Student Charge/Payment Report

The Student Charge/Payment Report provides a summary of Accounts Receivable charges and payment activity for tuition and fee analysis. It is designed for central office review to evaluate student-level billing and payment trends across academic terms.

Users can select a reporting period by calendar month and year (MTD, YTD, or ITD) and refine results using parameters such as Term Code, Charge Category, Charge Detail, Academic Level, Residence, Campus, Major, and Degree.

The report displays the student's name and Accounts Receivable (AR) account number, term code and description, charge category and detail code, and corresponding descriptions. It also includes academic information such as level, residence, campus, major, and degree, along with charge and payment amounts to support tuition reconciliation and reporting.

Report Prompts

1. Calendar Month and Year (Required)

- Select a time period or interval for this report.
    - MTD (Month to Date): Reports only transactions within the current calendar month.
    - YTD (Year to Date): Reports all transactions for the fiscal year through the current calendar month.
    - ITD (Inception to Date): Reports all transactions from the beginning of time to date.
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2. 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.

3. 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.

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4. 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.

5-9. 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 **Degree, Student Campus, Academic Level, Major and Residency** are optional.

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

Fiscal Month and Year Selection

After selecting Run Report, a new page will appear where you will need to choose the AR Fiscal Calendar Month and Year. From the list, select Current, Prior, or a specific month in the time period you want the report to review.

Once the appropriate month is selected, click Run Report again to generate your results.

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.

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Saving your 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