



VIEW CUSTOMER ACCOUNTS

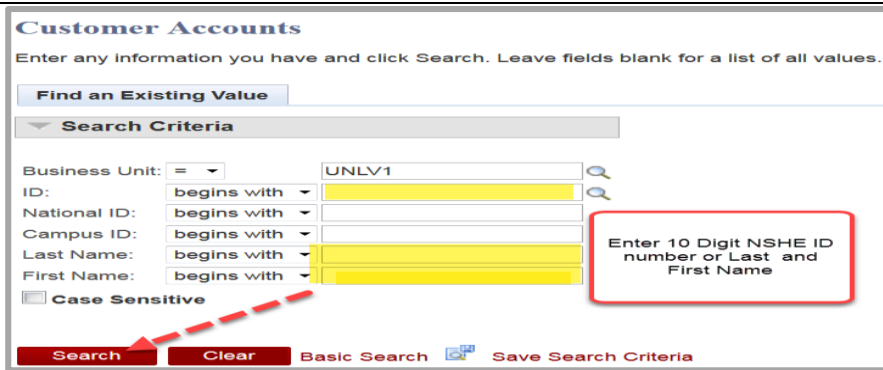
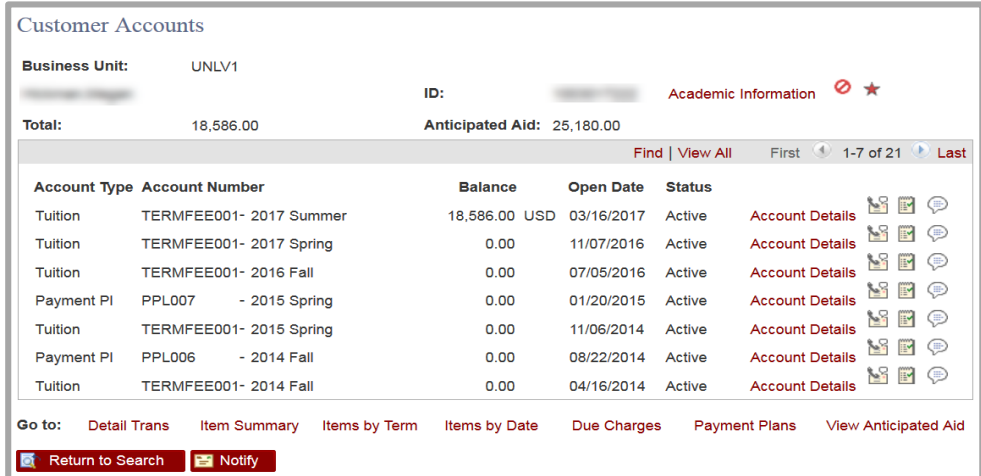
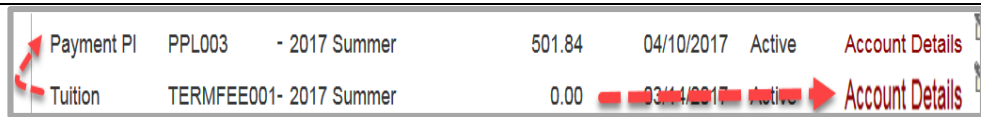
JOB AID

View Customer Accounts

NAVIGATION:

[Main Menu](#) > [Student Financials](#) > [View Customer Accounts](#)

Note: Setting up User Defaults auto fills the Business Unit of UNLV1

STEPS	
1.	 <ul style="list-style-type: none"> • Enter student 10 digit NSHE ID number or Last and First Name. • Click the Search button-this will take you to the Customer Accounts page.
2.	 <ul style="list-style-type: none"> • Customer Accounts page displays links to view financial or academic data.
3.	 <ul style="list-style-type: none"> • The Account Details link displays financial transactions which include Tuition, Payments, FA, Waivers, Refunds, Late Fees, Third Party Contracts and Payment Plans. This is the Tuition row. • When a student enrolls in a Payment Plan the Tuition balance moves to a PPL row with recalculated Installments Payments.

4.	<table><tr><th>Item</th><th>Term</th><th>Amount</th></tr><tr><th>Class</th><th>Installment ID</th><th>Last Activity Date</th></tr><tr><td>Credit Card Payment</td><td>2017 Sprg</td><td>03/27/2017</td></tr><tr><td></td><td></td><td>-224.54</td></tr><tr><td></td><td></td><td>0.00</td></tr></table> <div>Item Details</div> <ul style="list-style-type: none">• Within the Account Details, there is a Item Details link for every transaction posted.• This page displays the Payment Line Details-Charges this Payment paid (for payments applied to what charges) or Item Details-Payments paying this charge (charge paid with type of payment)	Item	Term	Amount	Class	Installment ID	Last Activity Date	Credit Card Payment	2017 Sprg	03/27/2017			-224.54			0.00
Item	Term	Amount														
Class	Installment ID	Last Activity Date														
Credit Card Payment	2017 Sprg	03/27/2017														
		-224.54														
		0.00														
5.	<div>Anticipated Aid: 25,180.00</div> <div>View Anticipated Aid</div> <ul style="list-style-type: none">• When Anticipated Aid is awarded, the View Anticipated Aid link displays on the Customer Accounts page.• Click on the View Anticipated Aid link to view what type and amount of FA the student will receive.• Once the FA is disbursed on student's account the link disappears.															
6.	<div>Academic Information</div> <ul style="list-style-type: none">• The Academic Information link displays Bio/Demo and Career Term Data for current and historical enrollment.															
7.	<div>Academic Plan</div> <ul style="list-style-type: none">• The Academic Information link displays student Plan and Sub Plan-current and historical.															
8.	<div>Enrollment</div> <ul style="list-style-type: none">• The Enrollment link displays enrollment which includes Class, Subject information, also the Add and Drop Date's of enrollment.															
9.	<div>Go to: Detail Trans Item Summary Items by Term Items by Date Due Charges Payment Plans</div> <ul style="list-style-type: none">• Go To links-Detail Trans-Items by Date are financial data formatted differently from the Account Details transactions.• Due Charges link displays the Charges (tuition) due dates, also Installment Due Dates from Payment Plans.• Payment Plan link displays current and historical Payment Plan and Third Party Contracts, Active or Cancelled.															
For complete details about Customer Accounts pages, please access the View Customer Accounts User Guide or Tutorial.																