



Process Document Group Create /Detail Report – Application Fee

File Name	App Fee Group Create_Detail Report.doc
Version	8.9
Date Modified	7/3/2008
Last Changed by	ASDS
Status	Final

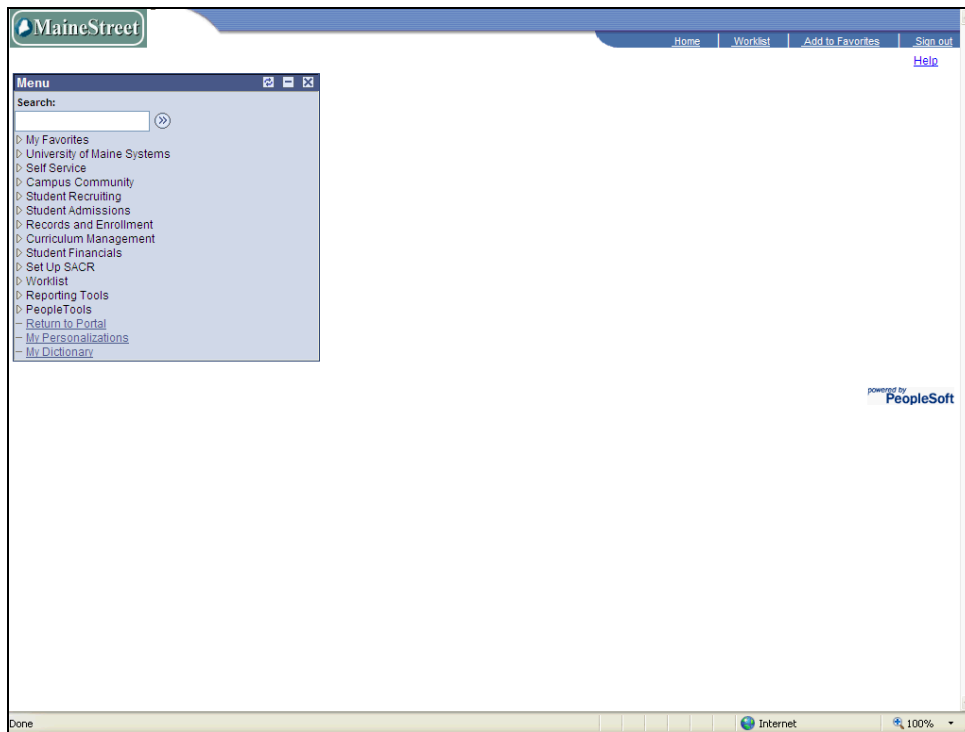
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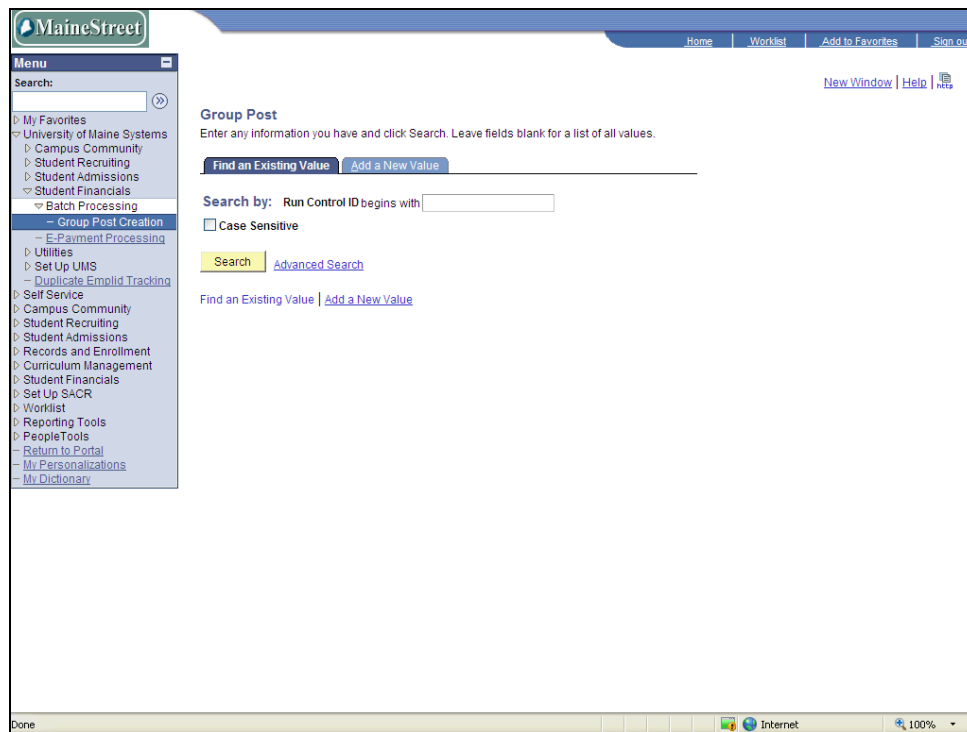


Navigation



Step	Action
1.	From the Campus Solutions menu, click the University of Maine Systems link. ▶ University of Maine Systems
2.	Click the Student Financials link. ▶ Student Financials
3.	Click the Batch Processing link. ▶ Batch Processing
4.	Click the Group Post Creation link. Group Post Creation

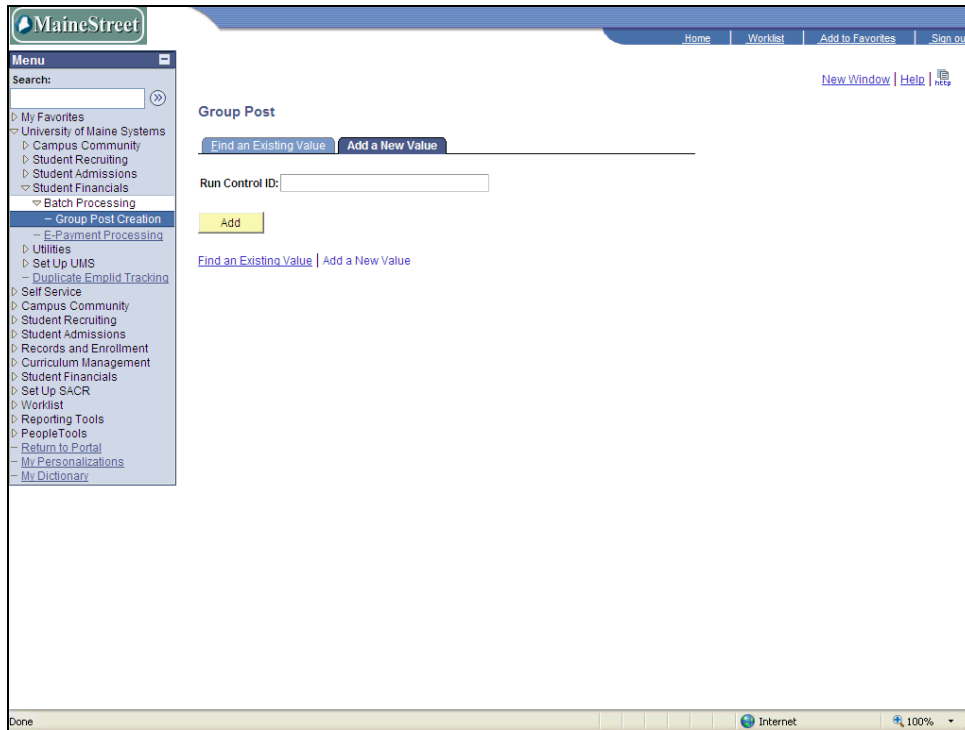
Procedure



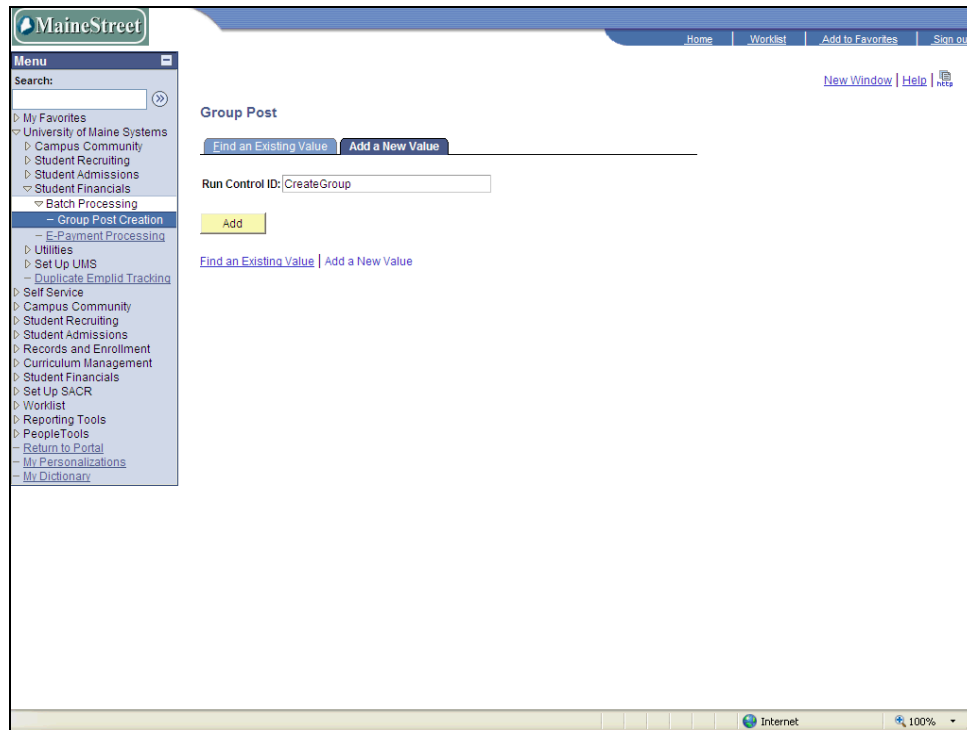
Step	Action
5.	<p>Before you can create the group you must create a Run Control ID. A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running.</p> <p>The Run Control ID allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs. No one else can view or use the Run Control IDs that you create.</p> <p>Click the Add a New Value tab to create a Run Control ID.</p> <p>Add a New Value</p>

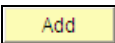
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Step	Action
6.	<p>On the Add a New Value page, you must enter a name for the Run Control ID. Creating a Run Control ID name that is relevant to the process might help you remember it for future use. By creating your own Run Control ID, you can save it and all of the assigned parameters.</p> <p>After you create the new Run Control ID, the next time you run this process you will select the Find An Existing Value tab, click the Search button and select this Run Control from the list.</p>

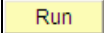


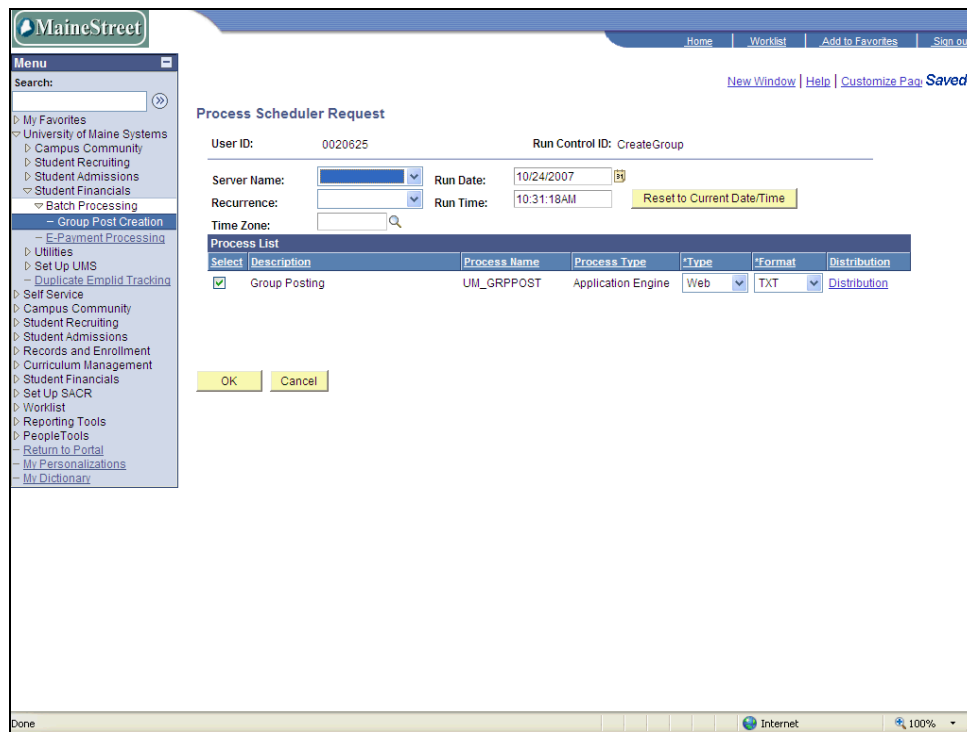
Step	Action
7.	Click the Add button to open the Group Create Staging Entries page. 

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Step	Action
8.	On the Group Creation Staging Entries page, click the Run button to open the Process Scheduler Request page. <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
9.	<p>Use the Process Scheduler Request page to enter, update, or view general process parameters, such as server name and process output format.</p> <p>You must select a <i>Server Name</i> to identify the server on which to run the process. If you use the same Run Control ID for subsequent processes, the server name that you used last will default in this field.</p> <p>Click on the drop-down arrow in the <i>Server Name</i> field.</p>
10.	<p>Click on the PSNT to select it.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">PSNT</div>

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Process Scheduler Request

User ID: 0020625 Run Control ID: CreateGroup

Server Name: Run Date:

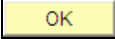
Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Group Posting	UM_GRPPOST	Application Engine	Web	TXT	Distribution

Done Internet 100%

Step	Action
11.	Click the OK button to start the process and return to the Group Creation Staging page.





Step	Action
12.	<p>Notice that your report has been assigned a Process Instance number. This indicates that the process has been submitted to Process Scheduler.</p> <p>It is a good idea to make a note of the Process Instance number for process monitoring.</p> <p>Click the Process Monitor link to open the Process List page.</p> <p>Process Monitor</p>

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Process List

View Process Request For

User ID: 0020625 Type: Last: 10 Days Refresh

Server: Name: Instance: to


Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1998		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:31:18AM EDT	Initiated	N/A	Details
<input type="checkbox"/>	1997		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:28:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	1986		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:13:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	1985		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:10:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	1984		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:08:31PM EDT	Success	Posted	Details
<input type="checkbox"/>	1981		Application Engine	UM_GRPPOST	0020625	10/18/2007 5:34:59PM EDT	Success	Posted	Details

Go back to Group Post

Save Notify

Process List | [Server List](#)

Step	Action
13.	<p>On the Process List page, you need to click the Refresh button until the Distribution Status for your process shows Posted.</p> <p>Click the Refresh button.</p> 

The screenshot shows the MaineStreet application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', and 'Batch Processing'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with search filters for User ID, Type, Last, Server, Name, Instance, Run, and Distribution Status. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1998		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:31:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	1997		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:26:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	1986		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:13:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	1985		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:10:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	1984		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:08:31PM EDT	Success	Posted	Details
<input type="checkbox"/>	1981		Application Engine	UM_GRPPOST	0020625	10/18/2007 5:34:59PM EDT	Success	Posted	Details

Below the table, there are links for 'Go back to Group Post', 'Save', and 'Notify', and another 'Process List | Server List' link. The status bar at the bottom indicates 'Process Instance: 1998' and 'Internet'.

Step	Action
14.	After the <i>Distribution Status</i> shows as <i>Posted</i> , click the Go back to Group Post link. Go back to Group Post

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The screenshot shows the 'Group Post Entries' section of the MaineStreet application. The main content area contains the following text:

Group Creation Staging Entries

This process will gather all the information in the Group Creation Staging tables and only select those entries associated to your operator id. You can view the results in the Student Financials - Group Processing menu selection.

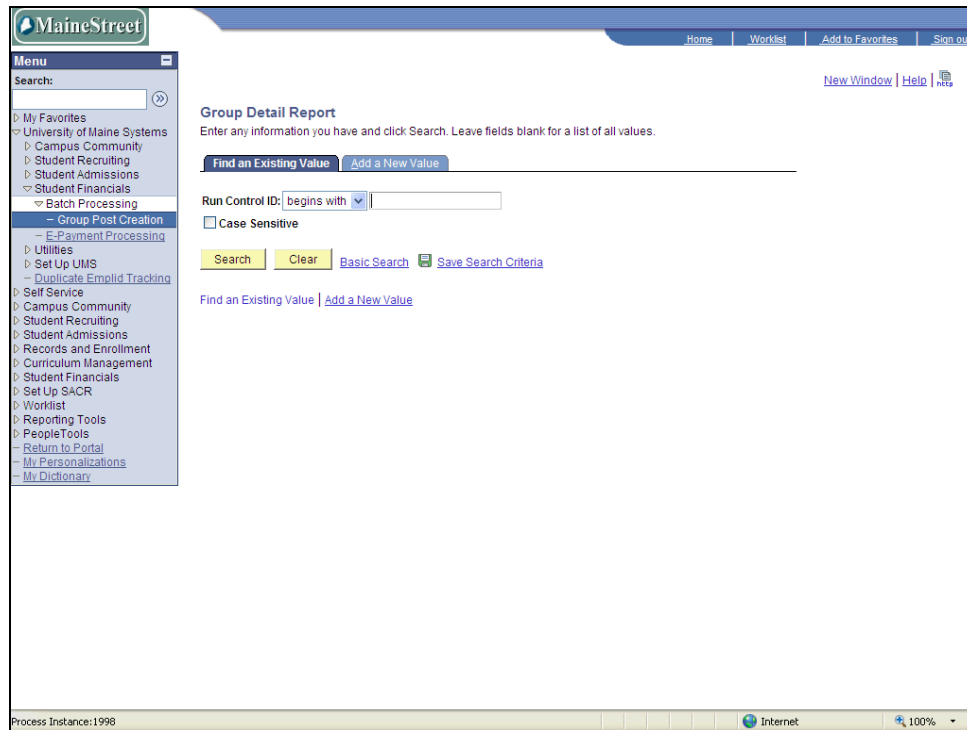
After the execution of the posting program, return to this page to see the group id(s) created for each business unit and group.

The 'Group Post Entries' table is displayed below:

Business Unit	Group Type	Group Id
1 UMS05	A	Application Fee Payment 000000000000055

Additional interface elements include a 'Run Control ID: CreateGroup', a 'Run' button, and links for 'Group Summary Report' and 'Group Detail Report'.

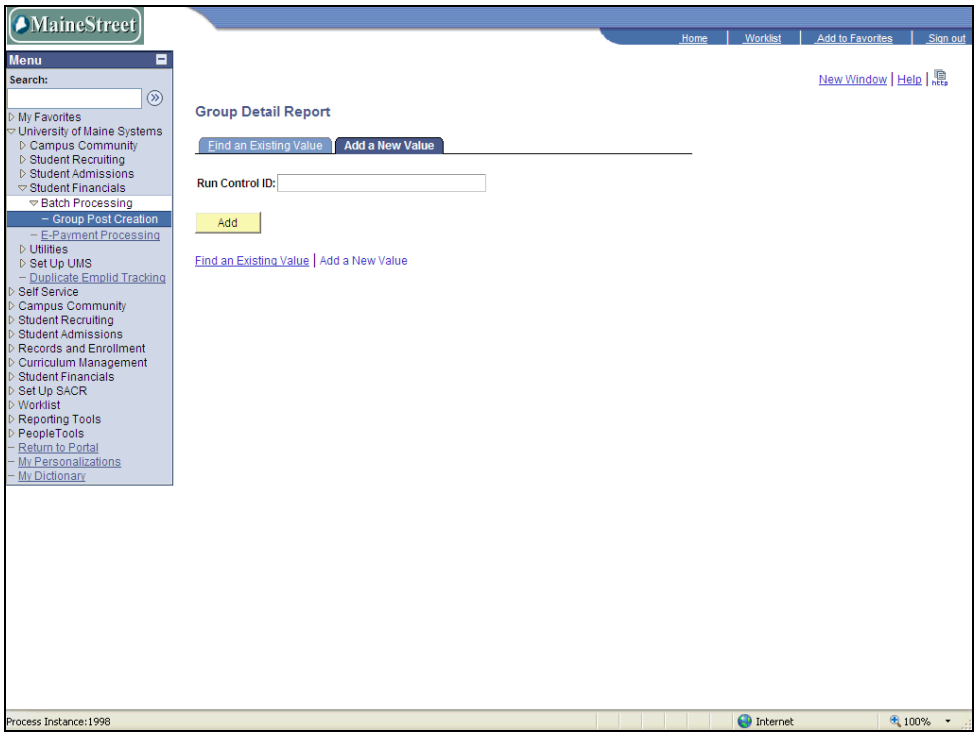
Step	Action
15.	<p>Since the process to create the groups for posting was successful, you now see information about the groups you created in the Group Post Entries section.</p> <p>Now you will create the report that will be taken to the Bursar's Office along with the payment received. <i>Note: The report will only display information about cash & check payments.</i></p> <p>Click on the Group Detail Report link to start the report creation process.</p> <p>Group Detail Report</p>



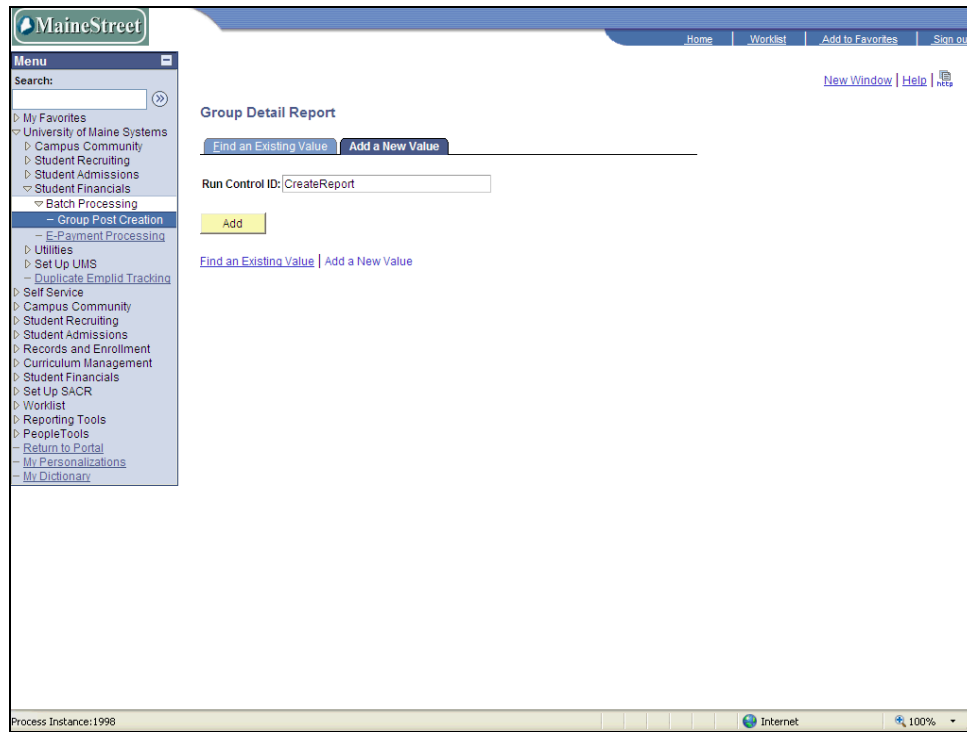
Step	Action
16.	<p>If you haven't already created one, you will need to create a Run Control ID for the <i>Group Detail Report</i> process. Refer to the previous instructions about creating a Run Control ID.</p> <p>Click the Add button to create a Run Control ID.</p> <p>Add a New Value</p>

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Step	Action
17.	Enter a name for the Run Control.



Step	Action
18.	Click the Add button to open the Group Detail Report page. <div style="text-align: center; margin-top: 10px;">  </div>

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Group Detail Report

Run Control ID: CreateReport Report Manager Process Monitor Run

Parameters

Business Unit:

Group Type:

Origin ID:

Starting Group ID:

Ending Group ID:

From Date:

To Date: 10/24/2007

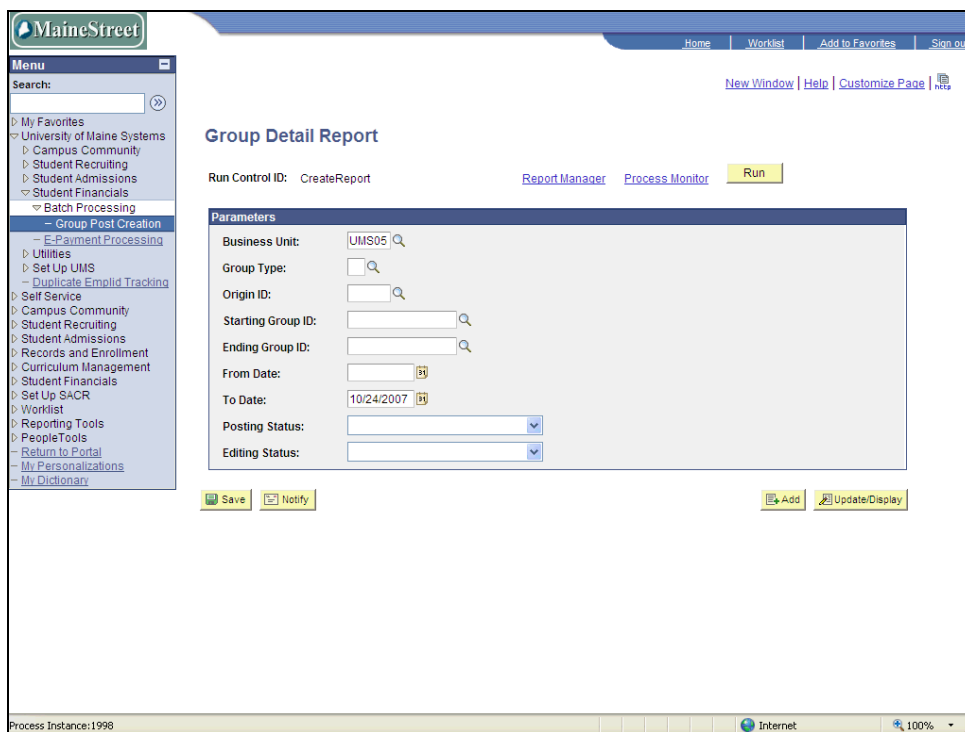
Posting Status:

Editing Status:

Save Notify Add Update/Display

Process Instance: 1998 Internet 100%

Step	Action
19.	<p>On the Group Detail Report page you will enter the parameters for your report.</p> <p>Enter or look up and select the appropriate <i>Business Unit</i>.</p>



The screenshot displays the 'Group Detail Report' interface in the MaineStreet application. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', and 'Batch Processing'. The main area features a search bar and a 'Parameters' section with the following fields:

- Business Unit: UMS05
- Group Type: [Dropdown]
- Origin ID: [Text]
- Starting Group ID: [Text]
- Ending Group ID: [Text]
- From Date: [Text]
- To Date: 10/24/2007
- Posting Status: [Dropdown]
- Editing Status: [Dropdown]



Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are visible at the bottom of the parameters section.

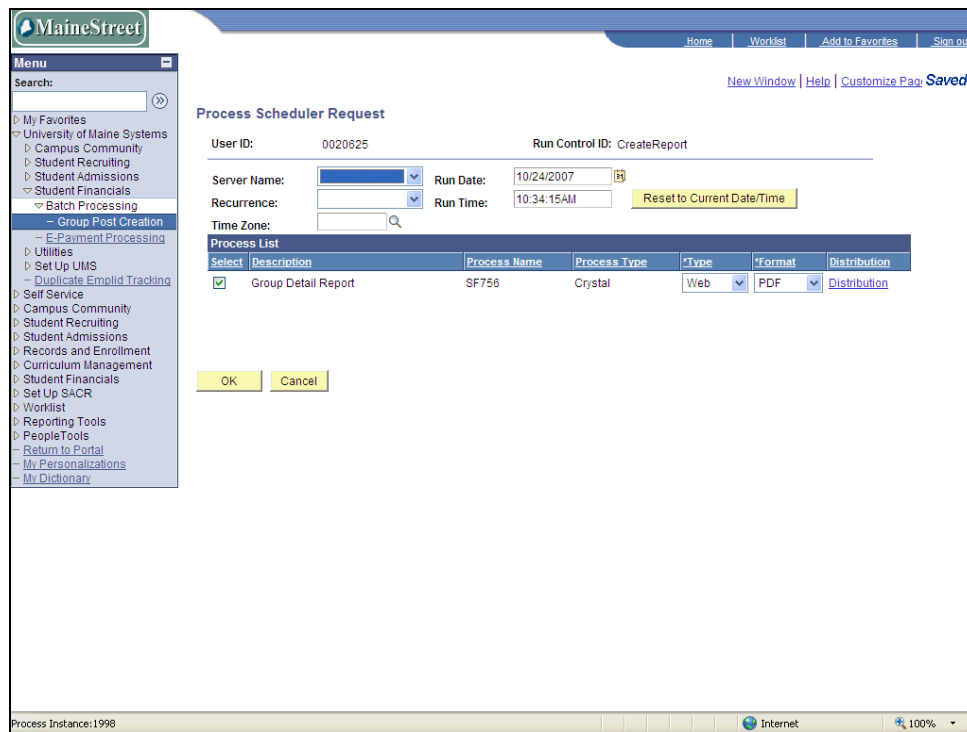
Step	Action
20.	In the Group Type field you will look up and select the appropriate Group Type for the application fee payment.
21.	In the Origin ID field you will look up and enter information about the office that is generating the report.
22.	Click the Look up Starting Group ID button to look up and select the Starting Group ID.
23.	Look for the row that contains the date and User ID you wish to reference for the Starting Group ID .

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Step	Action
24.	<p>Click on the calendar icon adjacent to the From Date field to select a starting date for your report.</p> <p><i>Note:</i> You will typically run this report on the same day that the group/s was created.</p> 
25.	<p>You can typically leave the remaining fields on the page blank.</p> <p>Click the Run button.</p> 



Step	Action
26.	On the Process Scheduler Request page, click on the drop-down arrow in the <i>Server Name</i> field.
27.	Click on PSNT to select it. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">PSNT</div>

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Process Scheduler Request

User ID: 0020625 Run Control ID: CreateReport

Server Name: Run Date:

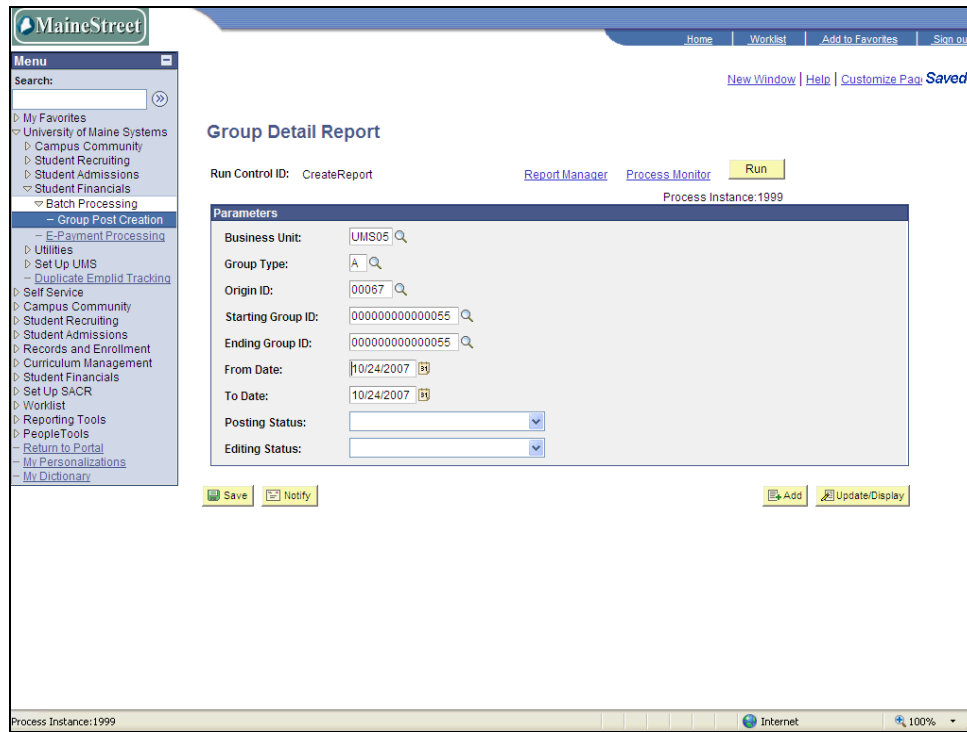
Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Group Detail Report	SF756	Crystal	Web	PDF	Distribution

Process Instance:1998 Internet 100%

Step	Action
28.	Click the OK button to return to the Group Detail Report page. <div style="text-align: center;"> <input type="button" value="OK"/> </div>



Step	Action
29.	<p>On the Group Detail Report page, note the <i>Process Instance number</i> and click the Process Monitor link to open the Process List page.</p> <p>Process Monitor</p>

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The screenshot shows the 'Process List' page in the MaineStreet application. The page has a navigation menu on the left and a search area at the top. Below the search area, there are filters for 'View Process Request For' including 'User ID', 'Type', 'Last' (10 Days), and a 'Refresh' button. There are also fields for 'Server', 'Name', and 'Instance'. A 'Save On Refresh' checkbox is checked. The main content is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1999		Crystal	SF756	0020625	10/24/2007 10:34:15AM EDT	Queued	N/A	Details
<input type="checkbox"/>	1998		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:31:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	1997		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:26:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	1966		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:13:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	1965		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:10:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	1964		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:08:31PM EDT	Success	Posted	Details
<input type="checkbox"/>	1961		Application Engine	UM_GRPPOST	0020625	10/18/2007 5:34:59PM EDT	Success	Posted	Details

At the bottom of the page, there are 'Save' and 'Notify' buttons, and a link to 'Go back to Group Detail Report'.

Step	Action
30.	<p>On the Process List page, you need to click the Refresh button until the Distribution Status for your process shows Posted.</p> <p>Click the Refresh button.</p> 



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The screenshot shows the MaineStreet application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Student Financials', 'Batch Processing', 'Group Post Creation', 'E-Payment Processing', 'Utilities', 'Set Up UMS', 'Duplicate Emplid Tracking', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Student Financials', 'Set Up SACR', 'Worklist', 'Reporting Tools', 'PeopleTools', 'Return to Portal', 'My Personalizations', and 'My Dictionary'. The main content area has tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with search criteria: User ID (0020625), Type, Last (10 Days), Refresh, Server, Name, Instance, Run, Distribution Status, and Save On Refresh. Below this is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 7 rows of data for Application Engine processes. At the bottom of the interface are 'Save' and 'Notify' buttons, and a link to 'Go back to Group Detail Report'.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1999		Crystal	SF756	0020625	10/24/2007 10:34:15AM EDT	Success	Posted	Details
<input type="checkbox"/>	1998		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:31:18AM EDT	Success	Posted	Details
<input type="checkbox"/>	1997		Application Engine	UM_GRPPOST	0020625	10/24/2007 10:26:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	1966		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:13:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	1965		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:10:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	1964		Application Engine	UM_GRPPOST	0020625	10/19/2007 2:08:31PM EDT	Success	Posted	Details
<input type="checkbox"/>	1961		Application Engine	UM_GRPPOST	0020625	10/18/2007 5:34:59PM EDT	Success	Posted	Details

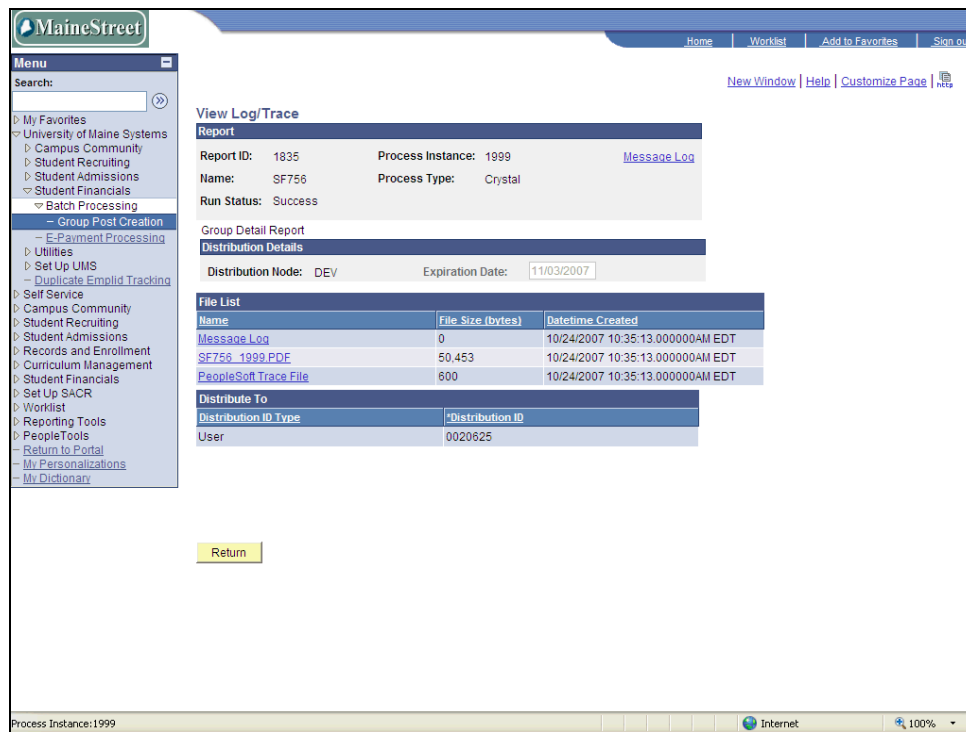
Step	Action
31.	After the <i>Distribution Status</i> shows as <i>Posted</i> , click the Details link for your process to open the Process Details page. Details

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Step	Action
32.	Click the View Log/Trace link to open the View Log/Trace page and access your report. View Log/Trace



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Menu

Search:

- My Favorites
- University of Maine Systems
 - Campus Community
 - Student Recruiting
 - Student Admissions
 - Student Financials
 - Batch Processing
 - Group Post Creation
 - E-Parment Processing
 - Utilities
 - Set Up UMS
 - Duplicate Emplid Tracking
 - Self Service
 - Campus Community
 - Student Recruiting
 - Student Admissions
 - Records and Enrollment
 - Curriculum Management
 - Student Financials
 - Set Up SACR
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Step	Action
33.	Click the PDF file link in the File List section to open your report.
34.	After your report opens, you can print it and/or save it to your computer. Click on the printer icon to start the print process. 
35.	End of Procedure.