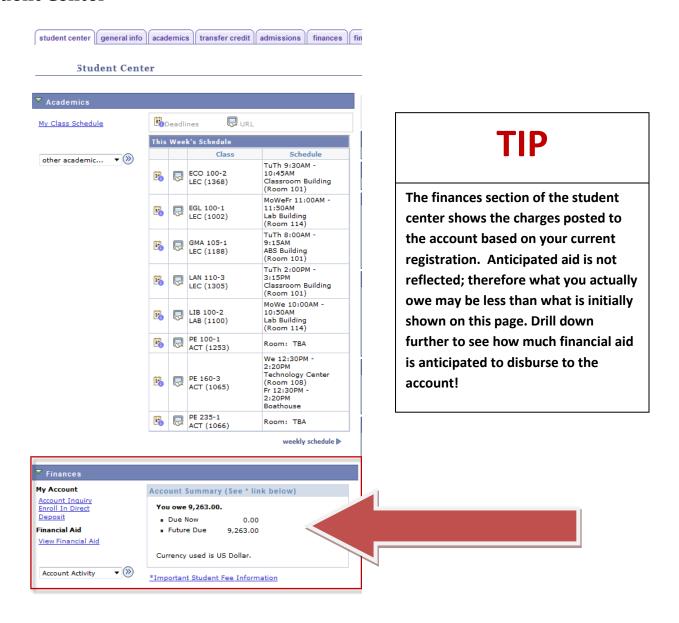# Understanding PeopleSoft Billing and Financial Aid

The statement of account is a snapshot in time and may not reflect the most recent activity on the student's account. The best place to see current charges, credits, and the amount due is through the PeopleSoft section of the student portal.

- Log into the Student Portal
- Once you have logged in, click on the PeopleSoft icon located on the left hand side- that will bring you to your Student Center

Student Center

TIP

The finances section of the student center shows the charges posted to the account based on your current registration. Anticipated aid is not reflected; therefore what you actually owe may be less than what is initially shown on this page. Drill down further to see how much financial aid is anticipated to disburse to the account!

Understanding PeopleSoft
Billing and Financial Aid

Account Inquiry

TIP

Clicking on the Account Inquiry link allows you to view outstanding charges AND pending financial aid.

▽ **Finances**

My Account
Account Inquiry ◀─────
Enroll In Direct Deposit

Financial Aid
View Financial Aid

other financial... ▼ ⓐ

Account Summary (See * link below)

You owe 11,028.00.
- Due Now   0.00
- Future Due   11,028.00

Currency used is US Dollar.

*Important Student Fee Information

Account Summary

TIP

If your pending financial aid is LARGER than your outstanding charges and deposits, you don't owe anything and you may be due a refund after classes begin.

If your aid is less than your charges, you will need to pay the difference by the due date. If you change your registration, there may be additional charges due. Remember to check your account after all enrollment changes.

Account Summary

You owe 11,028.00. For the breakdown, access Charges Due
- Due Now   0.00
- Future Due   11,028.00

What I Owe			
Term	**Outstanding Charges & Deposits**	**Pending Financial Aid**	**Total Due**
Spring 2014	11,028.00	4,701.00	6,327.00
Total	**11,028.00**	**4,701.00**	**6,327.00**

Currency used is US Dollar.

Financial aid is awarded based in full time enrollment (12 or more units). Should you drop below full time by the add/drop deadline (January 17) some awards may be adjusted and you could end up with a balance.

Understanding PeopleSoft Billing and Financial Aid
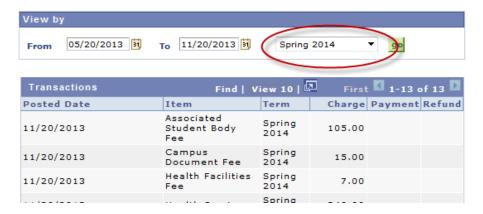
Using the Drop Down Menu

The drop down menu in PeopleSoft allows you to view all charges for all terms, or you can view by a specific term. To get there, navigate back to the Student Center.

My Account
Account Inquiry
Enroll In Direct
Deposit

Financial Aid
View Financial Aid

Account Activity

Account Activity
Charges Due
Pending Financial Aid
other financial...

Account Summary (See * link below)

You owe 11,028.00.

- Due Now   0.00
- Future Due   11,028.00

Currency used is US Dollar.

*Important Student Fee Information

TIP

The drop down menu is in the finances section of the student portal.

Account Activity

View by

From 05/20/2013   To 11/20/2013   Spring 2014   go

Transactions			Find	View 10		First 1-13 of 13		
Posted Date	Item	Term	Charge	Payment	Refund
11/20/2013	Associated Student Body Fee	Spring 2014	105.00		
11/20/2013	Campus Document Fee	Spring 2014	15.00		
11/20/2013	Health Facilities Fee	Spring 2014	7.00		
		Spring			

Understanding PeopleSoft Billing and Financial Aid

Viewing Pending Financial Aid

Again, using the drop down menu, you can see a breakdown of all pending financial aid that is expected to credit the account.

TIP

Navigate back to the Student Center- Pending Financial Aid is an option in the drop-down box.

Just like in account activity, choose the term for which you want to review.