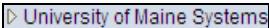

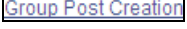

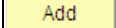
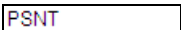
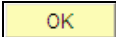
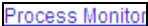

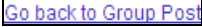

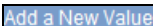
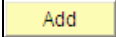







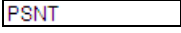
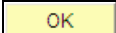
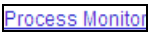
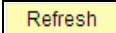





App Fee - Group Create/Detail Report

1.	<p>Click the University of Maine Systems link.</p> 
2.	<p>Click the Student Financials link.</p> 
3.	<p>Click the Batch Processing link.</p> 
4.	<p>Click the Group Post Creation link.</p> 
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> 
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>
7.	<p>Click the Add button to open the Group Create Staging Entries page.</p> 
8.	<p>On the Group Creation Staging Entries page, click the Run button to open the Process Scheduler Request page.</p> 
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 Server Name 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 Server Name field.</p>

10.	<p>Click on the PSNT to select it.</p> 
11.	<p>Click the OK button to start the process and return to the Group Creation Staging page.</p> 
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> 
13.	<p>On the Process List page, you need to click the Refresh button until the Distribution Status for your process shows <i>Posted</i>.</p> <p>Click the Refresh button.</p> 
14.	<p>After the Distribution Status shows as <i>Posted</i>, click the Go back to Group Post link.</p> 
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> 
16.	<p>If you haven't already created one, you will need to create a Run Control ID for the Group Detail Report 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> 
17.	<p>Enter a name for the Run Control.</p>
18.	<p>Click the Add button to open the Group Detail Report page.</p> 
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 Business Unit .</p> 
20.	<p>In the Group Type field you will select the appropriate Group Type for the application fee payment.</p> <p>Click on the Group Type lookup icon.</p> 

21.	Click on the appropriate Group Type to select it.
22.	In the Origin ID field you will enter information about the office that is generating the report. Click the Origin ID lookup icon to select it. 
23.	The Origin IDs you can select are determined by your security settings. Click on the appropriate Origin ID to select it.
24.	Click the Look up Starting Group ID button to look up and select the Starting Group ID.
25.	Look for the row that contains the date and User ID you wish to reference for the Starting Group ID . 
26.	Click on the calendar icon adjacent to the From Date field to select a starting date for your report. <i>Note: You will typically run this report on the same day that the group/s was created.</i> 
27.	
28.	You can typically leave the remaining fields on the page blank. Click the Run button. 
29.	On the Process Scheduler Request page, click on the drop-down arrow in the Server Name field. 
30.	Click on PSNT to select it. 
31.	Click the OK button to return to the Group Detail Report page. 
32.	On the Group Detail Report page, note the Process Instance number and click the Process Monitor link to open the Process List page. 
33.	On the Process List page, you need to click the Refresh button until the Distribution Status for your process shows <i>Posted</i> . Click the Refresh button. 
34.	After the Distribution Status shows as <i>Posted</i> , click the Details link for your process to open the Process Details page. 
35.	Click the View Log/Trace link to open the View Log/Trace page and access your report. 

36.	Click the PDF file link in the <i>File List</i> section to open your report.
37.	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. 
38.	End of Procedure.