

From THD to DIM to PS...

The Whole Story

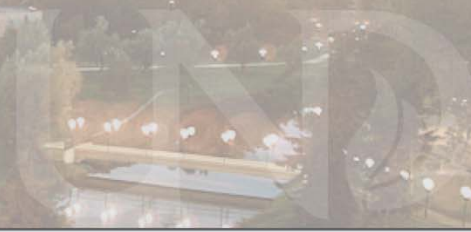
Presented by
Suzy Belyea
Sheri Gilbertson
Maria Saucedo



Adirondack Solutions

- The Housing Director – [THD](#)
- The Judicial Officer – [JO](#)
- Data Interface Module – [DIM](#)
- MyHousing - [Web](#)
- MyApplication - [Web](#)
- My Housing Desk Staff

THD



 **The Housing Director Main Menu - UND Spring 2009** _ □ ×

File View Time Frame Help

Customize

Today's Summary

Student Information

Residence Halls

Web

Room Assignments

Maintenance

Reports

Miscellaneous



3/12/2009 | 2:57 PM | HousingProd

JO



The Judicial Officer - Main Menu - JOProd [min] [max] [close]

File Summary Information Help

Main Menu Today's Summary Hearing Schedules Customize

Discipline Incidents

Students **Reports** **Hearing Board Members**

3/12/2009 2:59 PM

MyHousing

MyHousing @ University of North Dakota

Navigation

Home/Overview
Room Selection



Logout of MyHousing

MyHousing Overview

My Info

Name	Student #	eMail
		@und.nodak.edu

My Assignments

Assignment	Roommate(s)/ Suitemate(s)
UND Spring 2009 Swanson Hall - Floor 2 - Room 216 Check-In: 01/11/2009 - Check-Out: 05/15/2009	(None)

My Dining

Dining Plan	Start Date	End Date
UND 19 Meal Resident	01/11/2009	05/15/2009
UND 19 Meal Resident	08/21/2009	12/18/2009

My Future Roommate Requests

You do not have any future roommate requests.

My Future Room Selection Process

Selection processes in red have already begun.
However, your selection time may not have already arrived.

Selection Process	Starts	Ends	Your Start Time
Res Hall Single Room	03/11/2009 05:00 PM	03/13/2009 08:00 AM	Anytime between start and end time.

Online Help

Welcome to MyHousing at the UND!

Please note that the check-out date refers to the end of the term (semester), not the length of your residence hall contract. It also doesn't mean that an apartment notice to vacate has or hasn't been submitted.

If you have any questions regarding the information on this page, please contact the Housing Office at 701-777-4251.

If you have questions, please call 1-701-777-4251 or 1-800-225-5863 Ask for the Housing Office or email myhousing@mail.und.edu

MyApplication

CONNECT
NDSU ND

Home | Add to Favorites | Sign out

Menu

- Self Service
 - Time Reporting
 - Payroll and Compensation
 - Benefits
 - Stock Activity
 - Learning and Development
 - Performance Management
 - Recruiting Activities
 - Student Admission
 - Outreach
 - Student Recruiting
 - Involvement
 - [Parking Permits](#)
 - [Review Transactions](#)
- MyHousing**
 - [Faculty Center](#)
 - [Gradebook](#)
 - [Request Official Transcript](#)
 - [View My Advisees](#)
 - [Course Details](#)
 - [Community Directory Search](#)
 - [Manage Delegation](#)
 - [Workflow User Preferences](#)
- Manager Self Service
- Personal Information
- Recruiting
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
- Workforce Administration
- Benefits
- Campus Finances
- Campus Personal Information
- Compensation

MyHousing @ North Dakota State University

[MyHousing Help](#) | [Logout of MyHousing](#)

Application Selection

Welcome (Student ID:)

Please select the application you wish to begin:

© Adirondack Solutions, Inc. - MyHousing 3.23

CREATIVE INNOVATIVE ENTREPRENEURIAL SPIRITED

UND THE UNIVERSITY OF NORTH DAKOTA

NDUS System

- All 11 campuses
- One database
- Secured by institution
 - Access through Citrix
- Servers hosted by NDUS
- Upgrade to Version 2.3 (December 2008)

THD Transactions

- Housing/Dining Charges and Credits
 - Automatically through assignments/cancellations
 - Multiple through mass edit
 - Individually through a manual process

Transaction Summary

Transaction Summary

[1111111] UNL Spring 2009
Brannon Hall Floor 0 Room 003A Bed Start: 3/12/2009 End: 5/15/2009

Rate Plan: Time Frame default time frame dates
Proration Rule Charges to Date: 0

Do NOT Prorate Actual # of Days 65/125 Actual # of Nights 64/124
 Other Rate:

Proration Table

Billing to be Assessed:

ItemDate	Amount	Account	Bill De
03/12/2009	\$1,309.00	UND Brannon Hall	03/12/

Process Transaction Cancel

Mass Edit

Student Reports >> UND Garage Rental Occupancy - tmt

File Edit View Notify Help

What do you want in your report?

Data Field	Sort
UND Garage F	Asc
Last Name	(none)
First Name	(none)
UND Apt Addr	(none)

Filter the Records

Filter Criteria

Base student

3/12

UND Garage	LASTNAME	FIRSTNAME	UND Apt
46			715 N 40 St Apt
47			715 N 40 St Apt
48			715 N 40 St Apt
49			715 N 40 St Apt
50			715 N 40 St Apt
51			715 N 40 St Apt
51			715 N 40 St Apt

3/12/2009 3:20 PM HousingProd

Value

Add Criteria

assignments on

2008

Remove Students

Miscellaneous

Room Assignments

Dining Plans/Points

Attributes

Billing

Time Frames

Lists/Groups

Charge

the amount \$60.00

effective date: 3/12/2009

export date: 3/12/2009

for the billing type Room Fee

and the billing account UND Gallery Apt/Garage Rent

bill description march rent garage

for the time frame UND Spring 2009

Remove for 47 students in the time frame UND Spring 2009

all charges of the billing type

for 47 students in the time frame UND Spring 2009

Manual Process

The screenshot shows a software window titled "Student Information" with a menu bar (File, Edit, View, Maintenance, Reports, Help) and a search field set to "Student". The "Billing" tab is active, displaying a table of charges and a form for entering a new billing entry.

Date	Type	Fee	Payment	Eff. Date
12/12/2008	Room Fee	\$1,218.00		1/11/2009
12/12/2008	Dining Fee	\$1,625.00		1/11/2009
12/12/2008	Room Fee	\$904.00		1/11/2009
12/12/2008	Room Fee	\$29.50		12/12/2008

Total Amount Due \$3,776.50

Form fields on the right include:
Type: Housing
Date: 3/12/2009, Amount: -40.00
Billing Account: UND Swanson Hall
Effective Date: 3/12/2009, Export Date: 3/12/2009
Check Number: []
Description: []

Buttons: New, Save (highlighted in red), Delete

Bottom status bar: 3/12/2009, 3:33 PM, UND Spring 2009, HousingProd



Common Errors

- Selecting Wrong Transaction Type
- Selecting Incorrect Billing Account
- Entering a credit amount as a charge
- Entering the wrong amount

Billing Account and Amount

Student Information

File Edit View Maintenance Reports Help

Search in list **Student**

Discipline Photo Notes * Log Address Dependents Groups History
General Room Assgn Preferences Custom Attr. Dining **Billing** Paymnt Plan Guardians

Date	Type	Fee	Payment	Eff. Date
12/12/2008	Room Fee	\$1,218.00		1/11/2009
12/12/2008	Dining Fee	\$1,625.00		1/11/2009
12/12/2008	Room Fee	\$904.00		1/11/2009
12/12/2008	Room Fee	\$29.50		12/12/2008

Type: Housing

Date: 3 /12/2009 Amount: (\$40.00)

Billing Account: SCS Walton Credit

- UND Swanson Hall
- SCS Walton Credit
- SCS WALTON HALL
- SCS Walton Hall
- SCS Walton Hall - Other Charges
- UND 10 Meal Off Campus
- UND 10 Meal Off Campus - Spring
- UND 10 Meal Off Campus - Summer
- UND 10 Meal Resident

Total Amount Due **\$3,776.50**

New Save Delete

Correcting Transactions

- Prior to posting
 - Delete and reenter
 - Correct and resave
- After posting
 - Do the opposite of the transaction and send it through the interface.

Audit

Student Information [] [] [X]

File Edit View Maintenance Reports Help

Search in list **Student**

Discipline Photo Notes * Log Address Dependents Groups History

General Room Assgn Preferences Custom Attr. Dining **Billing** Paymnt Plan Guardians

CheckNumbe	Posted	User	Description	Export Date
	No	ttoupin	05/01/2009 Charge for	5/1/2009
	No	ttoupin	04/01/2009 Charge for	4/1/2009
	No	nkoll	UND Electricity 302-412	3/12/2009
	Yes	ttoupin	03/01/2009 Charge for	3/1/2009
	Yes	nkoll	UND Electricity 302-412	2/12/2009
	Yes	ttoupin	02/01/2009 Charge for	2/1/2009
	Yes	nkoll	UND Electricity 302-412	1/15/2009
	Yes	nkoll	Spring 2009 DSL conne	1/12/2009
	Yes	ttoupin	01/01/2009 Charge for	1/1/2009

Total Amount Due **\$2,557.40**

Type: Room Fee

Date: 12/26/2008 Amount: \$484.00

Billing Account: UND 6 Plex Apt Rent

Effective Date: 5 / 1 /2009 Export Date: 5 / 1 /2009

Description: 05/01/2009 Charge for 302-412 State St 310 Assignment copy from UND Fall 2008 to UND Spring 2009 via mass-edit rollover

New Save Delete

Save Student

3/12/2009 3:46 PM UND Spring 2009 HousingProd



Time Frames

- Similar to academic semester or term
- Three created every year
 - Fall, Spring, Summer
- Alternative Time Frames
 - Manage Apartment Billing

Apartment Billing

Student Information
_ □ ×

File Edit View Maintenance Reports Help

Search in list **Student**

🔍

Discipline Photo Notes * Log Address Dependents Groups History

General Room Assgn Preferences Custom Attr. Dining **Billing** Paymnt Plan Guardians

Date	Type	Fee	Payment	Eff. Date
12/26/2008	Room Fee	\$484.00		5/1/2009
12/26/2008	Room Fee	\$484.00		4/1/2009
3/12/2009	UND Electricity 302-41:	\$29.14		3/12/2009
12/26/2008	Room Fee	\$484.00		3/1/2009
2/12/2009	UND Electricity 302-41:	\$29.62		2/12/2009
12/26/2008	Room Fee	\$484.00		2/1/2009
1/15/2009	UND Electricity 302-41:	\$28.64		1/15/2009
1/12/2009	Room Fee	\$50.00		1/12/2009
12/26/2008	Room Fee	\$484.00		1/1/2009

Total Amount Due \$2,557.40

Type

Date

Amount

Billing Account

Effective Date

Export Date

Description

05/01/2009 Charge for 302-412 State St 310 Assignment copy from UND Fall 2008 to UND Spring 2009 via mass-edit rollover

3/12/2009
3:45 PM
UND Spring 2009
HousingProd



Communications

- Student Financials
 - Terms
 - Charge & Aid Statements
 - Interface to PS didn't run

Data Interface Module (DIM)

- Used to transfer data from THD to PS and vice versa
- Similar to Process Scheduler in PS
- Limited Access
 - Data Center and Developer
- Controls all campuses data

DIM



Data Interface Module - Main Menu

File Edit Help

Set Time Frame Rules for Exports

Set Time Frame Rules

Import from Database
Import from Tables Setup

Export to Files
Export to Files Setup

Export to Database
Export to Tables Setup

Export to API
Export to API Setup

Set Recurring Schedule

Connected to Oracle
(Housing connection: DSN=HousingProd;UID=****;PWD=****)

Run Selected Process(es) Now!

Process Data				
Type	Last Export (w/	Records	Next Export	Last Run with no re ▲
ANDSU APART	3/10/09 6:30 PM	645	3/11/2009 6:30:00 PM	
ANDSU DORM	3/10/09 6:14 PM	3,020	3/11/2009 6:14:00 PM	
AUND APART	3/10/09 6:32 PM	701	3/11/2009 6:32:00 PM	
AUND DORM	3/10/09 6:16 PM	2,717	3/11/2009 6:16:00 PM	
AVCSU APART	3/10/09 6:34 PM	22	3/11/2009 6:34:00 PM	
AVCSU DORM	3/10/09 6:18 PM	256	3/11/2009 6:18:00 PM	
AWSC DORM	3/10/09 6:21 PM	99	3/11/2009 6:21:00 PM	
Bitek	8/1/08 8:48 AM	3,092		
BSC Dining Charges	1/27/09 7:00 PM	1	3/11/2009 7:00:00 PM	3/10/2009 7:00:01
BSC Dining Credits	3/2/09 7:01 PM	1	3/11/2009 7:01:00 PM	3/10/2009 7:01:01
BSC Housing Charges	2/20/09 7:02 PM	5	3/11/2009 7:02:00 PM	3/10/2009 7:02:04
BSC Housing Credits	2/20/09 7:03 PM	1	3/11/2009 7:03:00 PM	3/10/2009 7:03:03
DSU Dining Charges	2/17/09 7:40 PM	2	3/11/2009 7:40:00 PM	3/10/2009 7:40:01

Interfaces

- All interfaces run nightly unless noted
- Import to THD by campus
 - Student Bio Demo Data
- Export to PS by campus
 - Housing Credits
 - Housing Charges
 - Dining Credits
 - Dining Charges

Interfaces

- Exports Continued
 - Residence halls addresses
 - Apartment addresses
 - Depending on campus
 - Meal Plans
 - Depending on campus
- Exports to other Systems
 - Bitek (phone system)
 - Depending on Campus – On demand

DIM Import

Import Setup File Help

Import Setup

- YYBSC Student Update
- YYDSU Student Update
- YYLRSC Student Update
- YYMASU Student Update
- YYMISU Student Update
- YYMISUB Student Update
- YYNSU Student Update
- YYSCS Student Update
- YYUND Student Update
- YYVCSU Student Update
- YYWSC Student Update
- ZZNSU Student Update

Delete Selected Import

Leave Audit Triggers Disabled

Selected Import: YYBSC Student Update

Import Now

Import Name: YYBSC Student Update

External DSN Connection String:

Adirondack DSN Connection String:

Name of External Table/View: PS_NDU_HS_HDUPD

SQL 'WHERE' clause (against EXTERNAL database): INSTITUTION = '[BSC Campus]'

SQL 'WHERE' clause (against HOUSING database):

Import Type: Housing Import

Automatic Scheduling: Once Daily

Time Frame for Import: BSC Fall 2009

Only Update Current Records

Run Assignment Flags after import

Make sure to include StudentNumber as one of the imported fields.

Fields to be Imported from PS_NDU_HS_HDUPD	
Import...	Into the Field...
ADDRESS1	ADDRESS
ADDRESS2	ADDRESSECOND
CITY	CITY
COUNTRY	COUNTRY
EMAIL_ADDR	BSC E-mail
EMPLID	STUDENTNUMBER
FERPA	PRIVACY
FIRST_NAME	FIRSTNAME
INSTITUTION	BSC Campus
LAST_NAME	LASTNAME
MIDDLE_NAME	MI

DIM Export

File Locations File Copy Preset

Exports

- BSC Dining Credits
- BSC Housing Charges**
- BSC Housing Credits
- DSU Dining Charges
- DSU Dining Credits
- DSU Housing Charges
- DSU Housing Credits
- LRSC Dining Charges
- LRSC Dining Credits
- LRSC Housing Charges
- LRSC Housing Credits
- MASU Dining Charges
- MASU Dining Credits

Export Name: BSC Housing Charges

Export Type: Housing Fees

File Name: XSBHSDB

File Ext: .dat

Directory: x:\housing\bsc01

Backup Directory (backup file name will be same as File Name with date/time appended)
[if no backup is needed - leave this field blank]: C:\Download\Backup

Student data as of the date and Time Frame:

Fixed Length: 12/13/2007 BSC Fall 2007

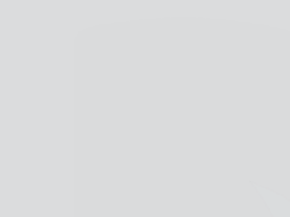
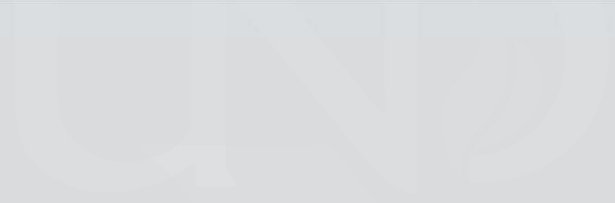
Delimited: []

Add Field: [] []

Exporting Data						
Field	Format	Size	Fill Char	Condition: If...	Then Use...	Otherwise Use...
Billing Account		17		left("[Account]",5)<"BSC	SKIP	
Student Number		7				
Billing Amount	formatnuml	10	0	[Amount]<0	SKIP	
Billing Effective Date		6		right("0" & Year("[Effectiv	SKIP	right("0" & Year("[Effectiv
Time Frame Numeric Code	"0" & "[Tir	4				
BillD		0				
Billing Type		0				
Trailer Record Count		6	0			
Trailer Amount Total	0.00	12	0			



Questions



CREATIVE

INNOVATIVE

ENTREPRENEURIAL

SPIRITED



Contacts

Suzy Belyea, Associate Director

UND Housing

suzybelyea@mail.und.edu

701-777-3776

Sheri Gilbertson, Programmer Analyst

NDUS – Campus Solutions

sheri.gilbertson@ndus.edu

701-777-3659

Maria Saucedo, Business Analyst

NDUS – Campus Solutions

maria.saucedo@ndus.edu

701-777-0767