



User Guide: QuikPAY Reporter

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Reporter Features

These features are available to both Administrative and Reporter users.

All available reports will be grouped on one page and will provide a graphic dashboard with navigation to each report.

Reports Grouping

Group	Report Name	Graph Description
Payment Reports	Payment Report	% posted eCheck vs. approved credit card vs. completed wire transfer (date range selected by user)
	Reconcile Report	# of posted and # of returned eCheck (date range selected by user)
	Future Payment Report	monthly scheduled payment total dollar amount for the future 3 months
Payment Plan Reports	Agreement Report	# of agreements that are Active, Completed, Terminated and Unaccepted
	Cash Flow Report	monthly total dollar amount on payment plans for the future 3 months
	Payment Status Report	# of installments that are 'Processed', 'Scheduled', 'Cancelled', 'Rescheduled', 'Failed', 'Skipped' and 'Not Processed'
	Balance Adjustment Report	# of agreements with balance adjustments (date range selected by user)
	Terminated Agreement Report	# of agreements that were terminated (date range selected by user)
	Insurance Report	No Graph
	Payment Plan Reconcile Report	No Graph
User Report	User Report	% of Active Payer has Authorized Payer vs. Active Payer has no Authorized Payer
Batch Refund Report	Batch Refund Report	# of refunds processed (date range selected by user)

Report Summary

Payment Reports

Payment **Past 30 days as of Feb 01, 2017 19:50 PM**
 ([Edit Date Range](#))

Reconcile

Payment Type	Percentage	Total	Dollar Amount
Credit Card - Approved	8.27%	1094	\$111,526.40
eCheck - Posted	91.73%	12141	\$24,661.30

[Select Criteria](#)

Payment Plan Reports

Agreement

Cash Flow

Payment Status

Balance Adjustment

Terminated Agreement

Insurance

Agreements	Percentage	Total
Active	11.11%	4
Completed	72.22%	26
Terminated	16.67%	6
Unaccepted	0.00%	0

[Select Criteria](#)

User Report

Active Payer
Has no Authorized Payer
95.40 %

Active Payer
Has Authorized Payer
4.60 %

[Select Criteria](#)

Batch Refund Report

Past 30 days as of Feb 01, 2017 19:50 PM
 ([Edit Date Range](#))

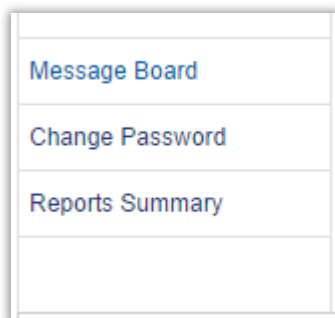
Number of Refunds Processed
0

[Select Criteria](#)

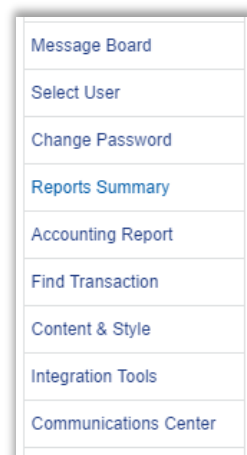
Create Payment Report

Select the **Report Summary** option from the menu on the left side of the page.

Reporter



Administrator



Select the Select Criteria button in the Payment Reports section of the Report Summary

Payment Reports

Payment Past 30 days as of Feb 01, 2017 19:50 PM
([Edit Date Range](#))

Reconcile

Payment Type	Percentage	Total	Dollar Amount
Credit Card - Approved	8.27%	1094	\$111,526.40
eCheck - Posted	91.73%	12141	\$24,661.30

[Select Criteria](#)

Payment Report Criteria

Time Options ? ^

Calendar Day Business Day

By Day

 Date:

(MM/DD/YYYY)

By Month

 Month:

(MM/YYYY)

By Time Period ?


 Format:

 From Date:

 To Date:

Transactions with various statuses will be shown on each day’s report by Calendar Day or Business Day.

Time Options	Description
Calendar Day	The day on which the transaction was performed. A Calendar Day is from 12:00:00 AM to 11:59:59 PM.
Business Day	The related business date to which the transaction belongs. Only the date is relevant to the Business Day option; the time is not. Note: “business dates” that correspond to Mondays will include all weekend transactions from the close of business Friday forward.
By Day	Generates a report for a given date where the date falls within the specified Time Option.
By Month	Generates a report for a given month where the month falls within the specified Time Option.
By Time Period	Generates a report for a date/time range. The date/time range includes all transactions in the “From Date/Time” up to but NOT including the “To Date/Time” To generate a report based on a specific time of day, use the Date Format drop down box in this section.

 An eCheck transaction may be returned for a variety of reasons. Returned transactions are transmitted back to **QuikPAY** on a daily basis. The date of a return transaction is the timestamp when **QuikPAY** processed the return and updated the original transaction. The result effective date is the business date that the transaction was rejected by the payer’s financial institution.

Payment Method Widget:



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The following payment methods are unchecked by default

- Select Credit Card Options
- Select eCheck Options
- Select Wire Transfer Options

1. If a user checks one of the options, that particular section will be expanded with all the available options in that section checked by default.
2. User can click on chevron icon provided on the right to collapse the section.
3. If a user unchecks the option, the section will be expanded and all the options in the particular section will be unchecked by default.

Note: At least one payment processor must be selected to run the payment report.

Select Credit Card Options

Option	Value	Description
Transaction Type	Payment	Transactions that are not refunds
	Refund	Transactions that have been refunded to the payer
Card Type	American Express Discover Mastercard Visa	Payments made by selected card type
Result Status	Approved	Successful payments
	Rejected	Declined or invalid credit card payments
	Error	Unsuccessful payments
	Unknown	Declined or invalid credit card payment

Select Payment Processors and/or Orders

Payment Processors	All	None	Orders
<input checked="" type="checkbox"/> BAR Commitment Deposit Credit Card Processor			<input checked="" type="checkbox"/> Commitment Deposit BAR01 - Student Accounts Guest
<input checked="" type="checkbox"/> BAR Payment Plan Credit Card Processor			<input checked="" type="checkbox"/> PAYMENT_PLAN_BAR - Student Accounts Payer
<input checked="" type="checkbox"/> BCC Commitment Deposit Credit Card Processor			<input checked="" type="checkbox"/> PAYMENT_PLAN_BAR - Student Accounts Authorized Payer
<input checked="" type="checkbox"/> BCC Payment Plan Credit Card Processor			<input checked="" type="checkbox"/> Commitment Deposit BCC01 - Student Accounts Guest
<input checked="" type="checkbox"/> BKL Commitment Deposit Credit Card Processor			<input checked="" type="checkbox"/> PAYMENT_PLAN_BCC - Student Accounts Authorized Payer
<input checked="" type="checkbox"/> BKL Payment Plan Credit Card Processor			<input checked="" type="checkbox"/> PAYMENT_PLAN_BCC - Student Accounts Payer
			<input checked="" type="checkbox"/> Commitment Deposit BKL01 - Student Accounts Guest
			<input checked="" type="checkbox"/> PAYMENT_PLAN_BKL - Student Accounts Authorized Payer
			<input checked="" type="checkbox"/> PAYMENT_PLAN_BKL - Student Accounts Payer

Select ECheck Options, Payment Processors, and/or Orders

Select ECheck Options ?

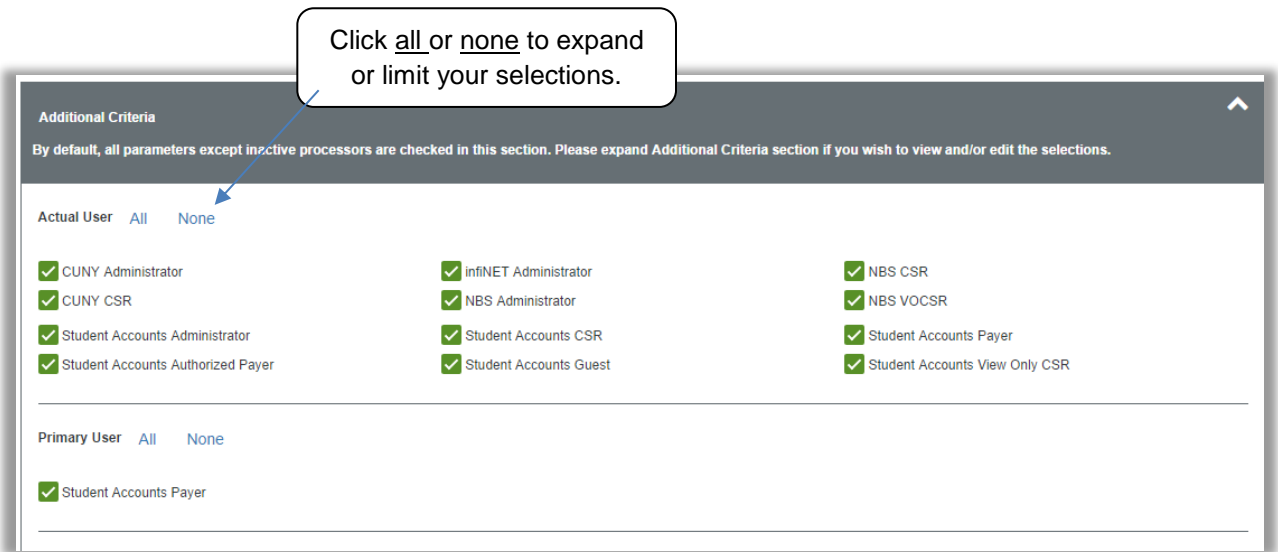
Account Type: Checking Savings

Payment Status: Posted Returned NOC Cancelled

Payment Processors	All	None	Orders
<input checked="" type="checkbox"/> BAR Commitment Deposit eCheck Processor			<input checked="" type="checkbox"/> Commitment Deposit BAR01 - Student Accounts Guest
<input checked="" type="checkbox"/> BAR Payment Plan eCheck Processor			<input checked="" type="checkbox"/> PAYMENT_PLAN_BAR - Student Accounts Payer
<input checked="" type="checkbox"/> BAR Student Accounts eCheck Processor			<input checked="" type="checkbox"/> PAYMENT_PLAN_BAR - Student Accounts Authorized Payer
			<input checked="" type="checkbox"/> BAR01 - Student Accounts Payer
			<input checked="" type="checkbox"/> BAR01 - Student Accounts Authorized Payer

Option	Value	Description
Account Type	Checking	Transactions initiated from payers checking account
	Savings	Transactions initiated from payers savings account
Payment Status	Posted	Successful payments
	Returned	Returned eCheck payments
	NOC	Notification of status
	Cancelled	Transactions cancelled before settlement was attempted

Additional Criteria:



1. The following options under Additional Criteria section will be checked/selected by default. The user can expand the additional criteria section to view and/or edit the selections:

- Actual User
- Primary User

2. The following options under Additional Criteria section are unchecked by default:

- Deleted or Inactive Processors

Option	Description
Actual User	The <i>QuikPAY</i> user who performed the transaction (Payer, Authorized Payer, CSR)
Primary User	The person on whose behalf the transaction was made (typically a student)
Processors	The departmental processors based on transaction type (credit card or eCheck) for which the institution accepts payments

Payment Report Summary

The Report Summary displays a list showing total transaction count and dollar amount for each payment method grouped by processor. The summary provides subtotals by processor and the overall total for the selected date/time period.

[Excel](#) [Print](#) [Return to Reports Home](#) [Back](#)



Payment Report Summary

Report Criteria									
LAG Commitment Deposit Credit Card Processor		Approved	Total	Rejected/ Error	Total	Unknown	Total		
AMERICAN EXPRESS		0	\$0.00	0	\$0.00	0	\$0.00		
DISCOVER		0	\$0.00	0	\$0.00	0	\$0.00		
MA STERCARD		0	\$0.00	0	\$0.00	0	\$0.00		
VISA		0	\$0.00	0	\$0.00	0	\$0.00		
Subtotal		0	\$0.00	0	\$0.00	0	\$0.00		
LAG Payment Plan Credit Card Processor		Approved	Total	Rejected/ Error	Total	Unknown	Total		
AMERICAN EXPRESS		0	\$0.00	0	\$0.00	0	\$0.00		
DISCOVER		0	\$0.00	0	\$0.00	0	\$0.00		
MA STERCARD		2	\$1,750.00	0	\$0.00	0	\$0.00		
VISA		0	\$0.00	0	\$0.00	0	\$0.00		
Subtotal		2	\$1,750.00	0	\$0.00	0	\$0.00		
LAG Commitment Deposit ECheck Processor		Posted	Total	Returned	Total	Cancelled	Total	N.O.C.	Total
CHECKING		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
SAVING \$		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Subtotal		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
LAG Payment Plan ECheck Processor		Posted	Total	Returned	Total	Cancelled	Total	N.O.C.	Total
CHECKING		4	\$2,033.62	0	\$0.00	0	\$0.00	0	\$0.00
SAVING \$		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Subtotal		4	\$2,033.62	0	\$0.00	0	\$0.00	0	\$0.00
LAG Student Accounts ECheck Processor		Posted	Total	Returned	Total	Cancelled	Total	N.O.C.	Total
CHECKING		33	\$7,014.42	7	-\$185.99	0	\$0.00	0	\$0.00
SAVING \$		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Subtotal		33	\$7,014.42	7	-\$185.99	0	\$0.00	0	\$0.00
All Processors	Approved/ Completed/ Posted	Total	Returned	Total	Unsuccessful	Total			
OVERALL	39	\$10,798.04	7	-\$185.99	0	\$0.00			

Payment Report Details

Payment Report Details

[Print](#) [Edit Criteria](#) [Return to Reports Home](#) [Back](#)

-  [Excel Basic](#) - Download a report that contains columns displayed on current page.
-  [Excel Detail](#) - Download a report that contains more columns/details.

Transactions Per Page:

20

Confirm Number	Date (EDT)	Amount	Payment Method	Account Number	Account	Actual Payer
5002612269	01/05/16 01:30 AM	\$1,317.02	MASTERCARD	23130882	PAYMENT PLAN JJC	Ashlie Bourne
5002612304	01/11/16 01:30 AM	\$166.66	MASTERCARD	23438430	PAYMENT PLAN NYT	Dawn Afolabi
5002613199	01/27/16 04:07 PM	\$1,716.50	MASTERCARD	23167078	PAYMENT PLAN QNS	Jody Buhr
5002613218	01/28/16 04:48 PM	\$737.65	MASTERCARD	23314611	PAYMENT PLAN KCC	Abbott, Lucinda
5002613212	02/01/16 01:30 AM	\$737.47	MASTERCARD	23314611	PAYMENT PLAN KCC	Abbott, Lucinda
5002613278	02/05/16 11:18 AM	\$283.30	MASTERCARD	10906447	PAYMENT PLAN CSI	Mirtha Santiago
5002613282	02/08/16 12:34 PM	\$275.00	MASTERCARD	12183151	Baruch College Commitment Deposit	Rowana Abbenstets
5002613438	02/11/16 04:52 PM	\$200.00	MASTERCARD	23233059	Kingsborough Community College ...	Askar Eshkuvatov
5002613458	02/16/16 12:56 PM	\$200.00	MASTERCARD	23233059	Kingsborough Community College ...	Askar Eshkuvatov
5002613460	02/17/16 01:01 PM	\$100.00	MASTERCARD	23233059	Kingsborough Community College ...	Askar Eshkuvatov
5002613462	02/17/16 01:09 PM	\$2.01	MASTERCARD	23233059	Kingsborough Commitment Deposit	Askar Eshkuvatov
5002613466	02/17/16 01:42 PM	\$333.30	MASTERCARD	23346251	PAYMENT PLAN BCC	Blessie Abbas
5002613470	02/17/16 02:51 PM	\$230.00	MASTERCARD	23233059	Kingsborough Commitment Deposit	Askar Eshkuvatov
5002613472	02/17/16 03:34 PM	\$100.00	MASTERCARD	23233059	Kingsborough Community College ...	Askar Eshkuvatov
5002613474	02/17/16 03:42 PM	\$100.00	MASTERCARD	23233059	Kingsborough Community College ...	Askar Eshkuvatov
5002613491	02/18/16 03:48 PM	\$416.75	VISA	15348009	PAYMENT PLAN BAR	Akhtarul Alam
5002613506	02/19/16 10:46 AM	\$416.75	AMERICAN EXPRESS	23472534	PAYMENT PLAN BKL	Michael Briceno
5002613539	02/19/16 12:16 PM	\$833.25	AMERICAN EXPRESS	23276316	PAYMENT PLAN JJC	Raifa Azmiree
5002613563	02/19/16 01:07 PM	\$833.25	AMERICAN EXPRESS	23354124	PAYMENT PLAN LEH	Darnell Hairston
5002613581	02/19/16 01:16 PM	\$416.75	AMERICAN EXPRESS	23311076	PAYMENT PLAN NCC	Parminder Dhillon

1 2 3 4 5 6 7 8

Click the Confirmation Number a Report Summary Line to view Report Results by account type.

Transaction Details

Transaction Details

[← Back](#)

Payment

Payment made by Peter Payer

Confirmation Number: **1211**

Payment Date: Apr 29, 2011 at 4:11 PM, CDT

Effective Date: Apr 29, 2011

Primary User Id: 123456789

Primary User Name: Peter Payer

Account: Tuition & Fees

Payment Amount: **\$611.00**

Cardholder's Name: CC Payer

Payment Method: MASTERCARD *****5454

Approval Code: TAS717


User Choice 3: Option 1

Billing Address Info: 300 Knightsbridge Parkway
Lincolnshire, IL 60069

Contact Info: (555)555-5555 (daytime phone)
(555)555-5555 (evening phone)
ppayer@univ.edu (e-mail)

Refunds Made To This Payment

Confirmation Number	Date	Amount
1232	05/02/11	\$200.00

 The information presented on the **Transaction Details** page is selected by the institution during system implementation. This figure illustrates an example of a basic **Transaction Detail** page.

Invalid Transactions

Transaction Details

[← Back](#)

 **ERROR: - This transaction has been declined**

Payment

Payment made by Peter Payer

Confirmation Number: **1394**

Payment Date: May 15, 2011 at 5:12 PM, CDT

Effective Date: May 16, 2011

Primary User Id: 123456789

Primary User Name: Peter Payer

Account: Tuition & Fees

Payment Amount: **\$611.11**

Cardholder's Name: CC Payer

Payment Method: MASTERCARD *****5454

User Choice 3: Option 1

Billing Address Info: 300 Knightsbridge Parkway
Lincolnshire, IL 60069

Contact Info: (555)555-5555 (daytime phone)

(555)555-5555 (evening phone)


ppayer@univ.edu (e-mail)



A declined **credit card** transaction will be marked immediately upon submittal and rejection of the transaction. **eCheck** transactions are immediately successful if a valid routing number is used, but can be returned via the NACHA network as invalid within seven business days for other reasons.

Transaction Details

[← Back](#)

 **ERROR: R02 - Account Closed**

Payment


Payment made by Peter Payer

Confirmation Number: **1014**

Payment Date: Apr 8, 2011 at 3:02 PM, CDT
Effective Date: Apr 8, 2011
Return Effective Date: Apr 8, 2011
Primary User Id: 123456789
Primary User Name: Peter Payer
Account: Northern Tuition
Term: Fall
Payment Amount: **\$1,600.00**
Holder's Name: Echeck Payer
Payment Method: CHECKING 11111

Billing Address Info: 300 Knightsbridge Parkway
Lincolnshire, IL 60069

Contact Info: (555)555-5555 (daytime phone)
(555)555-5555 (evening phone)
ppayer@univ.edu (e-mail)

 A returned **eCheck** presents at the end of day in the Transaction Notification File. If you have an automated process to post **eCheck** returns (e.g. a NBS provided integration connector), the reversal will be made. If you do not have an automated returns process, the reversal needs to be processed manually. If an **eCheck** returns because of an invalid account number, the account number that the payer entered will be displayed in the transaction detail unmasked.

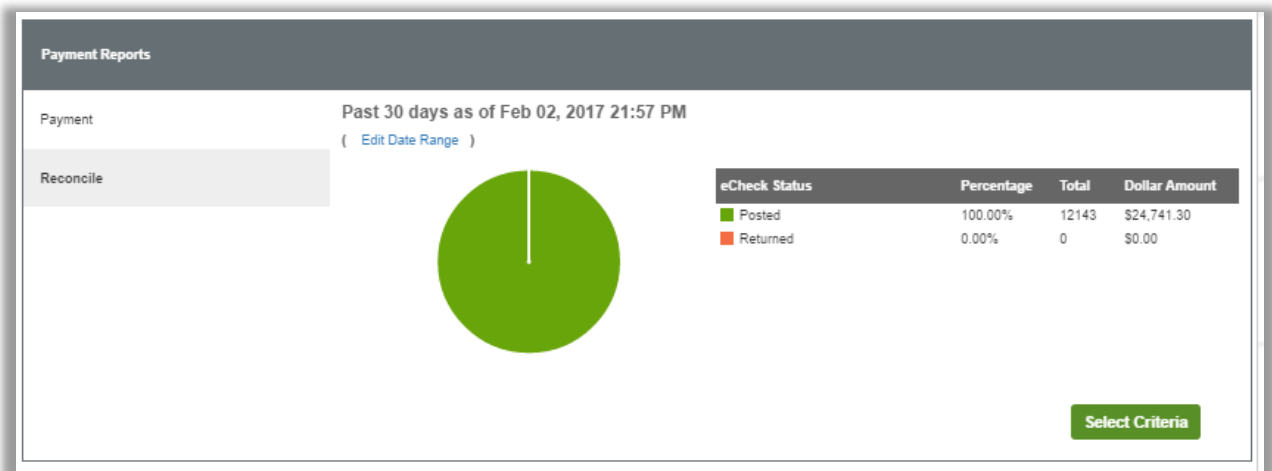
Reconcile Report

The Reconcile Report assists in verifying the **QuikPAY** eCheck debits and credits to the institution's bank account.

QuikPAY makes an aggregate deposit into the institution's bank account for the sum of all processed eCheck payments. **QuikPAY** also generates a debit (withdrawal) from the client's depository account for any new eCheck returns.

To create a Reconcile Report:

Select the **Reconcile Report** option from the Report Summary dashboard on the left side of the page.





Click **Select Criteria**

Reconcile Report Criteria

Reconcile Report

Please enter the parameters for the report you wish to run, then click "Reconcile" button.

Date Period 	
<input type="radio"/> By Day	Date: <input type="text" value="05/21/2011"/> (MM/DD/YYYY)
<input type="radio"/> By Month	Month: <input type="text" value="05/2011"/> (MM/YYYY)
<input checked="" type="radio"/> By Date Period (From Date is inclusive and To Date is exclusive in the report)	From Date: <input type="text" value="04/01/2011"/> (MM/DD/YYYY) To Date: <input type="text" value="04/15/2011"/> (MM/DD/YYYY)




eCheck Processor: 

Click
Reconcile to
view Report

Reconcile Report Results

The Reconcile Report Results page displays a list showing total posted payments and total rejected payments by date for the selected processor.


Reconcile Report Results

 MS Excel 97-2003
  Print
  Back

Northern Tuition eCheck Processor				
Date	Posted Payments		Rejected Payments	
04/08/11	0	\$0.00	3	\$3,200.00
04/11/11	3	\$3,200.00	0	\$0.00
04/12/11	7	\$11,475.00	5	\$9,125.00
04/13/11	17	\$30,425.00	0	\$0.00
04/14/11	0	\$0.00	20	\$22,900.00

Click on a specific date in the Date column to see **Report Detail**.

The **Posted Payments** column shows the count and total amount of all eCheck payments deposited on the given business date. The **Rejected** column shows the amount of all transactions that were returned (and hence, debited) on that same business date.

 The nature of ACH processing prohibits rejected transactions from appearing on the same date as they were made; all rejected transactions in the reconcile report correspond to transactions that first occurred on a previous date.

Reconcile Report Details

Reconcile Report Details

[Print](#) [Start Over](#) [Back to Summary](#)

Download Options

- [MS Excel 97-2003](#) - Download a list of the transactions displayed on the current reconcile report page.
- [Get All \(basic - MS Excel 97-2003\)](#) - Download a tab-delimited file with basic transaction info.
- [Get All \(detailed - MS Excel 97-2003\)](#) - Download a tab-delimited file with detailed transaction info.

Rejected Payments

Detail	Confirm Number	Date (CDT)	Amount (\$)	Payment Method	Account Number	Account
	1144	04/12/2011	1,750.00	CHECKING	22554	Northern Tuition
	1138	04/12/2011	1,750.00	CHECKING	24245	Northern Tuition
	1173	04/12/2011	1,000.00	CHECKING	5453	Northern Tuition
	1124	04/11/2011	2,500.00	CHECKING	33356	Northern Tuition
	1112	04/11/2011	2,125.00	CHECKING	3232	Northern Tuition

Posted Payments

Detail	Confirm Number	Date (CDT)	Amount (\$)	Payment Method	Account Number	Account
	1118	04/11/2011	1,750.00	CHECKING	2111	Northern Tuition
	1112	04/11/2011	2,125.00	CHECKING	3232	Northern Tuition
	1106	04/11/2011	800.00	CHECKING	4332	Northern Tuition
	1099	04/11/2011	2,000.00	CHECKING	5555	Northern Tuition
	1087	04/11/2011	1,800.00	CHECKING	85432	Northern Tuition
	1080	04/11/2011	1,600.00	CHECKING	799	Northern Tuition
	1042	04/11/2011	1,400.00	CHECKING	23414	Northern Tuition

Click the detail icon on a Report Detail Line to view Transaction Details.

The **stop sign** icon indicates an invalid transaction.

Transaction Details

Transaction Details

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Payment

Payment made by Peter Payer

Confirmation Number: **1011**

Payment Date: Apr 7, 2011 at 11:58 AM, CDT

Effective Date: Apr 7, 2011

Primary User Id: 123456789

Primary User Name: Peter Payer

Account: Tuition & Fees

Payment Amount: **\$611.00**

Holder's Name: Echeck Payer

Payment Method: CHECKING *****6789

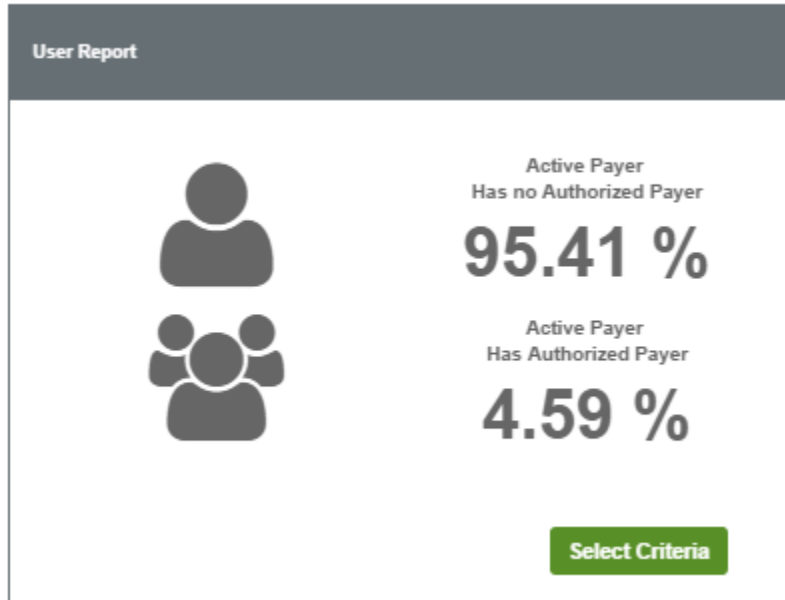
User Choice 3: Option 1

Billing Address Info: 300 Knightsbridge Parkway
Lincolnshire, IL 60069

Contact Info: (555)555-5555 (daytime phone)
(555)555-5555 (evening phone)
ppayer@univ.edu (e-mail)

User Report

In addition to the User Report, the Administrator has access to all reports listed in Chapter 3. Please refer to that chapter in this document for further information.



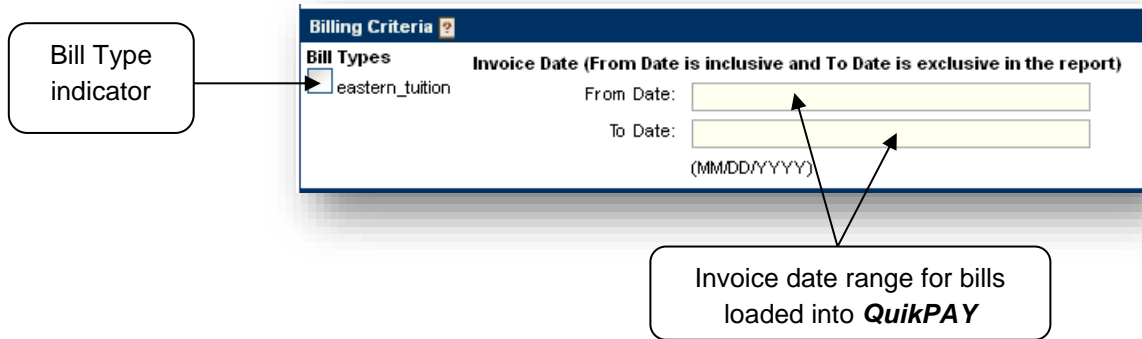
The User Report provides information about Payers and Authorized Payers based on various selection criteria. To access the User Report, select User Report from the report dashboard.

Select Criteria

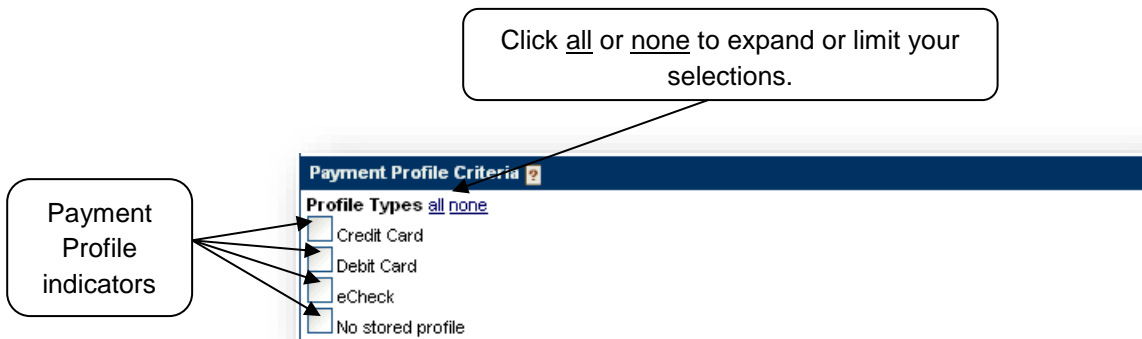
The **User Criteria** form includes the following fields and callouts:

- Primary User:** Eastern Tuition Payer. Callout: Department / User Type for Primary User.
- Authorized User:** Eastern Tuition Authorized Payer. Callout: Authorized Payer Department / User Type.
- Has Authorized Payers?** Yes, No. Callout: Authorized Payer indicators.
- User Create Date (From Date is inclusive and To Date is exclusive in the report):** From Date: _____, To Date: _____ (MM/DD/YYYY). Callout: Primary User Create Date Range.

i If no date range is entered, the report will return all selected users regardless of creation date.



i The Billing Criteria section is only applicable if your organization has implemented the billing feature.



i The Payment Criteria section is only applicable if your organization saves user payment profiles.

The screenshot shows a form titled "Transaction Criteria" with a help icon. It contains a checkbox labeled "Only select users WITHOUT transactions". Below this are two rows of input fields. The first row is for "Transaction Date (mm/dd/yyyy)" with fields for "or between" and a range separator "-". The second row is for "Amount" with similar "or between" and range separator fields. A "Get Report" button is located at the bottom right. Three callout boxes provide instructions: one on the left explains the checkbox, one at the top points to the date fields, and one at the bottom points to the amount fields. A fourth callout points to the "Get Report" button.

Specify exact Date OR a Date Range.

Indicates selection of users who DO NOT have transactions within the specified Date or Amount ranges.

Specify exact Amount OR an Amount range.

Click to generate report.

i You cannot specify both Transaction Date and date range fields at the same time.

i Amount is the total transaction amount. It may include optional convenience fee if it applies to the specific payment method. Don't include commas into the amount value. You cannot specify both exact amount and Amount range fields at the same time.


Report Summary

Click **Get All** to download the detail report.


Click **Start Over** to generate a new report.

User Report Summary

The generated user report is available for download. You may download it as an excel file or a csv file.



Download Options

 [Get All \(basic - MS Excel 97-2003\)](#) - Download a CSV file with basic user info.

User Report Result Summary	
Number of Payers:	4
Number of Authorized Payers:	1

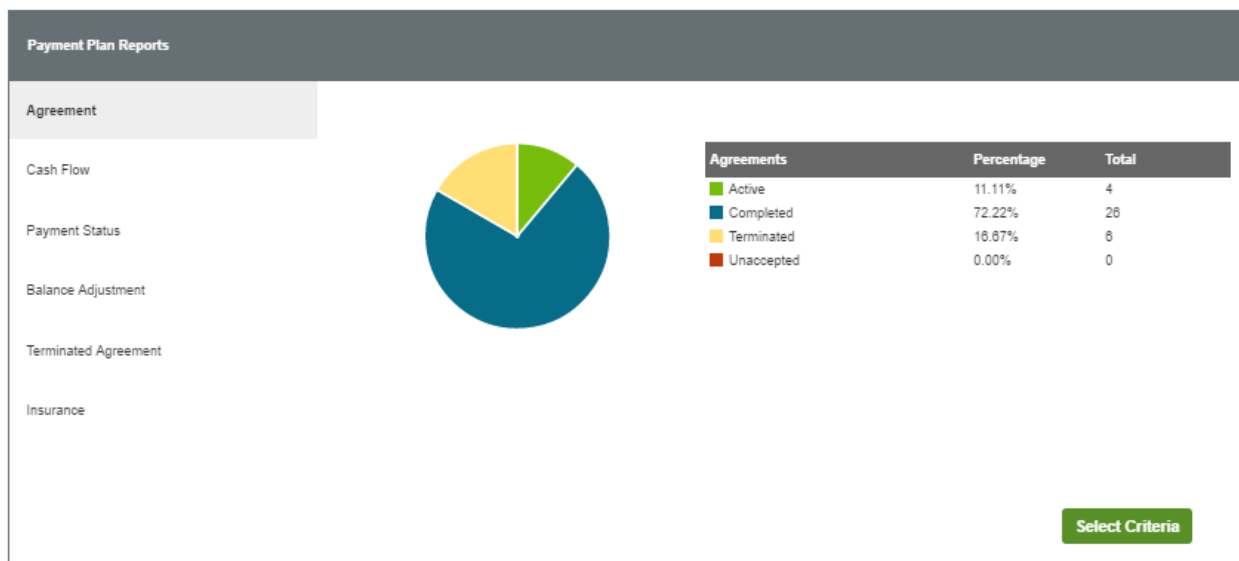
User Report Criteria

User Criteria	
Primary User Eastern Tuition Payer	Authorized User Eastern Tuition Authorized Payer
Has Authorized User? AUTHORIZED NO_AUTHORIZED	
User Create Date From: 01/01/2010 To: 05/30/2011	
Billing Criteria	
Payment Profile Criteria	
Profile Types credit_card_profile debit_card_profile echeck_profile no_profile	
Transaction Criteria	

Payment Plan Reports

Reporters have the ability to run a report to obtain a list of payment plans that meet specific criteria.

- *Payment Plan Criteria* – Select payment plans for a specific term (i.e. Fall 2011 or Spring 2012)
- *Agreement Status* – Select payment plans that have a specific status.
 - › Active – agreement is still attempting to process payments.
 - › Completed – all regularly scheduled payments have been processed.
 - › Terminated – agreement is no longer active but not all scheduled payments were processed.
 - › Unaccepted – agreement that encountered an issue while processing the enrollment. (This is an exception status and is generally never seen.)
- *Current Balance Criteria* – Select all payment plans that have a certain minimum balance or maximum balance.
- *Discrepancy Criteria* – Select all payment plans with a discrepancy between the payment plan balance and the student account balance. This can be done using a range or an exact amount.



Agreement Report

Please enter the parameters for the report you wish to run, then click "Get Report" button.

Payment Plan Criteria	
Payment Plan	
<input type="checkbox"/>	Fall 2011
<input type="checkbox"/>	Spring 2012
Group By:	
<input checked="" type="radio"/>	Agreement
<input type="radio"/>	Term
Agreement Status Criteria	
Agreement Status	
<input type="checkbox"/>	ACTIVE
<input type="checkbox"/>	COMPLETED
<input type="checkbox"/>	TERMINATED
<input type="checkbox"/>	UNACCEPTED
Current Balance Criteria	
Minimum Balance:	<input type="text"/>
Maximum Balance:	<input type="text"/>
Discrepancy Criteria	
Discrepancy Amount:	<input type="text"/>
Discrepancy Range	
Discrepancy Minimum:	<input type="text"/>
Discrepancy Maximum:	<input type="text"/>

Get Report

Cash Flow Report

Reporters have the ability to run a report to obtain a total amount of payment plan payments that are scheduled to process during a future date range.

Payment Status Report

Reporters have the ability to run a report to obtain a list of payment payments with a specific status.

Balance Adjustment Report

Reporters have the ability to run a report to obtain a list of payment plans that have had balance adjustments made during a specific date range.

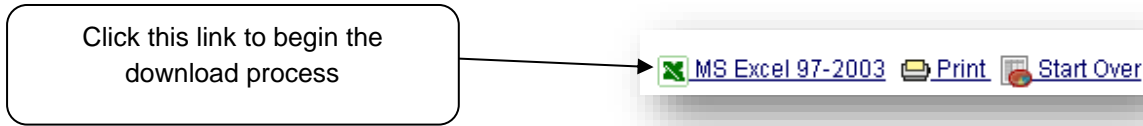
Terminated Agreement Report

Reporters have the ability to run a report to obtain a list of payment plans that were terminated during a specific date range.

Download Reports

On summary and detail report pages, a Reporter can download the report results to be viewed or saved in MS Excel or as a basic tab-delimited file.


From a Report Results or Report Summary Page:



i Depending upon the version of MS Excel installed on your computer, you may be prompted for various options for saving or opening the file.

1. MS Excel

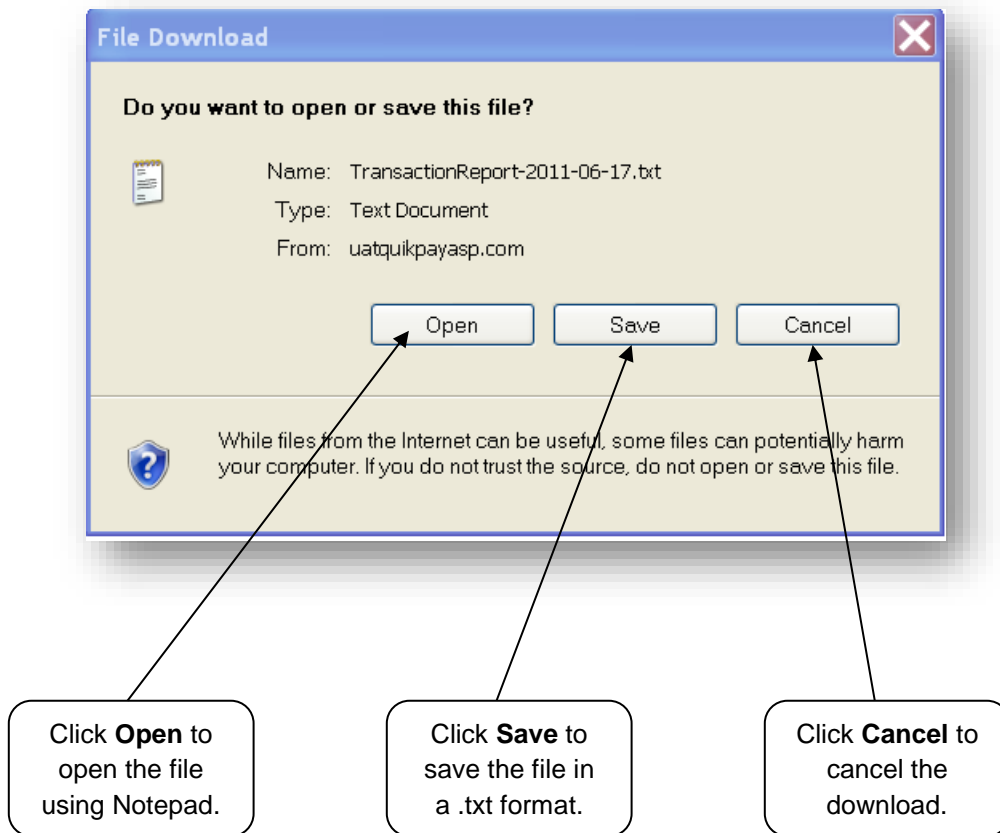
	A	B	C	D	E	F	G	H
1	Confirm Number	Date	Amount	Payment Method	Account Number	Account	Actual Payer	
2	1211	4/29/2011 16:11	611	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
3	1220	4/29/2011 16:23	500	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
4	1232	5/2/2011 7:43	200	MASTERCARD	123456789	Tuition & Fees	Eastern Tuition CSR	
5	1382	5/10/2011 17:59	10	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
6	1384	5/10/2011 18:01	10	MASTERCARD	123456789	Tuition & Fees	Eastern Tuition CSR	
7	1387	5/10/2011 18:04	90	MASTERCARD	12345678	Tuition & Fees	Peter Payer	
8	1389	5/10/2011 18:09	90	MASTERCARD	12345678	Tuition & Fees	Eastern Tuition CSR	
9	1394	5/15/2011 17:12	611.11	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
10	1405	5/18/2011 2:18	611	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
11	1454	5/21/2011 17:26	61.31	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
12	1461	5/21/2011 18:48	61.31	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
13	1545	5/27/2011 15:17	611	MASTERCARD	123456789	Tuition & Fees	Eastern CSR	
14	1567	5/27/2011 23:00	95	MASTERCARD	123456789	Eastern Tuition	Eastern CSR	
15	1578	6/1/2011 14:42	611	MASTERCARD	123456789	Tuition & Fees	Joe Payer	
16	1595	6/3/2011 2:46	61.31	MASTERCARD	123456789	Tuition & Fees	Peter Payer	
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 Depending upon the version of MS Excel installed on your computer, you may be prompted for various options for saving or opening the file.

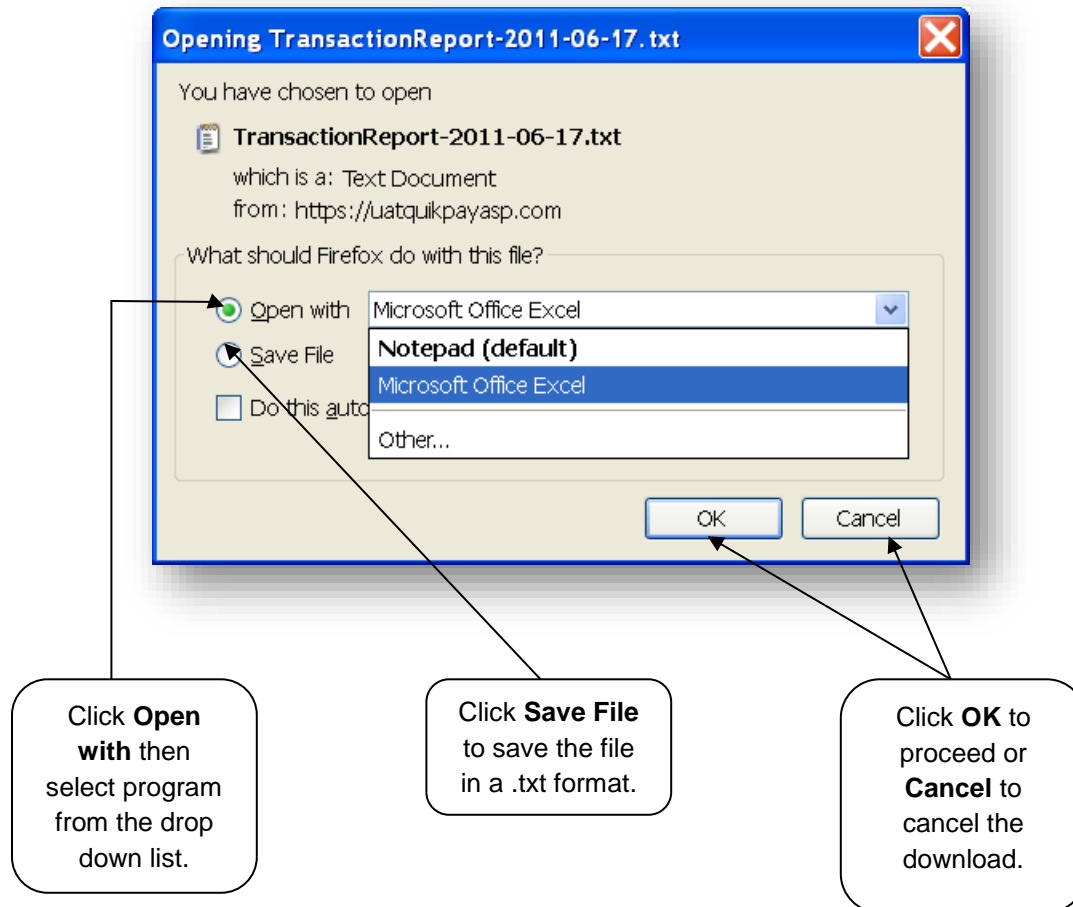
2. Get All (Basic)

This option will download a tab-delimited file that contains basic detail columns. Depending upon the Internet browser you are using, you will be prompted for various file save/open options.

Example using Internet Explorer:



Example using Mozilla Firefox:



3. Get All (Detailed)

This option will work in the same way as Get All (Basic) but will download a file containing a complete set of report detail columns.