Process: PIQST00 can be used to view the open (unpaid) items on a student's account balance. If the student has no open items, you will remain on the Student File screen.

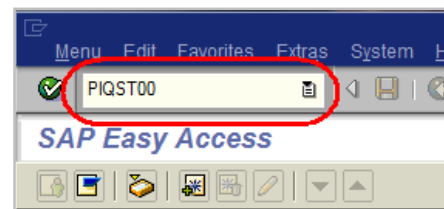To view more detailed student account information, use the transaction **FPL9**.

Role: Authorized Users	**Frequency:** When needed

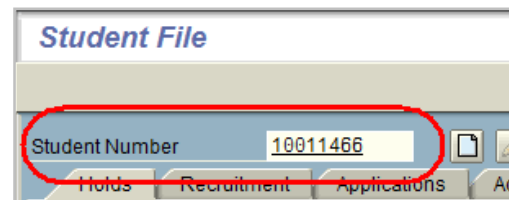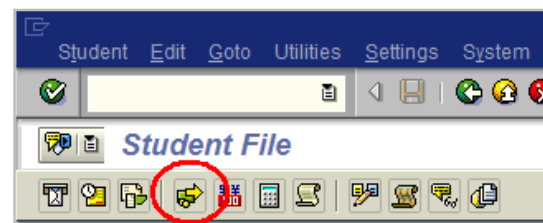| Displaying Unpaid Student Account Items	
Enter the transaction code	**PIQST00** <- Two zeros on the end

| Student File Screen	
Student Number	Enter either the student's **Student Number** or search for the student
Press **Enter** to pull up the student's records	
Click **Account Balance** (located on the Application toolbar – 4th icon from the left)	

Account Display: Basic List

Status Indicators	• Red – the Receivable is open (unpaid) and due
	  • Yellow – the item is due today
	  • Green means the item is not due

Available views include: • Receivables – Default view; Shows the open (unpaid) items on the account • Down payments – Not used • Totals – Shows an overview • Payment list – Shows payments that have been made • Chronology – Sorts list by the due date	
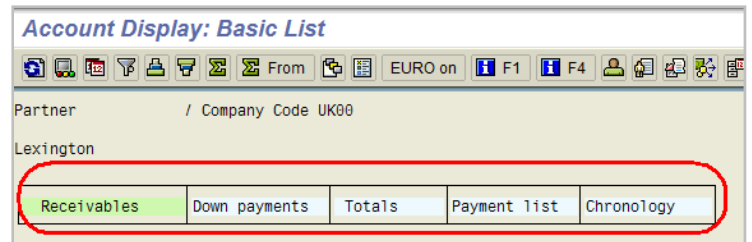
	Receivables		Down payments		Totals		Payment list		Chronology			

	Post Date	Due Date	Doc #	Confirm #	Total Amount	Open Items	Type	Per	Grant	Transaction Type	Description
●○○	06/18/2009	06/30/2009	2710000918		885.00	885.00	TUIT	0952		Tuition Fees	CM Fee Calculation

Column information:

- Status Indicator – Shows the status of the line item
- Post Date – Date the transaction was posted to the student's account
- Due Date – Date the payment is due; Usually same date as post date
- Document number – SLCM document number for the item posted to the student's account
- Confirmation number – Number assigned by the sytem when a student pays via the web (Biller Direct)
- Total amount – Original amount of the transaction before anything was cleared
- Open items – Unpaid balance of the transaction
- Type – The code for the transaction type
- Per – Period key; Some transactions will be assigned an identifier to indicate the period in which they were posted; Example, 0830, 08 specifies Academic Year 2008, and 30 specifies Spring semester
- Grant – The type of financial aid that is posted to a student's account
- Transaction type – The specific type of transaction
- Description – A brief description of the transaction