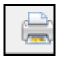
Viewing Student Financial Accts & Printing an Acct. Snapshot

1.	Click the **Student Financials** link. Student Financials
2.	Click the **View Customer Accounts** link. View Customer Accounts
3.	Enter the desired information into the **ID** field.
4.	Click the **Search** button. Search
5.	Click the **View All** link to view all rows of data. View All
6.	This page displays the current balance on each account type by term. The STUDENT001 account contains tuition, General Student Fees, meal plans, housing, payments related to these items, Financial Aid credits, refunds, etc. The MISC001 account contains library fines, parking fines, payments related to these items, etc. You will notice that charges and Financial Aid credits always stay with the term with which they are associated but personal payments may move from one term to a previous or future term depending on the account balance.
7.	Click the **Academic Information** link. Academic Information
8.	This page displays the student's Career, Primary Program, the number of Units for which the student has been billed by term & accumulative, the Academic Level and the Academic Load.
9.	Click an entry in the **Academic Plan** column. Academic Plan
10.	This page displays the Academic Plan for the student.
11.	Click the **Return** link. Return
12.	Click an entry in the **Enrollment** column. Enrollment
13.	This page displays the enrollment information for the specific term that was selected.
14.	Click an entry in the **Class Info** column. Class Info
15.	This page displays specific information regarding the time and location of the class that was selected.
16.	Click the **Return** link. Return
17.	Click the **Return** link. Return

18.	Click the **Return** link. Return
19.	Click an entry in the **Account Details** column. Account Details
20.	Click the **View All** link. View All
21.	Click an entry in the **Item Details** column. Item Details
22.	This page displays specific information about the payment or charge.
23.	Click the **Return** link. Return
24.	Click the **Return** link. Return
25.	Click the **View Anticipated Aid** link. View Anticipated Aid
26.	This page displays anticipated aid which may have already been applied to the student's account. You must be aware of this when viewing anticipated aid. Aid is anticipated until it is disbursed.
27.	Click the **Return** link. Return
28.	The Cur Snap and Hist Snap functions will create either a snapshot of the student's current term transactions or you can run it to display all transactions for the current term and all previous terms.
29.	Click the **Cur Snap** button. 
30.	Click the **Refresh** button over and over until the Status says "Posted". Refresh
31.	Click an entry in the **Details** column. Details
32.	Click the **View Log/Trace** link. View Log/Trace
33.	Click the U_SFSNAP_0000000.PDF file link. U_SFSNAP_2561635.PDF
34.	The student's account for the current term is now displayed and can be printer from the Adobe tool bar.
35.	Click the **Adobe Print Icon** object. 
36.	Click the **appropriate printer** list item.
37.	Click the **OK** button. The student's snapshot will print on the selected printer. OK

38.	Click the **Close** button.
39.	Click the **Close** button.
40.	To run the process for all terms, current and past, click the Hist Snap icon and follow the steps outlined for creating a current snapshot.
41.	Click the **Return to Search** button. Return to Search
42.	**End of Procedure.**