

Student Master Data

SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005
9/2010

SAP Support: 662.915.5222

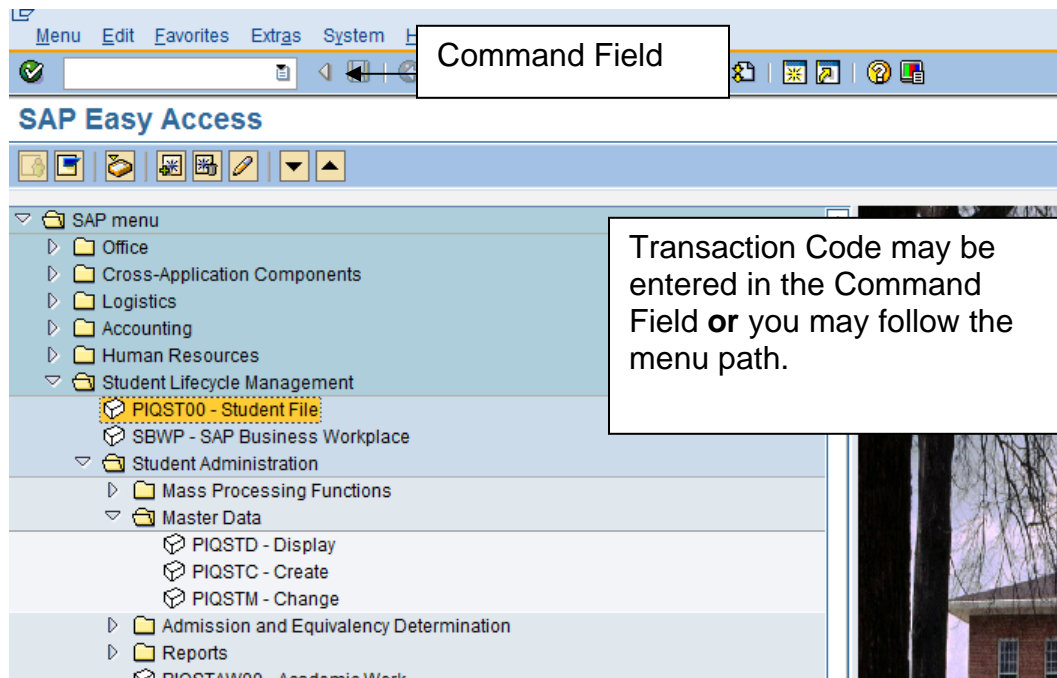
Email: sap@olemiss.edu

Access to Student Master Data will be determined by what access you need to perform your job duties. You may not have access to all information shown in this handout.

SAP Menu Path and Transaction Codes:

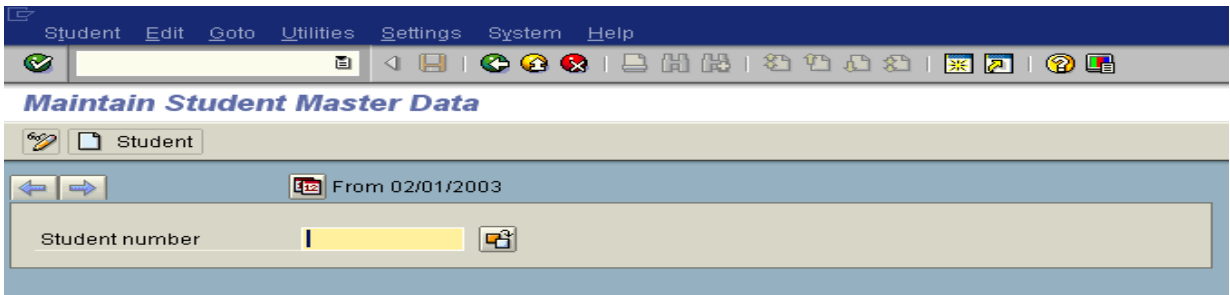
Student Lifecycle Management > Student Administration > Master Data >
Display (PIQSTD)
Create (PIQSTC)
Change (PIQSTM)

Note: Create will only be used to Create a Prospect. (Admissions Office only)

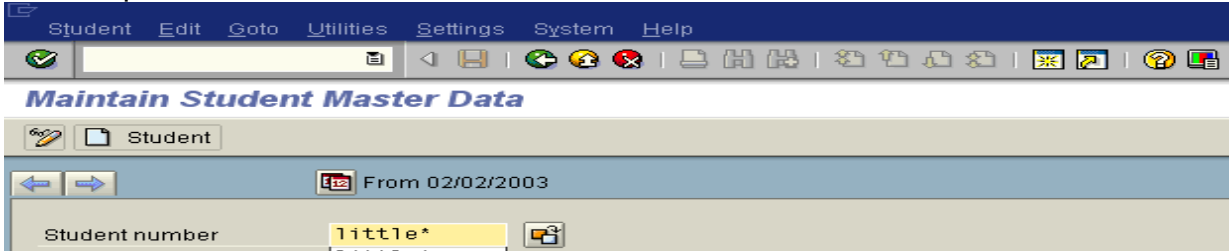


If you are Maintaining (PIQSTM) or Displaying (PIQSTD), you will receive this screen.

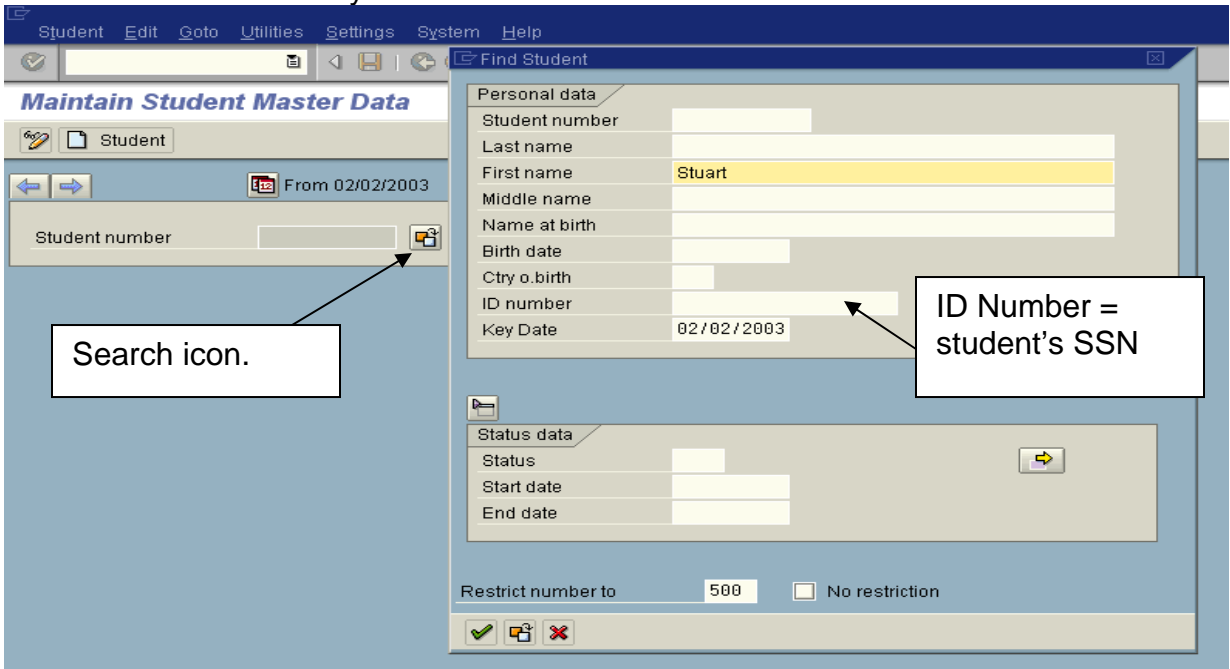
Student number: You will need to enter the student number or use the search icon to find the student number.




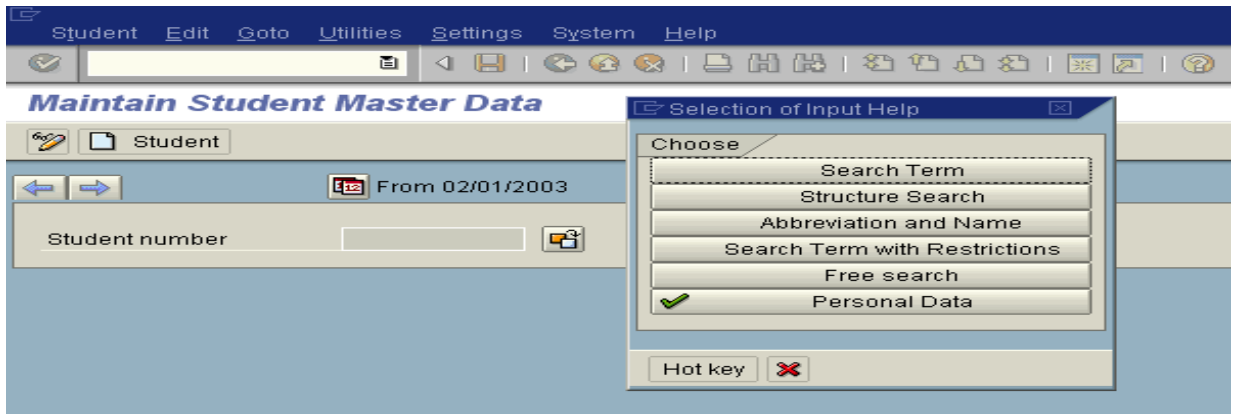
Student number search: Remember you can use an * as a wild card if you are not sure how to spell the name.



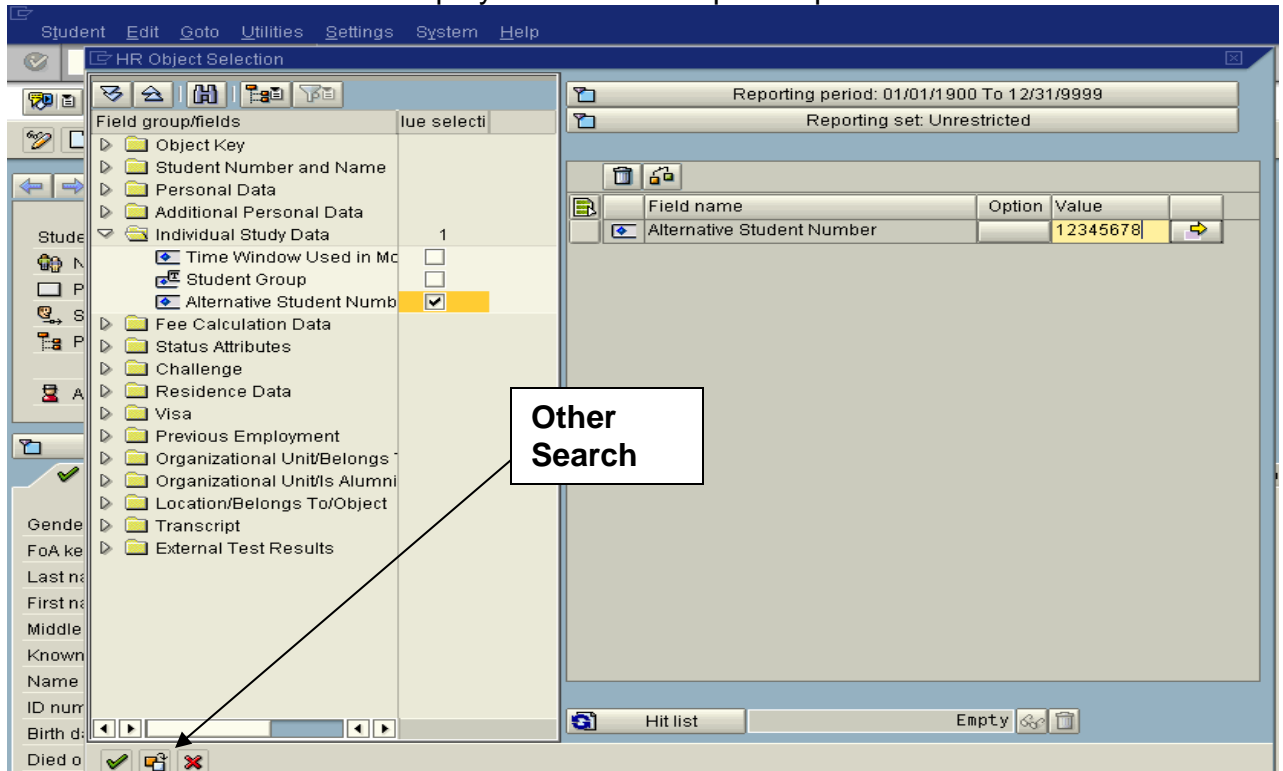
Find Student: There are many ways to search for a student number. Use the search icon. **Note:** System will default to the last selection that was selected. Example: Personal data is currently the default.



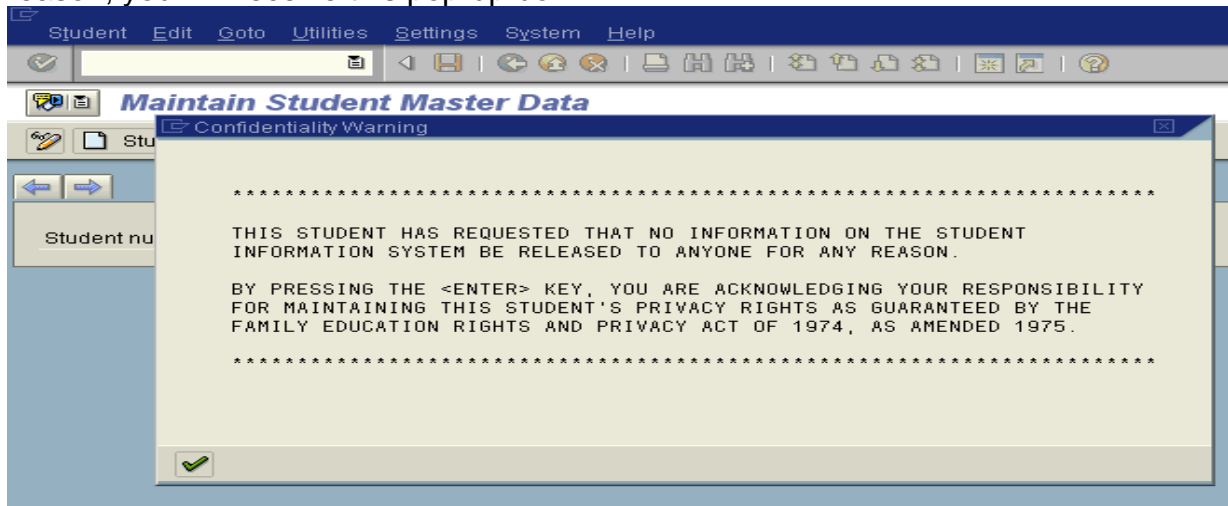
Selection of input Help: There are many ways to search for a student number. You may view the ways by clicking the other search icon  but Personal Data is the best method for almost all purposes.



Reset Search Method: If your search method has defaulted to a different selection, click on the other search icon to display 'Selection of Input Help' box:



FERPA: If a student has requested no information to be released to anyone for any reason, you will receive this pop-up box.



Student number: Student University ID Number

Name: Last Name, First Name, Gender

Principle org unit: Program of Study

Status:

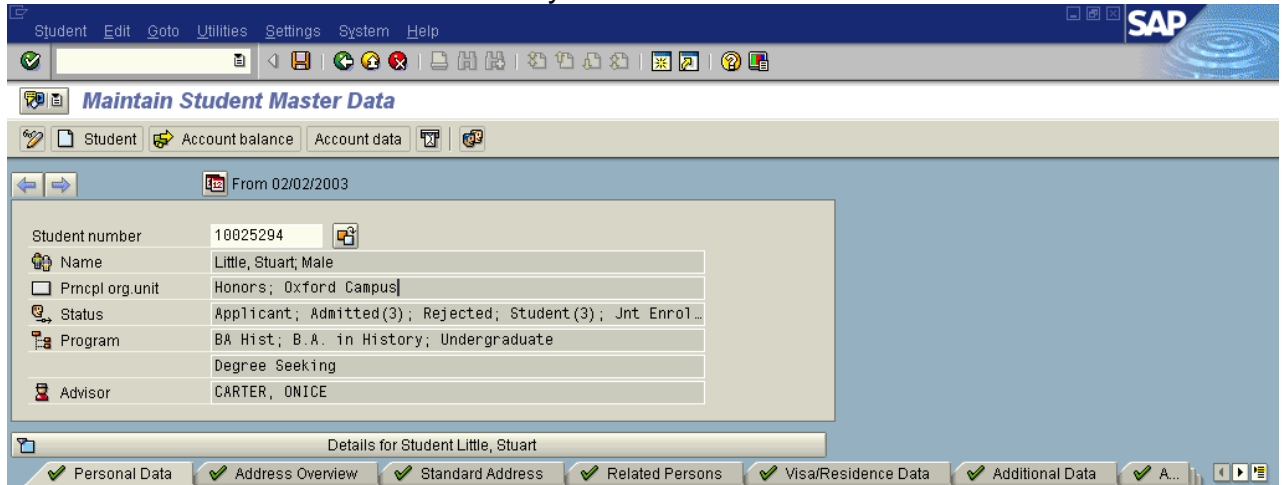
Prospect: Individual has shown an interest in attending Ole Miss.


Applicant: Individual has officially applied for admission.

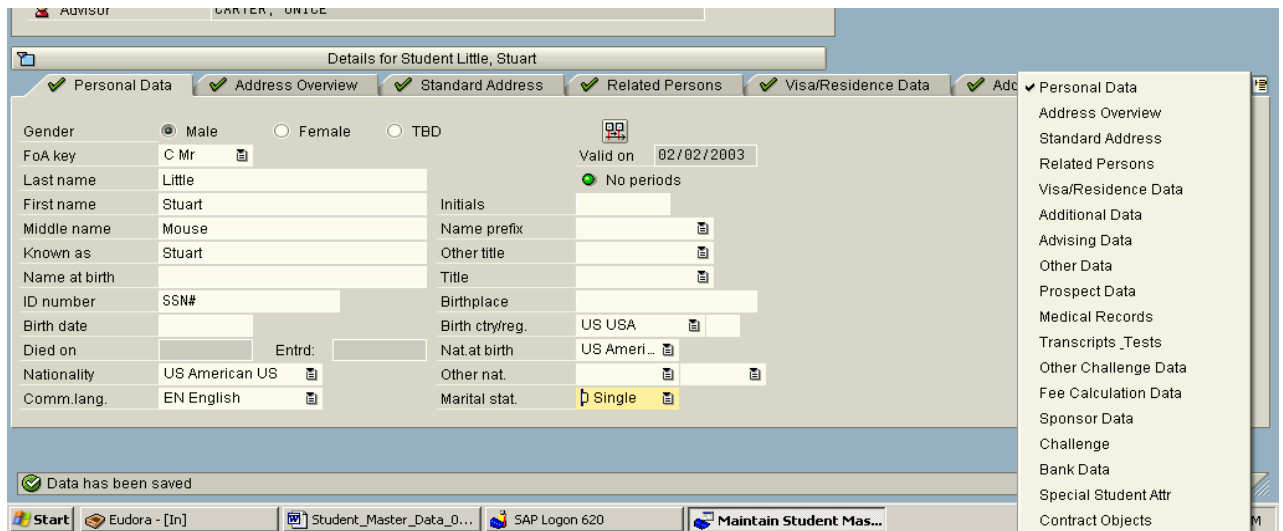
Admitted: Individual has been admitted to the University.

Rejected: Admission to the University has been rejected.

Student: Individual has actually enrolled in classes.



Details for Student: Student data will be broken down into categories, each category has a folder tab associated. You may click on the desired tab. Use the arrows to the right of the tabs or use the page to view all tabs . **Note:** If you do not have access to certain data, that tab will not appear. Example: Only the Bursar's Office should update Bank Data.



Personal Data:

Details for Student Little, Stuart

Personal Data | Address Overview | Standard Address | Related Persons | Visa/Res

Gender: Male Female TBD

FoA key: Mr Valid on: 02/11/2003
No periods

Last name: Little
First name: Stuart Initials:
Middle name: Mouse Name prefix:
Known as: Stuart Other title:
Name at birth: Title:
ID number: SSN# Birthplace:
Birth date: Birth ctry/reg.: USA
Died on: 02/07/2003 Entrd: 02/07/2003 Nat.at birth: American ...
Nationality: American US Other nat.:
Comm.lang.: English Marital stat.: Single

Addresses and Address Usage

Address Usage: The University will maintain up to four addresses for a student.

1. Billing Address
2. Permanent Address
3. Local Mailing Address
4. Local Residence Address

The student may have one address that is used for all or may have four different addresses or a combination.

Personal Data | Address Overview | Standard Address | Related Persons | Visa/Residence Data | Advising Data | Ad

Valid on: 0-

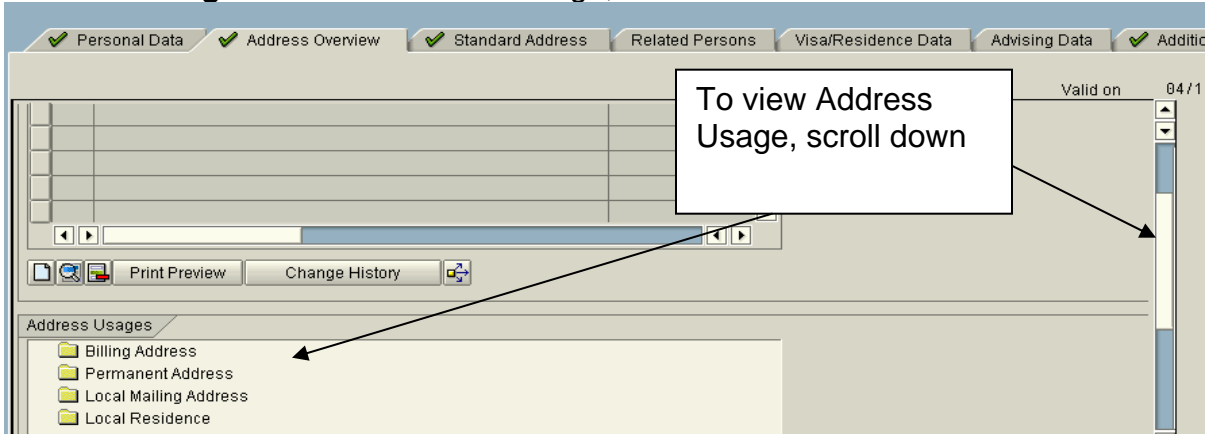
Co...	Address Description	Stand. Address
US	195 Straight Circle / Pontotoc MS 38863	<input checked="" type="radio"/>
US	100 Robbins Bend / Pontotoc MS 38863	<input type="radio"/>
US	850 Robbins Loop / Pontotoc MS 38863	<input type="radio"/>

Print Preview | Change History

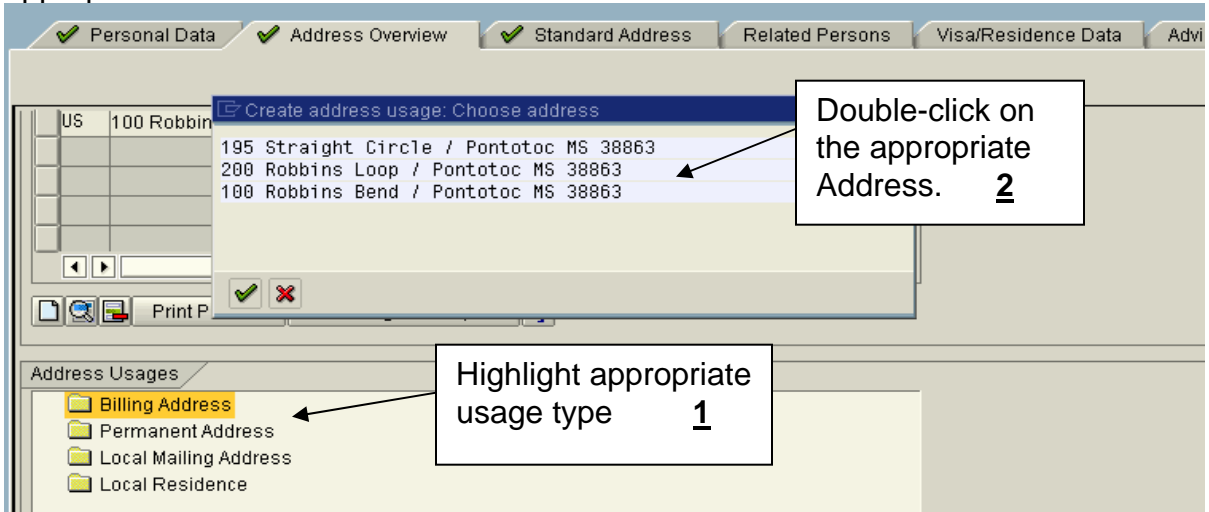
Address Usages

Scroll down to see address usage

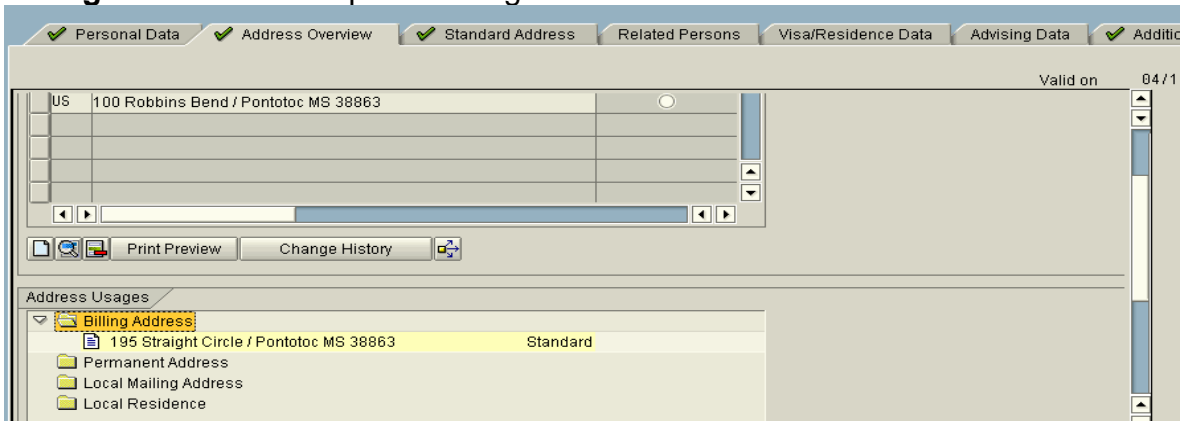
Maintain Usage: To view Address Usage, scroll down.



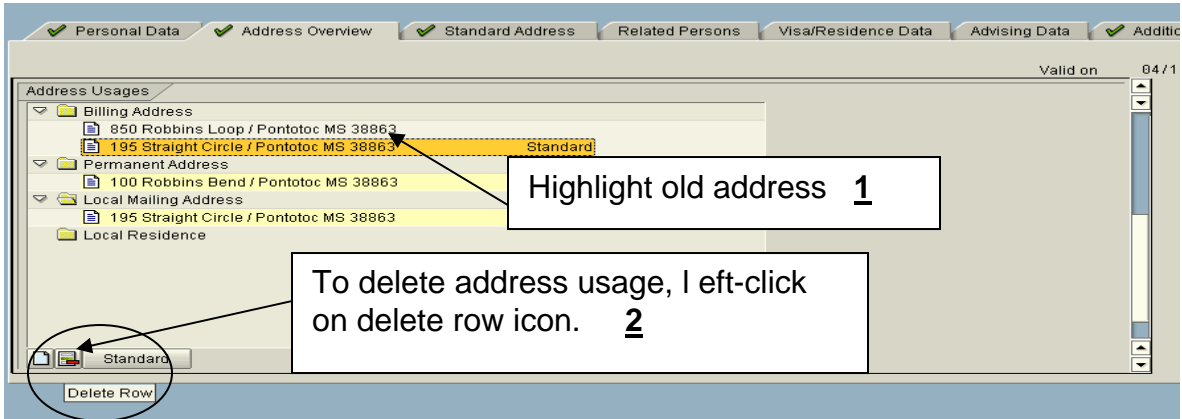
Create Usage: Select usage type by double-clicking on usage type. Double-click on the appropriate address.



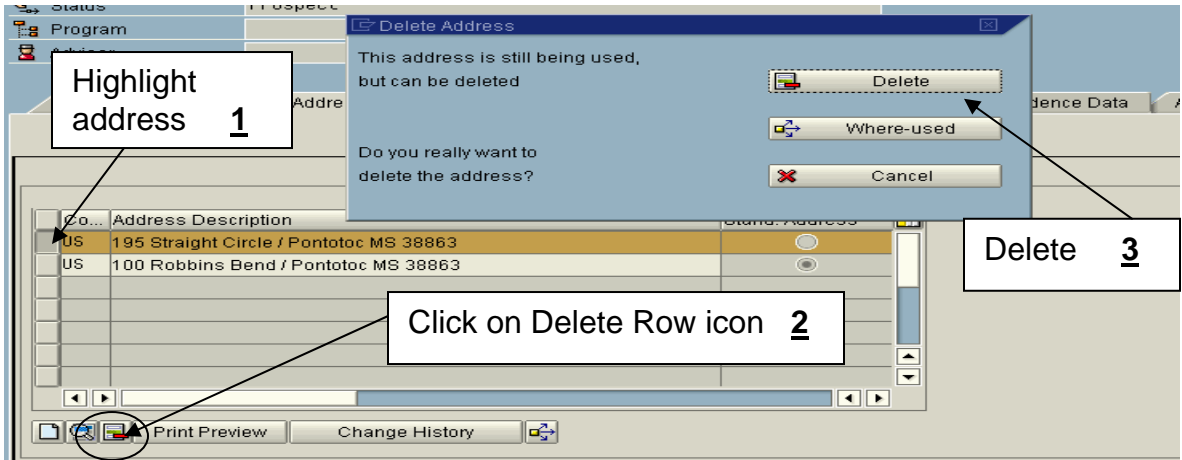
Billing Address: Example of Billing Address.



Delete Usage: To delete an address usage. 1) Highlight the address 2) Click on the Delete Row Icon.

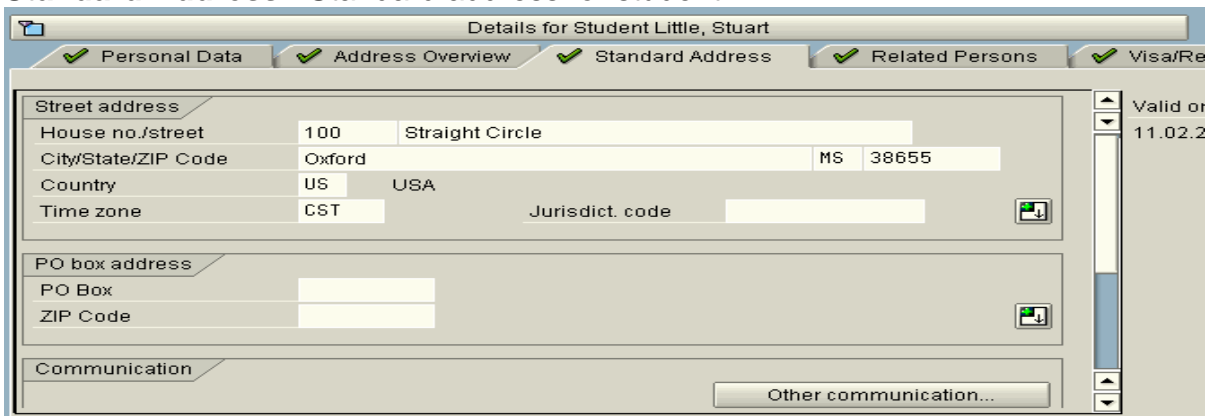


Delete Address: To delete an address. Addresses should only be deleted when a mistake has been made. 1) Highlight the address 2) Click on the Delete Row Icon. 3) Left-click on the Delete icon.



Note: Student may update all four addresses by way of the Web.

Standard Address: Standard address for student



E-mail address: Scroll down to find the student's E-mail address. The @olemiss.edu address should always be listed in the 'Address-Independent Communication' E-mail field.

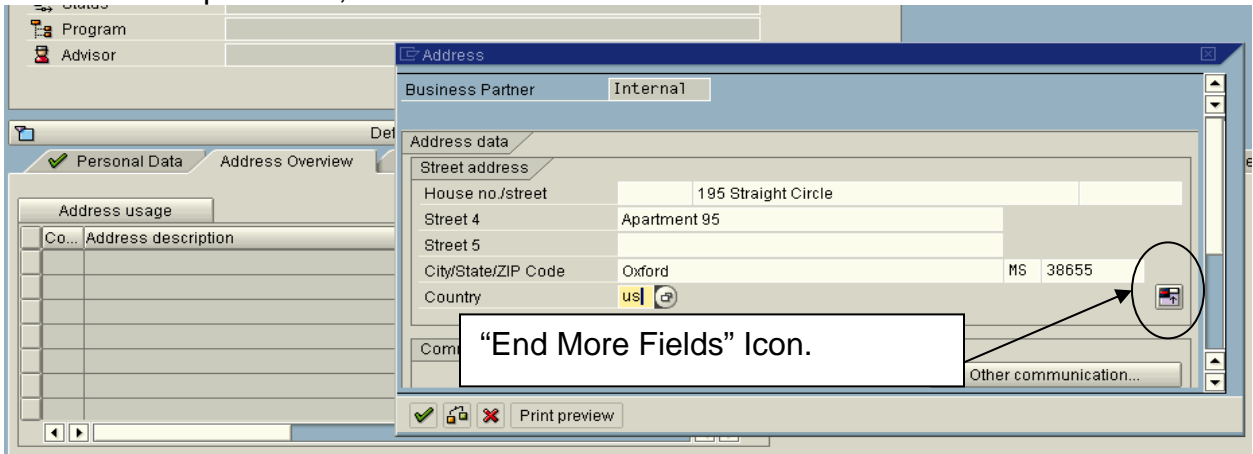
The screenshot shows two sections of communication data in an SAP interface. The top section is titled 'Communication' and contains fields for Telephone, Fax, E-Mail (with the value 'jmyung@olemiss.edu'), and Standard Comm.Method. The bottom section is titled 'Address-Independent Communication' and contains fields for Mobile Phone, Fax, E-Mail (with the value 'jmyung@olemiss.edu'), and Standard Comm.Method. Both sections have buttons for 'Other communication...' and 'Dependent -> Independent...' or 'Independent -> Dependent...'. A Windows taskbar at the bottom shows several open applications including 'SAP Training - Cale...', 'SAP Logon 710', 'Display Student Mas...', 'Montreal police sho...', and 'Word Docu...'.

Note: When sending E-mail, the system will select the E-mail address that is related to the Standard Address.

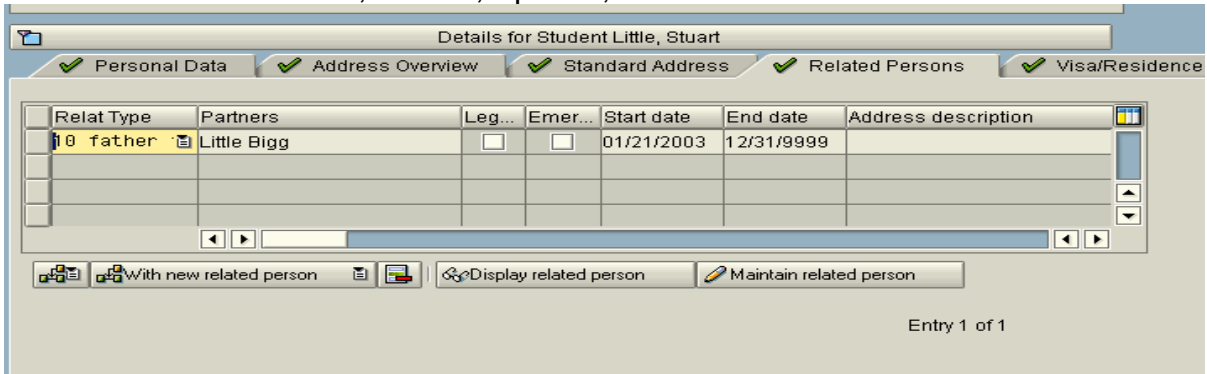
Note: If you have a long address and need an additional line to enter data, left-click on "More Fields" icon.

The screenshot shows the SAP 'Address' data entry screen for a student. The student's name is 'Little2, Stuart; *01/01/1970; Male'. The address data includes 'Street address' (195 Straight Circle), 'City/State/ZIP Code' (Oxford MS 38655), and 'Country' (us). The communication data includes 'Telephone' (662-555-5678), 'Internet mail addr.' (stuart@hotmail.com), and 'Standard comm.type'. Three callout boxes provide instructions: '1' points to the 'Create' button at the bottom left; '2' points to the address data fields with the text 'Address data should appear; enter data'; and '3' points to the 'Enter' icon at the bottom with the text 'Left-click on Enter icon or press Enter on keyboard'. A 'More fields icon' (a small square with a plus sign) is also circled and labeled.

“More Fields” Icon: If you need additional space for an address, use the “More fields” icon. To collapse fields, left-click on “End More Fields” icon.

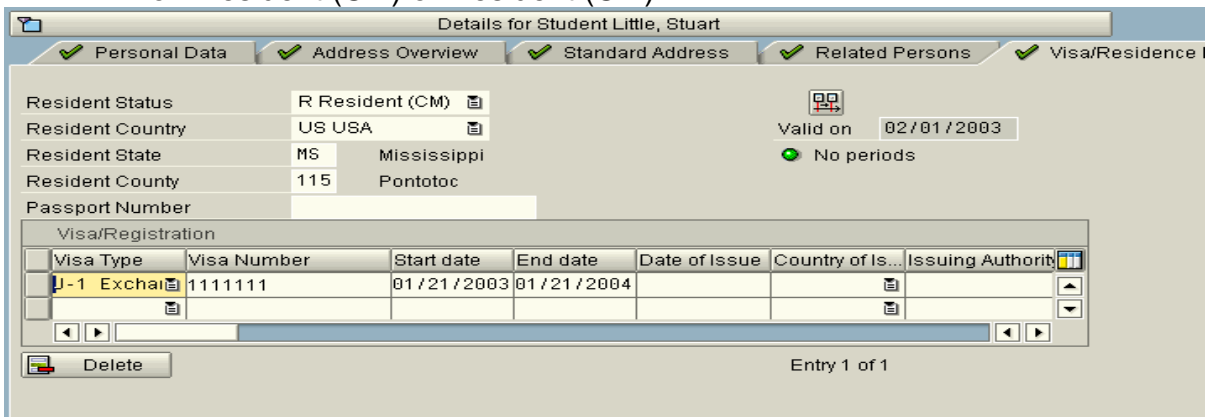


Related Person: Father, Mother, Spouse, etc.



Visa/Residence Data: Resident Status and Visa Type information.

NOTE: When maintaining Resident Status, make sure you select (CM).
Non-Resident (CM) or Resident (CM)



Additional Data: Ethnic origin, Religion, Services Status, Privacy level.

Note: We will not use Social class or Job.

The screenshot shows a web-based form titled "Details for Student Little, Stuart". The "Additional Data" tab is selected. The form contains the following fields:

Ethn. origin	Unknown	Valid on	02/11/2003
Social class			No periods
Religion	Baptist		
Job			
Service status	Reserve	Driver License	
Service number		Country	
Veteran Number		Region	
Privacy level	FERPA		

Advising Data: Advisor is no longer maintained here. It is maintained in Student File.

ST Group: Not using

Time window: Defaults at admission time through workflow. A process will run to set this value for priority registration.

Alt Student Number: Old Student ID number (000-10-5555 or if student has a second ssn)

Advisor: Set by Dean's Offices

Derived Org. Unit: Program of Study

Assgd Org Unit: To assign a student directly to an Organization Unit (Department) which is different from their Program of Study.

Campus: Will default from application

The screenshot shows a web-based form titled "Details for Student Little, Stuart". The "Advising Data" tab is selected. The form contains the following fields:

ST Group		Valid on	02/11/2003
Time window	0101		No periods
Alt. Student No	12345678		
Advisor	Person 00001333 CARTER, ONICE		
Derived OrgUnit	10/0462301A	SCHOOL OF ACCOUNTANCY	
Assgd org.unit	CMHONORS	Honors	
Campus	Oxford	Oxford Campus	

Other Data:

Graduate Admission: Grad Admission will maintain.

Law Admission: Law Admission will maintain.

Housing Exemption: Housing will maintain.

Catalog Year: Dean's Offices will maintain.

Citizenship: Added for Office of International Programs.

Prospect Data: Prospect data will be entered here.

Medical Records: Will be used by Student Health.

Service Type	Service Description	Service Date	Expiration Date
IMM	IMMUNIZATION	02/11/2003	02/11/2003
MR1	MMR1	02/11/2003	02/11/2003
MR2	MMR2	02/11/2003	02/11/2003
SKI	SKIN TEST	02/11/2003	02/11/2003
XRY	CHEST X-RAY	02/11/2003	02/11/2003

External transcripts: High school, Community College, University, etc.

EO classification / Trans. cat.	Transc. status	Issue date	Ext. organization	Category name	Calc. av...
<undefined>		02/02/2003	Northwest Community College	<undefined>	

External test results: ACTS, SAT, etc.

Ext. testing organization / Tes...	Test d...	Valid to	Unique ID	Transmitting ext. organization	Test type desc.	Session d
ACT Testing Service	06/01/...	12/31/...	3E28E5D1BFCE05E6E10...		ACT Composite	<undefin...

Other Challenge Data: Will be used by Student Disability Services only.

Challenge	Challenge Desc

Accommodation	Accommodation Description

New Code Descriptions to be added

New Challenge New Accommodation

Fee Calculation Data: Data populated from Application (Workflow)

Student Fee Category: JTUI Undergraduate Tuition

Benefit Category:

Valid on: 02/01/2003

● No periods

Discount/Surcharge 1:

Discount/Surcharge 2:

Discount/Surcharge 3:

Discount/Surcharge 4:

Discount/Surcharge 5:

Discount/Surcharge 6:

Payment Transactions: Maintained by the Office of the Bursar.

Valid on 08/11/2008

Bank Details

ID	Ctry	Bank Key	Bank Account	Control Key	IBAN	IBAN	Reference

Bank Data... Change History Validity Change Entry 0 of 0

Special Student Attributes: Special Groups, Student Achievements, Greek Organization information.

Details for Student Little, Stuart

Other Challenge Data Fee Calculation Data Sponsor Data Challenge Bank Data Special Student Attr

Special Groups

Group	Group Description
CHEER SC	CHEERLEADER SCHOLARSHIP

Student Achievements

Achievement	Achievement Description
GOLDENKEY	

Greek Memberships

Greek Name ZETPHIBET Greek Status ACTIVE Greek Housing YES

Contract Objects: Fee Distribution, Bursar Office.

Details for Student Little, Stuart

Other Challenge Data Fee Calculation Data Sponsor Data Challenge Bank Data Special Student Attr Contract Objects

Stuart Little / 195 Robbins Loop /

Cont. Obj.	ObTp	Name of Contract Object	No. LegSys	CAC	Cont.Acct	No. LegSys	Created by	Created
6000254918	CHNG	ST-0010025294-CHNG-000010025401		ST	10025401		OCARTER1	01/21/20
5000254913	TUIT	ST-0010025294-TUIT-000010025401		ST	10025401		OCARTER1	01/21/20