Departmental View of Customer Accounts

Purpose: The following table describes how Departments view student accounts. Departments may wish to view the student's account to verify a charge or credit.

Step	Action
1.	Navigating to the **View Customer Accounts** page: Select **Main Menu › Student Financials › View Customer Accounts** Favorites │ Main Menu > Student Financials > View Customer Accounts **Customer Accounts** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Business Unit: = ▾ UNICS ID: begins with ▾ 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
2.	Enter the appropriate search criteria. Click the **Search** button. *Result:* The **Customer Accounts** page displays. **Customer Accounts** Business Unit: UNICS Panther. Pam ID: ###### Academic Information Total: 6,949.70 Anticipated Aid: 18,640.00 Find │ View All First ◄ 1-4 of 4 ► Last Account Type Account Number Balance Open Date Status Misc Chrgs MISC001 - FALL 2011 125.00 USD 06/13/2011 Active Account Details Tut Fees TUT&FEE001 - FALL 2011 4,425.00 06/09/2011 Active Account Details Misc Chrgs MISC001 - SUMMER 2011 390.00 06/10/2011 Active Account Details Housing ROM&BRD001- SUMMER 2011 2,009.70 06/10/2011 Active Account Details Go to: Detail Trans Item Summary Items by Term Items by Date Due Charges Payment Plans View Anticipated Aid Return to Search Notify
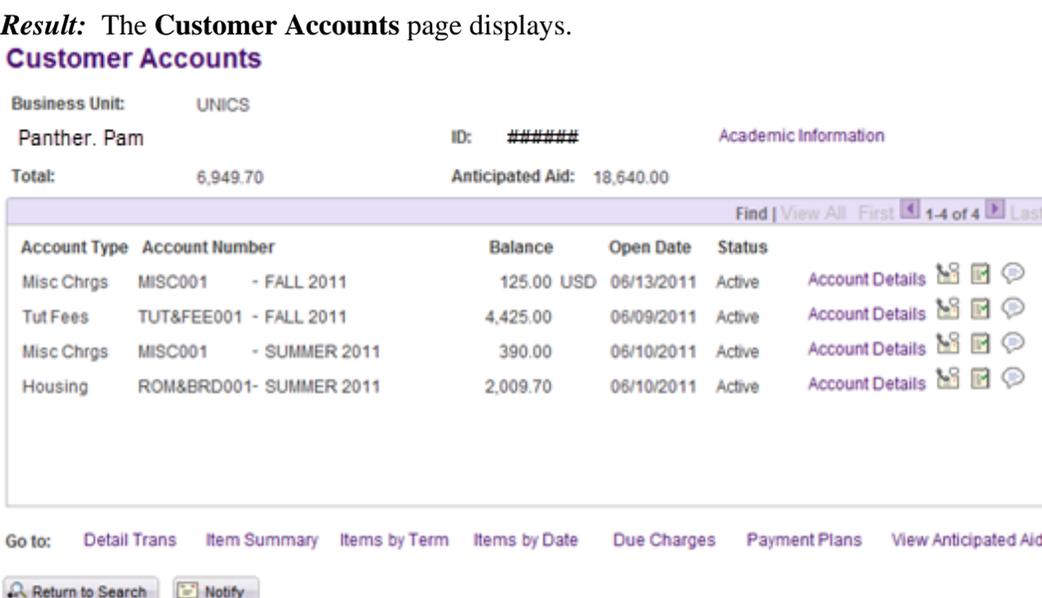
Step	Action
3.	Department charges will be in *Misc Charges*. Click the **Account Details** link for *Misc Charges* to view additional detail, such as what the charge was for.

Result:

Result:

Account Details

Click the **Return** link at the bottom to return to the **Customer Accounts** page.

Step	Action
4.	Click the **Item Details** link on the Account Details page to view further details specific to an item, such as when it posted.

Item Details

ID:	######		Panther. Pam		Business Unit:	UNICS
Item Nbr:	000000000000017	Art Dept Supplies				

Item Amount:		125.00	Applied Amount:		0.00	Balance:		125.00
Reference Nbr:						Item Type:		400000200700

Details   Find | View All First ◄ 1 of 1 ► Last

Nbr	Posted	Effective	Billed	Due	GL Posted	Reference Nbr	Amount
1	06/13/2011	06/13/2011					125.00

Payments paying this Charge

Find | View All First ◄ 1 of 1 ► Last

Item Type	Account Nbr	Term	Date	Amount
				0.00

Click the **Return** link at the bottom to return to the **Account Details** page.