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CAMS[™] Enterprise

BYOR

Three Rivers Systems, Inc

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Abstract

This document is designed to provide you with information on those Build Your Own Report (BYOR) fields that can have a significant impact on data results. It will describe these fields and what is necessary to use them correctly. Not every BYOR will be discussed as their criteria fields are self-evident. Of the BYORs that are discussed in this document, only those fields that may not be obvious will be discussed.

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Admissions

Prospect BYOR

This is located in **Admissions > Prospects > Reports > BYOR.**

The screenshot shows a web application interface for 'Prospect BYOR Page 1'. At the top, there are navigation tabs for 'Page 1', 'Page 2', 'Page 3', and 'Reports'. Below the tabs is a header area with 'eria Page 1' and a 'Help' icon. The main content area contains a grid of form fields:

- Entry Date:** A date selection dropdown.
- Entry Date To:** A date selection dropdown.
- Status:** A dropdown menu with 'Accepted' and 'Admitted' options.
- Event:** A dropdown menu with 'CAMS ONLINE' and 'CAREER DAY' options.
- Recruiter:** A dropdown menu with 'Aaron McJohn' and 'Betty White' options.
- Attendance Type:** A dropdown menu with 'Continuing' and 'Day' options.
- Cancelled:** A dropdown menu.
- Is Admitted:** A dropdown menu with 'Yes' option.
- Campus:** A dropdown menu with 'Fontbonne' and 'Main' options.
- User Def Code:** A dropdown menu with 'BUS Dept' and 'Days' options.
- Ent Term From:** A date selection dropdown.
- Ent Term To:** A date selection dropdown.
- Ent. Program:** A dropdown menu with 'Accounting/Business Management' option.
- Home City:** A text input field.
- Home State:** A dropdown menu with 'AK' option.
- Home Zip From:** A text input field.
- Home Zip To:** A text input field.
- High School Code:** A dropdown menu.
- High School Name:** A text input field.

Figure 1: Prospect BYOR Page 1

Field Descriptions

Only those fields on this BYOR window information that are not self-evident as to source data and report usage will be described below.

Is Admitted

This field uses the Enrolled field located on the Prospect Maintenance Name tab.

Figure 2: Prospect BYOR Page 3

ACT Composite From / To

These two fields pull data from the ACT test scores that are entered on the **Prospect Maintenance** window > **Scores** tab. For example, if you are looking for an ACT composite score between 27 and 36, these parameters will check each ACT field for a match.

SAT Composite From / To

These two fields pull data from the SAT test scores that are entered on the **Prospect Maintenance** window > **Scores** tab. For example, if you are looking for an SAT composite score between 700 and 900, these parameters will check each SAT field for a match.

Address Type

This field is required. By default it uses the Home address. If a prospect doesn't have a home address you must select a different address type. Prospects without the address type selected will not appear in the report.

Test Name

Use this field to find any prospect that has the selected test entered into their maintenance window regardless of scores. When a test is selected in this field it will populate the **Test Subject Name** field with all the available score fields for that test.

Test Subject Name

Once a Test Name is selected you can pick a specific score field to search for a score entered into only that field, unlike the ACT and SAT Composite From / To fields, which search all score fields. If a Test Subject Name is selected but **Test Subject Score From / To** or **Test Subject %tile From / To** are not filled in, these parameters will return every prospect that has this test. These prospects are listed whether they have a score in the selected Test Subject Name field or not. You cannot select more than one Test Subject Name.

Test Subject Score From / To

You must select one **Test Name** and one **Test Subject Name**. Fill in the score or range of scores you are searching for and only the score field that equates to the selected Test Subject Name will be searched against.

Test Subject %tile From / To

You must select one **Test Name** and one **Test Subject Name**. Fill in the percentile or range of percentile you are searching for and only the percentile field that equates to the selected Test Subject Name will be searched against.

Test Date From / To

You must select one **Test Name**. You can only select one test.

Student BYOR

This is located in **Admissions >Student >Report >BYOR**.

Figure 3: Student BYOR Page 1

Address Type

This field is required. By default the Home address is used. Students without the address type selected will not appear in the report.

The screenshot shows the 'Scores' tab selected in the navigation bar. The page title is 'eria Page 4'. The search filters are organized as follows:

- Highschool Code List:** A text input field with a search icon.
- HS Name:** A text input field.
- HS State:** A dropdown menu with 'AK' and 'AL' visible.
- HS County:** A dropdown menu with 'COOK' and 'Cook' visible.
- HS Zip From:** A text input field.
- HS Zip To:** A text input field.
- HS GPA From:** A text input field.
- HS GPA To:** A text input field.
- Projected GPA From:** A text input field.
- Proj GPA To:** A text input field.
- HS Rank From:** A text input field.
- HS Rank To:** A text input field.
- HS Size From:** A text input field.
- HS Size To:** A text input field.
- ACT Comp From:** A text input field.
- ACT Comp To:** A text input field.
- SAT Comp From:** A text input field.
- SAT Comp To:** A text input field.
- Initial Program:** A dropdown menu with 'Accounting/Business Management' and 'Adult Continuing Education' visible.
- Prev Applied in Term:** A dropdown menu with 'SP-11' and 'FA-10' visible.

Figure 4: Student BYOR Page 4

ACT Comp From / To

These fields will search only against the ACT Composite field in the ACT test scores.

SAT Comp From / To

These fields will search only against the SAT Composite field in the SAT test scores.

Figure 5: Student BYOR Page 5

Student Registered

This field checks to see if a student is registered using the Student Registered field on the Student Status window. If a student is registered, either officially or unofficially the Student Registered field will be set by the system to Yes. If a student has transferred courses or even a status for a particular term but **is not registered**, they will not be displayed on a report if Student Registered is set to Yes in this parameters page.

Academic Alert

This field can be used to search for whether an academic alert is present and active for a student. Academic alerts are directly associated with status values set in the Student Status form: Enrollment Status, Academic Status, and Registration Status.

Figure 6: Student BYOR Page 6

College ID, College Name

This field combination searches colleges that are assigned in **Student Admissions >More >Colleges**.

Prev Last Name

If the last name of a student is changed, a record is kept of the original name entered on the **More** tab, **Prev Name** button. You can also manually add a previous name. For example, if a student gets married and their last name changes you can still search under their previous last name. A partial word search can also be used.



Note: For name changes due to marriage, you may wish to use the Maiden Name field in addition to the Prev Name field.

Test Name

Use this field to find any student that has the selected test entered into their maintenance screen regardless of scores. When a test is selected in this field it will populate the **Test Subject Name** field with all the available score fields for that test.

Test Subject Name

Once a Test Name is selected, you can select a specific score field to search for a score entered into that field, unlike the ACT and SAT Composite From / To fields, which search all score fields. If a Test Subject Name is selected but **Test Subject Score From / To** or **Test Subject %tile From / To** are not populated, CAMS will return every prospect that has this test. These prospects are listed whether they have a score in the selected Test Subject Name field or not. You cannot select more than one Test Subject Name.

Test Subject Score From / To

In order to use this field combination, you must select one **Test Name** and one **Test Subject Name**. Fill in the score or range of scores you are searching for and only the score field that equates to the selected Test Subject Name will be searched against.

Test Subject %tile From / To

In order to use this field combination, you must select one **Test Name** and one **Test Subject Name**. Fill in the percentile or range of percentile you are searching for and only the percentile field that equates to the selected Test Subject Name will be searched against.

Test Date From / To

In order to use this field combination, you must select one **Test Name**. You can only select one test.

Registration

The only section named BYOR in registration module is in Attendance. Its selectable fields are self explanatory. However, there are several other reporting areas in the Registration module where criteria are selected similar to BYOR and those will be discussed below.

Registration Print Roster

This is located in **Registration >Offering Maintenance >Roster**.

Figure 7: Registration Print Roster

Show Withdrawn

If this field is set to **Yes** then students who have a *W* for a grade will show on the report and count towards the number of students enrolled.

User Defined Grouping

A course can be part of a group of courses. This field is set on the Master Courses list and is called **Grouping**. If done here it will carry over to each new term that it is copied to. It can also be set for a course for an individual term in Course Offering Maintenance, Page 2 of a course. It is called **User Defined Grouping** on this page.

Combine Cross Listed Courses

If courses are cross-listed and this field is set to **Yes**, a roster will print for only the course that is the **Master Course**. Students from both the master course and the cross-listed course will be displayed on the roster.

Address Type

Address Type is on the Reports tab and is a required field. If a student does not have the address type specified they will not appear in the report and results will be incorrect. Only students that have the address type selected will display on the report. For example, if address type “Employer” is selected, then only students who have an Employer address type will display on the report.

Grade Cards

This is located in **Registration >Reports >Grade Reports >Grade Card.**

Figure 8: Registration Grade Card Criteria

Include Students on Hold

If a student has a business hold you can prevent them from getting a grade card. This hold does not apply to students with academic holds/alerts. The student hold record must be marked “Stop Grade Card.”

Billing All Clear

In a student ledger each transaction in the ledger has a field called **All Clear**. This field is a global field and does not apply to each individual transaction but to the student themselves. The Billing All Clear uses this setting on the student’s ledger.

Figure 9: Registration Grade Card Print

Grade Type

Users must select Final or Midterm.

Report Type

Users must select a report type.

Address Type

You can select any address type but if a student does not have that address type CAMS will default to their home address. If this field is left blank it will default to the Grade Address on page 2 of the Student Admissions window.

Grade Summary

This is located in **Registration >Reports >Grade Reports >Grade Summary**.

Figure 10: Grade Summary Criteria

Course User Defined

This criteria field uses the **User Defined Grouping** field located on the second page of a course detail screen in Offering Maintenance.

Include only Transcript Courses

This field allows users to specify whether or not to show courses for which the **Show Official Transcript** or **Show on Advisor** Transcript fields have been activated on the Transcript Maintenance window.

Limit which GPA to range

Users can specify cumulative or term GPA.

Directory

This is located at **Registration >Reports >Directory**. Term is a required field.

The screenshot shows the 'Directory Criteria 1' form with the following fields and values:

- Term:** FA-05
- Registered Option:** All Types
- Campus:** Fontbonne, Main
- Enrollment Status:** 1ST TIME FRESHMAN, 2ND WITHDREW
- Academic Status:** DEANS LIST, DISMISSED
- Registration Status:** Continuing Ed, Pend Bus
- College Level:** Alumni, Freshman
- Advisor:** None Selected, ArnoldW, Darla
- Major:** Accounting, Associate of Science
- Minor:** Accounting, Associate of Science
- Student Load:** Audit, Full Time
- Cohort Group:** Group1, Group2
- Student Level:** (empty)
- Charge Insurance:** (empty)

Figure 11: Registration Directory Criteria page 1

Registered Options

The following options are available:

- All Types – Selects all registration types.
- Official – Students with officially registered classes.
- Unofficial – Students with unofficially registered classes.
- Not Registered – Students who are not registered.
- Status Only – Students who are not registered but do have a status record for the term selected.

1. Figure 12: Registration Directory Criteria page 2

Financial Aid

This field checks the **Financial Aid** field on the Student Status window. It does not check to see if the student actually has financial aid.

Billing All Clear

In a student ledger each transaction in the ledger has a field called **All Clear**. This field is a global field and does not apply to each individual transaction but to the student themselves. The Billing All Clear uses this setting on the student's ledger.

Include Transfer Courses

If a student has only transfer courses and this option is set to No, that student will not be included in the report. But if any student has both registered courses and transfer courses they will always show up no matter what option is chosen.

Earned Degree

If a student has an earned degree (from any term) and a status record for the term selected on Criteria Page 1, they will display on the report if this field is set to **Yes**.

Billing

Billing BYOR

This is located at **Billing >Reports Menu >BYOR.**

Figure 13: Billing BYOR Criteria 1 page

Transaction Date From / To

This field combination uses transactions that are posted to students' ledgers. The parameters do not check transactions still in the Batch.

Creation Date From / To

This field combination uses transactions that are posted to students' ledgers and checks the audit Created On date field. The parameters do not check transaction still in the Batch.

Posting Batch

This field will search for transactions that have been posted to the general ledger. When transactions are posted they are kept in an archived posted batch in case they need to be recreated. When looking at the batch name, it does not equate to any batches that were in the Billing Batch window.

Include Voids

Voiding a transaction that has been posted to the general ledger will create a reversing entry and mark the original transaction as voided. The original transaction will remain in the ledger. If the transaction has not been posted to the general ledger it will be deleted from the ledger when it is voided and not be used if Include Voids is set to Yes.

Include Reversing

This field will look for those transaction entries that are created when voiding transactions that have been posted to the general ledger.

Include Non-Ledger

This parameter uses transactions that are on the Non-Billing tab of the student's ledger. It does not check transactions still in the Batch.

The screenshot shows a web interface for 'Billing BYOR Criteria 2'. The page has a blue header with 'nt Criteria' and a 'Help' icon. Below the header, there are several selection fields arranged in two columns:

- Student Level:** [Empty text box]
- College Level:** [Dropdown menu with 'Alumni' and 'Freshman' options]
- Campus:** [Dropdown menu with 'Fontbonne' and 'Main' options]
- Cohort Group:** [Dropdown menu with 'Group1' and 'Group2' options]
- GPA Group:** [Dropdown menu with '1st Year' and 'Associate' options]
- Billing Category:** [Dropdown menu with 'Employer' and 'Student' options]
- Billing All Clear:** [Dropdown menu]
- Student Load:** [Dropdown menu]
- Only Registered Students:** [Dropdown menu]
- Registered term(s):** [Dropdown menu with 'SP-11' and 'FA-10' options]
- Select Status Values From:** [Dropdown menu with 'Any Term' option]
- Registration Status:** [Dropdown menu with 'Official' option]

Figure 14: Billing BYOR Criteria 2 page

Only Registered Students

If this field is set to **Yes**, it will find everyone who has ever been registered for any term unless you select a term from the Registered term(s) field. The **Registered term(s)** field cannot be selected until you set Only Registered Students to Yes.

Select Status Values From

The value **Latest Term** is student specific. It instructs CAMS to use the latest status record for the student when evaluating criteria (i.e., student load/campus/ etc.). **Any Term** will check against each status record the student has.

Registration Status

This field allows users to specify students who are registered officially or unofficially.

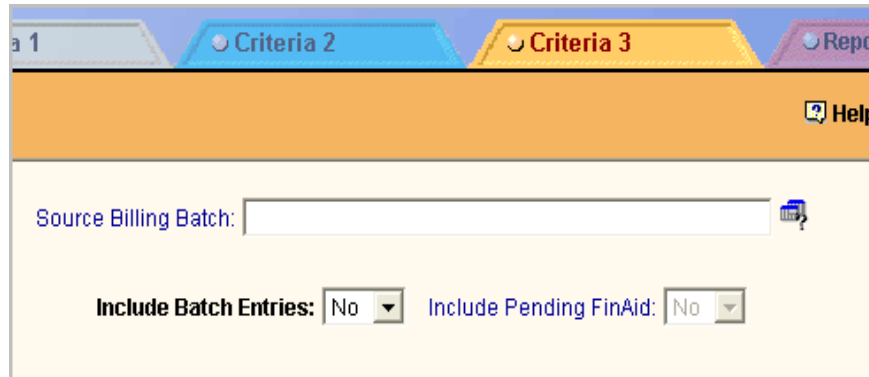


Figure 15: Billing BYOR Criteria 3 page

Source Billing Batch

This field will search batches that have been distributed to students' ledgers.

Include Batch Entries

If Yes is selected, transactions in batches will be included.

Include Pending FinAid

In looking for records to display, the selected setting in this field determines if pending financial aid should be considered. Pending financial aid is all awards in Financial Aid that have not been transferred to Billing.

Financial Aid

Award Letters

Award letters have similar criteria selections as a BYOR and will be discussed here. This is located at **Financial Aid >Report >Award Letters**.

The screenshot shows the 'Financial Award Letter Criteria' form. At the top, there are tabs for 'Award Criteria', 'Multi Students', 'student Status', and 'Reports'. The form title is 'Financial Award Letter Criteria' with a 'Help' icon. The form is divided into sections. The first section is 'Financial Award Entry' and contains two rows of fields. The first row has 'Academic Year:' and 'Financial Aid Year:' dropdown menus, with a red 'OR' centered below them. The second row has 'Award Term From:' and 'Award Term To:' dropdown menus. Below this is a 'Student Selection:' dropdown menu set to 'Single'. Underneath are 'Student ID:' and 'Student Name:' text input fields. At the bottom, there are 'Award Distribution Date From:' and 'Award Distribution Date To:' dropdown menus.

Figure 16: Award Letter Award Criteria page 1

You must select **Academic Year and Financial Aid Year** or **Award Term From and Award Term To**.

The Student Selection field has two options. **Single Student** will allow you to search for a single student and will make the Multi Students tab unavailable. If **Multiple** is selected the Student ID and Student Name fields will not display and the Multi Students tab will now have fields available for searching.

The screenshot shows the 'Financial Award Type Criteria' form with the following fields:

- Award Selections:**
 - Award Type: ADD/DROP-F, ADD/DROP-M
 - Award Created From: [dropdown] To: [dropdown]
 - Award Changed From: [dropdown] To: [dropdown]
- Award Category:**
 - Award Status: APPROVED, AR
 - Credit Status: A1997, Accepted
 - Code 1: User Def. Code1, User Def. Code2
 - Code 2: FALL, INTERSESSION
- Package Information:**
 - Direct Cost Type: Commuter, Default
 - Package Status: Completed Process, Pending Approval

Figure 17: Award Letter Multi Students Criteria page 2

Fields are available on this page when Multiple is selected on the Award Criteria page.

Award Created From / To

This field combination is used to display financial aid award letters for awards assigned within the specified time frame.

Award Changed From / To

This field combination is used to display financial aid award letters for awards that have been modified or adjusted within the specified time frame.

Housing

Room BYOR

This is located at **Housing >Report >Room BYOR**.

The screenshot shows the 'Room BYOR Criteria' form with the following fields and values:

- Term:** [Dropdown]
- Start Date:** [Dropdown]
- End Date:** [Dropdown]
- Enrollment Status:** 1ST TIME FRESHMAN, 2ND WITHDREW
- City:** [Text Input]
- Zip Code From:** [Text Input]
- Zip Code To:** [Text Input]
- Room Marital Status:** Divorced
- Room Gender:** [Dropdown]
- Room Type Group:** Academic, Administrative
- Campus:** Fontbonne, Main
- Building:** Administration Building, Bartlett Hall
- State:** [Dropdown]
- Country:** [Dropdown]
- Category:** 1st Year, Associate
- Floor:** [Text Input]
- Active:** [Dropdown]

2. Figure 18: Room Criteria page 1

Term

When a term is selected it will automatically populate the Start Date and End Date based on the term dates. These dates can be manually changed.

City, State, Zip Code From /To, Country

These fields all use the building address that the rooms are located in. It does not search against the student's address.

Active

This parameter checks if the room is marked as Active = Yes or No. It does not check to see if the student is active.

Parking

Parking BYOR

This is located at **Parking >Reports >Parking BYOR**.

Figure 19: Parking BYOR Criteria page 1

Start Date / End Date

These fields will report on everyone who has a reservation during the entered dates. For example; if a person was removed from a lot on 05/13/04 and a report is run with dates 01/01/04 – 05/31/04, they will appear in the report as still occupying a space.

Student Parking, Faculty Parking, Contact Parking

If any one of these fields is set to Yes or No, you must select the appropriate report type. For example, if you set Faculty Parking to Yes and then select a student parking report the results will not be correct. You must select a faculty parking report.

Placement

Placement BYOR

This is located at **Placement >Reports >BYOR**.

The screenshot shows a web application interface for 'responsencelJobs'. At the top, there are three tabs: 'Placement' (selected), 'Student Criteria', and 'Reports'. Below the tabs, the page title 'responsencelJobs' is displayed on the left, and 'Help' and 'R' icons are on the right. The main area contains several filter fields:

- Activity Date From:** A dropdown menu.
- Activity Date To:** A dropdown menu.
- Activity:** A list box with options: 2nd Interview, Career Fair, Confirm Interview.
- Activity Status:** A list box with options: Cancelled, Completed, No Show.
- Completion Date:** A dropdown menu.
- MinGPA:** A text input field.
- Salary From:** A text input field.
- Salary To:** A text input field.
- Job ID:** A text input field with a search icon.
- Employer:** A text input field with a search icon.
- Majors needed:** A list box with options: Accounting, Associate of Science, Biology.
- Job Category:** A list box with options: Adjustor, Computer Operation, Costodian.
- Job Status:** A list box with options: Cancelled, Completed, Rejected.

Figure 20: Placement BYOR Criteria page 1

Fields on this screen are self-explanatory. The BYOR for Placement is simply included for the sake of completeness.

Development

Constituent BYOR

This is located at **Development >Reports >Constituent BYOR**.

The screenshot shows a web-based form titled "Profile" with a navigation bar at the top containing tabs for "Profile", "Groups", "Act/Int", "Emp/Rel/Deg", "Plnd/Range", and "Reports". The form is divided into two columns of fields:

- Left Column:**
 - Page 1
 - Stop Mail: Yes No All
 - Donor: [Text Field]
 - Account Type: [List Box] (ALUMNI, CORPORATION)
 - Category: [List Box] (ALL OTHER TYPES, ALUMNI)
 - Entry Date From: [List Box]
 - Month of Birth: [List Box] (January, February, March)
 - Ethnicity: [List Box] (American Indian / Alaska Native, Asian)
 - Class Year From (####): [List Box]
- Right Column:**
 - Deceased: Yes No All
 - Gender: Male Female All
 - Agent: [List Box] (GENERAL, JPSMIT)
 - Type: [List Box] (BANKING INSTITUTE, CHURCH)
 - To: [List Box]
 - Spouse DOB: [List Box] (January, February, March)
 - Religion: [List Box] (BAPTIST, CATHOLIC)
 - To (####): [List Box]

Figure 21: Constituent BYOR Criteria page 1

Entry Date From / To

These fields use the **Created On** audit field located at the bottom of the Constituent Profile window. This date is automatically entered when the constituent is created.

Figure 22: Constituent BYOR Criteria page 3

Interest Notes

This field searches through notes that are entered with a constituent’s interest. Use it in conjunction with the **Pattern Search Type**. Wildcard characters cannot be used.

Did Attend

This parameter works in conjunction with the **Events** field, although it can be used alone. A list of Event attendees is kept in the Event Setup section of CAMS Enterprise. Each attendee can be marked as Yes or No for attending the event. To use the **No** option in the BYOR each person who did not attend the event must be marked as **No**. If left blank they will not display in the report.

Figure 23: Constituent BYOR Criteria page 4

Employer Company Name

This field is used to display all constituents who are or were employed by the selected company. Use the **Active Employer** options to search for the constituents who are currently working for the company.

Matching Percent From / To

This field is used to display those corporate constituents who provide matching gifts in the selected percentage range. It is not used to display constituents who work for a company that has this percentage range.

Figure 24: Constituent BYOR Criteria page 5

Beneficiary

Use this field to search for word or words that have been entered into the Planned Gift Beneficiary field. Words must be adjacent and in the correct sequence; for example, Jerry Anderson.

Note

Use this field to search for word or words that have been entered into the **Planned Gift Notes** field. Words must be adjacent and in the correct sequence. For example, if a note states “to be divided equally,” then you can search for *divided equally* but not *be equally*.

First Transaction Date From / To

A date range in these fields will list those constituents who have their very first transaction falling within those dates. It will not use any transaction that falls within the date range but is not the very first transaction. This parameter combination cannot be used in conjunction with Last Transaction Date From/To.

Last Transaction Date From / To

A date range in these fields will list those constituents who have their very last transaction falling within those dates. It will not use any transaction that falls within the date range but is not the very last transaction. This parameter combination cannot be used in conjunction with First Transaction Date From/To.

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