Charge Balance Report

The Charge Balance Report provides a summary of receivable activity within a selected time frame based on the Accounts Receivable (AR) account number.

This report includes the charge, customer AR account number, customer name, payment applied to the charge, term code, and other account details. It also includes limited student demographic information to help identify accounts. A prompt is available to display only accounts with a nonzero balance, allowing users to monitor outstanding balances and confirm receipt of payments easily.

Report Prompts

1. AR Charge Category (Optional)

Each Detail Code is assigned a two- or three-letter Category Code that groups similar types of charges. If a department uses multiple Detail Codes across several funds, running the report by Category Code can simplify the process and provide a broader view of related transactions. Use the same selection method as above to locate and move the desired Category Code to the Selected box.

2. AR Charge Detail (Optional)

A four-character detail code is assigned to each charge. The codes typically correspond to a single Fund, Account, and Organization. The Detail Code option allows users to report on a specific charge type. For example, when a fund is used for multiple charges, entering the detail code limits the report to activity related only to that specific charge.

3 – 7. Student Parameters (Optional)

Use these parameters to select charges for specific student types or to refine the Detail Code or Category Code selection criteria above. The student prompts **Student Rate**, **Student Degree, Student Campus, Student Level, and Student Residency** are optional.

8. AR Term Code (Optional)

Identifies the academic term associated with the charge or payment. Selecting a specific term code limits the report to activity within that term.

9. Balance Not Equal to 0 (Optional)

Select this checkbox to display only accounts with outstanding balances, such as students who have not yet paid their upcoming study abroad charges.

Charge Balance Report

Select Run Report, located in the bottom left corner of the screen, to generate the report.

Selection Tip

To select any fund, category, or other element:
In the Search for box, type part of the name or code.
The Available box will filter and display matching results.
Click once to highlight the desired item, then double-click to move it into the Selected box.

- Alternatively, highlight the item and click the single right arrow (>) button.
- Confirm that your selection appears in the Selected box before proceeding.

Note:
By default, the Match case box is checked. If the case does not match exactly, items will not populate in the Available box. You may need to uncheck Match case to broaden your search results.

Exporting Data

To export data, select Report Home from the top left navigation bar, then choose Export. Pick your preferred format, such as PDF, Excel, CSV, HTML, or Plain text. Once selected, the report will appear in your Downloads.

Saving Report

To save the report, select Report Home and then choose Save. This will save the report with the exact parameters used. There is also an option to schedule the report to run automatically as often as needed