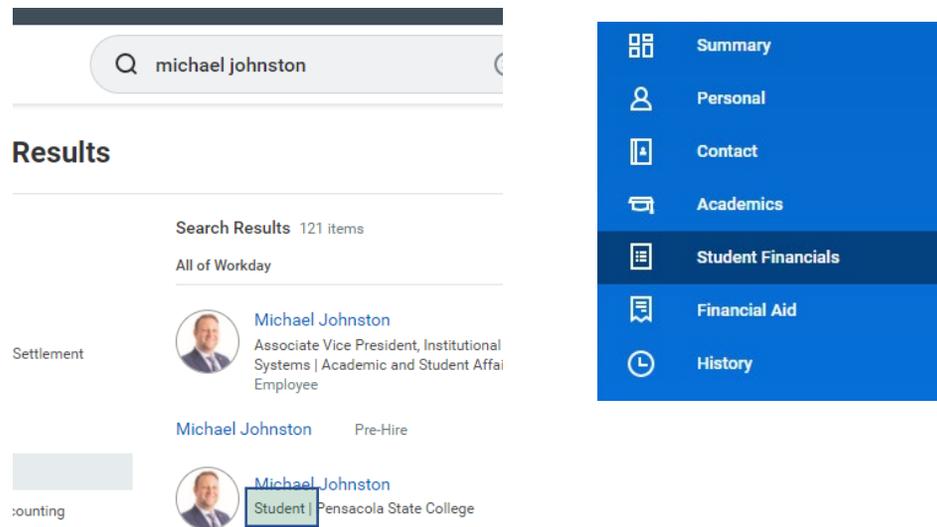


STAFF

Navigate Student Financial Record

1. Search for a student in the search bar, select the *Student* profile if there are additional employee accounts.
2. Click on *Student Financials* in the blue side menu.



Here you will see several tabs:

- Academic Period: Summarizes payments, refunds, anticipated payments, and account balances due.
- Account Transactions: Displays the financial details of the student's record.
- Outstanding Charges and Payments: Displays outstanding charges and unapplied payments.
- SF: FL – Charges by Course Admin: Displays charges and amount due by course.
- SF: Waiver Additional Data: Displays any applied financial waivers.