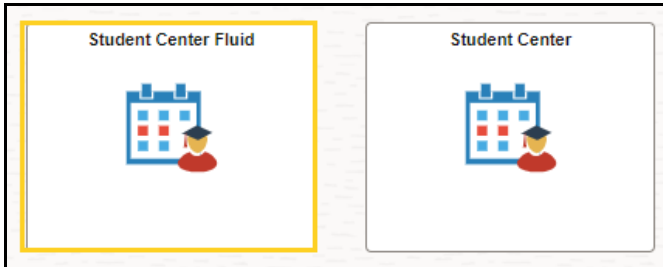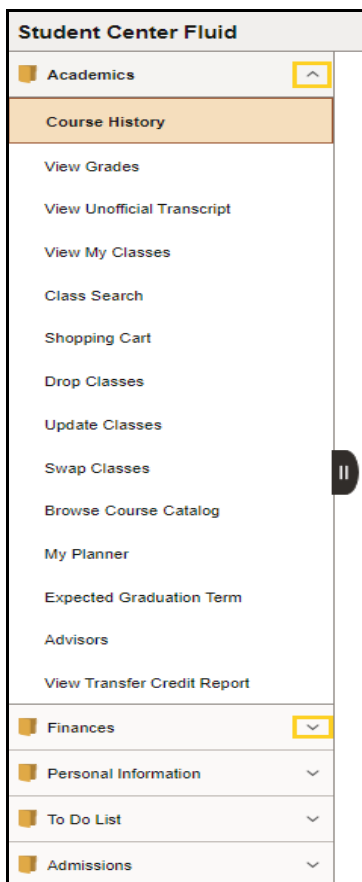## View Payment History

1. Click the **Student Center Fluid** tile.

2. The system defaults you into the **Academics Course History** option.
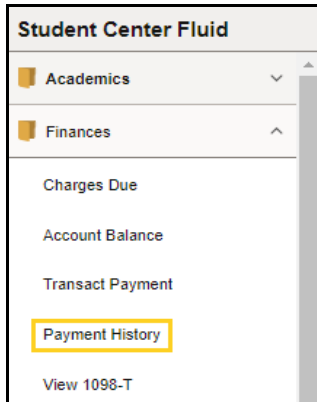
    Click the **drop-down button to the right of the Academics** to close the menu options.

   Click the **drop-down button to the right of the Finances** to open the menu options.
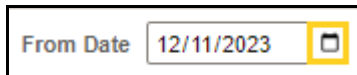
Job Aid

3.   Click the **Payment History** menu option.

Student Center Fluid

- Academics ⌄
- Finances ⌃
  - Charges Due
  - Account Balance
  - Transact Payment
  - Payment History
  - View 1098-T

4.   The panel displays with no payment activity shown.

   Click the **Filter** button to select payment time period.

Payment Details

No payment activity matches filter date range.

Filter
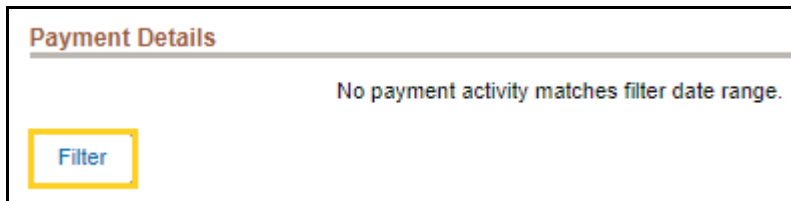
5.   Click the **From Date** calendar button.

From Date   12/11/2023   🗓

6.   Click the **Show previous month** arrow until you reach **01/01/2023**..

From Date   12/11/2023   🗓

To Date

December, 2023   ↑   ↓

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear   Today
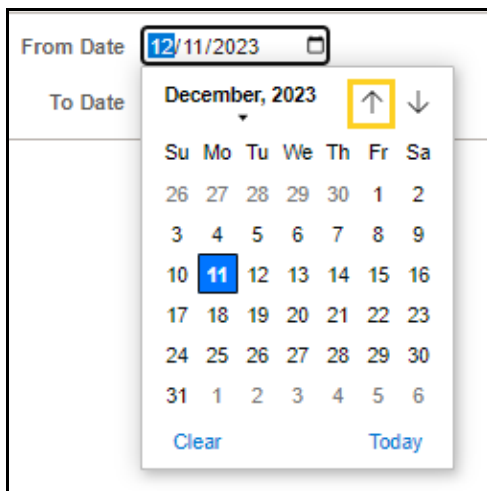
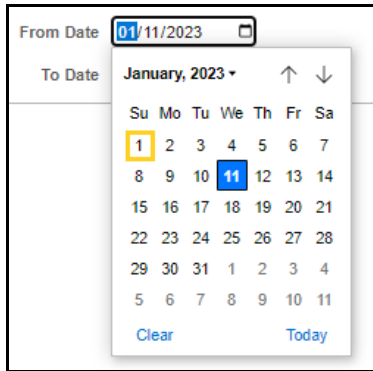7.   Click the **1st** day on the calendar.
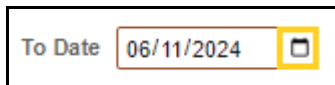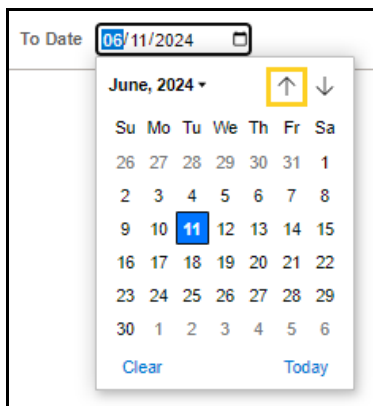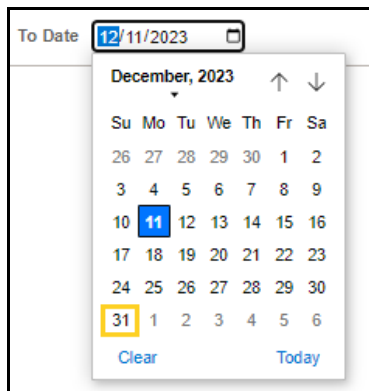

8.   Click the **To Date** calendar button.

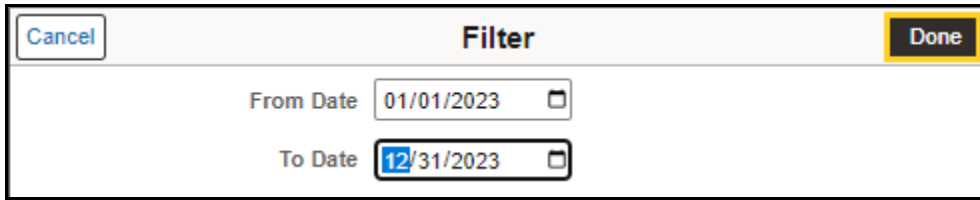9.   Click the **Show previous month** arrow until you reach **12/31/2023**.
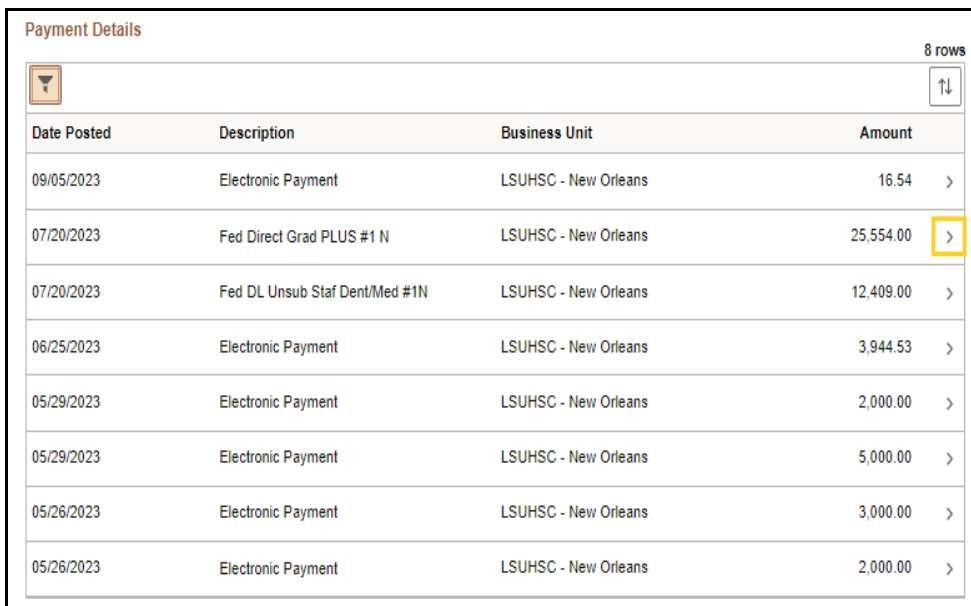

10.   Click the **31st** day on the calendar.

11.   Click the **Done** button.

Cancel	**Filter**	Done
	From Date 01/01/2023	
	To Date 12/31/2023	

12.   The student's **Payment Details** display. Each line shows a payment description and amount.

On the **Fed Direct Grad Plus #1 N** (line 2), click the **right arrow** to view the breakdown of charges for a specific date and amount.

Payment Details

8 rows

Date Posted	Description	Business Unit	Amount	
09/05/2023	Electronic Payment	LSUHSC - New Orleans	16.54	>
07/20/2023	Fed Direct Grad PLUS #1 N	LSUHSC - New Orleans	25,554.00	>
07/20/2023	Fed DL Unsub Staf Dent/Med #1N	LSUHSC - New Orleans	12,409.00	>
06/25/2023	Electronic Payment	LSUHSC - New Orleans	3,944.53	>
05/29/2023	Electronic Payment	LSUHSC - New Orleans	2,000.00	>
05/29/2023	Electronic Payment	LSUHSC - New Orleans	5,000.00	>
05/26/2023	Electronic Payment	LSUHSC - New Orleans	3,000.00	>
05/26/2023	Electronic Payment	LSUHSC - New Orleans	2,000.00	>

13. Charges paid on 07/20/2023 by **Fed Direct Grad Plus #1 N** display.

    Click the **Close** button.

Charges Paid on 07/20/2023 by Fed Direct Grad PLUS #1 N	×

Payment Breakdown	Term	Applied Payment Amount
SGA, Additional, Med NO	Fall-New Orleans 2023	15.00
Gen Activity Fee, Med, NO	Fall-New Orleans 2023	24.50
Student Housing Fee, NO	Fall-New Orleans 2023	45.50
Building Use Fee, NO	Fall-New Orleans 2023	60.00
Student Health, NO	Fall-New Orleans 2023	68.75
Tech Fee, Med, NO	Fall-New Orleans 2023	75.00
Safety and Security Fee - N.O.	Fall-New Orleans 2023	125.00
Acad. Excel. Fee- MEDNO	Fall-New Orleans 2023	150.00
Operational Fee MEDN NO	Fall-New Orleans 2023	232.00
Tuition, Medicine in NO	Fall-New Orleans 2023	3,278.73
Parking Fees - New Orleans	Fall-New Orleans 2023	125.00
Refund Overpay-Via BankMobile	Fall-New Orleans 2023	21,354.52
Total Payment Amount		**25,554.00**

14. This completes *View Payment History*.