

Find It Fast in Student Financials

Navigation: Student Central>Main Menu>Student Financials>View Customer Accounts

1. SEARCHING FOR AN ACCOUNT

Customer Accounts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: FSU01

ID: 100402615

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click Search.

After navigating to **View Customer Accounts**, the **Customer Accounts Search** interface appears.

In the **ID** field, enter the student's **EmplID**, or click the magnifying glass to look up the student. Alternately, if you know the student's name, type it in the **Last Name** and/or **First Name** fields.

2. USING THE CUSTOMER ACCOUNTS PAGE

Customer Accounts

Business Unit: FSU01
Weasley,Ron
Total: 1,619.80
Anticipated Aid: 1,125.00

NOTE: Customer accounts are defined by **academic term**. Below, activity for three individual terms appears for this student.

This **Service Indicator** icon indicates that the student has a hold. Click the icon to view details.

Account Type	Account Number	Balance	Open Date	Status	Account Details
General	GENERAL001- 2013 Spring	325.00 USD	03/14/2013	Active	Account Details
General	GENERAL001- 2012 Fall	20.00	05/01/2013	Active	Account Details
General	GENERAL001- 2012 Spring	1,274.80	03/20/2013	Active	Account Details

Click an **Account Details** link to view a specific term. The **Account Details** page appears.

If a student has more rows than are typically visible in one screen, the **View All** link is active. Click the link to expand the view to all rows. Click it again to collapse.

Go to: Detail Trans Item Summary Items by Term Items by Date Due Charges Payment Plans View Anticipated Aid

Return to Search Notify

3. USING THE ACCOUNTS DETAILS PAGE

Account Details

ID: 100402615 Weasley,Ron
Business Unit: FSU01
Account Number: GENERAL001- 2012 Spr
Account Balance: 1,274.80

Debits: 2,526.92 Credits: -1,252.12 Applied: 1,232.12 Unapplied: -20.00

Item	Term	Amount	Item Details	Receipt Details
Payment-Cash	2012 Spr	-20.00	Item Details	Receipt Details
Bright Futures Med Sch Fall	2012 Spr	-1,125.00	Item Details	Unapplied Credit
Capital Improvement	2012 Spr	0.00	Item Details	Applied Credit
GENERAL BIOLOGY LAB	2012 Spr	4.76	Item Details	Charge Remains Unpaid
Capital Improvement	2012 Spr	14.28	Item Details	Charge Paid in Full
GEN BIO NON-MAJORS	2012 Spr	0.00	Item Details	
Capital Improvement	2012 Spr	14.28	Item Details	
INTRO TO HOSP & TOUR	2012 Spr	0.00	Item Details	

Click any **Item Details** link to view a transaction's details.

Top row = original credit amount.

Top row = original charge balance.

Credits to the account.

Charges on the account.

4. ITEM DETAILS

Item Details

ID: 100402615
Item Nbr: 0000000000000008
Business Unit: FSU01

Item Amount: 4.76 Applied Amount: 0.00 Balance: 4.76

Reference Nbr: Item Type: 100000003000

Nbr	Posted	Effective	Billed	Due	GL Posted	Reference Nbr	Amount
1	03/20/2013	03/20/2013	04/15/2013	03/25/2013	03/22/2013 10:04:11PM		4.76

Payments paying this Charge

Item Type	Account Nbr	Term	Date	Amount
				0.00

Return

In the **Payments paying this Charge** area, payment data displays if the charge is paid.

6. ACADEMIC INFORMATION DETAILS

Customer Accounts

Business Unit: FSU01

Weasley,Ron

ID: 100402615

Total: 1,619.80

Anticipated Aid: 1,125.00

[Academic Information](#)

Click the **Academic Information** link to view the student's academic enrollment. The **Academic Information** interface appears.

Customer Accounts

Academic Information

Bio/Demo Data

ID: 100402615 Name: Weasley,Ron

Campus ID: CRD11B Gender: Female

Citizenship: United States Description: Native

National ID: [1 of 1]

NID Type: National ID

Career Term Data

Term	Career Prim Prog	Residency Group	Units	Tot Units	Level	Acad Load
2013 Fall	UGRD Bachelor's	FL Res	0.000	67.000	Junior	No Units
2012 Fall	UGRD Und Grd St	FL Res	12.000	67.000	SophomoreFull-Time	
2012 Spr	UGRD Und Grd St	FL Res UGRDRES	13.000	55.000	SophomoreFull-Time	
2011 Fall	UGRD Und Grd St		12.000	42.000	SophomoreFull-Time	

Return

Click any **Enrollment** link to view a particular term's details.

5. RECEIPT DETAILS

Business Unit: FSU01

Account Balance: 1,007.80

2,029.80 Unapplied: 0.00

Find | View All | First | 1-3 of 71 | Last

Amount	Balance
-1,354.95	
0.00	
-20.00	
0.00	
-96.00	
0.00	

Item Details

Receipt Details

On the **Account Details** screen, click **Receipt Details** to view the cashier's identity.

Business Unit: FSU01

Receipt Nbr: 282

Cashier: KMH08G

Register: FCC04

Total Amount: 20.00

Including Tax: 0.00

Academic Information

Enrollment Summary

ID: 100402615 Weasley,Ron

Class #	Subject	Catalog Component	Session Census Date	Section	Status	Reason	Basis	Prog Units Bill Units	Add Date Drop Date
835	Class Info BSC	1005	Regular	0001	Enrolled	Enrolled	Graded	3.00	01/04/2012
	GEN BIO NON-MAJORS	Lecture	01/09/2012			Conversion, fee liable		3.00	
852	Class Info BSC	1005L	Regular	0013	Enrolled	Enrolled	Graded	1.00	01/04/2012
	GENERAL BIOLOGY LAB	Laboratory	01/09/2012			Conversion, fee liable		1.00	
5818	Class Info HFT	1000	Regular	0001	Enrolled	Enrolled	Graded	3.00	01/04/2012
	INTRO TO HOSP & TOUR	Lecture	01/09/2012			Conversion, fee liable		3.00	
5829	Class Info HFT	2890	Regular	0001	Enrolled	Enrolled	Graded	3.00	01/04/2012
	INTL FOOD & CULTURE	Lecture	01/09/2012			Conversion, fee liable		3.00	
7784	Class Info MAC	1105	Regular	0009	Enrolled	Enrolled	Graded	3.00	01/04/2012
	COLLEGE ALGEBRA	Lecture	01/09/2012			Conversion, fee liable		3.00	

Return

From any screen, click **Return** to call up the previous screen.

IMPORTANT! The new Student Financials system does not house data generated prior to the 2013 academic year. Only outstanding balances, and data generated during the 2013 academic year (and forward), appear. However, for illustration purposes, this Find It Fast reference contains 2012 test data.