

AR Webreports

To assist Departmental Users

2/29/2012

Introduction

There are 3 Accounts Receivable Web reports to assist departments in managing their receivables:

Charge Balance Report: Displays outstanding balances for a group of receivables.

Charge and Payment Report for Departmental Users: Reports charges and associated payments by fiscal period for a department by fund code.

Charge and Payment Report by Customer/Invoice: Summarily reports charges and associated payments by fiscal period or inception to date by customer and invoice number.

In addition to these 3 webreports, departments can also run an aging analysis report (TZRAGNG) of outstanding receivables. Access to this report is granted separately. The aging report, in tandem with the Charge and Payment Report by Customer/Invoice, helps departments reconcile balances on the Banner Accounts Receivable system to their own internal records.

Payments reported on the two Charge and Payment reports detail what has fed to Banner Finance in a given fiscal period. These reports, in tandem with the Finance Transaction Detail - Operating Ledger webreport, helps departments reconcile the revenue collected through the Banner Accounts Receivable system to the Banner Finance System

Charge Balance Report

Reports the charges, the payments that were applied to these charges, and the net, or balance remaining for a particular type of charge and/or for a particular group of students. For instance, the balance of tuition and fees for all students enrolled in a particular campus can be retrieved. Or the balance owed by students assessed a particular study abroad program fee can be viewed. Since the balance calculation depends on whether or not a payment has fed to the Banner Finance system, there could be differences between what is seen on the report and what is seen on a particular customer's account in live Banner. But this is as much due to the fact that the warehouse extract is always one day old as it is to the delays in batching payments to our Finance system.

The best use of this report is to provide a snapshot of what is yet to be collected for a type of charge and student group.

Sample Input:

The following parameters would be entered to produce a report of Balances remaining for students participating in the Summer 2007 trip for HTM to the European Studies Center. The program fee for this study abroad was entered under AR Detail Code J135.

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For Faculty, Staff, and Departments | Uni... IS&C Report Submission PROD Internet Native Banner (server bane) IS&C Report Distribution

User Manual
Navigation Map

Virginia Tech

Information Systems & Computing

Report Submission

Parameters

Request a type of charge

You may use **CATEGORY** or **DETAIL** Code(s).

1 Select Charge Category Code(s)

0
444
ADC
ADJ
AEC

Help

2 Enter Charge Detail Code(s)

J135

Help

AND/OR

Request a group of students

You may use student **RATE**, **DEGREE**, **CAMPUS**, **LEVEL** or **RESIDENCY** Code(s).

3 Select student Rate Code(s)

4904
4984
AB
DEF
DIET

Help

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User Manual Navigation Map

Virginia Tech Information Systems & Computing Report Submission

4 Enter student Degree Code(s)		Help
5 Enter student Campus Code(s)		Help
6 Enter student Level Code(s)		Help
7 Enter student Residency Code(s)		Help
And Finally:		
8 Enter Term(s) to be reported. You may report on all terms by typing the word ALL.	ALL	Help
9 Restrict to Records Where Balance not equal to 0?	<input checked="" type="checkbox"/>	Help
10 Select Type of Report: (D)etail, (S)ummary or (B)oth	B	Help

AR Web Reports - February 2007.doc - Microsoft Word

Parameters:

To the right of each field is a 'Help' button. 'Help' contains a recap of important information for each parameter.

The report is designed to retrieve information for either a specific type of transaction, by detail code or by detail category code, or to retrieve information for a like group of students, by residence code, campus, level, and the like.

Most departments will simply use one of the first 2 parameters to make their selection (e.g. detail code).

1. Request a Type of Charge – Select Charge Category Code: If data on an entire group of accounts receivable charges – for instance all of the Outreach charges (category CEC) or all of the Chemistry Department charges (category CHE), you may enter one or more of these categories here.

2. Request of Type of Charge – Select Charge Detail Code: If, instead, data on one particular charge – for instance Study Abroad France (detail code F074), you may enter one or more of these detail codes here.

Parameters 3. Through 7. request specific Student groups: Parameters 3 through 7 (student rate, student degree, student campus, student level and student residency) are optional. These parameters will select charges for specific student types, or will refine the detail code or category code selection criteria above

8. Enter Term: This parameter is required. You must enter the 6 digit term code here (e.g. 200801). If you are not sure of the term, enter the word **ALL**.

9. Restrict to Balance <> 0: Click this checkbox parameter if you only wish to see outstanding balances, e.g. who has not yet paid for their upcoming study abroad charges.

10. Detail, Summary or Both.

Departmental Charge and Payment Report

Reports Accounts Receivable activity for a specific Fund, Account, Organization, Charge Category, Charge Detail Code or any combination thereof. It can be run for any type of transaction processed through the University's central Accounts Receivable and Billing System for which the user submitting has access to view. ***It has been specifically formatted to help with the monthly Finance Fund Reconciliation process.*** Finance Document, departmental invoice or reference number, and Finance posting date for payments are displayed in the detail report, in addition to customer number and transaction description.

Finance activity for a single month, consecutive months, quarterly periods or months in different fiscal years can be selected.

Detail transactions can be sorted by POSTING date (date revenue was posted to the Fund), EFFECTIVE date (date of the charge), NAME (Customer Last/Business name) or ID (Customer Account number).

More information on the parameters follows.

Sample Input:

The following parameters would be entered to retrieve activity for June 2008 for Department of Chemistry Service centers, category 'CHE':

FileEditViewHistoryBookmarksToolsHelp

https://ditto2.iwa.vt.edu/webreport/submit

Google

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User ManualNavigation Map

VirginiaTech

Enterprise Systems

Report Submission

Charge and Payment Report for Departmental Users

Parameters

1	Select a Calendar Month and Year for this report. You may select multiple periods when using the Month-to-Date option; only one (1) period may be selected with the Year-to-Date option (below).	CURRENT PRIOR Jul 2008 Jun 2008 May 2008	Help
2	Select a time period/interval for this report.	MTD YTD	Help
3	Enter one or more 6 digit Finance Fund Code(s) , one code per line.		Help
4	Enter one or more specific Finance Account Code(s) , one code per line.		Help
5	Enter one or more specific Finance Organization Code(s) , one code per line.		Help
6	Enter one or more specific Accounts Receivable Detail Code(s) , one code per line.		Help

Done

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RadioIQ schedule Internet Native Bann... Search ES Report Submission file:///C:/D...rtutls.htm

User Manual
Navigation Map

Virginia Tech **Enterprise Systems**
Report Submission

7	Enter one or more specific Accounts Receivable Charge Category Groupings , one code per line.	CHE	Help
8	Indicate the Academic Term Code that a charge has been assigned to?	Y N	Help
9	Select Type of Report(s) : Detail, Summary or Both	DETAIL SUMMARY BOTH	Help
10	Check if Charge-only report requested.	<input type="checkbox"/>	Help
11	Check if Payment-only report requested.	<input type="checkbox"/>	Help
12	Check if a combined Charges and Payments report requested.	<input checked="" type="checkbox"/>	Help
13	Select Sort Order for detail transaction report.	NAME ID POST EFFECTIVE	Help
14	Produce a Data File ?	Y N	Help

Deferred Execution + Distribution + Save Parameters +

Submit Cancel

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Parameters:

1. Calendar Month and Year: select the month(s) you wish to report against. Do this by scrolling through the list and highlighting the appropriate month/year with a click of the mouse. Currently, dates going back to July 1998 are displayed. However, no data will be available for dates prior to May 2000. This date corresponds with the date Banner Accounts Receivable went 'live'. A single month or multiple months can be selected.

If you select '**Current**' as your reporting option, this will always correspond to the Month/Year for which the report is being submitted. If you select '**Prior**' as your option, this will always correspond to the Month and Year, one month before the report is being submitted.

2. MTD/YTD: select a time period/interval for this report. MTD (Month to Date) will report only transactions in the Calendar Month selected above. YTD (Year to Date) will report all transactions for the Fiscal Year through the Calendar Month selected above. This parameter allows the selection of multiple values. To select a second value, press the CTRL key while clicking on the value. To select a range of values, press the SHIFT key while clicking on the first and last values of the desired range.

This field will only need a value if a value was placed in Option 1.

3. Finance Fund Code(s): These are the Fund Codes associated with each Accounts Receivable Detail Code for your charge activity. This option can be used in conjunction with any of parameters 4 – 7 that follow, but if you **do not** enter value(s) here, you **must** enter value(s) for at least one of the others. Enter the value in the field to the right.

4. Finance Account Code(s): If your department uses particular account codes to designate a type of activity, this parameter can be used to narrow your report accordingly. This option can be used in conjunction with any of parameters 3 - 7, but if you **do not** enter value(s) here, you **must** enter value(s) for at least one of the others. This Account Code is used to track activity within Funds. Enter the Account Code in the field to the right.

5. Finance Organization Code(s): each department within the University is assigned a unique Organization Code. This option can be used in conjunction with any of parameters 3 - 7, but if you **do not** enter value(s) here, you **must** enter value(s) for at least one of the others. Enter the value in the field to the right.

6. Accounts Receivable Detail Code(s): each charge assigned to the University's Central Receivable system is associated with a 4-character grouping code known as a detail code. Again, you may value code(s) here by themselves or along with Fund code(s), Account code(s), Organization Code(s) or Category Code(s). Detail codes by and large map to single Funds/Accounts and Organizations, but there are several exceptions especially when charges are in collection status.

7. Accounts Receivable Charge Category Grouping(s): each Detail Code is grouped by a 3-character Category Code. For instance Library-type charges are grouped under category LS, Continuing Education charges under CEC. This option is shortcut for departments who have Accounts Receivable transactions that cross many funds or organizations. Again, you may value code(s) here by themselves or along with Fund code(s), Account code(s), Organization code(s) or Detail Code(s).

8. Indicate Academic Term? If you would like to view the term code associated with the transaction, particularly if semester-based charges are involved, highlight Y here. Most departmental charges are not term-based.

9. Type of Report: Detail Reports show transactions within the main groups (Organization, Fund, Account, Detail Category, Detail Code) by Customer ID/Name, reference number and date. Summary Reports will show just the totals for these main groups.

10 11 and 12. Charges only, Payments Only or Both: Choose one of these parameters to indicate whether you want just a report of the charges you entered during the fiscal period, or just a report of all the payments posted to Banner Finance during the fiscal period, or both charges and any associated payments. Most departments will benefit from choosing both, but these options exist due to the array of reconciliation methods employed.

13. Sort Order: The 3 sort options, EFFECTIVE, POSTING, NAME and ID control the output on the Detail report. The EFFECTIVE Date is the effective date of the charge. The POSTING date is the Date the charge was entered into the Accounts Receivable System, or the date the payment revenue was recorded in the Finance system. POSTING date is the date that drives transaction selection. Choose Name or ID to bundle charges and payments together by customer, rather than sequentially ordering transactions by posting date.

14. Data File: you may select to have the report produced as a tab-delimited Data File by selecting a value of 'Y'. A Data File can be loaded into a spreadsheet for further manipulation or sorting. For instance, a sort by Invoice Number may be needed.

Sample Output:

Here is a sample page from the Detail Report, showing Charge and Payment (Revenue) information for Fiscal Period June 2008. This particular report was submitted for category “CHE”. All the funds and accounts with charge and/or payment activity for this category and fiscal period are reported.

The Invoice number, assigned through the Departmental Invoicing process (TZADINV) is displayed. The sort option for this report was NAME. This will keep charge and associated payment information bundled by customer name.

Remember: the data selected depends on the Posted Date – this is the date that corresponds to the month/year parameter. The posting date for charges is the date they are entered into Accounts Receivable, and the posting date for payments is the date the revenue transaction actually posted to the Fund and Account.

The Customer ID has been covered for privacy.

Adobe Acrobat Professional - [Pages from mrgray_ar_dept_chg_pymt_188055_detail.pdf]

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Object Data Tool Create PDF Comment & Markup Send for Review Secure Sign Forms

AR_DEPT_CHG_PYMT (V4) Virginia Tech - Warehouse FROD 02-JUL-2008 11:31:29
Fiscal Period: Jun 2008 Departmental Charge and Payment Report

Orgn	Fund	Acct	Dept	Detc	Entity ID	Full Name	Charge Doc ID	Invoice Number	Charge Eff Date	Finance Doc ID	Posted	Charges	Payments
004200	230016	12997	CHE	X042		American Safety Raz		SL002476	11-JUN-2008	F0023940	12-JUN-2008	0.00	120.00
004200	230016	12997	CHE	X042		CPfilms Inc.	2834	SL002717	19-JUN-2008		19-JUN-2008	40.00	0.00
004200	230016	12997	CHE	X042		CPfilms Inc.	2835	SL002718	19-JUN-2008		19-JUN-2008	10.00	0.00
004200	230016	12997	CHE	X042		CPfilms Inc.		SL002357	17-JUN-2008	F0023958	18-JUN-2008	0.00	50.00
004200	230016	12997	CHE	X042		CPfilms Inc.		SL002473	25-JUN-2008	F0024044	26-JUN-2008	0.00	80.00
004200	230016	12997	CHE	X042		Capsugel Division o		SL002358	02-JUN-2008	F0023739	03-JUN-2008	0.00	200.00
004200	230016	12997	CHE	X042		NanoSonic Inc	2836	SL002719	19-JUN-2008		19-JUN-2008	120.00	0.00
004200	230016	12997	CHE	X042		NanoSonic Inc		SL002719	25-JUN-2008	F0024044	26-JUN-2008	0.00	120.00
004200	230016	12997	CHE	X042		The College of Will		SL002475	05-JUN-2008	F0023754	06-JUN-2008	0.00	140.00
X042 Surf Analy Lab												170.00	710.00
230016 Sal Servicecntr Oper												170.00	710.00
004200	230017	12997	CHE	Y042		American Safety Raz		SL002476	11-JUN-2008	F0023940	12-JUN-2008	0.00	30.00
004200	230017	12997	CHE	Y042		CPfilms Inc.	2834	SL002717	19-JUN-2008		19-JUN-2008	10.00	0.00
004200	230017	12997	CHE	Y042		CPfilms Inc.	2835	SL002718	19-JUN-2008		19-JUN-2008	2.50	0.00
004200	230017	12997	CHE	Y042		CPfilms Inc.		SL002357	17-JUN-2008	F0023958	18-JUN-2008	0.00	12.50
004200	230017	12997	CHE	Y042		CPfilms Inc.		SL002473	25-JUN-2008	F0024044	26-JUN-2008	0.00	20.00
004200	230017	12997	CHE	Y042		Capsugel Division o		SL002358	02-JUN-2008	F0023739	03-JUN-2008	0.00	50.00
004200	230017	12997	CHE	Y042		NanoSonic Inc	2836	SL002719	19-JUN-2008		19-JUN-2008	30.00	0.00
004200	230017	12997	CHE	Y042		NanoSonic Inc		SL002719	25-JUN-2008	F0024044	26-JUN-2008	0.00	30.00
004200	230017	12997	CHE	Y042		The College of Will		SL002475	05-JUN-2008	F0023754	06-JUN-2008	0.00	35.00
Y042 Surf Analy Lab												42.50	177.50
230017 Sal Servicecntr Rar												42.50	177.50
004200	230020	12997	CHE	L420		American Safety Raz		SL002476	11-JUN-2008	F0023940	12-JUN-2008	0.00	600.00
004200	230020	12997	CHE	L420		CPfilms Inc.	2834	SL002717	19-JUN-2008		19-JUN-2008	200.00	0.00
004200	230020	12997	CHE	L420		CPfilms Inc.	2835	SL002718	19-JUN-2008		19-JUN-2008	50.00	0.00
004200	230020	12997	CHE	L420		CPfilms Inc.		SL002357	17-JUN-2008	F0023958	18-JUN-2008	0.00	247.99
004200	230020	12997	CHE	L420		CPfilms Inc.		SL002357	25-JUN-2008	F0024044	26-JUN-2008	0.00	2.01
004200	230020	12997	CHE	L420		CPfilms Inc.		SL002473	25-JUN-2008	F0024044	26-JUN-2008	0.00	397.99
004200	230020	12997	CHE	L420		CPfilms Inc.		SL002357	17-JUN-2008	F0023958	18-JUN-2008	0.00	2.01
004200	230020	12997	CHE	L420		Capsugel Division o		SA001970	02-JUN-2008	F0023739	03-JUN-2008	0.00	380.00
004200	230020	12997	CHE	L420		Capsugel Division o		SL002358	02-JUN-2008	F0023739	03-JUN-2008	0.00	620.00
004200	230020	12997	CHE	L420		NanoSonic Inc	2836	SL002719	19-JUN-2008		19-JUN-2008	600.00	0.00
004200	230020	12997	CHE	L420		NanoSonic Inc		SL002719	25-JUN-2008	F0024044	26-JUN-2008	0.00	600.00
004200	230020	12997	CHE	L420		The College of Will		SL002475	05-JUN-2008	F0023754	06-JUN-2008	0.00	700.00
L420 SAL: Market Recoveries												850.00	3,550.00
230020 Chemistry-SAL Lab Market Recoveries												850.00	3,550.00
004200	230107	12920	CHE	M420		Alliant Techsystems		NM002411	12-JUN-2008	F0023949	16-JUN-2008	0.00	73.44
004200	230107	12920	CHE	M420		Innovative Science	2850	NM002733	23-JUN-2008		23-JUN-2008	1.70	0.00
004200	230107	12920	CHE	M420		NanoSonic Inc	2852	NM002735	23-JUN-2008		23-JUN-2008	61.20	0.00
004200	230107	12920	CHE	M420		Polymer Solutions I	2837	NM002720	19-JUN-2008		19-JUN-2008	42.50	0.00
004200	230107	12920	CHE	M420		Polymer Solutions I	2838	NM002721	19-JUN-2008		19-JUN-2008	8.50	0.00
004200	230107	12920	CHE	M420		Polymer Solutions I	2839	NM002722	19-JUN-2008		19-JUN-2008	34.00	0.00
004200	230107	12920	CHE	M420		Polymer Solutions I	2840	NM002723	19-JUN-2008		19-JUN-2008	17.00	0.00
004200	230107	12920	CHE	M420		Polymer Solutions I	2841	NM002724	19-JUN-2008		19-JUN-2008	4.25	0.00

Page 6 of 10

Using the Departmental Charge and Payment report to reconcile with Banner Finance

Charges entered by departments into Banner AR or invoiced with the Banner AR Departmental Invoice do not post to Banner Finance. The “posted date” on the Charge and Payment report is the date the charge is *posted to Banner AR*.

When a charge **is paid** however, a revenue transaction will post to Banner Finance under the rule code ‘CR7’. All CR7 transactions pertain to payments against Banner AR charges. The payments reported on the charge and payment report will equal your Banner Finance transaction reports where the CR7 rule code is indicated.

Departments who maintain parallel databases of AR activity for their own internal recordkeeping are advised to enter their charges with a document number that links the activity to their internal records. This document number does not appear with the Banner Finance payment transaction, but will appear on the Charge and Payment Report under *Charge Document ID*.

Departments who use the AR Departmental Invoicing System will see the invoice number posted in the Banner Finance Document Reference number field (as well as on the Charge and Payment report under *Invoice Number*).

Charge and Payment by Invoice and Customer Report

Reports receivable activity by the Invoice number generated with the TZADINV Departmental Invoicing process. While the Departmental Charge and Payment report also indicates the invoice number where applicable, Charge/Payment by Invoice and Customer shows less detail about particular payments and thus more detail about the invoice as a whole. Most helpful in comparing the balances remaining by invoice to department's internal records. When used with the TZRAGNG aging report (which is also indexed by invoice number), it provides a complete progress report on the collections of invoiced activity.

Sample Input:

The following parameters would be entered to retrieve activity for Oct 2008 YTD for the Nanoscale Characterization and Fabrication Laboratory. Note that either fund(s) can be specified or an AR Charge Category.

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User Manual Navigation Map

Virginia Tech Enterprise Systems Report Submission

Charge/Payment Report by Invoice and Customer Report

Parameters	
1 Select a Calendar Month and Year for this report.	Oct 2008 <input type="button" value="Help"/>
2 Please select a time period interval for this report. MTD (month to date) will report only transactions in the calendar month selected above. YTD (year to date) will report all transactions for the fiscal year through the calendar month selected above. ITD will report all specified transactions through the fiscal period selected, regardless of fiscal year.	MTD <input type="button" value="Help"/> YTD ITD
3 Please enter one or more specific Finance Fund Codes , one code per line.	230470 230471 <input type="button" value="Help"/>
4 Enter one or more specific Accounts Receivable Charge Category Groupings , one code per line.	<input type="button" value="Help"/>

Deferred Execution Distribution Save Parameters

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Comments to: iwa@vt.edu

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Sample Output:

Sample output for October 2008 YTD for the funds specified. The Entity Identifier (Banner ID) has been masked for privacy. The default sort is by Entity Name, but **invoice number** is primary for this report. All specific charges and applied payments for each invoice are bundled into one line item per invoice.

The sum of the payment amount on the report will match to the sum of the CR7-recorded revenue for the funds specified for October 2008 YTD on the Finance Transaction Detail - Operating Ledger for the same period.

Adobe Acrobat Professional - [mrgray_ar_cp_by_invoice_290007_main_report.pdf]

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Object Data Tool Create PDF Comment & Markup Send for Review Secure Sign Forms

AR_CP_BY_INVOICE (V1) Virginia Tech - Warehouse PROD 05-MAR-2009 11:28:26

Charge and Payment report by Invoice
YTD report for fiscal period ending: 31-Oct-2008
For Category Code(s): ALL
For Fund Code(s): 230470,230471

Invoice	Entity ID	Entity Full Name	Charge Amount	Payment Amount
NC002914 Aisthesis LLC			200.00	200.00
NC003445 Aisthesis LLC			600.00	0.00
Subtotal for Aisthesis LLC (905420544)			800.00	200.00
NC002907 Alliant Techsystems, Inc.			187.50	187.50
NC003099 Alliant Techsystems, Inc.			141.00	141.00
NC003100 Alliant Techsystems, Inc.			156.25	156.25
Subtotal for Alliant Techsystems, Inc. (411672694)			484.75	484.75
NC003137 Brewer Science Inc			375.00	375.00
NC003132 Danaher Motion			375.00	375.00
NC003459 Danaher Motion			187.50	0.00
Subtotal for Danaher Motion (904500889)			562.50	375.00
NC003456 Floro, Jerrold A.			950.00	0.00
NC002135 Guideline Inc			0.00	5,499.00
NC002663 HY-Tech Research Corporation			0.00	239.00
NC002830 HY-Tech Research Corporation			157.00	157.00
NC002831 HY-Tech Research Corporation			165.00	165.00
NC002915 HY-Tech Research Corporation			289.00	289.00
NC003438 HY-Tech Research Corporation			110.00	0.00
Subtotal for HY-Tech Research Corporation (541218959)			720.00	849.00
NC003163 Headwaters Technology Innovation			2,400.00	2,400.00
NC002888 ITT Night Vision Division			1,425.00	1,425.00
NC001103 Luna Innovations Inc			0.00	91.03
NC002351 Luna Innovations Inc			0.00	673.75
NC002353 Luna Innovations Inc			0.00	274.50
NC002659 Luna Innovations Inc			0.00	117.50
NC002660 Luna Innovations Inc			0.00	120.00
NC002662 Luna Innovations Inc			0.00	94.00
NC002822 Luna Innovations Inc			220.00	220.00
NC002823 Luna Innovations Inc			352.50	352.50
NC002824 Luna Innovations Inc			94.00	94.00
NC002889 Luna Innovations Inc			110.00	110.00
NC002890 Luna Innovations Inc			94.00	94.00
NC002891 Luna Innovations Inc			110.00	110.00
NC002892 Luna Innovations Inc			165.00	0.00
NC002893 Luna Innovations Inc			386.75	386.75
NC002894 Luna Innovations Inc			117.50	117.50
NC003122 Luna Innovations Inc			110.00	110.00

Page 1 of 6

Revised February 5, 2009

AR Web Reports for Departmental Users.docx