
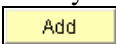








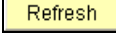




Group Detail Report_091708

1.	Click the <i>Student Financials</i> link.
2.	Click the Charges and Payments link.
3.	Click the Group Processing link.
4.	Click the Group Detail link.
5.	<p>On the Group Detail Report page, you need to create a Run Control ID before you can process the report.</p> <p>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, enter a name for the Run Control ID. Creating a Run Control ID name that is relevant to the process or that is based on your name may help you remember it for future use. By creating your own Run Control ID, you can save it and all of the assigned parameters so that you can easily access this report again in the future.</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> <p>After you have entered a name for the Run Control, click the Add button.</p> 
7.	<p>On the Group Detail Report page you will enter the parameters for your report.</p> <p>Enter or lookup and select the Business Unit.</p> 
8.	<p>Click on the Group Type Lookup button and select the appropriate Group Type for the Enrollment Deposit payment.</p> 
9.	<p>Click the Look up Origin ID button to look up and select the appropriate Origin ID.</p> 

Quick Guide

10.	<p>Click the Look up Starting Group ID button to look up and select the row that contains <i>today's date</i> and the <i>User ID</i> of the employee who created the group.</p> <p>Click on the row to select it.</p> 
11.	<p>Enter today's date as the From Date.</p> <p>Leave the remaining fields blank.</p> 
12.	<p>Click the Run button to open the Process Scheduler Request page.</p> 
13.	<p>On the Process Scheduler Request page, click on the drop-down arrow in the <i>Server Name</i> field and select PSNT.</p>
14.	<p>Click the OK button to return to the Group Detail Report page.</p> 
15.	<p>On the Group Detail Report page, note the Process Instance number and click the Process Monitor link to open the Process List page..</p> 
16.	<p>On the Process List page, locate your process in the listing.</p> <p>Click the Refresh button until the <i>Distribution Status</i> for your process shows <i>Posted</i>.</p> 
17.	<p>Click the Details link for your process to open the Process Details page.</p> 
18.	<p>Click the View Log/Trace link to open the View Log/Trace page and access your report.</p> 
19.	<p>Click the PDF file link in the <i>File List</i> section to open your report.</p>
20.	<p>End of Procedure.</p>