

VIEW ACCOUNT SUMMARY

To see a summary of the account, click on “Account Inquiry”.

The screenshot displays a Microsoft Internet Explorer browser window titled "Base Navigation Page - Microsoft Internet Explorer". The address bar shows the URL: http://ps-cstweb/pspp/cstst89/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORT. The page content includes the PeopleSoft logo and a navigation menu with links for "Home", "Add to Favorites", and "Sign out". A breadcrumb trail indicates the current location: "Main Menu > Self Service >". The main section is titled "Campus Finances" and provides instructions: "View your account, make an electronic payment, view and accept your financial aid awards." Below this, there are three links: "Account Inquiry" (with a sub-description "View details about your financial account."), "Payment Profile" (with a sub-description "Maintain your credit card or eCheck account details."), and "View Financial Aid" (with a sub-description "View information about your financial aid awards, including scheduled disbursements."). A black arrow points to the "Account Inquiry" link. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 3:02 PM.

summary

activity

Account Summary

You owe 272.00.

- Due Now 272.00
- Future Due 0.00

**** You have a past due balance of 272.00. ****

What I Owe

Term	Outstanding Charges & Deposits	Total Due
Fall 2007	272.00	272.00
Total	272.00	272.00

Currency used is US Dollar.

▸ Remittance Addresses

[Financial Aid](#)

Summary [Activity](#)

go to ...

To summarize by term, click on the “activity” tab and the following screen will appear.

summary activity

Account Activity

View by

From 05/29/2007 To 11/29/2007 All Terms go

Transactions Find | View All First 1 of 1

Posted Date	Item	Term	Charge	Payment	Refund

First 1 of 1 Last

Currency used is US Dollar.

[Summary](#) Activity

go to ...

To choose a specific term, click on the drop down arrow.

Click the “go” box once the selection has been made.