



END OF YEAR REPORTING

STEP 1

REVIEW AND CLEAN UP INFORMATION

- UNLINKED PAYMENTS - FIND AND APPLY UNAPPLIED CREDITS
- UNCOLLECTED FUNDS
- ARCHIVE COMPLETED CLASSES
- LEAD FILE

STEP 2

FINANCIAL REPORTING

- FEE SUMMARY
- PAID FEES
- REVENUE SUMMARY
- AGED ACCOUNTS SUMMARY
- DEPOSIT SLIP

STEP 3

ENROLLMENT REPORTING

- ENROLLMENT DETAIL REPORT
- STUDENT ATTENDANCE REPORT
- ENROLLMENT SNAPSHOT REPORT
- WAIT LIST REPORT

