

<b>Department</b>	
<b>Responsibility/Role</b>	
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**Cash Management Reports\_Print Grant ESOA**

**Trigger:**

<b>Required Field(s)</b>	<b>Comments</b>

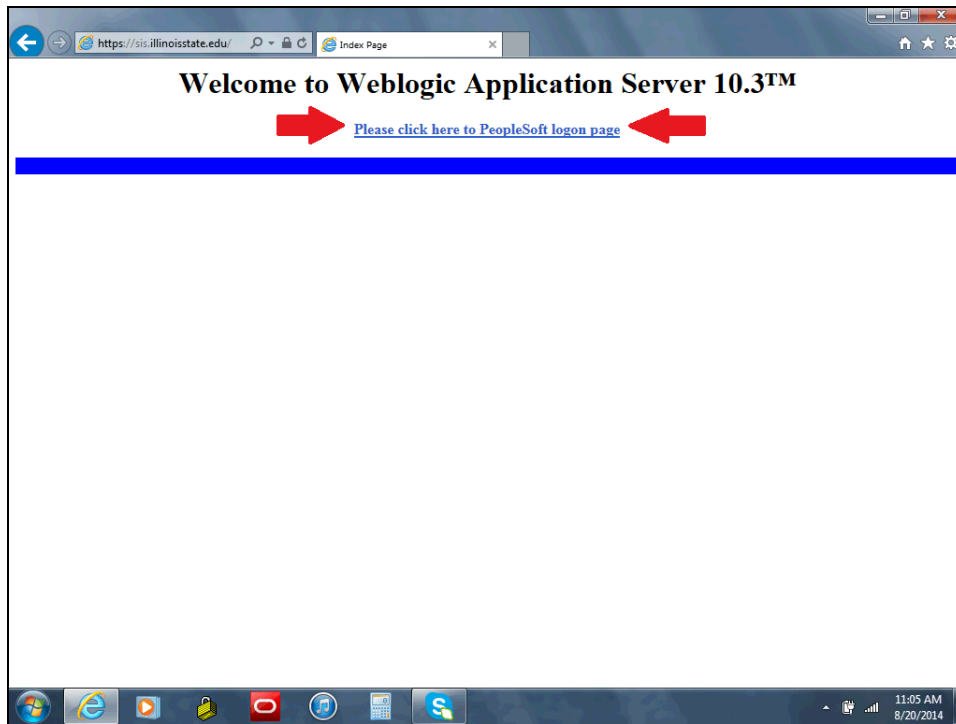
<b>Output - Result(s)</b>	<b>Comments</b>

**Additional Information**

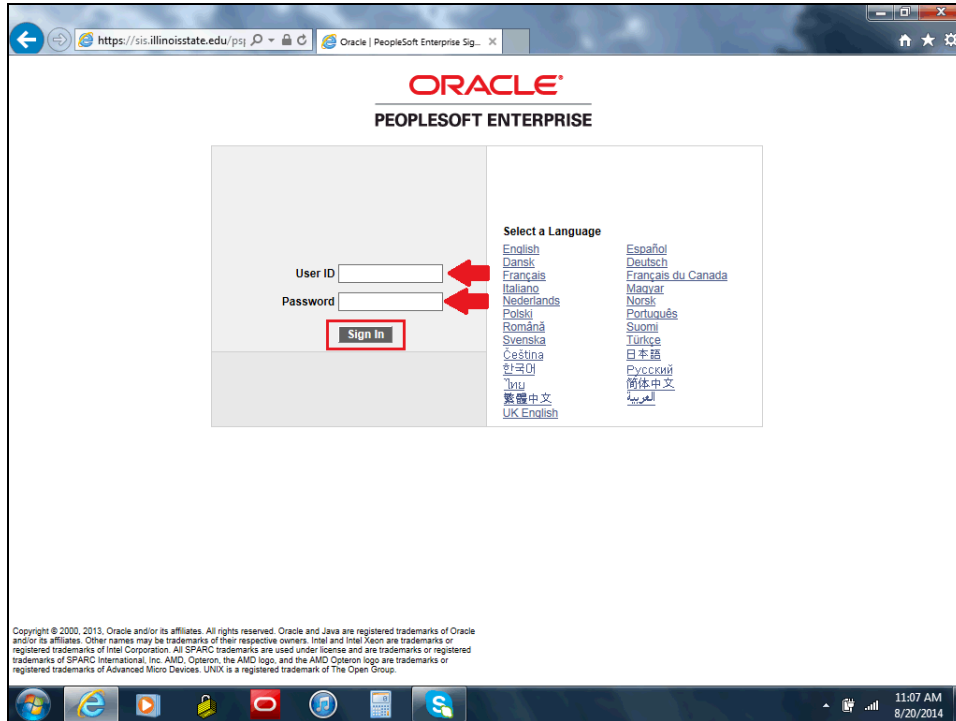
**Procedure**

In this topic, you will learn how to **Create a report to view Pell grant fund allocations.**

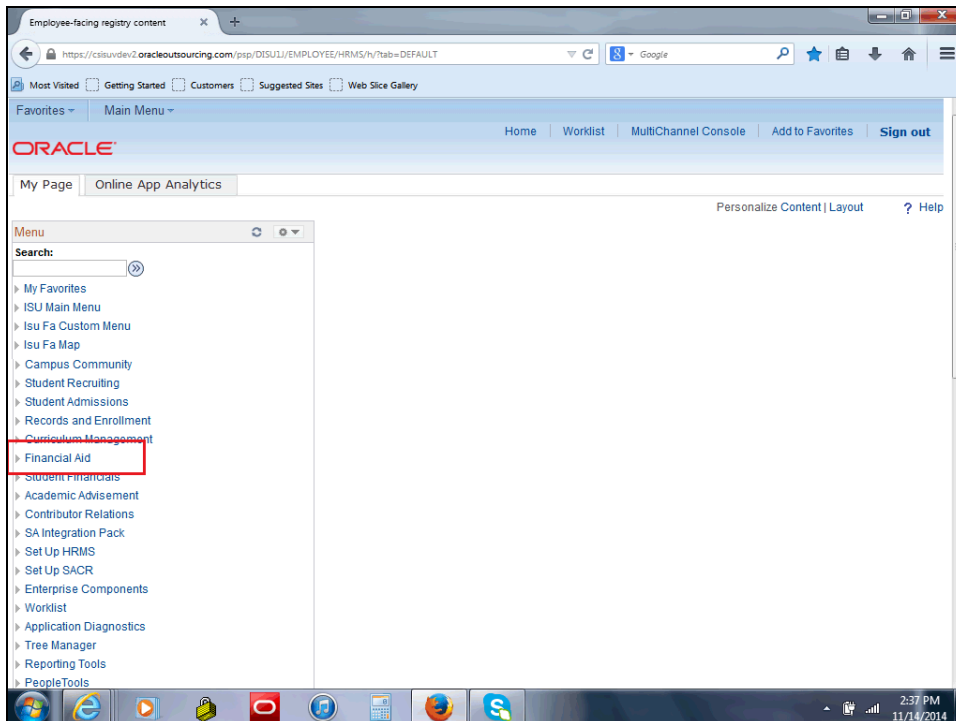
<b>Step</b>	<b>Action</b>
1.	Review and monitor Federal Pell Grant Fund allocations.



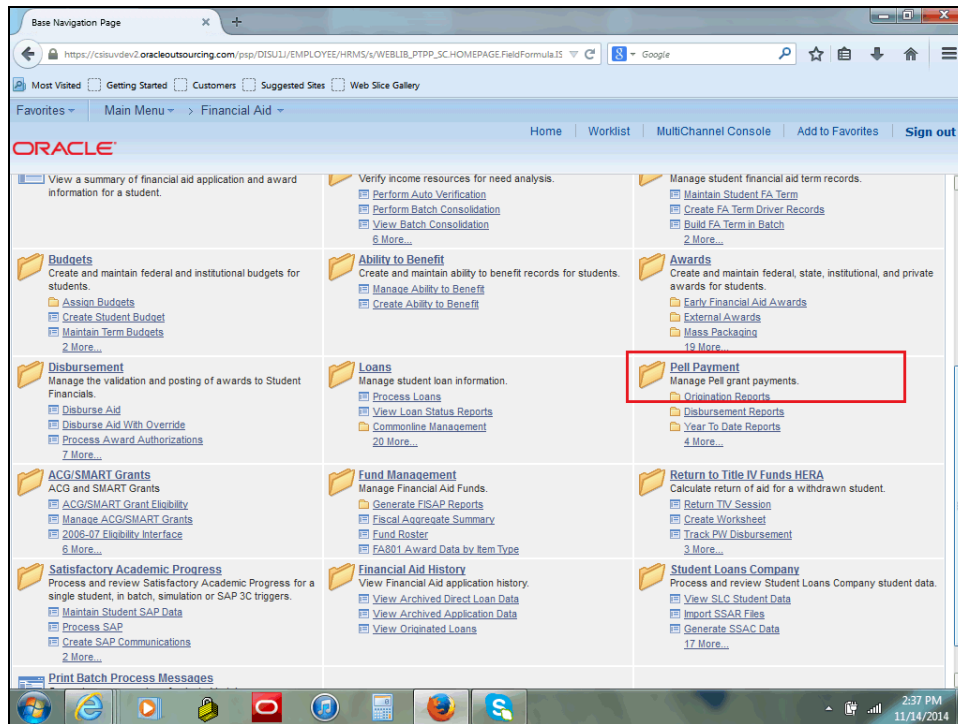
<b>Step</b>	<b>Action</b>
2.	To sign in to Campus Solutions, go to sis.illinoisstate.edu. Click the <b>Please click here to PeopleSoft logon page</b> link.



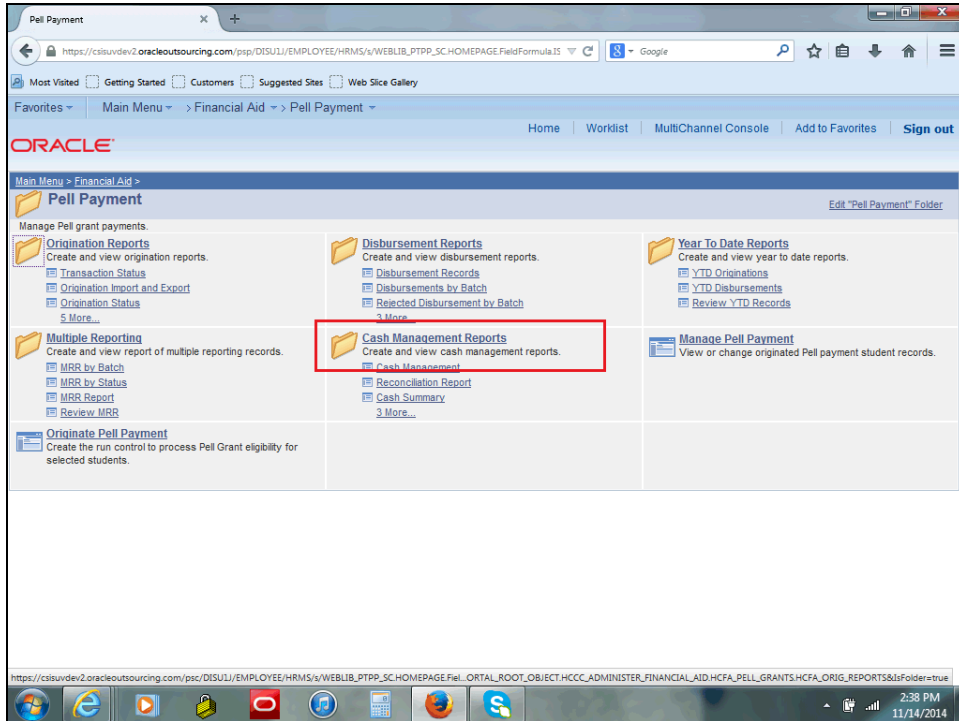
Step	Action
3.	You will be directed to the <b>Campus Solutions</b> logon screen. Enter your <b>User ID</b> and <b>Password</b> then click the <b>Sign In</b> button.



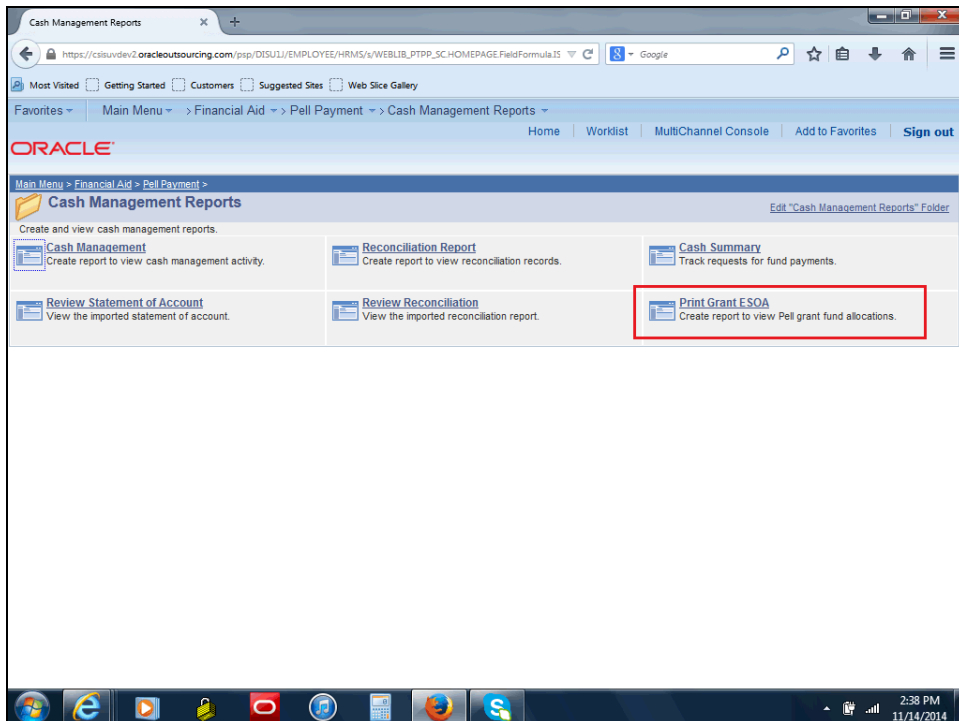
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p><b>Pell Payment</b> is within the <b>Financial Aid</b> menu.</p> <p>Click the <b>Financial Aid</b> link.</p>



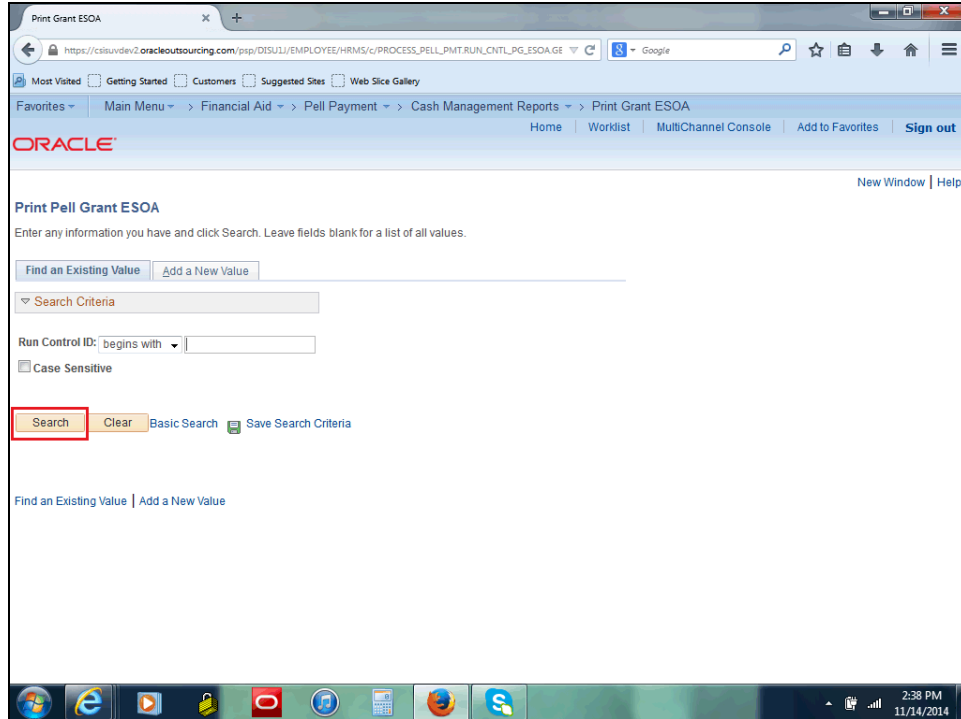
Step	Action
5.	<p><b>Cash Management Reports</b> is within the <b>Pell Payment</b> folder.</p> <p>Click the <b>Pell Payment</b> folder link.</p>



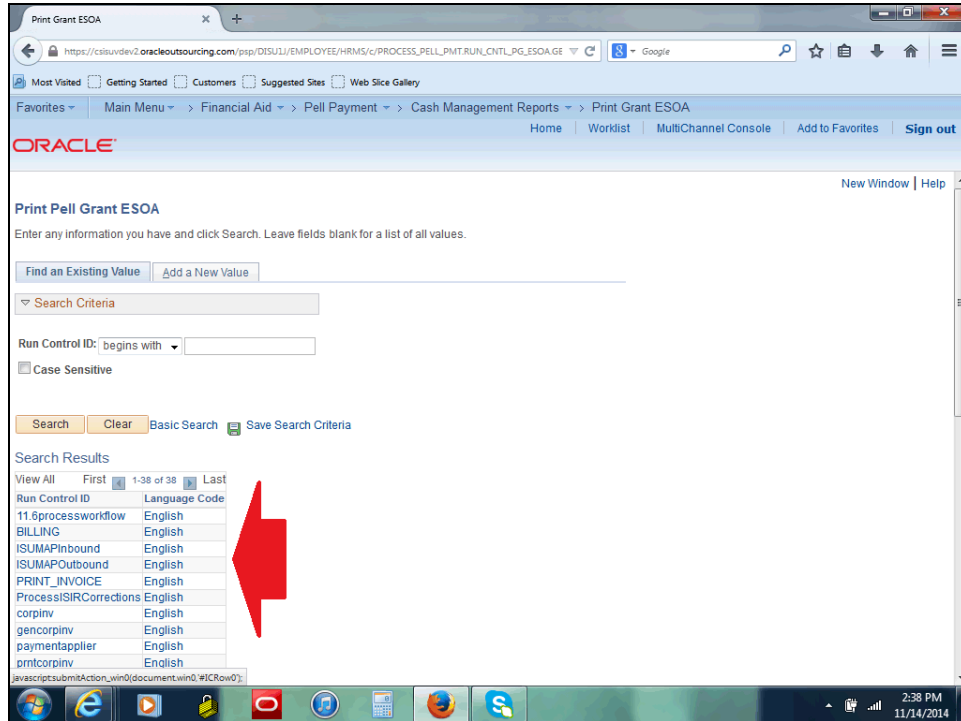
Step	Action
6.	<p><b>Print Grant ESOA</b> is within the <b>Cash Management Reports</b> folder.</p> <p>Click the <b>Cash Management Reports</b> link.</p>



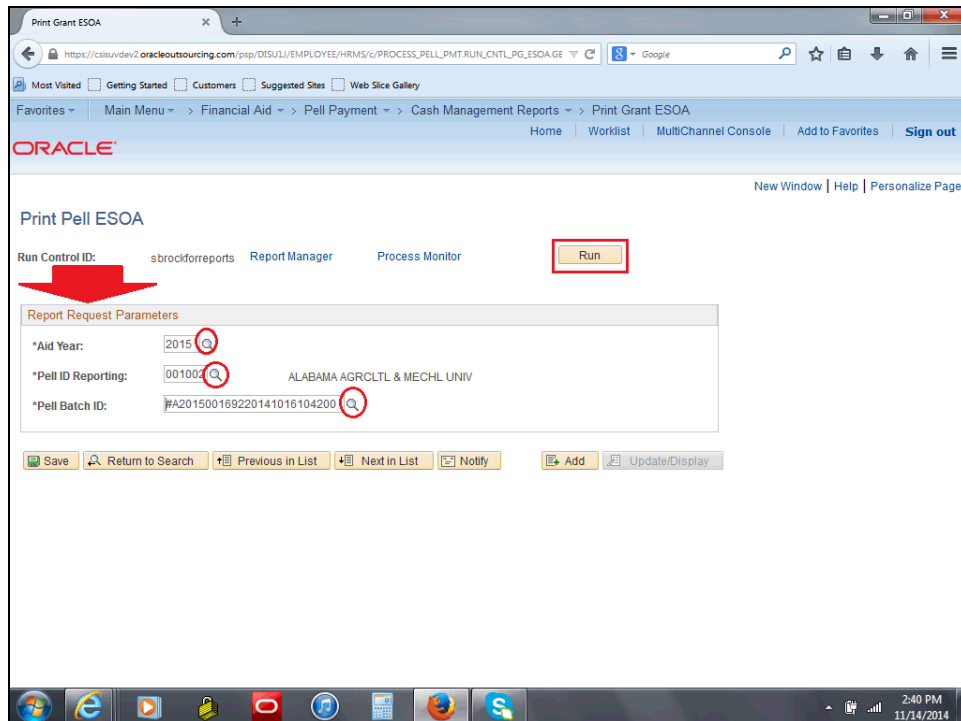
Step	Action
7.	From the <b>Cash Management Reports</b> folder, click the <b>Print Grant ESOA</b> link.



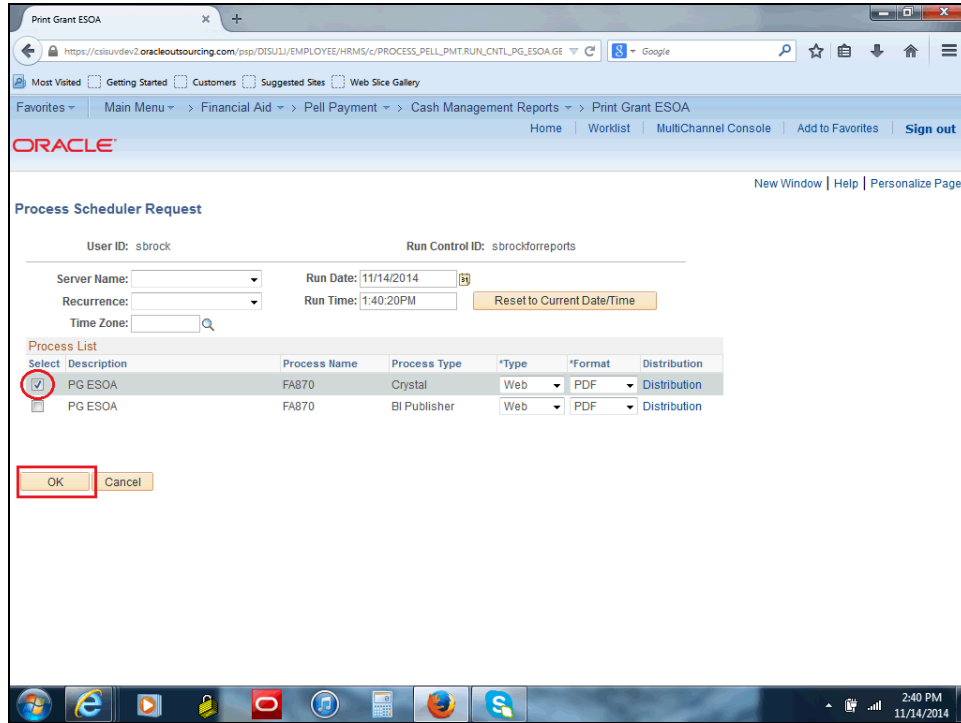
Step	Action
8.	Enter a <b>Run Control ID</b> or click the <b>Search</b> button to select an ID from the list.  Or you can click the <b>Add a New Value</b> tab to create a new <b>Run Control ID</b> .



Step	Action
9.	From the <b>Search Results</b> , click the desired <b>Run Control ID</b> link.

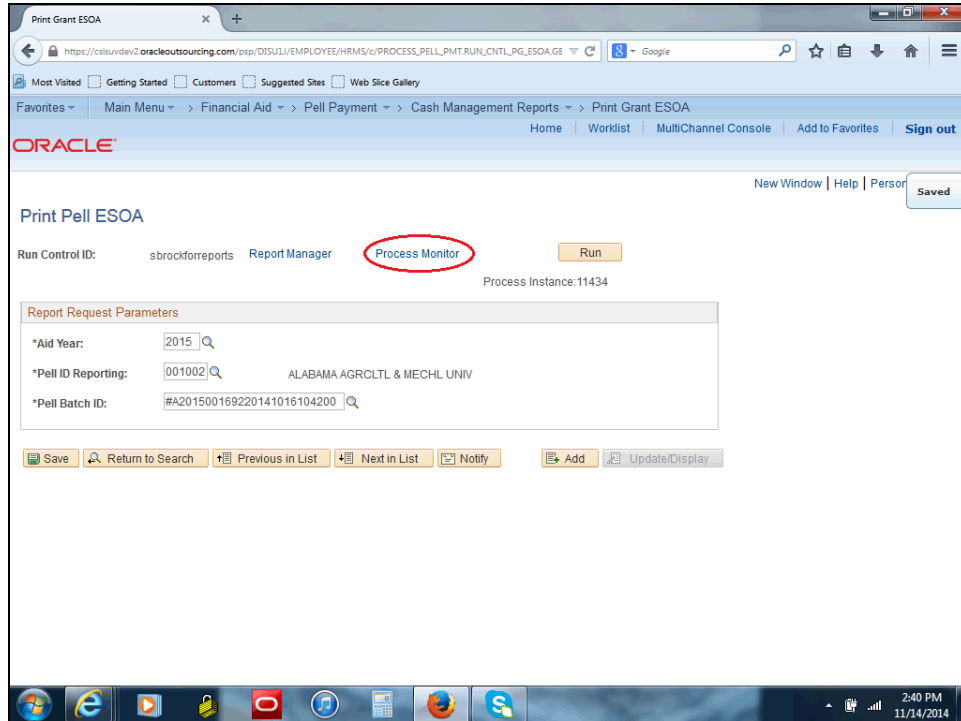


Step	Action
10.	Enter the report parameters Aid Year, Pell ID Reporting and Pell Batch ID or click the look up buttons and select values from the list.  Click the Run button.

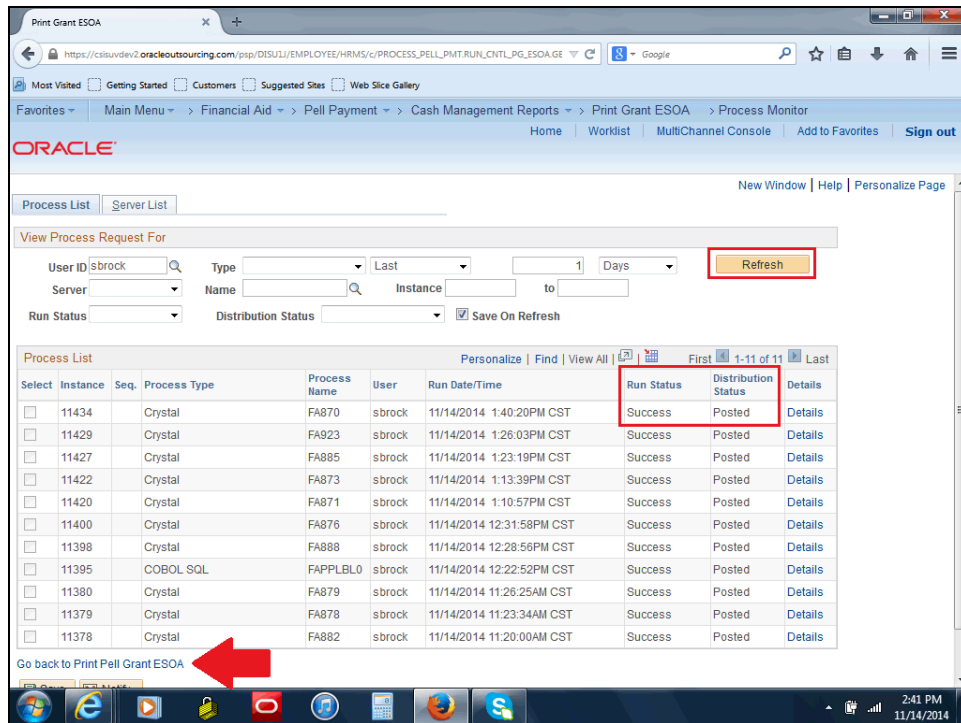


Step	Action
11.	From the <b>Process Scheduler Request</b> screen, click the <b>Process Type Crystal</b> checkbox and click the <b>OK</b> button.

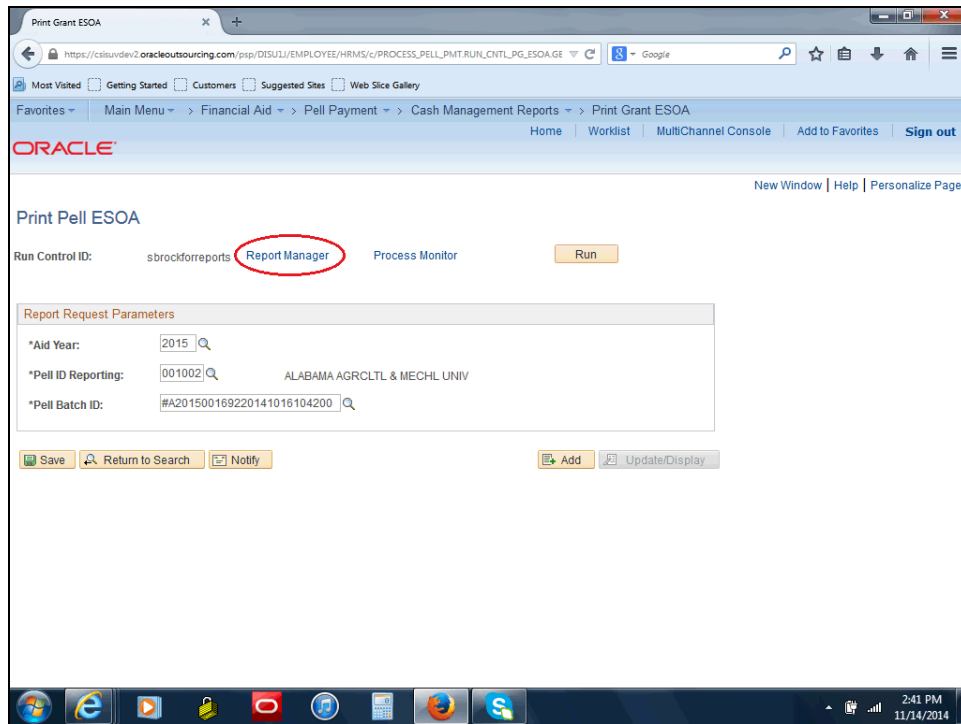




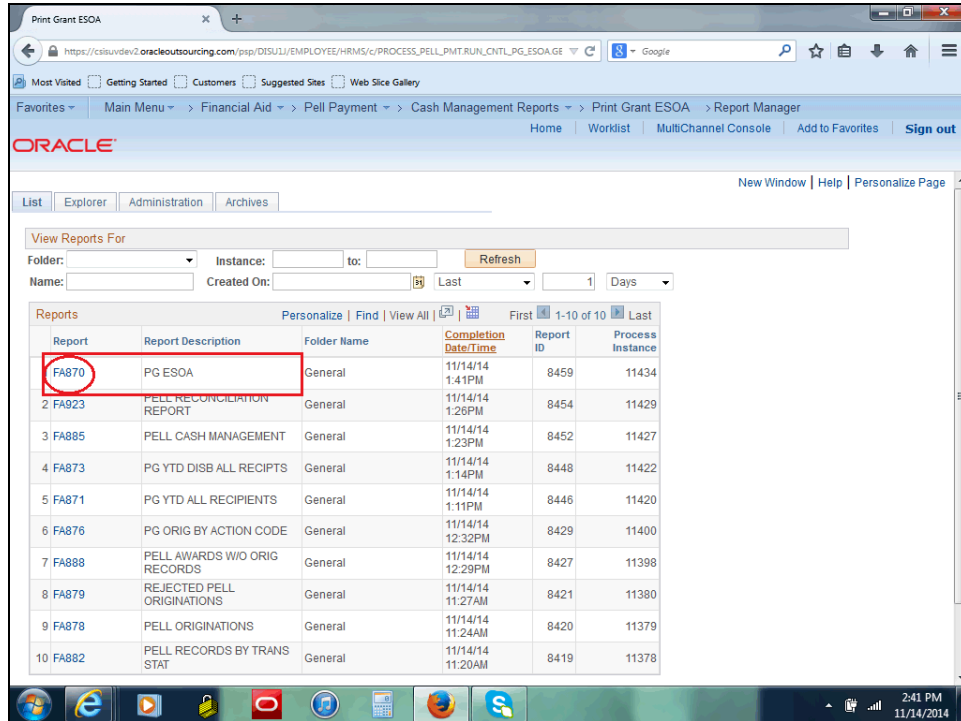
Step	Action
12.	To monitor the progress of the job, click the <b>Process Monitor</b> link.



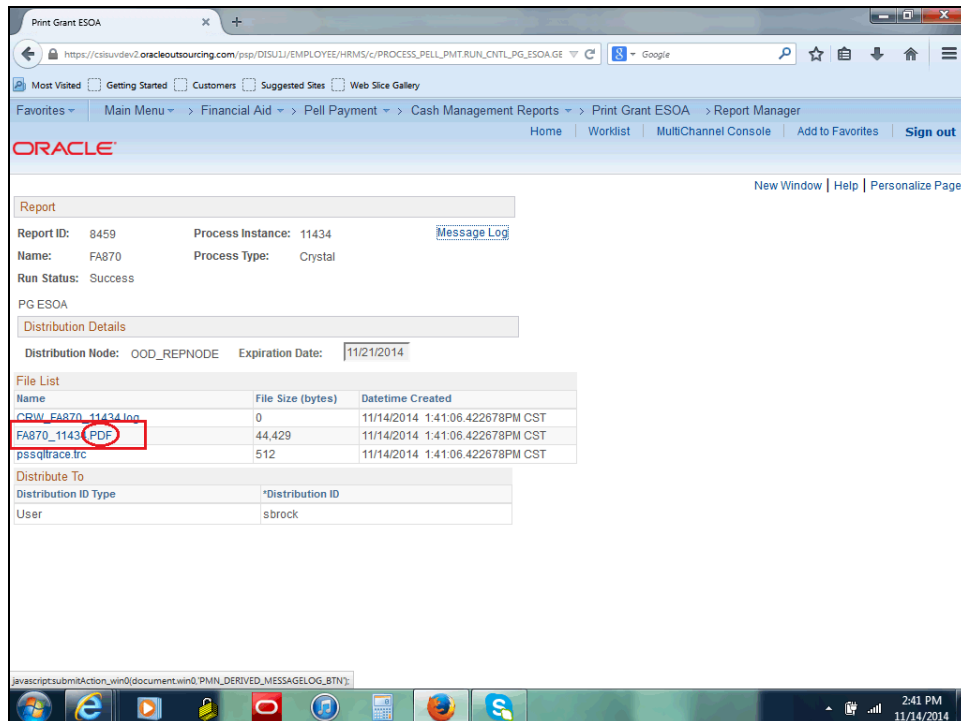
Step	Action
13.	<p><b>Note:</b> The most current process request will be displayed first.</p> <p>Click the <b>Refresh</b> button until the <b>Run</b> and <b>Distribution</b> statuses are <b>Success</b> and <b>Posted</b>.</p> <p>Click the <b>Go back to Print Pell Grant ESOA</b> link.</p>



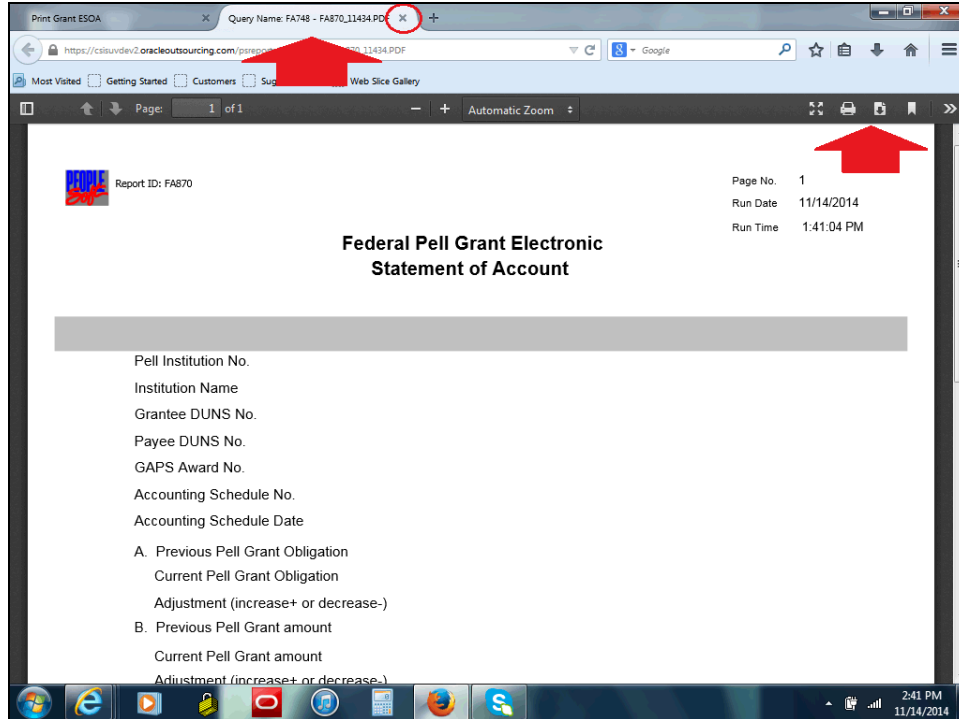
Step	Action
14.	To <b>View or Print</b> the report, click the <b>Report Manager</b> link.



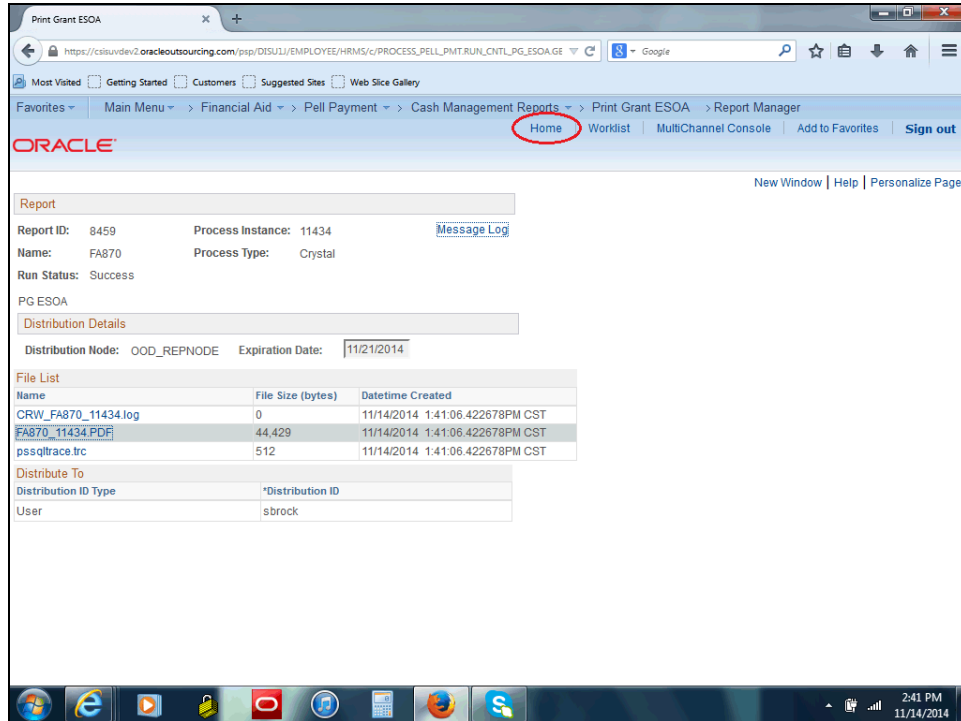
Step	Action
15.	<p><b>Note:</b> The most current report will be displayed first.</p> <p>Click the report link.</p>



Step	Action
16.	From the file list section, click the file link ending in <b>.PDF</b> .



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



Step	Action
18.	To return to the <b>Navigation Menu</b> page, click the <b>Home</b> link at the upper right of the screen.
19.	Congratulations, you have completed <b>Creating a report to view Pell grant fund allocations.</b> <b>End of Procedure.</b>