

It is important and advisable to run daily balancing reports to ensure transactions to student accounts have been properly recorded. The myZou Daily Balancing Report, more commonly known as a D041, pulls together information from myZou based on specific item types used by a cost center or department. The generated report can be saved as either a pdf file or downloaded into Excel should you want to manipulate the data.

This manual gives an introduction to setting up and running a Daily Balancing Report.

Navigate:

UM Processes → UM Processes and Reports → UM Student Financials → Process → Daily Balancing Reports

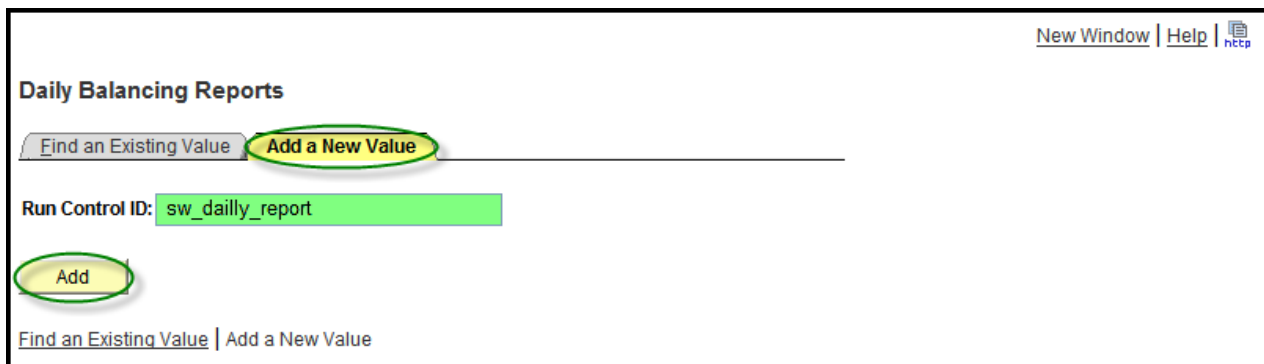
To run a Daily Balancing Report, a “Run Control ID” is used. A Run Control ID is a saved name for a report that can be updated and printed over and over and is unique to you.

To Create a Run Control ID

- Click **Add a New Value** tab.
- Enter the name of the report across from **Run Control ID**.
- Click **Add**.

When creating a Run Control ID, it is useful to give the report a name that references the report function, like you do when saving a Word document.

Spaces are not allowed in the Run Control ID, but underscores are. See example below.



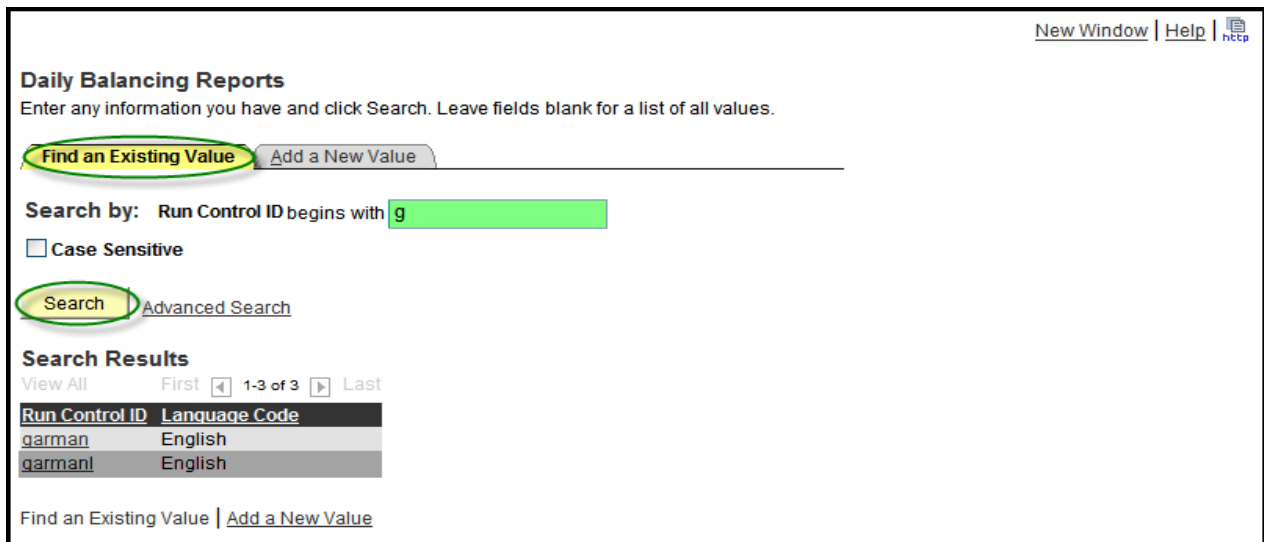
The screenshot shows the 'Daily Balancing Reports' interface. At the top right, there are links for 'New Window', 'Help', and 'nctp'. Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a green oval. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the text 'sw_daily_report'. Below this field is an 'Add' button, also highlighted with a green oval. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.


For an existing Run Control ID

Once you have created a Run Control ID, you can search for it the next time you want to run a report.

- Click **Find an Existing Value** tab.
- Across from **Search by: Run Control ID begins with**, enter the report name.
- Hit **Search**.

You can enter a partial report name and click **Search** for a list of options and click on the correct report name.



[New Window](#) | [Help](#) | 

Daily Balancing Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Search Results

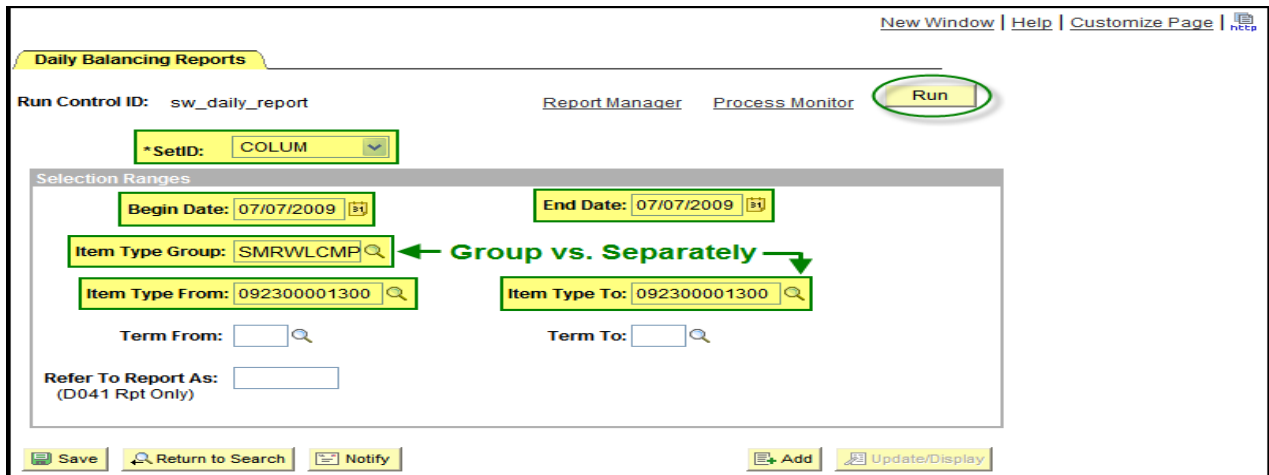
[View All](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Run Control ID	Language Code
garman	English
garman	English

[Find an Existing Value](#) | [Add a New Value](#)

The Daily Balancing Reports screen pops up

- **SetID** – is always COLUM.
- **Begin Date / End Date** – date being balanced.
- **Item Type Group** – combines several item types into a group, thus saving time when running a report regularly.
- **Item Type From / Item Type To** – enter an individual item type.
- **Term From / Term To** – defaults to the current term if nothing is entered.
- Click **Run**.



New Window | Help | Customize Page | ncep

Daily Balancing Reports

Run Control ID: sw_daily_report Report Manager Process Monitor **Run**

*SetID: COLUM

Selection Ranges

Begin Date: 07/07/2009 End Date: 07/07/2009

Item Type Group: SMRWLCMP ← Group vs. Separately →

Item Type From: 092300001300 Item Type To: 092300001300


Term From: Term To:

Refer To Report As: (D041 Rpt Only)

Save Return to Search Notify Add Update/Display

The Process Scheduler Request screen pops up

- Check next to **Detail of transaction activity**.
- Under column ***Type**, **Web** is the default field. Click to see alternate choices, typically **Web** is used.
- Under column ***Format**, **PDF** is the default field. Click to see alternate choices. Typically, **PDF** is used if you just want to print the report. Choose **CSV** if you want to download the file to Excel and manipulate the data.
- Click **OK**.

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process Scheduler Request

User ID: GARMANL Run Control ID: sw_daily_report

Server Name: Run Date:

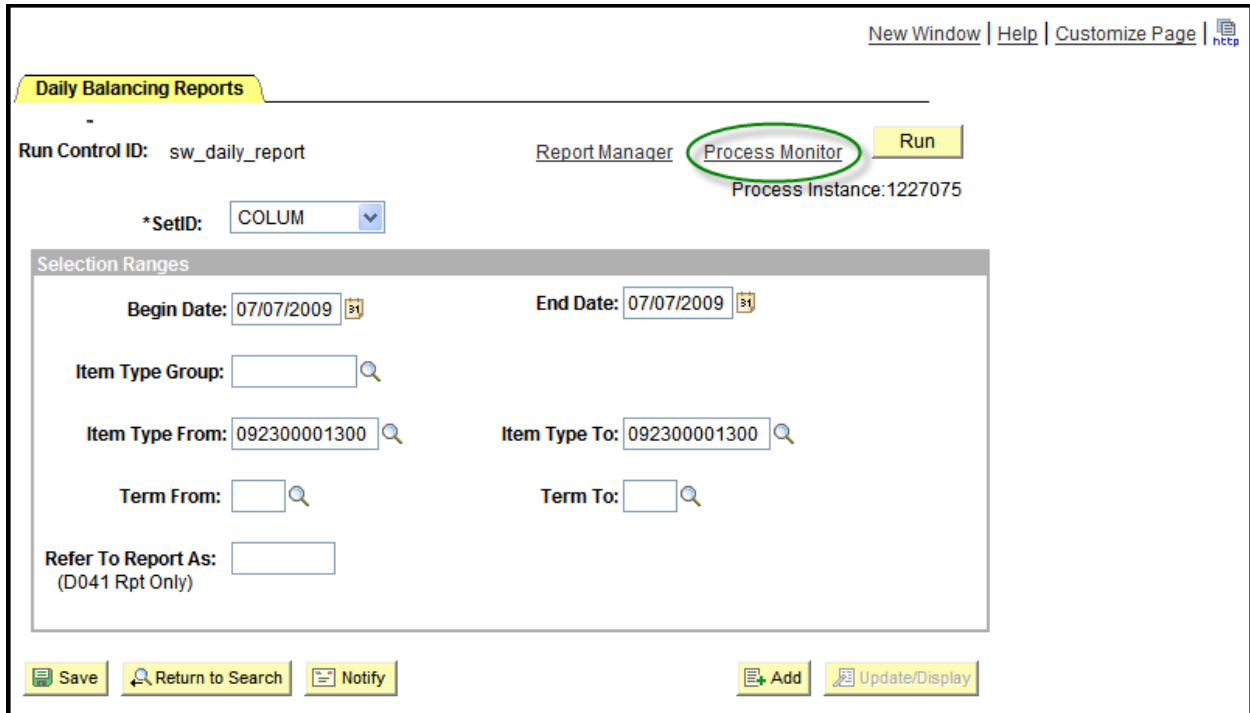
Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Summary transaction activity	USSFD040	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input checked="" type="checkbox"/>	Detail of transaction activity	USSFD041	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	Trans by Posted Date	USSFD042	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	SF to GL Reconciliation	USSFD045	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	Daily General Errors	USSFD048	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	E-Payment Reconciliation	USSFD049	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	Miscellaneous Credits	USSFD050	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	AR Balance Cross-Foot	USSFD051	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	Waiver Activity	USSFD052	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	GL Reconciliation	USSFM010	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	G/L Recon Detail Trans Report	USSFM020	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

The Daily Balancing Reports screen pops up

- If you are entering multiple item types, enter the next item type and click **Run**. The Scheduler Processor screen pops up. Check **Detail of transaction activity** and choose PDF or CSV for the report format. Repeat for all item types.
- Once the group item type or all item types have been entered, click **Process Monitor**.




The screenshot shows the 'Daily Balancing Reports' screen. At the top right, there are links for 'New Window', 'Help', 'Customize Page', and 'ntcp'. Below the title bar, the 'Run Control ID' is 'sw_daily_report'. There are three buttons: 'Report Manager', 'Process Monitor' (circled in green), and 'Run'. Below these buttons, the 'Process Instance' is '1227075'. A dropdown menu for '*SetID:' is set to 'COLUM'. A 'Selection Ranges' box contains the following fields: 'Begin Date: 07/07/2009', 'End Date: 07/07/2009', 'Item Type Group: [empty]', 'Item Type From: 092300001300', 'Item Type To: 092300001300', 'Term From: [empty]', 'Term To: [empty]', and 'Refer To Report As: [empty] (D041 Rpt Only)'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

The Process List screen pops up

This screen shows you the run status of the report. **Run Status** initially shows as Processing.

- Click **Refresh** until **Run Status** shows as Success and **Distribution Status** shows as **Posted**. The report has been generated and is available to view.
- To see the report(s), click **Details** across from each report generated.

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Process List
Server List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

[Customize](#) | [Find](#) | [View All](#) | First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1227075		SQR Report	USSFD041	GARMANL	07/08/2009 10:17:55AM CDT	Processing	N/A	Details
<input type="checkbox"/>	1227033		SQR Report	USSFD041	GARMANL	07/08/2009 10:10:32AM CDT	Success	Posted	Details

Go back to Daily Balancing Reports


Process List | [Server List](#)

The Process Detail screen pops up

The Process Detail screen provides information on the generated report.

You can also access this screen before the report has posted to cancel or delete the request. Under **Update Process**, click to change the request and click **OK**.

- To view the report, click **View Log/Trace**.

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Process Detail

Process	
Instance: 1227075	Type: SQR Report
Name: USSFD041	Description: Detail of transaction activity
Run Status: Success	Distribution Status: Posted
Run	
Run Control ID: sw_daily_report	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	
Date/Time	
Request Created On: 07/08/2009 10:18:30AM CDT	Parameters Transfer
Run Anytime After: 07/08/2009 10:17:55AM CDT	Message Log
Began Process At: 07/08/2009 10:18:37AM CDT	Batch Timings
Ended Process At: 07/08/2009 10:20:41AM CDT	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

The View Log / Trace screen pops up

- Click the **CVS** or **PDF** file you are running.

If there are no transactions for the specified item type on the specified date, there is no **CVS** or **PDF** line.

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View Log/Trace

Report		
Report ID: 668317	Process Instance: 1227075	Message Log
Name: USSFD041	Process Type: SQR Report	
Run Status: Success		
File List		
Name	File Size (bytes)	Datetime Created
SQR_USSFD041_1227075.log	1,361	07/08/2009 10:20:41.000000AM CDT
ussfd041_1227075.PDF	2,327	07/08/2009 10:20:41.000000AM CDT
ussfd041_1227075.out	397	07/08/2009 10:20:41.000000AM CDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	GARMANL	



Daily Balancing Report

The report shows detailed information for the item type entered, such as date, student ID, student name, \$\$ amount and term. The report shows the total \$\$ and total count for the item type.

- If you are running a csv file, your report pops up in Excel and the file can be saved to the computer.
- If you are running a pdf file, your report will look like the report below. You can save the file to the computer.

Student Financials									
University of Missouri - Columbia									
DETAIL OF DAILY STUDENT FINANCIAL TRANSACTION ACTIVITY									
Report ID: USSFD041									Page No. 1
Campus: COLUM									Run Date 07/08/2009
FOR DATES: 07-JUL-2009 THRU 07-JUL-2009	DB/CR	Account	Fund	Deptid	Program	Proj	Class	GL Pct	Run Time 10:20:32
FOR ALL TERMS	DB	432200	0000	C0745531	0	00	0	100.00000	
FOR ITEM TYPES: 092300001300 THRU	CR	132000	0000	C1115004	CS763	00		100.00000	
FOR ITEM TYPE: 092300001300 - S/W Online Sum Welcome Pymt									
EMPLID	NAME	ITEM TYPE	DESCR	TERM	DATE	TRAN AMOUNT	REFERENCE NUMBER	GROUP ID	SF
89898989	Fgg, Arabella	092300001300	S/W Online Sum Welcome Pymt	FS2009	07/07/2009	-13.00	2035945	000000000035740	
89898989	Maxima, Chympe	092300001300	S/W Online Sum Welcome Pymt	FS2009	07/07/2009	-169.00	2035323	000000000035740	
89898989	Walling, Adalbert	092300001300	S/W Online Sum Welcome Pymt	FS2009	07/07/2009	-25.00	2034092	000000000035740	
Total for Term FS2009:						-207.00			
Total Count for Term FS2009:						3			
Total for Item Type: 092300001300:						-207.00			
Total Count for Item Type:						3			
End of Report									

Congratulations! You have completed "Run a myZou Daily Balancing Report"