Student View: Transactions

This page applies to the Enterprise Payment Platform. If you are looking for QuikPay or Commerce Manager, View the <u>QuikPay</u> section.

The student can view the transactions that have occurred on their account, which includes charges, credits, payments, and returns.

Navigation

- Click View Details in the top right corner of the tile.
- Select the Transactions tab.



Transactions

Display options

The transactions are sorted by Effective Date in descending order (newest information on top).

Transactions can be filtered by date or fee type. Use the drop-down menus to filter.

- In the date drop-down menu, select:
 - All
 - Past 30 Days
 - Past 60 Days
 - Past 90 Days
 - Date Range Enter in the specific date range desired
- In the type drop-down menu, select:
 - All Accounts
 - CFI Fee
 - Enrollment Fee
 - Institution accounts (Tuition, fees, etc.)

Transaction type

The **Transaction Type** column provides information about the type of action that was taken:

- Setup Activity
- Payment Activity (online, mobile, or in-person)
- Charge of Fee
- Balance Adjustments

Click the link in the Transaction Type column to view the transaction's details.

Amounts

The Adjustment Amount and Amount Due columns provide information on transaction amounts.

- The Adjustment Amount shows the amount debited or credited to the student's account.
- The Amount Due shows how much the student still owed during the time of that transaction.

Activity Details Test Student Student ID: 900131079					Term:
☑View Payment St.	Immary			Nelnet Payment Processing Policies	
Schedule	sactions Balances	Payments Made	Changes		
Transactions					₽rint
Past 30 Days	•	All Accounts	٣		
Date	Name	Account	Transaction Type	Adjustment Amount	Amount Due
05 Nov 20XX	Test Student	Service Fee	Return - Service Fee (20 Oct 2019)	\$4.72	\$171.46
05 Nov 20XX	Test Student	Student Account Balance	Return - Payment (20 Oct 2019)	\$171.46	\$171.46
05 Nov 20XX	Test Student	Student Account Balance	Payment - Payment (20 Oct 2019)	-\$171.46	\$0.00
05 Nov 20XX	Test Student	Service Fee	Payment - Service Fee (20 Oct 2019)	-\$4.72	\$171.46