HEPservices
SLC partnering with colleges & universities

SLC
Student Loans Company

Quick guide

Remittance Report

The **Remittance Report** provides details of the total amount of tuition fee payments made to a higher education provider on a specified date. It also shows the breakdown of the students the payments relate to. You can use these reports to confirm which students you have received payment for.

The data is derived from our customer accounting system and will be available when payments have been made to providers. Our customer accounting system creates the data on a weekly basis, on a Wednesday night. Following this the data is sent to the Student Information Service (SIS).

Access

You must hold SIS Report Advisor access to the HE Gateway to see financial reports on SIS. If you need this to be added to your account, you should contact the User Administrator at your university or college.

1) First, go to **Financial Reports** by selecting the link on the left-side menu of the **SIS Home** page. Selecting this menu item will also display all the available reports.

2) Select the **Remittance Report** from the **Financial Reports** sub-menu

3) You can choose the academic year the report refers to, or specify mode of study

Select a **Month Created**, **Year Created** and **Academic Year** (the current academic year is selected by default) then select **Display**.

As shown in the image below, this section displays 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).

Remittance Report List

Remittance Report	Help
Month Created: Oct · Year Created: 2017 · Academic Year: 17-18 · Display	

List of Remittance Reports - Oct 2017

Report Date	Academic Year	Mode of Study	Payment Type	Level of Funding
25/10/2017	17-18	Full Time Support	Tuition Fee Loan	Undergraduate
25/10/2017	17-18	Full Time Support	Tuition Fee Grant	Undergraduate
18/10/2017	17-18	Full Time Support	Tuition Fee Loan	Undergraduate

This image above shows the screen visible when you use the remittance report search function.

4) Select the **Report Date** hyperlink to open the specific remittance report

Remittance Report section

The summary section at the top of the screen shows the number of **Tuition Fee Payments**, **Payment Date**, **Payment Type** and **Total Fee Amount** for the reporting period. Below this, the student table lists the student details included in the tuition fee payment total. You can sort the columns of the report in ascending or descending order by clicking on the column header.

Remittance Report

Remittance Report -24/10/2017 Help

Number Of Tuition Fee Payments	Payment Date	Payment Type	Total Fee Amount (£)
10419	24/10/2017	Tuition Fee Loan	22,822,771.00

Course Start Period	SSN	Student Surname↑	Student Forename(s)	Date Of Birth	Student UCAS Number	Course Code	Course Name	Year Of Course	Fee Amount (£)	Revision Ind
AUT	EURS	A		/ /			FINANCIAL ECONOMICS - FT	1	2,312.50	Y
AUT	SFDU	A		/ /			BIOMEDICAL SCIENCE -FT	3	2,250.00	Y
AUT	SFDU	A		/ /			LAW	3	2,250.00	Y
AUT	SFDU	A	A	/ /			PSYCHOLOGY -FT	2	1,687.50	Y

This image above shows an example of the remittance report screen.

- **Course Start Period** – shows if the course starts in Autumn, Winter, Spring or Summer term
- **SSN** – the Student Support Number (this is also a link to the **Detailed Student Information** screen)
- **Student Surname / Forename(s)** – The student's forename and surname
- **DoB** – the student's date of birth
- **Student UCAS Number** – the unique identifier UCAS has given the student
- **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 that have been paid to your university or college

- **Revision Indicator** – confirms whether this payment relates to a revision of tuition fee amounts

Select the **Back** button to return to the list of available remittance reports.

Export

You can export the report by selecting the **Export Report** button. The exported file will have an identical format to the previous on-screen Remittance Report. It will have a header row and then a detailed record for each student in the report.

Once you click the **Export Report** link you have the option to **Cancel**, **Save** or **Open** the file. If you choose to **Save** the exported file you can add it to a location on your own local file system. The default file name will be: <heiCode>_<AY>_<supportType>_<paymentType>_<processingDate>_remittance.dat**.** You can overtype this with a file name of your own choice if needed. There is no restriction on the number of exports you can make.

