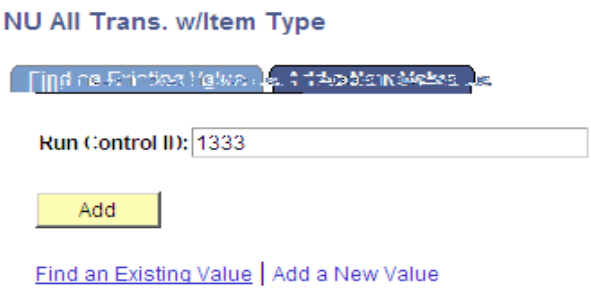
# PROCESSING STUDENT ACCOUNTS

## Viewing and Printing NU Reports

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

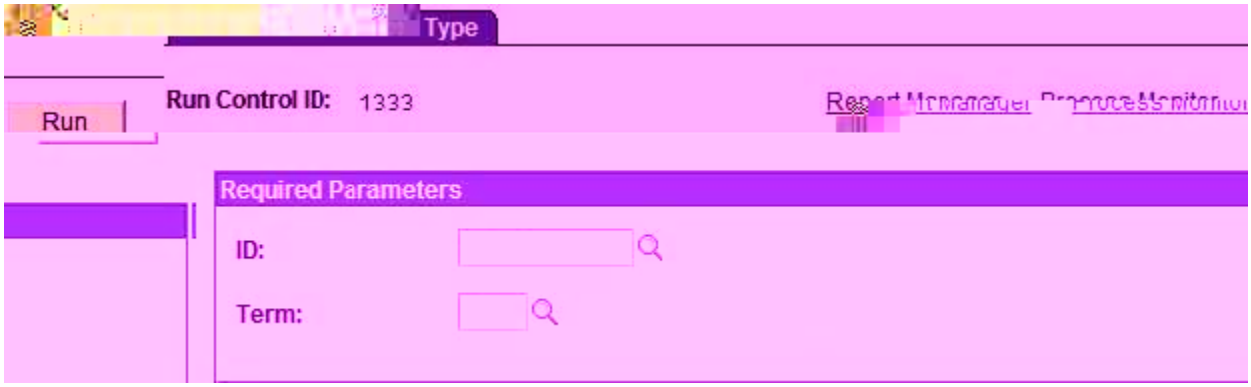
Viewing and Printing the NU All Transactions and NU Term Transactions Reports……Section 1, Page 1

Viewing and Printing the NU Accounti




ii. **Enter a Run Control ID and click** Add **.**

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




**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:**

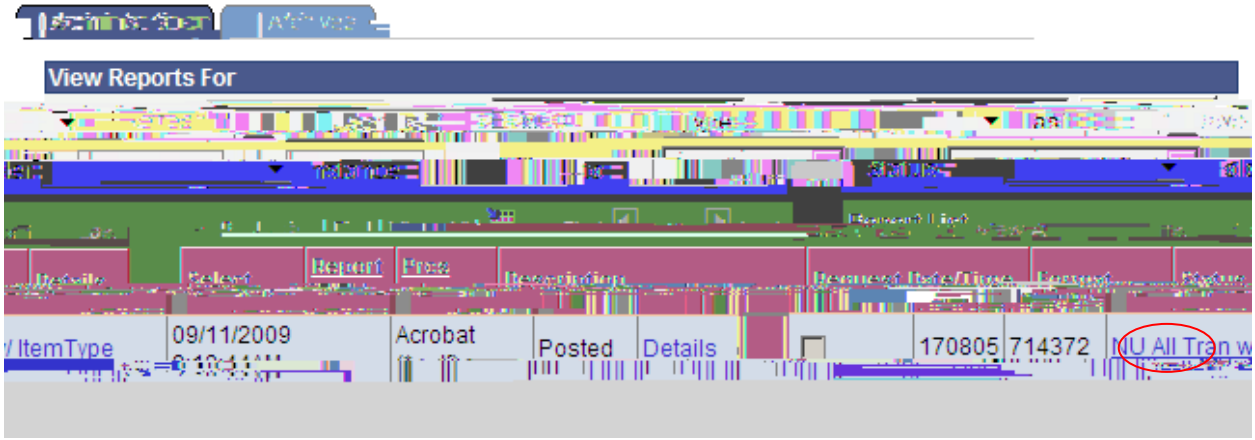
**A40T32 2 5 0 2.17 TDep0s257**

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

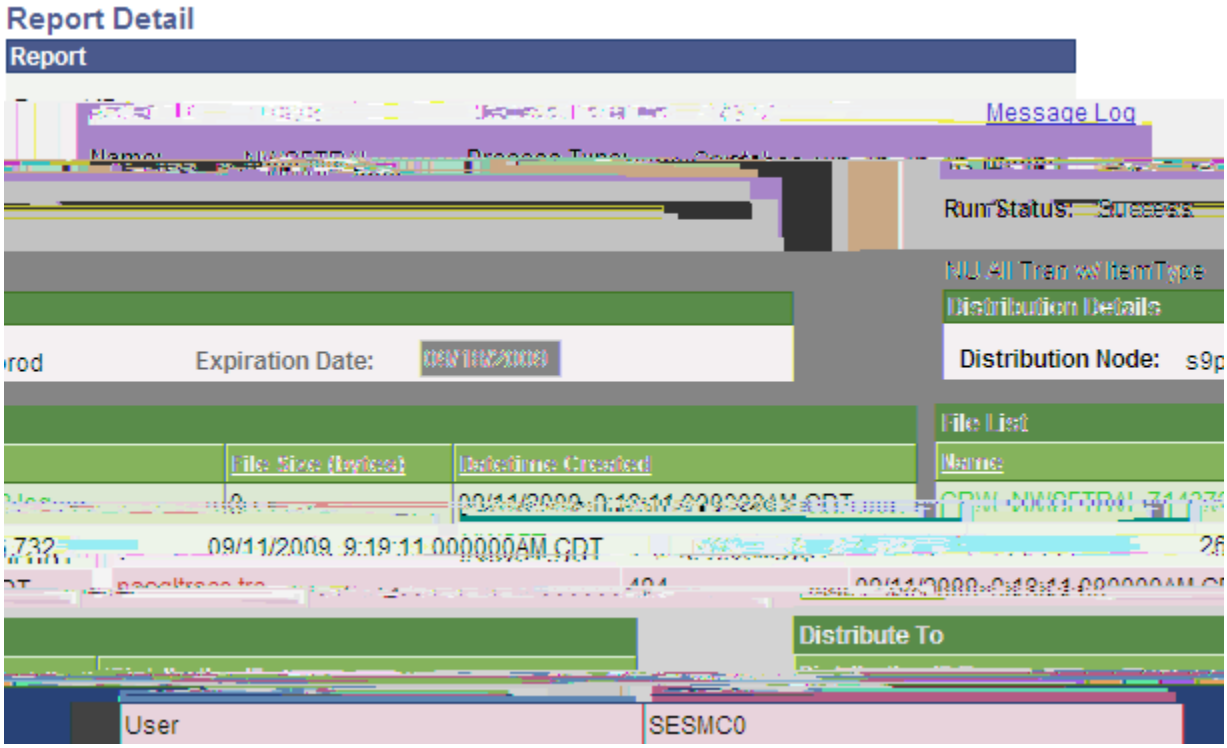
6.

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.




**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**

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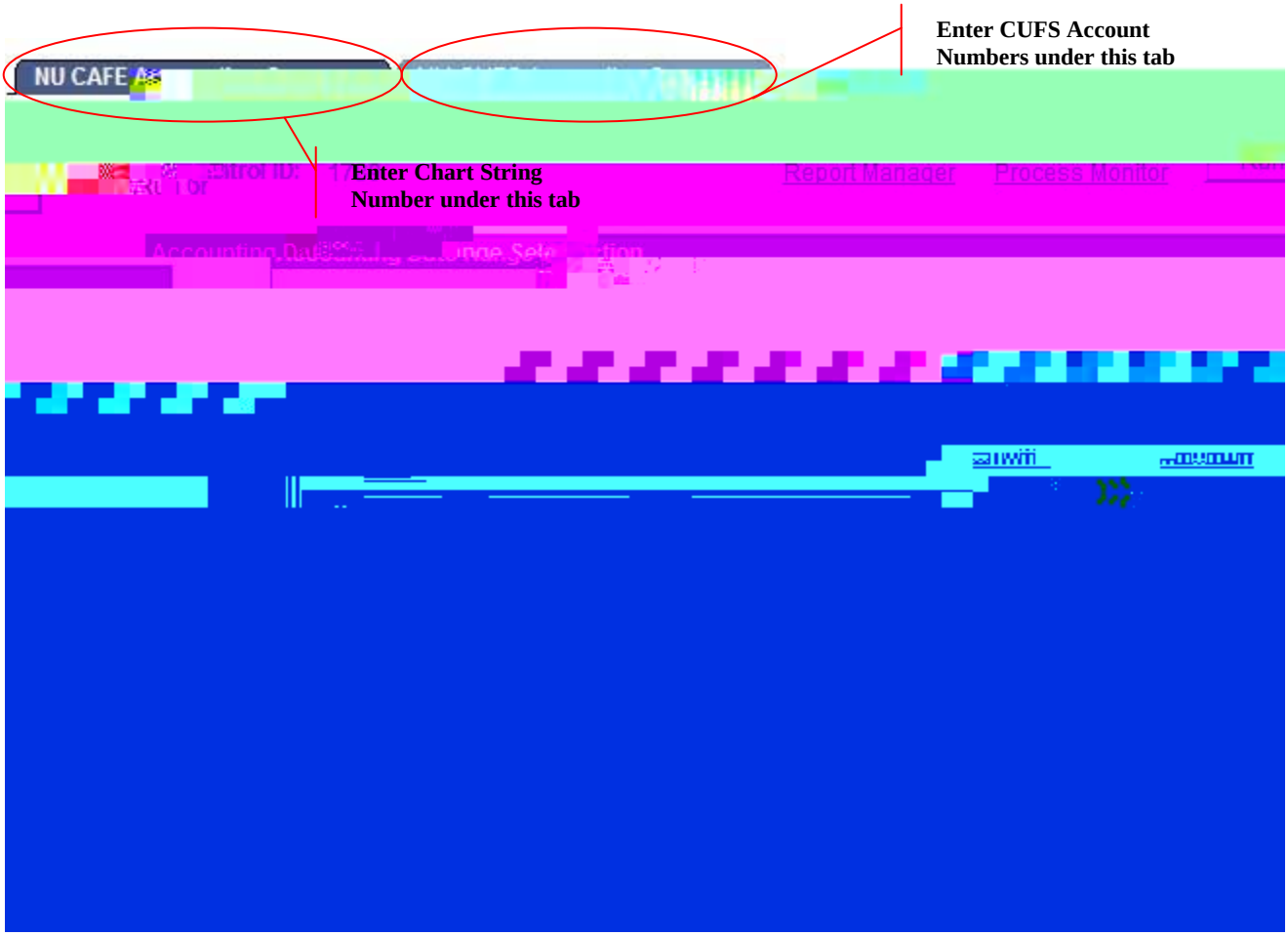



**Note: NU Accounting Summary fields (Accounting Date Range and Account(s))** are blank on the initial use; otherwise the values default from the previous run of this report.

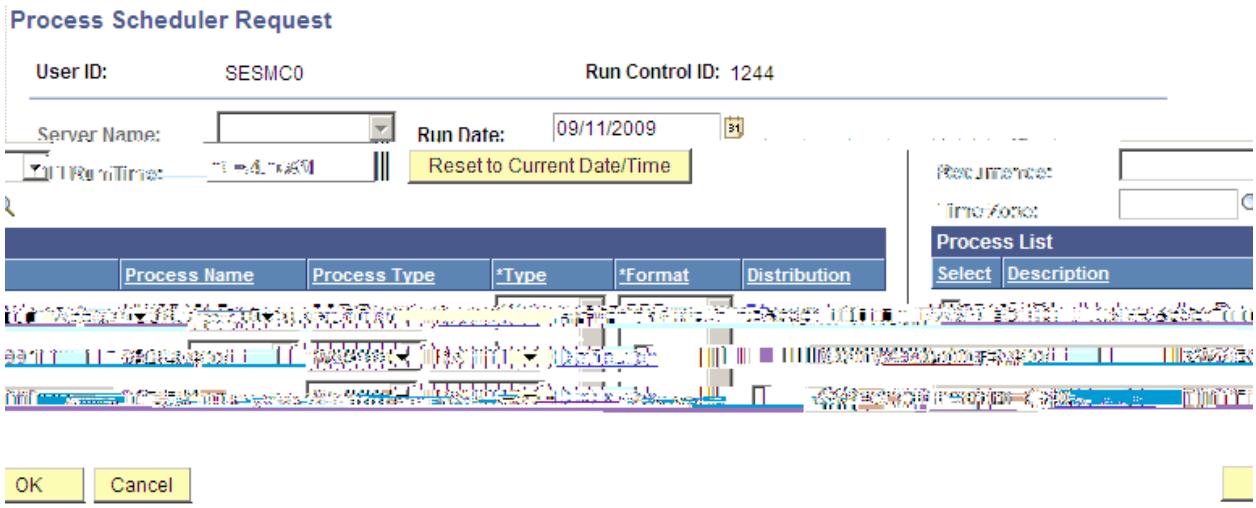
**3.** You will see two tabs. The first tab is the **NU CAFÉ Accounting Summary tab.** The second tab is the **NU CUFS Accounting Summary** tab. Please refer to the table below to determine which tab to use for your report.

**Enter the following values:**

| 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**<br><br>*** To be used for data prior to November 2008** | Enter the appropriate CUFS account number. Examples are displayed on the page.<br><br>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. |
| **Chart String**<br>*** To be used for data from December 2008 forward** | 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. |

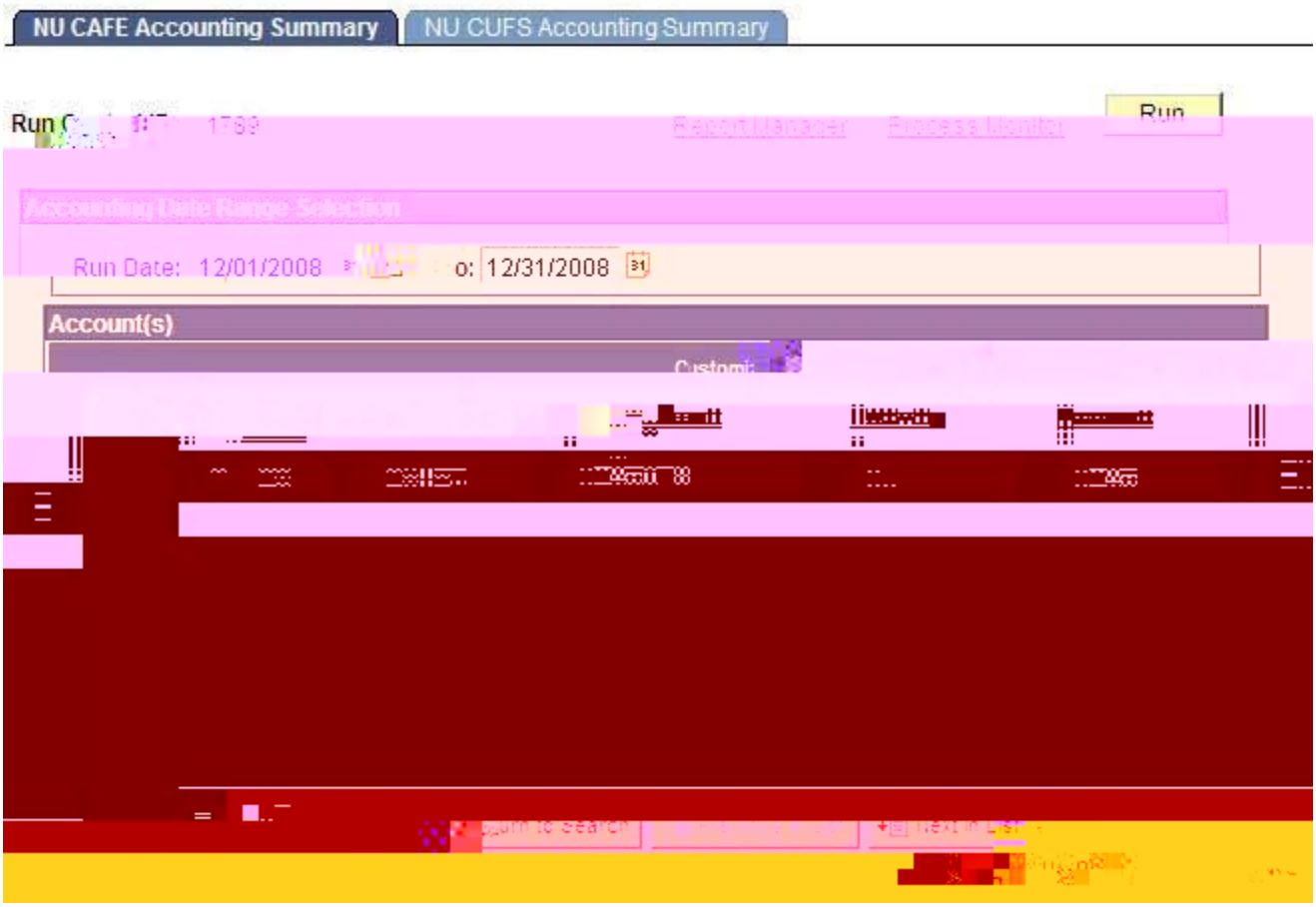
**CUFS** accounts without SubOrg must contain an equal amount of spaces – a missing space will not find any data to report:

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



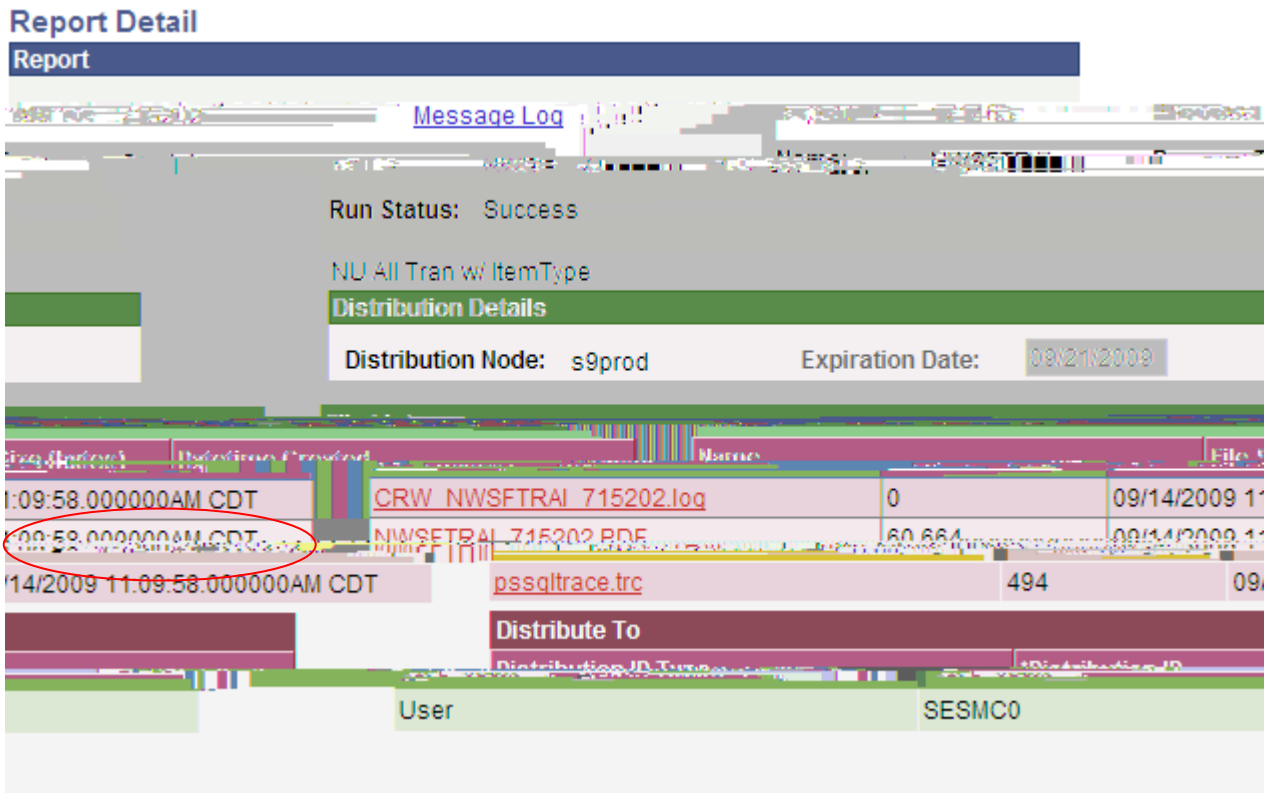

5. **Check to make sure the following selections are chosen.**

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.




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