

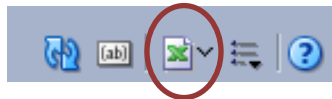
Outstanding Postdoc Tuition Report in BI

Instructions for running the Outstanding Postdoc Tuition Report in BI. Lists all postdocs who show unpaid tuition balances by quarter.

1. After logging into BI, click on Catalog and go to:
 - ◆ Student Administration
 - ◆ Student Records
 - ◆ SR Postdocs
 - ◆ Outstanding Postdoc Tuition (PS_SR123)
 - ◆ Click Open
2. In the Item Term field at the top, select the Term or Terms for which you would like to run the report. (*Previous terms will not be included unless selected.*)

Note: You will *not* want to select future quarters before the GFS Disbursement has occurred for that future quarter. Tuition charges are applied to postdoc bills far in advance, but the tuition payments are not disbursed until just before the quarter begins. *Tuition for future quarters will always show up as “outstanding”, regardless if the tuition payment has been entered or not, until it is disbursed in GFS.*

3. Click Apply to run the report.
4. To export the file to Excel, click on the Excel icon in the upper right hand corner of the report, and select Excel from the drop-down to open and save a copy to your computer.



5. The report will list all postdocs, though it can be sorted by Acad Program and Acad Subplan or School and AcadOrg, so that you can find your own postdocs.