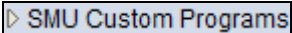



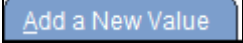
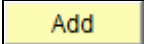



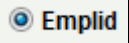
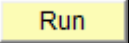


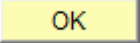


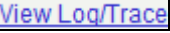



Scholarship Reports

Step	Action
1.	<p>Three reports are available:</p> <p>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.</p> <p>Summary by Department Hours Enrolled Report: Displays students' enrolled hours and GPA.</p> <p>Actual Awards Department Report: Displays all awards to students (i.e. Scholarship, Stafford Loan, SMU Need Based Grant, etc.)</p>
2.	<p>Click the SMU Custom Programs link.</p> 
3.	<p>Click the SMU Administer Financial Aid link.</p> 
4.	<p>Click the Awards link.</p> 
5.	<p>Click the Scholarship Summary by Departm link.</p> 
6.	<p>Click the Add a New Value tab.</p> <p>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.</p> 
7.	<p>Enter the desired information into the Run Control ID field.</p> <p>Note: The name given to this run control will be used in the future when this report is ordered.</p>
8.	<p>Click the Add button.</p> 
9.	<p>Enter the aid year into the Aid Year field.</p>
10.	<p>Enter the student's career into the Career field.</p>
11.	<p>Click the Look Up Department icon.</p> 

Step	Action
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. 
21.	Click the Refresh button until Distribution Status shows Posted . You may have to do this several times.
22.	Click the Details link. 
23.	Click the View Log/Trace link. 

Step	Action
24.	<p>Click the link that ends with PDF.</p> <p>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.</p> <p>U_FASCH2_5008656.PDF</p>
25.	<p>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.</p>
26.	<p>Click the Maximize button.</p> 
27.	<p>End of Procedure.</p>