SES Project v 9.0 Student Financials

### PROCESSING STUDENT ACCOUNTS

## Viewing and Printing NU Reports

#### In this lesson you will learn the processes for:

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# Step by Step Guide

## Viewing and Printing the NU All Transactions and NU Term Transactions Reports

1. Navigate to: **NU Student Financials> NU Reports.** A list of NU Reports appears on your page. A list of available reports and their definitions is as follows:

Report Name	Description
<b>NU All Transactions</b>	This report allows you to generate a chronological history of
	financial transactions on a student's account. The results are
	sorted by term. This report does not contain item types.
NU All Trans. w/item type	This report allows you to generate a chronological history of
	financial transactions on a student's account. The results are
	sorted by term. This report contains the item type of each
	transaction.
NU Term Transactions	This report allows you to generate a list of financial transactions
	on a student's account for one term only. This report does not
	contain item types.
NU Term Trans. w/item	This report allows you to generate a list of financial transactions
type	on a student's account for one term only. This report contains
	the item type of each transaction.

**Note**: If this is your first time to access a report you will established a Run Control ID in Step #2.

- 2. From the NU Reports menu, select a report (for our exercise we will select NU All Trans. w/Item Type). Depending on whether you have run this report before there are three scenarios (a, b or c):
  - **a.** You have <u>run this report before</u> and have <u>only one</u> Run Control ID: You will go right into the Required Parameters page; continue with Step #3.
  - b. You have run this report before and have more than one Run Control ID:
    - i. Click Search to see a list of your Run Control IDs.
    - ii. Choose a Run Control ID by clicking on the link. The Required Parameters page displays; continue with Step #3.
  - c. This is your first time to run this report and you will add a Run Control ID:
    - i. Click on the Add a New Value tab; an empty Run Control ID field displays.

**Note: Your Run Control ID** can be any number you choose. It will be unique to you. An example would be the last 4 digits of your phone number.



ii. Enter a Run Control ID and click Add.

The **Required Parameters** page displays; continue with Step #3.



**Note:** Required Parameters (ID and Term) are blank on the initial use; otherwise the values default from the previous run of this report.

#### **Required Parameters:**

- 3. Enter the ID (EmplID) of the student for whom you want to run the report. If you don't know the student's EmplID, click on the magnifying glass icon. A Lookup ID page appears where you can enter the student's first and last name in the Name fields to search for the student.
- 4. Enter the appropriate Term code in the Term field or select it by using the magnifying glass icon to the right of the field.



**5. Press the** Run **button.** The Process Scheduler Request page appears.

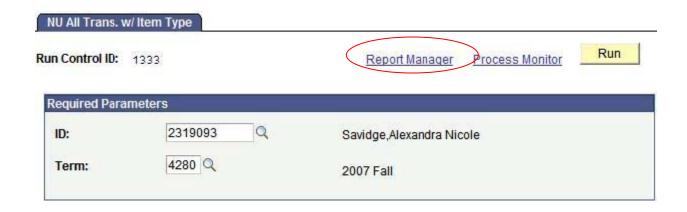
#### Process Scheduler Request



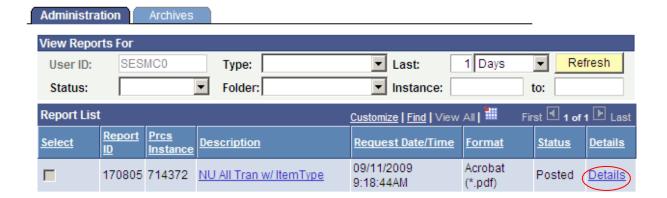
6. Make sure the following criteria are selected.

Field	Value
Run Date	Make sure today's date defaults into the Run Date field. If it
	doesn't, click on the "Reset to Current Date/Time" button.
Run Time	Same as above
<b>Select Description</b>	Defaults to the desired report

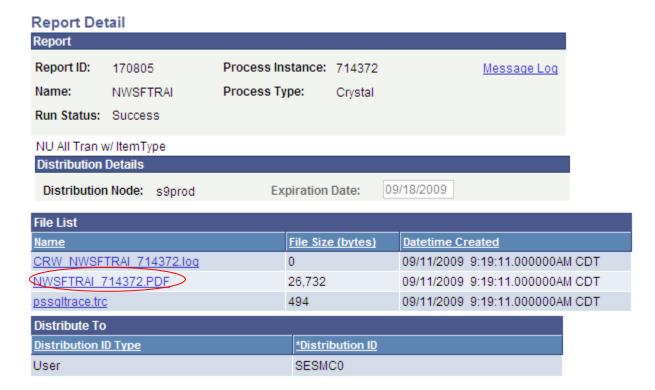
7. Click OK The NU All Trans. w/ Item Type page appears.



- **8.** Click on the Report Manager link. The Report page appears.
- 9. Select the criteria you wish to search on and click on the running successfully, the details column will display a **Details** link.



**10. Click on the** Details link. The Report Detail page appears.



- **11. Click on the** NWSFTRAI xxxxxx.PDF link. The results of your NU Accounting Summary report appear as a PDF document.
- 12. If you wish to print the report, press the print 💆 icon.

## Viewing and Printing the NU Accounting Summary Report

1. Navigate to: **NU Student Financials> NU Reports.** A list of NU Reports appears on your page.

**Note**: If this is the first time you have accessed a report you will established a Run Control ID in Step #2.

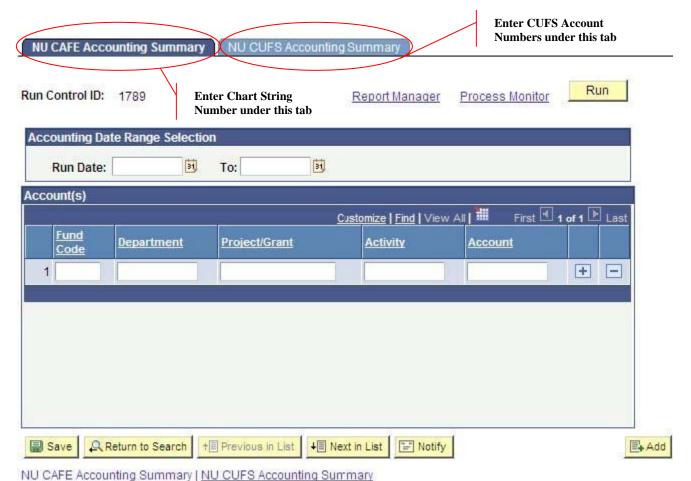
- 2. From the NU Reports menu, select a report (for our exercise we will select NU Accounting summary). Depending on whether you have run this report before there are three scenarios (a, b, or c):
  - **a.** You have <u>run this report before</u> and have <u>only one</u> Run Control ID: You will go right into the NU Accounting Summary page; continue with Step #3.
  - b. You have run this report before and have more than one Run Control ID:
    - i. Click Search to see a list of your Run Control IDs.
    - ii. Choose a Run Control ID by clicking on the link. The NU Accounting Summary page appears; continue with Step #3.
  - c. This is your first time to run this report and you will add a Run Control ID:
    - i. Click on the Add a New Value tab; an empty Run Control ID field displays.

**Note: Your Run Control ID** can be any number you choose. It will be unique to you. An example would be the last 4 digits of your phone number.

ii. Enter a Run Control ID and click Add.

NU Accounting Summary		
Find an Existing Value Add a New Value		
Run Control ID: 1789		
Add		
Find an Existing Value   Add a New Value		

The **NU Accounting Summary** page displays; continue with Step #3.



NO CAPE Accounting Summary (NO COPS Accounting Summary

Note: NU Accounting Summary fields (Accounting Date Range and Account(s)) are blank on the initial use; otherwise the values default from the previous run of this report.

3. You will see two tabs. The first tab is the **NU CAFÉ Accounting Summary tab**. The second tab is the **NU CUFS Accounting Summary** tab. Please refer to the table below to determine which tab to use for your report.

#### **Enter the following values:**

Field	Value
Month	Enter the appropriate month using the first 3 letters of the month, e.g. JAN, FEB, MAR.
Year	Enter the appropriate year by typing in the 4 digits, e.g. 2007.
CUFS account	Enter the appropriate CUFS account number. Examples are displayed on the page.
* To be used for data prior to November 2008	The CUFS number must be entered in the format below, which includes 24 characters and spaces, so that the report will run properly. CUFS account examples are displayed below.
Chart String  * To be used for data from December 2008 forward	The Chart String number must be entered in the format below, which includes 29 characters and spaces, so that the report will run properly. Chart String examples are displayed below.

**CUFS** accounts without SubOrg must contain an equal amount of spaces – a missing space will not find any data to report:

Note: if you insert a % character after the Organization number instead of specifying an Object code, the report will return all Objects for the account. For example, the CUFS number given above would be typed in as: 22 0010 116 0454%.

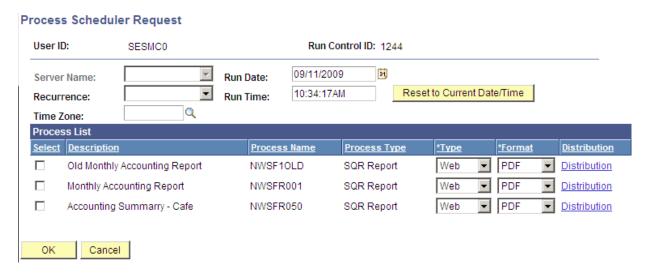
**CUFS** accounts without an Area, Organization or Sub Org must contain an equal amount of spaces – a missing space will not find any data to report. Therefore, you must type 13 blank spaces between the Fund and Balance Sheet number, or use "space space % space" as shown above.

#### **Chart Strings**

```
Fund
    Department ID
                      Acti vi tv
             Proj ect
                         Account
Fnd Dept-ID Project- Ac Accnt
123 1234567 12345678 12 12345 (Maximum 29 characters and spaces) other variations are:
123 1234567
                          12345
                          12345 (Some Fund-Account combinations have blank DeptID, Project,
123
Activity)
                                (twenty-one spaces between Fund and Account)
123 % 12345
                                 "double space % space" also matches 21 spaces)
123 1234567 12345678%
                                (Place % at the end to match <u>any</u> Activity and <u>any</u> Account)
```

After all three parameters (Month, Year and CUFS Account or Chart String) are filled in, click on the icon to save the current parameters.

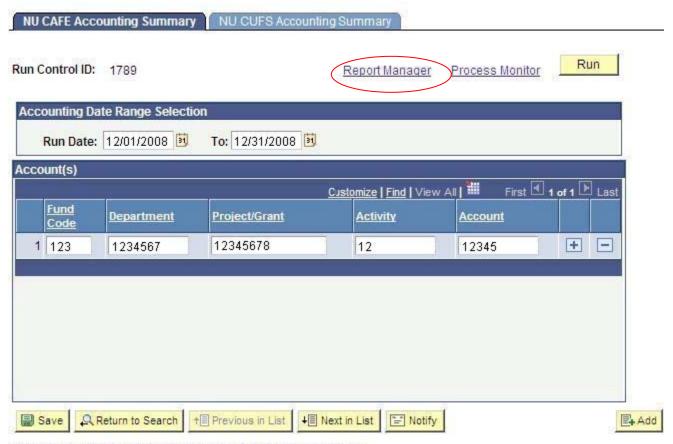
4. Click on the Run button. The Process Scheduler Request page appears.



5. Check to make sure the following selections are chosen.

Field	Value
Run Date	Make sure today's date defaults into the Run Date field. If it doesn't, click on the "Reset to Current Date/Time" button.
Run Time	Same as above.
Select Description	Select the checkbox to the left of the appropriate report based upon the date you entered on the page:
	From NOV 1999 through <u>AUG</u> 2000, select "Old Monthly Accounting Report"
	From <u>SEP</u> 2000 through NOV 2008, select "Monthly Accounting Report"
	• From DEC 2008 through current, select "Accounting Summary – Café"

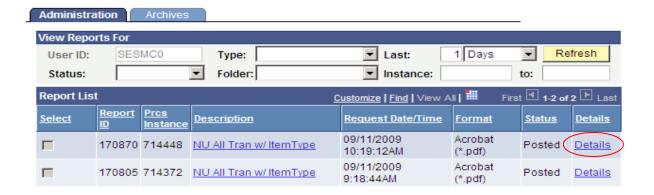
**6.** Click OK The NU Accounting Summary page reappears.



NU CAFE Accounting Summary | NU CUFS Accounting Summary

7. Click on the **Report Manager** link. The Report Manager page appears.

Click on the Refresh button. When the report is finished running successfully, the Details column will display as a link.



8. Click on the **Details** link.

**9.** Click on the <a href="NWSFR001">NWSFR001</a> xxxxxx.PDF</a> link. The results of your NU Accounting Summary report appear as a PDF document.

Report Detail Report Report ID: 171463 Process Instance: 715202 Message Log Name: Process Type: NWSFTRAI Crystal Run Status: Success NU All Tran w/ ItemType **Distribution Details** 09/21/2009 Expiration Date: Distribution Node: s9prod File List Name File Size (bytes) **Datetime Created** CRW NWSFTRAL 715202.log 0 09/14/2009 11:09:58.000000AM CDT NWSFTRAL 715202.PDF 60,664 09/14/2009 11:09:58.000000AM CDT 494 09/14/2009 11:09:58.000000AM CDT pssqltrace.tro Distribute To Distribution ID Type \*Distribution ID

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10. If you wish to print the report, press the print 💆 icon.

User