

PROCESSING STUDENT ACCOUNTS

Viewing and Printing NU Reports

In this lesson you will learn the processes for:

Viewing and Printing the NU All Transactions and NU Term Transactions Reports.....Section 1, Page 1

Viewing and Printing the NU Accounting Summary Report.....Section 2, Page 5

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
NU All Transactions	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 type	This report allows you to generate a list of financial transactions 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 establish 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 run this report before and have only one 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.

NU All Trans. w/Item Type

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



- ii. Enter a Run Control ID and click [Add](#).

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

The screenshot shows the 'Required Parameters' section of the report interface. At the top, there is a header 'NU All Trans. w/ Item Type'. Below it, the 'Run Control ID' is set to '1333'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. The 'Required Parameters' section contains two fields: 'ID:' and 'Term:'. Both fields are currently blank and have a magnifying glass icon to their right, indicating a search function.

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.

Run Control ID: 1333

[Report Manager](#)

[Process Monitor](#)

Run

Required Parameters	
ID:	2319093 <input type="text"/> <input type="button" value="Q"/>
Term:	4280 <input type="text"/> <input type="button" value="Q"/>
	Savidge, Alexandra Nicole
	2007 Fall

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

Process Scheduler Request

User ID: SESMC0

Run Control ID: 1333

Server Name:

Run Date: 09/11/2009

Recurrence:

Run Time: 10:42:21AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NU All Tran w/ ItemType	NWS=TRAI	Crystal	Web	PDF	Distribution

OK **Cancel**

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
Select Description	Defaults to the desired report

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

Run Control ID: 1333

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Required Parameters

ID: Savidge, Alexandra Nicole
 Term: 2007 Fall

8. Click on the [Report Manager](#) link. The Report page appears.

9. Select the criteria you wish to search on and click on the [Refresh](#) button. When the report is finished running successfully, the details column will display a [Details](#) link.

View Reports For

User ID: Type: Last: Days [Refresh](#)
 Status: Folder: Instance: to:

Report List

Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	170805	714372	NU All Tran w/ ItemType	09/11/2009 9:18:44AM	Acrobat (*.pdf)	Posted	Details

10. Click on the [Details](#) link. The Report Detail page appears.

Report Detail

Report			
Report ID:	170805	Process Instance:	714372 Message Log
Name:	NWSFTRAI	Process Type:	Crystal
Run Status:	Success		

NU All Tran w/ ItemType

Distribution Details

Distribution Node:	s9prod	Expiration Date:	<input type="text" value="09/18/2009"/>
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File List

Name	File Size (bytes)	Datetime Created
CRW_NWSFTRAI_714372.log	0	09/11/2009 9:19:11.000000AM CDT
NWSFTRAI_714372.PDF	26,732	09/11/2009 9:19:11.000000AM CDT
pssqltrace.trc	494	09/11/2009 9:19:11.000000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	SESMC0

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 establish 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 run this report before and have only one 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

The screenshot shows the 'NU Accounting Summary' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs is a horizontal line. Underneath the line, the text 'Run Control ID:' is followed by a text input field containing the number '1789'. Below the input field is a yellow 'Add' button. At the bottom of the screenshot, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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

[NU CAFE Accounting Summary](#) | [NU CUFS Accounting Summary](#)

Run Control ID: 1789 Enter Chart String Number under this tab [Report Manager](#) [Process Monitor](#) [Run](#)

Accounting Date Range Selection
 Run Date: 31 To: 31

Account(s)
 Customize | Find | View All | First 1 of 1 Last

	Fund Code	Department	Project/Grant	Activity	Account		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#)

[NU CAFE Accounting Summary](#) | [NU CUFS Accounting Summary](#)

Enter CUFS Account Numbers under this tab

Enter Chart String Number under this tab

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.

- 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 * To be used for data prior to November 2008	Enter the appropriate CUFS account number. Examples are displayed on the page. 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:

Account Type (if you don't know AccTyp use two underscores = single-char wildcard)

Account	Fund	Area	Organization	Sub Org (two spaces, if not used)	Object (or) Revenue (or) Balance Sheet
AT	Fund	Are	Orga	SO	Obj
22	0010	116	0454	1602	(Maximum 24 characters and spaces)
__	0010	116	0454	1602	(double underscore matches any Account Type)
22	0010			1602	(Fund-Balance Sheet always has blank Area, Org, Sub Org)
		=====			(thirteen spaces between Fund and Balance Sheet)
__	0010	%	1602		("double space % space" matches 13 spaces)


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	Project	Activity	Account
Fnd	Dept-ID	Project-	Ac	Accnt
123	1234567	12345678	12	12345
123	1234567			12345
123				12345
	Activity)			
	=====			
123	%	12345		
123	1234567	12345678%		

(Maximum 29 characters and spaces) other variations are:
 (Some Fund-Account combinations have blank DeptID, Project, Account)
 (twenty-one spaces between Fund and Account)
 ("double space % space" also matches 21 spaces)
 (Place % at the end to match any Activity and any Account)

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

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

Process Scheduler Request

User ID: SESMC0 Run Control ID: 1244

Server Name: Run Date: 09/11/2009

Recurrence: Run Time: 10:34:17AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Old Monthly Accounting Report	NWSF1OLD	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Monthly Accounting Report	NWSFR001	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Accounting Summary - Cafe	NWSFR050	SQR Report	Web	PDF	Distribution

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	<p>Select the checkbox to the left of the appropriate report based upon the date you entered on the page:</p> <ul style="list-style-type: none"> 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 – Cafe"

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

Run Control ID: 1789

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Accounting Date Range Selection

Run Date: 12/01/2008 To: 12/31/2008

Account(s)

Account(s)						
Customize Find View All First 1 of 1 Last						
	Fund Code	Department	Project/Grant	Activity	Account	
1	123	1234567	12345678	12	12345	+ -

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)

[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.

[Administration](#)
[Archives](#)

View Reports For

User ID: Type: Last: Days [Refresh](#)
 Status: Folder: Instance: to:

Report List

Report List							
Customize Find View All First 1-2 of 2 Last							
Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	170870	714448	NU All Tran w/ ItemType	09/11/2009 10:19:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	170805	714372	NU All Tran w/ ItemType	09/11/2009 9:18:44AM	Acrobat (*.pdf)	Posted	Details

8. Click on the [Details](#) link.

9. Click on the [NWSFR001 xxxxxx.PDF](#) 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:	NWSFTRAI	Process Type:	Crystal
Run Status:	Success		

NU All Tran w/ ItemType

Distribution Details	
Distribution Node:	s9prod Expiration Date: <input type="text" value="09/21/2009"/>

File List		
Name	File Size (bytes)	Datetime Created
CRW_NWSFTRAI_715202.log	0	09/14/2009 11:09:58.000000AM CDT
NWSFTRAI_715202.PDF	60,664	09/14/2009 11:09:58.000000AM CDT
pssqltrace.trc	494	09/14/2009 11:09:58.000000AM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	SESMC0

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