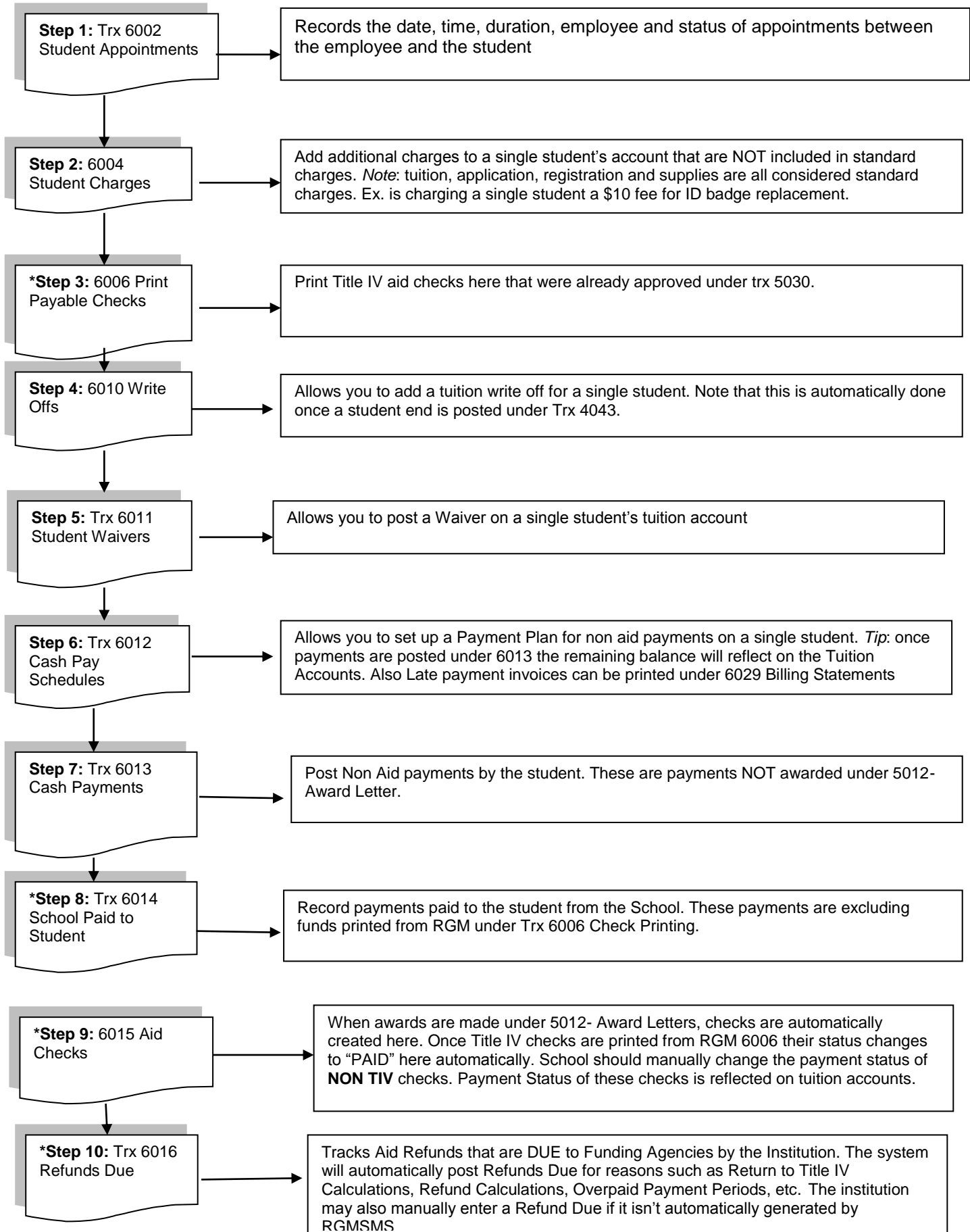


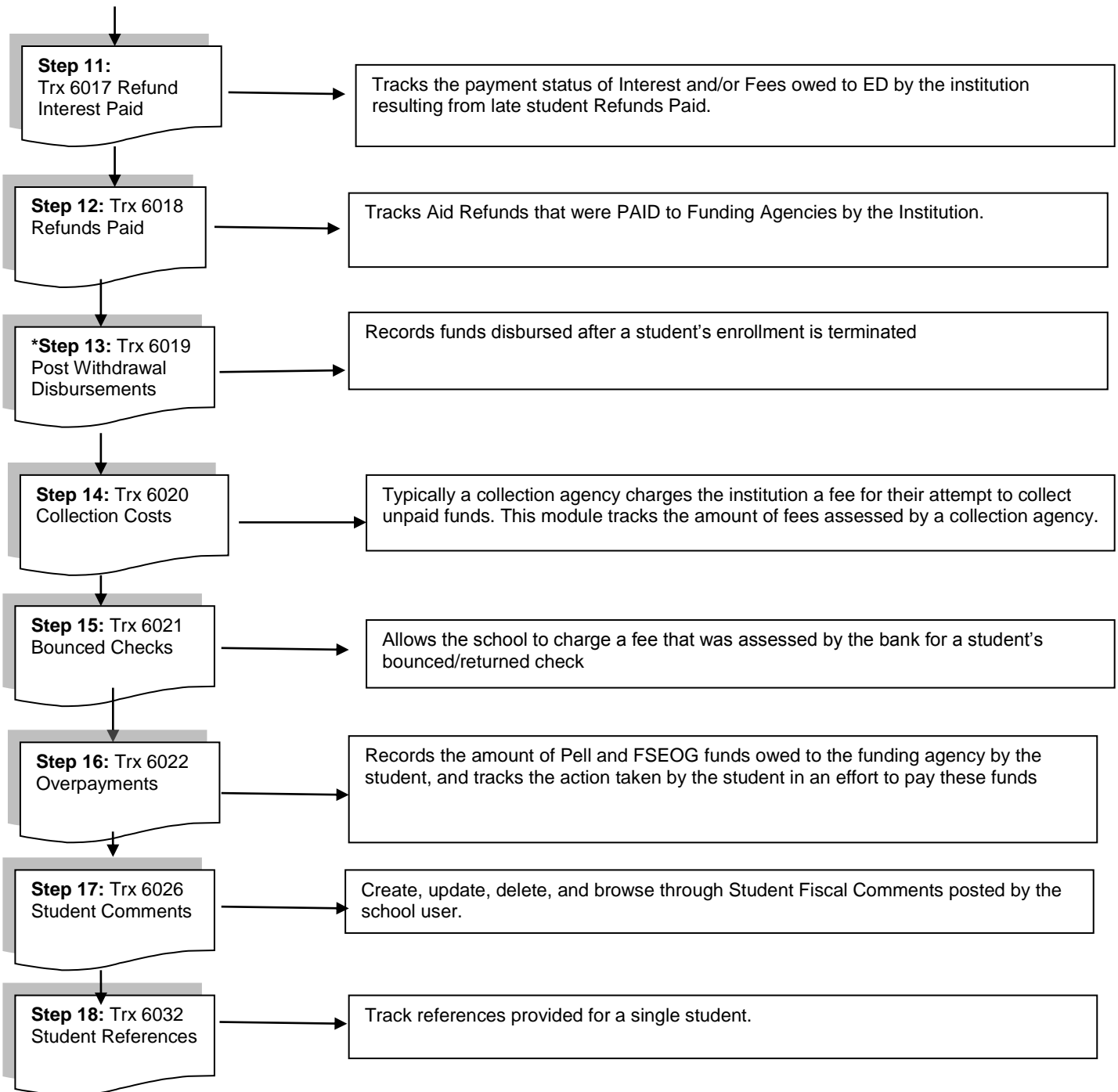
# RGM-Fiscal Help Guide

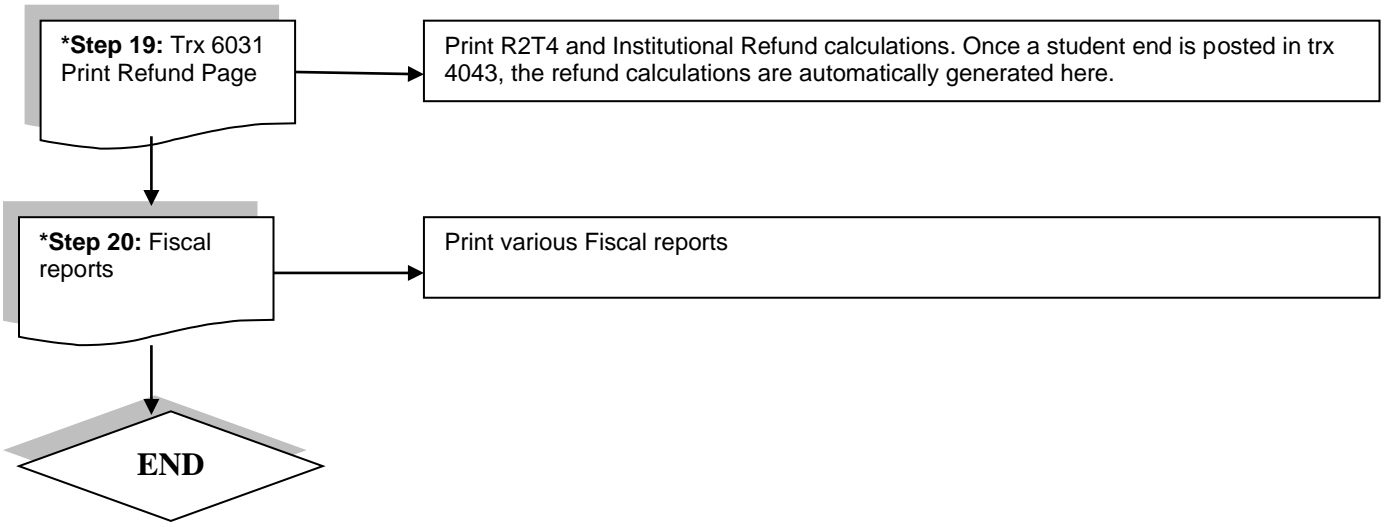
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## Fiscal Processing Flow Chart







# Student Appointments [6002]

## Module Description

This module tracks the date, time, duration, employee and status of appointments between the employee and the student.

**Note:** Once an appointment STATUS has been selected from the STATUS dropdown field, POST APPOINTMENT REMARKS is the only field that can be modified.

**TIP:** Appointments entered here can be tracked and printed from Student Appointments Report Trx 6536.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus.
Department	Select Fiscal since a student appointment is being scheduled with the Fiscal Department
Date	Refers to the date of the Appointment.
Employee	Refers to the Employee who will meet with the student during this appointment. Active Staff members who have been assigned to the Fiscal modules in their employee profiles will appear as an option on the Staff dropdown.
Time	Refers to the start time of the appointment.
Duration	Refers to the estimated length of the appointment (Example 30 minutes.)

Comment	Enter any comments related to the scheduled appointment such as the purpose, or items to follow up on
Status	Refers to the result of the appointments. If the student showed for the appointment, select DONE, if the appointment was cancelled and not rescheduled select -CANCEL, if the student didn't show for the appointment but rescheduled select- RESCHEDULE. Once a status has been selected, Post Apt. remarks is the only field that can be modified
Post Appointment Remarks	Enter any comments related to the results of the appointment such as items resolved, determined, etc.

## Student Payment Periods [6003]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT PAYMENT PERIODS(6003)**

Student: Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Enrolled In:

Start Date: 05/10/2010 End Dates : (O) 12/13/2010 (R) 05/10/2010 (M)

List of Payment Periods **Detailed Info** Print Preview

Last Updated By: RGMBBackTrack on 10/29/2015 17:09:39 hrs.

Key:

\*Award Year:  \*Other Award Year:

\*Budget:

Private PP:   Hold Aid:

	START	END
ORIGINAL:	<input type="text" value="05/10/2010"/>	<input type="text" value="08/25/2010"/>
SCHEDULED:	<input type="text" value="05/10/2010"/>	<input type="text" value="08/26/2010"/>
CURRENT:	<input type="text" value="05/10/2010"/>	<input type="text" value="08/26/2010"/>
MANUAL:	<input type="text"/>	<input type="text"/>

### Module Description

This module is used for viewing automatically generated Student Payment Period data. Most Financial Aid Data (checks, refunds, payments) are affected by any change to the Student Payment Periods. Along with the Budget Schedule, student payment periods are automatically generated when enrollment data is entered or modified in Student Term and Non Term Enrollment modules TRX 3013 or 3014. Most of the data in this module are automatically generated, thus the usage is primarily for data verification and inquiry only; however, the Manual Start and End Date and Hold Aid can be modified by users. By modifying the Hold Aid flag, a user can hold an aid schedule for a particular period. When package calculation is performed, the award for that payment period will not be calculated.

- For Non-Term Schools, the payment period schedule is calculated based on the course length and the number of payment periods of the course. For Term schools, the payment period schedule is basically the term period schedule entered in the Student Term Module TRX 3014.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Award Year	Refers to the Award Year of the selected Payment Period
Other Award Year	Refers to a Cross over Award Year of the selected Payment Period
Budget	Refers to the Budget Year that the selected Payment Period falls under
Private Pay Period	Refers to a manually entered budget or an override to the budget created by RGMSMS

Hold Aid	If YES is selected, Aid awards will not be generated for the selected Payment Period
Original Start/ End	Refers to the first start/ end dates that RGMSMS calculated for the payment period
Scheduled Start/ End	Refers to the scheduled start/ end dates of the selected payment period
Current Start/ End	Refers to the current start/ end date of the selected payment period
Manual Start/ End	Refers to the manual start/ end dates of the payment period that were entered by the user
Required	The number of hours/units required by the student before starting this payment period
In Period	The number of hours/ units offered in the selected payment period
Per Month	The maximum number of hours that may be completed per month
FC	Refers to the student's Estimated Family Contribution (EFC) during the selected payment period
Cost of Attendance	Refers to the student's Cost of Attendance (COA) during the selected payment period
Scheduled Award	Refers to the Total Pell Award the student is eligible and scheduled to receive for the Award Year
SS ED Benefits	Refers to the amount of SS ED Benefits the student is scheduled to receive during the selected payment period
VA ED Benefits	Refers to the amount of VA ED Benefits the student is scheduled to receive during the selected payment period
Expected Disbursement	Refers to the Pell disbursement the student is expected to receive during the selected payment period
Remarks	Listing of various remarks related to the student's disbursements or eligibility for the selected payment period



## Student Charges [6004]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT CHARGES(6004)** ADD MODE

Key SS Number Last Name First Name M.I. Card No.  
 Student: 5049 [ ] ABARCA JOSE [ ] 0 [ ] SEARCH CLEAR

Enrolled In: 00234001-000002-000050-GREEN BUILDING CONSTRUCTION SKILLS - FULL TIME - 900 CLOCK HOURS - NON-START [v]  
 Start Date: 05/10/2010 End Dates : (O) 12/13/2010 (R) 05/10/2010 (M)

List of Student Charges Detailed Info Print Preview

Key: [ ]  
 \*Date: 03/02/2016  
 \*Budget: 1  
 \*Period: 1  
 \*Kind Of Charge: 2 - FEES [v]  
 \*Amount: 100  
 \*Due From: 1 - DUE FROM STUDENT [v]

Exit Search Save Cancel Add Modify Delete Print First Prev Next Last

### Module Description

This module enables you to apply charges to an individual student. These charges are in addition to the standard costs of tuition, supplies and fees charged for the program. A user can manually add other charges here such as Uniform, Laboratory Fee, ID, etc that are not flagged as mandatory in TRX 1016 and the charge will only apply to a particular student.

- The types of charges listed here are automatically updated by Charges entered in TRX 1016 (Other Charges Tab.) Once the enrollment record of the student is posted, the "Other charges" flagged as automatic from TRX 1016 are posted here and to the student's ledger card. The charges entered here depend on how the Program Charges are entered by the school in TRX 1016. Tuition, Fees and Supplies are normally standardized for a program and apply to all students in that program; therefore, they are typically entered in TRX 1016 and flagged as "mandatory" and are not entered here.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Effective date charges apply
Budget	Budget Year for which the charges are applied
Period	Enter the payment period for which the charges are applied. Payment Periods can be viewed in TRX 6003

Kind of Charge	"Other" types of charges entered in TRX 1016 and flagged as automatic will appear in this dropdown
Amount	Amount of charge applied
Due From	Choose the source responsible for paying the charge

# Print Payable Checks [6006]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**VIEW PAYABLE CHECKS - FOR CHECK PRINTING(6006)** VIEW MODE

Student: Key: 5049 SS Number: [ ] Last Name: ABARCA First Name: JOSE M.I.: [ ] Card No.: 0

All Students     
 Select Student     
 Use Code: ALL   
 All Award Year     
 For Award Year: 2016     
 Show future dates     
 With Status: For Check Printing      
 Aid: ALL

Name(LN, FN MI)	ISIR LN	Amount	AY	PP/Disb	Use For	Scheduled	Aid	Remarks
*** NO PAYABLE CHECKS ***								
<b>PAGE TOTAL:</b>		<b>0.00</b>	<b>TOTAL PAYABLE CHECKS: 0.00</b>					
0 to 0 of 0 Records								

## Module Description

This module allows you to print Aid Checks or Vouchers that were previously "Approved" and "Forwarded to Accounting" by Financial Aid. When Payable Checks or Vouchers are printed, the Aid Checks Module, Student Tuition Accounts and other related accounting records are automatically updated to reflect these checks as PAID.

- Page Margins should be set to a specific setting before printing checks or vouchers. See instructions below for print settings.
- Before checks are payable and appear in this module for check printing, they must first be approved and FORWARDED to ACCOUNTING by Financial Aid in the Check Processing Module TRX 5030.

Fields	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
All Students	Generates checks approved for payment under the selected Award Year for ALL Students
Select Student	Generates checks approved for payment under the selected Award Year for ONLY the Selected Student
All Award Years	Generates checks approved for payment under ALL Award Years
For Award Year	Generates checks approved for payment under the Selected Award Year ONLY
Show Future Dates	Generates all checks approved for payment that have a future scheduled disbursement date.

With Status: For Check Printing	Generates pending checks that were approved for payment but have not been printed
With Status: Posted	Generates a list of checks with PAID status
Aid	Generates checks for the selected Funding Type

## PRINTING CHECKS

1. If there are existing checks previously approved by Financial Aid and FORWARDED TO ACCOUNTING, the screen to display will list ALL payable checks from the current Award Year for ALL STUDENTS. You may select to only view specific checks by entering an **Individual Student** and/or selecting a specific **Type** of Aid from the AID dropdown box.

**TIP:** Selecting **SHOW FUTURE DATES** will list checks that were approved and forwarded to Fiscal by FA and have scheduled payment dates in the FUTURE.

2. Click **Go To Check Printing**.

VIEW PAYABLE CHECKS - FOR CHECK PRINTING(6006) VIEW MODE

Student:  Key  SS Number  Last Name  First Name  M.I.  Card No.

All Students  Select Student  
 All Award Year  For Award Year:   Show future dates With Status:  Aid

Name(LN, FN MI)	Amount	AY	PP/Disb	Use For	Scheduled	Aid	Remarks
	1,330.00	2008	2	School	06/19/2008	FPELL	
	797.50	2008	2	Student	06/11/2008	FPELL	
	1,357.50	2008	2	School	06/11/2008	FPELL	
3 CHECK(S) FOR 1-FPELL:	3,485.00						
PAGE TOTAL:	3,485.00						TOTAL PAYABLE CHECKS: 3,485.00

1 to 3 of 3 Records

2

3. The screen to display is **Check Settings**. Here the number of the Last Check printed will automatically display along with Today's Date. Fill in: the **Check Number** you wish to start printing with. Click **Process Check**.

http://192.168.100.250 - PRINT OPTIONS - Micros...

**CHECK DATE SETTINGS**

LAST CHECK PRINTED:   
 CHECK DATE:   
 CHECK NUMBER:

Note: \*\*If Check Number already exists the system will automatically re assign the check number based on the last check printed...

3

Done Internet

- Select the checks you wish to print by selecting the small box located in the upper left hand corner, or specific checks by selecting the small box located to left of each student's name. Click **Check Preview**.

View All Checks     
  Date Range: 07/24/2008 - 07/24/2008     

<input checked="" type="checkbox"/>	Name(Key-LN, FN MI)	Check Number	Check Date	Amount
<input checked="" type="checkbox"/>		1097	07/24/2008	331.00
<input checked="" type="checkbox"/>		1098	07/24/2008	332.00
<input checked="" type="checkbox"/>		1099	07/24/2008	2,030.00
<input checked="" type="checkbox"/>		1100	07/24/2008	143.00
<input checked="" type="checkbox"/>		1101	07/24/2008	1,330.00
<input checked="" type="checkbox"/>		1102	07/24/2008	1,357.50
<input checked="" type="checkbox"/>		1103	07/24/2008	797.50

1 to 7 of 7 Records

4

- A preview of the check will display. Ensure your Page Margins are properly set as per the check printing steps below.
- Complete the Cash Request Form and fax to RGM at (323)730-8701 Att: Felicita. When the funds are processed an E-Payment and Students' Roster will be sent to the school.

## REPRINTING CHECKS

### 1. [6006] Print Payable Checks.

- Enter the **Award Year** in the "For Award Year" field at the top.
- Select **Posted** in the "With Status" dropdown at the top.

**VIEW PAYABLE CHECKS - POSTED(6006)** VIEW

Student:     
      
      
      
      
      
      
     

All Students     
 Select Student

All Award Year     
 For Award Year:      
 Show future dates     
 With Status:      
 Aid:

3

Name(LN, FN MI)	Amount	AY	PP/Disb	Use For	Scheduled	Aid	Check Number
-----------------	--------	----	---------	---------	-----------	-----	--------------

- You may leave the **Aid** dropdown defaulted to **ALL**, or select a **Specific Type of Aid**.
- After the list of posted checks appear, Click the **Go To Check Printing** Button at the Bottom.

000273-ARMAS, KIMBERLEE A.	1,105.00	2008	1	SCHOOL	02/03/2008	FPELL 1030
	1,105.00	2008	2	School	04/30/2008	FPELL 1082
	332.00	2008	2	Student	05/20/2008	FPELL 1098
	2,155.00	2008	1	School	12/04/2007	FPELL 1032

Exit Cancel Refresh List Check Log Print List Go to Check Printing First Prev Next Last

6. You may click "View All Checks" or click **Date Range** and enter a **Specific Date Range** of when the checks were printed.

7. Click **Get List**.

**Printing Checks For: BANK OF AMERICA**

Please check the students you want to print and press CHECK PREVIEW  
(Make sure that the printer is online and the Checks are queued)

View All Checks
  Date Range:  -

8. Select the checks you wish to print and click the **Check Preview** button **OR** avoid selecting individual checks and click the **Reprint Check** button and enter a range of **check numbers**.

9. Click **Check Preview**.

10. Click **Print**.

## Computer Settings for Printing Checks

We do recommend Mozilla Firefox but you are still able to use Internet Explorer to print checks. The reason we recommend Mozilla Firefox is because they use a standard process when making any updates to their program. On the other hand, the updates from Microsoft on the different versions of Internet Explorer are not standard, which may cause many compatibility issues.

Below we have provided the instructions for both browsers.

- 1) First click on FILE on your menu bar on the Browser you are using i.e. Firefox, Internet Explorer etc.
- 2) Next go to PAGE SET UP.
- 3) The printer you are using will determine the margins you will need. The margins displayed when you open page setup are only a starting point, you may have to adjust the margins for proper alignment. A good base setting when using Mozilla Firefox may be to set the Top, Left and Right margins to 0.3 and Bottom margin to 0.0

Browser and Printer combination may require you to adjust your margins.

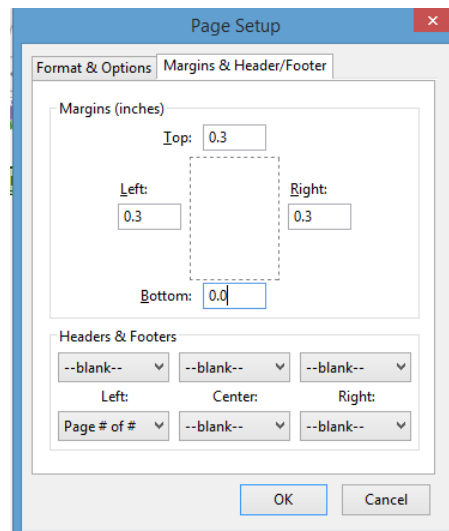
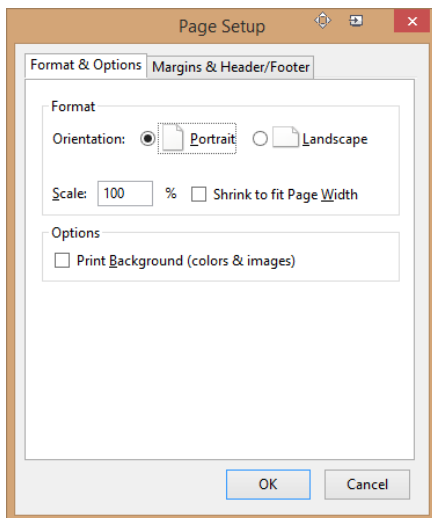
- 4) Remove checkmark on the little box-shrink to fit
- 5) Set to Portrait and Letter
- 6) Remove all headers and footers

Note: Checks and vouchers may have a slightly different alignment.

We recommend you follow the steps above for checks or vouchers

On the following pages we show you an example what areas you need to work with in the page set up.

First image shows an example of the page set up screen using Mozilla Firefox as your browser. The second image shows an example of possible margin settings for Mozilla Firefox- Again, you may need to adjust the margins.



# Return of Title IV [6008]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT RETURN OF TITLE IV(6008)** VIEW **MODE**

Key      SS Number      Last Name      First Name      M.I.      Card No.

Student:

Enrolled In:

Start Date: 08/04/2015      End Dates : (O) 12/11/2015      (R) 01/08/2016      (M)

KEY	CALC DATE	CALC TIME	WITHDRAWAL DATE	DETERMINED DATE
NO RECORDS AVAILABLE ...				
<b>0 to 0 of 0 Records</b>				

## Module Description

This module archives multiple Return of Title IV calculations (R2T4). Each time a student record is modified in a way resulting in a recomputed R2T4 calculation, a copy of the version/calculation is available here. You may also manually recalculate R2T4 by clicking the "recompute R2T4 Refund Policy" button.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Calc Date	Date the calculation was created
Calc Time	Time the calculation was created
Withdrawal Date	Date entered under LDA field in student end module
Determined Date	Date entered under "withdrawal determination" field in student end module



# Refund Calculations [6009]

**FISCAL MANAGEMENT - STUDENT REFUND CALCULATIONS(6009)** VIEW **MODE**

Student:

Enrolled In:

Start Date: 08/04/2015      End Dates : (O) 12/11/2015    (R) 01/08/2016    (M)

KEY	CALC DATE	CALC TIME	REFUND POLICY	OFFICIAL CALCULATION
<input checked="" type="radio"/> 1	02/02/16	18:41:19	PSEUDO SB 190 (INST)	OFFICIAL CALCULATION

**1 to 1 of 1 Records**

## Module Description

This module archives all Refund calculations as required by school refund policy (not R2T4). Each time a student record is modified in a way resulting in a recomputed refund calculation, a copy of the version/calculation is available here. You may also manually recalculate refund calculations by clicking the "recompute Refund Policy" button.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Calc Date	Date the calculation was created
Calc Time	Time the calculation was created
Refund Policy	Name of School Refund Policy being used
Official Calculation	Distinguishes which calculation is the latest out of multiple calculations.

## Student Write Offs [6010]

ADMINISTRATION	RECRUITMENT	ADMISSION	REGISTRAR	FINANCIAL AID	FISCAL	PLACEMENT	DEFAULT PREVENTION	PERKINS BILLING	TRX #:	Go!	
<b>FISCAL MANAGEMENT - STUDENT WRITE OFFS (6010)</b>										VIEW MOD	
Student:	Key: 61911	SS Number:	Last Name: ALVAREZ	First Name: STEPHANIE	M.I.:	Card No.: 5011379	SEARCH CLEAR				
Enrolled In:	00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN										
Start Date:	08/04/2015	End Dates:	(O) 12/11/2015 (R) 01/08/2016 (M)								
KEY	DATE	AMOUNT	BUDGET	KIND OF CHARGE		AUTO	TREAT AS				
1	01/09/2016	50.00	1	1 - TUITION		NO	PAYMENT				
1 to 1 of 1 RECORDS											
<< STUDENT PROFILE					TUITION WAIVERS >>						
Exit Search Save Cancel Add Delete Print First Prev Next Last											

### Module Description

This module records the difference between the amount charged to the student's tuition account and the amount the institution is entitled to keep per the refund policy calculation. When a termination is posted, RGMSMS will automatically perform the refund calculations based on Return to Title IV and State and Institutional refund policies. After the calculations are performed, the unearned tuition (amount the institution is NOT entitled to keep) will automatically appear as a Write Off, and the reduction will be reflected on the student ledger card and other related reports. The balance outstanding (amount owed by the student) is the responsibility of the institution to collect, if the collection does not take place, the institution may manually add a Write Off to eliminate the outstanding balance.

TIP: If a student is re-enrolling and you wish to Write Off the previous enrollment balance, post this in "Write Offs" under the previous enrollment.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Date the school wrote off the student charges
Amount	Amount to be written off from the student's account
Budget	The budget year during which the charges being written off were applied
Kind of Charge	Tuition, Fees, Supplies, Other

Automatic	YES means the write off was automatically generated by RGMSMS based on the refund policy. NO means the write off was manually entered by a user
Treat As	Refers to how it will be treated in the ledger. If it's "blank", it will be under Charges as a negative value. If it's "Payment", it will be under Credit as a positive value.

# Student Tuition Waivers [6011]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT TUITION WAIVERS (6011)** ADD MOD

Student: Key: 61911 SS Number: Last Name: ALVAREZ First Name: STEPHANIE M.I.: Card No.: 5011379

Enrolled In: 00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

KEY	DATE	KIND OF CHARGE	AMOUNT
<input checked="" type="checkbox"/>	03/02/2016	1 - TUITION	100 X

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

## Module Description

This module records Tuition Waivers entered manually by the institution for an individual student. Types of transactions entered here are Waivers pertaining to Tuition, Fees, Books and Supplies. RGMSMS will recognize that entry by reducing the charges of the initial specified charge applied to the student's tuition account, and the reduction will be reflected on the student ledger card and on other related reports.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Enter the date the institution waived the student's debt
Kind of Charge	Tuition, Fees, Supplies, Others
Amount	Enter the amount being waived by the institution

# Student Cash Pay Schedules [6012]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT CASH PAY SCHEDULES (6012)** ADD MOD

Student: Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Enrolled In:

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

<input type="checkbox"/>	KEY	DATE	AMOUNT PER PAYMENT	DAY OF MONTH DUE	NO. OF EXPECTED PAYMENTS	PAYMENT INTERVAL	WILL RGM SEND THE BILL?	ENTERED AFTER LDA
<input checked="" type="checkbox"/>		03/02/2016	50	1	10	MONTHLY	NO	NO

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

## Module Description

This module allows institutions to manually enter a schedule of tuition payments owed to the institution by an individual student. The Cash Pay Schedules entered here are reflected as "Funds to be Paid" on the student's tuition account. Cash Pay schedules do not include expected Financial Aid Checks such as Pell Grant and Title IV Loan checks, rather a schedule of payments that will be paid directly from the student or third party in the form of cash, check, or credit card. When these payments are received, they are posted in the Cash Payments module, and are automatically credited to the student's tuition account, resulting in an automatic deduction from the amount of "Funds to be Paid" on the tuition account.

- In the field asking "Will RGM send the bill?" select **NO** if the institution chooses to handle the invoicing in-house. If the institution prefers RGM to send the bill(s), select **YES**, and inform your RGM customer service representative. Additional Fees will apply if RGM handles the invoicing.
- After saving the Cash Pay Schedule, the Expected Payments are reflected as FUNDS TO BE PAID on the student's tuition account, billing statements and other related reports.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Enter the date the first tuition payment is due

Amount Per Payment	Enter the amount of EACH payment
Day of Month Due	Enter the day of the month that each payment will be due. Ex. If the due date is the first day of each month enter "1" in this field
No. of Expected Payments	Enter the number of expected payments. Ex. If the student is scheduled to pay a total of \$500 (\$50 on the first day of each month for 10 months) enter "10" in this field
Payment Interval	Enter the frequency of payments
Will RGM Send the Bill?	Enter YES if there is an arrangement for RGM to generate bills for students. Enter NO if the collection of funds is handled in house
Entered after LDA	Enter YES if the payment schedule is entered after the student's LDA and the amount is based on debt after refund calculations have been performed. If the payment schedule is entered before a student is terminated, enter NO

# Student Cash Payments [6013]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT CASH PAYMENTS (6013)** ADD MO

Student: Key: 61911 SS Number: Last Name: ALVAREZ First Name: STEPHANIE M.I.: Card No.: 5011379

Enrolled In: 00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN

Start Date: 08/04/2015 End Dates: (O) 12/11/2015 (R) 01/08/2016 (M)

KEY	DATE	AMOUNT	REFERENCE NO.	MODE OF PAYMENT	PART OF SCHEDULE	RECEIPT NO.
<input checked="" type="checkbox"/>	03/02/2016	50	11	CASH	YES	12

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

## Module Description

This module allows institutions to manually post tuition payments paid to the institution on behalf of an individual student, and print the transaction posting as a receipt of payment. Forms of Payment entered here include cash, check, or credit cards, typically received directly from the student or non Title IV third party (Financial Aid payment received, such as Pell Grant and Title IV loan checks, are not entered here.) Payments posted here are automatically posted as credits to the student's tuition account.

- If a payment is part of a Cash Payment Schedule entered in the Cash Pay Schedule module TRX 6012, select YES from the "Part of Schedule" dropdown box and the payment amount will automatically be removed from the "Funds to be Paid" section of the tuition account.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Date Payment was received
Amount	Amount of Payment Received
Reference No.	Check Number of payment received
Mode of Payment	How did the student pay (cash, credit card)
Part of Schedule	YES, if payment was part of a CASH PAY SCHEDULE entered in TRX 6012. NO, if payment is NOT part of a CASH PAY SCHEDULE entered in TRX 6012. Entering YES reduces the amount of expected payments on the student tuition account, billing statements and other related reports. If YES is selected and there are multiple schedules, select the applicable schedule from the next dropdown box.
Receipt Number	Receipt Number automatically generated by the system for the payment received. You may manually change the receipt number before saving.

Use Last Receipt No.	If you print cash payment receipts here by clicking the "Print Receipt" button, and you prefer RGM to automatically generate receipt numbers, you can select this button and the receipt number will be generated in sequence.
Print Receipt	Click this button to print a receipt of selected cash payments

## Paid to Student by School [6014]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - PAID TO STUDENTS BY SCHOOL (6014)** ADD MOD

Student: Key: 61911 SS Number: Last Name: ALVAREZ First Name: STEPHANIE M.I.: Card No.: 5011379

Enrolled In: 00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

<input type="checkbox"/>	KEY	DATE	AMOUNT	CHECK NUMBER	CLEAR/VOID	KIND OF AID
<input checked="" type="checkbox"/>		03/02/2016	50	122	NO INFO	FPPELL-FEDERAL PELL GR.

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

**Module Description**

This module allows institutions to manually post checks paid to the student by the school. Payments posted here are automatically reflected on the student's tuition account as a deduction to School Credits thus increasing the student's balance.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Date school paid the amount
Amount	Amount paid by the school
Check No.	Check Number used to pay the student
Clear/Void	Reconciliation status of the check
Kind of Aid	Source of funds being paid by the school.



# Student Aid Checks [6015]

## Module Description

This module records the payment status of Aid checks for an individual student. When Aid is awarded in the Financial Aid Awarding and Packaging module Trx 5012, RGMSMS automatically creates the scheduled Aid Checks corresponding to the types of aid and award amounts. For Title IV aid, the status of Aid Checks will automatically change from "TO PAY" to "PAID" when the institution approves and prints the specific Aid Check in the Check Processing module. The payment status of an Aid Check recorded here automatically posts to the student tuition account and related accounting records. Note: Non- Title IV aid awarded under Trx 5012, will not be automatically updated to paid. This must be done manually (unlike Title IV checks which are printed from RGM this automatically updated here).

**NOTE:** Title IV and Non Title IV Aid checks should NOT be manually ADDED here. They are created automatically when an Aid Award is saved in **Financial Aid Awarding and Packaging** Module **TRX 5012**. The payment status of a Title IV Aid check automatically changes once the check is printed in the **Print Payable Checks** Module **TRX 6006**. For instructions on entering awards in Financial Aid Awarding and Packaging Module TRX 5012, see the Financial Aid Awarding and Packaging Help File.

- If the amount received for an AID Check is different than the amount awarded in the Financial Aid Awarding and Packaging module TRX 5012, correct the award amount in TRX 5012 before posting the AID check as PAID with the new amount.

## MODIFYING A RECORD

### TO MODIFY THE PAYMENT STATUS OF A NON TITLE IV AID CHECK:

1. The Aid check should be listed in the List of Aid Checks TAB. Select the Aid Check from the list by clicking the corresponding radio button of the check you wish to modify. Click **MODIFY**, the system will enable fields that can be updated.

KEY	CAMPUS	AWARD YEAR	PAYMENT PERIOD	DATE TO PAY	KIND OF AID	REF LOAN	AMOUNT	PAY STATUS
<input type="radio"/> 1	8003	2016	1	12/14/2015	DIRECT LOAN - SUBSIDIZED STAFFORD	1-1	1,732.00	PAID
<input type="radio"/> 2	8003	2016	1	12/14/2015	DIRECT LOAN - UNSUBSIDIZED STAFFORD	2-1	2,968.00	PAID
<input checked="" type="radio"/> 3	8003	2016	2	04/25/2016	DIRECT LOAN - SUBSIDIZED STAFFORD	1-2	1,732.00	TO PAY
<input type="radio"/> 4	8003	2016	2	04/25/2016	DIRECT LOAN - UNSUBSIDIZED STAFFORD	2-2	2,968.00	TO PAY

2. Enter the **Pay Status**, **Paid With**, **Check Number** and **Date Paid**. The **Amount** field will default to the amount calculated in TRX 5012. If a different amount was received, correct the award amount in TRX 5012 before posting the AID check as PAID with the new amount. If you need additional help, see the field description table on the last page of this manual. Click the **SAVE** button on the toolbar. If you want to cancel the process, just click the CANCEL button and the system will bring you back to View Mode.

Field	Description
Print Receipt	Click this button if you wish to print a receipt of the Aid Check payment made

Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date to Pay	Scheduled Payment Date of Aid Check
Budget	Refers to the Budget Year determined in Aid Award and Needs
Award Year	Award Year from which the Aid Funds are disbursed
Payment Period/Term	Refers to the Payment Period or Term during which the Aid Check is paid
Hours/Units Required	Hours or Units the student must complete to be eligible to receive the Aid Check
Use for	Refers to the party of which the Aid check will be payable
Kind of Aid	Type of Aid Funds being disbursed
Payment Status	Refers to the Current Payment Status of the Aid Check
Reference Loan App #	Applicable if the Aid Check is for Student Loans, refers to the Loan application number for which the check is originated
Paid With	Specifies if the Aid Check was printed on a check or Voucher
Reference Loan Disb #	Applicable if the Aid Check is for Student Loans, refers to sequence order of loans
Check #	Refers to the check number of the Aid Check Printed
Update Check # Only	For RGM Users only -- To change only the check number for accounting and Bluebook purposes.
Clear/Void Code	Refers to the reconciliation status of the Loan Check
Date Cleared/Voided	Refers to the date the check was considered cleared or voided
Amount	The Aid Check Amount
Date Paid	The date the Aid Check was printed/paid

# Student Refunds Due [6016]

## Module Description

This module tracks Aid Refunds that are DUE to Funding Agencies by the Institution. Aid funds are first awarded in Aid Awards and Needs- TRX 5012. Once the funds are actually received on behalf of the student, the disbursement is posted as a credit in the student's tuition account and other related reports. The system will automatically post Refunds Due for reasons such as Return to Title IV Calculations, Refund Calculations, Overpaid Payment Periods, etc. The institution may also manually enter a Refund Due if it isn't automatically generated by RGMSMS.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date Due	The date the refund becomes due
Award Year	The Award Year for which the disbursement being refunded was paid
Payment Period/Term	The Payment Period or Term during which the disbursement being refunded was paid
Refund Paid?	Enter the status of the refund
Kind Of Aid	Select the Type of Aid being refunded
Reason For Refund	Select the cause of the refund

Explanation	Enter additional notes regarding the refund
Reference Loan App #	Applicable if the refund is for a loan. The loan application number is created in Student Awarding and Packaging module
Reference Loan Disbursement #	Applicable if the refund is for a loan. The loan disbursement number is created in Student Awarding and Packaging module
Refund Amount	Enter the amount of the refund owed
Date Posted	Date the Refund was posted as DUE in RGM
Posted By	Refers to the RGM user who added the refund record

## Student Refund Interest Paid [6017]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT LATE REFUND INTERESTS PAID (6017)**

Student: Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Enrolled In:

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

List of Student Interest Paid R... **Detailed Info** Print Preview

Key:

\*Award Year:  \*Payment Period/Term:

\*Kind of Aid:

Reference Loan App #:

\*Date Paid:  Code:

\*Amount:  Check Number:

Clear/Void Code:  Date Check Cleared:

<< STUDENT PROFILE << REFUNDS DUE REFUNDS PAID >>

### Module Description

This module tracks the payment status of Interest and/or Fees owed to ED by the institution resulting from late student Refunds Paid.

- Refund Interest Paid does NOT affect student balances. It is between ED and the institution.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Award Year	Enter the Four Digit Award Year of the disbursement for which interest/ fees are owed
Payment Period/Term	The Payment Period or Term during which the disbursement responsible for the interest/fees was paid
Kind Of Aid	Select the Type of Aid of the disbursement for which interest/ fees are owed
Reference Loan App #	Applicable if the disbursement for which the interest/fees are owed is a loan. The loan application number is created in Student Awarding and Packaging module
Date Paid	Enter the date the interest/fees were paid
Code	The type of charge
Amount	Enter the amount of interest/ fees paid
Check #	Enter the check number used to pay the interest/fees
Clear/Void Code	The reconciliation status of the check used to pay the interest/ fees

Date Check Cleared	Date the check used to pay the interest/fees cleared the bank
--------------------	---------------------------------------------------------------

## Student Refunds Paid [6018]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT REFUNDS PAID (6018)** ADD MODE

Student: Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Enrolled In:

Start Date: 08/04/2015 End Dates: (O) 12/11/2015 (R) 01/08/2016 (M)

List of Student Refund Paid Re... **Detailed Info** Print Preview

Key:

\*Award Year:  \*Date Paid:

\*Ref Refund Due Record:

\*Kind of Aid:

\*Amount:  Check Number:

Clear/Void Code:   Date Check Cleared/Voided:

Posted By: ambender0905 Date Posted: 03/02/2016

<< STUDENT PROFILE << REFUND INTERESTS PAID POST WITHDRAWAL DISBURSEMENTS >>

### Module Description

This module tracks Aid Awards that were REFUNDED to Funding Agencies by the Institution. These refunds are in relation to the student awards posted in Aids Awards and Needs TRX 5012. When an Aid refund is paid, the refund is manually posted here resulting in a debit to the student's tuition account and other related reports including the Bluebook.

- The Funding Agencies listed here also appear in Aids Awards and Needs and are entered in Types of Aid Programs under Administration TRX 1006 and 1007.
- Refunds must first be entered as Refunds Due in TRX 6016 before posting as a Refund Paid.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Award Year	The Award Year during which the disbursement was paid
Date Paid	Date the refund was paid
Ref Refund Due Record	Reference the Refund being paid. For refunds to appear here they must first be entered as Refunds Due in TRX 6016
Kind of Aid	Reference the type of aid being refunded



Amount	Amount being refunded
Check #	Check number used to pay the refund
Clear/Void Code	Enter the reconciliation status of the refund check
Date Check Cleared/Voided	Date that the refund check cleared the bank or was voided.

# Student Post Withdrawal Disbursements [6019]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  Go!

**FISCAL MANAGEMENT - STUDENT POST WITHDRAWAL DISBURSEMENTS (6019)** VIEW MODE

Key SS Number Last Name First Name M.I. Card No.  
 Student: 61911  ALVAREZ STEPHANIE  5011379 SEARCH CLEAR

Enrolled In: 00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

List of Post Withdrawal Disbur... Detailed Info Print Preview

KEY	CALC DATE	CALC TIME	PWD AMOUNT	OUTSTANDING CHARGES	PWD OFFERED DIRECTLY	REMARKS
NO RECORDS AVAILABLE ...						

<< STUDENT PROFILE << REFUNDS PAID COLLECTION COSTS >>

Exit Search Save Cancel Add Modify Delete Print First Prev Next Last

## Module Description

This module records funds Disbursed after a student’s enrollment is terminated. Disbursements required by R2T4 and processed through RGMSMS after a student is withdrawn are automatically posted.

- A Post-withdrawal Disbursement is a loan or grant credit for tuition and fees & room and board (without authorization) and for other charges (with authorization). Written notification to the student / parent and their confirmation must be received before the loan funds may be credited to the account or directly disbursed. Written Notification must be received within 30 days of date of determination of withdrawal. Written notification must 1) Identify loan to be credited & grant and loan available as direct disbursement. 2) Ask if student / parent wants loan credited & grant or loan as direct disbursement. 3) Explain student / parent can accept some / all of aid. If student / parent declines credit of loan, he/she may not receive direct disbursement unless institution agrees. 4) Explain obligation to repay loan. 5) Explain the 14 day (or later) response deadline. Deadline to accept PWD either directly or as credit to account must be same. PWD must be disbursed in manner specified by student / parent within 120 days of date of determination of withdrawal. If response from student / parent is late, institution may make or not make PWD. If institution declines to make PWD, it must inform student / parent. If there is no response to notification, no loan may be credited to account & no grant or loan may be disbursed directly. (as per HERA revisions 10/2006)

Post Withdrawal Disbursements cannot be manually ADDED here. If a PWD is generated during R2T4 calculations, it will post here automatically and can only be MODIFIED by users.

Field	Description
-------	-------------

Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Calc Date	Date that the Post-withdrawal Disbursement calculation was generated
Calc Time	Time the Post-withdrawal Disbursement calculation was generated
PWD Amount	Amount of Post Withdrawal Disbursement
Outstanding Charges	Outstanding Charges For Educationally Related Expenses Remaining On Student's Account
PWD Offered Directly	Post-withdrawal Disbursement Offered Directly to Student and/or Parent
Remarks	Remarks regarding the Post-withdrawal Disbursement

# Student Collection Costs [6020]

## Module Description

Typically a collection agency charges the institution a fee for their attempt to collect unpaid funds. This module tracks the amount of fees assessed by a collection agency.

In order for a Collection Agency to appear in the Collection Agency Dropdown, they must be entered in Administration/ Business Partners TRX 1002.

NOTE: In the COST CODE Field: Selecting "ADD to amount" will add the Collection Cost amount to the student's school tuition balance. "Subtract from amount" will not apply the Collection Cost amount to the student's tuition balance

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date	Date the collection agency fee will be applied to the student's tuition account
Collection Agency	The collection Agency charging the collection fee. In order for a Collection Agency to appear in the Collection Agency Dropdown, they must be entered in Administration/ Business Partners TRX 1002
Collection Cost	Fee charged by the collection Agency

Cost Code

Selecting ADD to amount will add the Collection Cost amount to the student's school tuition balance. Subtract from amount will not apply the Collection Cost amount to the student's tuition balance.

# Student Bounced Checks [6021]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT BOUNCED CHECKS (6021)**

Student: Key: 61911 SS Number:  Last Name: ALVAREZ First Name: STEPHANIE M.I.:  Card No.: 5011379

Enrolled In: 00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

<input type="checkbox"/>	KEY	REFERENCE PAYMENT	DATE BOUNCED	BOUNCE CHARGES
<input checked="" type="checkbox"/>		<input type="text"/>	03/02/2016	20 X

0 to 0 of 0 RECORDS

Click/Hit on CANCEL or UNCHECK to cancel data entry

## Module Description

This module records those checks received by the institution that were previously posted as a credit to a student's tuition account but were NOT honored by the bank due to insufficient funds. This entry will automatically reverse the previous credit applied to the student's tuition account, as well as add any processing fees incurred by the school from the bank.

- Credits will only appear in the Reference Payment dropdown box of this module after they are posted as a credit in Cash Payments TRX 6013.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Reference Payment	Reference the Bounced Check that was originally entered as a Cash Payment in TRX 6013 Cash Payments
Date Bounced	Date the bounced check was returned from the banking institution
Bounce Charges	Fees incurred by the institution as a result of the bounced check. Typically banks will charge a fee to the depositor's account if a check is returned due to insufficient funds. This amount will be added to the student's tuition balance owed to the school

# Student Overpayments [6022]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - STUDENT OVERPAYMENTS (6022)** ADD **MODE**

Student: Key:  SS Number:  Last Name:  First Name:  M.I.:  Card No.:

Enrolled In:

Start Date: 08/04/2015 End Dates : (O) 12/11/2015 (R) 01/08/2016 (M)

List of Student Overpayment **Detailed Info** Print Preview

Key:

\*Date Owed:  \*Award Year:

\*Kind of Aid:

\*Amount:

\*Action:

\*Date of Action:

Check Number:   \*Clear/Void Code:

<< STUDENT PROFILE << BOUNCED CHECK PLACEMENT LETTERS >>

## Module Description

This module records the amount of Pell, FSEOG, ACG and Smart funds owed to the funding agency by the student, and tracks the action taken by the student in an effort to pay these funds. Amounts owed are posted here automatically when Return to Title IV calculations are performed, but actions taken by the student must be manually posted by the institution. New entries can also be posted manually by the institution if notification came from the agency or the student.

- This module isn't intended for the institution to serve as a collections service on behalf of the funding agency. It assists the school in following the procedures of notifying the student of funds owed and tracks the student's payment status.

Fields	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Date Owed	Date the funds are due from the student to the Funding Agency
Kind of Aid	The Funding Agency owed the overpayments. For Agencies to appear, they must first be entered in TRX 1007 and the award should be entered in 5012
Amount	Amount owed from the student to the funding agency
Action	Appropriate notification or payment status of the overpayment

Date of Action	Notification or Payment Date of the overpayment
Check Number	Check number used to pay the overpayment. (If a payment was sent to the funding agency the action status should be Amount Paid by student)
Award Year	Award Year the overpayment funds were awarded and paid from
Clear/Void Code	If the school paid the funds on the student's behalf, select the check status in the Clear/Void Code dropdown



# Authorization Letters [6023]

ADMINISTRATION   RECRUITMENT   ADMISSION   REGISTRAR   FINANCIAL AID   FISCAL   PLACEMENT   DEFAULT PREVENTION   PERKINS BILLING TRX #: <input type="text"/> Go							
FISCAL - AUTHORIZATION LETTERS (6023) <span style="float: right;">VIEW M</span>							
<input type="checkbox"/>	KIND OF FUND	AWARD YEAR	DOCUMENT NUMBER	LEVEL	DRAW	BALANCE	STATUS
<input type="checkbox"/>	SG-SEOG	2015 - 2016	P007A 15 7516	138,048.00	98,589.00	39,459.00	
<input type="checkbox"/>	PG-PELL GRANTS	2015 - 2016	P063P 15 5259	5,639,030.64	5,442,557.60	196,473.04	
<input type="checkbox"/>	WS-FWS	2015 - 2016	P033A 15 7516	91,637.00	0.00	91,637.00	
<input type="checkbox"/>	WS-FWS	2014 - 2015	P033A 14 7516	107,841.00	-75.00	107,916.00	
<input type="checkbox"/>	PG-PELL GRANTS	2014 - 2015	P063P 14 5259	8,735,893.49	8,520,206.96	215,686.53	
<input type="checkbox"/>	SG-SEOG	2014 - 2015	P007A 14 7516	138,048.00	137,167.84	880.16	
<input type="checkbox"/>	WS-FWS	2013 - 2014	P033A 13 7516	121,078.00	0.00	121,078.00	
<input type="checkbox"/>	PG-PELL GRANTS	2013 - 2014	P063P 13 5259	9,024,657.99	9,010,946.37	13,711.62	

## Module Description

This module records the amount of Authorized Grant Funds available to an institution. When funds are drawn and the authorized amounts are increased, RGMSMS is updated automatically during the data exchange process. Users may only VIEW Authorization Letters.

Field	Description
Kind of Fund	Type of Title IV Funds authorized
Award Year	Award Year of the authorized Funds
Document Number	Award Number
Level	The award authorized for the Award Year
Draw	Award amount disbursed
Balance	Remaining Award Amount Available
Status	Status of the Award Year (options are Inactive and Closed)

## Student Mastersheet [6025]

Student:	Key	SS Number	Last Name	First Name	M.I.	Card No.	SEARCH	CLEAR	
				KIMBERLY	A	0			
Enrolled In:	00377001-000001-000049-DIAGNOSTIC MEDICAL SONOGRAPHY-4 - FULL TIME - 2400 CLOCK HOURS -							▼	
Start Date:	05/25/2015		End Dates : (O) 05/04/2017 (R) 05/05/2017 (M)						
Award Year:	Entire Enrollment Period ▼								
Check the Kind of Information that you want to include in the Mastersheet <input type="checkbox"/> ALL [ CLEAR INFORMATION ]									
<b>*Click GENERATE button after selecting the sections</b>									
<input type="checkbox"/> PERSONAL DATA	<input type="checkbox"/> SUBJECTS COMPLETED	<input type="checkbox"/> FORMS TRACKING							
<input type="checkbox"/> ENROLLMENT DATA	<input type="checkbox"/> ATTENDANCE	<input type="checkbox"/> LETTERS TRACKING							
<input type="checkbox"/> FINANCIAL AID ELIGIBILITY	<input type="checkbox"/> CUMULATIVE HOURS	<input type="checkbox"/> APPOINTMENTS							
<input type="checkbox"/> PAYMENT PERIOD	<input type="checkbox"/> LEAVES OF ABSENCE	<input type="checkbox"/> COMMENTS							
<input type="checkbox"/> OTHER PELL	<input type="checkbox"/> SATISFACTORY PROGRESS	Default ▼	<input type="checkbox"/> PENDING WORK						
<input type="checkbox"/> PELL ELIGIBILITY USED	<input type="checkbox"/> TERM PROGRESS	<input type="checkbox"/> DATA EXCHANGE MESSAGES							
<input type="checkbox"/> FINANCIAL AID NEED AND AWARDS MADE	<input type="checkbox"/> TERMINATIONS	<input type="checkbox"/> DATA TRANSMISSIONS							
<input type="checkbox"/> TUITION ACCOUNTS	<input type="checkbox"/> RETURN OF TITLE IV CALCULATIONS	<input type="checkbox"/> TSM / FAH							
<input type="checkbox"/> AID DISBURSEMENTS	<input type="checkbox"/> REFUND POLICY CALCULATIONS	<input type="checkbox"/> SSCR AND SSCE SENT							
<input type="checkbox"/> ORIGINATIONS and DISBURSEMENTS	<input type="checkbox"/> REFUNDS DUE BALANCE	<input type="checkbox"/> DATA CHANGES							
<input type="checkbox"/> PELL ORIGINATIONS	<input type="checkbox"/> JOB PLACEMENTS	<input type="checkbox"/> FAESA CHANGES							
<b>Exit</b> <b>Cancel</b> <b>Show Criteria</b> <b>Hide Criteria</b> <b>Generate</b> <b>Print</b>									

### Module Description

This report is a compilation of most data entered in RGMSMS for the selected student. You may select to view or print only selected data or ALL data available. **For additional detailed instructions on the Student Mastersheet, see the Student Mastersheet Manual.**

#### **TIP: ACCESSING THE STUDENT MASTERSHEET**

1. First select the student enrollment you wish to view from the **Enrolled In** dropdown. If a student has multiple enrollments RGMSMS will default to the current or latest enrollment.
2. From the **Award Year** dropdown box, select to generate the report on the Entire Current Enrollment Period (default), ALL Enrollments, or only data in the specified Award Year.

**STUDENT MASTERSHEET** VIEW MO

Student: Key: 25 SS Number: Last Name: First Name: M.I.: M Card No.: 5 SEARCH CLEAR

Enrolled In: 000001-001-COSMETOLOGY - THREE QUARTER TIME - 1800 CLOCK HOURS - IN SCHOOL

Start Date: 08/08/2006 End Date: 09/04/2007 Manual Expected End Date: 09/08/2007

Award Year: Entire Enrollment Period Scroll down to see generated report **1**

Check the Kind of Information that you want to include in the Mastersheet:  ALL [ CLEAR INFORMATION ]

PERSONAL DATA  SUBJECTS COMPLETED

ENROLLMENT DATA  ATTENDANCE

FINANCIAL AID ELIGIBILITY  CUMULATIVE HOURS

OTHER PELL  LEAVES OF ABSENCE

FINANCIAL AID NEED AND AWARDS MADE  SATISFACTORY PROGRESS

TUITION ACCOUNTS  TERM PROGRESS

AID DISBURSEMENTS  TERMINATIONS

ORIGINATIONS and DISBURSEMENTS  RETURN OF TITLE IV CALCULATIONS

PELL ORIGINATIONS  REFUND POLICY CALCULATIONS

PELL DISBURSEMENTS  REFUNDS DUE BALANCE

DIRECT LOAN ORIGINATIONS  JOB PLACEMENTS

DIRECT LOAN DISBURSEMENTS  EXTERNSHIPS

FFELP LOANS  FORMS TRACKING

DATA EXCHANGE MESSAGES  LETTERS TRACKING

DATA TRANSMISSIONS  APPOINTMENTS

DATA CHANGES  COMMENTS

FAFSA CHANGES  PENDING WORK

TRANSACTION TRACKING

3. Select the data you wish to view by clicking the box to the left of each section. Clicking **ALL** will select all sections available for viewing. To clear the selected criteria, uncheck the box.
4. The report will generate below the criteria. Scroll down using the outer bar to view the report.

Award Year: Entire Enrollment Period Scroll down to see generated report **1**

Check the Kind of Information that you want to include in the Mastersheet:  ALL [ CLEAR INFORMATION ]

PERSONAL DATA  SUBJECTS COMPLETED

ENROLLMENT DATA  ATTENDANCE

FINANCIAL AID ELIGIBILITY  CUMULATIVE HOURS

OTHER PELL  LEAVES OF ABSENCE

FINANCIAL AID NEED AND AWARDS MADE  SATISFACTORY PROGRESS

TUITION ACCOUNTS  TERM PROGRESS

AID DISBURSEMENTS  TERMINATIONS

ORIGINATIONS and DISBURSEMENTS  RETURN OF TITLE IV CALCULATIONS

PELL ORIGINATIONS  REFUND POLICY CALCULATIONS

PELL DISBURSEMENTS  REFUNDS DUE BALANCE

DIRECT LOAN ORIGINATIONS  JOB PLACEMENTS

DIRECT LOAN DISBURSEMENTS  EXTERNSHIPS

FFELP LOANS  FORMS TRACKING

DATA EXCHANGE MESSAGES  LETTERS TRACKING

DATA TRANSMISSIONS  APPOINTMENTS

DATA CHANGES  COMMENTS

FAFSA CHANGES  PENDING WORK

TRANSACTION TRACKING

5. Use the inner scroll bar to navigate through the report.

PELL DISBURSEMENTS  REFUNDS DUE BALANCE

DIRECT LOAN ORIGINATIONS  JOB PLACEMENTS

DIRECT LOAN DISBURSEMENTS  EXTERNSHIPS

FFELP LOANS  FORMS TRACKING

DATA EXCHANGE MESSAGES  LETTERS TRACKING

DATA TRANSMISSIONS  APPOINTMENTS

DATA CHANGES  COMMENTS

FAFSA CHANGES  PENDING WORK

TRANSACTION TRACKING

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**PERSONAL DATA**

ADDRESS: ██████████ CONTACT NUM: ██████████ MARITAL STATUS: SINGLE UNMARRIED

RENO, NV 89509 HOME: ██████████ GENDER: FEMALE

EMAIL: ██████████ WORK: ██████████ RACE: WHITE (NON-HISPANIC)

D LIC NO: ██████████ MOBILE PHONE: ██████████ CITIZENSHIP: US CITIZEN

DOB: ██████████ ACADEMIC LEVEL: HIGH SCHOOL DIPLOMA ALIEN CARD #: ██████████

VETERAN: N

---

**ENROLLMENT DATA**

COURSE: (1) - COSMETOLOGY (DIPLOMA) - 60 WEEKS ADMISSION BASIS: HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENT: 1800 HOURS /56 WEEKS

TRANSFER HRS/UNITS: 0 HOURS ENROLLED HOURS: 1800 HOURS PREREQUISITE:

PROGRAM START DATE: EXPECTED END: ATTENDANCE STATUS:

6. To print the report, click the **Hide Criteria** button, then click **PRINT**.

**ENROLLMENT DATA**

COURSE:  
**[1] - COSMETOLOGY (DIPLOMA) - 60 WEEKS**  
TRANSFER HRS/UNITS:  
**0 HOURS**  
PROGRAM START DATE:  
**08/08/2006**

ADMISSION BASIS:  
**HIGH SCHOOL DIPLOMA**  
ENROLLED HOURS:  
**1800 HOURS**  
EXPECTED END:  
**09/04/2007**

GRADUATION REQUIREMENT:  
**1800 HOURS /56 WEEKS**  
PREREQUISITE:  
**6**  
ATTENDANCE STATUS:  
**THREE QUARTER TIME**

Exit Cancel Show Criteria **Hide Criteria** Print

# Student Comments [6026]

## Module Description

This module shall enable you to create, update, delete, and browse through Student Fiscal Comments posted by users. Comments are posted for individual students.

- Selecting **YES** in the **User Eyes Only** drop down will prohibit other users from viewing the comment.
- Selecting **YES** in the **Section Only** dropdown will prohibit users without access to the Fiscal Modules from viewing the comment.

Field	Description
Key	Refers to the number sequentially assigned for each entry under the logged in school or campus
Enrollment	If the selected student has multiple enrollments they will display here. Select the enrollment for which the comment should be posted
Standard Comment	A listing of Standard Comments that are automatically posted by the system. A user may select a standard comment or leave it blank and enter a specific comment in the Comments Field
Section	Refers to the section for which the comment is related
User Eyes Only	If YES is selected, only the user posting the comment can view the comment
Section Only	If YES is selected, only users with access to this section can view the comment
Comments	Enter any comments for future viewing or items for follow-up

## Print Refund Page [6031]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL MANAGEMENT - PRINT REFUND PAGE (6031)** PRINT MOD

Key	SS Number	Last Name	First Name	M.I.	Card No.
Student: 61911		ALVAREZ	STEPHANIE		5011379

Enrolled In: 00234008-000001-001070-RETAIL SPECIALIST - FULL TIME - 630 CLOCK HOURS - WITHDRAWN

Start Date: 08/04/2015    End Dates : (O) 12/11/2015    (R) 01/08/2016    (M)

**TRAINING (WATSONVILLE)** Refund Calculations

---

**NOTICE OF REFUND**  
**THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORDS**

Name: ALVAREZ,	Student Key: 61911
Address: :	
Program: 1070 - RETAIL SPECIALIST - 630 HOURS	Total in ACADEMIC YEAR: 630.00 HOURS
Start Date: 08/04/2015	Determination Date: 01/26/2016
Last Date of Attendance: 01/08/2016	

### Module Description

This module allows you to print the current Return to Title IV and School refund calculations. The calculations reflected here are the "official" calculations and amounts are also transferred to student tuition accounts, refund due records, etc.

# Student References [6032]

The screenshot shows a web-based form titled "Student References [6032]" with a "Detailed Info" tab selected. The form contains the following fields and values:

- Key: [Empty]
- Active: YES (dropdown)
- Contact Person: Mary Smith
- Relationship to Student: AUNT (dropdown)
- \*Address: 122 Dawn Dr
- (address line 2): [Empty]
- State: CA (dropdown)
- \*City: TUSTIN (dropdown)
- Zip Code: 92780 (dropdown)
- \*Country: UNITED STATES OF AMERICA (dropdown)
- Foreign Postal Code: [Empty]
- Contact Number: (228)446-9554
- Mobile #: (566)988-8544
- Other Contact #: (297)558-8455
- Fax #: [Empty]
- Email: marysmith@yahoo
- Created By: [Empty] On: [Empty]

At the bottom of the form is a toolbar with buttons: Edit, Search, Save, Cancel, Add, Modify, Delete, Print, First, Prev, Next, Last.

## Module Description

This module stores Student Reference information. Typically a list of Student References (i.e. Relatives, Friends, etc.) is collected in the Admissions Process and/or Exit Interviews. Schools refer to Student References for various reasons such as emergency numbers and locating the student for Default Prevention once the student becomes inactive.

- Student References are collected during the Exit Interview (at a minimum) for the purpose of contacting the loan borrower in Default Prevention follow-up.
- The Student Reference Module is available under ALL areas of RGM (Admissions, Registrar, FA, Fiscal, Placement, and Default Prevention.) A record saved under one area will be available for viewing/modifying in other Student Reference Modules.
- This module is NOT for tracking changes to STUDENT contact information. Updates to STUDENT information are performed in the Student Profile.

Field	Description
Key	Number sequentially assigned for each entry under the logged in school or campus
Contact Person	Contact Person Name at the Address, Phone/Fax numbers and/or Email Address
Relationship to Student	Refers to the Relationship of Reference to Student
Address	Address for the Reference

Phone numbers	Updated Phone Number for the Reference
Email	Updated email for the Reference
Fax	Updated Fax Number for the Reference



## Uncommitted Funds Report [5604]

**FISCAL - UNCOMMITTED FUNDS REPORT (5604)**

CAMPUS: ALL CAMPUSES

**REPORT SELECTION CRITERIA**

AWARD YEAR: 2017

**INCLUDE THE FOLLOWING SECTIONS**

CREATE STUDENT LIST DETAIL

**BATCHING / SCHEDULING**

Batch Report  Repeating Schedule

UNCOMMITTED FUNDS FOR AWARD YEAR: -2016- as of: 03/07/2016 3:00 PM						
	PELL	PERKINS	FSEOG	FWS	DL	TOTAL
BALANCE FORWARD		0.00				0.00
AWARD LETTER	P063P157953					
AMOUNT AUTHORIZED	102,171.00	0.00	0.00	0.00		102,171.00
AMOUNT TRANSFERED	0.00	0.00	0.00	0.00		0.00
AMOUNT CARRIED	0.00	0.00	0.00	0.00		0.00
MATCHING FUNDS REQUIRED		0.00	0.00	0.00		0.00
COLLECTION TO DATE		0.00				0.00
OTHER INTEREST		0.00				0.00
TOTAL FUNDS AVAILABLE	102,171.00	0.00	0.00	0.00	0.00	102,171.00
DISBURSEMENTS MADE	101,981.00	0.00	0.00	0.00	77,122.00	179,103.00
NON CASH GRANTS MADE			0.00			0.00
ADMINISTRATIVE EXPENSES PAID	0.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE EXPENSES ALLOWED						
FUNDS RETURNED	0.00	0.00	0.00	0.00	0.00	0.00
UN-EXPENDED FUNDS	190.00	0.00	0.00	0.00	0.00	190.00
UN-PAID AWARDS COMMITTED	112,388.00	0.00	0.00	0.00	90,205.00	202,593.00
UN-COMMITTED FUNDS	-112,198.00	0.00	0.00	0.00	0.00	-112,198.00
MATCHING FUNDS PAID	0.00	0.00	0.00	0.00	0.00	0.00
NON-CASH CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00

The Uncommitted Funds Report shows the Uncommitted Funds for Title IV by Award Year, while providing the school a snap shot of their FSEOG and FWS balances. The amount a school must match (Institutional Share) for the award year selected is also provided.

For best results, select "Award Year" in the criteria and no date range. If you wish to see a listing of students with disbursed funds, or have awarded funds to, select the "Create Student List Detail" box under criteria. Once the report is generated, click on the amounts that are highlighted, and a listing with the students will open.

## Blue Book Reports [6027]

GAPS GP1-1(7) CASH CONTROL G5

DATE	CLEAR	CHECK	D/C	USE	AY	DESCRIPTION	DEBIT	CREDIT	BALANCE
07/31/2015	07	SN1600001	D	HAND	2016	Interest	0.08		0.08
08/26/2015	08	SN1600011	D	HAND	2016	Administrative allowance	20.00		20.08
08/31/2015	08	SN1600012	D	HAND	2016	Interest	0.05		20.13
09/30/2015	09	SN1600023	D	HAND	2016	Interest	0.11		20.24
10/15/2015	*	SN1600003	C	FROM GAPS	2016	TRANSFER FROM GAPS P063P157953		25,270.00	-25,249.76
10/15/2015	10	SN1600003	D	DEPOSIT	2016	DEPOSIT P063P157953 000067	25,270.00		20.24
10/20/2015	10	SN1600005	D	DEPOSIT	2016	DEPOSIT P063P157953 000068	8,663.00		8,683.24
10/20/2015	*	SN1600005	C	FROM GAPS	2016	TRANSFER FROM GAPS P063P157953		8,663.00	20.24
10/21/2015	*	SN1600007	C	FROM GAPS	2016	TRANSFER FROM GAPS P063P157953		2,887.00	-2,866.76

A group of reports detailing the Financial Aid Ledgers per the BLUE BOOK NACUBO accounting guidelines for each Title IV Aid Program. Mostly for the use of RGM.

## Fiscal Reports [6028]

### Fiscal Reports>6501 Cash Flow Report

REPORT DETAILS: (first line is school, second line is student)													
Item / Key / Student Name	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	Total
1. 1889	2888.00 S	0.00	0.00	0.00	2908.00 S	0.00	0.00	1938.00 S	0.00	0.00	989.00 S	0.00	8703.00
ANDRADE, CHRISTOPHER I.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. 1658	0.00	0.00	0.00	2722.00 S	0.00	0.00	0.00	0.00	2144.00 S	0.00	0.00	0.00	4866.00
ARGUDO, ALEXANDRIA D.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. 1622	0.00	0.00	0.00	0.00	2105.00 S	0.00	0.00	0.00	2106.00 S	0.00	0.00	0.00	4211.00
ARMENTA, MICHAEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. 1311	1732.00 S	0.00	0.00	0.00	0.00	4640.00 S	0.00	0.00	0.00	0.00	2820.00 S	0.00	9192.00
BEECH, LOUIS S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>REPORT TOTALS:</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>Total</b>
PAID FUNDS TO SCHOOL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
PAID FUNDS TO STUDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHEDULED FUNDS TO SCHOOL	54852.00	29914.00	58291.00	46558.00	68788.00	47380.00	22141.00	17923.00	31781.00	16766.00	35842.00	12831.00	441047.00
SCHEDULED FUNDS TO STUDENT	409.00	0.00	957.00	335.00	500.00	1766.00	0.00	1400.00	1739.00	0.00	31.00	0.00	7137.00
TOTAL FUNDS TO SCHOOL	55352.00	29914.00	58291.00	46558.00	68788.00	47380.00	22141.00	17923.00	31781.00	16766.00	35842.00	12831.00	441547.00
TOTAL FUNDS TO STUDENT	409.00	0.00	957.00	335.00	500.00	1766.00	0.00	1400.00	1739.00	0.00	31.00	0.00	7137.00
<b>GRAND TOTAL</b>	<b>55761.00</b>	<b>29914.00</b>	<b>57248.00</b>	<b>46893.00</b>	<b>69288.00</b>	<b>49126.00</b>	<b>22141.00</b>	<b>19323.00</b>	<b>33520.00</b>	<b>16766.00</b>	<b>35873.00</b>	<b>12831.00</b>	<b>448684.00</b>
<b>TOTALS BY FUND:</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>Total</b>
FPPELL SCHED TO SCHOOL	24190.00	10332.00	30900.00	14748.00	55542.00	29055.00	16736.00	11415.00	18906.00	10454.00	12162.00	1939.00	236379.00
FSEOG SCHED TO SCHOOL	225.00	225.00	525.00	225.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1300.00
FDLSUB SCHED TO SCHOOL	22306.00	10252.00	22398.00	19383.00	6695.00	15095.00	5405.00	2708.00	7357.00	3662.00	4402.00	792.00	120455.00
FDLSUB SCHED TO STUDENT	409.00	0.00	0.00	0.00	0.00	282.00	0.00	0.00	255.00	0.00	0.00	0.00	946.00
FDLUNS SCHED TO SCHOOL	4038.00	1380.00	2293.00	7142.00	1701.00	3210.00	0.00	0.00	2668.00	0.00	0.00	0.00	22432.00
FDLUNS SCHED TO STUDENT	0.00	0.00	957.00	0.00	0.00	1484.00	0.00	0.00	1484.00	0.00	0.00	0.00	3925.00
FDLPL SCHED TO SCHOOL	1668.00	0.00	0.00	4370.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6038.00
23 SCHED TO SCHOOL	0.00	6000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6000.00
221 SCHED TO SCHOOL	950.00	1650.00	0.00	615.00	3750.00	0.00	0.00	1900.00	2850.00	0.00	0.00	1000.00	12715.00
221 SCHED TO STUDENT	0.00	0.00	0.00	335.00	500.00	0.00	0.00	1400.00	0.00	0.00	0.00	0.00	2235.00
225 SCHED TO SCHOOL	75.00	75.00	175.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
304001 SCHED TO SCHOOL	1400.00	0.00	0.00	0.00	1000.00	0.00	0.00	1900.00	0.00	2650.00	19278.00	9100.00	35328.00
304001 SCHED TO STUDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.00	0.00	31.00
CASH PAID TO SCHOOL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00

A comparison between the school's expected cash flow and the actual cash flow broken down per student over a twelve month period. Report Totals also include scheduled and paid funds broken down by Fund Type.

### Fiscal Reports>6504 Refunds Paid Report

Only including students with Refund Payments for Award Year 2015 - 2016											
TOTALS BY SCHOOL	PELL	PERKINS	SEOG	FWS	SUB		UNSUB		PLUS		OTHERS
					DL	FFELP	DL	FFELP	DL	FFELP	
DUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0 STUDENTS WITH REFUNDS											
TOTALS BY FUND	DUE	PAID	BALANCE								

Listing of Refunds paid per student for PELL, PERKINS, SEOG, SUB, UNSUB, PLUS and OTHERS. Report can be generated by either AY or LDA range

### Fiscal Reports>6505 Unpaid Tuition Report

Only including Students with LDA's between 07/01/2015 - 06/30/2016						
KEY	STUDENT NAME	WITH AID	UNPAID TUITION	STARTED	STATUS	ENDED
152	CHO, NAM KOOK	N	2,450.00	02/01/2012	IN SCHOOL	06/30/2016
28	CHOE, ANNIE I.	Y	2,367.00	02/04/2013	IN SCHOOL	05/24/2016
234	CHOI, HYO JIN	N	3,141.79	09/01/2010	WITHDRAWN	12/30/2015
29	CHOI, JENNY S.	Y	2,935.08	02/04/2013	IN SCHOOL	06/30/2016
8	CHUNG, SARAH	Y	2,831.50	08/30/2010	IN SCHOOL	06/30/2016
338	HAN, SUSIE	N	448.00	02/01/2011	IN SCHOOL	12/15/2015
52	HAN, YURI	Y	3,195.00	09/02/2013	IN SCHOOL	05/24/2016
190	HWANG, MI JEONG	N	1,000.00	02/01/2013	IN SCHOOL	06/30/2016
218	JANG, HYE RAN	N	1,000.00	02/01/2013	IN SCHOOL	06/30/2016
261	JEONG, HEUIKYONG	Y	1,779.00	02/03/2014	IN SCHOOL	05/24/2016
71	KIL, SARA	Y	2,755.00	09/01/2014	IN SCHOOL	06/30/2016
311	KIM, AE RI	N	1,544.00	09/01/2015	NO SHOW	09/01/2015
20	KIM, ANTHONY	Y	2,649.00	02/04/2013	IN SCHOOL	05/24/2016
340	KIM, CHANGKYOUN	N	4,410.00	09/01/2014	WITHDRAWN	12/30/2015
121	KIM, JONG ME	N	710.00	09/01/2011	IN SCHOOL	06/30/2016
123	KIM, MYOUNG COOK	N	44.00	09/01/2015	IN SCHOOL	06/30/2016

List of Terminated (Graduated and Dropped) Students with outstanding tuition balance.

### Fiscal Reports>6506 Refunds and Interest Report

Only including Students with LDA's between 2015 - 2016												
KEY:	1546											
STUDENT NAME:	JONATHAN F.											
LDA:	02/02/2015	DETERMINED:	02/18/2015									
POLICY	FUND	PP	DATE DUE	AMT DUE	DATE PAID	AMT PAID	DAYS LATE	BALANCE	DAYS PAST	INT AMT	MON	
	24	PELL	2	04/01/2015	1,634.00	05/29/2015	1,634.00	58	0.00	58	0.00	2
KEY:	1587											
STUDENT NAME:	VICTORIA F.											
LDA:	07/13/2015	DETERMINED:	07/15/2015									
POLICY	FUND	PP	DATE DUE	AMT DUE	DATE PAID	AMT PAID	DAYS LATE	BALANCE	DAYS PAST	INT AMT	MON	
	24	UNSUB (DL/FFELP)	2	07/15/2015	518.00	07/18/2015	518.00	1	0.00	1	0.00	0
KEY:	1595											
STUDENT NAME:	ROSSIE A.											
LDA:	NO LDA FOUND	DETERMINED:	07/13/2016									
POLICY	FUND	PP	DATE DUE	AMT DUE	DATE PAID	AMT PAID	DAYS LATE	BALANCE	DAYS PAST	INT AMT	MON	
	0	SUB (DL/FFELP)	1	03/02/2015	1,732.00	03/03/2016	1,732.00	367	0.00	367	0.00	12

List of Individuals with Late Refunds and Interest due to USDE. Report specifies the number of days and months late as well as interest amount charged.

### Fiscal Reports>6507 Cash Payments Report

KEY	STUDENT NAME	SCHED CASH PAYMENT		CASH PAID				SCHOOL PAID TO STUDENT			
		DATE	AMOUNT	CHECK NO	RCPT NO	DATE	AMOUNT	CHECK NO	DATE	AMOUNT	AID
159	AHN, JEONG HWAN				0	08/14/2014	720.00				
					0	10/02/2014	50.00				
				#2370	0	02/22/2015	939.08				
				2476	0	06/16/2015	260.00				
	<b>TOTAL</b>		<b>0.00</b>				<b>1,969.08</b>				<b>0.00</b>

KEY	STUDENT NAME	SCHED CASH PAYMENT		CASH PAID				SCHOOL PAID TO STUDENT			
		DATE	AMOUNT	CHECK NO	RCPT NO	DATE	AMOUNT	CHECK NO	DATE	AMOUNT	AID
57	AUSTIN, SAMUEL			paypal	0	07/01/2014	1,087.49	1115	10/13/2014	185.00	0
				1224	0	03/31/2015	400.00	1153	03/30/2015	35.00	0
	<b>TOTAL</b>		<b>0.00</b>				<b>1,487.49</b>			<b>220.00</b>	

KEY	STUDENT NAME	SCHED CASH PAYMENT		CASH PAID				SCHOOL PAID TO STUDENT			
		DATE	AMOUNT	CHECK NO	RCPT NO	DATE	AMOUNT	CHECK NO	DATE	AMOUNT	AID
187	BAE, DEUK YOUNG			149	0	08/12/2014	2,030.00				
				154	0	08/19/2014	110.00				
					0	08/26/2014	100.00				
				162	0	01/27/2015	350.00				
				160	0	01/28/2015	1,686.06				
				163	0	02/03/2015	160.00				
				161	0	02/03/2015	950.00				

List of Scheduled Cash Payments, Actual Cash Payments and Payments the School Paid to the Student broken down by individual students.

### Fiscal Reports>6508 Scheduled Checks VS Actual Paid Checks

Date Range 07/01/2015 - 06/30/2016												
KEY	STUDENT NAME	DATE SCHED	DATE PAID	DATE VOIDED	AMOUNT	FUND						
43	ANH, KEUN H.	09/01/2015	11/24/2015		2,888.00	FEDERAL PELL GRANT PROGRAM						
43	ANH, KEUN H.	02/01/2016			2,887.00	FEDERAL PELL GRANT PROGRAM						
19	BODAK, EUNICE J.	09/01/2015	10/13/2015		2,166.00	FEDERAL PELL GRANT PROGRAM						
19	BODAK, EUNICE J.	09/01/2015	10/16/2015		2,887.00	FEDERAL PELL GRANT PROGRAM						
19	BODAK, EUNICE J.	09/01/2015			315.00	443002						
19	BODAK, EUNICE J.	10/22/2015	11/10/2015		2,721.00	DIRECT LOAN - SUBSIDIZED STAFFORD						
19	BODAK, EUNICE J.	10/22/2015	11/10/2015		3,463.00	DIRECT LOAN - UNSUBSIDIZED STAFFORD						
19	BODAK, EUNICE J.	02/01/2016			722.00	FEDERAL PELL GRANT PROGRAM						
358	CHANG, ERICA	02/01/2016			1,444.00	FEDERAL PELL GRANT PROGRAM						
38	CHANG, JI S.	09/01/2015			722.00	FEDERAL PELL GRANT PROGRAM						
38	CHANG, JI S.	01/04/2016			722.00	FEDERAL PELL GRANT PROGRAM						
38	CHANG, JI S.	02/01/2016			2,166.00	FEDERAL PELL GRANT PROGRAM						
5	CHANG, MI JUNG	02/01/2016			1,772.00	FEDERAL PELL GRANT PROGRAM						
230	CHO, DUKHEE	02/01/2016			10,141.00	DIRECT LOAN - UNSUBSIDIZED STAFFORD						
359	CHO, EUNOK	02/01/2016			2,888.00	FEDERAL PELL GRANT PROGRAM						
343	CHO, JAMU	09/01/2015	10/13/2015		2,888.00	FEDERAL PELL GRANT PROGRAM						

SUMMARY:												
Week of	Checks	Scheduled	Cumulative	Checks	Paid	Cumulative	Checks	Voided	Cumulative	Net: Paid - Void	Diff: Sch - Paid	
09/30/2016	159	382,331.00	382,331.00	79	179,103.00	179,103.00	0	0.00	0.00	179,103.00	203,228.00	

TOTAL BY FUND:												
Fund	Checks	Scheduled	Cumulative	Checks	Paid	Cumulative	Checks	Voided	Cumulative	Net: Paid - Void	Diff: Sch - Paid	
FEDERAL PELL GRANT PROGRAM	105	214,369.00	214,369.00	53	101,981.00	101,981.00	0	0.00	0.00	101,981.00	112,388.00	
DIRECT LOAN - SUBSIDIZED STAFFORD	20	40,820.00	255,189.00	10	19,050.00	121,031.00	0	0.00	0.00	121,031.00	134,158.00	
DIRECT LOAN - UNSUBSIDIZED STAFFORD	32	126,507.00	381,696.00	16	58,072.00	179,103.00	0	0.00	0.00	179,103.00	202,593.00	
OTHERS	2	635.00	382,331.00	0	0.00	179,103.00	0	0.00	0.00	179,103.00	203,228.00	

Comparison between Pell Grant, FSEOG, FWS and Direct Loan Checks Scheduled if Paid or Not. Report is broken down by individual students and displays report totals for a specified Award Year.

### Fiscal Reports>6511 Student Overpayments Report

ADMINISTRATION	RECRUITMENT	ADMISSION	REGISTRAR	FINANCIAL AID	FISCAL	PLACEMENT	DEFAULT PREVENTION	PERKINS BILLING	TRX #:	Go!			
<b>FISCAL MANAGEMENT REPORTS (6028)</b>													
REPORT: [6511] STUDENT OVERPAYMENTS													
Lists students with overpayments and the amounts.													
<b>REPORT SELECTION CRITERIA</b>													
<u>OVERPAYMENTS BETWEEN DATES:</u>													
START DATE: <input type="text"/>					END DATE: <input type="text"/>								
LASTNAME	FIRSTNAME	M.I.	SOC SEC #	DATE CALCD	DETEREND	DUE TO STUD	UNSUB	SUB	PERKINS	PLUS	50%PELL	50%SEOG	50%OTHER
NO RECORDS AVAILABLE													

Lists students with overpayments and the amounts.

### **Fiscal Reports>6513 Student Tuition Recovery Fee Report (STRF)**

<b>STUDENT TUITION RECOVERY FUND REPORT</b>	
As of 03/07/2016 - 15:44:11	
BPPE SCHOOL CODE:	
A. Student who signed enrollment agreements during 01/01/2016-03/31/2016	<a href="#">20</a>
B. Students on Line A who are eligible for STRF	<a href="#">19</a>
C. Students from Line B who have their first payment and STRF has been collected during this period 01/01/2016-03/31/2016	<a href="#">0</a>
D. Students who signed enrollment agreements in prior reporting periods and who made their first payment and strf has been collected during this period 01/01/2016-03/31/2016	<a href="#">0</a>
E. Enter total tuition charged(for all eligible STRF students from Line C and D)	0
F. Calculate STRF assessment due. Multiply amount on Line E by 0	0
G. Bureau use only	
H. Total payment due from Line (F) minus Line (G)	

The STRF Report is due quarterly for Schools approved by BPPE operating in CA.

### **Fiscal Reports>6514 List of Write-Offs Report**

Only including Students with LDA's between 07/01/2015 - 08/30/2016												
KEY	LAST NAME	FIRST NAME	MI	COURSE	START DATE	ENROLLMENT STATUS	WRITE OFF DATE	KIND OF WRITE OFF	AMOUNT	TREAT AS	SYSTEM POSTED	POSTED BY
250	CHO	KYU JIN		MASTER OF DIVINITY DEGREE	02/01/2015	NSHOW	12/15/2015	TUITION	198.00		Y	
250	CHO	KYU JIN		MASTER OF DIVINITY DEGREE	02/01/2015	NSHOW	08/31/2015	TUITION	44.00		Y	
179	JEON	JIYE		BACHELOR OF ART IN THEOLOGY PROGRAM	09/01/2013	NSTART	05/24/2016	TUITION	150.00		Y	
179	JEON	JIYE		BACHELOR OF ART IN THEOLOGY PROGRAM	09/01/2013	NSTART	12/15/2015	TUITION	150.00		Y	

Listing of Students with Tuition Write Offs posted. Includes Write Off amounts, Kind of Write Off and user posting it.

### Fiscal Reports>6516 Title IV Credit Balance

KEY	STUDENT NAME	START	END	DETERMINE	BALANCE	AS OF	# DAYS
43	ANH, KEUN H.	09/02/2013			-14,158.92	09/02/2013	917
57	AUSTIN, SAMUEL	09/02/2013	07/23/2015	08/08/2015	-8,317.73	09/02/2013	917
187	BAE, DEUK YOUNG	09/01/2012	02/13/2016	12/30/2015	-3,038.95	08/19/2013	931
19	BODAK, EUNICE J.	02/04/2013	02/13/2016	12/30/2015	-37,312.17	02/04/2013	1127
		02/01/2016			3,475.00		
42	BYUN, JEREMIAH Y.	09/02/2013	07/23/2015	08/08/2015	-30,551.75	02/05/2013	1126
254	CHA, JOSHUA	02/01/2015	07/29/2015	12/15/2015	-239.00	05/11/2015	301
246	CHA, REBECCA	02/01/2015			-1,634.00	08/13/2015	207
264	CHA, STEVE	02/01/2015			478.00		
356	CHANG, ERICA	02/01/2016			1,470.00		
36	CHANG, JI S.	02/04/2013			-8,506.92	10/22/2013	887
5	CHANG, MI JUNG	08/27/2012			-5,450.30	02/13/2013	1118
137	CHANG, YOUNG HO	09/01/2013			-4,260.00	09/01/2014	553
230	CHO, DUKHEE	09/01/2013			-11,651.45	12/16/2013	812

The Title IV Credit Balance Report provides a list of Title IV students who have a credit balance on their tuition account. The credit balance resulted specifically from Title IV credits posted. Schools must ensure Title IV credit balances are removed after a specific amount of time and/or past crossover Award Years.

## Billing Statement Report [6029]

### Billing Statement Reports>6701 AR Billing Statement Report

AY	PP	Date	Status	Trx #	Description	Check No.	Charges	Actual Credits	Actual Balance	Student
1		09/02/2013		3014	TERM TUITION		3,700.00		3,700.00	
		09/02/2013		3014	TERM FEES		190.00		3,890.00	
2014	1	11/19/2013	PAID	6015	FPPELL	115 11 c		2,823.00	1,067.00	
		11/28/2013		6011	WAIVER		-525.00		542.00	
		12/05/2013		6011	WAIVER		-12.22		529.78	
		12/05/2013	PAID	6013	CASH PAYMENTS	paypal CR		529.78	0.00	
ACTUAL ACCOUNTS							3,352.78	3,352.78	0.00	0.00
TOTAL ACCOUNTS FOR THE TERM							3,352.78	3,352.78	0.00	0.00
TERM COVERED: TERM 2 (02/01/2014 - 05/24/2014)										
AY	PP	Date	Status	Trx #	Description	Check No.	Charges	Actual Credits	Actual Balance	Student
TERM STARTING BALANCE							3,352.78	3,352.78	0.00	0.00
	2	02/01/2014		3014	TERM TUITION		4,515.00		4,515.00	
	2	02/01/2014		3014	TERM FEES		310.00		4,825.00	
2014	2	04/08/2014	PAID	6015	FPPELL	143 04 c		2,822.00	2,003.00	
ACTUAL ACCOUNTS							8,177.78	6,174.78	2,003.00	0.00
TOTAL ACCOUNTS FOR THE TERM							8,177.78	6,174.78	2,003.00	0.00

Student Billing Statements displaying Scheduled and Past Due Cash Payments. Student Ledgers are also shown. Billing Statement can be generated based on Individual Students, Specific Students, Enrollment Status, Students with Past Due Amounts, Students with Balances, etc.

**Billing Statement Reports>6702 AR Ledger Cards**

ENROLLMENT DETAILS:  
 Enrolled In:[000001] COSMETOLOGIST (1600 Hours - 50.09 Weeks - 34.62 Hours/Week) FULL TIME  
 Start Date:09/27/1994 Expected End:04/25/1996  
 Status:GRADUATED

TUITION ACCOUNT

AY	PP	Date	Status	Trx #	Description	Check No.	Charges	Actual Credits	Actual Balance	Student
		09/27/1994		3013	TUITION		4,800.00		4,800.00	
		09/27/1994		3013	FEES		75.00		4,875.00	
		09/27/1994		3013	BOOKS & SUPPLIES		400.00		5,275.00	
1995	1	09/29/1994	PAID	8015	FPELL	3314 10 C		1,150.00	4,125.00	
1995	2	03/24/1995	PAID	8015	FPELL	3414 03 C		1,150.00	2,975.00	
1995	1	06/14/1995	PAID	8015	FSEOG	3485 06 C		188.00	2,787.00	
1995	1	06/14/1995	PAID	8015	FSEOG MATC	HM0001 C		56.80	2,730.40	
		07/21/1995	PAID	8013	CASH PAYMENTS			461.23	2,269.17	
1996	3	08/31/1995	PAID	8015	FPELL	4085 09 C		1,170.00	1,099.17	
		11/07/1995	PAID	8013	CASH PAYMENTS			200.00	899.17	
		12/29/1995	PAID	8013	CASH PAYMENTS			65.89	833.28	
		02/09/1996	PAID	8013	CASH PAYMENTS			66.00	767.28	
1996	4	02/28/1996	PAID	8015	FPELL	4158 03 C		650.00	117.28	
		03/13/1996	PAID	8013	CASH PAYMENTS			117.28	0.00	
		05/02/1996		8004	OTHERS		63.75		63.75	
		05/03/1996	PAID	8013	CASH PAYMENTS			63.75	0.00	
ACTUAL ACCOUNTS							5,338.75	5,338.75	0.00	0.00
TOTAL ACCOUNTS							5,338.75	5,338.75	0.00	0.00

Report generating Student Ledger Cards including Itemized Charges and Payments. Scheduled Payments and the Scheduled Balance may also be viewed as an option

**Billing Statement Reports>6703 AR Balance Reports**

Key	Student Name	SS No.	Crs	Start Date	Status	End Date	Charges	Credits	Balance
Students with ZERO BALANCE:									125
159	JEONG HWAN			09/01/2013	IN SCHOOL		6,476.58	6,476.58	0.00
142	BYEONGJUN		1	09/01/2013	IN SCHOOL		0.00	0.00	0.00
57	TIN, SAMUEL		1	09/02/2013	GRADUATED		13,172.27	13,172.27	0.00
387	K, KJOO		3	02/01/2016	IN SCHOOL		1,792.74	1,792.74	0.00
100	SOON-EUN		3	09/01/2013	IN SCHOOL		7,697.58	7,697.58	0.00
139	G, YOUNG HEON		2	09/01/2013	IN SCHOOL		3,005.62	3,005.62	0.00
127	JAE MYUN		2	02/01/2012	NO SHOW	02/01/2012	0.00	0.00	0.00
147	SUN HEE		1	09/01/2011	IN SCHOOL		11,884.08	11,884.08	0.00
37	YOON J.		1	02/04/2013	WITHDRAWN	05/31/2015	14,101.08	14,101.08	0.00
320	E, YEON S.		3	09/01/2015	IN SCHOOL		3,422.00	3,422.00	0.00
112	CHONG WON		2	02/01/2010	GRADUATED		350.00	350.00	0.00
89	INHOO		1	09/01/2013	IN SCHOOL		7,756.06	7,756.06	0.00
108	KYUNG AEH		3	09/01/2008	GRADUATED		0.00	0.00	0.00
202	MYEONG GYUN		2	09/01/2010	IN SCHOOL		940.00	940.00	0.00
280	ROY YOUNG		1	02/01/2015	NON-START	02/01/2015	0.00	0.00	0.00
194	SUNG HEE		3	02/01/2013	ON LEAVE		6,936.31	6,936.31	0.00
328	SUNG ZA		1	09/01/2015	IN SCHOOL		150.00	150.00	0.00
272	HYUN J.		2	02/01/2014	IN SCHOOL		5,776.32	5,776.32	0.00
75	G, JAMES		2	09/01/2014	NON-START	09/01/2014	0.00	0.00	0.00
257	S, MARY		1	02/01/2015	IN SCHOOL		0.00	0.00	0.00

Accounts Receivable Report listing past and current students, their status, SS#, Charges, Credits, and Balance. Report Grand Totals includes a student average balance.

## Billing Statement Reports>6705 List of Receipts

Key	Date	Name (Last, First, MI)	Amount	Check #	Sched	Receipt No	Received By
159	08/16/2015	AHN, JEONG HWAN	280.00	2478	N		rhiesoo443
159	08/21/2015	AHN, JEONG HWAN	620.00	2493	N		rhiesoo443
159	11/19/2015	AHN, JEONG HWAN	478.00		N		rhiesoo443
159	01/12/2016	AHN, JEONG HWAN	1,088.00	2552	N		rhiesoo443
57	03/31/2015	AUSTIN, SAMUEL	400.00	1224	N		rhiesoo443
387	12/22/2015	BACK, KIJOO	150.00	1029	N		rhiesoo443
387	02/23/2016	BACK, KIJOO	1,642.74		N		rhiesoo443
187	03/30/2015	BAE, DEUK YOUNG	400.00	167	N		rhiesoo443
187	04/13/2015	BAE, DEUK YOUNG	50.00		N		rhiesoo443
187	07/06/2015	BAE, DEUK YOUNG	1,000.00	175	N		rhiesoo443
187	08/11/2015	BAE, DEUK YOUNG	1,000.00	179	N		rhiesoo443
187	09/08/2015	BAE, DEUK YOUNG	640.00	177	N		rhiesoo443
187	10/22/2015	BAE, DEUK YOUNG	150.00	184	N		rhiesoo443
187	02/15/2016	BAE, DEUK YOUNG	430.00		N		rhiesoo443
95	09/09/2015	BEAK, OK KYUNG	1,200.00	484	N		rhiesoo443
95	01/21/2016	BEAK, OK KYUNG	1,101.50		N		rhiesoo443
95	02/23/2016	BEAK, OK KYUNG	195.30		N		rhiesoo443
19	08/13/2015	BODAK, EUNICE	30.00		N		rhiesoo443

Lists payments received during the report period that were posted in TRX 6013 - Cash Payments. Includes student name, payment date and amount, check and receipt number as well as staff member receiving payment. A Grand Total of Payment Amounts is also provided.

## Billing Statement Reports>6706 Aging Report

Shows the outstanding receivable(s) for a given segment and for each student with an Outstanding Balance.

Those amounts are broken down into aging buckets (Current due, 30, 60, 90, 120 & due over 120) to allow schools to see how many days past due the receivables are and determine whether a receivable should be pursued or written off. Each bucket will show the total due for that time period and the overall total due is also shown on this report.

## Hours in Interval Report [6030]

HOURS IN INTERVAL FROM: 01/01/2015 THRU: 06/01/2015												
Student Key	Status	Tuit / Hour	Act Start Hours	End Hours	Hours In Period	Tuition For Hours	Oth Tuition	Fees	Supplies	Others	Act Total	
Key	Course	Sec No	Sch Start Hours	LoA Return	LDA	Official Data	Add Tuition	STRF			Sch Totl	
Key	Course	Start Date	LoA Start	LoA Return	LDA	Official Data	Add Tuition	STRF			Sch Totl	
001-159	IN SCHOOL	\$70.90	0.00	0.00	0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00	
CASH PAY	1 - BACHELOR OF ART IN THEOL	09/01/2013	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001-142	IN SCHOOL	\$124.34	0.00	0.00	0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00	
CASH PAY	1 - BACHELOR OF ART IN THEOL	09/01/2013	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$124.34	0.00	0.00	0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00	
001-43	IN SCHOOL	\$207.11	0.00	0.00	0.00	\$0.00	\$0.00	\$470.00	\$0.00	\$150.00	\$620.00	
TITLE IV	1 - BACHELOR OF ART IN THEOL	09/02/2013	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$207.11	0.00	0.00	0.00	\$0.00	\$0.00	\$470.00	\$0.00	\$150.00	\$620.00	
001-57	IN SCHOOL	\$207.11	0.00	0.00	0.00	\$0.00	\$0.00	\$470.00	\$0.00	\$150.00	\$620.00	
TITLE IV	1 - BACHELOR OF ART IN THEOL	09/02/2013	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$207.11	0.00	0.00	0.00	\$0.00	\$0.00	\$470.00	\$0.00	\$150.00	\$620.00	

The Hours in Interval report shows the completed/earned hours of students and breaks down the tuition on the hourly level to calculate the amount of tuition earned during the specified interval.

## FISAP Report [6502]



ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISAP**

**REPORT SELECTION CRITERIA**

AWARD YEAR: 2016   
 CUT-OFF DATE:

**REPORT OPTIONS**

SHOW STUDENT LISTING  
 SAVE STUDENT LISTINGS FOR BACK UP

**BACK UPS**

FISAP2016 03/07/16 16:38:49

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This report provides the data required for the Fiscal Operations Report and Application to Participate (FISAP). This report is used by RGM Staff.

## Refunds Due Report [6503]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

**FISCAL - REFUNDS DUE REPORT (6503)**

OUTSTANDING REFUNDS DUE: FOR AWARD YEAR 2015

STUDENT NAME	KEY	ENROLLMENT				PAY BY		DIRECT LOAN								
		AY	PP	CRS	STATUS	START	LDA	DoD	DATE	DAYS	PELL	SEOG	SUB	UNSUB	PLUS	OTHER
NO RECORDS FOUND																
***** REPORT TOTALS *****																
0 STUDENTS											PELL	SEOG	SUB	UNSUB	PLUS	OTHER
											0.00	0.00	0.00	0.00	0.00	0.00

Listing of Refunds Due per student for PELL, PERKINS, SEOG, FWS, SUB, UNSUB, PLUS and OTHERS. Report can be generated by either AY or LDA range

## Charges and Payments Report [6509]

AMERICAN BEAUTY COLLEGE

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | FISCAL | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:

### FISCAL - CHARGES AND PAYMENTS REPORT (6509)

**REPORT SELECTION CRITERIA**

BASE DATE RANGE TO:

PROCESS TRANSACTION BY DATE RANGE: 07/01/2015 - 06/30/2016 [Clear](#)

CHARGES BASED ON PAYMENT PERIODS:  YES  NO

PROGRAM TYPE:

ENROLLMENT STATUS:

FUNDS SOURCE:

SHOW NEGATIVE BALANCES ONLY:  YES  NO

**REPORT FORMATTING**

**SORT REPORT BY:**  STUDENT KEY  LAST NAME  SOCIAL SECURITY NUMBER

**INCLUDE THE FOLLOWING SECTIONS**

REPORT DETAILS (STUDENT LIST)  STUDENT AID DETAILS  STUDENT TRANSACTIONS

REPORT TOTALS  TOTALS BY FUND  TOTALS BY COURSE RECORDS PER BATCH:

**SHOW THE FOLLOWING COLUMNS**

STUDENT KEY  SS NUMBER  KIND OF NON-AID  CAMPUS KEY  COURSE  START DATE

LDA  STATUS  HOURS  % DONE  TUITION  TUITION + FEES

CHARGES  PAYMENTS  BALANCE  SCHED AID  SCHED BALANCE

**BATCHING / SCHEDULING**

Batch Report  Repeating Schedule

[Exit Report](#) [Generate Report](#) [Hide Report](#) [Hide Criteria](#) [Print Preview](#)

CHARGES AND PAYMENTS S for 07/01/2015 to 06/30/2016

KEY	STUDENT NAME	START	OWD	STATUS	HOURS	%	TUITION	TUIT+FEES	CHARGES	PAYMENTS	BALANCE	SCHED	BALANCE	
1682	TAMARA M.	02/23/2016		IN SCH	50.50	9.75	10,590.00	10,690.00	11,090.00	100.00	10,990.00	0.00	10,990.00	
<b>STUDENT FUNDS</b>														
										<b>To Pay</b>				
										<b>Past Due</b>		<b>Total</b>		
										<b>Future</b>		<b>Total</b>		
										<b>Paid</b>		<b>Total</b>		
										<b>Total</b>		<b>Total</b>		
<b>STUDENT TRANSACTIONS</b>														
		<b>Date</b>	<b>Description</b>	<b>Kind</b>	<b>Check</b>	<b>Clear</b>	<b>Charges</b>	<b>Payments</b>	<b>Balance</b>	<b>Student</b>				
		02/18/2016	CASH PAYMENT		883652	C	0.00	100.00	-100.00	0.00				
		02/23/2016	TUITION				10,590.00	0.00	10,490.00	0.00				
		02/23/2016	FEES				100.00	0.00	10,590.00	0.00				
		02/23/2016	SUPPLIES				400.00	0.00	10,990.00	0.00				
								<b>TOTAL</b>		11,090.00	100.00	10,990.00	0.00	
1682	, CHRISTOPHER I.	03/22/2016		IN SCH	0.00	0.00	15,000.00	0.00	0.00	0.00	8,703.00	-8,703.00		
<b>STUDENT FUNDS</b>														
										<b>To Pay</b>				
										<b>Past Due</b>		<b>Total</b>		
										<b>Future</b>		<b>Total</b>		
										<b>Paid</b>		<b>Total</b>		
										<b>Total</b>		<b>Total</b>		
<b>STUDENT TRANSACTIONS</b>														
		<b>Date</b>	<b>Description</b>	<b>Kind</b>	<b>Check</b>	<b>Clear</b>	<b>Charges</b>	<b>Payments</b>	<b>Balance</b>	<b>Student</b>				
			FEDERAL PELL GRANT PROGRAM				0.00	8,703.00	8,703.00	0.00	8,703.00	0.00	8,703.00	
			TFC INTEREST				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
								<b>TOTAL</b>		0.00	8,703.00	8,703.00	0.00	8,703.00

\*\*\* REPORT TOTALS \*\*\*

Enrollment	TUITION	TUIT+FEES	CHARGES	PAYMENTS	BALANCE	SCHED	BALANCE
56	697,520.00	671,920.00	740,320.00	179,718.00	560,602.00	484,878.00	75,724.00
Averages:	12,455.71	11,998.57	13,220.00	3,209.25	10,010.75	8,658.54	75,724.00
<b>*** TOTALS BY COURSE ***</b>							
Course	TUITION	TUIT+FEES	CHARGES	PAYMENTS	BALANCE	SCHED	BALANCE
[00011] COSMETOLOGIST	240,560.00	226,160.00	249,960.00	78,730.00	171,230.00	154,476.00	16,754.00
[00016] COSMETOLOGIST/BARBER	4,000.00	4,200.00	4,450.00	3,150.00	1,300.00	0.00	1,300.00
[000179] MANICURIST	6,750.00	7,050.00	9,050.00	2,350.00	6,700.00	0.00	6,700.00
[BA304] BARBER	443,210.00	431,410.00	473,760.00	94,388.00	379,372.00	330,402.00	48,970.00
[0018] BARBER CROSSOVER TO COSMETOLOGY	3,000.00	3,100.00	3,100.00	1,100.00	2,000.00	0.00	2,000.00
Totals:	697,520.00	671,920.00	740,320.00	179,718.00	560,602.00	484,878.00	75,724.00
<b>*** TOTALS BY FUND ***</b>							
Fund	Past Due	Future	Total	Paid	Total		
FEDERAL PELL GRANT PROGRAM	32,823.00	201,247.00	234,070.00	76,208.00	310,278.00		
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT	0.00	1,087.50	1,087.50	1,931.27	3,018.77		
DIRECT LOAN - SUBSIDIZED STAFFORD	22,657.00	105,644.00	128,301.00	40,616.00	168,917.00		
DIRECT LOAN - UNSUBSIDIZED STAFFORD	7,295.00	19,674.00	26,969.00	7,151.00	34,120.00		
DIRECT LOAN - PLUS	4,371.00	4,370.00	8,741.00	5,356.00	14,097.00		
VA BENEFITS	10,650.00	6,000.00	16,650.00	0.00	16,650.00		
INSTITUTIONAL SCHOLARSHIPS	54.00	12,715.00	12,769.00	0.00	12,769.00		
INSTITUTIONAL SCHOLARSHIPS AS SEOG MATCH	0.00	362.50	362.50	818.73	1,181.23		
PROMOTIONAL SCHOLARSHIP	0.00	55,928.00	55,928.00	0.00	55,928.00		
TFC INTEREST	0.00	0.00	0.00	47,637.00	47,637.00		

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List of students with Charges and Payments. Includes Charges, Payments, Scheduled Payments, Actual Balance and Scheduled Balance. Payments are broken down by Fund Type, Past Due and Future Amounts.

1098T Report [6510]

SEE INSTRUCTIONS ON HOW TO PRINT										GENERATE FILE(TUITION STATEMENTS) - PRINT TUITION STATEMENTS				
KEY	STUDENT	SS NO	START	END	STATUS	%	H G	CHARGES	PAYMENTS	REFUNDS	GRANTS	ADJ PRIPY	ADJ PRGR	
<input type="checkbox"/>	1586		xxx-xx-9613	11/11/14	02/16/15	FULL	13.45	Y N	3,910.00	3,818.00	0.00	2,940.00	0.00	0.00
<input type="checkbox"/>	1493		xxx-xx-4077	03/06/14	06/05/15	FULL	100.00	Y N	12,177.50	3,077.00	0.00	1,959.00	0.00	0.00
<input type="checkbox"/>	1551		xxx-xx-7082	06/24/14	08/06/15	FULL	100.00	Y N	16,350.00	10,328.46	0.00	4,439.00	0.00	0.00
<input type="checkbox"/>	1623		xxx-xx-5456	05/12/15	10/15/15	FULL	24.81	Y N	17,900.00	5,460.00	0.00	1,240.00	0.00	0.00
<input type="checkbox"/>	1656	JRIA D	xxx-xx-7090	12/08/15	07/10/17	FULL	00.00	Y N	16,650.00	100.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	1471		xxx-xx-8834	05/28/13	06/05/15	FULL	100.00	Y N	17,100.00	7,525.00	0.00	4,457.00	0.00	0.00
<input type="checkbox"/>	1622	L	xxx-xx-2748	05/12/15	02/28/17	FULL	00.00	Y N	16,450.00	5,738.00	0.00	2,965.00	0.00	0.00
<input type="checkbox"/>	1590		xxx-xx-2623	11/17/14	06/01/16	FULL	00.00	Y N	16,350.00	13,136.00	0.00	7,855.00	0.00	0.00
<input type="checkbox"/>	1584		xxx-xx-4542	10/14/14	01/04/16	FULL	100.00	Y N	17,350.00	14,960.00	0.00	9,016.00	0.00	0.00
<input type="checkbox"/>	1490		xxx-xx-2531	11/12/13	05/08/15	FULL	100.00	Y N	17,450.00	4,100.00	0.00	2,910.00	0.00	0.00

A Listing of students eligible for 1098-T forms. 1098-T forms are required for Tax Return preparations. Eligible educational institutions send this form to each student they enroll and for whom a reportable transaction is made. Insurers send this form to each individual to whom they made reimbursements or refunds of qualified tuition and related expenses

## Account Receivable Report [6512]

**FISCAL - ACCOUNTS RECEIVABLE REPORT (6512)**

**REPORT SELECTION CRITERIA**

INCLUDE:

CUT-OFF DATE:   USE LDA INSTEAD OF CUT-OFF DATE

RESTRICT END DATES PRIOR TO:  ENROLLMENT START DATE:  TO:

TUITION CHARGES:   USE Refund:  Due  Paid

PROGRAM TYPE:   ALL PROGRAMS

OVERRIDES:  ENROLLMENT SUPPLIES  EARNED TUITION  ZERO NO-SHOW CHARGES

---

**REPORT FORMATTING**

FORMAT OF REPORT:    TOTALS ONLY  SUPPRESS DAYS COLUMN

INCLUDE SECTIONS:  LEDGER CARD  ACTUAL  POSSIBLE  SPECIAL  AGE NEGATIVE BALANCES

AGING  COURSE TOTALSC  IN & OUT TOTALS  REFUND POLICY

LINES PER PAGE:  FONT:  Fixed  Float SIZE:   pt

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**BATCHING / SCHEDULING**

Batch Report  Repeating Schedule

ACCOUNTS RECEIVABLE REPORT - CUTOFF DATE: 03/07/2016																				
STUDENT NAME	KEY	ENROLLMENT			LDA	DOD	STATUS	HOURS	DAYS	RATE	TUITION	TUITION	INSTITUTIONAL CHARGES			LEDGER CARD				
		PP	CRS	START									EXPEND	FEES	SUPPLIES	OTHER	STRF	WD FEE	ADDL TU	CHARGES
173-001-1	6	1	09/01/13	?	09/01/13	09/01/13	NO SHOW	77	?	208.04	0.00	15,915.00				7.50			0.00	16,522.50
43-001-1	6	1	09/02/13	05/24/17			IN SCH	77	1,361	208.04	15,915.00	1,210.00			25.00	14.00		17,164.08	14,349.08	2,815.00
51-001-1	1	1	09/02/13	05/24/17	09/02/13	09/02/13	NO SHOW	6	1,361	208.00	0.00	1,200.00				0.50		0.00	0.00	1,390.50
95-001-1	8	3	09/01/12	?			IN SCH	56	?	208.30	11,665.00	11,665.00	1,010.00			7.56		12,682.56	11,406.56	1,276.00
19-001-2	1	5	02/01/16	05/24/18			IN SCH	28	844	210.00	5,880.00	3,255.00	160.00	60.00				3,475.00	0.00	3,475.00
130-001-1	5	2	09/01/12	?	12/15/14	03/23/15	WITHDR	46	?	183.63	8,355.00	8,355.00	790.00			11.05		9,156.05	8,282.50	873.55
42-001-1	5	2	09/02/13	05/24/17	05/31/15	06/08/15	GRAD	69	1,361	194.28	13,405.00	13,405.00	1,490.00					14,895.00	14,786.05	108.95
254-001-1	1	1	02/01/15	05/24/17	05/31/15	12/15/15	WITHDR	9	844	210.00	1,890.00	1,890.00	210.00		10.00			3,867.11	2,110.00	1,757.11
356-001-1	1	1	02/01/16	01/30/18			IN SCH	6	730	210.00	1,260.00	1,260.00	210.00					1,470.00	50.00	1,420.00
36-001-1	8	1	02/04/13	12/15/16			IN SCH	60	1,411	206.92	12,415.00	12,415.00	1,270.00	40.00	100.00	14.08		13,839.08	10,491.00	3,348.08
192-001-1	3	3	02/01/13	05/24/13	05/31/14	07/07/14	WITHDR	28	113	186.00	5,115.00	5,115.00	450.00			7.56		8,648.06	5,565.00	3,083.06
5-001-1	8	1	08/27/12	12/13/12			IN SCH	52	109	197.21	10,255.00	10,255.00	1,540.00			720.00	14.08	12,529.08	12,110.50	418.58
137-001-1	6	2	09/01/13	05/24/16			IN SCH	90	897	207.50	18,675.00	18,675.00	1,275.00					20,120.00	20,150.00	-30.00
230-001-1	8	2	09/01/13	?			IN SCH	105	?	209.14	21,960.00	21,960.00	1,180.00	20.00	135.00	11.05		23,306.05	19,506.05	3,800.00
359-001-1	1	1	02/01/16	01/30/18			IN SCH	12	730	210.00	2,520.00	2,520.00	210.00					2,730.00	0.00	2,730.00
86-001-1	6	1	09/01/13	05/24/17			IN SCH	63	1,362	206.27	12,995.00	12,995.00	1,466.50	60.00	14.08			14,535.58	13,160.58	1,375.00
69-001-1	5	2	02/01/12	05/24/12	05/31/14	06/30/15	WITHDR	35	114	182.90	6,310.00	6,310.00	1,085.00	5.00	11.05			11,189.71	5,227.00	5,962.71
313-001-1	2	1	09/01/15	05/24/17			IN SCH	24	632	210.00	5,040.00	5,040.00	390.00					5,430.00	2,730.00	2,700.00
265-001-1	4	2	02/01/15	05/24/16			IN SCH	26	479	210.00	5,460.00	5,460.00	480.00		120.00			6,060.00	5,340.00	720.00
250-001-1	4	2	02/01/15	05/24/16	02/01/15	02/01/15	NO SHOW	17	479	210.00	0.00	3,570.00						0.00	0.00	3,750.00
315-001-1	1	1	09/01/15	05/24/17			IN SCH	12	632	210.00	2,520.00	2,520.00	210.00					2,730.00	0.00	2,730.00

A calculation of the student's accounts to determine amount earned and amount unearned. This report is used by most Auditors, suggested criteria: Select > Active students in current enrollment only,> enter a cutoff date>under tuition charges

select >full enrollment if in school> over rides >select earned tuition>under include section>select "actual and possible." Click generate report.

## Cash Payment Delinquency Report [6517]

FISCAL REPORTS - CASH PAYMENT DELINQUENCY REPORT (6517)													
CASH PAYMENT DELINQUENCY REPORT DATE BASIS: 03/15/2016 for ALL Delinquent Accounts													
KEY	LAST NAME	FIRST NAME	MI	START	STATUS	BALANCE	DAYS PAST DUE				TOTAL PAST DUE	LAST PAYMENT	
							1-30	31-60	61-90	OVER 90		DATE	AMOUNT
5445	ACOSTA	SABRINA		11/10/2015	WITHDRAWN	4,918.95	983.79	983.79	0.00	0.00	1,967.58	01/08/2016	500.00
5300	ACUNA	MONIQUE		06/23/2015	WITHDRAWN	351.96	111.44	111.44	17.64	0.00	240.52	01/06/2016	110.00
5127	AGUILAR	ELSA		01/20/2015	WITHDRAWN	103.00	0.00	0.00	0.00	103.00	103.00	01/14/2016	80.00
5257	AGUILAR	SAMANTHA		06/23/2015	WITHDRAWN	5,854.59	1,277.36	1,277.36	745.15	0.00	3,299.87	01/06/2016	1,170.91
4826	ALLEN	KRISTEN		01/20/2015	WITHDRAWN	716.53	143.29	143.29	143.29	0.08	429.95	01/27/2016	143.00
5329	ANJUNYAN	SHANT		07/21/2015	WITHDRAWN	1,002.98	91.18	91.18	91.18	364.72	638.26		0.00

The Cash Payment Delinquency Report provides a listing of students who have a Cash Pay Schedule set-up under Trx 6012- Student Cash Pay Schedules, and are delinquent on Cash Payments. The past due amounts are broken down into aging buckets (Balance, 1-30, 31- 60, 61-90, over 90 days). Cash Payments are posted as credits to students' tuition accounts by recording payment under Trx 6013- Student Cash Payments. See screen shots below for sample student, Screen Shot 1 below displays a student Cash Pay Schedule created under Trx 6012. Screen shot 2 below displays actual Cash Payments made by the student under Trx 6013. Screen Shot above displays the student on actual delinquency report.

FISCAL MANAGEMENT - STUDENT CASH PAY SCHEDULES (6012)									
Student:	Key: 5300	SS Number:	Last Name: ACUNA	First Name: MONIQUE	M.I.: 0	Card No.:	SEARCH	CLEAR	
Enrolled In:	00015001-000001-000300-COSMETOLOGIST - FULL TIME - 1600 CLOCK HOURS - WITHDRAWN								
Start Date:	06/23/2015	End Dates:	(O) 04/01/2016 (R) 02/04/2016 (M)						
KEY	DATE	AMOUNT PER PAYMENT	DAY OF MONTH DUE	NO. OF EXPECTED PAYMENTS	PAYMENT INTERVAL	WILL RGM SEND THE BILL?	ENTERED AFTER LDA		
1	08/01/2015	111.44	1	9	MONTHLY	NO	NO		
1 to 1 of 1 RECORDS									

KEY	DATE	AMOUNT	REFERENCE NO.	MODE OF PAYMENT	PART OF SCHEDULE	RECEIPT NO.
<input type="checkbox"/> 1	06/17/2015	100.00		CASH	NO	395033
<input type="checkbox"/> 2	08/11/2015	111.00		CASH	YES 111.44 every 1 of the month	398343
<input type="checkbox"/> 3	09/11/2015	110.00		CASH	YES 111.44 every 1 of the month	400156
<input type="checkbox"/> 4	10/14/2015	110.00		CASH	YES 111.44 every 1 of the month	401778
<input type="checkbox"/> 5	11/10/2015	110.00		CASH	YES 111.44 every 1 of the month	403172

## Student Appointments Report [6536]

ADMINISTRATION | RECRUITMENT | ADMISSION | REGISTRAR | FINANCIAL AID | **FISCAL** | PLACEMENT | DEFAULT PREVENTION | PERKINS BILLING TRX #:  Go!

### FISCAL - STUDENT APPOINTMENT LIST (6536)

CAMPUS: [8003]

**REPORT SELECTION CRITERIA**

APPOINTMENT DATE RANGE: 03/10/2016 - 03/17/2016 [Clear](#)

STAFF: ALL STAFF (8003)

STATUS: ALL

DEPARTMENT: FISCAL

PROGRAM TYPE: ALL TYPES ALL PROGRAMS

**REPORT FORMATTING**

**SORT BY:**  Employee  Student Name  Student Key

Page Report by:  Employee  Department

**BATCHING / SCHEDULING**

Batch Report  Repeating Schedule

[Exit Report](#) [Generate Report](#) [Show Report](#) [Hide Criteria](#) [Print Preview](#)

Student Appointment Listing									
Employee	Student		Appointment				Department	Comments	Post Appt Notes
	Key	Name	Date	Time	Length	Status			
RAMIREZ, DOANNE O	1865 XI,	LINDA YE	04/14/2015	10:00 AM	30	Pending	REGISTRAR	Test	

**1 STUDENTS**

The Student Appointment Report allows users to create a listing of Appointment details entered under Student Appointment modules (available under Admissions, Registrar, Financial Aid, Fiscal, Placement and Default Prevention.)

**TIP:** This report can be filtered by **Appt Date Range, Staff member, Appt status, Dept, and/or Program.**

Users can select to sort/display the report by either **Employee or Student Names.**