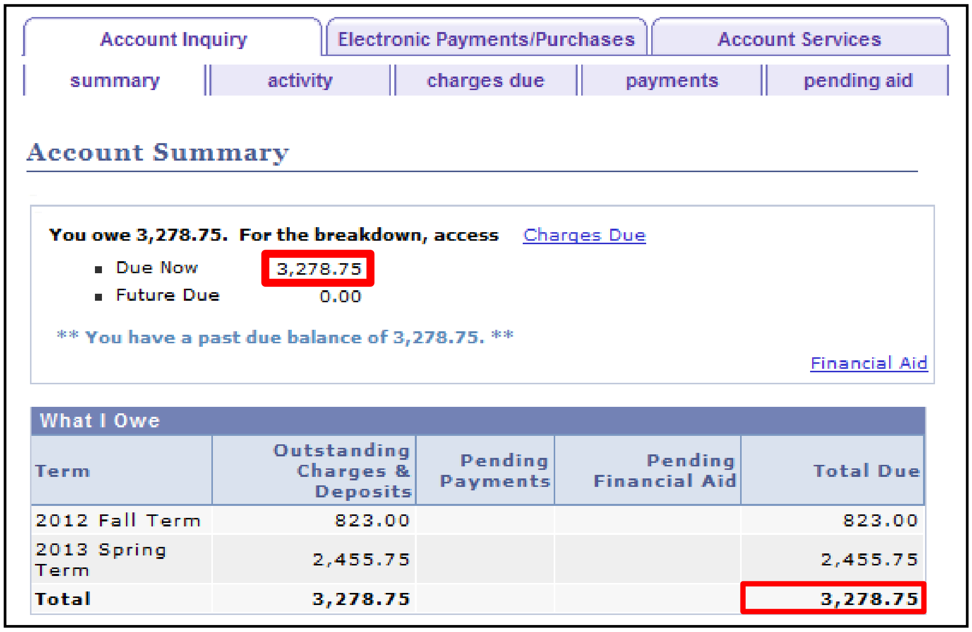
Account Inquiry – Bills, Payments and Financial Aid

Students may use self-service to view details of their financial account.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

4.


Account Inquiry | Electronic Payments/Purchases | Account Services

summary | activity | charges due | payments | pending aid

Account Summary

You owe 3,278.75. For the breakdown, access Charges Due

- Due Now 3,278.75
- Future Due 0.00

** You have a past due balance of 3,278.75. **

Financial Aid

What I Owe

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2012 Fall Term	823.00			823.00
2013 Spring Term	2,455.75			2,455.75
Total	**3,278.75**			**3,278.75**

On the **Account Inquiry** tab **summary** sub-tab, the **Account Summary** page displays outstanding charges and deposits, as well as, pending financial aid (if any) and **Total Due**. In the **What I Owe** section, the **Total Due** amount to be paid is shown.

Note: Amounts listed under Pending Payments have been rejected. Please contact the Office of the Bursar.

5.

Under **Account Inquiry** tab, select the **activity** sub-plan tab to view detailed information about both charges and payments.

Note:

- ***Within the View by section, narrow the results by selecting a date range (month, year and then day) using the From and To calendar icons. To look for transactions within a specific term, ensure the date range includes the transactions for the specific term. Then select the Go button.***
- ***Displayed are ten rows of charges and payments. Select the View All link to see all rows or select the arrow to view the next set of ten rows - in reverse chronological order.***

6.

Under **Account Inquiry** tab, select the **charges due** sub-tab that displays four sections.

- **Summary of Charges by Due Date** section displays the amount due by date and total.
- **Details by Due Date** section displays charges by term.
- **Details by Charge** section displays the detailed charges, due date, term and amount.
- **Invoices Due** should be disregarded for Fall 2010 invoices. If there are questions regarding this section, please contact the Office of the Bursar.

Note: Consult the College website to verify the bill due date and any date extensions.

7.	Under **Account Inquiry** tab, select the **payments** sub-tab to view the **Payment History** page. ***Note:*** • ***All payments are listed here in reverse chronological order.*** • ***Within the View by section, narrow the results by selecting a date range (month, year and then day) using the From and To calendar icons. To look for transactions applicable to a specific term, allow for a date range two months before and after the term dates. Then select the Go button.*** • ***Posted Payments appear in sets of five in reverse chronological order. Select the View All link to see all of the payments or select the arrow to view the next set of five posted payments.***
8.	Under **Account Inquiry** tab, **Pending aid** section displays the type of award, term and amount. ***Note:*** • ***When disbursed, pending aid will appear as a payment.*** • ***Further information about any Pending Financial Aid Award may be obtained from the Office of Financial Aid.***
	End of Procedure.