Reporting

User Guide

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For information and support prior to the deployment process, contact your Client Manager.

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About This Document

Scope

This Reporting User Guide contains instructions on using Integrated Payments' Reporting tools, including reports on table records, customizable reports, and report groups.

Audience

This document is intended for use by campus staff that will use Integrated Payments' Reporting tools.

Glossary

The table below defines terms relevant to this document's content.

Table 1: Document Glossary

TERM	DEFINITION
Cashier	An operator with cashiering privileges.
Customer	A student or non-student.
Operator	Anyone with access to log in to Integrated Payments.
System Administrator	An operator with expanded access to Integrated Payments; responsibilities include system setup and maintenance.

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1 Reporting on Table Records

The following tables have a **Print / Export Data** button at the top of the list view that gives you the ability to report on and print records from within the table:

- ID Types
- Note Codes
- Customer Groups
- Item Codes
- Item Groups
- Quick Codes
- Reference Types
- Term Codes
- Inventory Codes
- Payment Codes
- Payment Groups
- ACH Merchant Accounts
- ACH NOC
- G/L Accounts
- G/L Segment Combinations
- Operators
- Groups
- Departments
- Merchant Profiles
- Stations
- Locations
- Auto Payment Plans
- Installment Plans
- Payment Calculator
- Source Amount Codes
- IPP Groups
- eRefund Types
- Regions
- Tax Categories
- Tax Codes
- Tax Rates
- Shipping Carriers
- Shipping Services
- Shipping Modes
- Shipping Codes
- Shipping Charges
- Source Systems
- Parameters
- Customer Imports
- Payment Imports
- Refund Imports
- IPP Imports
- Extracts
- Endorsements
- Holidays
- Merchants
- Bill Types
- Fee Plans
- eNotification
- Report Groups

Some tables include a Find link that allows you to create a subset of records. Once you have defined the set of records, click on the **Print / Export Data** button and a screen similar to the following will display:

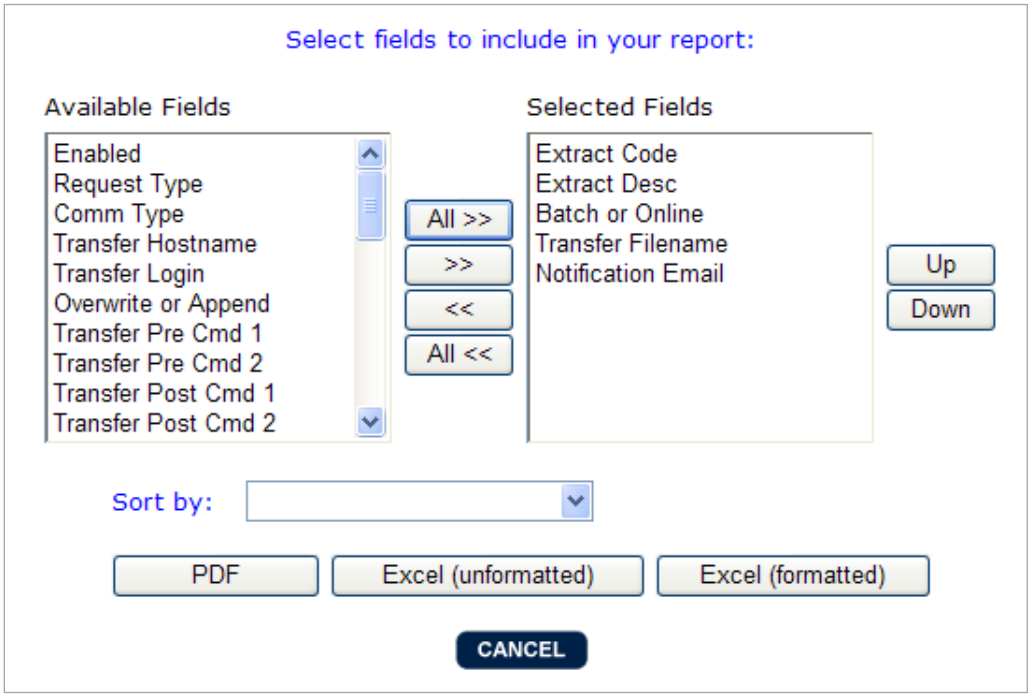

Figure 1 Fields to Include in Report Screen

The screen will default to select all fields in the record. Use the arrow buttons between the Available Fields box and the Selected Fields box to determine the fields you would like to display in your report. Use the **Up** and **Down** buttons on the right-hand side of the screen to determine the order in which the fields should be displayed on your report.

Select the main sort for your report from the Sort by drop-down menu. Click on the **PDF** button to have the report display in Adobe® PDF. You must have Adobe® Acrobat or Reader installed on your computer to view a report in this format. Click on the Excel (unformatted) or Excel (formatted) to have the report display in an Excel format. You must have Microsoft Excel installed on your computer to view a report in this format. The report will be displayed in a separate window.

Note: Your report may truncate fields if you select PDF as your format and have selected more fields than can fit on the page.

2 Reports

The Reports menu in Integrated Payments comes with several report categories based upon which Integrated Payments modules have been purchased, and each report category comes with a variety of report templates. A report template stores pre-defined parameter choices and when selected to run, will generate a PDF report for the current day or pre-defined duration. An operator can then alter the report parameters and perform other actions dependent upon the operator's assigned security level.

This section assumes that the reader is familiar with the appropriate Integrated Payments module on which the operator will be reporting and will cover the following:

- Reports Security
- The Reports Menu
- Running Reports
- Customizing Reports & Report Templates
- Transactions Reports
- Paid Items Reports
- Payments Reports
- SmartPay Reports
- eRefund Reports
- eMarket Registered Users Reports
- Parent PIN Reports
- Form 8300 Reports
- Batches Reports
- Extract Reports
- Credit Card Distribution Reports
- Bill Activity Charts
- Bill Reports
- Bill Activity Reports
- Auto Payment Reports
- IPP Balance Reports
- IPP Balance Detail Reports
- IPP Event Reports
- Note Code Reports
- Departmental Deposits Reports

2.1 Reports Security

The following permissions located within an operator's list of allowable activities affect whether an operator may access the Reports menu and what actions may be performed from within the Reports menu:

Table 2: Reports Allowable Activities

ALLOWABLE ACTIVITY	DESCRIPTION
Run Transaction Related Reports	This permission governs whether an operator may run reports on all transactions, only on transactions created within his own department, only transactions created within his selected merchants (or defined at the merchant level if Merchant-Security is enabled), only on his own transactions or not at all.
Run Departmental Deposits Reports	This permission governs whether an operator may run reports on all departmental deposits, only on deposits created within his own department, only on his own deposits or not at all.

ALLOWABLE ACTIVITY	DESCRIPTION
Run Auto Payment Reports	This permission governs whether an operator may run reports on all Auto Payment Plans, only those within his selected merchants (or defined at the merchant level if Merchant-Security is enabled) or not at all.
Run Customer Reports	If this permission is set to **Yes**, the operator may run reports on eMarket Registered Users, Parent PINs, and Note Codes.
Run eBill Reports	If this permission is set to Yes, the operator may run Bill Activity Charts, Bill Reports and Bill Activity Reports.
Run eRefund Reports	If this permission is set to **Yes**, the operator may run eRefund Reports.
Run IPP Reports	If this permission is set to **Yes**, the operator may run IPP Balance Reports and IPP Event Reports.
Email Reports	If this permission is set to **Yes** if and if the operator has a valid email address stored in his operator profile, he may email reports directly from the report view screen in Integrated Payments.
Save Reports	This permission governs whether an operator may save and delete personal and public report templates, only personal report templates or not at all. **Note:** To prevent operators from overwriting other operators' report templates, Illumia recommends giving Personal and Public permission to operators sparingly. Once a report template is altered there is not a method to revert it to a previously saved version.
Access Form 8300 Management	If this permission is set to Yes, the operator may run Form 8300 Reports.

2.2 Reports Menu

The Reports menu allows operators to create and use pre-defined report templates to generate detailed or summarized reports. To access the reports menu, click on the Reports link located in the Integrated Payments main menu or in the menu bar at the top of the screen. All available report categories and the purpose of each are described as follows:

Table 3: Report Types

CATEGORY	PURPOSE
Transactions Reports	Use to report on all types of transactions at the following levels: summary, line item level detail, transaction level detail, or detail with (merchant-level) reference data.
Paid Items Reports	Use to report on the various types of charges paid for in transactions.

CATEGORY	PURPOSE
Payments Reports	Use to report on the various types of payments used in transactions.
eRefund Reports	Use to report on the enrollee status of eRefund plans. **Note:** This category will only appear if the eRefund module is in use at your institution. The Use eRefund checkbox located in the Control Parameters table must be checked.
eMarket Registered Users Reports	Use to report on customers who have created their own eMarket login IDs and passwords. **Note:** This category will only appear if the eMarket module is in use at your institution.
Parent PIN Reports	Use to report on ePayment customers who have been assigned Parent PINs (authorized user login IDs). **Note:** This category will only appear if the ePayment module is in use at your institution and the use of Parent PINs is allowed. The Use Bill Payment checkbox located in the Control Parameters table must be checked and the Allow Parent PIN drop-down menu, also located in the Control Parameters table, must be set to Yes.
Form 8300 Reports	Use to report on IRS Form 8300 Maintenance screen activity.
Batches Reports	Use to report on the status and other characteristics of your batches of transactions.
Extract Reports	Use to report on the item and/or payment codes that are set to extract to your student or financial system.
Credit Card Distribution Reports	Use to track which general ledger account(s) may be charged back for the credit card transactions processed.
Bill Activity Charts	Use to chart eBills viewed vs. not viewed, viewed by students vs. parents, and eBills viewed annually, monthly, and daily. **Note:** This category will only appear if the eBill module is in use at your institution. The Use Bill Presentment checkbox located in the Control Parameters table must be checked.
Bill Reports	Use to report on the status of customer eBills based on bill type, emails sent and who accessed the eBill. **Note:** This category will only appear if the eBill module is in use at your institution. The Use Bill Presentment checkbox located in the Control Parameters table must be checked.
Bill Activity Reports	Use to report on the activity of your eBills, including the number of viewings that have occurred and the date, time, hour, day of week, etc., of these viewings. **Note:** This category will only appear if the eBill module is in use at your institution. The Use Bill Presentment checkbox located in the Control Parameters table must be checked.

CATEGORY	PURPOSE
Auto Payment Reports	Use to track the automatic payment plans that have been set up by your customers. **Note:** This category will only appear if Auto Payment Plans are in use at your institution. The Use Auto Payment checkbox located in the Control Parameters table must be checked.
IPP Balance Reports	Use to track your customers that have enrolled in installment payment plans and report on the associated payments. **Note:** This category will only appear if the Payment Plans module is in use at your institution. The Use Installment Payment Plans checkbox located on the Control Parameters table must be checked.
IPP Balance Detail Reports	IPP (Installment Payment Plan) Balance Detail Reports allow you to report each installment of a student's installment payment plan in detail. For example, if a student is enrolled in one installment payment plan that includes four installments, the IPP Balance Report would include one record for the student's plan. The IPP Balance Detail Report would include four records for the student's plan, one per installment. If the IPP Balance Detail Report is configured to include information that does not differ by installment, the information will be duplicated in each record. **Note:** This report category will only appear if the Payment Plans module is in use at your institution. The Use Installment Payment Plans checkbox located on the Control Parameters table must be checked.
IPP Event Reports	Use to track your customers that have enrolled in installment payment plans and report on the associated events. **Note:** This category will only appear if the Payment Plans module is in use at your institution. The Use Installment Payment Plans checkbox located on the Control Parameters table must be checked.
Note Code Reports	Use to report on customers who have notes assigned to their customer records.
Departmental Deposits Reports	Use to report on the status of Departmental Deposits and the items included within deposits.

Each report category will be reviewed in detail in its own section of this manual.

2.3 Running Reports

To run a report from the Reports menu, simply click on the report template name. A screen similar to the following will display:

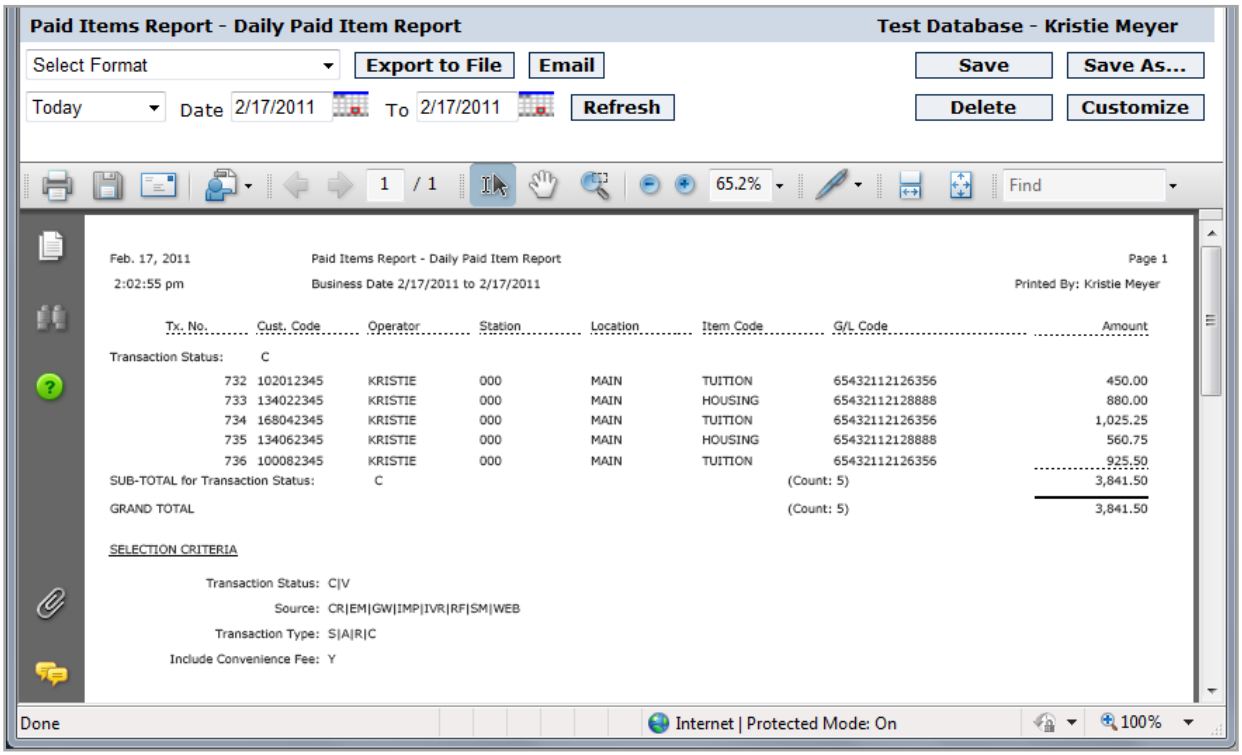

Figure 2 Example Report

Note: You must have Adobe® Reader® (or Adobe® Acrobat®) installed on your computer in order to access an Integrated Payments report. If you do not have this program, go to www.adobe.com to download this free application, or contact your IT department.

By default, the report will display in PDF format for the current date or pre-defined duration. The report template governs whether the current date is the actual date, business date, or effective date.

The report category and template name will display in the title bar at the top of the page. The buttons that appear below the title bar may be used to perform the following actions:

Note: If a button does not appear, your operator ID does not have the required security permission. Reference Reports Security (p. 7) for more information.

Table 4: Reports Buttons

BUTTON	DESCRIPTION
Export to File	To export the report to a file, click on the Select Format drop-down menu and select a file format from the following report formats: Microsoft Excel Formatted (.xls), Comma Delimited (.csv), Microsoft Word (.doc) PDF US Letter (.pdf), and PDF Unlimited Width (.pdf).

BUTTON	DESCRIPTION
	Click on the **Export to File** button and a dialogue box will appear asking for a file location, file name, and file type. **Tip:** If headers should display in the report, check the "Check to include page headers and defined charting in export file" checkbox on the report customization screen.
Email	To email the report, click on the Select Format drop-down menu, select a file format, click on the **Email** button, enter one or more email addresses in the pop-up window (use commas to separate multiple addresses), and click on the **OK** button. **Note:** In order for an operator to email reports, his Email Reports allowable activity must be set to Yes and he must have a valid email address stored in his operator profile. **Tip:** If headers should display in the report, check the "Check to include page headers and defined charting in export file" checkbox on the report customization screen.
Refresh	To generate the report for a different date or date range, first click on the drop-down menu to the left of the **Refresh** button and select from the following options: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the date fields to specify the desired dates. Next, click on the **Refresh** button and the updated report will display. **Note:** If the selected date range returns an extreme amount of data, the report will not immediately generate. An email address will be requested from the operator and when the report has been generated, the operator will receive an email notification. The report will be available for download by clicking on the My Scheduled Reports link located at the top of the Reports page and it may also be attached to the email notification.
Save	If the report has been customized and changes should be saved to the template, click on the **Save** button. **Warning:** Be careful not to change public report templates that may be used by multiple users. Instead, use the Save As button to create a new report template.
Save As	If the report has been customized and changes should be saved to a new template, click on the **Save As** button and a pop-up window will appear. If you have permission to save personal and public reports, select either Personal Report or Public Report. If you only have permission to save personal reports, Personal Report will already be selected. Enter a name for the new template, click on the **OK** button and the report template will save to the appropriate section of the reports menu.

BUTTON	DESCRIPTION
Delete	To delete the report template, click on the **Delete** button. A pop-up window will ask you to verify the deletion; click on the **OK** button. **Note:** At least one template must exist in each public report category. If the report template is the only one listed in the category, it may not be deleted.
Customize	To customize the report parameters, click on the **Customize** button. For more information, reference the following Customizing Reports & Report Templates section.

You may also use the Adobe Reader (or Adobe Acrobat) toolbar to print the PDF report to any printer configured in your system, save the report to your computer, or alter the magnification.

2.4 Customizing Reports & Report Templates

To customize a report or report template, start by clicking on the report template name in the Reports menu. To create a new template, start by clicking on any template name in the appropriate category. Once the report is displayed, click on the **Customize** button to access the report customization page. Most reports consist of three separate sections: Criteria, Format and Charting.

2.4.1 Criteria Section

The Criteria section of each report category looks similar to the following:

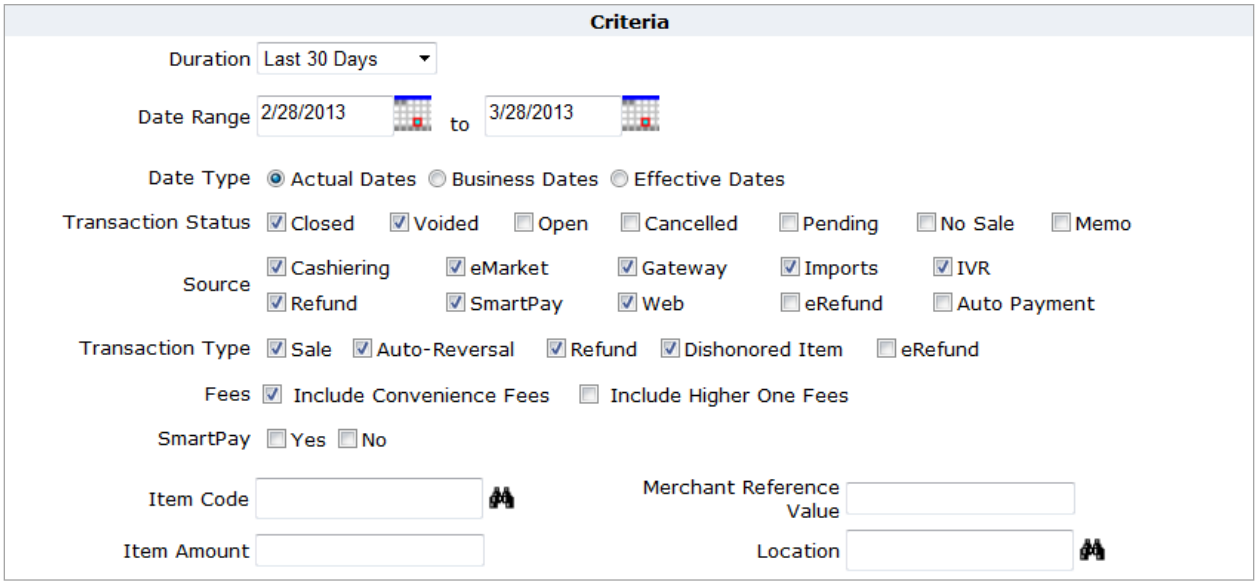

Figure 3 Reports Criteria Section

This section is where you will define the search criteria for your reports. The available fields differ for each report category and are reviewed in detail in the corresponding report category section of this manual. Use as many of the fields as necessary to define your search criteria.

Each text field allows one specific value to be entered; several also permit wildcards characters to be used to include multiple or a range of values (reference Appendix B on page 89). If a text field is left blank, all records of that field will be included in the query. If a binoculars icon appears to the right of the text field, there is a limited choice of options for that field. Click on the binoculars icon and a list of valid options will appear in a pop-up window.

For the fields that include checkboxes, if a checkbox is checked, the corresponding value will be included in the search criteria; if it is not checked, it will not be included.

2.4.2 Format Section

The Format section of each report category looks similar to the following:

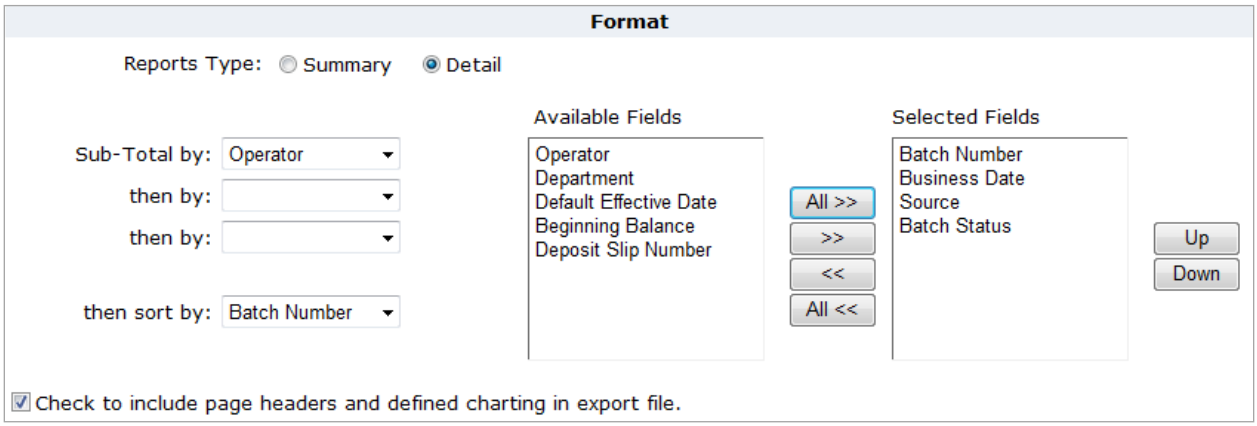

Figure 4 Reports Format Section

Table 5: Format Fields

FIELD	DESCRIPTION
Reports Type	Most reports offer the option of generating either a summary or detail report. Transactions Reports and Paid Items Reports offer some additional options. Transactions Report: There are three detail selections – Line Item Level Detail, Transaction Level Detail, and Detail with (merchant-level) Reference Data. Paid Items Report: There are two detail selections – Detail and Detail with Automatic List of Item Code References. **Note:** When a Credit Card Distribution Report is run in detail, each line represents an item in a transaction that was paid by credit card. In the event that a transaction contains both credit card and non-credit card payments, each line item is allocated proportionately among all forms of payment.
Convenience Fees	These fields will only display when customizing a Paid Items report.

FIELD	DESCRIPTION
	Show 'User Fee' Amount Column: Check this checkbox to report on the amount of the convenience fee paid for by the user (the customer) in SmartPay transactions (if applicable). Show 'Client Fee' Amount Column: Check this checkbox to report on the amount of the convenience fee paid for by the client (the institution) in SmartPay transactions (if applicable).
Sub-Total by, then by, then by & then sort by	If you would like the report to subtotal any of the fields, click on the drop-down menu to select a field from the list of available fields. The then sort by field specifies the main sort for the report. **Note:** Any field that you have chosen as a sort or sub-total field does not need to be moved into the Selected Detail Fields box. It will automatically appear as a subheading on your report.
Available Detail Fields & Selected Detail Fields	These fields do not apply to summary reports. If you have selected a detail report, use the arrow buttons to move the fields that you would like to be included, into the Selected Detail Fields box. Paid Items Report: Item code reference types and merchant level reference types can both be included. To differentiate between the two, an '(m)' preceding a reference type indicates that it is a merchant level reference type. Bill Reports: If Payment Made is a selected field, the report will indicate with a Y for Yes or N for No if a payment has been made on that account since the bill was published. The report will not display the amount of the payment, nor will it indicate if the payment was related to the bill. **Note:** Count and Amount is a default field on most reports. Reference Appendix A (p. 80) to view which fields are available for each report category.
Check the amounts to show on this report	These fields will only display when customizing a Payments Report, IPP Balance Report, or IPP Balance Detail Report, and the fields do vary with each report. Check the checkboxes of the fields that should display in your selected report. Payments Report: IFT Expected Receipt Amount, IFT Actual Receipt Amount, IFT Actual Receipt Date, and IFT Actual Payout Amount. Check the checkboxes of the fields that should display in the Payments Report. IPP Balance Report: Enrollment Fee, Down Payment, Total Installments, Budget (Down Payment and Total Installments), Total Budget Paid, Past Installments Due, Current Installments Due, Future Installments Due, and Remaining Plan Balance (Down Payment Due and Installments Due). IPP Balance Detail Report: Enrollment Fee, Down Payment, Total Installments, Budget (Down Payment and Total Installments), Total Budget Paid, Installment Amount, Installment Paid, Installment

FIELD	DESCRIPTION
	Balance, Installment Late Fee Basis Amount, and Remaining Plan Balance (Down Payment Due and Installments Due).
Check to include page headers and defined charting in export file.	Page headers include the date and time of when the report was generated, the name of the report, page numbers, the name of the operator who requested the report, the date range of the report, column headers, any sub-totals, a grand total, and the selection criteria details. Check this checkbox if you will be exporting this report to a file, or scheduling this report, and would like to include page headers and any defined charting. **Note:** If page headers are not included, only columns of data without column headers will display.

2.4.3 Charting Section

The Charting section appears in most report categories and allows you to add graphs to your reports. The Charting section looks similar to the following:

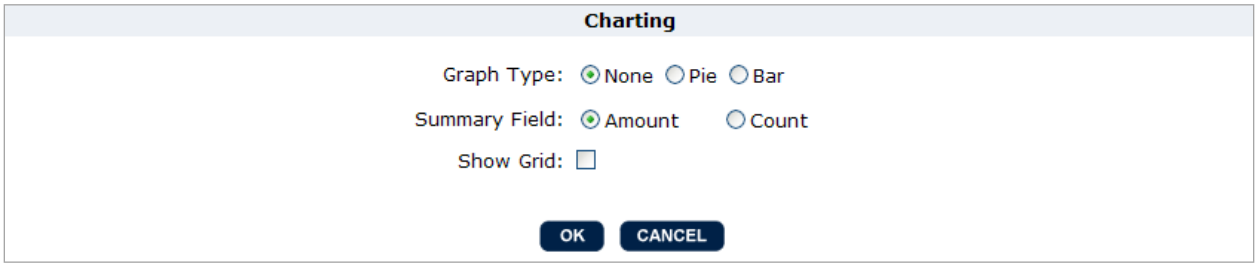

Figure 5 Charting Section

Table 6: Charting Fields

FIELD	DESCRIPTION
Graph Type	Select whether the report should display a pie graph, a bar graph, or no graph. **Note:** Graphs show the total dollar amount or count of transactions grouped by the field selected in the “Sub-Total by” drop-down menu.
Summary Field	Select whether the report should be charted by dollar amount or by record count. **Note:** This selection is not included when customizing a Bill Report or Bill Activity Report.

FIELD	DESCRIPTION
Show Grid	Check this checkbox if a grid should be included in the report. **Note:** A grid shows the total dollar amount or count of transactions in a matrix with the field selected in the Sub-Total by drop-down menu displayed as the row headings and the first "then by" field as the column headings.

After making all of the report parameter selections in the Criteria, Format and Charting sections, click on the **OK** button at the bottom of the page. The customized report will display in PDF format. Follow the directions on Running Reports (p. 11) if you would like to export the report to a file, email the report, save the template, or create a new template. If defined charting should appear in an exported report, the "Check to include page headers and defined charting in export file." checkbox must be checked.

2.5 Transactions Reports

Transactions Reports can be used to report on all types of transactions at the following levels: summary, line item level detail, transaction level detail, or detail with (merchant-level) reference data.

Tip: To assist with balancing a cash drawer, select Line Item Level Detail and the associated operator and/or batch.

After clicking on the **Customize** button in a Transactions Report, a screen similar to the following will appear:

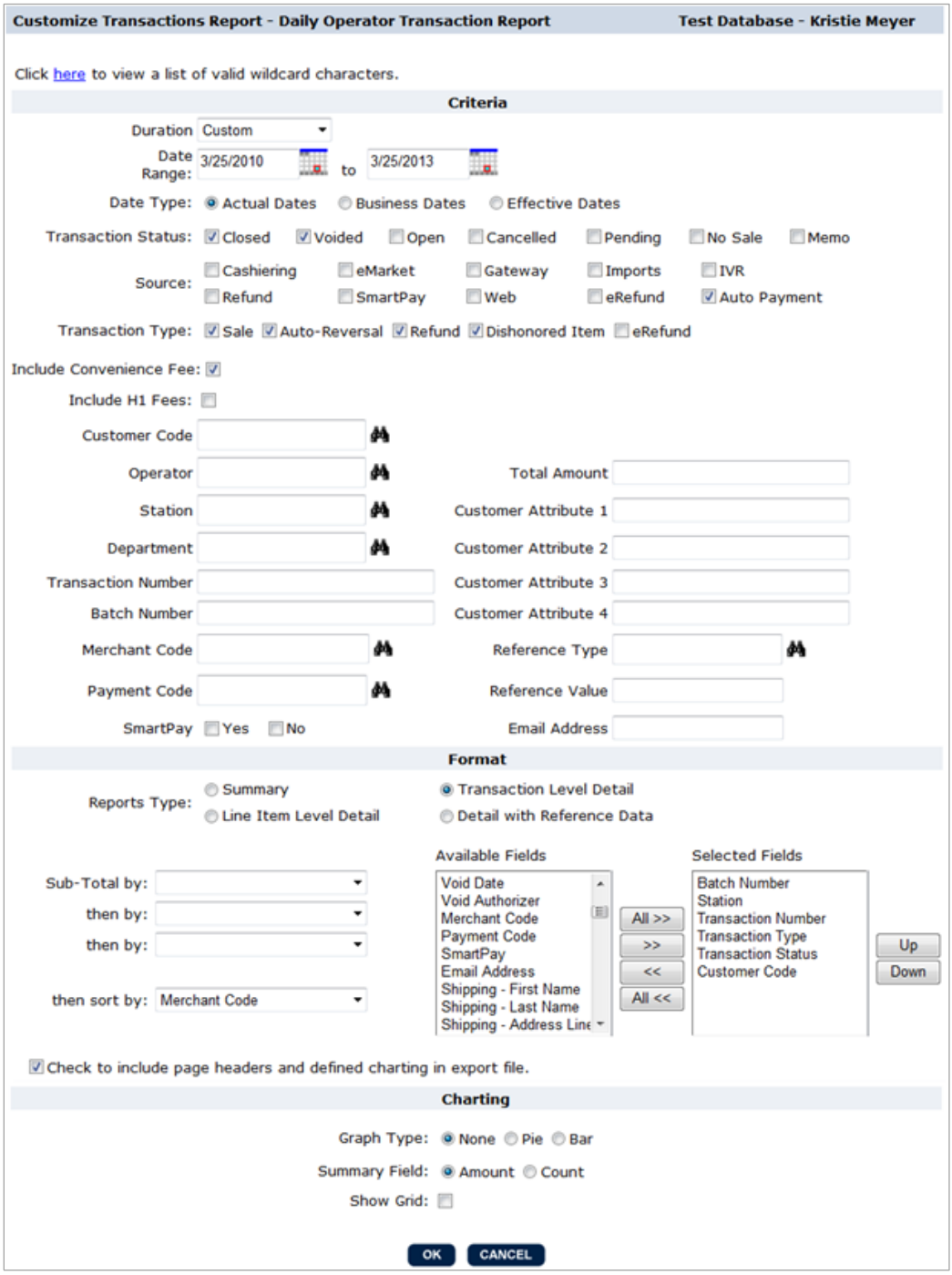

Figure 6 Transactions Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 7: Transactions Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Today, Yesterday, 2 Days Ago, 3 Days Ago, 4 Days Ago, 5 Days Ago, Last 7 Days, Last 30 Days, Last Month, This Month, or Custom. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent actual, business, or effective dates.
Transaction Status	Check the checkbox next to one or more of the following status codes to include transactions of that status on the report: Closed, Voided, Open, Cancelled, Pending, No Sale and Memo. **Note:** The statuses of Pending and Memo are used only for eMarket transactions.
Source	Check the checkbox next to one or more of the following transaction sources (or modules) to include transactions from that source on the report: Cashiering, eMarket, Gateway, Imports, IVR, Refund, SmartPay, Web, eRefund and Auto Payment.
Transaction Type	Check the checkbox next to one or more of the following transaction types to include transactions of that type on the report: Sale, Auto-Reversal, Refund, Dishonored Item and eRefund.
Include Convenience Fee	Check this checkbox to include the convenience fee charged on SmartPay transactions on the report (if applicable).
Include H1 Fees	Check this checkbox to include the amount of any fees paid directly to Integrated Payments (if applicable).
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs. **Note:** If this field is already populated with your operator ID, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Transactions Only. If your security permissions need to be modified, contact an administrator at your institution.

FIELD	DESCRIPTION
Station	Use this field to limit the report to one or more specific stations. Enter a station code, a query of the station codes or leave blank to include all stations. Click on the binoculars icon to view a list of valid stations.
Department	Use this field to limit the report to transactions of one or more specific departments. Enter a department code, a query of department codes, or leave blank to include all department codes. Click on the binoculars icon to view a list of valid department codes. **Note:** If this field is already populated with your assigned department code, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Within Department Only. If your security permissions need to be modified, contact an administrator at your institution.
Transaction Number	Use this field to limit the report to one or more specific transactions. Enter a transaction number, a query of the transaction numbers or leave blank to include all transaction numbers.
Batch Number	Use this field to limit the report to one or more specific batches. Enter a batch number, a query of the batch numbers, or leave blank to include all batch numbers.
Merchant Code	Use this field to limit the report to one or more specific merchant codes. Enter a merchant code, a query of the merchant codes or leave blank to include all merchant codes. Click on the binoculars icon to view a list of valid merchant codes.
Payment Code	Use this field to limit the report to one or more specific payment codes. Enter a payment code, a query of the payment codes or leave blank to include all payment codes. Click on the binoculars icon to view a list of valid payment codes.
SmartPay	If neither or both checkboxes are checked, both SmartPay and non-SmartPay transactions will be included in the report. If only the Yes checkbox is checked, only SmartPay transactions will be included in the report. If only the No checkbox is checked, only non-SmartPay transactions will be included in the report.
Total Amount	Use this field to limit the report by total amount of the transaction. Enter an amount, a query of the amounts or leave blank to include all amounts.
Customer Attribute 1 (through 4)	Use these fields to limit the report to one or more specific customer attributes. Enter a customer attribute, a query of the customer attributes or leave blank to include all customer attributes. The titles of these fields may have been replaced with names selected by your institution.
Reference Type	Use this field to limit the report to one or more specific merchant level reference types (not item code reference types). Enter a reference type,

FIELD	DESCRIPTION
	a query of the reference types or leave blank to include all reference types. Click on the binoculars icon to view a list of valid reference types.
Reference Value	Use this field to limit the report to one or more specific merchant level reference values (not item code reference values). Enter a reference value, a query of the reference values or leave blank to include all reference values.
Email Address	Use this field to limit the report to transactions from one or more specific email addresses. Enter an email address, a query of the email addresses or leave blank to include all email addresses. **Note:** This is the email address stored in the customer record OR an email address entered during an ePayment or eMarket transaction.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.6 Paid Items Reports

Paid Items Reports can be used to report on the various types of charges paid for in transactions.

Tip: To make sure all paid items have been extracted properly to the institution's system(s), run a paid items report and extract report for the same time period. Both reports and the institution's system(s) totals should match that time period.

After clicking on the **Customize** button in a Paid Items Report, a screen similar to the following will appear:

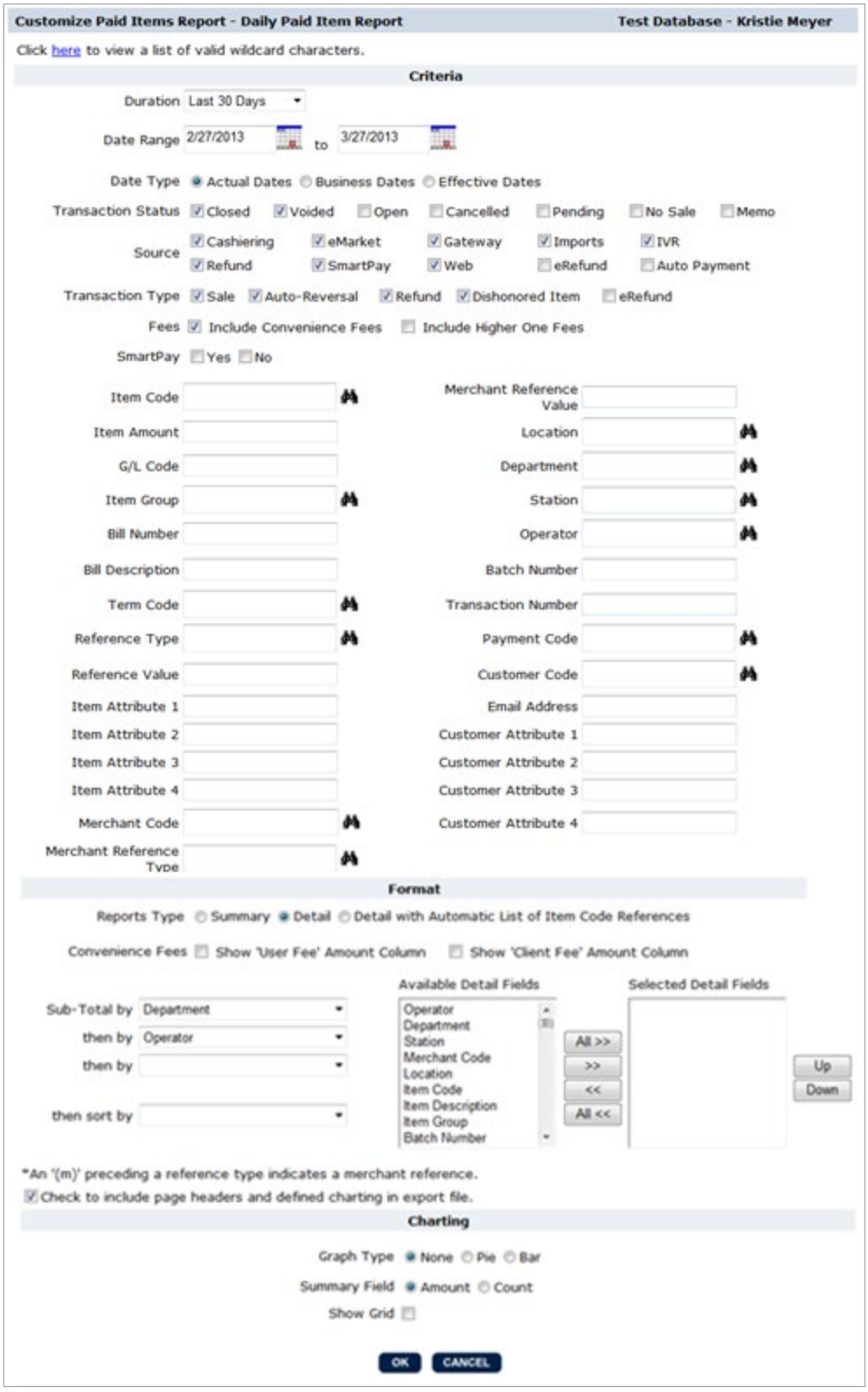

Figure 7 Paid Item Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 8: Paid Items Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Today, Yesterday, 2 Days Ago, 3 Days Ago, 4 Days Ago, 5 Days Ago, Last 7 Days, Last 30 Days, Last Month, This Month, or Custom. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent actual, business, or effective dates.
Transaction Status	Check the checkbox next to one or more of the following status codes to include transactions of that status on the report: Closed, Voided, Open, Cancelled, Pending, No Sale and Memo.
Source	Check the checkbox next to one or more of the following transaction sources (or modules) to include transactions from that source on the report: Cashiering, eMarket, Gateway, Imports, IVR, Refund, SmartPay, Web, eRefund and Auto Payment.
Transaction Type	Check the checkbox next to one or more of the following transaction types to include transactions of that type on the report: Sale, Auto-Reversal, Refund, Dishonored Item and eRefund.
Fees	Include Convenience Fees: Check this checkbox to include convenience fees charged on SmartPay transactions (if applicable). Include Integrated Payments Fees: Check this checkbox to include the amount of any fees paid directly to Integrated Payments (if applicable).
SmartPay	If neither or both checkboxes are checked, both SmartPay and non-SmartPay paid items will be included in the report. If only the Yes checkbox is checked, only SmartPay paid items will be included in the report. If only the No checkbox is checked, only non-SmartPay paid items will be included in the report.
Item Code	Use this field to limit the report to one or more specific item codes. Enter an item code, a query of the item codes or leave blank to include all item codes. Click on the binoculars icon to view a list of valid item codes.
Item Amount	Use this field to limit the report to one or more specific line item amounts. Enter an amount, a query of the amounts or leave blank to include all amounts.

FIELD	DESCRIPTION
G/L Code	Use this field to limit the report to one or more specific general ledger codes. Enter a G/L code, a query of the G/L codes or leave blank to include all G/L codes.
Item Group	Use this field to limit the report to one or more specific item groups. Enter an item group, a query of the item groups or leave blank to include all item groups. Click on the binoculars icon to view a list of valid item groups.
Bill Number	If downloading bill numbers with open items, this field can be used to limit the report to one or more specific bill numbers. Enter the bill number, a query of the bill numbers or leave blank to include all bill numbers.
Bill Description	If downloading bill descriptions with open items, this field can be used to limit the report to one or more specific bill descriptions. Enter the bill description, a query of the bill descriptions or leave blank to include all bill descriptions.
Term Code	Use this field to limit the report to one or more specific term codes. Enter a term code, a query of the term codes or leave blank to include all term codes. Click on the binoculars icon to view a list of valid term codes.
Reference Type	Use this field to limit the report to one or more specific reference types. Enter a reference type, a query of the reference types or leave blank to include all reference types. Click on the binoculars icon to view a list of valid reference types.
Reference Value	Use this field to limit the report to one or more specific reference values. Enter a reference value, a query of the reference values or leave blank to include all reference values.
Item Attribute 1 (through 4)	Use these fields to limit the report to one or more specific item attributes. Enter an item attribute, a query of the item attributes or leave blank to include all item attributes. The titles of these fields may have been replaced with names selected by your institution.
Merchant Code	Use this field to limit the report to one or more specific merchant codes. Enter a merchant code, a query of the merchant codes or leave blank to include all merchant codes. Click on the binoculars icon to view a list of valid merchant codes.
Merchant Reference Type	Use this field to limit the report to one or more specific merchant reference types. Enter a reference type, a query of the reference types or leave blank to include all reference types. Click on the binoculars icon to view a list of valid reference types.
Merchant Reference Value	Use this field to limit the report to one or more specific merchant reference values. Enter a reference value, a query of the reference values or leave blank to include all reference values.

FIELD	DESCRIPTION
Location	Use this field to limit the report to one or more specific locations. Enter a location code, a query of the location codes or leave blank to include all locations codes. Click on the binoculars icon to view a list of valid location codes.
Department	Use this field to limit the report to transactions of one or more specific departments. Enter a department code, a query of department codes, or leave blank to include all department codes. Click on the binoculars icon to view a list of valid department codes. **Note:** If this field is already populated with your assigned department code, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Within Department Only.
Station	Use this field to limit the report to one or more specific stations. Enter a station code, a query of the station codes or leave blank to include all stations. Click on the binoculars icon to view a list of valid stations.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs. **Note:** If this field is already populated with your operator ID, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Transactions Only.
Batch Number	Use this field to limit the report to one or more specific batches. Enter a batch number, a query of the batch numbers, or leave blank to include all batch numbers.
Transaction Number	Use this field to limit the report to one or more specific transactions. Enter a transaction number, a query of the transaction numbers or leave blank to include all transaction numbers.
Payment Code	Use this field to limit the report to one or more specific payment codes. Enter a payment code, a query of the payment codes or leave blank to include all payment codes. Click on the binoculars icon to view a list of valid payment codes.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Email Address	Use this field to limit the report to paid items from one or more specific email addresses. Enter an email address, a query of the email addresses or leave blank to include all email addresses.

FIELD	DESCRIPTION
	Note: This is the email address stored in the customer record OR an email address entered during an ePayment or eMarket transaction.
Customer Attribute 1 (through 4)	These fields can be used to limit the report to one or more specific customer attributes. Enter a customer attribute, a query of the customer attributes or leave blank to include all customer attributes. The names of these fields may have been replaced with names selected by your institution.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.7 Payments Reports

Payments Reports can be used to report on the various types of payments used in transactions. After clicking the **Customize** button in a Payments Report, a screen similar to the following will appear:

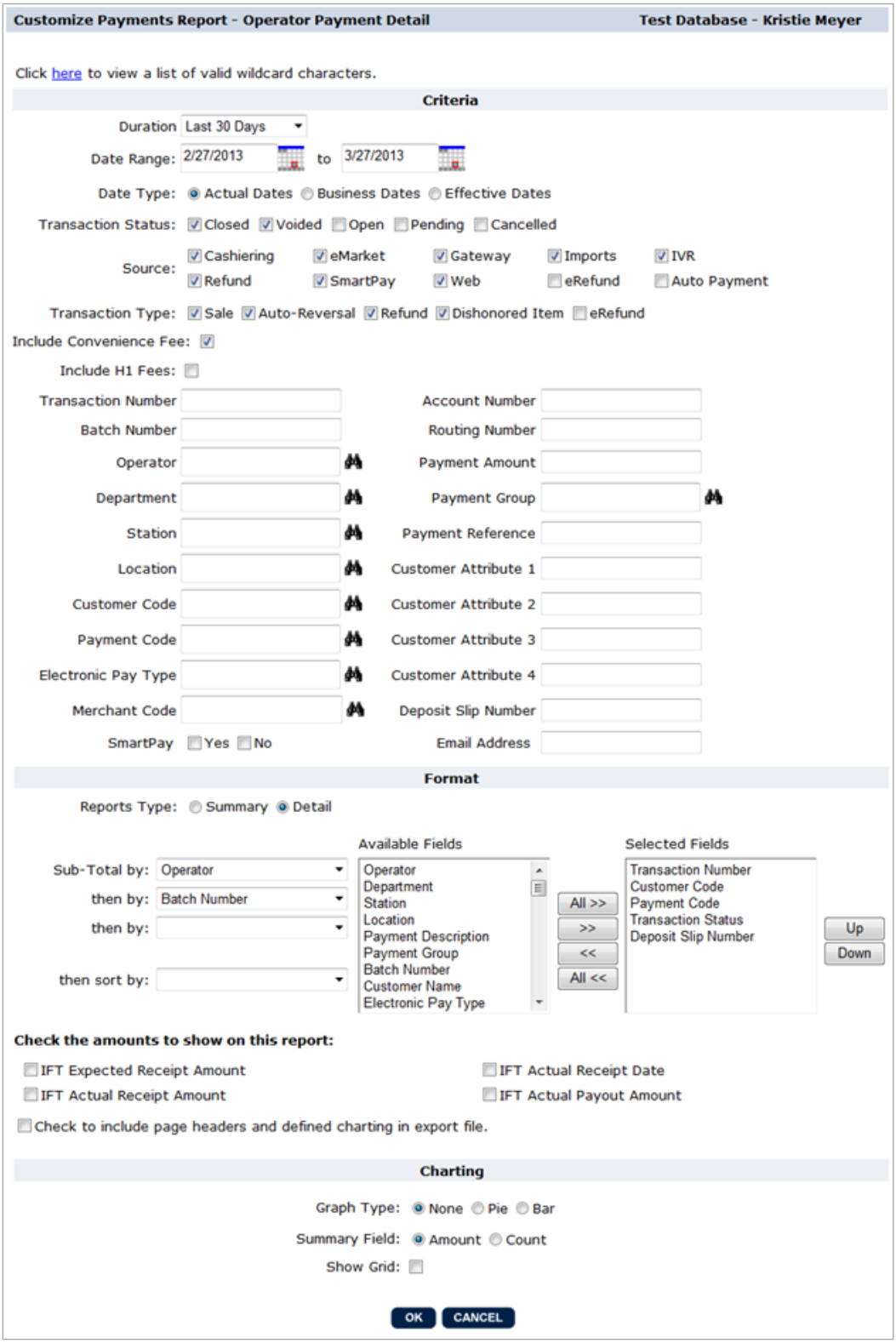

Figure 8 Payment Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 9: Payment Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Today, Yesterday, 2 Days Ago, 3 Days Ago, 4 Days Ago, 5 Days Ago, Last 7 Days, Last 30 Days, Last Month, This Month, or Custom. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent actual, business, or effective dates.
Transaction Status	Check the checkbox next to one or more of the following status codes to include transactions of that status on the report: Closed, Voided, Open, Cancelled, Pending, No Sale and Memo.
Source	Check the checkbox next to one or more of the following transaction sources (or modules) to include transactions from that source on the report: Cashiering, eMarket, Gateway, Imports, IVR, Refund, SmartPay, Web, eRefund and Auto Payment.
Transaction Type	Check the checkbox next to one or more of the following transaction types to include transactions of that type on the report: Sale, Auto-Reversal, Refund, Dishonored Item and eRefund.
IFT Vendor	Check the checkbox next to one or more of the available IFT Vendors to include those vendors in the report: Flywire, Western Union, Integrated Payments.
Include Convenience Fee	Check this checkbox to include the convenience fee charged on SmartPay transactions on the report (if applicable).
Include H1 Fees	Check this checkbox to include the amount of any fees paid directly to Integrated Payments (if applicable).
Transaction Number	Use this field to limit the report to one or more specific transactions. Enter a transaction number, a query of the transaction numbers or leave blank to include all transaction numbers.
Batch Number	Use this field to limit the report to one or more specific batches. Enter a batch number, a query of the batch numbers, or leave blank to include all batch numbers.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs.

FIELD	DESCRIPTION
	Note: If this field is already populated with your operator ID, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Transactions Only. If your security permissions need to be modified, contact an administrator at your institution.
Department	Use this field to limit the report to transactions of one or more specific departments. Enter a department code, a query of department codes, or leave blank to include all department codes. Click on the binoculars icon to view a list of valid department codes. **Note:** If this field is already populated with your assigned department code, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Within Department Only. If your security permissions need to be modified, contact an administrator at your institution.
Station	Use this field to limit the report to one or more specific stations. Enter a station code, a query of the station codes or leave blank to include all stations. Click on the binoculars icon to view a list of valid stations.
Location	Use this field to limit the report to one or more specific locations. Enter a location code, a query of the location codes or leave blank to include all locations codes. Click on the binoculars icon to view a list of valid location codes.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Payment Code	Use this field to limit the report to one or more specific payment codes. Enter a payment code, a query of the payment codes or leave blank to include all payment codes. Click on the binoculars icon to view a list of valid payment codes.
Electronic Pay Type	Use this field to limit the report to one or more specific electronic pay types. Enter an electronic pay type, a query of the electronic pay types or leave blank to include all electronic pay types. Click on the binoculars icon to view a list of valid electronic pay types.
Merchant Code	Use this field to limit the report to one or more specific merchant codes. Enter a merchant code, a query of the merchant codes or leave blank to include all merchant codes. Click on the binoculars icon to view a list of valid merchant codes.
SmartPay	If neither or both checkboxes are checked, both SmartPay and non-SmartPay payments will be included in the report. If only the Yes checkbox is checked, only SmartPay payments will be included in the

FIELD	DESCRIPTION
	report. If only the No checkbox is checked, only non-SmartPay payments will be included in the report.
Account Number	Use this field to limit the report to one or more specific credit card and/or checking account numbers. **Note:** You must enter a complete account number; wildcard characters are not permitted in this field.
Routing Number	Use this field to limit the report to one or more specific bank routing transit numbers. Enter a routing transit number, a query of the routing transit numbers or leave blank to include all routing numbers. **Note:** A routing transit number is the 9-digit number which appears between the ⑆ symbols on the bottom of your check.
Payment Amount	Use this field to limit the report to one or more specific payment amounts. Enter a payment amount, a query of the payment amounts or leave blank to include all payment amounts.
Payment Group	Use this field to limit the report to one or more specific payment groups. Enter a payment group, a query of the payment groups or leave blank to include all payment groups. Click on the binoculars icon to view a list of valid payment groups.
Payment Reference	Use this field to limit the report to one or more specific payment references. Enter a payment reference, a query of the payment references or leave blank to include all payment references.
Customer Attribute 1 (through 4)	These fields can be used to limit the report to one or more specific customer attributes. Enter a customer attribute, a query of the customer attributes or leave blank to include all customer attributes. The titles of these fields may have been replaced with names selected by your institution.
Deposit Slip Number	Use this field to limit the report to one or more specific deposit slip numbers. Enter a deposit slip number, a query of the deposit slip numbers or leave blank to include all deposit slip numbers. **Note:** This field is only used by those institutions including bank deposit slip numbers on the Checkout screen when closing a Cashiering batch.
Email Address	Use this field to limit the report to payments from one or more specific email addresses. Enter an email address, a query of the email addresses or leave blank to include all email addresses. **Note:** This is the email address stored in the customer record OR an email address entered during an ePayment or eMarket transaction.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.8 SmartPay Reports

SmartPay Reports can be used to report on the various types of SmartPay fees in transactions.

Note: This report category will only appear if you are using the SmartPay service.

Unlike other report categories, the various SmartPay reports do not feature a separate screen to customize the report content. All of the customizations must be done directly through the report preview. Additionally, unlike other report types, the report preview is not a PDF view but rather a formatted Excel table.

You may export SmartPay reports to Excel by clicking the **Export to Excel** button or view a printable view by clicking the **Printable View** button; however, you cannot export SmartPay reports as other file types.

To adjust the report's time period, use either drop-down menu or select a custom start date and end date. In addition, in some SmartPay report types, there are checkboxes you select or deselect to determine the information shown in the report. After changing a report's time period or content, click the **Refresh** button to view the updated report.

2.9 eRefund Reports

eRefund Reports can be used to report on the enrollee status of eRefund plans.

Note: This report category will only appear if the eRefund module is in use at your institution. The Use eRefund checkbox located in the Control Parameters table must be checked.

After clicking on the **Customize** button in an eRefund Report, a screen similar to the following will appear:

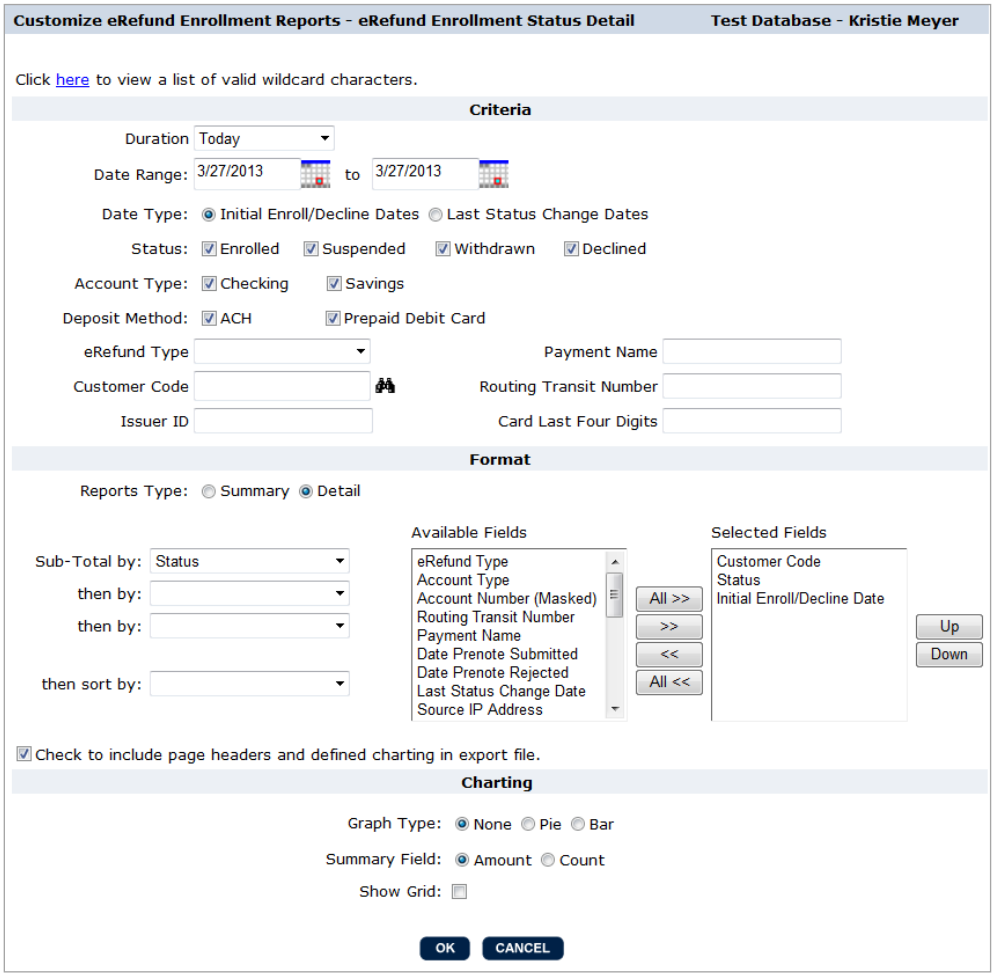

Figure 9 eRefund Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 10: eRefund Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent the Initial Enroll/Decline Dates or Last Status Change Dates.

FIELD	DESCRIPTION
Status	Check the checkbox next to one or more of the following enrollment status codes to include statuses of that type on the report: Enrolled, Suspended, Withdrawn and Declined.
Account Type	Use this field to limit the report to either the account type of checking or savings by clicking on the appropriate checkbox.
Deposit Method	Use this field to limit the report to either the deposit method of ACH or prepaid debit card by clicking on the appropriate checkbox. **Note:** Select the deposit method of ACH unless the Allow Prepaid Debit Cards checkbox located in the Control Parameters table is checked.
eRefund Type	Use this field to limit the report to one or all eRefund type codes. Click on the drop-down menu to select an eRefund type code or leave blank to include all eRefund type codes.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Issuer ID	Use this field to limit the report to one or more specific issuer IDs. **Note:** This field is only applicable when Prepaid Debit Cards are in use.
Payment Name	Use this field to limit the report to one or more specific payment names (the name a customer gives the account used for eRefunds). Enter a payment name, a query of payment names or leave blank to include all payment names.
Routing Transit Number	Use this field to limit the report to one or more specific bank routing transit numbers. Enter a routing transit number, a query of the routing transit numbers or leave blank to include all routing numbers. **Note:** A routing transit number is the 9-digit number which appears between the ⑆ symbols on the bottom of your check.
Card Last Four Digits	Enter the last four digits of a prepaid debit card to limit the report to one specific prepaid debit card. **Note:** This field is only applicable when Prepaid Debit Cards are in use.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.10 eMarket Registered Users Reports

eMarket Registered Users Reports can be used to report on customers who have eMarket login IDs and passwords.

Note: This report category will not appear if the eMarket module is not in use at your institution.

After clicking on the **Customize** button in an eMarket Registered Users Report, a screen similar to the following will appear:

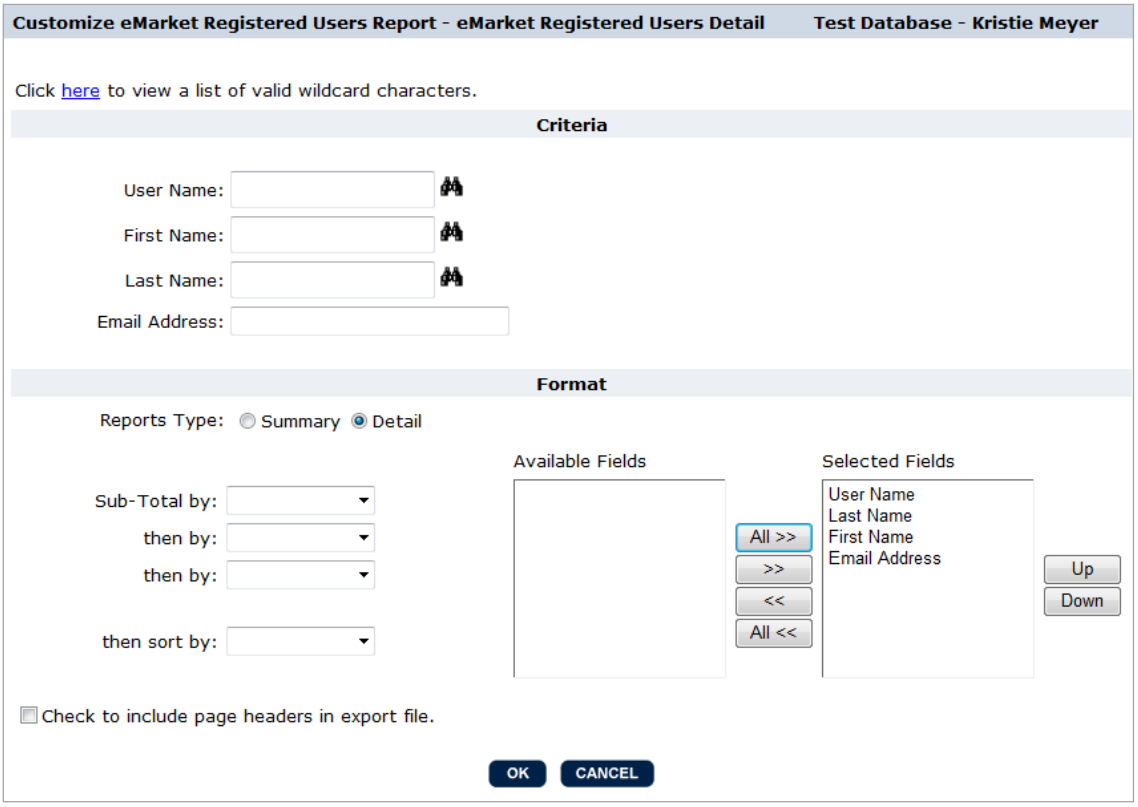

Figure 10 eMarket Registered Users Report Fields

This screen consists of a Criteria and Format section. The fields available in the Criteria section are reviewed below. The fields available in the Format section are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 11: eMarket Registered Users Reports Fields

FIELD	DESCRIPTION
User Name	Use this field to limit the report to one or more specific user names. Enter a user name, a query of user names, or leave blank to include all user names. The binoculars icon may also be used to perform a search by user name.

FIELD	DESCRIPTION
First Name	Use this field to limit the report to one or more specific first names. Enter a first name, a query of the first names, or leave blank to include all first names. The binoculars icon may also be used to perform a search by first name.
Last Name	Use this field to limit the report to one or more specific last names. Enter a last name, a query of the last names, or leave blank to include all last names. The binoculars icon may also be used to perform a search by last name.
Email Address	Use this field to limit the report to transactions from one or more specific email addresses. Enter an email address, a query of the email addresses or leave blank to include all email addresses.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.11 Parent PIN Reports

Parent PIN Reports can be used to report on ePayment customers who have been assigned Parent PINs (authorized user login IDs).

Note: This report category will only appear if the ePayment module is in use at your institution and the use of Parent PINs is allowed. The Use Bill Payment checkbox located in the Control Parameters table must be checked and the Allow Parent PIN drop-down menu, also located in the Control Parameters table, must be set to Yes.

After clicking on the **Customize** button in a Parent PIN Report, a screen similar to the following will appear:

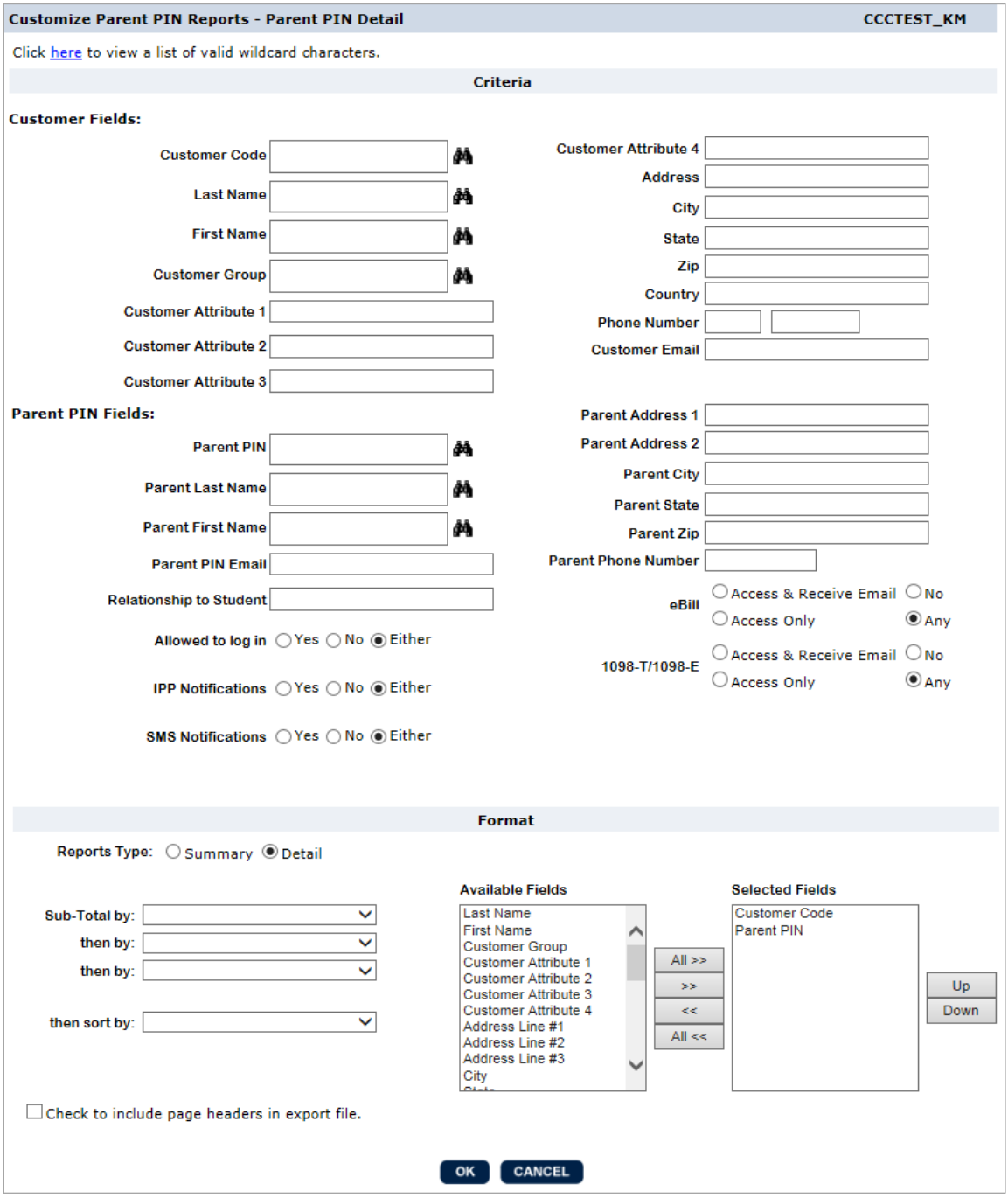

Figure 11 Parent PIN Report Fields

This screen consists of a Criteria and Format section. The fields available in the Criteria section are reviewed below. The fields available in the Format section are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 12: Parent PIN Reports Fields

FIELD	DESCRIPTION
Customer Fields	
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Last Name	Use this field to limit the report to one or more specific customer last names. Enter a last name, a query of the last names, or leave blank to include all last names. The binoculars icon may also be used to perform a search by last name.
First Name	Use this field to limit the report to one or more specific customer first names. Enter a first name, a query of the first names, or leave blank to include all first names. The binoculars icon may also be used to perform a search by first name.
Customer Group	Use this field to limit the report to one or more specific customer groups. Enter a customer group, a query of the customer groups or leave blank to include all customer groups. Click on the binoculars icon to view a list of valid customer groups.
Customer Attribute (1 through 4)	Use these fields to limit the report to one or more specific customer attributes. Enter a customer attribute, a query of the customer attributes or leave blank to include all customer attributes. The titles of these fields may have been replaced with names selected by your institution.
Address	Use this field to limit the report to one or more specific customer addresses. Enter an address, a query of the addresses, or leave blank to include all addresses.
City	Use this field to limit the report to one or more specific customer cities. Enter a city, a query of the cities, or leave blank to include all cities.
State	Use this field to limit the report to one or more specific customer states. Enter a state, a query of the states, or leave blank to include all states.
Zip	Use this field to limit the report to one or more specific customer zip codes. Enter a zip code, a query of the zip codes, or leave blank to include all zip codes.
Country	Use this field to limit the report to one or more specific countries. Enter a country, a query of the countries, or leave blank to include all countries.
Phone Number	Use this field to limit the report to one or more specific customer phone numbers. Enter a phone number, a query of the phone numbers, or leave blank to include all phone numbers.

FIELD	DESCRIPTION
Customer Email	Use this field to limit the report to transactions from one or more specific customer email addresses. Enter an email address, a query of the email addresses or leave blank to include all customer email addresses.
Parent PIN Fields	
Parent PIN	Use this field to limit the report to one or more specific Parent PINs. Enter a Parent PIN, a query of the Parent PINs, or leave blank to include all Parent PINs. The binoculars icon may also be used to perform a search by Parent PIN.
Parent Last Name	Use this field to limit the report to one or more specific parent last names. Enter a last name, a query of the last names, or leave blank to include all last names. The binoculars icon may also be used to perform a search by last name.
Parent First Name	Use this field to limit the report to one or more specific parent first names. Enter a first name, a query of the first names, or leave blank to include all first names. The binoculars icon may also be used to perform a search by first name.
Parent PIN Email	Use this field to limit the report to transactions from one or more specific Parent PIN email addresses. Enter an email address, a query of the email addresses or leave blank to include all Parent PIN email addresses.
Relationship to Student	Use this field to limit the report to one or more specific relationships to the student. Enter a relationship, a query of the relationships, or leave blank to include all relationships.
Allowed to log in	Select whether the report should be limited to Parent PIN users who are allowed to log in, are not allowed to log in or either.
IPP Notifications	Select whether the report should be limited to Parent PIN users who are set to receive IPP notifications, those who are not or either.
SMS Notifications	Select whether the report should be limited to Parent PIN users who are allowed to sign up for SMS notifications, those who are not or either.
Parent Address 1	Use this field to limit the report to one or more specific parent addresses for the first address line. Enter an address, a query of the addresses, or leave blank to include all addresses.
Parent Address 2	Use this field to limit the report to one or more specific parent addresses for the second address line. Enter an address, a query of the addresses, or leave blank to include all addresses.
Parent City	Use this field to limit the report to one or more specific parent cities. Enter a city, a query of the cities, or leave blank to include all cities.
Parent State	Use this field to limit the report to one or more specific parent states. Enter a state, a query of the states, or leave blank to include all states.

FIELD	DESCRIPTION
Parent Zip	Use this field to limit the report to one or more specific parent zip codes. Enter a zip code, a query of the zip codes, or leave blank to include all zip codes.
Parent Phone Number	Use this field to limit the report to one or more specific parent phone numbers. Enter a phone number, a query of the phone numbers, or leave blank to include all phone numbers.
eBill	Select whether the report should be limited to Parent PIN users who are set to receive eBill notifications and are allowed to access eBills, those who are only allowed to access eBills, those who are not allowed to do either or the report should not be limited to any permission level.
1098-T/1098-E	Select whether the report should be limited to Parent PIN users who are set to receive 1098-T/1098-E notifications and are allowed to access 1098-T/1098-E forms, those who are only allowed to access 1098-T/1098-E forms, those who are not allowed to do either or the report should not be limited to any permission level.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.12 Form 8300 Reports

Form 8300 Reports can be used to report on IRS Form 8300 Maintenance screen activity.

Note: This report category will only appear for an operator if his Access Form 8300 Management allowable activity is set to Yes.

After clicking the **Customize** button in a Form 8300 Report, a screen similar to the following will appear:

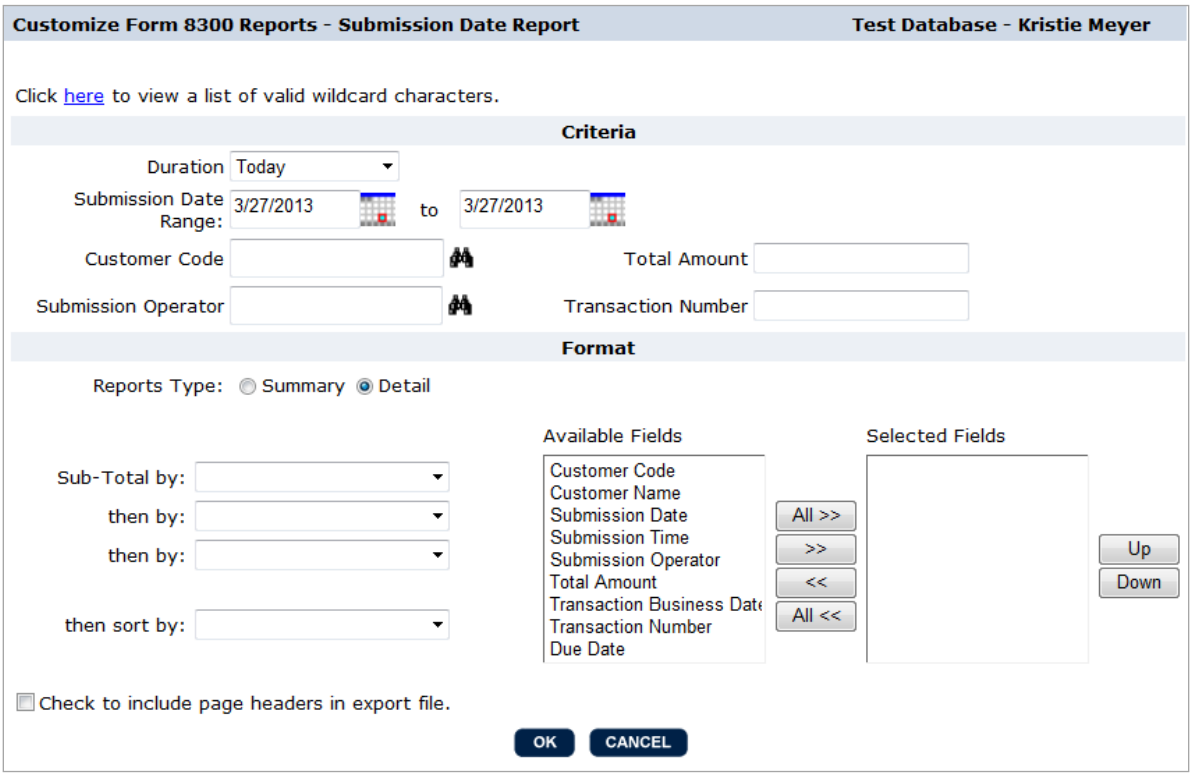

Figure 12 Form 8300 Report Fields

This screen consists of two separate sections: Criteria and Format. The fields available in the Criteria section are reviewed below. The fields available in the Format section are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 13: Form 8300 Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.
Submission Date Range	If Custom was selected for the duration field, select a submission date or date range for this report. If a time period other than Custom was selected, the Submission Date Range will be updated automatically.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Submission Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs.

FIELD	DESCRIPTION
Total Amount	If a customer exceeds $10,000.00 in accumulated cash-equivalent payments within a 365-day time period, an IRS Form 8300 must be submitted within 15 days of the transaction that caused the total to exceed $10,000.00. When an operator indicates on the IRS Form 8300 Maintenance screen that a form has been submitted for a customer, the customer's total is reset to zero. This field will query the customer's total amount at the time of the submission. Enter an amount, a query of the amounts or leave blank to include all amounts.
Transaction Number	Use this field to limit the report to one or more specific transactions. Enter a transaction number, a query of the transaction numbers or leave blank to include all transaction numbers.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.13 Batches Reports

Batches Reports can be used to report on the status and other characteristics of your batches of transactions.

After clicking the **Customize** button in a Batches Report, a screen similar to the following will appear:

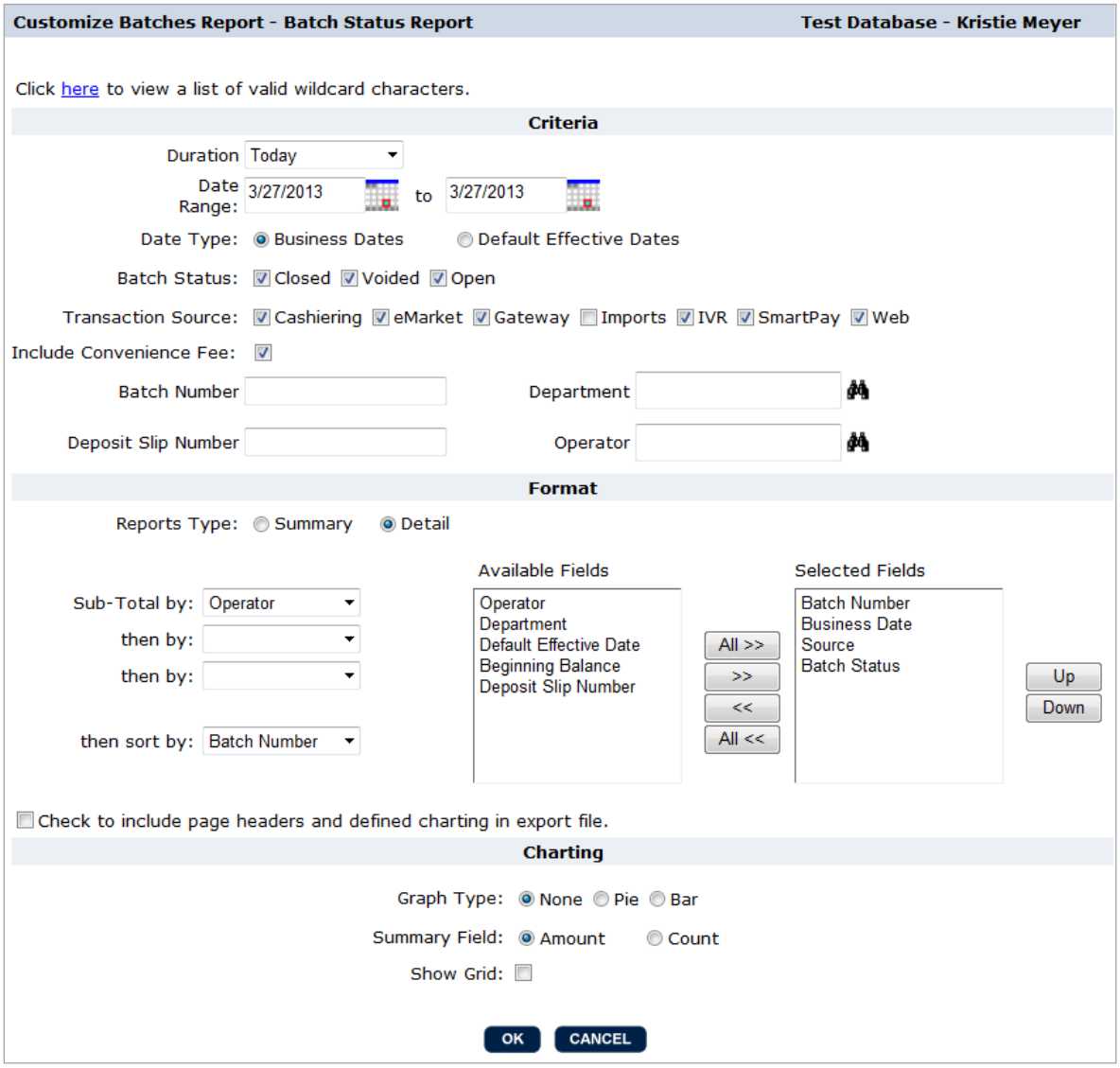

Figure 13 Batches Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 14: Batches Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.

FIELD	DESCRIPTION
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent business or default effective dates.
Batch Status	Check the checkbox next to one or more of the following batch status codes to include statuses of that type on the report: Closed, Voided and Open.
Transaction Source	Check the checkbox next to one or more of the following transaction sources (or modules) to include batches from that source on the report: Cashiering, eMarket, Gateway, Imports, IVR, SmartPay and Web.
Include Convenience Fee	Check this checkbox to include the convenience fee charged on SmartPay transactions on the report (if applicable).
Batch Number	Use this field to limit the report to one or more specific batches. Enter a batch number, a query of the batch numbers, or leave blank to include all batch numbers.
Deposit Slip Number	Use this field to limit the report to one or more specific deposit slip numbers. Enter a deposit slip number, a query of the deposit slip numbers or leave blank to include all deposit slip numbers. **Note:** This field is only used by those institutions including bank deposit slip numbers on the Checkout screen when closing a Cashiering batch.
Department	Use this field to limit the report to batches processed by one or more specific departments. Enter a department code, a query of department codes, or leave blank to include all department codes. Click on the binoculars icon to view a list of valid department codes. **Note:** If this field is already populated with your assigned department code, the Run Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Within Department Only. If your security permissions need to be modified, contact an administrator at your institution.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs. **Note:** If this field is already populated with your operator ID, the Run Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Transactions Only. If your security permissions need to be modified, contact an administrator at your institution.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.14 Extract Reports

Extract Reports are used to report on the item and/or payment codes that are set to extract to your student or financial system. These reports are used to reconcile against those systems.

After clicking the **Customize** button in an Extract Report, a screen similar to the following will appear:

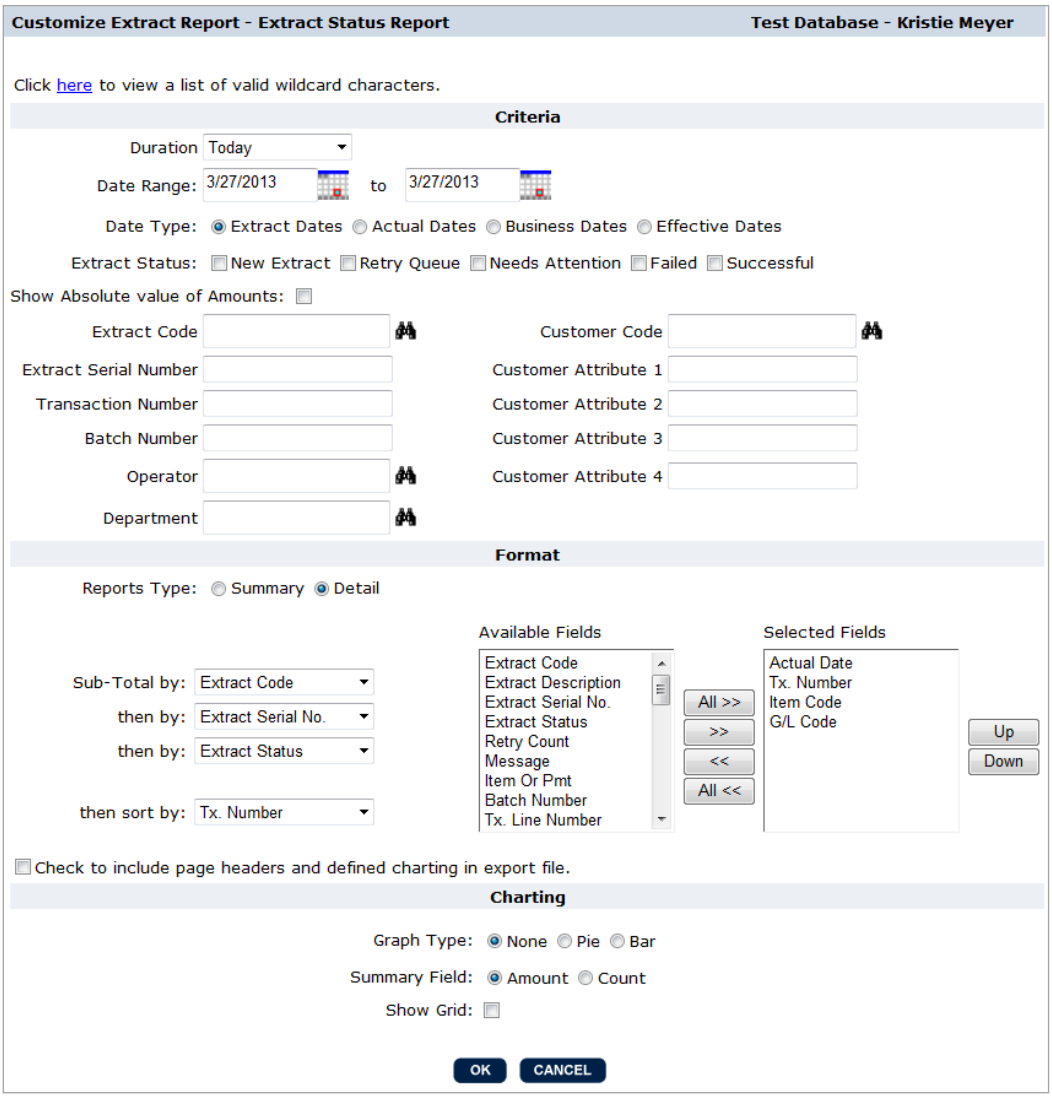

Figure 14 Extract Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 15: Extract Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent business or default effective dates.
Extract Status	Check the checkbox next to one or more of the following extract status codes to include extracts of that status on the report: New Extract, Retry Queue, Needs Attention, Failed and Successful.
Show Absolute Value of Amounts	If this checkbox is checked, positive and negative signs will not display next to the amounts included in the extract(s). The grand total will reflect the total of all of the amounts regardless of whether they are positive or negative.
Extract Code	Use this field to limit the report to one or more specific extract codes. Enter an extract code, a query of the extract codes or leave blank to include all extract codes. Click on the binoculars icon to view a list of valid extract codes.
Extract Serial Number	Use this field to limit the report to one or more specific extract serial numbers. Enter an extract serial number, a query of the extract serial numbers or leave blank to include all serial numbers.
Transaction Number	Use this field to limit the report to one or more specific transactions. Enter a transaction number, a query of the transaction numbers or leave blank to include all transaction numbers.
Batch Number	Use this field to limit the report to one or more specific batches. Enter a batch number, a query of the batch numbers, or leave blank to include all batch numbers.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs. **Note:** If this field is already populated with your operator ID, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Transactions Only.
Department	Use this field to limit the report to transactions of one or more specific departments. Enter a department code, a query of department codes, or

FIELD	DESCRIPTION
	leave blank to include all department codes. Click on the binoculars icon to view a list of valid department codes. **Note:** If this field is already populated with your assigned department code, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Within Department Only.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Customer Attribute 1 (through 4)	These fields can be used to limit the report to one or more specific customer attributes. Enter a customer attribute, a query of the customer attributes or leave blank to include all customer attributes. The names of these fields may have been replaced with names selected by your institution.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.15 Credit Card Distribution Reports

Credit Card Distribution Reports allow you to track which general ledger account(s) may be charged back for the credit card transactions processed.

Tip: If multiple departments share a merchant ID, this report can be used to determine the division of credit card fees.

After clicking on the **Customize** button in a Credit Card Distribution Report, a screen similar to the following will appear:

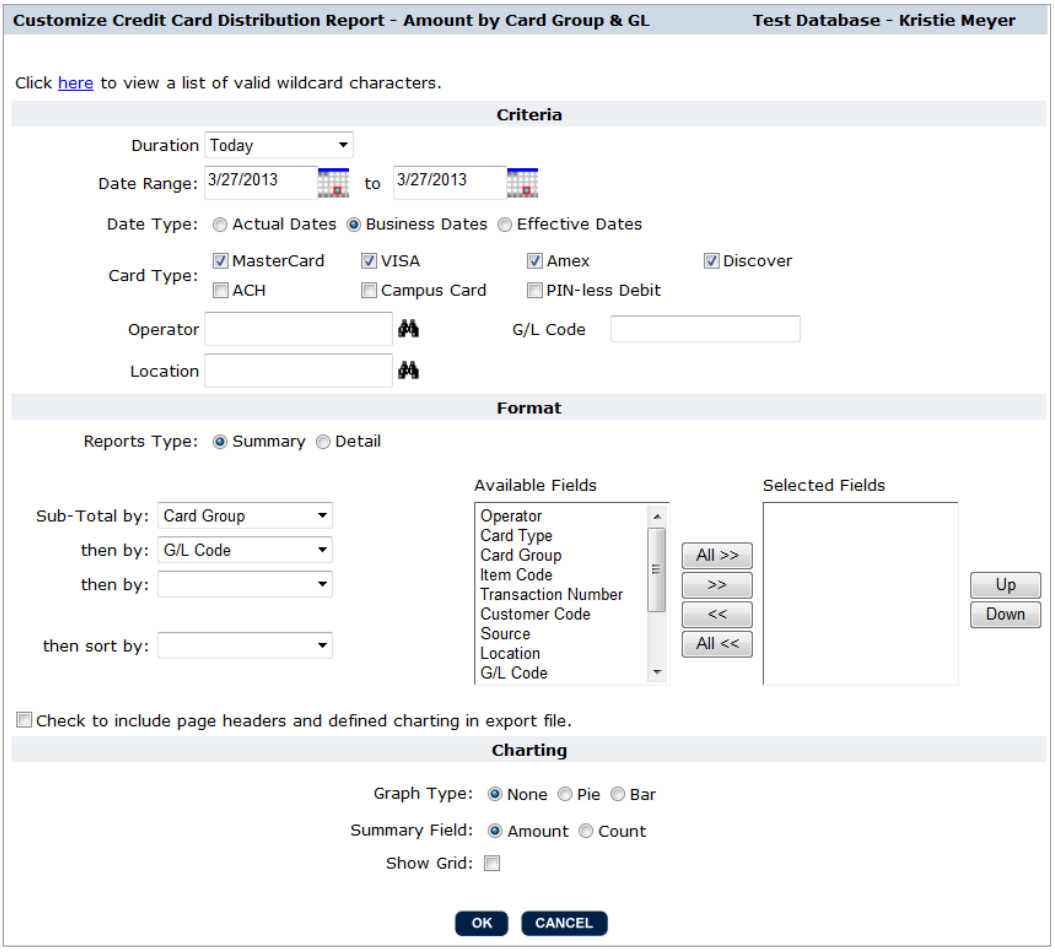

Figure 15 Credit Card Distribution Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 16: Credit Card Distribution Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Today, Yesterday, 2 Days Ago, 3 Days Ago, 4 Days Ago, 5 Days Ago, Last 7 Days, Last 30 Days, Last Month, This Month, or Custom. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent business or default effective dates.

FIELD	DESCRIPTION
Card Type	Check the checkbox next to one or more of the following card types to include cards of that type on the report: MasterCard, VISA, Amex, Discover, ACH, Campus Card, and PIN-less Debit.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs. **Note:** If this field is already populated with your operator ID, the Run Transaction Related Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Transactions Only.
Location	Use this field to limit the report to one or more specific locations. Enter a location code, a query of the location codes or leave blank to include all locations codes. Click on the binoculars icon to view a list of valid location codes.
G/L Code	Use this field to limit the report to one or more specific general ledger codes. Enter a G/L code, a query of the G/L codes or leave blank to include all G/L codes.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.16 Bill Activity Charts

Bill activity charts display static graphs of the total number of bills viewed vs. not viewed sorted by parent and student across day, month, and year. These charts cannot be renamed or deleted. The only parameter that may be customized is the date range.

Note: These charts illustrate the viewing activity of the published bills. To be classified as viewed, at least one valid user must at least once access a bill. This category will only appear if the eBill module is in use at your institution. The Use Bill Presentment checkbox located in the Control Parameters table must be checked.

2.16.1 Number of Bills Viewed

After clicking on the Number of Bills Viewed chart, a screen similar to the following will appear:

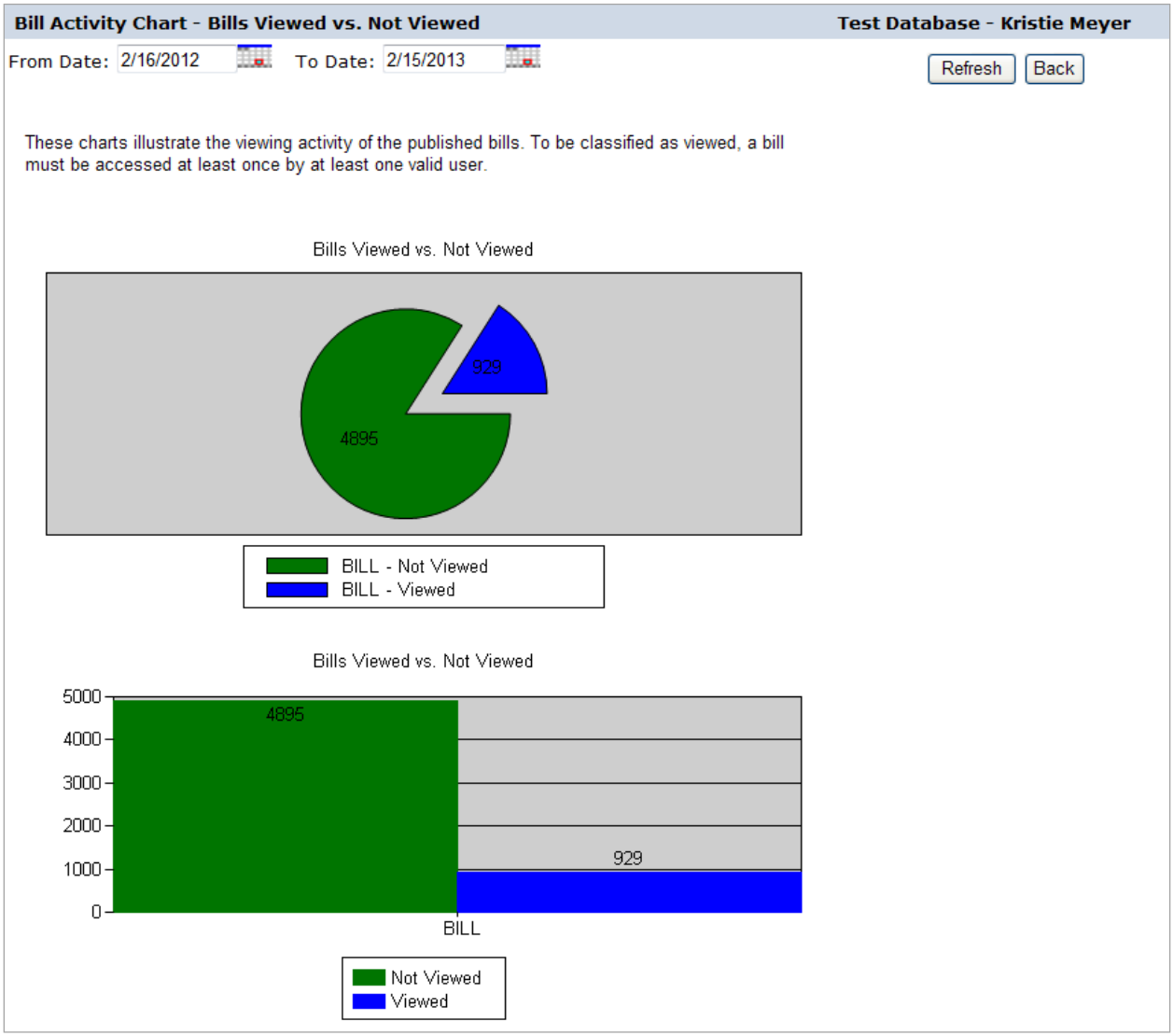

Figure 16 Number of Bills Viewed Chart

The date range defaults to the last year's activity. To alter a date, click on the calendar icon and select a new date or type the date directly into the field. Click on the **Refresh** button to update the chart.

2.16.2 Number of Bills Viewed by Student vs. Parent

After clicking on the Number of Bills Viewed by Student vs. Parent chart, a screen similar to the following will appear:

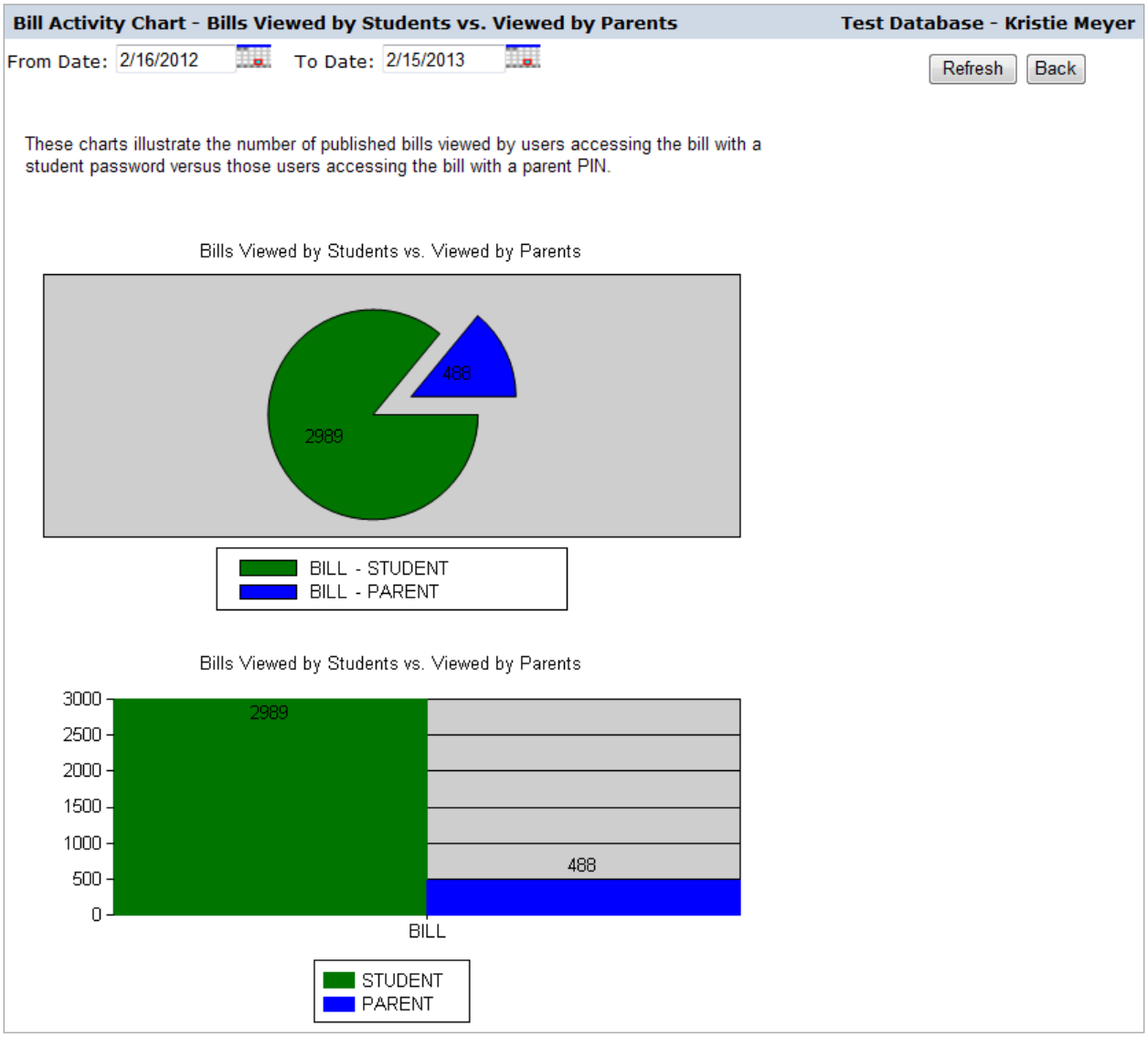

Figure 17 Number of Bills Viewed by Student vs. Parent Chart

This chart illustrates the number of published bills viewed by users accessing the bill with a student password versus those users accessing the bill with a parent PIN.

The date range defaults to the last year's activity. To alter a date, click on the calendar icon and select a new date or type the date directly into the field. Click on the **Refresh** button to update the chart.

2.16.3 Bill Activity by Year

After clicking on the Bill Activity by Year chart, a screen similar to the following will appear:

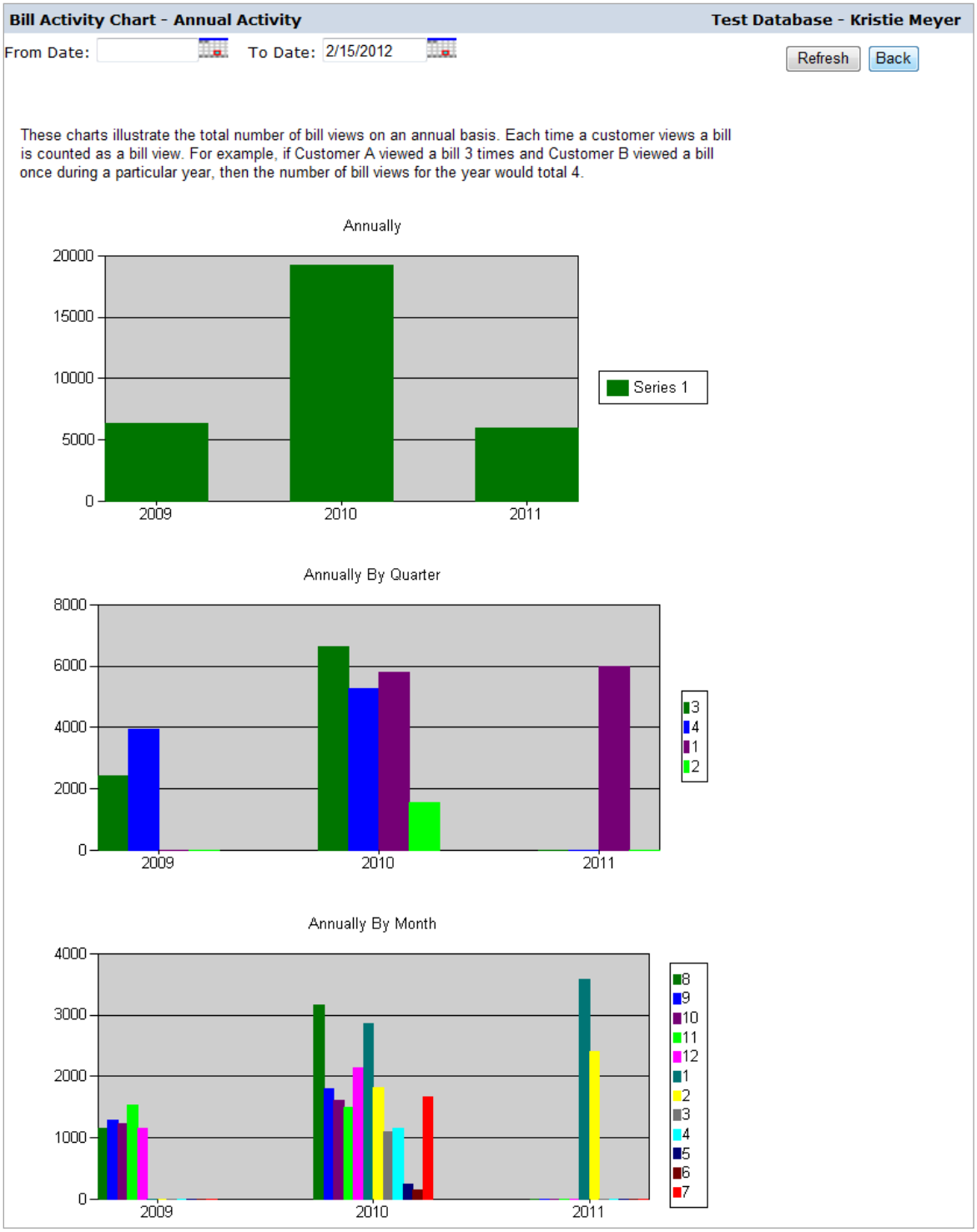

Figure 18 Bill Activity by Year Chart

This chart illustrates the total number of bills on an annual basis. Each time a customer views a bill is counted as a bill view.

To alter a date, click on the calendar icon and select a new date or type the date directly into the field. Click on the **Refresh** button to update the chart.

2.16.4 Bill Activity by Month

After clicking on the Bill Activity by Month chart, a screen similar to the following will appear:

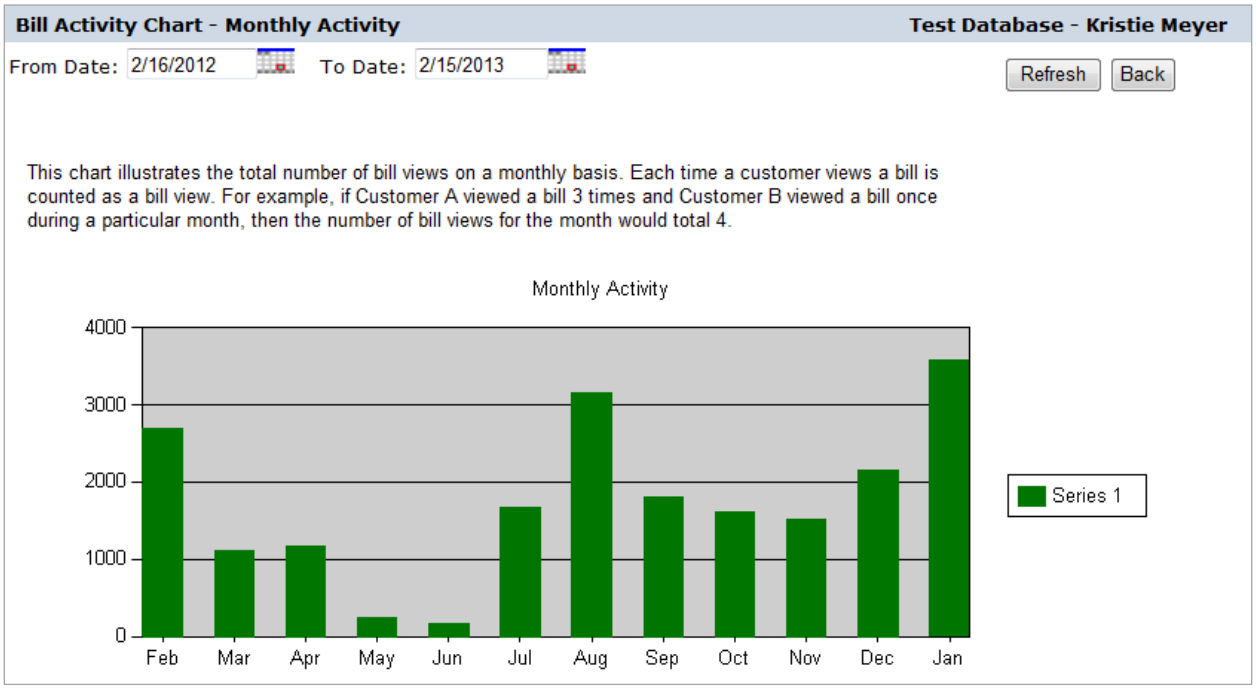

Figure 19 Bill Activity by Month Chart

This chart illustrates the total number of bill views on a monthly basis. Each time a customer views a bill it is counted as a bill view.

The date range defaults to the last year's activity. To alter a date, click on the calendar icon and select a new date or type the date directly into the field. Click on the **Refresh** button to update the chart.

2.16.5 Bill Activity by Day

After clicking on the Bill Activity by Day chart, a screen similar to the following will appear:

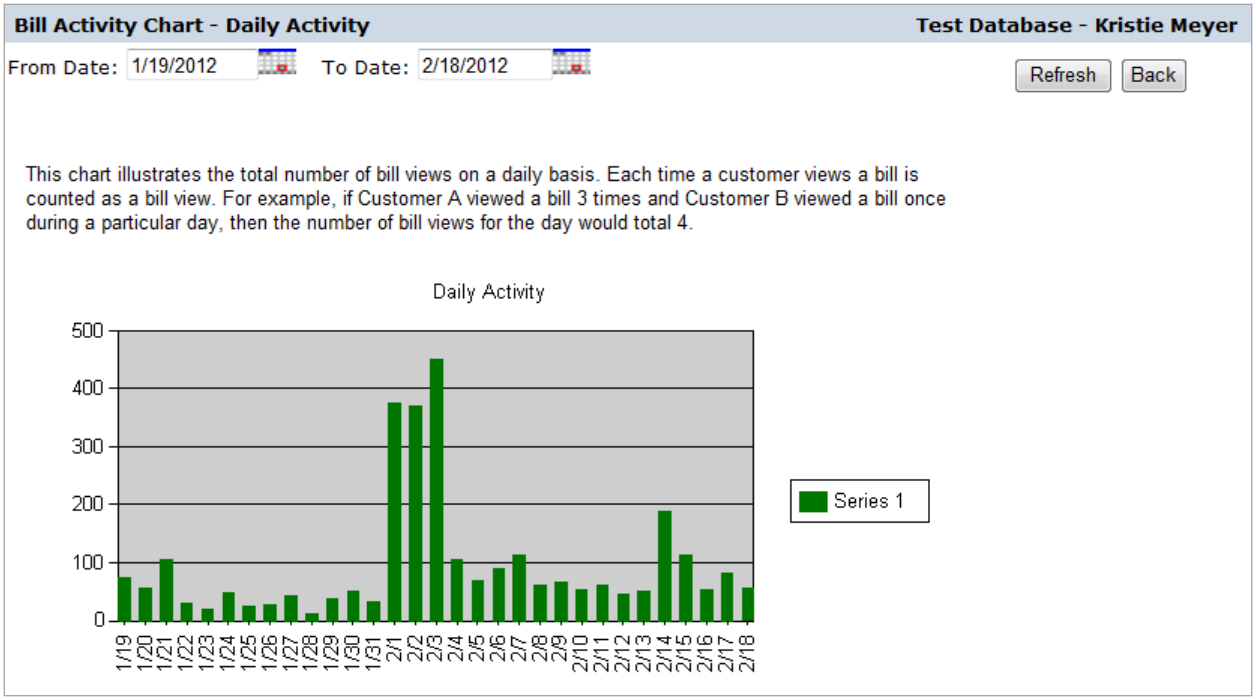

Figure 20 Bill Activity by Day Chart

This chart illustrates the number of bills viewed on a daily basis.

The date range defaults to the last 30 day's activity. To alter a date, click on the calendar icon and select a new date or type the date directly into the field. Click on the **Refresh** button to update the chart.

2.17 Bill Reports

Bill Reports can be used to create reports on the status of customer bills based on bill type, emails sent and who accessed the bill.

Note: This category will only appear if the eBill module is in use at your institution. The Use Bill Presentment checkbox located in the Control Parameters table must be checked.

After clicking on the **Customize** button in a Bill Report, a screen similar to the following will appear:

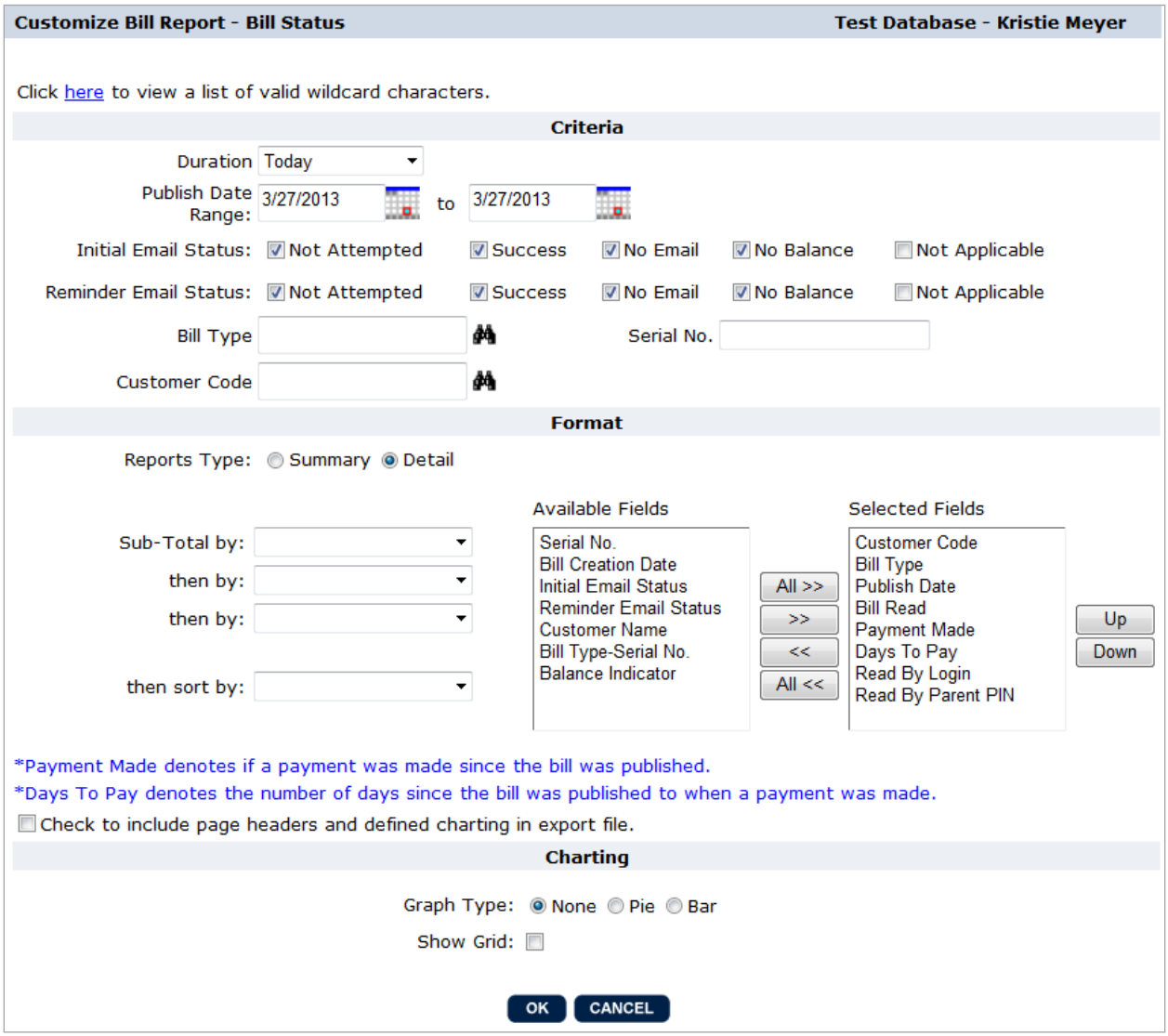

Figure 21 Customize Bill Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 17: Bill Report Customization Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.

FIELD	DESCRIPTION
Publish Date Range	The published date is the date that the bill was first made available to customers. If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Initial Email Status	Use this field to report on bills based on the initial email sent when the bill was first published. Check the checkbox next to Not Attempted for those bills for which no email was sent, Success for those bills where an email was sent successfully, No Email for those bills where no email address was available for the customer, No Balance for those bills that were either sent or suppressed because there was no balance due or Not Applicable.
Reminder Email Status	Use this field to report on bills based on the reminder email sent for a bill not yet viewed. Check the checkbox next to Not Attempted for those bills for which no email was sent, Success for those bills where an email was sent successfully, No Email for those bills where no email address was available for the customer, No Balance for those bills that were either sent or suppressed because there was no balance due or Not Applicable.
Bill Type	Use this field to limit the report to one or more specific bill types. Enter a bill type, a query of the bill types or leave blank to include all bill types.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Serial No.	Use this field to limit the report to one or more specific bill serial numbers. Enter a serial number, a query of the serial numbers or leave blank to include all serial numbers. **Note:** Once a bill batch has been downloaded into Integrated Payments, it is assigned a sequential serial number and appears in the Bill Batches section of the Bill Manager page in Integrated Payments.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.18 Bill Activity Reports

Bill Activity Reports can be used to report on the activity of your bills, including the number of viewings that have occurred and the date, time, hour, day of week, etc., of these viewings.

Note: This category will only appear if the eBill module is in use at your institution. The Use Bill Presentment checkbox located in the Control Parameters table must be checked.

After clicking on the **Customize** button in a Bill Activity Report, a screen similar to the following will appear:

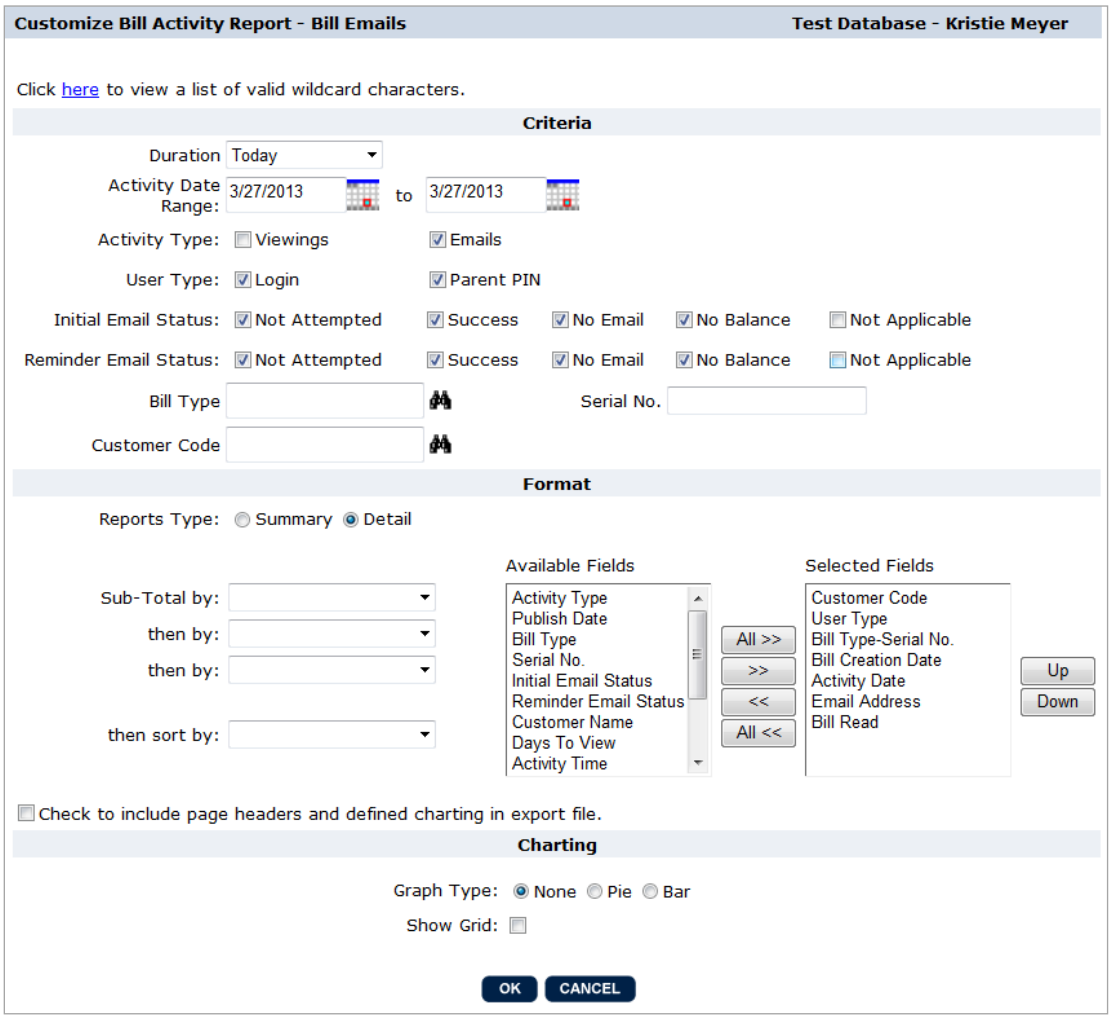

Figure 22 Bill Activity Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 18: Bill Activity Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.
Activity Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.

FIELD	DESCRIPTION
Activity Type	Use this field to limit the report to a certain type of activity: viewings of published bills or sending of emails. Select the type of activity to include by checking the appropriate checkbox or leave blank to include all activities.
User Type	Use this field to limit the report to activity performed by a certain user type: the student using his student ID, or a third-party user assigned a Parent PIN. Select the type of user to include by checking the appropriate checkbox or leave blank to include all users.
Initial Email Status	Use this field to report on bills based on the initial email sent when the bill was first published. Check the checkbox next to Not Attempted for those bills for which no email was sent, Success for those bills where an email was sent successfully, No Email for those bills where no email address was available for the customer, No Balance for those bills that were either sent or suppressed because there was no balance due or Not Applicable.
Reminder Email Status	Use this field to report on bills based on the reminder email sent for a bill not yet viewed. Check the checkbox next to Not Attempted for those bills for which no email was sent, Success for those bills where an email was sent successfully, No Email for those bills where no email address was available for the customer, No Balance for those bills that were either sent or suppressed because there was no balance due or Not Applicable.
Bill Type	Use this field to limit the report to one or more specific bill types. Enter a bill type, a query of the bill types or leave blank to include all bill types.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Serial No.	Use this field to limit the report to one or more specific bill serial numbers. Enter a serial number, a query of the serial numbers or leave blank to include all serial numbers. **Note:** Once a bill batch has been downloaded into Integrated Payments, it is assigned a sequential serial number and appears in the Bill Batches section of the Bill Manager page in Integrated Payments.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.19 Auto Payment Reports

Auto Payment Reports can be used to track the automatic payments that have been set up by your customers.

Note: This category will only appear if Auto Payment Plans are in use at your institution. The Use Auto Payment checkbox located on the Control Parameters table must be checked.

After clicking on the **Customize** button in an Auto Payment Report, a screen similar to the following will appear:

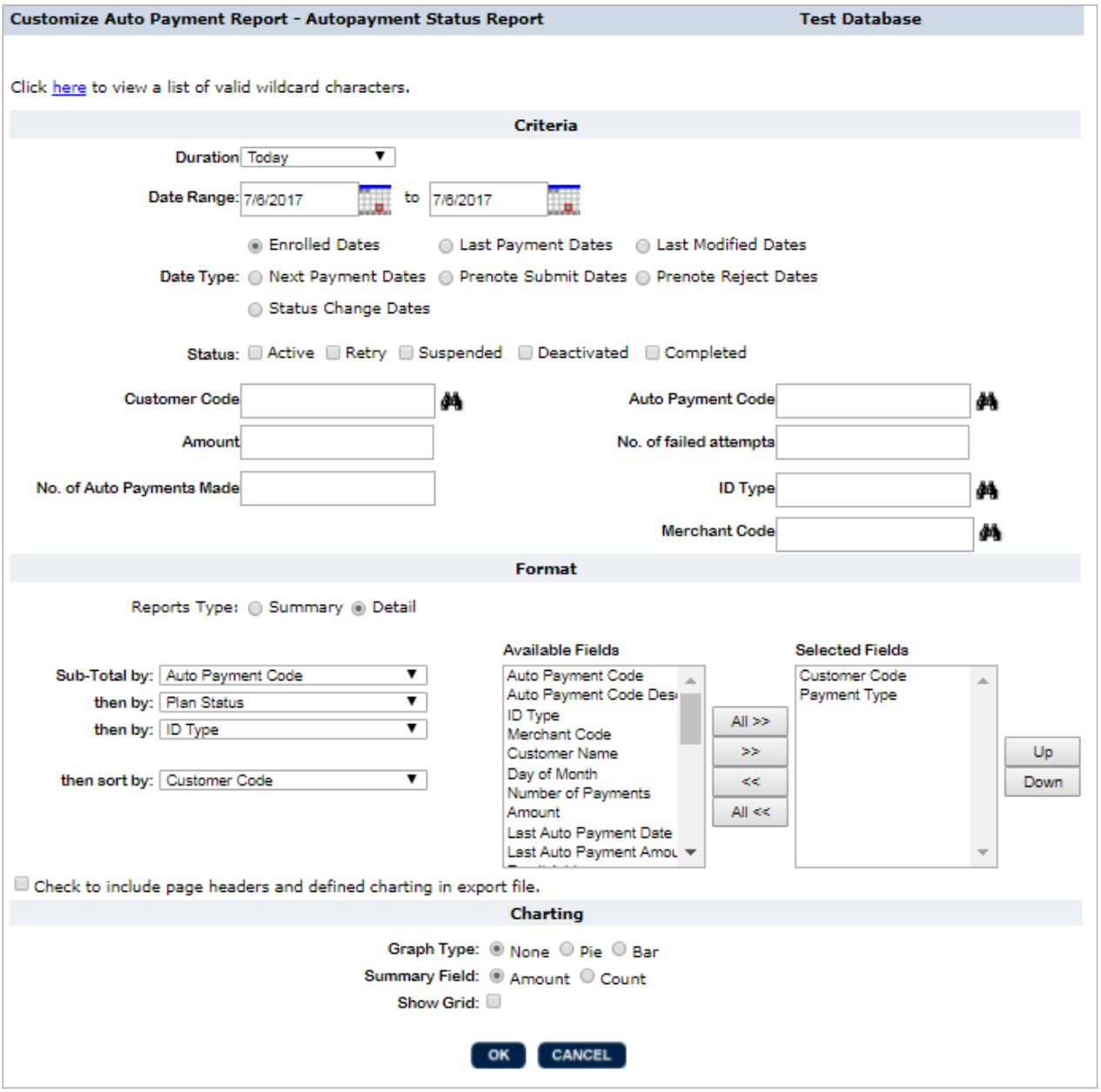

Figure 23 Auto Payment Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 19: Auto Payment Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent Enrolled, Last Payment, Last Modified, Next Payment, Prenote Submit, Prenote Reject Dates, or Status Change Dates.
Status	Check the checkbox next to one or more of the following Auto Payment Plan status types to include statuses of that type on the report: Active, Retry, Suspended, Deactivated, and Completed.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Amount	Use this field to limit the report to a specific amount or range of amounts. Enter an amount, a query of the amounts or leave blank to include all amounts.
No. of Auto Payments Made	Use this field to limit the report to a specific number of automatic payments made by customers. Enter a number, a query of the numbers of leave blank to include any number.
Auto Payment Code	Use this field to limit the report to one or more specific auto payment codes. Enter an auto payment code, a query of the auto payment codes or leave blank to include all auto payment codes. Click on the binoculars icon to view a list of valid auto payment codes.
No. of failed attempts	Use this field to limit the report to a specific number of failed attempts made by customers. Enter a number, a query of the numbers of leave blank to include any number.
ID Type	Use this field to limit the report to one or more specific ID types. Enter an ID type, a query of the ID types or leave blank to include all ID types. Click on the binoculars icon to view a list of valid ID types.

FIELD	DESCRIPTION
Merchant Code	Use this field to limit the report to one or more specific merchant codes. Enter a merchant code, a query of the merchant codes or leave blank to include all merchant codes. Click on the binoculars icon to view a list of valid merchant codes.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.20 IPP Balance Reports

IPP (Installment Payment Plan) Balance Reports allow you to track your customers that have enrolled in installment payment plans and report on the associated payments.

Note: This report category will only appear if the Payment Plans module is in use at your institution. The Use Installment Payment Plans checkbox located in the Control Parameters table must be checked.

After clicking on the **Customize** button in an IPP Report, a screen similar to the following will appear:

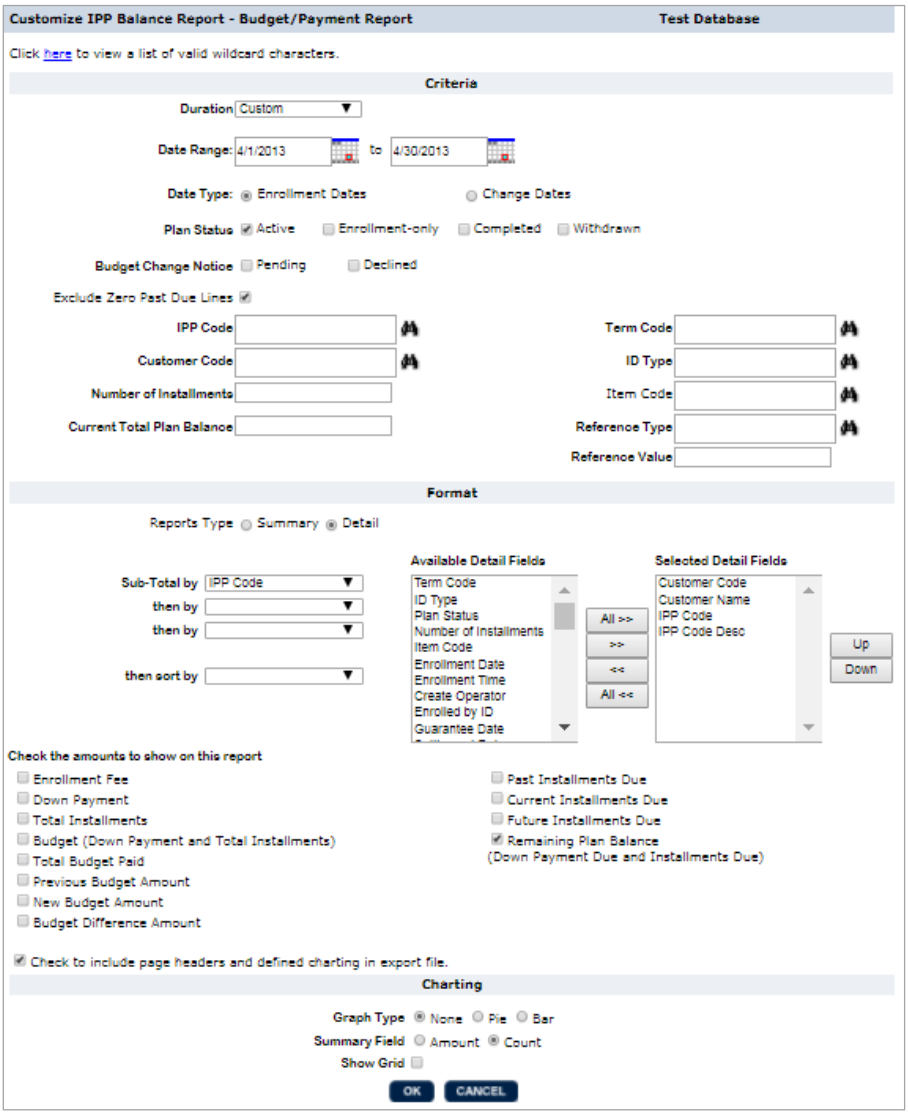

Figure 24 IPP Balance Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 20: IPP Balance Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.

FIELD	DESCRIPTION
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	For your selected date range, you can filter by two main types of events. Select the type of events you would like to include in your report: • Enrollment: Filters by enrollment dates (default). • Change Dates: Filters by dates of budget/contract changes.
Plan Status	Check the checkbox next to one or more of the following Installment Payment Plan status types to include statuses of that type on the report: Active, Enrollment-only, Completed, and Withdrawn.
Budget Change Notice	Check the checkbox next to one or more of the options to search for students whose budgets have increased and who have received a notice and either not responded ("**Pending**") or declined the new terms ("**Declined**").
Exclude Zero Past Due Lines	Check this checkbox to only report on customers who have past due balances.
IPP Code	Use this field to limit the report to one or more specific IPP codes. Enter an IPP code, a query of the IPP codes or leave blank to include all IPP codes. Click on the binoculars icon to view a list of valid IPP codes.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Number of Installments	Use this field to limit the report to a specific number of installments in the IPP plan. Enter a specific number, a query of the numbers or leave blank to include any number.
Current Total Plan Balance	Use this field to limit the report to a specific current plan balance amount. Enter a specific amount, a query of the amounts or leave blank to include any amount.
Term Code	Use this field to limit the report to one or more specific term codes. Enter a term code, a query of the term codes or leave blank to include all term codes. Click on the binoculars icon to view a list of valid term codes.
ID Type	Use this field to limit the report to one or more specific ID types. Enter an ID type, a query of the ID types or leave blank to include all ID types. Click on the binoculars icon to view a list of valid ID types.
Item Code	Use this field to limit the report to one or more specific item codes. Enter an item code, a query of the item codes or leave blank to include all item codes. Click on the binoculars icon to view a list of valid item codes.

FIELD	DESCRIPTION
Reference Type	Use this field to limit the report to one or more specific installment plan reference types (not merchant level or item code reference types). Enter a reference type, a query of the reference types or leave blank to include all reference types. Click on the binoculars icon to view a list of valid reference types.
Reference Value	Use this field to limit the report to one or more specific installment plan reference values (not merchant level or item code reference values). Enter a reference value, a query of the reference values or leave blank to include all reference values.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.21 IPP Balance Detail Reports

IPP (Installment Payment Plan) Balance Detail Reports allow you to report each installment of a student's installment payment plan in detail. For example, if a student is enrolled in one installment payment plan that includes four installments, the IPP Balance Report would include one record for the student's plan. The IPP Balance Detail Report would include four records for the student's plan, one per installment. If the IPP Balance Detail Report is configured to include information that does not differ per installment, the information will be duplicated in each record.

Note: This report category will only appear if the Payment Plans module is in use at your institution. The Use Installment Payment Plans checkbox located in the Control Parameters table must be checked.

After clicking on the **Customize** button in an IPP Balance Detail Report, a screen similar to the following will appear:

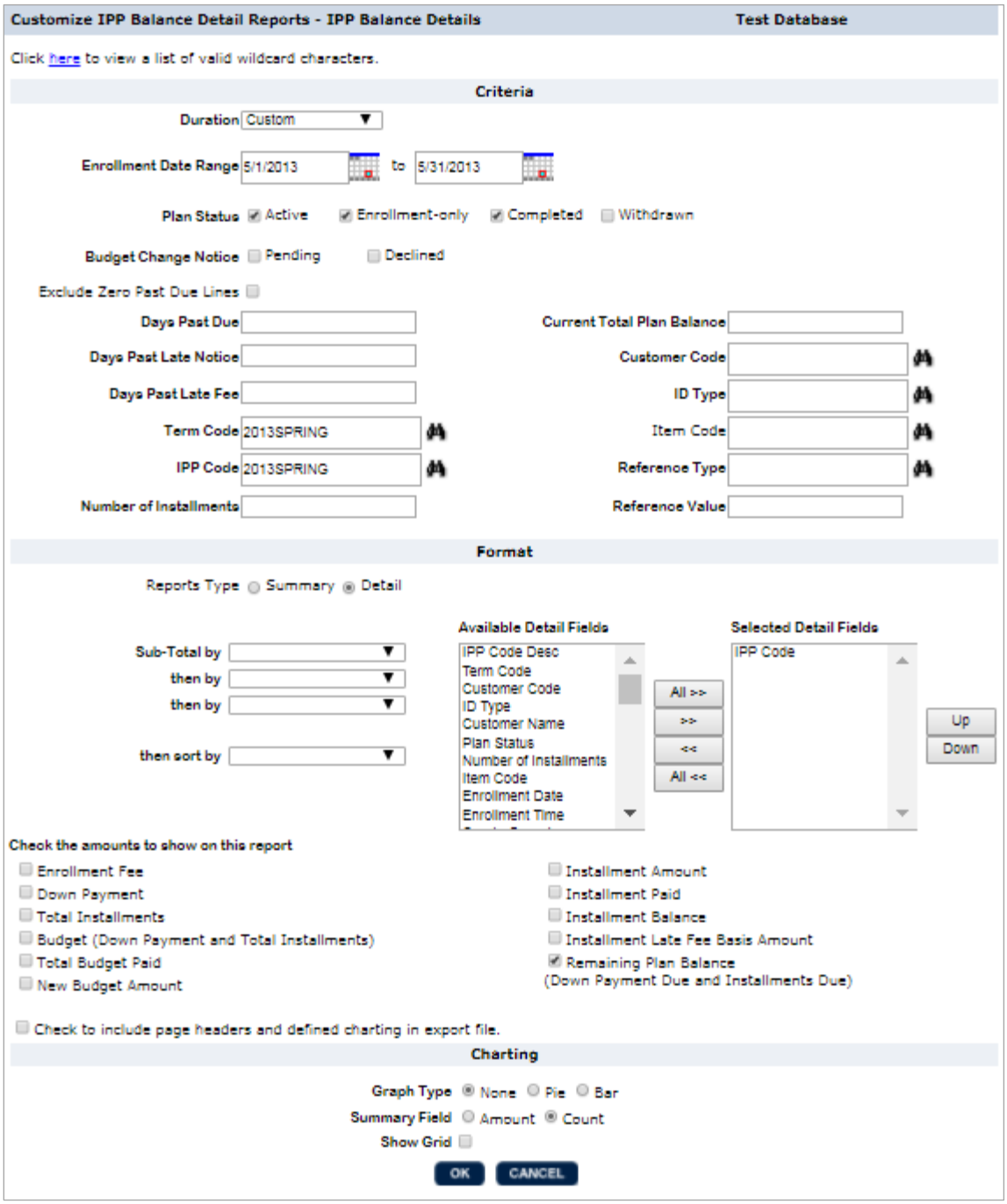

Figure 25 IPP Balance Detail Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 21: IPP Balance Detail Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.
Enrollment Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Plan Status	Check the checkbox next to one or more of the following Installment Payment Plan status types to include statuses of that type on the report: Active, Enrollment-only, Completed, and Withdrawn.
Budget Change Notice	Check the checkbox next to one or more of the options to search for students whose budgets have increased and who have received a notice and either not responded ("**Pending**") or declined the new terms ("**Declined**").
Exclude Zero Past Due Lines	Check this checkbox to only report on customers who have past due balances.
Days Past Due	Use this field to limit the report to a specific number of days past an installment's due date. Enter a specific number, a query of the numbers or leave blank to include any number.
Days Past Late Notice	Use this field to limit the report to a specific number of days past when a late notice notification was sent. Enter a specific number, a query of the numbers or leave blank to include any number.
Days Past Late Fee	Use this field to limit the report to a specific number of days past when a late fee was assessed. Enter a specific number, a query of the numbers or leave blank to include any number.
Term Code	Use this field to limit the report to one or more specific term codes. Enter a term code, a query of the term codes or leave blank to include all term codes. Click on the binoculars icon to view a list of valid term codes.
IPP Code	Use this field to limit the report to one or more specific IPP codes. Enter an IPP code, a query of the IPP codes or leave blank to include all IPP codes. Click on the binoculars icon to view a list of valid IPP codes.
Number of Installments	Use this field to limit the report to a specific number of installments in the IPP plan. Enter a specific number, a query of the numbers or leave blank to include any number.
Current Total Plan Balance	Use this field to limit the report to a specific current plan balance amount. Enter a specific amount, a query of the amounts or leave blank to include any amount.

FIELD	DESCRIPTION
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
ID Type	Use this field to limit the report to one or more specific ID types. Enter an ID type, a query of the ID types or leave blank to include all ID types. Click on the binoculars icon to view a list of valid ID types.
Item Code	Use this field to limit the report to one or more specific item codes. Enter an item code, a query of the item codes or leave blank to include all item codes. Click on the binoculars icon to view a list of valid item codes.
Reference Type	Use this field to limit the report to one or more specific installment plan reference types (not merchant level or item code reference types). Enter a reference type, a query of the reference types or leave blank to include all reference types. Click on the binoculars icon to view a list of valid reference types.
Reference Value	Use this field to limit the report to one or more specific installment plan reference values (not merchant level or item code reference values). Enter a reference value, a query of the reference values or leave blank to include all reference values.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.22 IPP Event Reports

IPP (Installment Payment Plan) Event Reports can be used to track your customers that have enrolled in installment payment plans and report on the associated events.

Note: This report category will only appear if the Payment Plans module is in use at your institution. The Use Installment Payment Plans checkbox located in the Control Parameters table must be checked.

After clicking on the **Customize** button in an IPP Event Report, a screen similar to the following will appear:

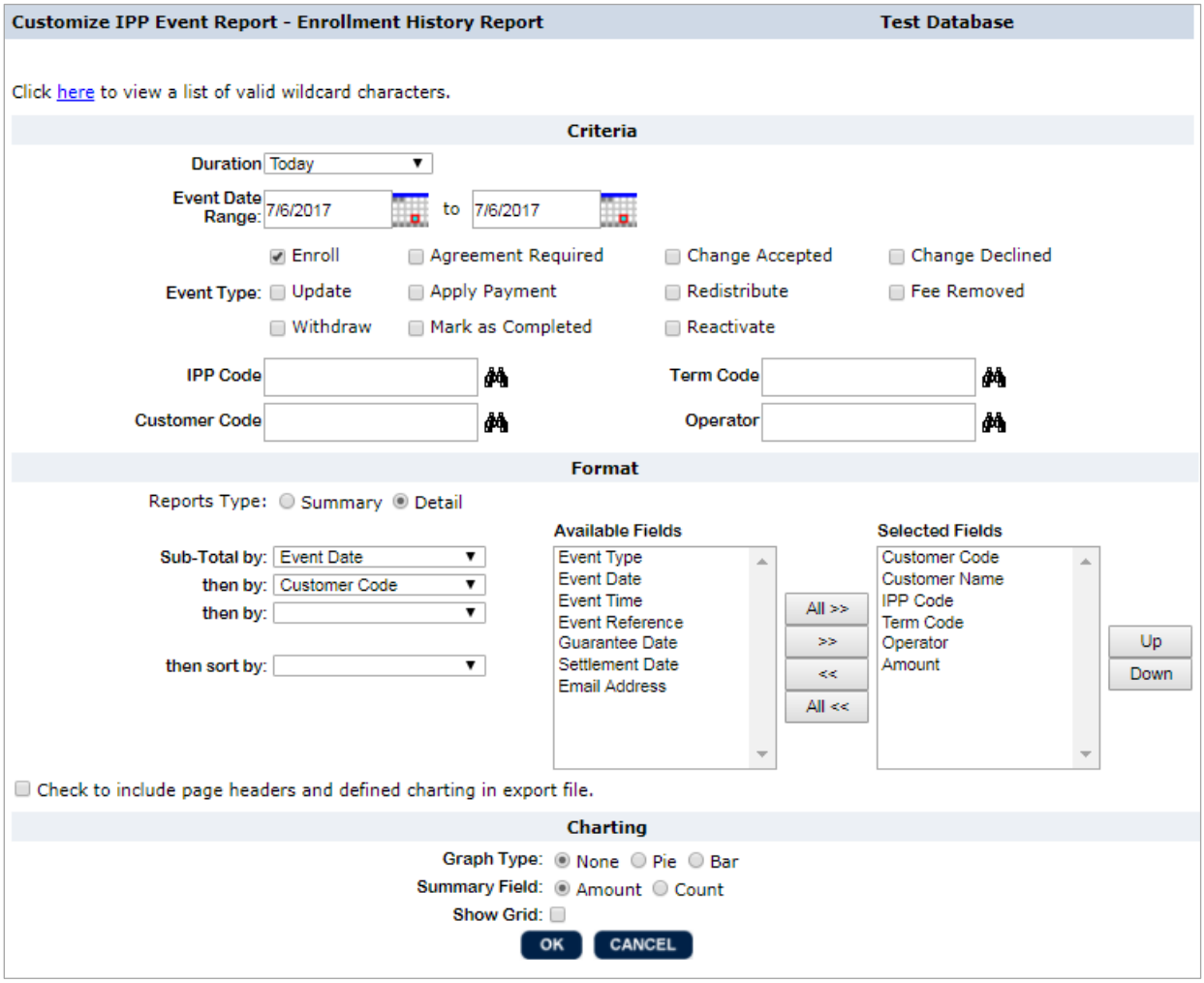

Figure 26 Customize IPP Event Report Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 22: IPP Event Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Submission Date Range field to select a date or date range.
Event Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.

FIELD	DESCRIPTION
Event Type	Check the checkbox next to one or more of the following Installment Payment Plan event types to include events of that type on the report: Enroll, Update, Withdraw, Agreement Required, Apply Payment, Mark as Completed, Change Accepted, Redistribute, Reactivate, Change Declined, and Fee Removed.
IPP Code	Use this field to limit the report to one or more specific installment payment plan (IPP) codes. Enter an IPP code, a query of the IPP codes or leave blank to include all IPP codes. Click on the binoculars icon to view a list of valid IPP codes.
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.
Term Code	Use this field to limit the report to one or more specific term codes. Enter a term code, a query of the term codes or leave blank to include all term codes. Click on the binoculars icon to view a list of valid term codes.
Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.23 Note Code Reports

Note Code Reports can be used to report on customers who have notes assigned to their customer records.

After clicking on the **Customize** button in a Note Code Report, a screen similar to the following will appear:

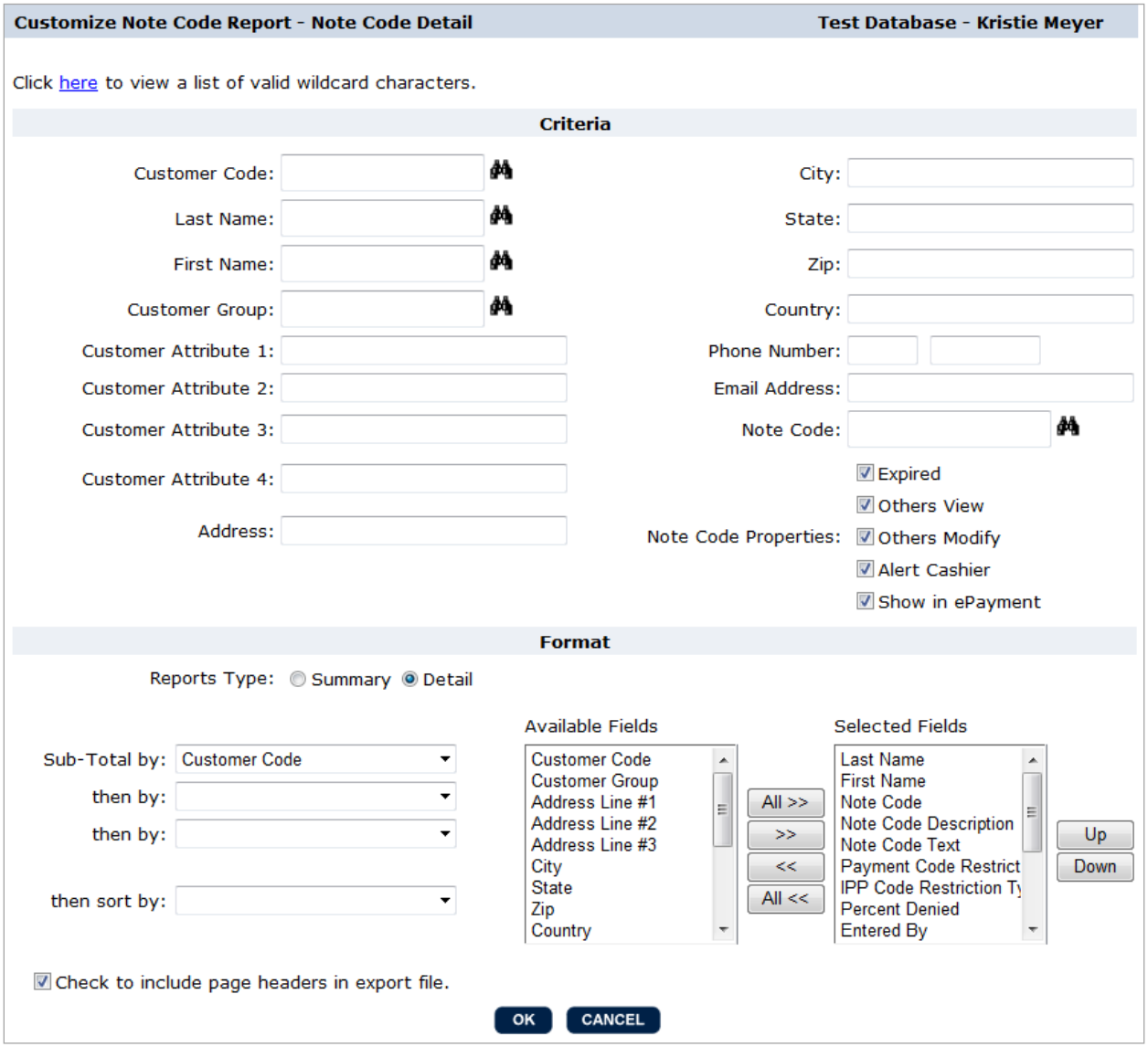

Figure 27 Note Code Report Fields

This screen consists of a Criteria and Format section. The fields available in the Criteria section are reviewed below. The fields available in the Format section are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 23: Note Code Report Fields

FIELD	DESCRIPTION
Customer Code	Use this field to limit the report to one or more specific customer codes. Enter a customer code, a query of the customer codes, or leave blank to include all customer codes. The binoculars icon may also be used to perform a search by customer name.

FIELD	DESCRIPTION
Last Name	Use this field to limit the report to one or more specific last names. Enter a last name, a query of the last names, or leave blank to include all last names. The binoculars icon may also be used to perform a search by last name.
First Name	Use this field to limit the report to one or more specific first names. Enter a first name, a query of the first names, or leave blank to include all first names. The binoculars icon may also be used to perform a search by first name.
Customer Group	Use this field to limit the report to one or more specific customer groups. Enter a customer group, a query of the customer groups or leave blank to include all customer groups. Click on the binoculars icon to view a list of valid customer groups.
Customer Attribute 1 (through 4)	Use these fields to limit the report to one or more specific customer attributes. Enter a customer attribute, a query of the customer attributes or leave blank to include all customer attributes. The titles of these fields may have been replaced with names selected by your institution.
Address	Use this field to limit the report to one or more specific addresses. Enter an address, a query of the addresses, or leave blank to include all addresses.
City	Use this field to limit the report to one or more specific cities. Enter a city, a query of the cities, or leave blank to include all cities.
State	Use this field to limit the report to one or more specific states. Enter a state, a query of the states, or leave blank to include all states.
Zip	Use this field to limit the report to one or more specific zip codes. Enter a zip code, a query of the zip codes, or leave blank to include all zip codes.
Country	Use this field to limit the report to one or more specific countries. Enter a country, a query of the countries, or leave blank to include all countries.
Phone Number	Use this field to limit the report to one or more specific phone numbers. Enter a phone number, a query of the phone numbers, or leave blank to include all phone numbers.
Email Address	Use this field to limit the report to transactions from one or more specific email addresses. Enter an email address, a query of the email addresses or leave blank to include all email addresses.
Note Code	Use this field to limit the report to one or more specific note codes. Enter a note code, a query of the note codes, or leave blank to include all note codes. The binoculars icon may also be used to perform a search by note code.

FIELD	DESCRIPTION
Note Code Properties	If the report should be limited to note codes with specific properties, select from the following properties: Expired, Others View, Others Modify, Alert Cashier or Show in ePayment.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.24 Departmental Deposits Reports

Departmental Deposits Reports can be used to report on the status of Departmental Deposits and the items included within deposits. After clicking on the **Customize** button in a Departmental Deposits Report, a screen similar to the following will appear:

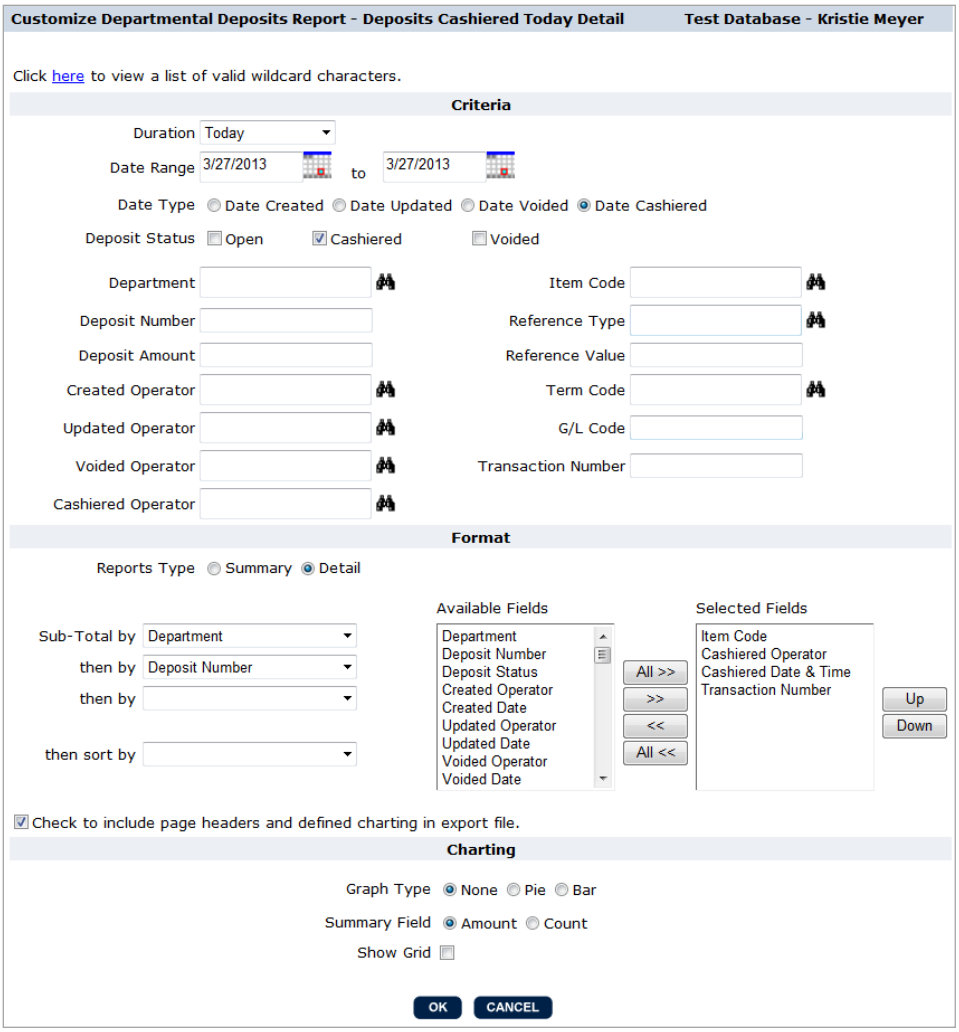

Figure 28 Departmental Deposits Reports Fields

This screen consists of three separate sections: Criteria, Format and Charting. The fields available in the Criteria section are reviewed below. The fields available in the Format and Charting sections are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 24: Departmental Deposits Report Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.
Date Type	Indicate whether the selected date or date range should represent when departmental deposits were created, update, voided or cashiered.
Deposit Status	Check the checkbox next to one or more of the following statuses to include departmental deposits of that status on the report: Open, Cashiered and Voided.
Department	Use this field to limit the report to departmental deposits created from of one or more specific departments. Enter a department code, a query of department codes, or leave blank to include all department codes. Click on the binoculars icon to view a list of valid department codes. **Note:** If this field is already populated with your assigned department code, the Run Departmental Deposits Reports permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Within Department Only.
Deposit Number	Use this field to limit the report to one or more departmental deposit numbers. Enter a deposit number, a query of the deposit numbers, or leave blank to include all deposit numbers.
Deposit Amount	Use this field to limit the report to one or more specific departmental deposit amounts. Enter an amount, a query of the amounts or leave blank to include all amounts.
Created Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs. **Note:** If this field is already populated with your operator ID, the Run Departmental Deposits Report permission located in the Inquiry & Reporting section of your operator IDs allowable activities has been set to Own Deposits Only.

FIELD	DESCRIPTION
Updated Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs.
Voided Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs.
Cashiered Operator	Use this field to limit the report to one or more specific operator IDs. Enter an operator ID, a query of the operator IDs, or leave blank to include all operator IDs. Click on the binoculars icon to view a list of valid operator IDs.
Item Code	Use this field to limit the report to one or more specific item codes. Enter an item code, a query of the item codes or leave blank to include all item codes. Click on the binoculars icon to view a list of valid item codes.
Reference Type	Use this field to limit the report to one or more specific reference types. Enter a reference type, a query of the reference types or leave blank to include all reference types. Click on the binoculars icon to view a list of valid reference types.
Reference Value	Use this field to limit the report to one or more specific reference values. Enter a reference value, a query of the reference values or leave blank to include all reference values.
Term Code	Use this field to limit the report to one or more specific term codes. Enter a term code, a query of the term codes or leave blank to include all term codes. Click on the binoculars icon to view a list of valid term codes.
G/L Code	Use this field to limit the report to one or more specific general ledger codes. Enter a G/L code, a query of the G/L codes or leave blank to include all G/L codes.
Transaction Number	Use this field to limit the report to one or more specific transactions. Enter a transaction number, a query of the transaction numbers or leave blank to include all transaction numbers.

After selecting the parameters for this report, click on the **OK** button at the bottom of the page; the customized report will display in PDF format. Reference Running Reports (p. 11) if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

2.25 1098T Reports

The 1098T Reports can be used to report on students that Integrated Payments identified to have missing or invalid TINs when their 1098-T information was imported into Integrated Payments in IRS file format.

After clicking on the Customize button in the 1098T TIN Report, a screen similar to the following will appear:

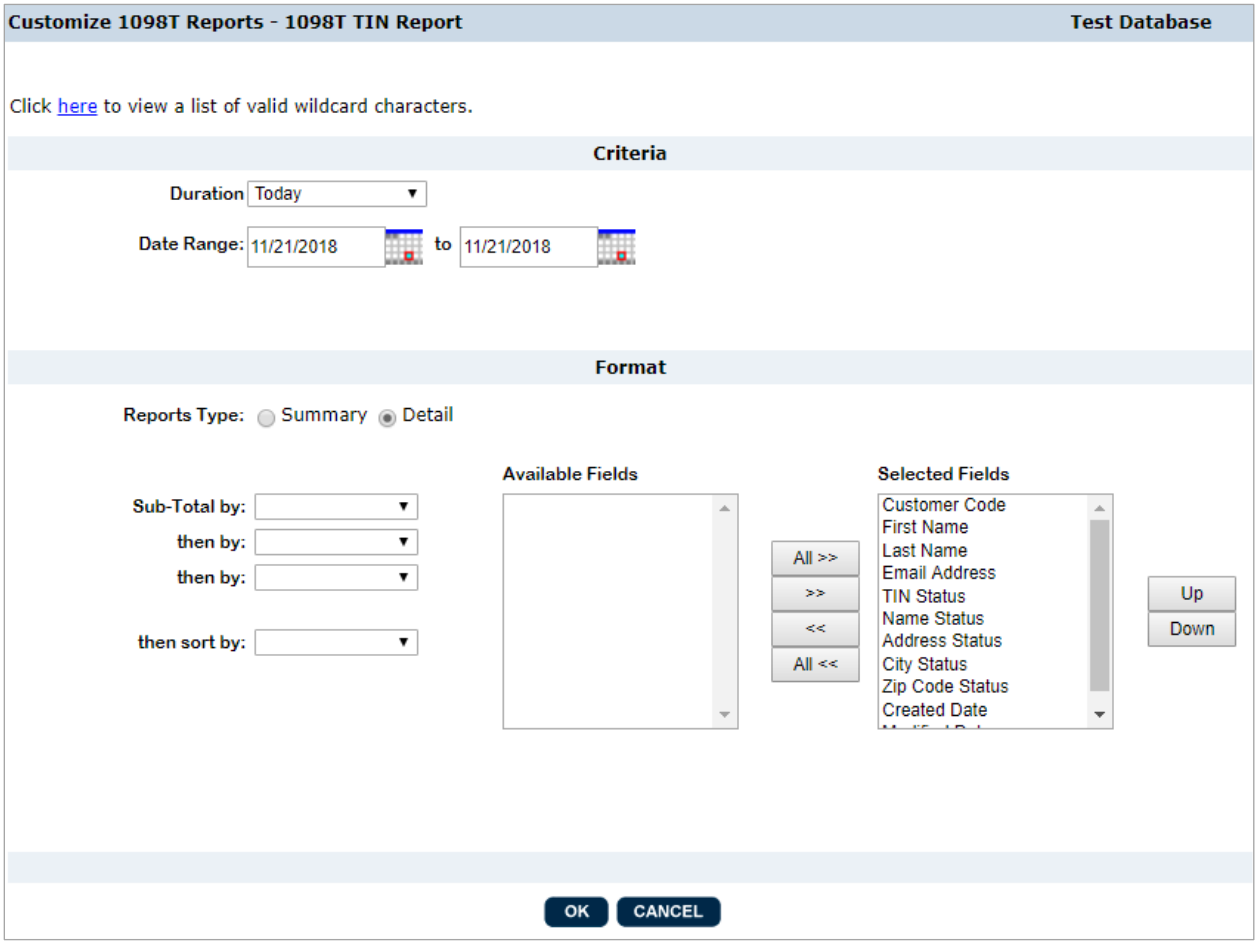

Figure 29 1098-T Report Fields

This screen consists of two separate sections: Criteria and Format. The fields available in the Criteria section are reviewed below. The fields available in the Format section are similar for each report category and are therefore reviewed in Customizing Reports & Report Templates (p. 13).

Table 25: 1098T Reports Fields

FIELD	DESCRIPTION
Duration	Click on the drop-down menu to select a time period for this report: Custom, Yesterday, Today, This Month, Last Month, Last 30 Days or Last 7 Days. If Custom is selected, use the Date Range field to select a date or date range.
Date Range	If Custom was selected for the duration field, select a date or date range for this report. If a time period other than Custom was selected, the Date Range will have updated automatically.

After selecting the parameters for this report, click on the OK button at the bottom of the page; the customized report will display in PDF format. Reference "Running Reports" on page 8 if you would like to export the report to a file, email the report, save the parameter selections to the report template, and/or create a new template.

3 Report Groups

Report Groups allow for the automation of report generation and delivery. Multiple Report Groups can be created; for each, one or more report templates can be selected to automatically generate reports in a selected format at a scheduled frequency and time. Recipients can be selected to receive email notifications when the reports are ready to retrieve and if the institution has chosen to permit it, they can also receive the reports as attachments to the emails.

To access Report Groups, click on the **Report Groups** link located in the Miscellaneous section of the System Setup menu.

If the Report Groups link does not permit access, your operator ID does not have the required security permission. In order to access the Report Groups page, the Allow Report Group permission located in the Inquiry & Reporting section of an operator's allowable activities must be set to Yes.

After clicking on the Report Groups link, a screen similar to the following will display:

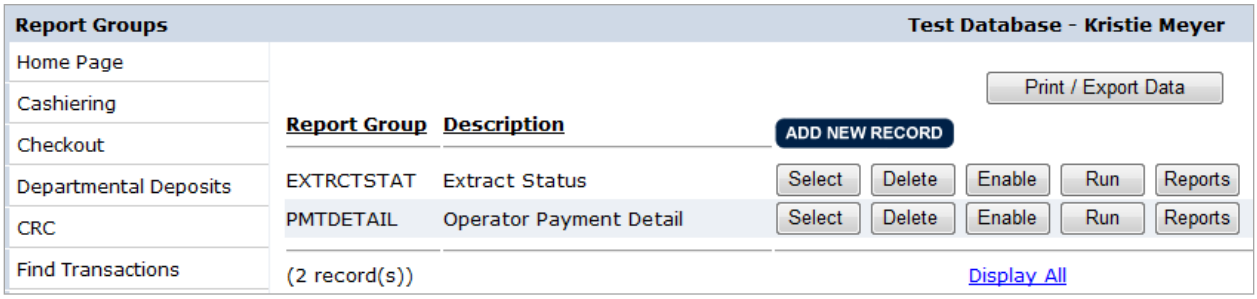

Figure 30 Report Groups Table

To create a new Report Group, click on the **ADD NEW RECORD** button. A screen similar to the following will display:

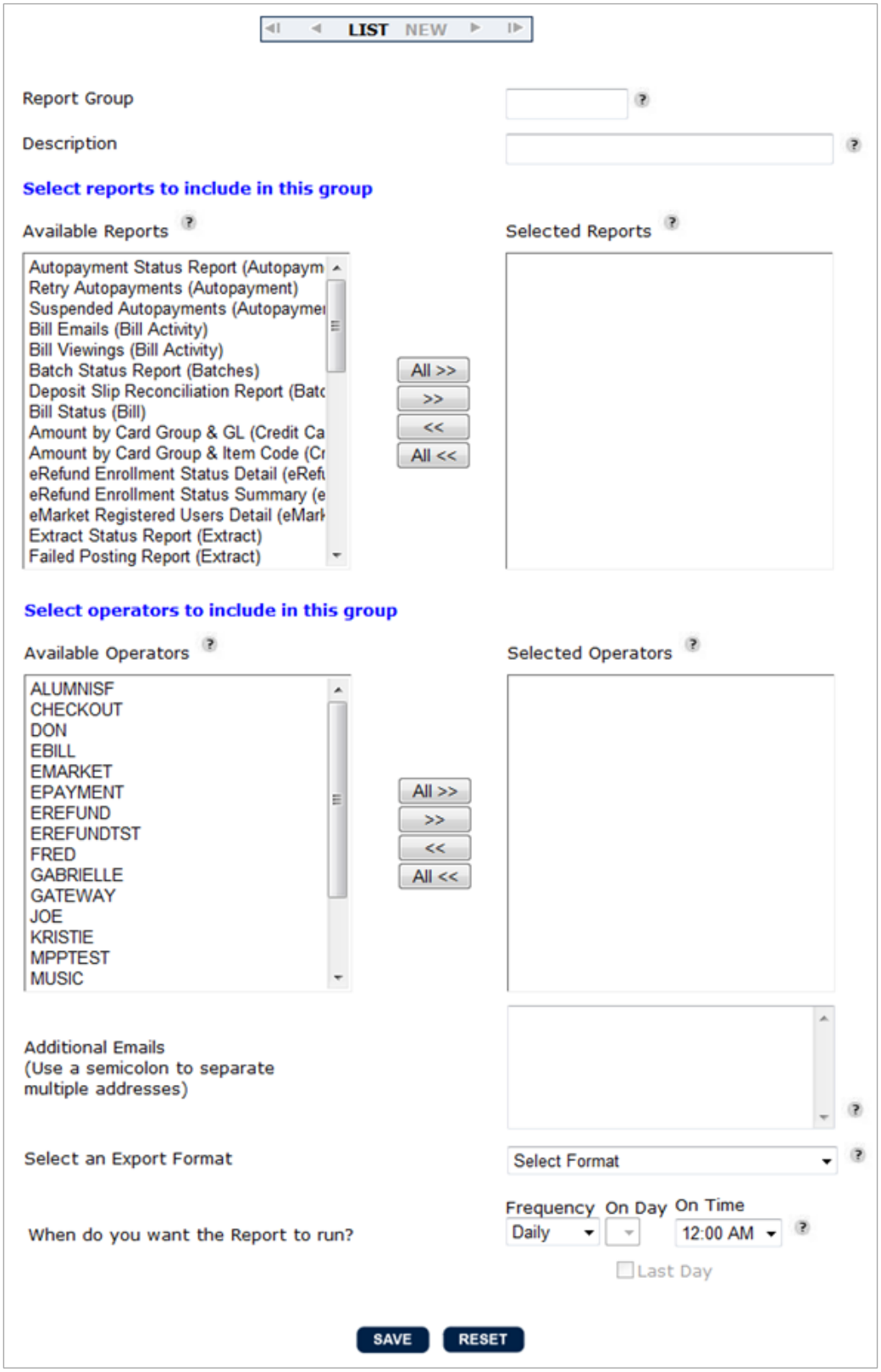

Figure 31 Report Group Fields

Table 26: Report Group Fields

FIELD	DESCRIPTION
Report Group	Enter a name for this report group. Once saved, this field may not be edited. (10-character maximum.)
Description	Enter a description of the report group.
Available Reports & Selected Reports	Use the arrow buttons to move the desired report templates from the Available Reports box into the Selected Reports box.
Available Operators & Selected Operators	Use the arrow buttons to move the operators who should receive email notifications from the Available Operators box into the Selected Operators box.
Additional Emails	Enter additional email addresses of those who should receive email notifications. (Use a semicolon to separate multiple addresses.)
Include reports as attachments in the email	Check this checkbox to include the reports as attachments to the notification emails. **Note:** If this field does not appear, the Allow the Option to Include Reports as Attachments in Report Groups checkbox located in the Control Parameters table has been unchecked.
Select an Export Format	Click on the drop-down menu to select from the following report formats: Microsoft Excel Formatted (.xls), Comma Delimited (.csv), Microsoft Word (.doc) PDF US Letter (.pdf), and PDF Unlimited Width (.pdf).
When do you want the Report to run?	Click on the Frequency drop-down menu to select from the following options: Daily, Weekly, Monthly or Once. If Daily is selected, select a time. If Weekly is selected, select a day of the week and time. If Monthly is selected, select a day of the month, or click on the Last Day checkbox and select a time. **Note:** The time of day can be selected from two hour time increment selections, starting at 12AM.

Click on the **SAVE** button to save the report group. After configuring and saving a report group, it must be enabled in order to start processing automatically. Click on the **LIST** link to return to the list of report groups. The following buttons appear to the right of each report group:

Table 27: Report Group Buttons

FIELD	DESCRIPTION
Select	Click on this button to view or alter the report group's configuration.
Delete	Click on this button to delete the report group. If the button appears grayed out, the report group has been enabled and must be disabled before deletion is allowed.

FIELD	DESCRIPTION
Enable or Disable	Click on the **Enable** button for the report group to start processing automatically. A message window will pop up asking if you are sure you would like to enable the report group; click on the **OK** button. If the report group includes a payments report, message window will also warn that the report group might contain some sensitive data.
Run	Click on the **Run** button to cause the report group to run instantly.
Reports	Click on the **Reports** button to access reports that have already generated.

Appendix A Available Fields

This table shows what fields appear in the Available Detail Fields or Selected Detail Fields box for each report category.

Table 28: Available Report Fields Listed by Report Type

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
1098-T/ 1098-E						X													
Account Number			X	X															
Account Type				X															
ACH Account Type													X						
Activity Date												X							
Activity Hour												X							
Activity Month												X							
Activity Time												X							
Activity Type												X							
Activity Year												X							
Actual Date	X	X	X						X	X									
Actual Time		X	X						X										
Address 1, 2 & 3						X											X		
Address 1 & 2				X															
Address Status																			X
Allowed to log in						X													
Alt. G/L Code		X																	
Alter Cashier																	X		
Amount													X			X			
Auth Code			X							X									
Auto Payment Code													X						
Auto Payment Code Desc													X						
Batch Number	X	X	X					X	X										
Batch Status								X											

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Beginning Balance								X											
Bill Creation Date											X	X							
Bill Date															X				
Bill Description		X																	
Bill Email Status															X				
Bill Number		X																	
Bill Read											X	X							
Bill Type											X	X							
Bill Type-Serial No.											X	X							
Billed DateTime															X				
Budget Change Notice														X	X				
Business Date	X	X	X					X	X	X									
Card Group									X	X									
Card Last Four Digits				X															
Card Type									X	X									
Card/Account Holder Name			X	X															
Cardholder First Name				X															
Cardholder Last Name				X															
Cashiered Date & Time																		X	
Cashiered Operator																		X	
City				X		X											X		
City Status																			X
Country			X	X		X											X		
Coupon Code		X																	
Create(d) Operator														X	X			X	
Created Date						X											X		X
Credit Card Type			X																
Customer Attribute 1 – 4	X	X	X			X			X								X		
Customer Code	X	X	X	X		X	X		X	X	X	X	X	X	X	X	X		X

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Customer Email						X													
Customer Email Address	X	X	X		X							X	X	X	X	X	X		
Customer Group						X											X		
Customer Name	X	X	X	X			X		X		X	X	X	X	X	X			
Date Prenote Rejected				X															
Day of Month												X	X						
Day of Week												X							
Days Past Due															X				
Days Past Late Fee															X				
Days Past Late Notice															X				
Days To Pay											X								
Default Effective Date								X											
Department	X	X	X					X	X									X	
Deposit Method				X															
Deposit Number																		X	
Deposit Slip Number			X					X											
Deposit Status																		X	
Discount Code		X																	
Due Date							X												
eBill						X													
Effective Date	X	X	X						X	X									
Electronic Pay Type			X																
Electronic Signature				X															
Email Address																			X
Enrolled by ID													X	X	X				
Enrollment or Enrolled Date													X	X	X				
Enrollment Time													X	X	X				
Entered By																	X		
Entered Date & Time																	X		
eRefund Type				X															
Event Date																X			

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Event Reference																X			
Event Time																X			
Event Type																X			
Expiration Date			X														X		
Expired																	X		
Extract Code									X										
Extract Date									X										
Extract Description									X										
Extract Serial No.									X										
Extract Status									X										
Extract Time									X										
First Name					X	X											X		X
Fulfill/Approve Date	X	X	X																
Fulfill/Approve Operator	X	X	X																
G/L Attribute 1 – 4		X																	
G/L Code		X							X	X								X	
G/L Description		X							X	X									
Guarantee Date														X	X				
ID Type													X	X	X				
IFT Currency Code			X																
IFT Vendor			X																
IFT Payment Methods			X																
Initial Email Status											X	X							
Initial Enroll/ Decline Date				X															
Initial Percentage															X				
Installment Number															X				
IPP Code										X				X	X	X			
IPP Code Desc														X	X				
IPP Code Restriction Type																	X		
IPP Notifications						X													

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Issuer ID				X															
Item Attribute 1 - 4		X							X										
Item Code		X							X					X	X			X	
Item Description		X							X										
Item Group		X							X										
Item Or Pmt									X										
Last Auto Payment Amount													X						
Last Auto Payment Date													X						
Last Error Message													X						
Last Fail Transaction Number													X						
Last Modified Date						X							X						
Last Modified Operator													X						
Last Name					X	X											X		X
Last Status Change Date				X															
Last Success Transaction Number													X						
Late Fee Assessed Date															X				
Late Notice Date															X				
Late Notice Email Status															X				
Location		X	X						X	X									
Location Attribute 1 - 4									X										
Merchant Code	X	X	X																
Message									X										
Modified By																	X		
Modified Date																			X
Modified Date & Time																	X		
Name Status																			X

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Next Auto Payment Date													X						
Next Expiry Reminder Date													X						
Note Code																	X		
Note Code Description																	X		
Note Code Text																	X		
Number of Failed Attempts													X						
Number of Installments														X	X				
Number of Months													X						
Operator	X	X	X					X	X	X			X			X			
Others Modify																	X		
Others View																	X		
Parent Address Line #1						X													
Parent Address Line #2						X													
Parent City						X													
Parent First Name						X													
Parent Last Name						X													
Parent Phone						X													
Parent PIN						X													
Parent PIN Email						X													
Parent State						X													
Parent Zip						X													
Payer – Address	X	X	X																
Payer – City	X	X	X																
Payer – Country	X	X	X																
Payer – State	X	X	X																
Payer – ZIP	X	X	X																
Payment Code	X	X	X																
Payment Code Restriction																	X		

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Payment Description			X																
Payment Group			X																
Payment Made											X								
Payment Name				X															
Payment Reference			X																
Payment Type													X						
Payment Attribute 1 - 4			X																
Percent Denied																	X		
Phone Number						X											X		
Plan Status													X	X	X				
Prenote Rejected Date													X						
Prenote Submitted Date													X						
Prenote Transaction Number													X						
Previous Budget Amount														X					
Previous Difference Amount														X					
Publish Date											X								
Quantity		X																	
Read By Customer																			
Read By Login											X								
Read By Parent PIN											X								
Receipt Email Address	X	X	X																
Reference Types (listed individually)	X	X												X	X			X	
Refund Check Number			X																
Relationship to Student						X													
Reload Status				X															
Reminder Email Status											X								

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Retry Count									X										
Routing Transit Number			X	X															
Second Late Notice Date															X				
Second Late Notice Status															X				
Serial No.											X								
Settlement Date														X	X				
Shipping - Address Line 1	X	X	X																
Shipping - Address Line 2	X	X	X																
Shipping - Address Line 3	X	X	X																
Shipping - City	X	X	X																
Shipping - Country	X	X	X																
Shipping - First Name	X	X	X																
Shipping - Last Name	X	X	X																
Shipping - State	X	X	X																
Shipping - ZIP	X	X	X																
Show in ePayment																	X		
SmartPay	X	X	X																
SMS Notifications						X													
Source	X							X		X									
Source IP Address				X															
State				X		X											X		
Station	X	X	X						X										
Status				X															
Status Change Date													X						
Submission Date							X												
Submission Operator							X												
Submission Time							X												
Term Code		X												X	X	X		X	

AVAILABLE FIELDS	TRANSACTION REPORTS	PAID ITEM REPORTS	PAYMENTS REPORTS	EREFUND REPORTS	EMARKET REGISTERED USERS REPORTS	PARENT PIN REPORTS	FORM 8300 REPORTS	BATCHES REPORTS	EXRACT REPORTS	CREDIT CARD DISTRIBUTION REPORTS	BILL REPORTS	BILL ACTIVITY REPORTS	AUTO PAYMENT REPORTS	IPP BALANCE REPORTS	IPP BALANCE DETAIL REPORTS	IPP EVENT REPORTS	NOTE CODE REPORTS	DEPARTMENTAL DEPOSIT REPORTS	1098T REPORTS
Third Late Notice Date															X				
Third Late Notice Status															X				
TIN Status																			X
Total Amount							X												
Tracking Number	X	X	X																
Tracking URL	X	X	X																
Transaction Business Date							X												
Transaction Number	X	X	X				X		X	X								X	
Transaction Status	X	X	X																
Transaction Type	X																		
Tx. Line Number									X										
Updated Date																		X	
Updated Operator																		X	
User Name					X														
User Type												X							
Void Authorizer	X																		
Void(ed) Date	X																	X	
Void(ed) Operator	X																	X	
Zip Code				X		X											X		
Zip Code Status																			X

Appendix B Wildcard Characters

To help define a query, many search fields in Integrated Payments allow the following wildcard characters to be used (also known as query-by-example symbols):

Table 29: Integrated Payments Available Wildcard Search Characters

WILDCARD CHARACTER	DESCRIPTION
>	Greater than.
<	Less than.
=	Equal to. Using the = sign with no value following indicates a null value.
>=	Greater than or equal to.
<=	Less than or equal to.
<>	Not equal to. May also be expressed by !=
:	A range of values.
*	One or more characters.
?	A single character.
|	Or.