



Viewing Account Summary

Navigation

Step	Action
1.	From the Campus Solutions menu, click the Student Financials link.
2.	Click the View Account Summary link.

Procedure

MaineStreet

Favorites | Main Menu > Student Financials > View Account Summary

Account Summary

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

Find an Existing Value

Business Unit: = [dropdown] [input] [magnifying glass]

ID: begins with [dropdown] [input] [magnifying glass]

National ID: begins with [dropdown] [input]

Campus ID: begins with [dropdown] [input]

Last Name: begins with [dropdown] [input]

First Name: begins with [dropdown] [input]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step	Action
3.	<p>On the Account Summary look up page, enter or look up and select the appropriate Business Unit.</p> <p>You can then enter either the student's ID or National ID, or...if the student's ID is not known, you may search using the student's Last Name (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.</p> <p>Another option is to carry out a search using both the Last Name and First Name fields (may enter just a portion of each).</p> <p>Select Search when ready.</p>

Process Document

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The screenshot shows the 'Account Summary' page for a student. The page title is 'Summary for all Terms'. The student's name is 'University of Southern Maine' and the ID is '0099999'. The total balance for all accounts is '100.00 USD'. A table lists the term balances for each term from 2008 Fall to 2011 Spring. At the bottom, there are buttons for 'Return to Search' and 'Notify'.

Term	Term Balance
2011 Spring	200.00 USD
2010 Fall	0.00
2010 Spring	-100.00
2009 Fall	0.00
2009 Spring	0.00
2008 Fall	0.00

Step	Action
4.	<p>The Summary for all Terms page for Account Summary summarizes a student's financial activity for each term.</p> <p>If any Service Indicators or FERPA icons appear at the top of the page, you may click on the icon for further information.</p> <p>To the right of each Term listed under the header, you will find the balance for the Term (Term Balance).</p> <p>To view more account information about a particular Term, click on the link for the term you wish to view.</p>



Process Document Viewing Account Summary



Favorites | Main Menu > Student Financials > View Account Summary

Account Summary

Summary for Term

2010 Spring
Student Name 0099999

University of Southern Maine

Charge Activity:	2,456.00 USD
Payment Activity:	4,184.00
Financial Aid Activity:	-6,640.00
Anticipated Aid Activity:	0.00
Admissions Deposit Activity:	0.00

Term Balance: 0.00 USD [View Account Detail](#)

[Return](#)

Step	Action
5.	<p>The Summary for Term page shows the activity for the term you chose, summarized by the type of activity.</p> <p>To view additional details about the account, click on the View Account Detail link.</p>
6.	<p>The account detail for the term specified is displayed on the The Account Detail for Term page (see below). This page shows the Term, student's name, date (As of Date), and the student's ID.</p> <p>Charges, Payments and Financial Aid are shown with the posted date (Date Posted).</p>

Process Document
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Account Summary

Account Detail for Term

2010 Spring **As of Date** 04/01/2011
 Student Name 0099999

University of Southern Maine

Charges

Date Posted	Item Description	Amount
07/01/2008	Health Fee	80.00 USD
07/01/2008	Course Fee: Math	5.00
07/01/2008	Transportation Fee	100.00
07/01/2008	Unified Student Fee	408.00
07/01/2008	Student Activity Fee	52.00
07/01/2008	Tuition Undergraduate Resident	3,706.00
08/22/2008	Dependent Tuition Benefit	-1,853.00

Total Charges: 2,498.00 USD

Payments Received

Date Posted	Item Description	Amount
08/21/2008	Federal Unsubsdz Stafford Loan	-2,205.00 USD
08/21/2008	Federal PLUS Loan	-2,400.00

Total Payments: -4,605.00 USD

Self Service Pending Payments

Reference Number	Card Number's Last Four Digits	Amount
		0.00

Total Pending Payments: 0.00 USD

Financial Aid

Date Posted	Item Description	Amount
		0.00

Total Financial Aid: 0.00 USD

Anticipated Aid

Item Description	Anticipated Aid
	0.00

Total Anticipated Aid: 0.00 USD

Admissions Deposit Due

Short Description	Description	Due Amount
		0.00

Total Admissions Deposit: 0.00 USD

Refunds

Refund Nbr	Status	Long Name	Address Type	Item Amount
4721	AP Interface Created	Accounts Payable	CHK	352.00 USD

Total Refunds: 2,107.00 USD