



This module outlines how to retrieve student financial records, in a report form, – including both those records in Legacy and myZou – using a Run Control ID.

Run Control IDs allows the user to define report parameters and save that format for future use vs. entering the report parameters each time the report is run. After the Run Control ID saves the report 'type' you designate, all you need to do is enter a student ID to get the student's financial history.

Navigation Navigate to: UM Processes and Reports → UM Student Financials → Process → Student Financial History

Step 1 Run Control ID Enter your **Run Control ID**. Click **Search**.
Note: If you have >1 Run Control ID, click **Search** and choose, by clicking, the correct ID from the list.
Note: If you do not have a Run Control ID, go to Step 2.



Step 2
Add a Run Control ID

Click on tab **Add a New Value**.
Enter a unique ID designation. It can be something similar to your paw print or it can be something that describes the report being run. It should be simple to remember.
Click **Add**.

Note: The next time you run this report, you will choose this **Run Control ID**.

Step 3
Enter Student ID

The **Student Financial History** screen pops up.
Enter the Student ID in the **EmplID** field.
Click **Run**.



Step 4 Define Report Parameters

The Process Scheduler Request screen pops up. Under Server Name, click [v] and choose PSUNX. Under Format, click [v]. Usually, PDF is the chosen report format.

Note: You may want CSV if you want to import the report into Excel. Click OK.

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Process Scheduler Request

User ID: GARMANL Run Control ID: garmanl

Server Name: PSUNX [v] Run Date: 12/12/2008 [31]

Recurrence: [v] Run Time: 12:00:00PM Reset to Current Date/Time

Time Zone: [] [magnifying glass]

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-----------------------------|--------------|--------------|---------|---------|--------------|
| <input checked="" type="checkbox"/> | Student's Financial History | USSFU100 | SQR Report | Web [v] | PDF [v] | Distribution |

OK Cancel

Step 5 Process Report

You are taken back to the Student Financial History screen where Process Instance refers to the report number.

Click Process Monitor.

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Student Finan Hist

Run Control ID: garmanl [Report Manager](#) Process Monitor Run

Process Instance: 979603

Selection Criteria

EmplID [magnifying glass] Truman Tiger

Save + Add Update/Display



Step 6
Process Report

Click **Details**.

Note: Process List may show a history of previous reports. Click **Details** for the report you wish to print.

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Process List | [Server List](#)

View Process Request For

User ID: Type: Last:

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"/> | 978537 | | SQR Report | USSFU100 | GARMANL | 12/12/2008 3:13:47PM CST | Success | Posted | Details |

[Go back to Student Financial History](#)

Process List | [Server List](#)



Step 7
Process Report

Click **View Log/Trace**.

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Process Detail

| Process | |
|----------------------------|---|
| Instance: 978537 | Type: SQR Report |
| Name: USSFU100 | Description: Student's Financial History |
| Run Status: Success | Distribution Status: Posted |

| Run | Update Process |
|--------------------------------|---|
| Run Control ID: garmanl | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSUNX | <input type="radio"/> Cancel Request |
| Recurrence: | <input checked="" type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|---|-------------------------------------|
| Request Created On: 12/12/2008 3:13:59PM CST | Parameters Transfer |
| Run Anytime After: 12/12/2008 3:13:47PM CST | Message Log |
| Began Process At: 12/12/2008 3:14:35PM CST | Batch Timings |
| Ended Process At: 12/12/2008 3:15:07PM CST | View Log/Trace |

OK Cancel



Step 8
Process Report

Under **File List**, click on the file that references the report format you have chosen; in this instance: PDF.

Note: You may have chosen a CSV file earlier.

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View Log/Trace

Report

Report ID: 475670 **Process Instance:** 978537 [Message Log](#)

Name: USSFU100 **Process Type:** SQR Report

Run Status: Success

Student's Financial History

Distribution Details

Distribution Node: PSUNXHTTP **Expiration Date:** 01/11/2009

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|---------------------------------|
| SQR_USSFU100_978537.log | 1,330 | 12/12/2008 3:15:07.000000PM CST |
| ussfu100_978537.PDF | 75,257 | 12/12/2008 3:15:07.000000PM CST |
| ussfu100_978537.out | 223 | 12/12/2008 3:15:07.000000PM CST |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | GARMANL |

[Return](#)

Step 9
Save and/or Print
Report

Your report will pop up.
Save and/or print **Student Financial History Report**.

Congratulations! You have completed "Running a Student Financial History"