

# **PROCESSING STUDENT ACCOUNTS**

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## **Viewing and Printing NU Reports**

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

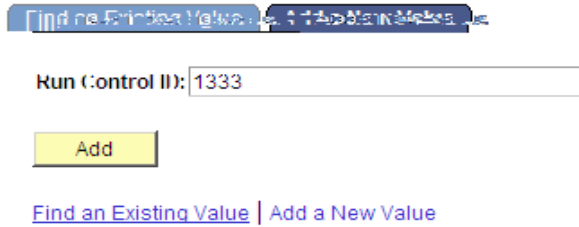
Viewing and Printing the NU All Transactions and NU Term Transactions Reports.....Section 1, Page 1

Viewing and Printing the NU Accounti

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## NU All Trans. w/Item Type

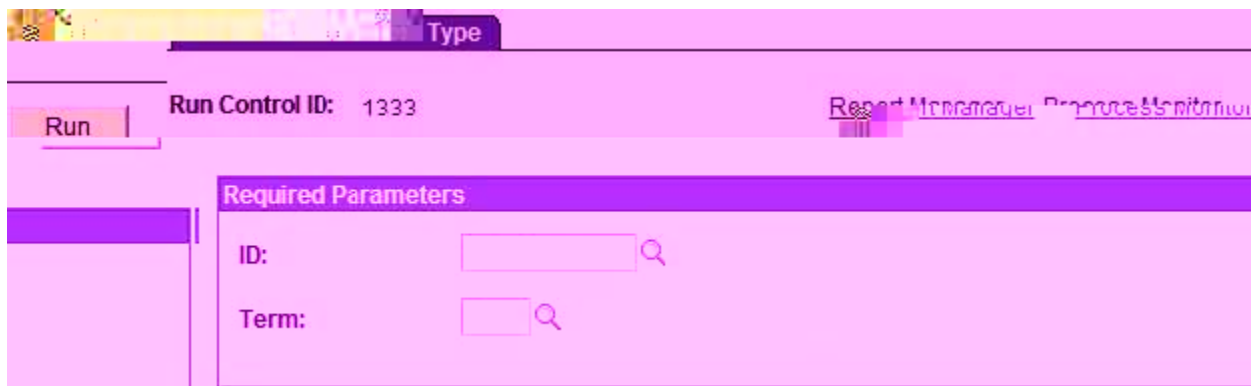


Run Control ID:

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

- ii. Enter a Run Control ID and click .

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



Type

Run Control ID: 1333

[Report Manager](#) [Process Monitor](#)

**Required Parameters**

ID:

Term:

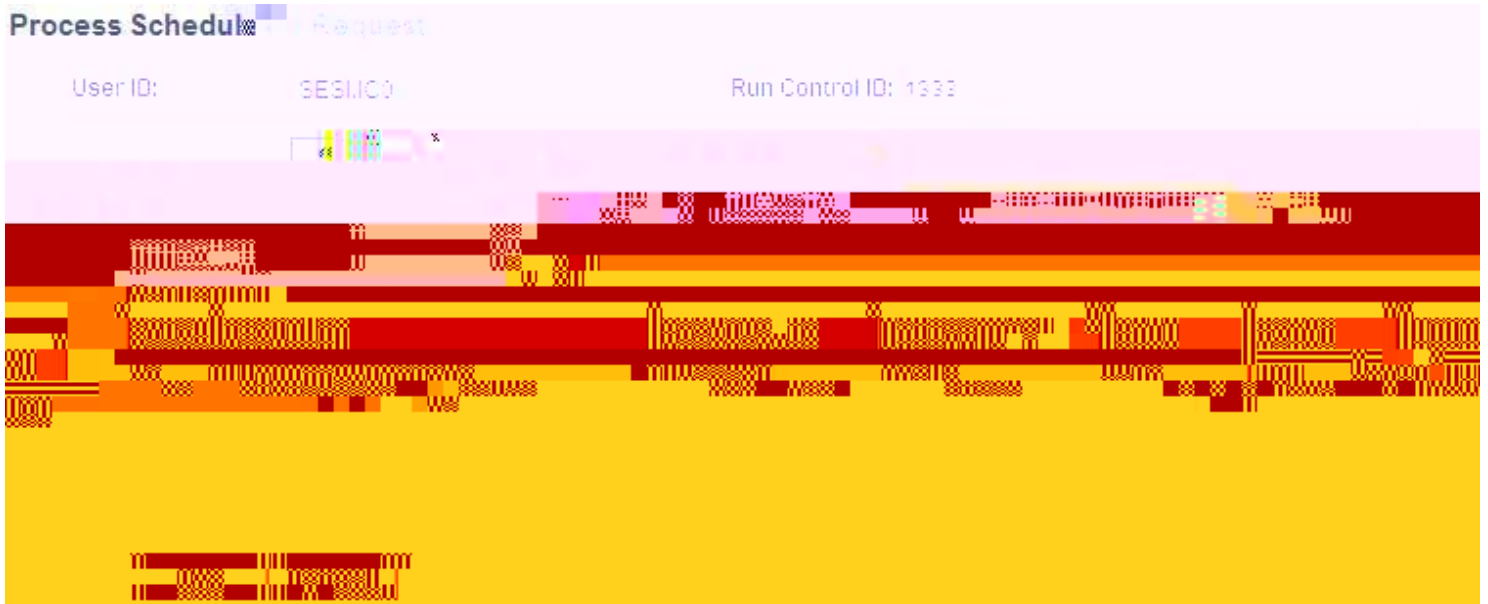
**Note:** **Required Parameters (ID and Term)** are blank on the initial use; otherwise the values default from the previous run of this report.

### Required Parameters:

440132025 0 2.17 TDep0s257



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

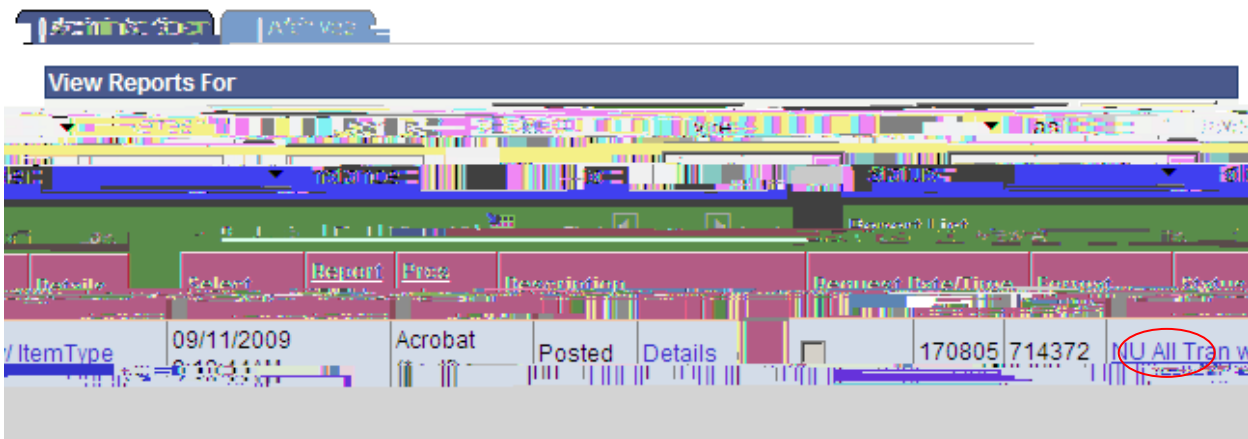


6.



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.



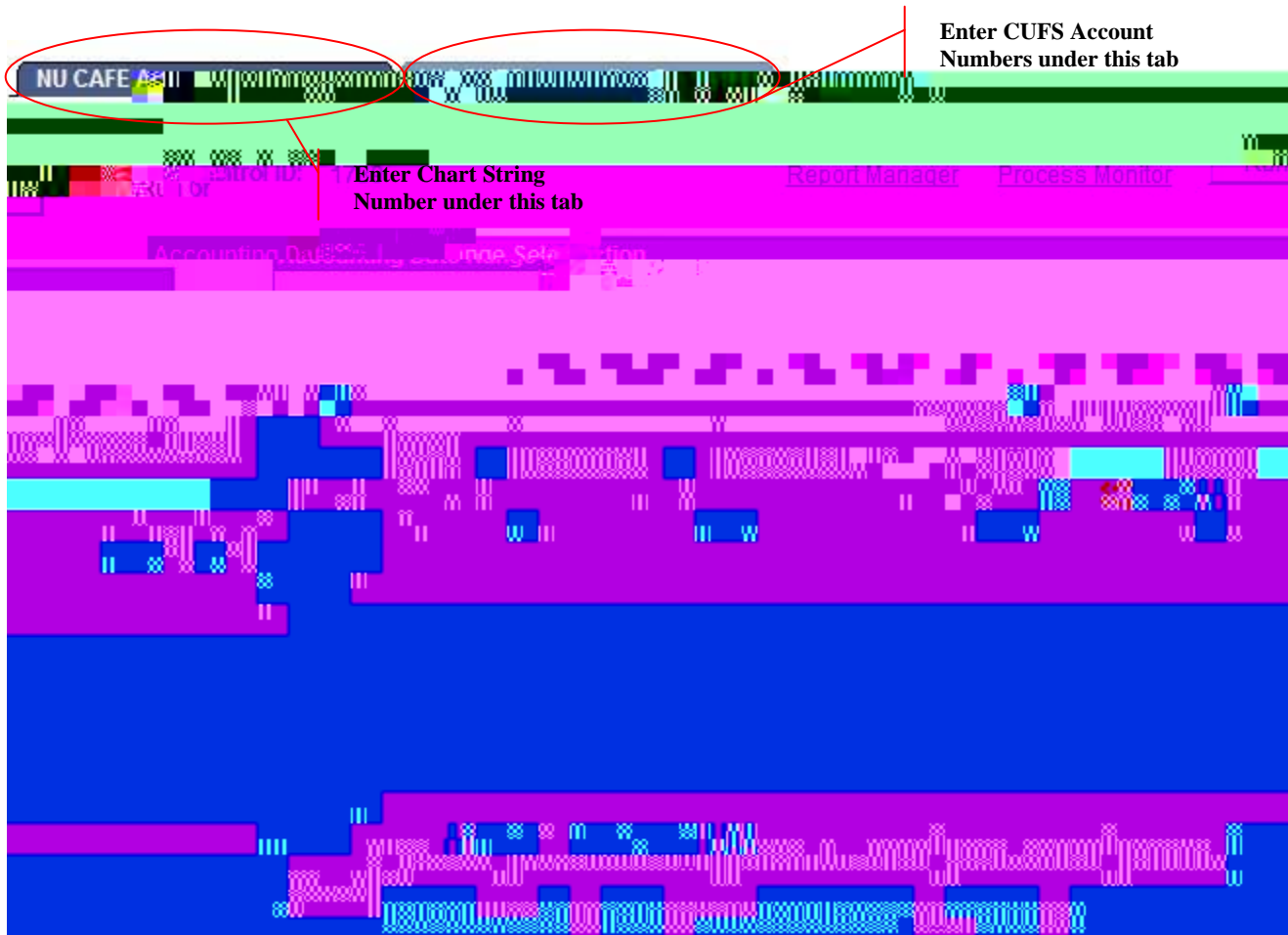
10. Click on the [Details](#) link. The Report Detail page appears.

The screenshot displays the 'Report Detail' page. At the top, there is a 'Report' header. Below it, a 'Message Log' link is visible. The main content area includes a 'Run Status: Success' indicator. A 'Distribution Details' section shows 'Distribution Node: s9p'. A 'File List' table is present with columns for 'File Name (bytes)', 'Definition Created', and 'Name'. The table contains several entries, including one with the name 'NWSFTRAI xxxxxx.PDF'. At the bottom, a 'Distribute To' section shows the user 'User' and the value '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





**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
<b>Month</b>	Enter the appropriate month using the first 3 letters of the month, e.g. JAN, FEB, MAR.
<b>Year</b>	Enter the appropriate year by typing in the 4 digits, e.g. 2007.
<b>CUFS account</b>  <b>* To be used for data prior to November 2008</b>	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.
<b>Chart String</b> <b>* To be used for data from December 2008 forward</b>	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:

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

**Process Scheduler Request**

User ID: SESMC0 Run Control ID: 1244

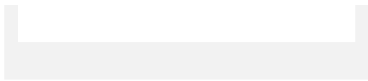
Server Name:  Run Date: 09/11/2009

Process List

Process Name	Process Type	*Type	*Format	Distribution

OK Cancel

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



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



7. Click on the [Report Manager](#) 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

[Message Log](#)

Run Status: Success

NU All Tran w/ ItemType

**Distribution Details**

Distribution Node: s9prod      Expiration Date: 09/21/2009

Time	File Name	Size	Date
11:09:58.000000AM CDT	CRW_NWSFTRAI_715202.log	0	09/14/2009 11:09:58.000000AM CDT
11:09:58.000000AM CDT	NWSFTRAI_715202.PDF	60,664	09/14/2009 11:09:58.000000AM CDT
11:09:58.000000AM CDT	psqltrace.trc	494	09/14/2009 11:09:58.000000AM CDT

**Distribute To**

User	SES
SESMC0	

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