

Scholarship Reports

1. **Three reports are available:**

Scholarship Summary by Department:

Displays awards to students by item types and terms. This report is the only one that can be run to Excel.

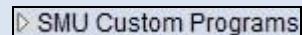
Actual Awards Department Report:

Displays all awards to students (i.e. Scholarship, Stafford Loan, SMU Need Based Grant, etc.)

Summary by Department Hours Enrolled Report:

Displays students' enrolled hours and GPA.

2. Click the **SMU Custom Programs** link.



3. Click the **SMU Administer Financial Aid** link.



4. Click the **Awards** link.



5. Click the **Scholarship Summary by Departm** link.



6. Click the **Add a New Value** tab.

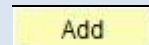
Note: Run Control ID is setup only the first time a report is ordered. Once the **Run Control ID** has been set up it can be found by clicking on the **Search** button from the **Find an Existing Value** tab.



7. Enter the desired information into the **Run Control ID** field.

Note: The name given to this run control will be used in the future when this report is ordered.

8. Click the **Add** button.



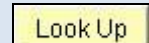
9. Enter the aid year into the **Aid Year** field.

10. Enter the student's career into the **Career** field.

11. Click the **Look Up Department** icon.



12. Click the **Look Up** button.



13. Select the desired **Department** from the search results.



14. Enter the desired information into the **Begin Date** field. You may use the calendar icon to enter a date.



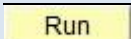
Note: For current date's activity, use the current date in the **Begin Date** field and next day's date in the **End Date** field.
For example, if the data was entered on 11/15/2011, then enter the following values:
Begin Date: 11/15/2011
End Date: 11/16/2011

15. Select a **Sort by** option.

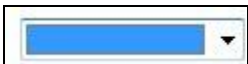
Note: The **Sort by** option is not available on Summary by Department Hrs Enrld and Actual Awards Department Rpt.



16. Click the **Run** button.



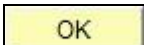
17. Select **PSNT** from the **Server Name** drop down list.



18. Click the **Select** checkbox of the desired report. You may select multiple reports from the list.



19. Click the **OK** button.



20. Click the **Process Monitor** link.

[Process Monitor](#)

21. Click the **Refresh** button until **Distribution Status** shows **Posted**. You may have to do this several times.

22. Click the **Details** link.

[Details](#)

23. Click the **View Log/Trace** link.

[View Log/Trace](#)

24. Click the link that ends with **PDF**.

Note: The **Scholarship Summary by Department** report has the option of running to Microsoft Excel. Choose the link that ends in **.csv** to open the report in Microsoft Excel. If you choose to run to Excel, a warning message about file format may be displayed. Click the **Yes** button to ignore the warning and open the Excel sheet. The **Summary by Department Hours Enrolled** and **Actual Awards Department** reports **cannot** be run to Excel.

[U_FASCH2_5008656.PDF](#)

25. **Note:** These reports **ONLY** generate data which was entered in Access.SMU using **Scholarship Award Entry**. Reports will be blank until the awards are approved.

26. Click the **Maximize** button.



27. **End of Procedure**