## **Viewing your U-bill**

Quick Reference Guide

## Viewing your U-bill

1. Access MyUNIverse via UNI home page:





 Select the Student Center link on the My Page tab. View your Account Summary in the Finances section.

My Account	Account Summary
Account Inquiry	You owe 7,030.00.
Financial Aid View Financial Aid Accept/Decline Awards Report Other Financial Aid	Due Now 3,335.00     Future Due 3,695.00     ** You have a past due balance of 3,335.00, **
	Currency used is US Dollar.

4. In the *Finances section*, under My Account, click the **Account Inquiry** link.



5. The *summary* tab displays total due by term.

Account Summ	arv			
	*			
You owe 7,030.00.	For the breakdown, access	Charges		
Due Now	3,335.00			
Future Due	3,695.00			
** You have a past	due balance of 3,335.00.	**		
What I Owo				
what I Owe	Outstanding Charges	Dending	Figarcial	
Term	& Deposits	renuing	Aid	Total Du
FALL 2009	3,335.00			3,335.0
FALL 2011	3,695.00			3,695.0
Total	7,030.00			7,030.0
Currency used is US	Dollar.			
Remittance Add	resses			
University of Northe	ern Iowa			
Send Payment to				
Student Accounts				
Gilchrist 103 Cedar Falls 14 5	0614-0008			
Cedar Falls, IA S	0014 0000			
Black Hawk				

## Viewing your U-bill (continued)

6. The *activity* tab shows all transactions, and when they posted, for the account.

A	ccount Inquiry		Account	Services	
summary	activity	charges due	payments	pend	ting aid
Account Ac	tivity				
View by					
From 01/12/	2011 🕅 To 07/12	/2011	All Terms	✓ gc	
Transactions		Find   View		irst 🖪 1-10	of 21 D
Posted Date	Item	Term	Charge	Payment	Refund
07/11/2011	Billing Fee-Dfrd 3 mc Pay Plan	FALL 2011	20.00		
07/11/2011	Charges Trnsfrd to Pymt Plan	FALL 2011		3,675.00	
07/11/2011	Payment Plan - 3 Installments	FALL 2011	1.225.00		
07/11/2011	Payment Plan - 3 Installments	FALL 2011	1,225.00		
07/11/2011	Payment Plan - 3 Installments	FALL 2011	1,225.00		
and the second second	Building			- Contraction	W.m.

7. The **charges due** tab displays details by due date and charge. In the *Invoices Due* section, at the bottom, click the **View U-Bill** link.

	Account Inquiry		Ac	count Servic	es
summary	activity	charge	s due pay	ments	pending aid
harges D	ue				
ellowing is a f eview either t harges.	tunning Totals sum he Details by Due (	mary by due o Date table or t	fate of the charge he Details by Cha	s and depos rge table to	its that you owe see the specific
Summary o Date	of Charges by Du	e Fin	a I View All   🖉	] First	Last
ue Date			Due Amour	t	<b>Running Total</b>
9/04/2009			7.0	0	7.00
1/05/2010			3,328.0	0	3,335.00
8/21/2011			1,245.0	0	4,580.00
9/21/2011			1,225.0	0	5,805.00
			1 335.0		7.030.00
0/21/2011				· •	.,
0/21/2011 Currency use	d is US Dollar.		15	i <sub>First</sub> K	1-5 of 5 🛛 Las
0/21/2011 Currency user Dotails b Currency use	d is US Dollar. y Due Date ed is US Dollar.		81	inst K	1-5 of 5 🖸 1.3.0
0/21/2011 Currency user Dotails b Currency use View By	d is US Dollar. y Due Date ad is US Dollar. All Terms	• <u>00</u>	15	First K	1.5 of 5 🖪 Las
O/21/2011 Currency user     Octails b Currency user View By     Octails b	d is US Collar. y Due Date ed is US Collar. All Terms y Charge	• <u>00</u>	15	Best 1	1 1.5 of 5 12 Law
O/21/2011 Currency user     Octails b Currency user View By     Details b Currency user	d is US Dollar. y Due Date ed is US Dollar. All Terms y Charge ed is US Dollar.		31 1	Dest 4	1 3:5 of 5 12 Last
O/21/2011 Currency user     Details b Currency user     View By     Details b Currency user     Tovoice	d is US Dollar. y Due Date ed is US Dollar. All Terms y Charge ed is US Dollar.	• 00	rind   💭   🕷	First D	1 stafs 🗗 Last
O/21/2011 Currency user     Dotalis b Currency user     View By     Octalis b Currency user     Toxoice     soucce     bate	d is US Dollar. y Due Date ed is US Dollar. All Terms y Charge ed is US Dollar. 5 Due c Invoice Numbe	• 00 Lustomize   r	rind   💷   🕷 Invoice Amount	First Due Da	1 of 1 II Lost

**Result:** The U-bill displays as a PDF and may be printed from this view.

Click the **U-bill icon** to view a sample U-bill.

