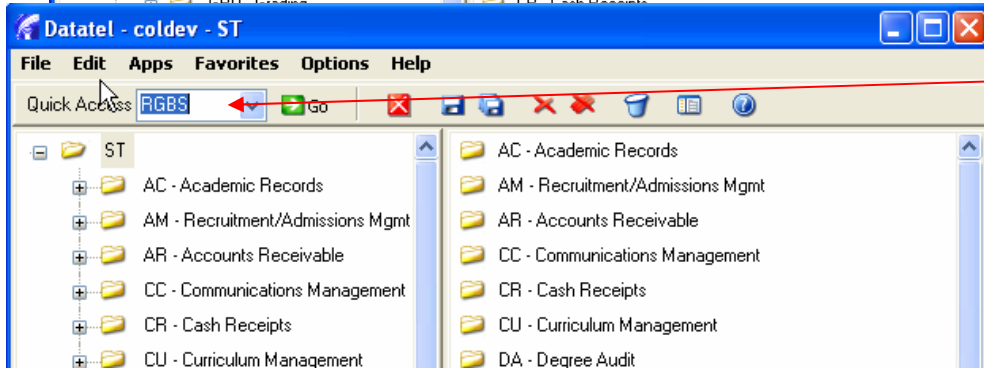
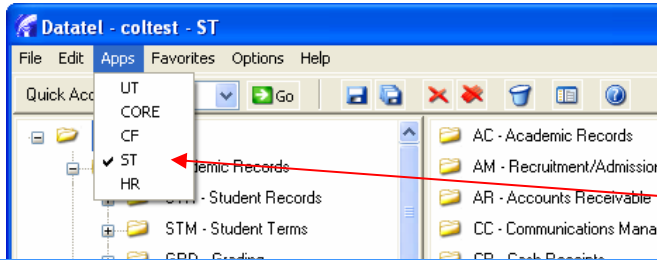
Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



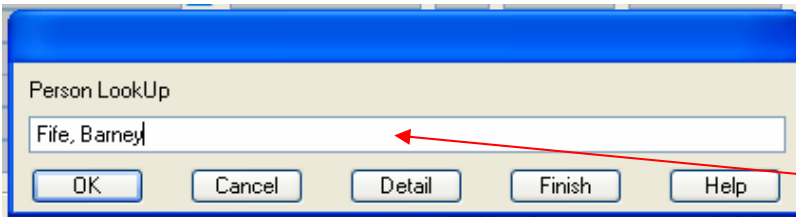
# Offset Correction Procedures

## Step 1: Login to Datatel

1. **Double Click** on the **Datatel** Icon.
2. Enter your "**User ID**" and "**Password**"  
➤ Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**  
Click **ST**  
In the Quick Access area, enter *RGBS*  
Click **Go**



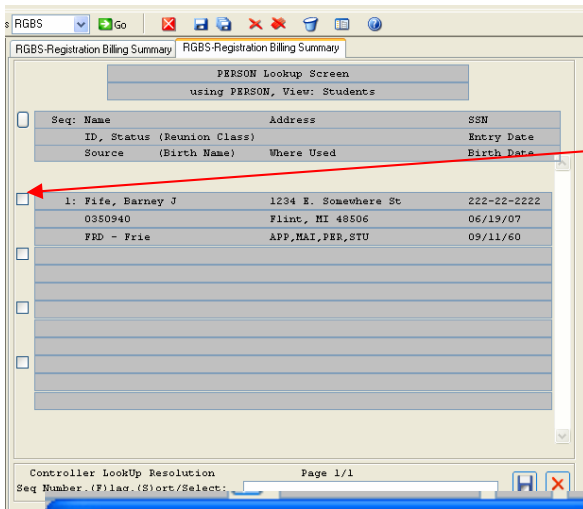
## Offset Correction Procedures



Person Lookup

Fife, Barney J

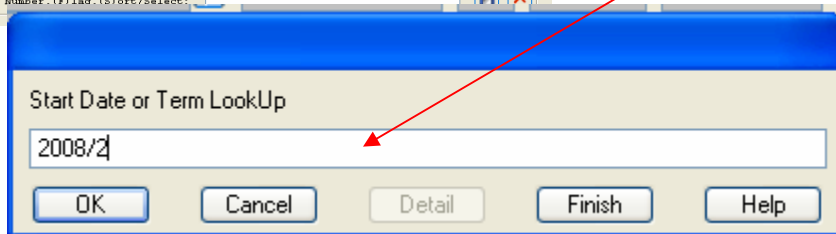
OK Cancel Detail Finish Help



PERSON Lookup Screen  
using PERSON, View: Students

Seq	Name	Address	SSN
ID, Status (Reunion Class)			Entry Date
Source	(Birth Name)	Where Used	Birth Date
<input type="checkbox"/>	1: Fife, Barney J	1234 E. Somewhere St	222-22-2222
	0350940	Flint, MI 48506	06/19/07
<input type="checkbox"/>	FID - Frie	APP,MAI,PER,STU	09/11/60
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Controller Lookup Resolution Page 1/1  
Seq Number (F) Last (S) Sort/Select:




Start Date or Term Lookup

2008/2

OK Cancel Detail Finish Help

Step 2. Person Lookup: **Type** Student Id or Student Name or Student Social Security Number

- **CLICK** on Person from list presented
- CLICK on Save 

Step 3. Start Date or Term: Type start date for the report or enter specific term and **click** OK

► If all terms are needed click OK without entering data.

## Offset Correction Procedures

RGBS Registration Billing Summary

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien  
1234 E. Somewhere St Flint MI 48506

Course Section	Title	Stat	Term	Total	New Charges
1 MATH-164-01	Appl Calc I	N	2008/2	328.20	
2 BUSN-104-10	Intro to Busin	N	2008/2	246.15	
3 ENGL-101-01	English Compos	N	2008/2	246.15	
4 ENGL-102-24	English Compos	N	2008/2	246.15	
5 HIST-154-01	Us Hist-1602/1	D	2008/2	0.00	
6 MUS.-182-04	Jazz Appreciat	D	2008/2	0.00	
7 ENGL-102-23	English Compos	D	2008/2	246.15	

Billing Period Amounts

Groups	Bill Period	Total	New Charges
1 IN.DIST In District	2008/2	1,530.00	
2			
3			
4			
5			
6			
Totals		1,530.00	0.00

Step 4. Course Section: Verify section to correct and what billing credits should be for that section.

► The dropped section of the class which the student is switching from cannot be adjusted and will not be re-billed

Step 5. Course Section: **Click on DETAIL** icon of the added section of the class

**Example:** This student is changing from Engl-102-23 to Engl-102-24 and it is past the refund date.

# Offset Correction Procedures

SCBO Screen

**Step 6. Billing Credits:** Enter the number of billing credits for this section

**Step 7.** Determine if this section has class fees

► Class fees are attached to the dropped class section and are not refundable

**Step 8.** ► IF section has class fees ◀  
Additional Charges/Credits: **ENTER** “**COUR**” in the first field and the description will auto fill.

**Step 9.** Credit: **Enter** amount of class fee

**Step 10.** Save  and Update

# Offset Correction Procedures

RGBS-Registration Billing Summary

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien  
1234 E. Somewhere St Flint MI 48506

Course Section	Title	Stat	Term	Total	New Charges
1 MATH-164-01	Appl Calc I	N	2008/2	328.20	0.00
2 BUSN-104-10	Intro to Busin	N	2008/2	246.15	0.00
3 ENGL-101-01	English Compos	N	2008/2	246.15	0.00
4 ENGL-102-24	English Compos	N	2008/2	0.00	-246.15
5 HIST-154-01	Us Hist-1602/1	D	2008/2	0.00	0.00
6 MUS.-182-04	Jazz Appreciat	D	2008/2	0.00	0.00
7 ENGL-102-23	English Compos	D	2008/2	246.15	0.00

Billing Period Amounts

Groups	Bill Period	Total	New Charges
1 IN.DIST In District	2008/2	1,183.00	-347.00
2			
3			
4			
5			
6			
Totals		1,183.00	-347.00

Back to the RGBS Screen

Step 11: Total Column: Verify Charges

► New charges will populate in New Charges column. The total column is what the student will be charged once finished. If the total column is not accurate with the total number of credits and fees the student is registered for determine the difference and investigate. This difference is usually the tech fees for the class. These fees can be over-charging or under charging the student

► Tech fees adjust according to internal programming and not necessarily our practices ◀

## IF CHARGES ARE ACCURATE

Step 12. Save  and Update

**Alert**

Update record, Cancel record or Return to editing

► GO TO RECALCULATION ADJUSTMENTS ON PAGE 12 ◀

► IF CHARGES ARE NOT ACCURATE CONTINUE ON THE NEXT PAGE ◀

## Offset Correction Procedures

If the charges are **NOT** accurate on the added section:

Step 13. Course Section: **Detail** on the section to **SCBO**

Step 14. Additional Charges/Credits: **Type TFEF**  
(description will auto fill)

Step 15. Credit Column: Enter adjustment amount if **overcharging**

Step 16. Charge Column: Enter adjustment if amount **undercharging**

Step 17. Save  Update

Step 18. **Save ALL** 

### Alert

Update record, Cancel record or Return to editing

Update

Cancel

Return

► Changes are not complete until the **BILL** screen is processed ◀

# Offset Correction Procedures

## Recalculation Adjustments

The screenshot shows the 'Datatel - coldev - ST' application window. The 'Quick Access' menu has 'BILL' selected. An 'Alert' dialog box is open, asking '08/24/07 falls beyond the current fiscal year. Accept Date? (Y,N)'. Below it, the 'BILL-Batch Reg/Room/Meal Billing' window is visible. It contains several input fields and checkboxes. Red arrows from the steps on the right point to the 'Go' button, the 'Alert' dialog, the 'Cutoff Date' field, the 'Reg Billing/ Batch' checkbox, the 'AR Account Holder' dropdown, and the 'Term Include' field.

- Step 1. In Quick Access window: Type **BILL**
- Step 2. Date Fall beyond: **Yes**
- Step 3. Cutoff Date: **Type** the end date of the current term that the corrections are needed
- Step 4. Invoice Date: **Current date will auto fill**
- Step 5. Force Rebill: **Yes**
- Step 6. Include Detail: **No**
- Step 7. Reg Billing/ Batch: **Yes**
- Step 8. Room Billing/ Batch: **No**
- Step 9. Meal Billing / Batch: **No**
- Step 10. **SKIP** 3 Saved List Name Fields
- Step 11. AR Account Holder: **Type** Student Id
- Step 12. Term Include: **Type** Term to recalculated
- Step 13. Save

## Offset Correction Procedures

### Recalculation Adjustments

Output Device: H Hold/Browse File Outout  
Printer: [ ]  
Form Name: [ ]  
Banner: [ ]  
Copies: 1  
Date/Time: [ ]  
Other Options:  
1 NDEJECT  
2 NFMT  
3 NHEAD  
Page Width: 132  
Page Length: 66  
Top Margin: 0  
Bottom Margin: 0

Execute in Background mode? N  
Background Execution Type: [ ]  
Schedule Process to Run Next on: [ ] after [ ]  
Schedule Process to Run Every: [ ]  
Schedule Process on Weekdays only: [ ]  
Schedule Process to Start After: [ ]  
Stop Automatically Scheduling Process on: [ ]

Alert  
Update record, Cancel record or Return to editing  
Update Cancel Return

Started 14:35:56 Aug 24 2007  
Current 14:35:56  
Total Elapsed 00:00:00  
Est. Completion 14:35:56 Aug 24 2007  
Ended 14:35:56 Aug 24 2007  
Processed 8 of 8  
Close automatically when complete [ ] Finish  
No data retrieved from current (S)SELECT statement.  
No active select list, creating empty saved list.  
No record retrieved.  
0 records retrieved to list 0.  
Now BROWSE the HOLD Files  
Click FINISH to complete...

Step 14. Output Device: Type **H** for Hold or **P** for Printer

Step 15. Save  and Update

Step 16. Execute in Background Mode: Type **No**

Step 17. Save  and Update

Step 18. Process screen complete: **Click Finish**

# Offset Correction Procedures

## Recalculation Adjustments

RGBS-Registration Billing Summary

Fife Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien  
 1234 E. Somewhere St Flint MI 48506

Course Section	Title	Stat	Term	Total	New Charges
1 MATH-164-01	Appl Calc I	N	2008/2	328.20	
2 BUSN-104-10	Intro to Busin	N	2008/2	246.15	
3 ENGL-101-01	English Compos	N	2008/2	246.15	
4 ENGL-102-24	English Compos	N	2008/2	0.00	
5 HIST-154-01	Us Hist-1602/1	D	2008/2	0.00	
6 MUS.-182-04	Jazz Appreciat	D	2008/2	0.00	
7 ENGL-102-23	English Compos	D	2008/2	246.15	

Billing Period Amounts

Groups	Bill Period	Total	New Charges
1 IN.DIST In District	2008/2	1,183.00	
2			
3			
4			
5			
6			
Totals		1,183.00	0.00

### CHECK YOUR WORK

- Step 1. Quick Access Window: Type RGBS
- Step 2. Person Lookup: Enter Student Id

Example:

- Added Class = Engl-102-24 no charges
- Dropped Class = Engl-102-23 Charges

Offset Correction Complete

- Step 3. Cancel All 