



NDUS Training and Documentation

Student Finance Reports

<i>Name of Report</i>	<i>Purpose</i>
Under Maintain Customers	
Credit History All students	These reports will return outstanding AR balances for both students and corp accounts. The AR balances are recorded by Acct Type (Ex: TUT, MISC, BKST)
Credit History one Student	
Credit History all Corps	
Credit History one Corp	
Credit History by Acct	
Credit History by Corp Acct	
Under Calculate Tuition and Fees	
Tuition Calculation Errors	This report will return students that did not successfully tuition calculate and return the error message. These messages are only reported when the students tut calc required flag is set to 'Y'
Set- up tables for: Course Fees, Class Fees, Term Fees, Tuition Groups, Waivers, Application Fees, Course List Fees, Adjustment Calendars, Billing and Due Calendars, Criteria	
Under Maintain Receivables	
Daily Posting	This report will return data that associates posted transactions, the date, the userid that post the transaction, date/time stamp
Trial Balance by Account	You can set parameters on the time frame when you want to view a balance by Account
Trial Balance by Student	
Trial Balance Corp by Account	
Trial Balance by Corporation	
Late Fees	This report will return all students that were assessed a Late fee, the Late fee code, and the amount
Under Run Cashiering	
Receipts by Business Date	This report will give all receipts created for a particular business date. You can only specify one business day at a time. A query was developed to return receipts for a specific time period.



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Administer Payment Plans	
Third Party Contracts	This will return all third party contracts that have been set up for a particular business unit
Refund Customers	
Open Refunds	This will identify students that still have an open refund that has not been completely processed
Refund by Date	This will identify all refunds by a particular pay date (which is the refund date)
Completed Refunds by Date	This will return all COMPLETED refunds for a particular pay date
Batch Refunds	This will give all students that were in a Batch
DDP Advice Register	These are the advice slips given to students with Direct Deposits
DDP Register	This will give all students that received a refund with Direct Deposit. This is similar to a paper check register.
Manage Tax Reporting	
1098T Audit Report	This report will identify all students that were eligible for a 1098T form and if they passed validation or fail validation. If a student passed validation a 1098T form will print. Validation looks for a valid SSN, Name and Address
1098T Form Print	Here is where the users will go to print the forms for 1098T and create the file that is sent to the IRS