



**HEPservices**  
SLC partnering with colleges & universities



**Student**  
Loans Company

# Financial Management Reports Catalogue

HEP Services

August 2014

## Contents

<b>Section 1   Introduction</b> .....	<b>3</b>
<b>Section 2   Reports Summary “At a Glance”</b> .....	<b>3</b>
<b>Section 3   Report Inventory</b> .....	<b>4</b>
Tuition Fee Balance Report .....	4
Tuition Fee Forecast Report.....	6
Outstanding Online Declaration Report.....	7
Blocked Maintenance Payments .....	9
Remittance Report .....	11
Student Information Export .....	13

## Section 1 | Introduction

This document details six Financial Management Reports available on the Student Information Service (SIS) system, which can be accessed from the HE Gateway via the following link: <http://www.heinfo.sl.co.uk>. It details the information each report provides for Higher Education Providers and SLC, what the report can be used for and how to access the report on the system.

## Section 2 | Reports Summary “At a Glance”

The six reports detailed within this catalogue are:

### **Tuition Fee Balance Report**

The Tuition Fee Balance Report provides graphical representation of a Higher Education Providers Tuition Fee breakdown and summary and overpayments for a specific Academic Year.

### **Tuition Fee Forecast Report**

The Tuition Fee Forecast Report is populated 40 days prior to the start of term. The report provides details of Tuition Fee payments which are scheduled to be paid to HE Providers.

### **Outstanding Online Declaration Report**

The Outstanding Online Declaration Report provides HE Providers with a list of students per Academic Year, who have applied for student finance but who have yet to return a signed online declaration form.

### **Blocked Maintenance Payments Report**

The Blocked Maintenance Payments Report provides details of students where maintenance loan or grant payments are blocked for an Academic Year and the reasons why they have been blocked.

### **Remittance Report**

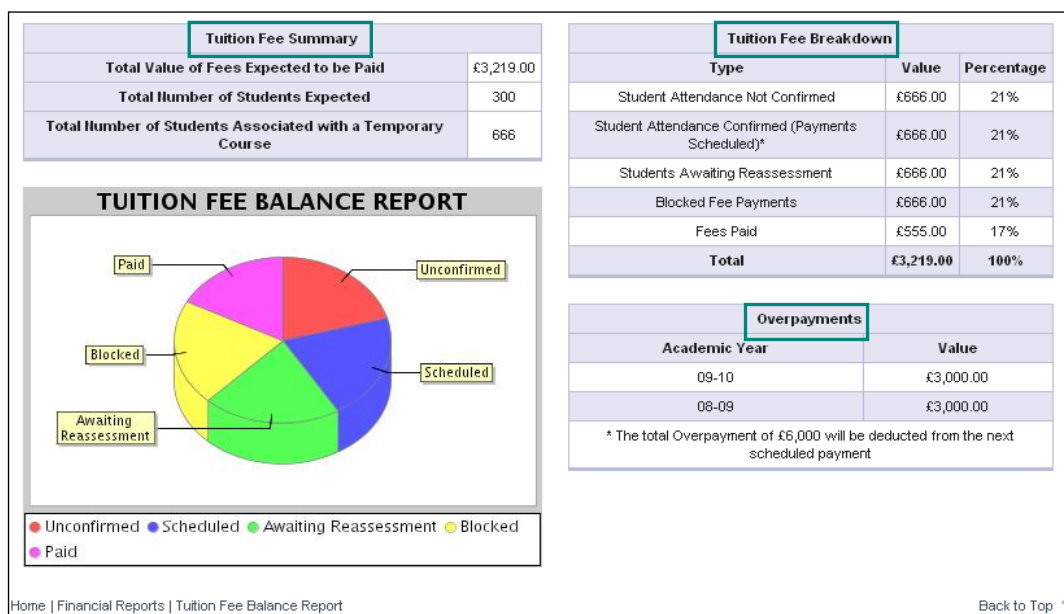
The Remittance Report provides details of the total amount of Tuition Fee payments made to a HE Provider on a particular date and the breakdown of the students the payments relate to.

### **Student Information Export Report**

The Student Information Export Report provides details of the specific search criteria entered on the View Student Information screen. This report provides HE Providers with early Tuition Fee position information for their students and they can import this data into their own systems.

## Section 3 | Report Inventory

### Tuition Fee Balance Report



### Purpose & Usage

The Tuition Fee Balance Report provides graphical representation of a HE Providers Tuition Fee **Breakdown**, **Summary** and **Overpayments** for a specific Academic Year. A coloured key is provided underneath the pie chart for reference. If a breakdown of these totals is required to student level this can be obtained by filtering on the student details within the Student Information section. This same information is also displayed in table format. Nominated staff within your institution can access the report.

### Data Qualifiers

The data is derived with students that have had their attendance confirmed and Tuition Fee payments have scheduled to be paid, been paid or is outstanding to be paid.

### Segmentation

#### Tuition Fee Summary Section:

The Tuition Fee Summary table displays the total value of Tuition Fees expected to be paid to your HE Provider for the selected Academic Year, the total number of expected students and the total number of students associated with temporary courses for the latest report date.

#### Tuition Fee Breakdown Section:

The Tuition Fee Breakdown table show's the breakdown of "Total Value of Fees Expected to be Paid". The following categories with calculated values and percentages are shown:

- Student Attendance Not Confirmed
- Student Attendance Confirmed (Payments Scheduled)
- Students Awaiting Reassessment
- Blocked Fee Payments
- Fees Paid

A total of these amounts will also be shown at the bottom of the table.

### Overpayments Section:

The Overpayments table includes a row for each Academic Year for the HE Provider where an overpayment has been made and the value of this overpayment. The footer of the table will include the message "\*\*Overpayment of £X will be deducted from the payment amount scheduled above" (where X is the sum of the recovery amounts for all academic years for your institution).

### **Access & Distribution**

The report can be accessed through HE Gateway Home / SIS Home / Financial Reports / Tuition Fee Balance Report.

To create the report you will be asked to carryout the following steps:

- 1) Select an HEI (HE Provider).
- 2) Navigate to HE Gateway Home / SIS Home / Financial Reports / **Tuition Fee Balance Report**.



The screenshot shows the 'Tuition Fee Balance Report' interface. At the top right, it says 'You are administering TEST TEST UNIVERSITY'. The main title is 'Tuition Fee Balance Report'. Below the title, there is a red bar with 'Report Date: 13/07/201' and a 'Help' link. Underneath, there are two dropdown menus: 'Academic Year' with '11-12' selected and 'Mode of Study' with 'All' selected. To the right of these is a checkbox labeled 'Display All HEIs?' which is unchecked. A 'Display' button is located to the right of the checkbox.

- 3) Select an **Academic Year** or **Mode of Study**.
- 4) Click **Display**.
- 5) The report is generated automatically and the Tuition Fee summary, breakdown and overpayments tables for the selected HE Provider and Academic Year are displayed.

If data is not available for the Academic Year selected the message is shown "**No tuition fee details are available for the selected Academic Year**"

The data contained in the report will be created on a **weekly** basis, on a Sunday night, by SLC's customer accounting system and then the data will be sent to SIS.

## Tuition Fee Forecast Report

Tuition Fee Forecast Report											
											Help
Academic Year		12-13	Mode of Study		All	Display All HEIs?		<input type="checkbox"/>	Display		
Payment Forecast Summary 12-13 as at 13/08/2013											
Academic Year Quarter	Liability Period	Number of Students Unconfirmed	Value of Students Unconfirmed	No of Students Confirmed (Fee Paying)	Value of Students Confirmed (Fee Paying)	No of Students Confirmed (Non Fee Paying)	Value of Students Confirmed (Non Fee Paying)	No of Students Paid	Value of Students Paid	No of Students with Interim Payments	Value of Students with Interim Payments
AUT	First	0	£0.00	0	£0.00	0	£0.00	29	£65,250.00	0	£0.00
	Second	0	£0.00	0	£0.00	0	£0.00	29	£65,250.00	0	£0.00
	Third	0	£0.00	0	£0.00	1	£4,500.00	28	£126,000.00	0	£0.00
	Interim	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
VMN	First	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Second	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Third	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Interim	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
SPR	First	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Second	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Third	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Interim	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
SUM	First	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Second	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Third	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
	Interim	0	£0.00	0	£0.00	0	£0.00	0	£0.00	0	£0.00
<b>Total</b>		<b>0</b>	<b>£0.00</b>	<b>0</b>	<b>£0.00</b>	<b>1</b>	<b>£4,500.00</b>	<b>86</b>	<b>£256,500.00</b>	<b>0</b>	<b>£0.00</b>

### Purpose & Usage

The Tuition Fee Forecast Report is populated 40 days prior to the start of term. It provides details of Tuition fee payments which are scheduled to be paid to HE Providers. The report will allow HE Providers to handle their cash flow more efficiently. Nominated HE Provider staff can access the report.

### Data Qualifiers

The data is derived with students that have had their attendance confirmed and Tuition Fee payments have scheduled to be paid.

### Segmentation

#### Payment Forecast Summary Section:

This section of the report displays the number of students and corresponding Tuition Fee amounts for each instalment of each Academic Year quarter and the total amount of Tuition Fees to be paid to the HE Provider for the selected Academic Year.

**Students that have been confirmed as 'Not Registered' are included within the 'Number of Students Unconfirmed' and 'Value of Students Unconfirmed' sections of the report. Where student fees are blocked (e.g. due to Invalid/Missing Bank Details) payments are excluded from the report until they are resolved and become unblocked.**

**Note**

### Access & Distribution

The report can be accessed through HE Gateway Home / SIS Home / Financial Reports / Tuition Fee Forecast.

To create the report you will be asked to carryout the following steps:

- 1) Select an HEI.
- 2) Navigate to HE Gateway Home / SIS Home / Financial Reports / *Tuition Fee Forecast*.
- 3) Select either an *Academic Year or Mode of Study*.
- 4) Click *Display*.
- 5) The report is generated automatically and the payment forecast summary section for the selected HE Provider and Academic Year is displayed.

The data contained in the report will be created on a *weekly* basis, on a Sunday night, by SLC's customer accounting system and then the data will be sent to SIS.

## Outstanding Online Declaration Report

Outstanding Online Declaration Report
Help

Filter

Academic Year 12-13 Display

List of Outstanding Online Declarations for 12/13

SSN	FullName t	Course Name	SLC Course Code	Course Year
SFDU10309617A	JENNY CAIRNS	BIOLOGY	48192	3
SFDU12165398R	7 TEST	PT BUSINESS AUTUMN	324467	1
SFDU11278744B	ABBIE WILSON	NMTO 1ST RUN	312392	2
SFDU10103330V	ABDVOMKYSH COCP2 - 8232010102020AM	BIOLOGY	48192	3
SFDU10862657Y	ADAM DO NOT USE DONCASTER	BIOLOGY	48192	3
SFDU09490072G	ADAM JONES	BIOLOGY	48192	3
SFDU11106020L	ADAM SMITH	ACCOUNTING	306808	2

14,433 records found  
Displaying page 1 of 578

1
2
3
4
5
6
7
8
9
10
▶
▶▶

Export Report

### Purpose & Usage

The Outstanding Online Declaration Report provides HE Providers with a list of students per Academic Year who have applied for student finance but who have yet to return a signed online declaration form. This report is exportable and will enable HE Providers to contact students via their own systems/processes, to encourage the return of a signed online declaration form. Without return of this declaration, attendance cannot be confirmed and therefore maintenance payments and/or Tuition Fees payments will not be paid. Nominated HE Provider staff can access the report.

## Data Qualifiers

The data is derived from SLC's application and assessment system. Applications will be added/removed from the report as the application status on SLC's application and assessment system changes.

## Segmentation

You have the option to filter on the *Academic Year*.

### List of Outstanding Online Declarations section:

This section displays students in ascending order of *Full Name* but the option to change this into descending order is also available.

## Access & Distribution

The report can be accessed through HE Gateway Home / SIS Home / Financial Reports / Outstanding Online Declaration Report.

To create the report you will be asked to carryout the following steps:

- 1) Select an HEI.
- 2) Navigate to HE Gateway Home / SIS Home / Financial Reports / Students with *Outstanding Online Declaration Report*.
- 3) Select an *Academic Year*. The current Academic Year is selected by default.
- 4) Click *Display*.
- 5) The report is generated with a list of students with outstanding signed online declaration forms for the selected HE Provider and Academic Year are displayed. The report can be exported by clicking on the *Export Report* button.

Should there be no students with an outstanding signed online declaration form, the message '*No student details found. Please change your criteria and try again.*' is displayed in the Report List section.

The data contained in the report will be updated continuously by SLC's application and assessment system and then sent to SIS.



## Blocked Maintenance Payments

Maintenance Non Payment Report You are administering **TEST UNIVERSITY**

**Filter** Help

Academic Year: 09-10 Display All HEIs?

[Clear Filter and Results](#) [Display Results](#)

**Maintenance Non Payment Summary for 12/13**

Invalid/Missing NINO	Other Blocked Payments	Invalid/Missing Bank Details	Other Failed Payments
120	0	56	19

**Details of Invalid/Missing NINO**

SSN	Full Name	Date Registration Confirmed
AAAA11111111A	Richard Castle	01/09/2012
BBBB11111111B	Kate Beckett	01/09/2012
CCCC11111111C	Javier Esposito	01/09/2012
DDDD11111111D	Kevin Ryan	01/09/2012

5,566 records found  
Displaying page 1 of 223

### Purpose & Usage

The Blocked Maintenance Payments Report provides details of students where maintenance loan or grant payments are blocked for an Academic Year, from 12/13 onwards, and the reasons why they have been blocked. This report will allow HE Providers to chase the students to provide this information to SLC. The payments will not be paid to the students until the issues are resolved. Nominated HE Provider staff can access the report.

### Data Qualifiers

The data is derived from blocked maintenance payments in SLC's customer accounting system.

### Segmentation

You have the option to filter on the [Academic Year](#).

#### Maintenance Non Payment Summary Section:

A summary section will be displayed to show the number of students where registration has been positively confirmed and maintenance loan and grant payments have not been made for the following reasons:

- **Invalid/Missing NINO (National Insurance Number)**
- **Invalid/Missing Bank Details**
- **Other Blocked Payments** (e.g. deceased customer, account has been flagged as a suspect or an emergency stop payment notification has been actioned on the account)
- **Other Failed Payments** (e.g. account has been blocked for Fraud or Recovery of Grant Overpayment)

#### Details of (Non Payment Reason) Section:

Clicking on a non payment reason hyperlink, the Details section for the selected category will be displayed detailing all students which fall into the category. The following fields will be displayed:

- *SSN (Student Support Number)*
- *Full Name*
- *Date Registration Confirmed*

### **Access & Distribution**

The report can be accessed through HE Gateway Home / SIS Home / Financial Reports / Students with Blocked Maintenance Payments Report.

To create the report you will be asked to carryout the following steps:

- 1) Select an HEI.
- 2) Navigate to HE Gateway Home / SIS Home / Financial Reports / *Students with Blocked Maintenance Payments*.

#### Generating a Summary Report:

- 3) Select an *Academic Year*. The current Academic Year is selected by default.
- 4) Click *Display*.
- 5) The report is generated and the summary of students with blocked maintenance payments for the selected HE Provider and Academic Year are displayed.

#### Generating a Detailed Report:

- 6) Select a link by clicking on a *non payment reason*.
- 7) A detailed break down of the non-payment reason is displayed with the following details SSN (link to Detailed Student Information screen), Full Name and Date Registration Confirmed.

If data is not available for the Academic Year selected a message will be shown "*No maintenance payments are blocked for the selected Academic Year*"

The data contained in the report will be created on a *weekly* basis, on a Sunday night, by SLC's customer accounting system and then the data will be sent to SIS.

## Remittance Report

Report Date	Academic Year	Support Type	Payment Type
27/05/2009	08-09	Full Time Support	Tuition Fee Loan
22/05/2009	08-09	Full Time Support	Tuition Fee Grant
20/05/2009	08-09	Full Time Support	Tuition Fee Loan
15/05/2009	08-09	Full Time Support	Tuition Fee Grant
13/05/2009	08-09	Full Time Support	Tuition Fee Grant
13/05/2009	08-09	Part Time Support	Tuition Fee Grant
13/05/2009	08-09	Full Time Support	Tuition Fee Loan
07/05/2009	08-09	Part Time Support	Tuition Fee Grant
07/05/2009	08-09	Full Time Support	Tuition Fee Grant
06/05/2009	08-09	Full Time Support	Tuition Fee Loan

Home | Financial Reports | Remittance Report

Copyright © Student Loans Company Ltd 2010

### Purpose & Usage

The Remittance Report provides details of the total amount of Tuition Fee payments made to a HE Provider on a particular date and the breakdown of the students the payments relate to. The providers use these reports to confirm which students they have received payment for. Nominated HE Provider staff can access the report.

### Data Qualifiers

The data is derived from SLC's customer accounting system once payments have been paid out to HE Providers.

### Segmentation

#### Attendance Remittance Report Section:

This section displays (as shown above) details of all the reports that match the filter criteria entered on the Attendance Remittance Report Filter. This screen splits out each report by **Report Date**, **Support Type** (either Full time or Part time) and **Payment Type** (either Tuition Fee Loan or Tuition Fee Grant).

### Access & Distribution

The report can be accessed through HE Gateway Home / SIS Home / Financial Reports / Remittance Report.

To create the report you will be asked to carryout the following steps:

- 1) Select an HEI.
- 2) Navigate to HE Gateway Home / SIS Home / Financial Reports / **Remittance Report**.

Remittance Report List

Remittance Report Help

Month Created  Year Created  Academic Year

- 3) Select a **Month Created**, **Year Created** and **Academic Year**. The current Academic Year is selected by default.
- 4) Click **Display**.
- 5) The report is automatically generated and the List of Remittance Reports section for the selected HE Provider, Academic Year, Month and Year Created are displayed.
- 6) Clicking on the Report Date hyperlink takes you to the relevant Remittance Report:

Remittance Report

Remittance Report - 01 March 2010 Help

Number of Tuition Fee Payments	Payment Date	Payment Type	Total Fee Amount
564	01/03/2010	Tuition Fee Grant	£ 1,000,000.00

Course Start Period	SSN	Student Surname	Student Forename	DoB	Student UCAS Number	Course Code	Course Name	Year of Course	Fee Amount (£)	Revision Ind
AUT	AAAA11111111A	Tracy	Scott	01/01/1980	111111	123456	Astronomy	1	3225.00	N
AUT	AAA22222222A	Tracy	Virgil	01/01/1980	111111	234567	Aeronautics	1	3225.00	N
AUT	AAA33333333A	Tracy	Alan	01/01/1980	111111	234567	Space Walking	1	3225.00	N

Report List Export Report

564 records found  
Displaying page 1 of 12

1 2 3 4 5 6 7 8 9 10

Home Back to Top ↑

Copyright © Student Loans Company Ltd 2009

The summary section at the top of the screen, displays the number of **Tuition Fee Payments**, **Payment Date**, **Payment Type** and **Total Fee Amount** for the reporting period. The student table, below this, lists all of the student details that make up the Tuition Fee payment total for the report. The columns of the report can be sorted in ascending or descending order by clicking on the column header.

- **Course Start Period** – denotes if the course starts in Autumn, Winter, Spring or Summer
- **SSN** – The Student Support Number (this is also a link to the Detailed Student Information screen)
- **Student Surname / Forename(s)** – The Student’s forename & surname
- **DoB** – The student’s date of birth
- **Student UCAS Number** – the unique identifier given to the student by UCAS
- **Course Code** – the SLC course code
- **Course Name** – the name of the course

- **Year of Course** – the year of the course that the student is studying
- **Fee Amount** – the amount of Tuition Fees which have been paid to your HE Provider
- **Revision Indicator** – confirmation of whether this payment relates to a revision of Tuition Fee amounts.

By clicking the **Back** button you are taken back to the List of available Remittance Reports.

The report can be exported by clicking on the **Export Report** button. The exported file will have an identical format to the previous Remittance Report. It will have a header row and then a detail record for each student contained within the report.

Once the **Export Report** is selected you are presented with the option to **Cancel, Save** or **Open** the file download. If you select to **Save** the export you are presented with the facility to navigate to a location on your own local file system. The default file name will be populated as: **<heiCode>\_<AY>\_<supportType>\_<paymentType>\_<processingDate>\_remittance.dat**. You can overtype this with a file name of your own choice if required. There is no restriction on the number of Exports a user can make.

The data contained in the report will be created on a **weekly** basis, on a Wednesday night, by SLC’s customer accounting system and then the data will be sent to SIS.

## Student Information Export

The screenshot shows the 'Student Information Filter' interface. It has a red header bar with 'Filter' on the left and 'Help' on the right. Below the header are three tabs: 'Student Search', 'Course Search', and 'General Search'. The 'Student Search' tab is active, showing several search criteria: 'Academic Year' (dropdown menu with '11-12' selected), 'Student Support Number' (text input), 'Forename(s)' (text input with a note about wildcards), 'Last Updated Date From' (text input), 'Current Attendance Status' (dropdown menu with 'Select' selected), and 'Number of Records to Display Per Page' (dropdown menu with '25' selected). To the right of these are 'Customer Reference Number', 'Date of Birth (dd/mm/yyyy)', 'Surname' (with a note about wildcards), and 'Last Updated Date To (dd/mm/yyyy)'. Below the search filters is a red header bar for 'Student Information Export'. It contains two radio buttons: 'Summary Student Attendance Information' (selected) and 'Extended Student Information'. Below these is a text input field for 'Enter your filename' with the text 'Summary Student Attendance Information' entered. At the bottom are 'Cancel' and 'Export Results' buttons.

### Purpose & Usage

The Student Information Export Report provides details of the specific search criteria entered on the View Student Information screen. This report provides HE Providers with early Tuition Fee position information for their students and they can import this data into their own systems. Nominated HE Provider staff can access the report.

## Data Qualifiers

The data is derived from SLC's application and assessment system once the students application has been approved.

## Segmentation

### Filter section:

You have the option to select the relevant search criteria from the **Student Search**, **Course Search** or **General Search** tabs. This performs a search over the entire student details contained in the system and retrieves the ones that match the search criteria entered.

### Student Information Export section:

You have the option to select which file format you wish to export in, the '**Summary Student Attendance Information**' or the '**Extended Student Information**'. Both formats provide HE Providers with early Tuition Fee position information for their students, however the Extended Student Information format provides some additional fields aswell. The additional fields included are as follows:

- **Customer Reference Number** – SLC's unique identifier for the student.
- **Bank Details Held** – Indicates whether SLC holds bank details for the student (yes / no).
- **Attendance Status** – the current attendance status of the student:
  - Awaiting Attendance Confirmation
  - Attendance Confirmed
  - Attendance Confirmation Not Required
  - Attendance Saved
  - Awaiting Reassessment
- **Attendance Code** – the attendance code that has been confirmed by the HE Provider:
  - A – In attendance
  - C – Course mismatch
  - F – Student in attendance but HE Provider disagrees with the fee
  - L – In attendance, liability disputed but HE Provider will resolve
  - N – In attendance, liability disputed but HE Provider will not resolve
  - S – Suspended
  - X – Not in attendance
- **Award Authority** – the name of the students award authority that is processing the students support application.
- **Student Bursary Consent to Share** – there is a drop down to filter on the student(s) that have / haven't provided 'Consent to Share' for bursary purposes.
- **Sponsor Bursary Consent to Share** – there is a drop down to filter on the student(s) whose sponsors have provided 'Consent to Share' for bursary purposes. If there are two sponsors the indicator will only show as 'Yes' if both have agreed consent to share.
- **Child Care Grant Indicator** – Indicates whether the student has applied for a Child Care Grant (yes / no).
- **NHS Bursary Indicator** – Indicates whether the student has applied for an NHS Bursary.
- **Cohort Year** – The year in which a student is assessed for a period of continuous study.

The filename will be defaulted to either 'Summary Student Information Export' or 'Extended Student Information Export' where appropriate. However, you can overtype and re-name the filename.

### **Access & Distribution**

The report can be accessed through HE Gateway Home / SIS Home / Student Information Home / View Student Information.

To create the report you will be asked to carryout the following steps:

- 1) Select an HEI.
- 2) Navigate to HE Gateway Home / SIS Home / Student Information Home / **View Student Information**.
- 3) Select your search criteria required and then select either **Filter & Export Results** button or the **Filter and Display Results** followed by the **Export Results** button.
- 4) The **Student Information Export Screen** is displayed.
- 5) Select either the '**Summary Student Attendance Information**' or the '**Extended Student Information**' radio button. You have the option to overtype and re-name the filename.
- 6) Once you have chosen an option, click **Export Results**.
- 7) A file download box will be displayed giving you the option to open or save the export.

The maximum number of records that can be exported is 50,000. If the filter returned contains more than that, an error will be shown on screen when the Export option is selected.

If, after reading this document, you require further assistance, please contact the HEP Services Team at [HEP\\_services.co.uk](mailto:HEP_services.co.uk).