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## **USC Banner > Accounts Receivable > AR Reports**

These reports are intended to help the user monitor their college's graduate assistants and reconcile their tuition supplement awards.

### **Account Summary by Category and Detail Code**

- \* This report summarizes transactions on each student's bill at the detail code level so the user can see which students have been awarded a particular assistantship or other financial aid.
- \* We recommend running the report for term and the detail code(s) of the specific tuition supplements the user needs to review.
- \* User is advised not to select the College, Student Program, Level, or Home Campus, as these prompts may filter out students that received the tuition supplement if used incorrectly.
- \* The college in this report is the college of the student's academic program of study.

### **Transaction Details**

- \* This report lists individual transactions on each student's bill so the user can see which students have been awarded a particular assistantship and the amount of each transaction.
- \* We recommend running the report for the term and detail code(s) of the specific tuition supplements the user needs to review.

### **AR Student Banner Bill Report**

- \* Run this report to see a reproduction of a student's bill. It can be run for one or more individual students at the same time. User must provide the student ID.
- \* Report is current as of 1am.

### **Banner Feed to Finance**

- \* This report is run by PeopleSoft accounting string. User may also run by term and/or detail code if desired.
- \* This report shows the name, ID, and amount of each transaction included in the daily PeopleSoft journal entries.
- \* User is advised to enter pieces of the accounting string separated by a space, ie 620397 A0001 40140

### **Graduate Assistant Report**

- \* The college in this report is the college of the student's academic program of study, not the college that hired the student.
- \* Review this report to see if your graduate students have been coded as a Graduate Assistant by the Graduate School. Once students have been coded appropriately, the Bursar's Office will be able to provide the Exemption (reduction to the in-state tuition rate).

### **Applied Exemptions**

- \* This report shows which students have been awarded the Graduate Assistant Exemption (tuition reduction). Run the
- \* College and Program in this report are the student's primary program of study, not the college that hired the student.
- \* The exemption ID for the Graduate Assistants is "3024" on the Columbia and Medical School campuses.
- \* The Bursar's Office does not provide the exemption until the Graduate School has coded the student has a Graduate Assistant in Banner.
- \* This exemption only reduces the student's tuition down to the in-state tuition rate and only applies to non-residents.

### **Detail Code Validation**

- \* This report shows the accounting behind each detail code. GA Tuition Supplements are in Category 'FA'. Side A accounting is the account paying for the tuition supplement.
- \* To view the Financial Aid fund associated with each tuition supplement detail code, click Next when looking at the prompt page and then select 'with Ed Foundation Info'. Then press Finish.