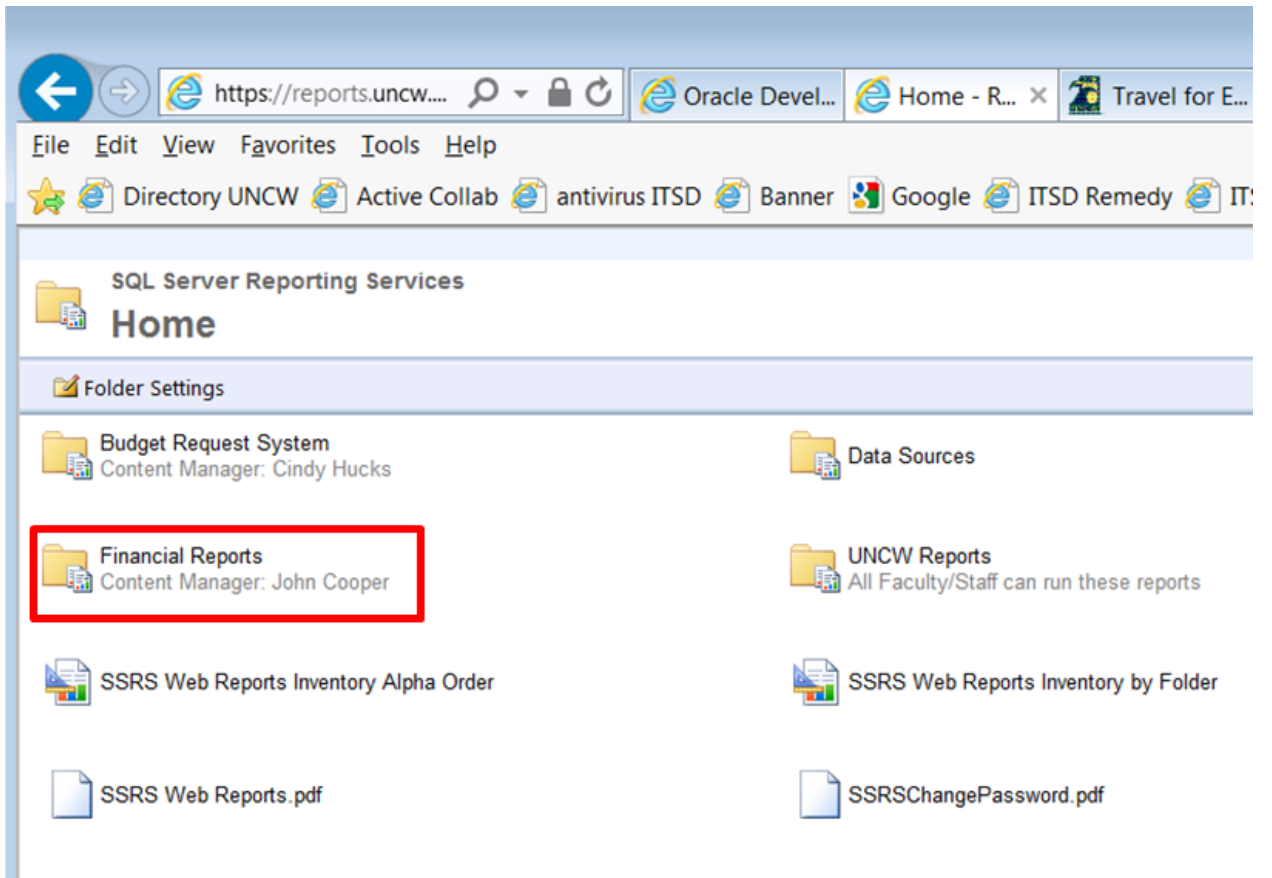


SSRS REPORTS FOR EXTERNAL INVOICING

Log into SSRS and choose Financial Reports



Campus Reports

The screenshot shows a Windows Internet Explorer browser window with the title "Financial Reports - Report Manager - Windows Internet Explorer". The address bar contains the URL "https://reports.uncw.edu/Reports/Pages/Folder.aspx?ItemPath=%2fFinancial+Reports%2f". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is organized as follows:

- Home | My Subscriptions | Help
- SQL Server Reporting Services
- Financial Reports** (with a search box)
- Folder Settings | Details View
- Grid of folders:
 - Academic Affairs
 - Accounts Payable
 - Associated Entities
 - Budgets
 - Campus Reports** (highlighted with a red rectangle)
 - Endowment
 - Accounting
 - Advancement
 - Athletics
 - Business Affairs
 - Capital Improvement Production
 - Facilities

The status bar at the bottom indicates "Trusted sites" and a zoom level of "100%".

Non-Student AR

The screenshot displays a web browser window with the following elements:

- Address Bar:** <https://reports.uncw.e...>
- Page Title:** Campus Reports - R...
- Navigation:** Home > Financial Reports
- Page Header:** Home | My Subscriptions | Help
- Main Content:**
 - SQL Server Reporting Services**
 - Campus Reports** (with a search box)
 - Folder Settings** and **Details View** options
 - Computer Tracking** (Available to all Faculty and Staff)
 - FOAPAL Reports** (Available to all Faculty and Staff)
 - Miscellaneous Reports** (Available to all Faculty and Staff)
 - Non-Student AR Reports** (Additional Financial reports - restricted access) - **highlighted with a red box**

There are 16 Non-Student SSRS Reports:

















Home > Financial Reports > Campus Reports Home | My Si

SQL Server Reporting Services

Non-Student AR Reports

Search

Folder Settings

 Account Detail Provides invoice detail sorted by department, customer and detail code. Includes invoice number and amount.	 Advancement Account Detail Shows donations on external invoices. Detail codes X151 and X172 only.	 Balance by Funds for Acct 103995 Provides the 103995 balance by fund. For Accounting use only.
 Non-Student Aging by Customer Lists each customer alphabetically with the aged balance due. Drill down to see invoice amounts. PROD report.	 Non-Student Aging by Customer (No Details) Lists each customer alphabetically with the aged balance due. Use to export to Excel. PROD report.	 Non-Student Aging by Department Shows unpaid invoices by department. Can be run for multiple departments. PROD report.
 Non-Student Customer Name and ID Alphabetical list of all customers and their Banner ID numbers.	 NON-STUDENT CUSTOMER NAME and ID REPORT	 NON-STUDENT CUSTOMER NAME and ID REPORT with VENDOR TY
 Non-Student Customer Statement Prompts for Customer Banner ID # and Banner billing address. Does not include dates. PROD report.	 Non-Student Daily Payment Received Shows payments received between a date range prompt. Does not provide specific payment dates. PROD report.	 Non-Student Daily Payments Received Report
 Non-Student Detail Codes Lists all detail codes with the associated fund and account. PROD report.	 Non-Student Invoice Details Provides invoice information by customer Banner ID # and invoice#. PROD report.	 Non-Student Invoices Paid and Unpaid
 Non-Student Payments Preferred report. Date range prompt which shows all invoices that have been paid by customer name. Includes payment amount and payment date. PROD report.		

The Non-Student Payment Report should be used to see all customer payments received for your department's invoices.

The Aging Report by Department should be used to see all invoices not yet paid for your department.