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 Accounti

NU All Trans. w/Item Type
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Run Control ID: 1333
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.

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Run	un Control ID:	1333		Report Mananayer Promotessanitanio
	Required F	arameters		
	ID:		Q	
	Term:	Q		

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:

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

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- 8. Click on the <u>Report Manager</u> 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 <u>Details</u> link.

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

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- **11. Click on the <u>NWSFTRAI xxxxx.PDF</u> 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.

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.

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	The CUFS number must be entered in the format below, which
2008	includes 24 characters and spaces, so that the report will run
	properly. CUFS account examples are displayed below.
Chart String	The Chart String number must be entered in the format below,
* To be used for data	which includes 29 characters and spaces, so that the report will run
from December 2008	properly. Chart String examples are displayed below.
forward	

Enter the following values:

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 **Button.** The Process Scheduler Request page appears.

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

6. Click OK The NU Accounting Summary page reappears.

ΟK

Cancel



7. Click on the <u>Report Manager</u> link.

9. Click on the <u>NWSFR001 xxxxx.PDF</u> link. The results of your NU Accounting Summary report appear as a PDF document.

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