

Working with Paytrax+



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Learning Objectives:

Upon completion of this training the staff will be able to:

- ◇ Describe the purpose of the PayTrax+ system
- ◇ Describe the PayTrax+ process
- ◇ Describe the parts and function of the Paytrax+ Main Menu
- ◇ Demonstrate the use of the View Unassigned Courses link
- ◇ Demonstrate the use of the Process/Edit contracts link
- ◇ Demonstrate the use of the Approve Contracts link
- ◇ Demonstrate the Instructor Signing Contract screen
- ◇ Demonstrate the use of the Check Incomplete/Problem contracts link
- ◇ Demonstrate the use of the Contract Status Summary
- ◇ Demonstrate the use of the View/Print employee contract link
- ◇ Demonstrate the use of the Summary by pay date link
- ◇ Demonstrate the use of the Summary by instructor link
- ◇ Demonstrate the use of the Payment audit report by pay date link
- ◇ Demonstrate the use of the Payment audit report by term link

Background

Nova Southeastern University has been using a variety of methods and procedures to track and pay adjunct faculty. In the past, Human Resources Information Systems (HRIS) would receive a paper form from a college or center to pay an instructor a certain amount of money. HRIS would process this form and pay the adjunct faculty the amount on the form. This process has made it difficult to project payments for each center or college for an upcoming term and difficult for HRIS to create reports to project adjunct pay for upcoming terms. While the use of SCT Banner does the job in assigning an instructor to a course, the system provides no method to predict the cost or the payments to an instructor for the course. Adjunct Faculty were often times left wondering exactly when they would be paid and were not too clear on how much they would be compensated until the paper form was received and processed by HRIS.

OIT, HRIS, and various colleges and centers provided input to create a design that streamlines the process and automatically schedules and feeds faculty payment into the Banner system.

Purpose

The Purpose of Paytrax+ is to provide a management tool for each stage of the adjunct faculty contract payment process.

Paytrax+ Design Features

Paytrax+ is a web-based adjunct faculty contract and payment system designed for university wide use. The system uses a standard contract that may have addendums added to them. The system automatically schedules and feeds faculty payments to Banner and feeds course information making it possible to tie specific payments to courses for reports.

The system also reports inconsistencies and problems before payments are made. An approval method is provided to allow communication between center or college and instructors on contracts.

Paytrax+ Security Features

Provides multiple security authorization levels to each school, allowing for three distinct roles (Clerical, Director, Dean)

Is secure, residing on its own server with SSL data encryption, application-level security and network protection

The Paytrax+ Process

The Paytrax+ Process is divided into the following stages:

- ◇ Select
- ◇ Prepare
- ◇ Approve
- ◇ Accept and Sign
- ◇ Checking
- ◇ Schedule and Release
- ◇ Review

Select

The first stage in the Paytrax+ process is for the School or Center to select a faculty member and place them as the instructor in Banner. If an instructor is not assigned in Banner then the Paytrax+ system can assist by displaying course descriptions, requirements, and instructor credentials and previous evaluations for those instructors that have previously taught the course.

This step allows an informed decision to be made before the instructor is entered in Banner.

NOTE: A contract cannot be created without an instructor being assigned in form SSASECT in Banner

Prepare

This stage prepares the contract for approval. The contract can be edited and prepared for approval.

Approve

This is the stage that the contract is submitted for approval. The contract is edited in the clerical level and approved by either Director or Director and Dean, depending how the center or college does the approval process.

When a final approver has reviewed and approved the contract the instructor will be sent an email that has a link to the contract area of the PayTrax+ system.

Accept and Sign

In this stage the instructor opens the email and clicks a link to a contract area.

In the contract area, the instructor may review the contract, accept the contract, and sign by typing their name in confirmation area exactly as it is seen on the contract. The instructor must also check a box that states I approve this contract.

Security Note: the instructor will have to access this link with a logon in order to view the contract. The logon is the same as the NSU email account.

The instructor must accept the contract if payment is to be accepted and released by payroll. Once the instructor accepts the contract no further action is needed by the college or center.

Checking

This stage allows for checking on errors. The system will not pay these contracts until the problem is resolved.

Schedule and Release

Once a contract is accepted the Paytrax+ system will proceed to the schedule and release stage where the payments in Banner will be scheduled and released with the information that was entered in Paytrax+.

Review

This stage provides information on the contract status and information on total amounts paid on contracts for a school or center.

Parts and Function of the Paytrax+ Main Menu

The Main Menu appears when you logon and is divided into the following links for staff users:

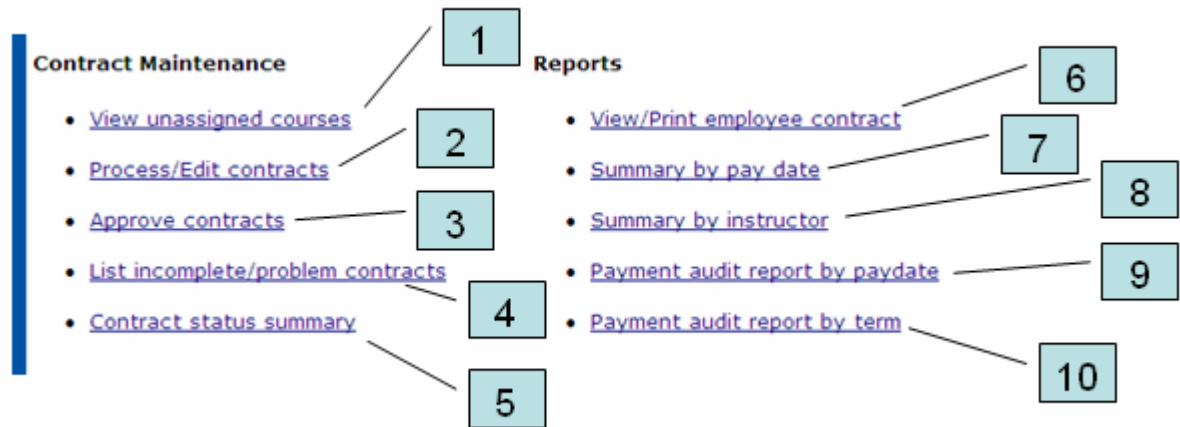


Figure 1-1

View Unassigned Courses (Figure 1-1, #1)

- ◇ This screen lists all courses that have no instructor assigned in Banner.
- ◇ It presents course descriptions and requirements side by side with various instructor credentials and course evaluation reports.
- ◇ This screen allows the colleges to make informed instructor/ course assignments based on previous history of the instructor.

Process/Edit Contracts (Figure 1-1, #2)

- ◇ This screen prepares a contract for approval by the approving authority
- ◇ Data is entered on contract amount, org, account, and check location
- ◇ This form allows contracts to be placed on-hold or canceled
- ◇ Allows for the editing of hold for final payment until grades are submitted
- ◇ Allows setting of assignment of one or two pay periods for payment

Approve Contracts (Figure 1-1, #3)

- ◇ This screen approves contracts for payment.
- ◇ Supports 3 levels of approval (Clerical, Director, Dean).
- ◇ Email is sent to upper level approver once lower level has approved.
- ◇ Final acceptance is emailed to the Instructor to review and accept.
- ◇ When the instructor accepts, no further action is required.
- ◇ Paytrax+ will schedule and release payments using the Banner payroll schedule.

List Incomplete/Problem Contracts (Figure 1-1, #4)

- ◇ Lists problems with contracts
- ◇ Contracts are rejected for the following reasons:
 - The instructor has not signed the contract yet.
 - The course has been cancelled or removed.
 - The instructor does not have an NSU email account.
 - The instructor is not listed as Adjunct anymore. **
 - A different instructor has been assigned to the course.
 - No students are enrolled in the course on or after the course start date.
 - The college or department code has changed.
 - The course meet dates are incomplete.
 - The contract payment has been cancelled or rejected on the Banner/EPAF side. **

** Contact Human Resources for further explanation or action.

Contract Status Summary (Figure 1-1, #5)

- ◇ This screen is a completed report with payment projections and totals listed for all courses listed in PayTrax+ system.
- ◇ This option lists all contracts for a selected department and term of your center. It will list basic contract data as Course Code, Title, Adjunct Name, Amount and whether the contract has been Approved by your center and Accepted by the Adjunct Faculty.
- ◇ At the bottom of the report you will see accumulated totals for the contracts scheduled on that period and department, for contracts already approved by the center in the same period, accepted by adjuncts, y what is scheduled for payment or already paid in Banner.

View/Print Employee Contracts (Figure 1-1, #6)

- ◇ This screen allows for viewing and printing copies of the contracts

Summary by Pay Date (Figure 1-1, #7)

- ◇ This screen provides a report summary by pay date listing totals for departments

Summary by instructor (Figure 1-1, #8)

- ◇ This screen provides a report by instructor and will list rate of pay, number of contracts and total paid to individual instructors

Payment audit report by pay date (Figure 1-1, #9)

- ◇ This screen provides a report on all payments for a specified date

Payment audit report by term (Figure 1-1, #10)

- ◇ This screen provides a report for all payments for a specific term and lists accounts numbers and orgs, amounts, crn, and course names

A dropdown menu in the top right hand corner allows you to choose the type of Payment (Adjunct Contract, Teaching Overload, or Other) (Figure 1-1a)

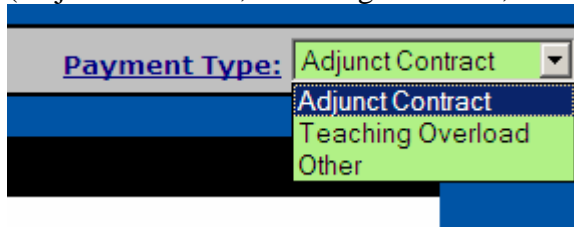


Figure 1-1a Payment Type Menu

Help is available for any link that is currently active by clicking the help link (Figure 1-1b).

At end of each help page, you can type a question or suggestion by entering text and clicking the send your comment button (Figure 1-1c)

Return to the home page that the main menu is located by clicking the home link. (Figure 1-1b)

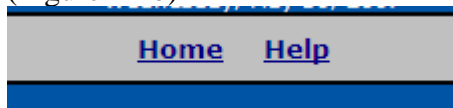


Figure 1-1b Home and Help link

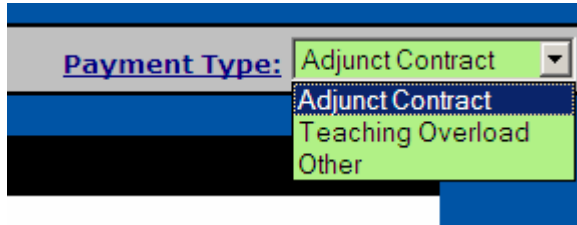


Figure 1-1c Help ask a question send a suggestions section

View Unassigned Courses Procedure

Procedure:

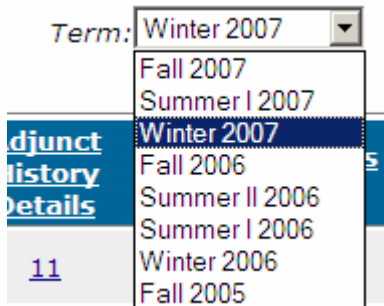
Click the drop down menu on main menu and select Payment Type (See figure below)



1. Click the View Unassigned Courses from main menu (See figure below)



2. Your college will be displayed
3. Select the term from the drop down menu list (See figure below)



4. View details of the course by clicking the course in the Course Section Column
(See figure below)

<u>Course Section</u>
PSYC-4880-MA1
PSYC-2460-1DY
PSYC-2330-1PM

5. View previous instructor information by clicking the number in the Adjunct History Details (See figure below)
 - a. The Adjunct History allows you to click view credentials and how many times an instructor has taught this course. In the credentials area another window will display course information and evaluations from previous courses taught to aid in selecting the best instructor for the course

<u>Adjunct History Details</u>
11
5
43

6. Sort the columns by clicking the column titles (See figure below)

Sort list by clicking underlined column

<u>Line No.</u>	<u>Campus</u>	<u>Course Begin Date</u>	<u>Course Term and CRN</u>	<u>Course Section</u>	<u>Course Title</u>	<u>Adjunct History Details</u>
-----------------	---------------	--------------------------	----------------------------	-----------------------	---------------------	--------------------------------

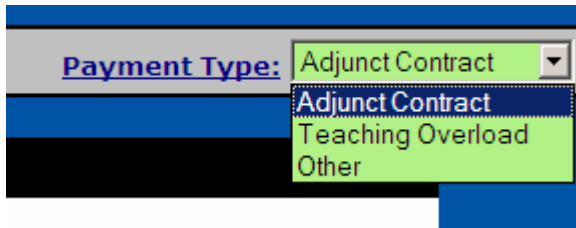
7. Once you select an instructor, assign the instructor in Banner

Note: This view only displays courses that have no instructor assigned and with defined meeting dates. Instructor Evaluations will only be displayed to those with proper security access to view evaluations.

Process/Edit Contracts Procedure

Procedure:

1. Click the drop down menu on main menu and select Payment Type (See figure below)



2. Click from the main menu the Process/Edit Contract Links (See figure below)

- [Process/Edit contracts](#)

Your college will be displayed

3. You may also enter the NSU ID number (N plus 9 digits), press enter key to retrieve that persons contracts (See figure below)

NSU ID:

4. Select a term to view if not on default Find the contract you would like to edit and click the edit link (See figure below)

College:	Department:	Term:	NSU ID:						
College of Dental Medicine	All	Winter 2007							
Sort list by clicking underlined column									
<u>Line No.</u>	<u>Edit Adjunct Contract</u>	<u>Status</u>	<u>Course Code</u>	<u>Course Title</u>	<u>Adjunct Name (mailto)</u>	<u>Enroll</u>	<u>Amount</u>	<u>Course Ending (mm/dd/yyyy)</u>	<u>Payment Schedule</u>
1	Edit	Active	CDM-3060-0	TMD		103	20.00	05/11/2007	06/22/2007
2	Edit		CDM-3530-0	Evidence Based Dentistry		102	\$0.00	05/11/2007	06/22/2007
Return to Main Menu									

Click to edit contract

(Refer to figure below by number)

5. Enter the total amount to be paid for this course
 6. Select from the drop down list the Distribution Org or enter an org
 7. Select from the drop down list the Account the default is 1018
 8. Select from the drop down list the location the check will be delivered or enter location code
 9. Select from the drop down list the Contract Status
- *NOTE: MAKE SURE TO WHEN YOU CANCEL A CONTRACT TO CHECK WITH HRIS TO MAKE SURE IT IS NOT IN BANNER WAITING TO BE PAID**
10. Enter the Director or person to approve contract
 11. Select radio button yes or no to hold on payment until all grades submitted

The screenshot shows a form titled "Editable Fields" with the following fields and callouts:

- 5:** Total Amount \$:
- 6:** Distribution Org:
- 7:** Account:
- 8:** Check Location:
- 9:** Contract Status:
- Director signing the contract:
- 10:** Yes No
- 11:** Hold (final) payment until all grades submitted?
- Payment Date(s): [06/22/2007](#)
- 12:** Payment Status: New contract.

12. If you want to change from one payment to two payments, select the Payment Date link
13. Inside the select payment link, Select Two payments radio button (See figure below)
14. Save Changes

The "New Payment Schedule" dialog box contains the following elements:

- Pay Balance using: One payment Two payments
- Balance \$:
- Select for 2 payments** (text annotation pointing to the selected radio button)

Payment Number	Changeable until mm/dd/yyyy	Pay date mm/dd/yyyy	Amount

- Buttons: Save Changes, Close without saving

Click the save changes button on the edit page and contract is sent for approval
(See figure below)

Editing Adjunct Contract: 5405

Save Changes

Close without saving

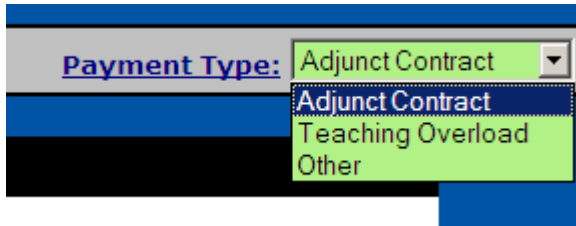
NOTE: If the symbol + appears by the line number by the contract you may point your mouse at the + symbol and a menu will appear with information on the contract, instructor and course
(See figure below)



Approving Contracts Procedure

Procedure:

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Click the Approving contracts link on main menu (See figure below)

Contract Maintenance

- [View unassigned courses](#)
- [Process/Edit contracts](#)
- [Approve contracts](#)
- [List incomplete/problem contracts](#)
- [Contract status summary](#)

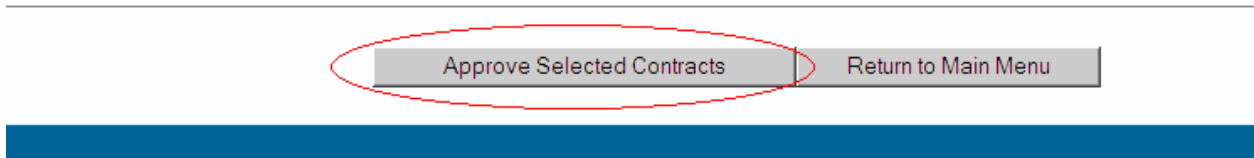
2. Your College will be displayed
3. Select the term from the drop down menu
4. To approve contract check the approve checkbox in the Approve column by the instructor whose contract is approved (ONLY IF YOU HAVE APPROVAL AUTHORITY) (See figure below)

Displays only unapproved contracts

Line No.	Edit Adjunct Contract	Course Code	Title	Adjunct (mailto)	Enroll	Amount	Org	Account	Approve
1+	Edit	BIOL-1040-1DY	Environmental Studies		7	\$2,200.00	140310	1018	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. To edit contract or review contract click the edit link next to the course

6. When selected contracts are approved, click the Approve Selected Contracts button this will send to the next level of approval or to final acceptance by instructor (See figure below)



Instructor Signing Contract Procedure

Procedure:

(Refer to figures below)

1. Faculty will receive an email after final approval of contract
2. Faculty clicks on link to contract signature page
 - a. Faculty must logon with NSU email account username and password
3. Faculty reviews contract and types in name as is on contract
4. Faculty checks the box that acknowledges the contract read/agreed on Faculty clicks the submit button to submit contract)
5. Contract Ready dialog appears when contract is approved, use the Ctrl-P to print copy for faculty record, click OK to leave

From: ets.edu [mailto:ets.edu]
Sent: Monday, November 07, 2005 3:37 PM
To: crocitto.edu
Subject: PayTrax+ : Contract for CGPY-0502

-Please do not reply to this automated message-

Dear John Anthony Crocitto,

This email is to inform you that you have been selected to teach the following course at Center for Psychological Studies:

Term Code: 200630
CRN: 32951
Course No.: CGPY-0502
Course Title: Counsel Theories & Techs
Credit Hours: 1
Start Date: 01/01/2006
End Date: 03/12/2006

The corresponding contract is available at the link below. Please review and electronically sign the contract, as soon as possible, by typing your name in the appropriate field and clicking on the 'Submit' button. This indicates your agreement with the terms and conditions of the contract.

<http://www.nova.edu/nsu-only/qotto/ptx/ptx-signature.cgi?cid=334>

Office of Adjunct Faculty and Services
Center for Psychological Studies
Nova Southeastern University

2

Signatures

3

Type name here exactly as shown at top of contract
(will serve as electronic signature)

03/06/2006

Date

John E. Lewis

Director/Dean for center/program

02/28/2006

Date

4

NOTICE: I have read the terms and conditions of the contract/addendum and agree to honor them by typing in my name in the Adjunct Faculty Signature box above.

Submit

5

**NOVA SOUTHEASTERN UNIVERSITY
Center for Psychological Studies**

ADJUNCT FACULTY CONTRACT

Adjunct Name: John Anthony Crocitto	NSU ID No: N00048039	Amount: \$1,230.00
Course Title: Counsel Theories & Techs	CRN: 32951	Number: CGPY-0502-JG3
Start Date: 01/06/2006	End Date: 01/29/2006	Payment Date(s): 03/17/2006
Charge to: 120010	Account: 1018	Check Location: CPS
Class type: Lecture	Campus: Jacksonville, FL	Hours:

It is hereby agreed, subject to the terms and conditions below, that the undersigned enters into a single academic term contract with **John Anthony Crocitto** for the instruction of the above stated course, starting on **01/06/2006** and ending on **01/29/2006**.

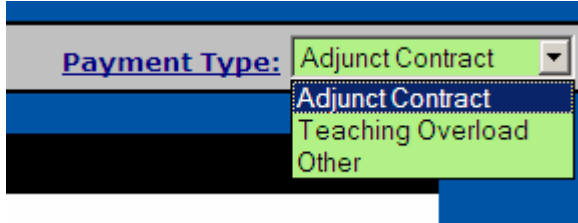


1. This contract is only for teaching/lecturing/supervising the above-referenced course. Any contract of future instructional assignments will be made on a separate basis with the Center.
2. Compensation in the amount of **\$1,230.00** for instruction of the above-referenced course will be paid once all requirements for the class/course are met. The Adjunct faculty member agrees, for Adjunct faculty required to submit grades, the submission of final grades of all students is a material requirement of this contract. Grades, test questions, and other materials must be prepared and submitted according to the dates provided in the addendum.
3. The Adjunct faculty member agrees to abide by all of the policies and procedures of the University including the Adjunct employee packet and the Center handbook.
4. Course records must be retained by the Adjunct faculty member for one year after reporting


List Incomplete/Problem Contracts Procedure

Procedure:

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Click on the List incomplete/problem contract link in the main menu
2. Your college will be displayed (See figure below)
3. Select term from the drop down menu (See figure below)
4. Review inconsistencies (See figure below)



NSU
NOVA
SOUTHEASTERN
UNIVERSITY
Beyond the Classroom

PayTrax+ (d)
Monday, March 06, 2006

Office of Information Technologies
[Home](#) [Help](#)
[Search Site Map](#) [NSU Ho](#)

Contract Maintenance => List incomplete/problem contracts

College: 2 Department: Term: 3

Sort list by clicking underlined column

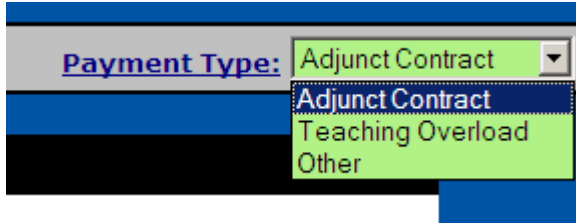
Line No.	Initiated	Adjunct NSU Id	Adjunct Name	Course Term and CRN	Course Section	Course Title	Reason(s) for incomplete
1	Yes		Jongbloed, Pamelyn	200630-30407	COMP-1500-EV1	College Writing	Missing NSU account;
2	Yes		Jongbloed, Pamelyn	200630-30408	COMP-1500-EV2	College Writing	Missing NSU account;
3	Yes		Campbell, Dorota L	200630-30968	BIOL-1500-EV1	Biology I/Lab	Missing HR approval;

4

Contract Status Summary Procedure

Procedure:

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Click the Contract status summary link in the main menu
2. Your college will be displayed (See figure below)
3. Select the term from the drop down menu (See figure below)
4. To resend an email for instructor signature, check box (See figure below)
5. Click the email selected button on bottom of screen (See figure below)
6. To view total amounts for payroll, look at the bottom of screen (See figure below)
7. You may print this report using your browser print feature

Reports => Contract status summary

College: Department: Term:

Sort list by clicking underlined column

Line No.	Course Code	Course Title	Adjunct Name	Payment Schedule (mm/dd/yyyy)	Amount	Approved by Center	Accepted by Adjunct	Paid or Payroll ready	Email Signature Request
1	ARTS-2300-MM2	Art and Society	Loftus, Jacquelyn Claire	05/26/2006		YN	N	N	<input type="checkbox"/>
2	CHEM-3310-EV2	Organic Chem II/Lab	Allred, Russell Ammon	03/17/2006 05/12/2006		Y	N	NN	<input type="checkbox"/>
3	ARTS-2300-6W3	Art and Society	Myers, Deborah L	05/26/2006		NN	N	N	<input type="checkbox"/>
4	COMP-1000-NW1	Basic Writing	Russell, Kathie Suzanne	03/03/2006 05/12/2006		Y	N	NN	<input type="checkbox"/>
5	COMP-1000-DA1	Basic Writing	Revtai, Donna M	03/03/2006 05/12/2006		Y	N	NN	<input type="checkbox"/>

Total amount scheduled for this term \$204,900.10

Total amount already approved by center \$199,650.00

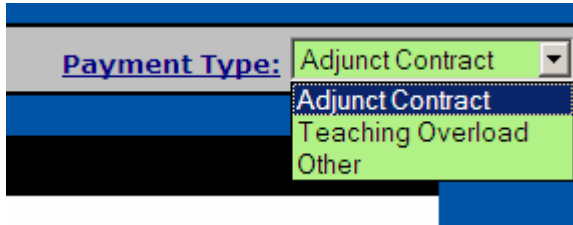
Total amount already accepted by adjuncts \$2,200.00

Total amount already paid for this term \$0.00

View/Print Employee Contract Procedure

Procedure:

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Click View/Print employee contract link
2. Enter Name or NSU ID (See figure below)
 - a. Note: To list all contracts click the go button without entering a name or ID

A screenshot of a search form. It has a label 'Employee' above a search area. Inside the search area, there are two input fields: 'Adjunct Name:' and 'NSU ID:'. A 'GO' button is to the right of the 'NSU ID' field. Below the input fields is a hint: 'Hint: To list all contracts in your center leave Name and ID blank and click GO.'

- b. Click the Go button (See figure below)
3. Click the View link under the view adjunct contract column if n.a. is in the column this indicates the contract has not been approved (See figure below)

<u>Course Code</u>	<u>Course Title</u>	<u>Amount</u>	<u>View Adjunct Contract</u>
CHEM-3310-EV2	Organic Chem II/Lab	1,100.00	n.a.
PHYS-1020-OR1	Concepts In Phys. Sci.	1,100.00	n.a.
POLS-2010-1KS	Comparative Government	1,100.00	view

4. To print contract click the print button at bottom of contract (See figure below)

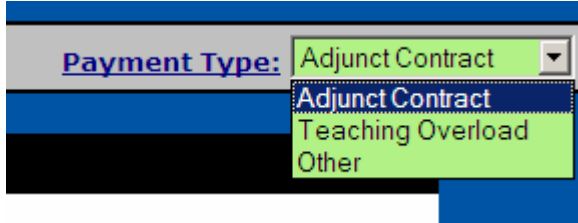
NOTICE: I have read the terms and conditions of the contract/addenda and agree to honor them by typing in my name in the Signature box above.

Print Contract

Summary by Pay Date Procedure

Procedure:

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Click the Summary by pay date link
2. Your college should be displayed in the college field
3. Select the pay date by using the drop down menu (See figure below)

Reports => Summary by Pay date

College: Pay Date:

Sort list by clicking underlined column

<u>Line No.</u>	<u>Department</u>	<u>Course Code</u>	<u>Term-CRN</u>	<u>Adjunct Name</u>	<u>NSU Id</u>	<u>Amount</u>
1	Farquhar-Social Behavioral Sci	LEGS-1150-1EE	200730-31831			\$2,200.00
2	Farquhar-Social Behavioral Sci		Subtotal for department			\$2,200.00
3	Farquhar - Humanities	POLS-2010-1FE	200730-33123			\$1,850.00
4	Farquhar - Humanities		Subtotal for department			\$1,850.00
5	Farquhar - Math, Sci & Tech	CHEM-3310-EV1	200730-31396			\$925.00
6	Farquhar - Math, Sci & Tech	CHEM-3310-EV2	200730-31398			\$925.00
7	Farquhar - Math, Sci & Tech		Subtotal for department			\$1,850.00
8	Total for Center					\$5,900.00

Note: A list of all instructors and pay amount will appear for that pay period. At the very bottom of the list, a subtotal for the department will appear and a total for the center.

Summary by Instructor Procedure

Procedure:

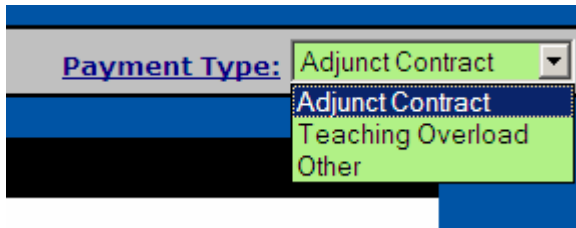
1. Click the Summary by instructor link
2. Your College should appear
3. Select the term you would like to view (See figure below)

Line No.	Adjunct Name	NSU ID	Number of contracts	Highest Degree	Rate of Pay	Total Paid
1	[REDACTED]	[REDACTED]	<u>1</u>	Master of Science	\$1,850	\$1,850.00
2	[REDACTED]	[REDACTED]	<u>1</u>	Master of Science	\$1,850	\$1,850.00
3	[REDACTED]	[REDACTED]	<u>2</u>	Master of Science	\$2,500	\$5,000.00
4	[REDACTED]	[REDACTED]	<u>1</u>	Doctor of Philosophy	\$2,200	\$2,200.00
5	[REDACTED]	[REDACTED]	<u>1</u>	Doctor of Philosophy	\$2,200	\$2,200.00

Note: A listing of all Instructors with contracts indicating the rate of pay and the total paid to them will appear

Payment Audit Report by Paydate Procedure

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Select the Payment Audit Report by pay date link on main menu
2. Should default to your college
3. Select pay date wanted to view by using the drop down menu(See figure below)

Reports => Payment audit report by paydate

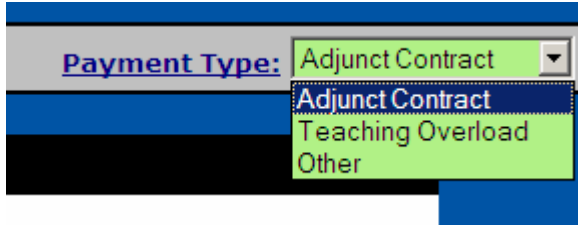
College: Pay Date:

Sort list by clicking underlined column

<u>OK</u>	<u>Org</u>	<u>Adjunct Name</u>	<u>Acct</u>	<u>Amount</u>	<u>NSU Id</u>	<u>CRN</u>	<u>Course Name</u>	<u>Course Code</u>
<input type="checkbox"/>	140123	[REDACTED]	1018	<u>\$1,350.00</u>	[REDACTED]	51399	Distributed Data Processing	CSIS-4310-NW1
<input type="checkbox"/>	140123	[REDACTED]	1018	<u>\$1,250.00</u>	[REDACTED]	50764	Networks & Data Communication	CSIS-3500-NW1
<input type="checkbox"/>	140123	[REDACTED]	1018	<u>\$1,250.00</u>	[REDACTED]	50763	Web Programming Design	CSIS-3020-NW1

Payment Audit Report by Term Procedure

Click the drop down menu on main menu and select Payment Type (See figure below)



1. Select College and Department (See figure below)
2. Select Org or All
3. Select Account or All
4. Select Detail Level by payment, department or Org
5. Select Term
6. Click Get Refresh button

Reports => Payment audit report by term

College: Farquhar College of Arts and Sciences Term(s): Fall 2007
 Department: UM&T : Farquhar - Math, Sci & Tech Summer I 2007
 Org: All Winter 2007
 Account: All Fall 2006
 Detail level: Payment Summer II 2006

Copy to Excel Get/Refresh Report

Sort list by clicking underlined column

OK	Term	Org	Acct	Pay Date	Amount	Adjunct Name	NSU Id	CRN	Course Code
<input type="checkbox"/>	200705	140310	1018	08/18/2006	<u>\$2,200.00</u>	[REDACTED]	[REDACTED]	5285	MATH-1060-EE1
<input type="checkbox"/>	200705	140312	1018	08/18/2006	<u>\$1,850.00</u>	[REDACTED]	[REDACTED]	5286	MATH-1060-6W1
<input type="checkbox"/>	200705	140314	1018	08/18/2006	<u>\$2,200.00</u>	[REDACTED]	[REDACTED]	5211	MATH-1060-MM1

Total paid : \$6,250.00
Total accrual : \$0.00
Grand Total : \$6,250.00

Return to Main Menu

Note: You may copy the payment detail to an excel spreadsheet by clicking the Copy to Excel button