

**QUERIES FOR GENERATING  
CAFE IV REGISTRATION & CANCELLATION FILES**

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### New Financial System Layout Requirements

The implementation of the new University Financial System has called for a revision to the steps needed to develop the Accounting Services file. For full instructions on developing this file, copy the Financial Systems link shown below into your browser:

<http://www.northwestern.edu/finsys/ps/finance/financejournalupload.html>

The new layout requires two lines per registrant: one line to show the chart string that should be charged either for registration or cancellation; the second line to show the chart string that should be credited as a result of registration or cancellation.

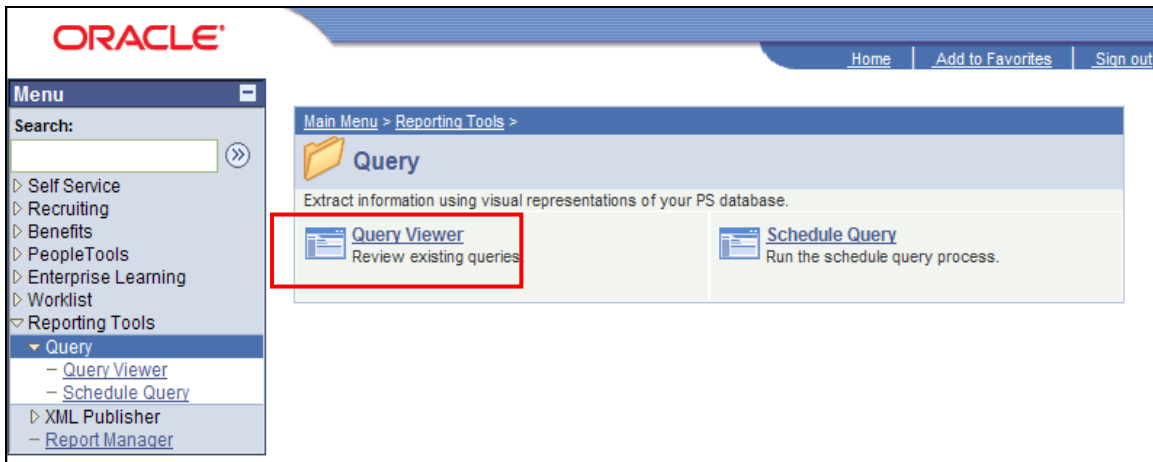
As before, you will be able to run the Registration and Cancellation queries either by course code or by session end date.

### Sign into HRIS Self Service

1. Go to <https://nuhr.northwestern.edu>
2. At the Self Service sign in screen, log in using your NetID and password.

### Access the Query Viewer

3. Click on the following links in the Menu box located on the left side of the screen:  
**Reporting Tools> Query> Query Viewer**




# Training Guide

## Queries for Creating Cafe IV Files

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### CAFE IV Queries

4. In the “Search By: Query Name begins with” field, enter “CAFÉ\_IV” and press <Enter> or click the  button.

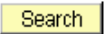
Your results should yield four queries. These four queries will generate CAFE IV files for downloading to Excel and subsequent submission to Accounting Services for processing.

Each of these queries is described on page 5 of this document.

### Query Manager

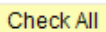
Enter any information you have and click Search. Leave fields blank for a list of all values.

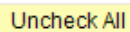
[Find an Existing Query](#) | [Create New Query](#)


\*Search By:  begins with   
 [Advanced Search](#)

### Search Results

\*Folder View:





\*Action:  

Query								Customize	Find	View All	First	1-4 of 4	Last
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule					
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_CR	IV File Can Fees: input crs cd	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>					
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_DTE	IV File Can Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>					
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_CR	IV File REG Fees: input crs	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>					
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_DTE	IV File REG Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>					

## Training Guide

### Queries for Creating Cafe IV Files

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#### **To obtain registration fee information by Course Code, run:**

- CAFE\_IV\_REG\_CHGE\_CREDIT\_CRD – this query will pull all the registrants – for a specific course/session code - who should be charged a registration fee for having attended the course. This query will provide not only the chart string to which the registration fee should be charged, but also the chart string that you have identified as the one that should receive the registration fee revenue. Please note that the registration fee revenue will be shown as negative amounts.

#### **To obtain registration fee information by Session End Date range, run:**

- CAFE\_IV\_REG\_CHGE\_CREDIT\_DTE – this query will pull all the registrants –for a specific session end date range - who should be charged a registration fee for having attended the course. This query will provide not only the chart string to which the registration fee should be charged, but also the chart string that you have identified as the one that should receive the registration fee revenue. Please note that the registration fee revenue will be shown as negative amounts.

#### **To obtain cancellation charge information by Course Code, run:**

- CAFE\_IV\_CAN\_CHGE\_CREDIT\_CRD – this query will pull all the registrants - for a specific course/session code - who should be charged a cancellation fee for either being a No Show or for dropping the course after the published cancellation cutoff date/time. This query will provide not only the chart string to which the cancellation fee should be charged, but also the chart string that you have identified as the one that should receive the cancellation fee revenue. Please note that the cancellation fee revenue will be shown as negative amounts.

#### **To obtain cancellation charge information by Session End Date range, run:**

- CAFE\_IV\_CAN\_CHGE\_CREDIT\_DTE – this query will pull all the registrants - for a specific range of course session end dates - who should be charged a cancellation fee for either being a No Show or for dropping the course after the published cancellation cutoff date/time. This query will provide not only the chart string to which the cancellation fee should be charged, but also the chart string that you have identified as the one that should receive the cancellation fee revenue. Please note that the cancellation fee revenue will be shown as negative amounts.

# Training Guide

## Queries for Creating Cafe IV Files

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### Running the Registration Query for a specific Course Code

1. To run the registration file for a specific course/session code, click on the HTML link located to the right of the query named CAFE\_IV\_REG\_CHGE\_CREDIT\_CRS.

The screenshot shows the 'Query Manager' interface. At the top, there is a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are links for 'Find an Existing Query' and 'Create New Query'. The search criteria are set to '\*Search By: Query Name' and 'begins with CAFE\_IV\_REG'. There are 'Search' and 'Advanced Search' buttons. Below the search bar, there is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. There are 'Check All' and 'Uncheck All' buttons, and an '\*Action:' dropdown set to 'Rename Selected' with a 'Go' button. The main part of the screenshot is a table of search results. The table has columns for 'Query', 'Select', 'Query Name', 'Descr', 'Owner', 'Folder', 'Edit', 'Run to HTML', 'Run to Excel', and 'Schedule'. There are four rows of results, all with 'Public' as the owner and 'Folder'. The third row, 'CAFE\_IV\_REG\_CHGE\_CREDIT\_CRS IV File REG Fees: input crs', has its 'HTML' link circled in red.

Query	Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
	<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_CRS	IV File Can Fees: input crs cd	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
	<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_DTE	IV File Can Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
	<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_CRS	IV File REG Fees: input crs	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
	<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_DTE	IV File REG Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

2. You will be prompted to enter the following information:

- DeptID – your six-digit department code.
- Acctg Svcs 2-Digit Dept Code – the two digit code you were assigned by Accounting Services. If you do not know this code, you may enter a %.
- Select Course Code – the course code that you want to query.
- Select Session Code – the completed session that you want to query.

Note: You may click the magnifying glass prompt in order to search for either a course code or session number.

3. Then click the [View Results](#) button.

## Training Guide Queries for Creating Cafe IV Files

DeptID:

Acctg Svcs 2 Digit Dept Code:

Select Course Code:

Select Session Code:

[View Results](#)

Fund	DeptID	Proj/Grt	ActivityID	Program	Acct	AMOUNT	Line Description
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The results are provided in the format required by Accounting Services.

4. To download your results to Excel, click the link that says [Excel SpreadSheet](#).

NOTE: You must hold down the Control key (CTRL) on your keyboard until the spreadsheet is entirely open in front of you.

DeptID:

Acctg Svcs 2 Digit Dept Code:

Select Course Code:

Select Session Code:

[View Results](#)

Download results in [Excel SpreadSheet](#) [CSV Text File](#) (3 kb)

[View All](#)

First  1-6 of 6  Last

	Fund	DeptID	Proj/Grt	ActivityID	Program to be Charged	Acct	Amount to be Charged	Line Description	Fund	DeptID	Proj/Grt	ActivityID	Program to be Credited	Acct	Amount to be Credited	Line Description
1	110	3200000				76745	75.00	HRD180/1000284	160	1444000				50787	-75.00	HRD180/1000284
2	110	8114100				76730	75.00	HRD180/1061303	160	1444000				50787	-75.00	HRD180/1061303
3	110	1448000				76730	75.00	HRD180/1065254	160	1444000				50787	-75.00	HRD180/1065254
4	110	1722000				76730	75.00	HRD180/1065995	160	1444000				50787	-75.00	HRD180/1065995
5	110	4904000				76730	75.00	HRD180/1066358	160	1444000				50787	-75.00	HRD180/1066358
6	110	5600900				76730	75.00	HRD180/1067688	160	1444000				50787	-75.00	HRD180/1067688

5. Once the Excel spreadsheet has been generated, follow the instructions provided by Accounting Services for submitting IV files.

- Be sure to look over the data before submitting it to Accounting Services, as the chart string supplied by the registrants could be incomplete or invalid. The system does not validate the CAFÉ chart string.

# Training Guide

## Queries for Creating Cafe IV Files

### Running the Registration Query for a specific Date Range

1. To run the registration file for a specific range of dates, click on the HTML link located to the right of the query named CAFE\_IV\_REG\_CHGE\_CREDIT\_DTE.

#### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with   
 [Advanced Search](#)

#### Search Results

\*Folder View:

\*Action:

Query	Customize	Find	View All	First	1-4 of 4	Last		
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_CRS	IV File Can Fees: input crs cd	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_DTE	IV File Can Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_CRS	IV File REG Fees: input crs	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_DTE	IV File REG Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

2. You will be prompted to enter the following information:

- DeptID – your six-digit department code.
- Begin Date Range – the earliest date of the date range.
- End Date Range – the latest date of the date range.

Note: You may click the magnifying glass prompt in order to search for a department id.

Note: You may click the calendar icon to the right of the Date Range fields.

DeptID:

Beginning Date of Range:

End Date of Range:

## Training Guide Queries for Creating Cafe IV Files

3. Then click the [View Results](#) button.

DeptID:

Beginning Date of Range:

End Date of Range:

[View Results](#)

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) (80 kb)

[View All](#)

First  1-100 of 135  Last

	Fund	DeptID	Proj/Grt	ActivityID	Program to be Charged	Acct	Amount to be Charged	Line Description	Fund	DeptID	Proj/Grt	ActivityID	Program to be Credited	Acct	Amount to be Credited	Line Description
1	110	4923000				76730	285.00	HRD110/1016398	160	1444000				50787	-285.00	HRD110/1016398
2	110	5010000				76730	285.00	HRD110/1067919	160	1444000				50787	-285.00	HRD110/1067919
3						76730	285.00	HRD110/1067943	160	1444000				50787	-285.00	HRD110/1067943
4	110	8284300				76730	285.00	HRD110/2007963	160	1444000				50787	-285.00	HRD110/2007963
5	110	1722000				76730	225.00	HRD500/1011322	110	1443000				50787	-225.00	HRD500/1011322
6	110	3200000				76745	225.00	HRD500/1013093	110	1443000				50787	-225.00	HRD500/1013093
7	110	4205000				76730	225.00	HRD500/1015658	110	1443000				50787	-225.00	HRD500/1015658
8	110	5326000				76730	225.00	HRD500/1039305	110	1443000				50787	-225.00	HRD500/1039305
9	110	4900000				76730	225.00	HRD500/1044989	110	1443000				50787	-225.00	HRD500/1044989

Note: If you see a row where the chart string information is blank (above – line 3), that will mean that no chart string was provided by the registrant.

4. Once the excel spreadsheet has been generated, follow the instructions provided by Accounting Services for submitting IV files.

- Be sure to look over the data before submitting it to Accounting Services, as the chart string supplied by the registrants could be incomplete or invalid. The system does not validate the CAFÉ chart string.

# Training Guide

## Queries for Creating Cafe IV Files

### Running the Cancellation Queries for a specific Course Code

1. To run the registration file for a specific course code, click on the HTML link located to the right of the query named CAFE\_IV\_CAN\_CHGE\_CREDIT\_CRIS.

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

\*Action:

Query	Customize	Find	View All	First	1-4 of 4	Last		
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_CRIS	IV File Can Fees: input crs cd	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_DTE	IV File Can Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_CRIS	IV File REG Fees: input crs	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_DTE	IV File REG Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

2. You will be prompted to enter the following information:

- DeptID – your six-digit department code.
- Acctg Svcs 2 Digit Dept Code – the two digit code you were assigned by Accounting Services.
- Select Course Code – the course code that you want to query.
- Select Session Code – the completed session that you want to query.

Note: You may click the magnifying glass prompt in order to search for either a course code or session number.

DeptID:

Acctg Svcs 2 Digit Dept Code:

Select Course Code:

Select Session Code:


3. Then click the  button.

## Training Guide Queries for Creating Cafe IV Files


The results are provided in the format required by Accounting Services.


4. To download your results to Excel, click the link that says Excel SpreadSheet.

NOTE: You must hold down the Control key (CTRL) on your keyboard until the spreadsheet is entirely open in front of you.

DeptID:  

Acctg Svcs 2 Digit Dept Code:



Select Course Code:  

Select Session Code:  

[View Results](#)

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All

First  1-3 of 3  Last

	Fund	DeptID	Proj/Grt	ActivityID	Program to be Charged	Acct	Amount to be Charged	Line Description	Fund	DeptID	Proj/Grt	ActivityID	Program to be Credited	Acct	Amount to be Credited	Line Description
1	120	1100000					75.00	HRD180/1058119	160	1444000				50787	-75	HRD180/1058119
2	110	2146000				76730	75.00	HRD180/1064368	160	1444000				50787	-75	HRD180/1064368
3	110	5849400				75010	75.00	HRD180/1066384	160	1444000				50787	-75	HRD180/1066384

5. Once the excel spreadsheet has been generated, follow the instructions provided by Accounting Services for submitting IV files.

- Be sure to look over the data before submitting it to Accounting Services, as the chart string supplied by the registrants could be incomplete or invalid. The system does not validate the CAFÉ chart string.

# Training Guide

## Queries for Creating Cafe IV Files

### Running the Cancellation Query for a specific Date Range

- To run the cancellation file for a specific range of dates, click on the HTML link located to the right of the query named CAFE\_IV\_CAN\_CHGE\_CREDIT\_DTE.

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

\*Action:

Query	Customize	Find	View All	First	1-4 of 4	Last		
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_CRS	IV File Can Fees: input crs cd	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_CAN_CHGE_CREDIT_DTE	IV File Can Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_CRS	IV File REG Fees: input crs	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CAFE_IV_REG_CHGE_CREDIT_DTE	IV File REG Fees: input dt rng	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

2. You will be prompted to enter the following information:

- DeptID – your six-digit department code.
- Range Beg Date – the earliest date of the session end date range.
- Range End Date – the latest date of the session end date range.

Note: You may click the magnifying glass prompt in order to search for a department id.

Note: You may click the calendar icon to the right of the Date Range fields.

DeptID:

Beginning Date of Range:

End Date of Range:

## Training Guide Queries for Creating Cafe IV Files

3. Then click the [View Results](#) button. The results are provided in the format required by Accounting Services.

4. To download your results to Excel, click the link that says [Excel SpreadSheet](#).

NOTE: You must hold down the Control key (CTRL) on your keyboard until the spreadsheet is entirely open in front of you.

DeptID:

Beginning Date of Range:

End Date of Range:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (6 kb)

View All

First  1-11 of 11  Last

	Fund	DeptID	Proj/Grt	ActivityID	Program to be Charged	Acct	Amount to be Charged	Line Description	Fund	DeptID	Proj/Grt	ActivityID	Program to be Credited	Acct	Amount to be Credited	Line Description
1	110	5204000					50.00	HRS003/1069118							-50.00	HRS003/1069118
2	110	4002100				76730	50.00	HRS003/1069431							-50.00	HRS003/1069431
3	171	8252500	10007736	01		76730	50.00	HRS005/1065275							-50.00	HRS005/1065275
4	110	5262000				76730	50.00	HRS005/1069196							-50.00	HRS005/1069196
5	110	5031000				76730	155.00	HRD150/1063865	160	1444000			50787	-155.00	HRD150/1063865	
6	120	1100000					75.00	HRD180/1058119	160	1444000			50787	-75.00	HRD180/1058119	
7	110	2146000				76730	75.00	HRD180/1064368	160	1444000			50787	-75.00	HRD180/1064368	
8	110	5849400				75010	75.00	HRD180/1066384	160	1444000			50787	-75.00	HRD180/1066384	
9	110	5849400				75010	155.00	HRD160/1066384	160	1444000			50787	-155.00	HRD160/1066384	
10	110	4900000				76730	90.00	HRD185/1021686	160	1444000			50787	-90.00	HRD185/1021686	

5. Once the excel spreadsheet has been generated, follow the instructions provided by Accounting Services for submitting IV files.

- Be sure to look over the data before submitting it to Accounting Services, as the chart string supplied by the registrants could be incomplete or invalid. The system does not validate the CAFÉ chart string.