Enterprise Reporting - Student Financial Reports - Receivables

Here you will find reports and queries listing your organization’s myUFL Student Financials receivables balance activity like charges (Assessed), payments (Applied), and the remaining AR (Balance). One set of reports will have an item perspective while the other set will have a student perspective. Both sets include a summary view that shows one row of balances for the given perspective (i.e. item or student) and detail views that show either all of the items related to each student or all of the students related to each item.

Student Financials information is grouped into four areas (i.e. Cognos Packages) in Enterprise Reporting as follows:

1. **SF Transactions** – myUFL Student Financials transactions summarized at a person, term, and item level showing assessments (i.e. charges), applied payments (i.e. collections), receivable balances, and the aging for those balances. Charges will include tuition and fee charges as well as non-tuition charges while payments will include waivers and financial aid in addition to regular payments like cash and credit card. Refund transactions will also be available in this package.

2. **SF Transaction Line** – myUFL Student Financials transaction details representing all activity including adjustments for a specific area of interest like for your organization or even a specific Item Type. Information about the Operators entering Student Financial transactions as well as the Posted Date for those transactions are only available in this package.

3. **SF Payment to Charge Reference** – contains the myUFL Student Financials charge and payment information at a level similar to SF transactions for any payment applied to a charge. While SF Transactions will provide you with the summarized payment amounts related to a charge, SF Payment to Charge Reference will provide you with the payment details associated with a charge.

4. **SF Accounting Line** – myUFL Student Financials transaction accounting information representing the corresponding activity posting to the myUFL General Ledger. In addition to GL concepts like Journal ID and Accounting Period this is the only package that will contain Department, Fund, Program, Flex, and Account ChartField values.

More details about these packages are presented in the hand-on workshop PST312 Reporting: SF Query Studio.

Similar to the package structure noted above, the myUFL Student Financials data warehouse has several groupings of reports and queries. Use this Instruction Guide to understand the reports available for student financial transactions.

**SF Receivables**

**Navigation**

- SF Receivable Balances and Activity > Item Perspective
- SF Receivable Balances and Activity > Item Perspective – Level 3 (For use by UF Libraries and College of Business)
  - Please Note: All Level 3 reports prompt on Item Tree Level 3 instead of Item Tree Level 2. They are identical otherwise.
Reports Available

**SF Receivable Item Summary**
Lists the Assessed Amount, Applied Amount and Balance summarized by Item; Prompts for Item Tree Level 2 (i.e. Your Organization)

**SF Receivable Item Term Summary**
Lists the Assessed Amount, Applied Amount and Balance summarized by Item and Term; Prompts for Item Tree Level 2 (i.e. Your Organization)

**SF Receivable Item Detail**
Lists the Item, Person, Term, Reference Description, Effective Date, Due Date, Assessed Amount, Applied Amount and Balance details for all outstanding items; Prompts for Item Type ID (Optional), Item Tree Level 2 (i.e. Your Organization)

**SF Receivable Student Detail by Item**
Lists the Person (i.e. Student), Term, Reference Description, Effective Date, Due Date, Assessed Amount, Applied Amount and Balance details grouped by item; Prompts for Item Tree Level 2 (i.e. Your Organization)

Navigation

SF Receivable Balances and Activity > Student Perspective
SF Receivable Balances and Activity > Student Perspective – Level 3 (For use by UF Libraries and College of Business)
Please Note: All Level 3 reports prompt on Item Tree Level 3 instead of Item Tree Level 2. They are identical otherwise.

Reports Available

**SF Receivable Student Summary**
Lists the Assessed Amount, Applied Amount and Balance summarized by Student; Prompts for Item Tree Level 2 (i.e. Your Organization)

**SF Receivable Student Term Summary**
Lists the Assessed Amount, Applied Amount and Balance summarized by Student and Term; Prompts for Item Tree Level 2 (i.e. Your Organization)

**SF Receivable Student Detail**
Lists the Person (i.e. Student), Term, Reference Description, Effective Date, Due Date, Assessed Amount, Applied Amount and Balance details for all outstanding items; Prompts for Item Tree Level 2 (i.e. Your Organization)

**SF Receivable Item Detail by Student**
Lists the Item, Term, Reference Description, Effective Date, Due Date, Assessed Amount, Applied Amount and Balance grouped by Student; Prompts for Item Tree Level 2 (i.e. Your Organization)