# View Student Financials & Account Transactions

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There will be times you need to view information on a specific student. Depending on your security role, you may not have all the functionalities shown here. Updated 06/2024

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#### **Find Student**

The first step in the process is always locating the student in UR Student

- 1. Type **Student's name** or **URID** in search bar then hit enter or magnifying glass.
- Select Student from the More Categories list, if student isn't visible.
- 3. Click student's hyperlink.
- 4. From the Student's landing page, click **Student Financials**.
- S Saved Categories People Tasks and Reports More Categories 2 Student People Tasks and Reports People Tasks and Reports B More Categories Projects Banking and Settlemen ERBOR
- 5. Notice the five tabs:
- **Student Financials Period Record –** view academic periods where students could be assessed charges and waiver payments.

Expenses

- Academic Period view financial information related to a specific Academic Period
- Payment Plan if a student has set up a Payment Plan, view details here - This tab will NOT appear if the student has never had a payment plan in UR Student.
- · Account Transactions view all account transactions.
- Outstanding Charges and Payments shown here, if applicable
- **Historical Transactions** transactions prior to 2021 (pre-UR Student), which were converted from the legacy student information system.

s	Rudent   University of Rochester	~ Un	iversity of Rochester						5
88	Summary	3 items						1 II 🖉 🕮	
	Personal	SFPR	Academic Period	Academic Unit	Academic Level	Program of Study	Program of Study Status	Total Registered Units	
	Contact	0	East 2022 ECAR	Eastman Community Music	ECAR	Non-matriculated Browner	In Browness		
ə	Academics	~	Fill avec Euler	School	ECHIS	[ECMS] Non- Matriculated	III P TAPRIDA	0	
	Student Financials	٩	Spring 2023 ECMS	Eastman Community Music	ECMS	Non matriculated Program	In Progress	0	
3	Financial Aid					Matriculated			
	History	٩	Summer 2023 ECMS	Eastman Community Music School	ECMS	Non matriculated Program [ECMS] Non- Matriculated	In Progress	0	

#### **View Academic Period Tab**

To view financial information, navigate to the Academic Period tab.

- 1. On the **Academic Period** tab, hover mouse cursor over any amount shown in blue to view the drop-down arrow
- 2. To view more details, click drop-down arrow
- 3. Click View Details

Note: You can also Export to Excel or PDF

	- 1				5	5			
Unive	rsity of Rochester		View By						
Total A	count Balance 38,593.00	)	Academic Per	iod (All Applicable T	ransactions)	*			
Due No	w 38,593.00	)	Academic Period Asset Cost Activity Balancing Worktag			3.00			
Accoun	Account is up to date.			Company Customer					
~ т	ransactions		Due Date (All	Applicable Transacti	ons)				
3 items			Expense Paye	e					
	Academic Period	2 Charges	Payment Term View Details Export to Ex	ccel (All Columns)		+ fund iount	Total Due	Anticipated Payments	Anticipated Due
~	Fall 2024 Medical	38,593.00 -	Export to PI	DF		.00	38,593.00	0.00	38,593.0
4							0.00	0.00	
ď	Spring 2024 Medical	36,912.00	. 36,912.00	0.00	0.00	0.00	0.00	0.00	0.0

### **View Account Transactions Tab**

This tab allows you to view all Account Transactions for the student. By default, UR Student organizes them with the most recent transactions on top. Screenshot on reverse side

- 1. Click Account Transactions tab
- 2. Click any Header in the table to sort and filter data
- 3. Click the Export icon to export to Excel

**Note:** Any filters you apply are lost when you export. Best Practice is to first export, then manipulate data in Excel.



# UR STUDEN

## View Student Financials & Account Transactions



Academic Period	Payment Plan	Account Tra	insactions	↑ Sort Ascending     storical Transactions
Total Account Balanc	ce 30,017.10		1	Filter Condition * is
Due Now	2,374.00			Value * select one v
Account is up to date	e. ns			Filter 2 3
Academic Period	-	Fransaction Date	Due Date	In Payment Plan Amount Account Balance

- 5. Click Related Actions icon to view Related Actions

6.	Perform any		0			and and a Histo	rical Transac	tions
	Related	Actions	6 ent Cha					
	Actions	Student Charge > Accounting >	Student Charge	Tuition: A&S FT Undergraduate				
	by novering	Favorite > Integration IDs >	Status	Approved University of Rochester				
	cursor over	$\square$	Academic Period Academic Period Type	Fall 2019 ASSE Fall				≂ 00 ⊡ ∟"
	the action		Locked Posted Date	No 01/30/2020			Amount	Account Balance
7.	Click the		Posted Time Due Date	11:14 PM 02/10/2020		T Fee: Payment Iration T Undergraduate	25.00	29,992.10
	blue X or		Transaction Amount Total Amount Paid	\$27,520.00 \$0.00		te Payment	282.10	29,692.10
	click off to		Outstanding Balance	\$27,520.00		- Chm Concete,	130.00	29,410.00
	close pop up		Payment Applications Transaction Date	0 items Transaction	네뷰 (ji) 등 데이 급 Transaction Amount	5	130.00	29,280.00
				No Data			27,520.00	29,150.00

### **Outstanding Charges and Payments Tab**

This tab provides information on Outstanding Charges and Payments, as well as Unapplied Payments and the Encumbrance period. If a student has no outstanding charges or payments, no data populates

- 1. Click the Outstanding Charges and Payments tab
- 2. View Outstanding Charges, if applicable
- 3. View Unapplied Payments, if applicable

- **3a.** For Online payments, **Refund Eligible** reads **No** until they are settled overnight
- **3b.** If a payment is encumbered, it cannot be refunded until after the **Encumbrance End Date** (see below)

Cauernic Period Aco		outstanding t	narges and Payments		ISACUOIIS	
Student Collection Record	Q,					
Collection Status	Active					
Total Account Balance 24	1,044.50		Past Due	0.00		
Due Now 0.	00		Current Due	0.00		
			Future Due	0.00		
Account is up to date.	2					
Outstanding Charges 4 ite	ems					
Academic Period	Posted I	Date Due Date	Transaction		Total Amount	Outstanding Amou
Spring 2020 AS&E	02/20/2	2020 03/10/20	020 Tuition: Hajim I Prorated	T Undergraduate	20,640.00	20,640.0
Spring 2020 AS&E	02/20/2	2020 03/10/20	020 Tuition: A&S FT	e5	27,520.00	3,279.5
Spring 2020 AS&E	02/20/2	2020 03/10/20	020 Fee: AS&E Und Fee	ergraduate Activity	155.00	155.0
Spring 2020 AS&E	02/11/2	2020 03/10/20	020 Audit: A&S PT I MATH 130-1 - I Math	Undergraduate: Excursions In	570.00	570.0
4	3					
Unapplied Payments 3 ite	ms				3a	
Academic Period	Posted Date	Transaction	Ti Amo	otal Unapplied unt Amount	Refund Eligible	Encumbrance End Date
Fall 2019 AS&E	04/01/2020	Payment: Cash	50	00 50.00	No	
	03/31/2020	Payment: Cash	50	00 50.00	No	
Fall 2018 AS&E						

### Encumbrance

- Different payment types are encumbered for different timeframes
- The Encumbrance Date for an Online payment expires 5 days after settlement
- · Financial aid and Waiver payments are not encumbered
- If a payment is encumbered, it cannot be refunded until after the Encumbrance End Date

# **View Student Financials & Account Transactions**



#### **Student Financials Period Record**

The tab you land on when you click Student Financials is the Student Financial Period Record (SFPR), which contains the following information:

- 1. A student's SFPR details.
- 2. The Academic Period the SFPR is on.
- 3. The Academic Unit the student is in.
- 4. The student's Academic Level.
- 5. The student's **Program of Study**.
- 6. The Program of Study Status.
- 7. The student's **Total Registered Units**.

- 8. The student's **Total Billing Units**.
- 9. If a student is in any **Cohorts**.
- 10. If the student has a related **FAPR**.
- 11. When the student Last Assessed.
- 12. If the SFPR **Needs Update**. Should this say "yes," something has changed that will cause the student to reassess overnight.

Student Finar	ncials Period Records A	cademic Period Account	Transactions	Outstanding Charges an	d Payments its ts its its its	tsts ts ts Hist	orical Tran	sactions	Note: E	You can also Expo xcel or Worksheet	rt to s
<ul> <li>Univ</li> <li>Univ</li> </ul>	versity of Rochester										╤┉╓
1) SFPR	Academic Period 2	Academic Unit	Academic Level	Program of Study	Program of Study Status	Total Registered Units	Total Billing Units	Cohorts 9	Related FAPR	Last Assessed	Needs Update
q	Fall 2023 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	Billing: Med School Phase 1 SMD Class of 2027	Fall 2023 Medical	•	
Q,	Spring 2024 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	Billing: Med School Phase 1 SMD Class of 2027	Spring 2024 Medical		
Q	Fall 2024 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	Billing: Med School Phase 2 SMD Class of 2027	Fall 2024 Medical	06/25/2024 09:43:22 AM EDT	
Q	Spring 2025 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	SMD Class of 2027	Spring 2025 Medical		
Q,	Fall 2025 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	SMD Class of 2027	Fall 2025 Medical		
q	Spring 2026 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	SMD Class of 2027	Spring 2026 Medical		
Q,	Fall 2026 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	SMD Class of 2027	Fall 2026 Medical		
Q	Spring 2027 Medical	School of Medicine and Dentistry	Medical	Medicine [MED] MD	In Progress	0	0	SMD Class of 2027	Spring 2027 Medical		
4		→ <									

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