

Department	
Responsibility/Role	
File Name	Cash Management Reports_Cash Management_SPD_20141119131504
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Cash Management Reports_Cash Management

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

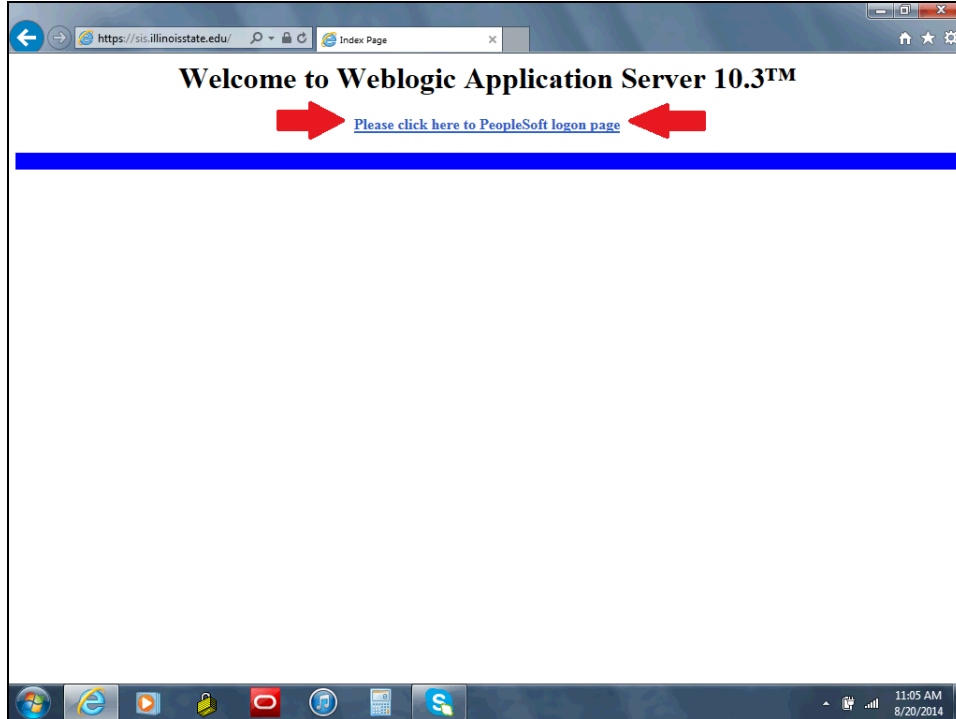
System Process Document

Cash Management Reports_Cash Management

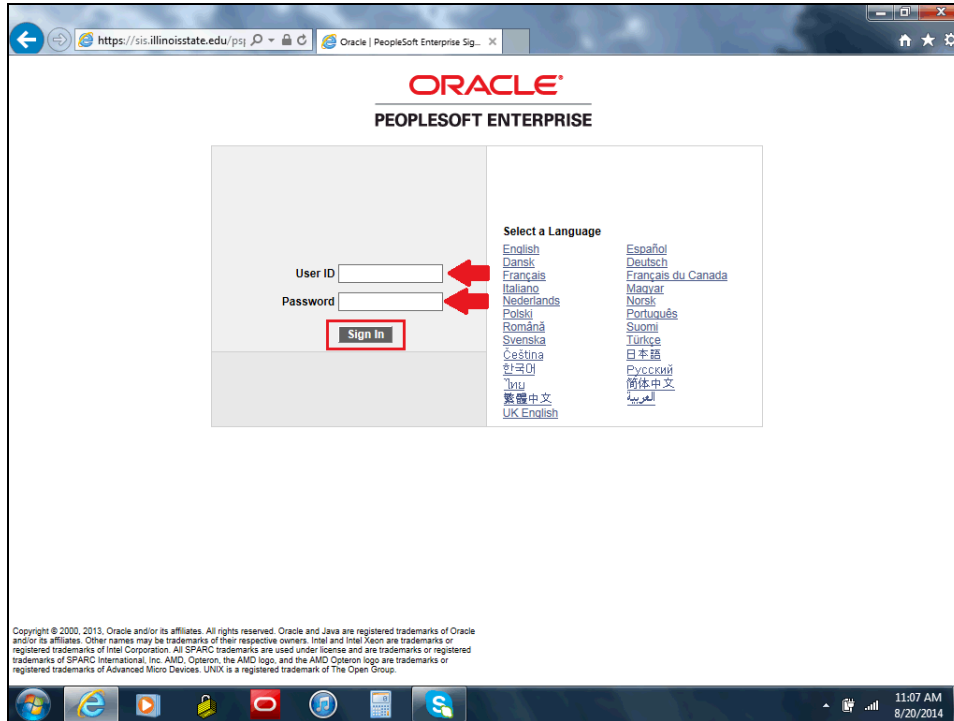


Procedure

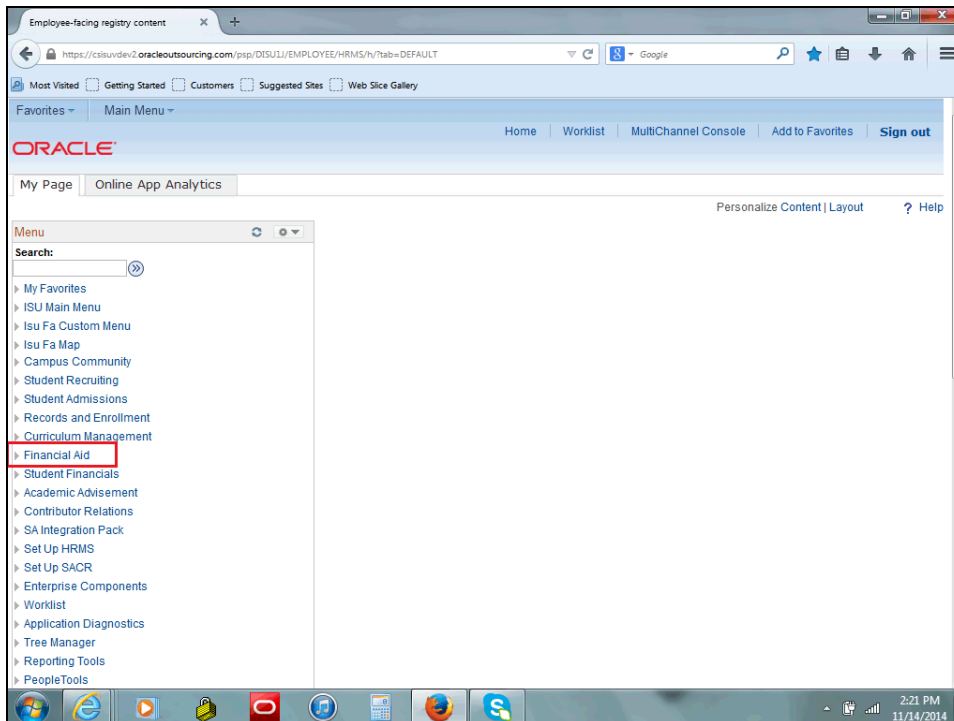
In this topic, you will learn how to **Create a report to view cash management activity.**



Step	Action
1.	To sign in to Campus Solutions, go to sis.illinoisstate.edu. Click the Please click here to PeopleSoft logon page link.



Step	Action
2.	<p>You will be directed to the Campus Solutions logon screen.</p> <p>Enter your User ID and Password then click the Sign In button.</p>

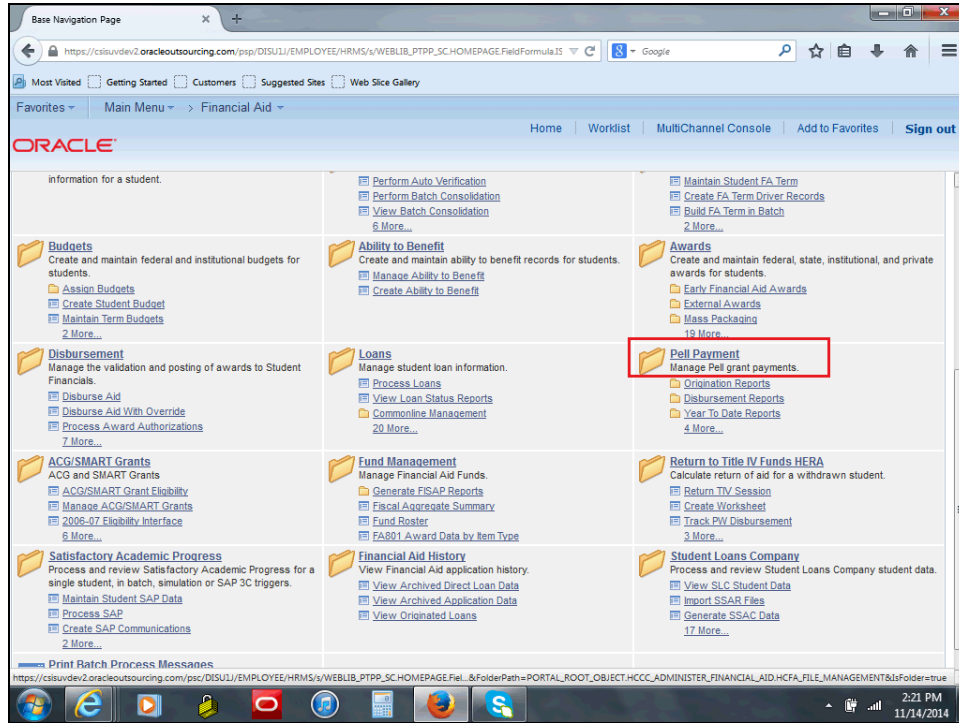


System Process Document

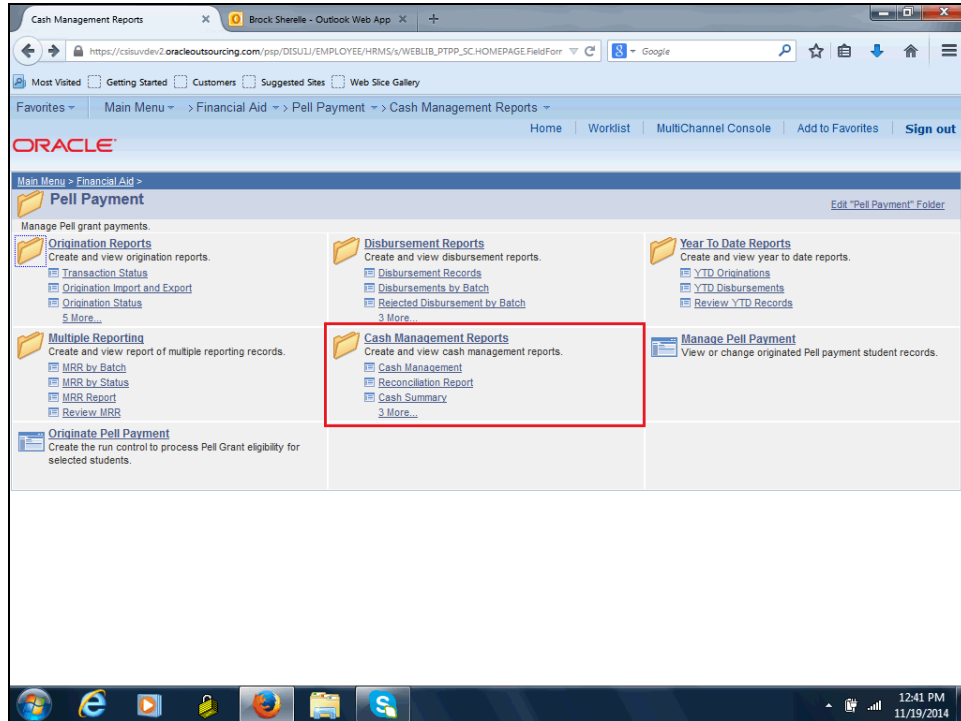
Cash Management Reports_Cash Management



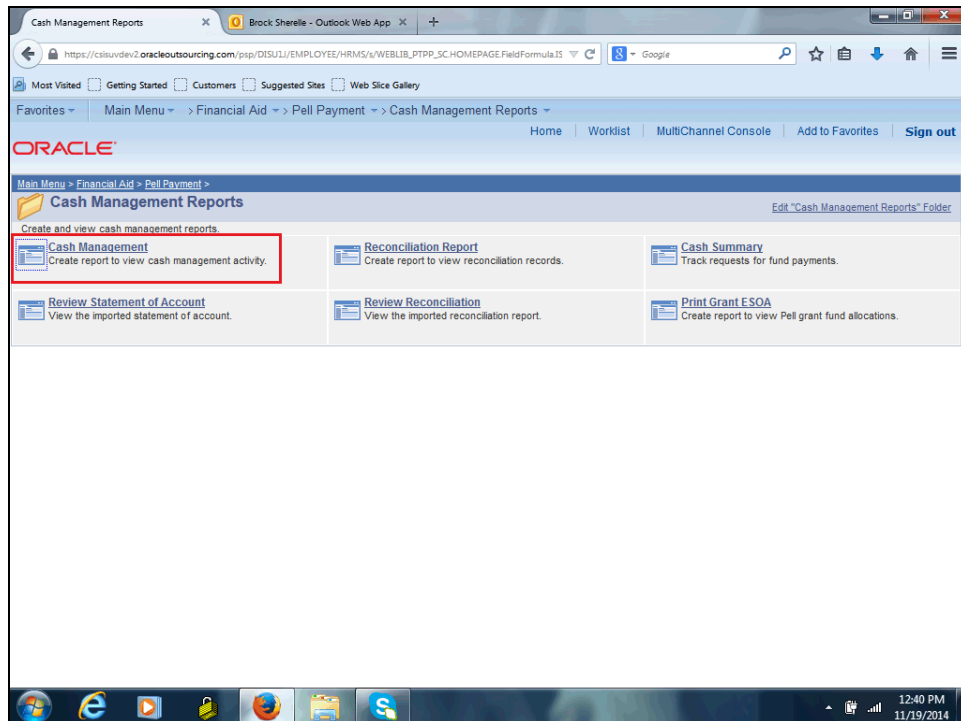
Step	Action
3.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Pell Payments is within Financial Aid menu.</p> <p>Click the Financial Aid link.</p>



Step	Action
4.	<p>Cash Management Reports are within the Pell Payment folder.</p> <p>Click the Pell Payment folder link.</p>



Step	Action
5.	Click the Cash Management Reports folder link.

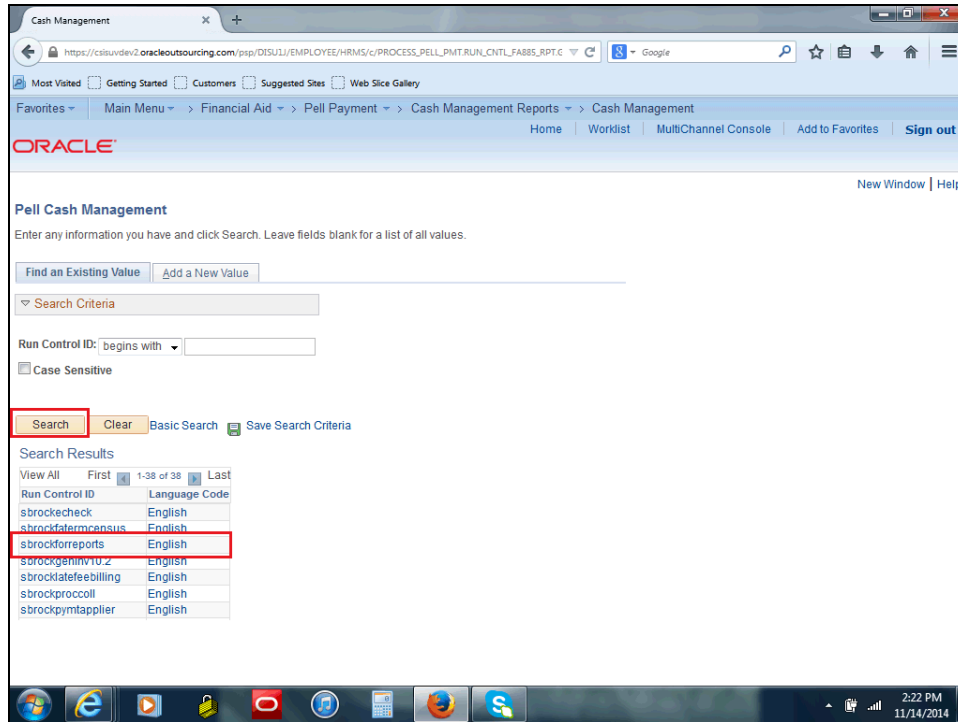


System Process Document

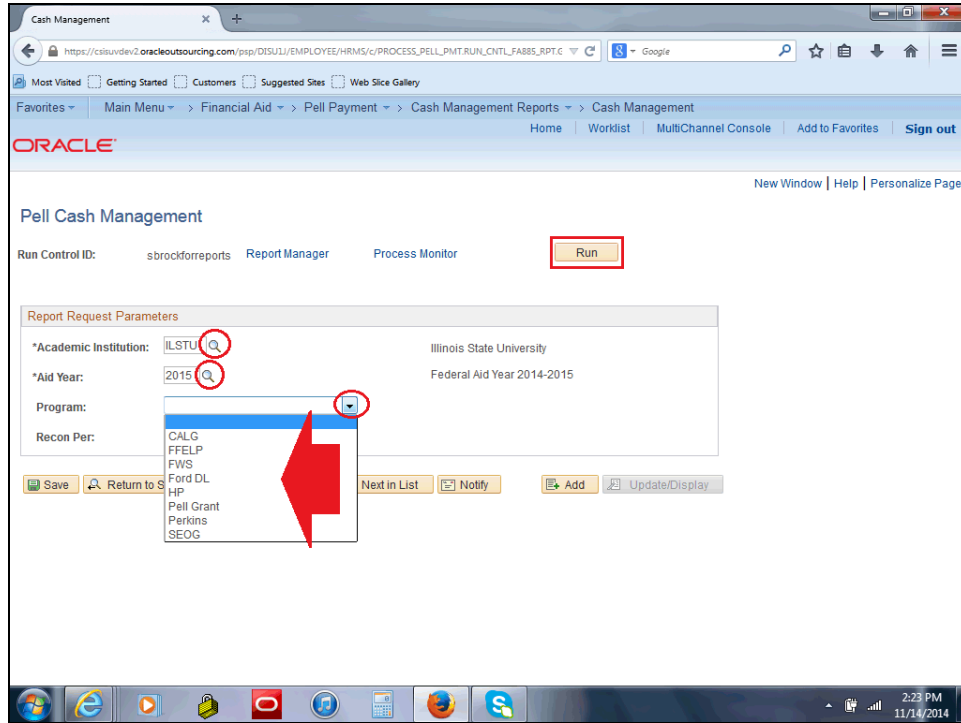
Cash Management Reports_Cash Management



Step	Action
6.	From the Cash Management Reports folder, click the Cash Management link.



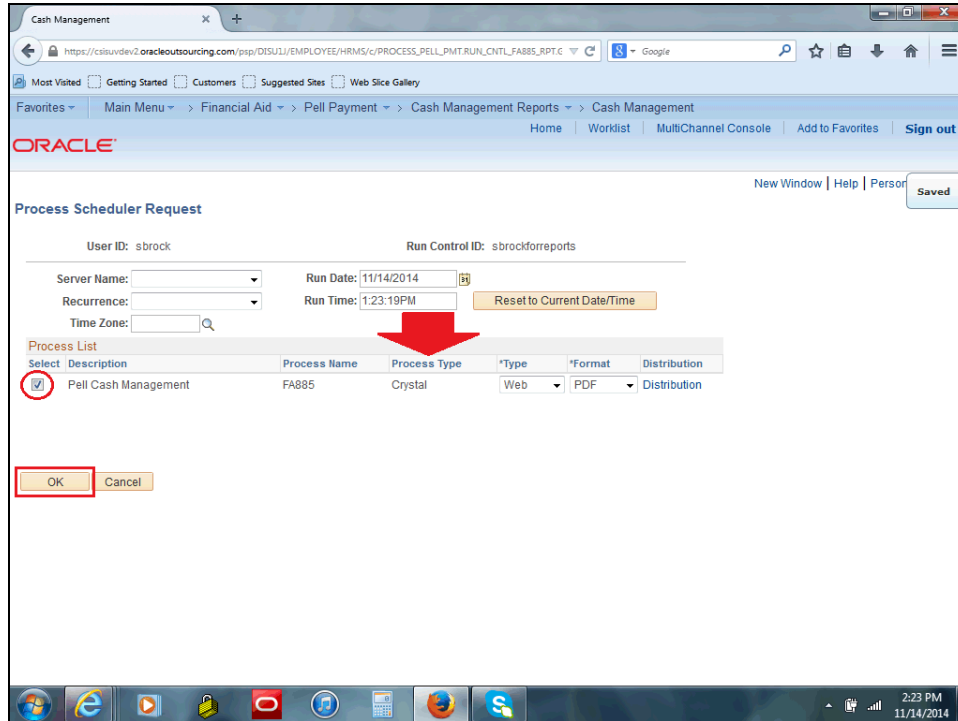
Step	Action
7.	If you have previously ran a report and created a Run Control ID , from the Find tab, enter the ID or click the Search button to select it from the list. Or, click the Add a New Value tab.



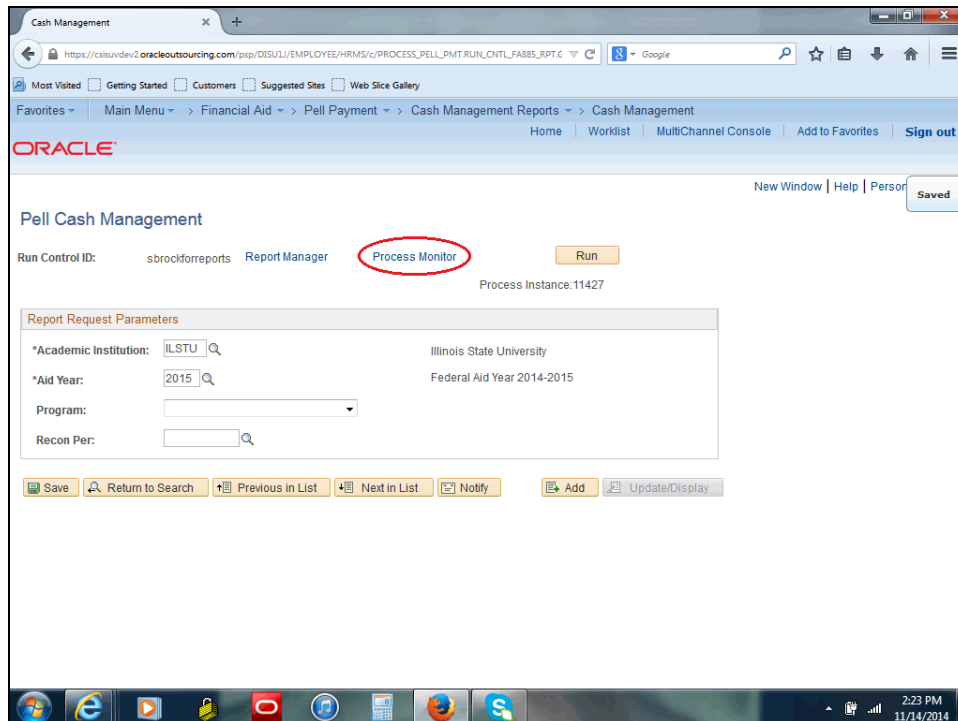
Step	Action
8.	<p>Enter the Academic Institution <i>ILSTU</i> or click the Look Up button to select from the list.</p> <p>Enter the Aid Year or click the Look Up button to select from the list.</p> <p>Click the Program drop down menu button and select the Program to be used for the report parameter.</p> <p>Click the Run button.</p>

System Process Document

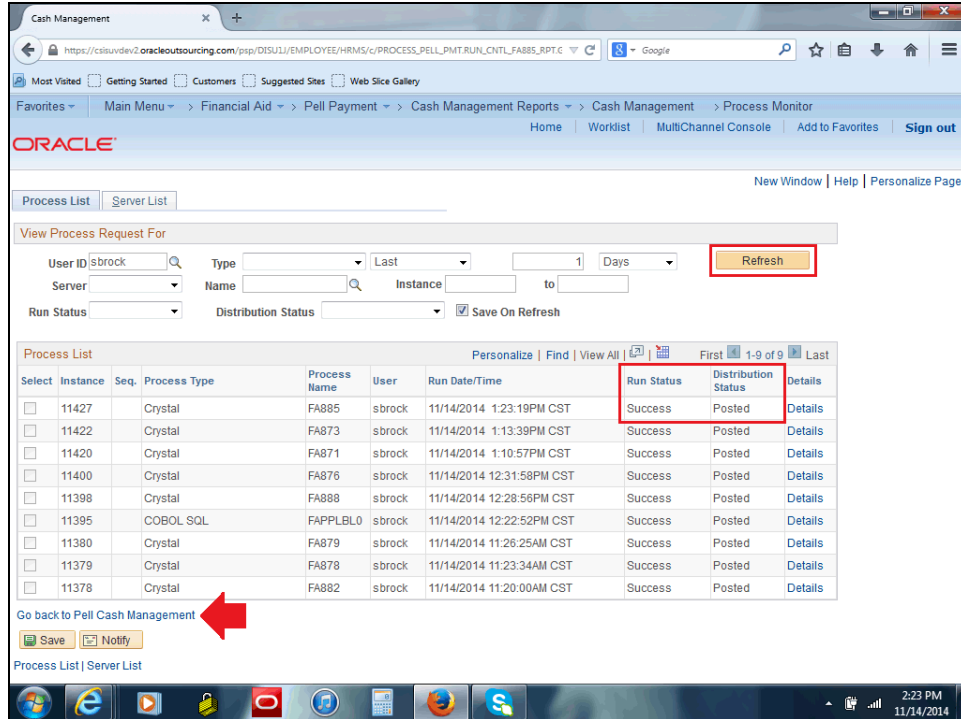
Cash Management Reports_Cash Management



Step	Action
9.	Verify the Crystal process type's checkbox is checked. Click the OK button.



Step	Action
10.	To monitor the progress of the job, click the Process Monitor link.



Process List

View Process Request For

User ID: sbrock, Type: , Last: , Days: 1, Refresh

Server: , Name: , Instance: to

Run Status: , Distribution Status: , Save On Refresh:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11427		Crystal	FA885	sbrock	11/14/2014 1:23:19PM CST	Success	Posted	Details
<input type="checkbox"/>	11422		Crystal	FA873	sbrock	11/14/2014 1:13:39PM CST	Success	Posted	Details
<input type="checkbox"/>	11420		Crystal	FA871	sbrock	11/14/2014 1:10:57PM CST	Success	Posted	Details
<input type="checkbox"/>	11400		Crystal	FA876	sbrock	11/14/2014 12:31:58PM CST	Success	Posted	Details
<input type="checkbox"/>	11398		Crystal	FA888	sbrock	11/14/2014 12:28:56PM CST	Success	Posted	Details
<input type="checkbox"/>	11395		COBOL SQL	FAPPLBL0	sbrock	11/14/2014 12:22:52PM CST	Success	Posted	Details
<input type="checkbox"/>	11380		Crystal	FA879	sbrock	11/14/2014 11:26:25AM CST	Success	Posted	Details
<input type="checkbox"/>	11379		Crystal	FA878	sbrock	11/14/2014 11:23:34AM CST	Success	Posted	Details
<input type="checkbox"/>	11378		Crystal	FA882	sbrock	11/14/2014 11:20:00AM CST	Success	Posted	Details

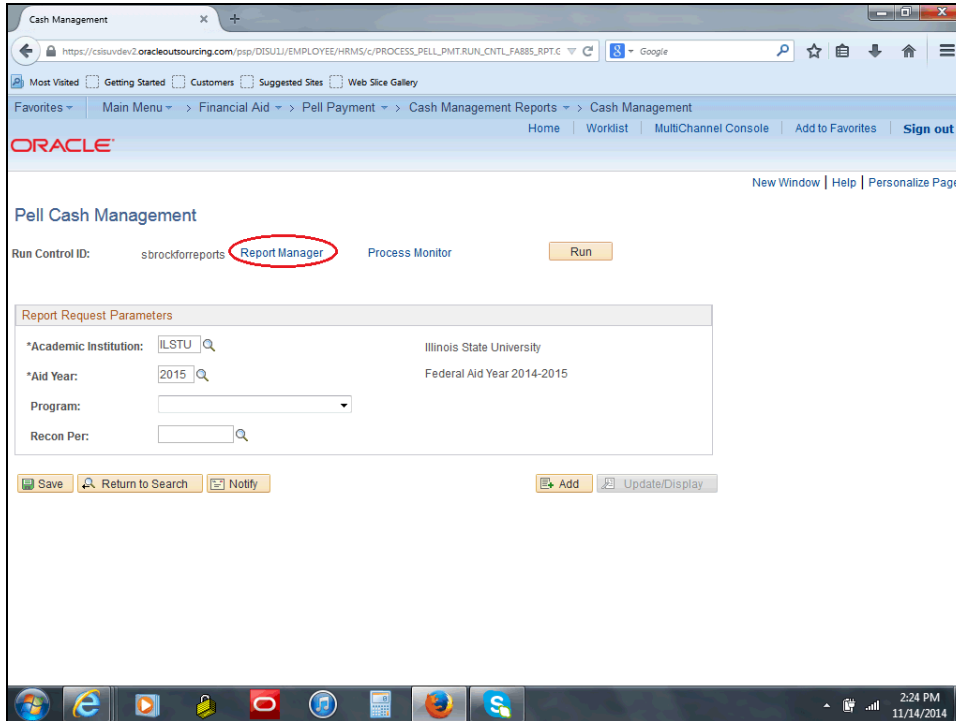
Go back to Pell Cash Management

Save Notify

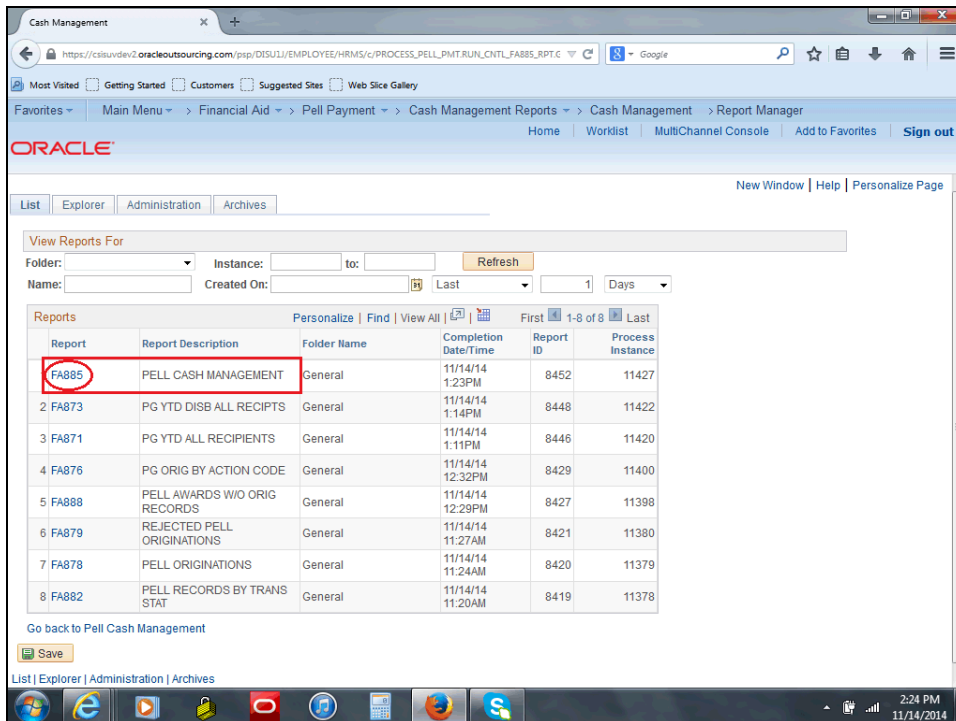
Step	Action
11.	Click the Refresh button until the Run and Distribution Statuses are Success and Posted .
	Click the Go back to Pell Cash Management link.

System Process Document

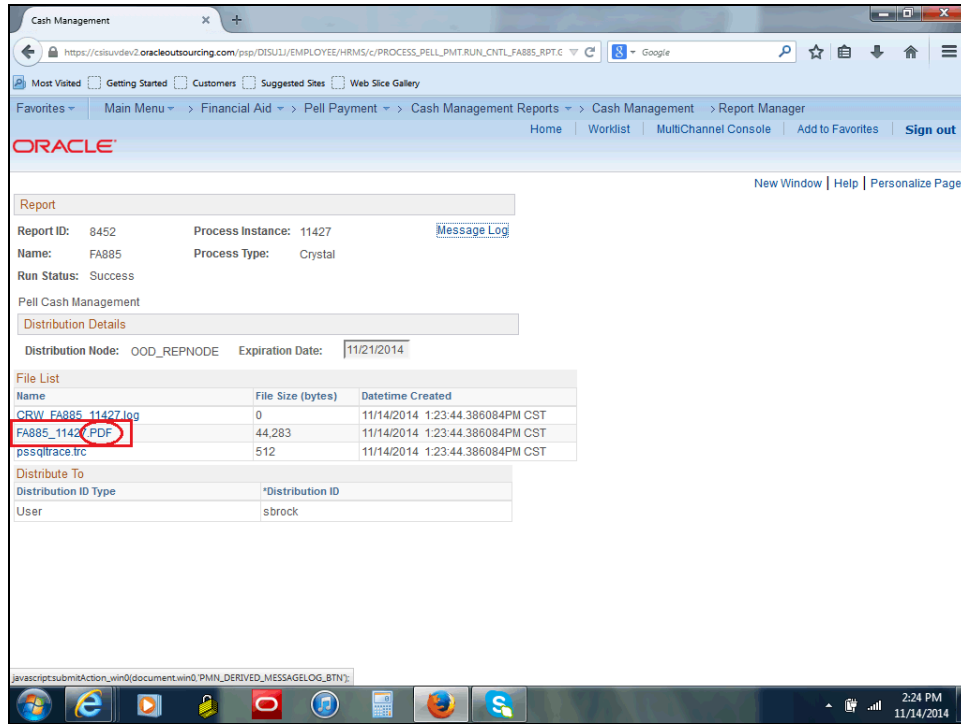
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Step	Action
12.	To view, print or save the report, click the Report Manager link.



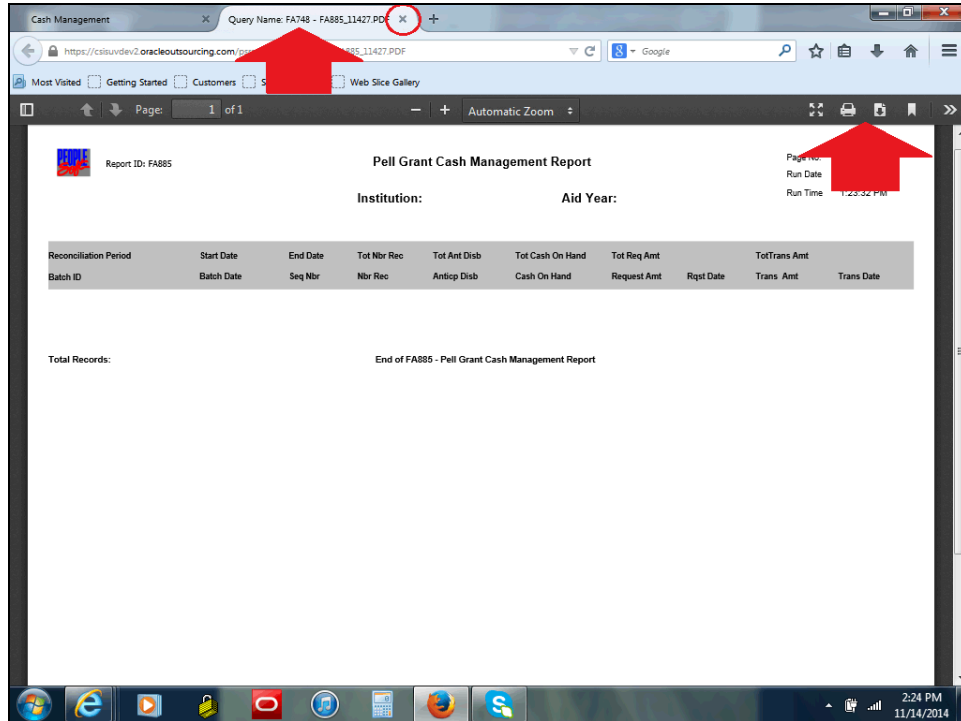
Step	Action
13.	From the Reports list screen, click the Pell Cash Management report link.



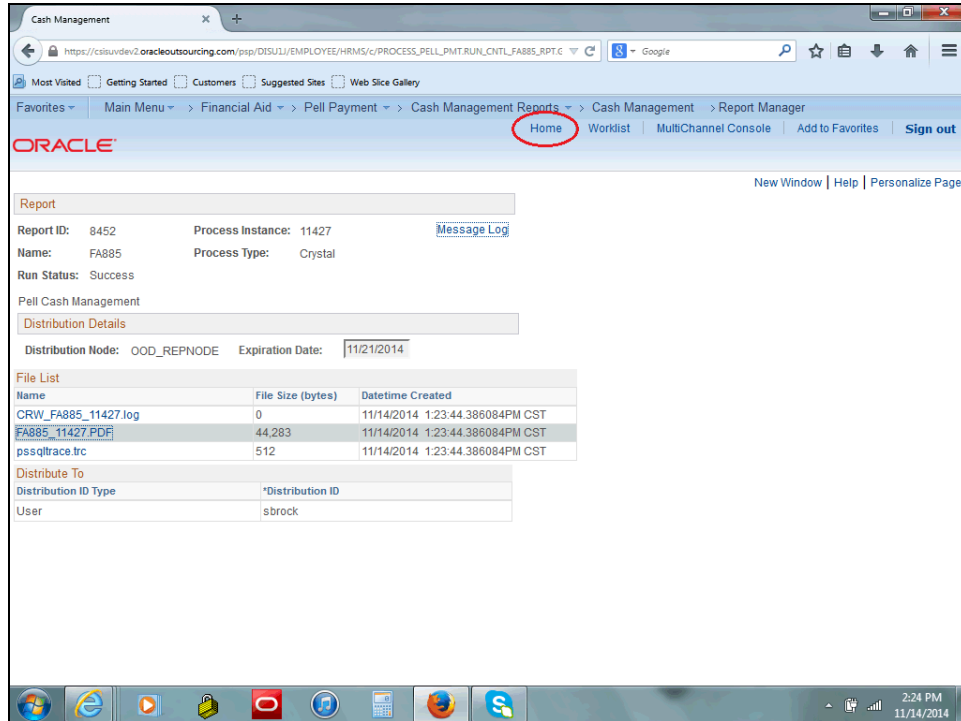
Step	Action
14.	From the File List , click the file link ending in .PDF .

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Step	Action
15.	<p>Reports open in a new internet tab.</p> <p>Use the PDF icons to Save/Print the report.</p> <p>To exit the report, click the X on the report tab.</p>



Step	Action
16.	To return to the Navigation Menu page, click the Home link at the upper right of the screen.
17.	Congratulations, you have completed generating the Cash Management report. End of Procedure.