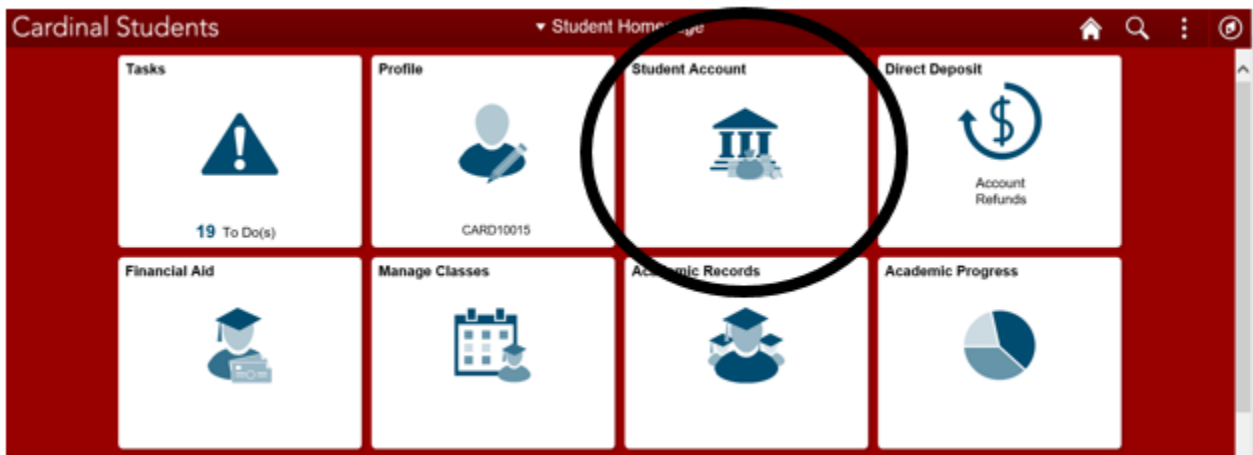




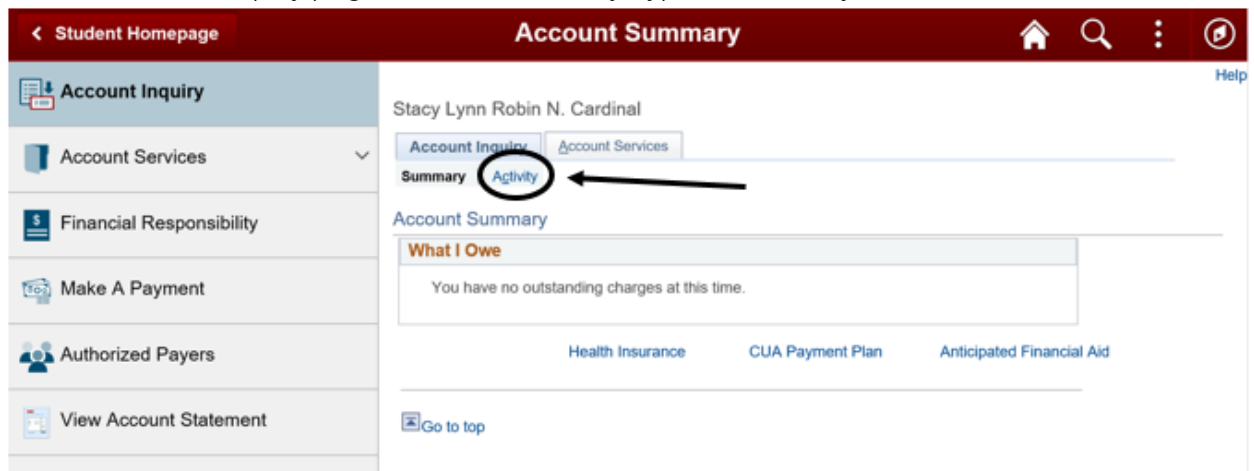
Viewing Account Activity in Cardinal Students

Follow the below steps to generate a line-item summary of your student account activity for a given date range and/or term. This tool can be useful at tax time, as it enables students to determine the payments made on their account within a given calendar year.

1. Log into Cardinal Students and select the Student Account tile from the home page.



2. On the Account Inquiry page, select the Activity hyperlink under your name.



3. A line-by-line transaction summary will display on the Account Activity page. Transactions will be displayed in reverse chronological order.
 - A. The default view will display 10 line-items per page but you can select the "View 100" hyperlink to change the view to display up to 100 items per page.

Account Activity

View by

From To

Transactions Personalize | Find | **View 100** | First 1-10 of 478

Posted Date	Item	Term	Charge	Payment	Refund
11/22/2019	Student Medical Plan	Fall 2019	-3,798.00		
11/22/2019	Technology Fee	Fall 2019	-160.00		
11/22/2019	Tuition - Arts & Sciences U/G	Fall 2019	-8,928.00		
11/22/2019	Undergrad Stdt Assoc. Fee	Fall 2019	-64.00		
10/28/2019	Tuition - Arts & Sciences U/G	Fall 2019	-4,464.00		
09/25/2019	Tuition - Arts & Sciences U/G	Fall 2019	5,580.00		
09/24/2019	Tuition - Arts & Sciences U/G	Fall 2019	5,580.00		
09/24/2019	Tuition - Arts & Sciences U/G	Fall 2019	-5,580.00		
09/14/2019	Technology Fee	Fall 2019	160.00		
09/14/2019	Tuition - Arts & Sciences U/G	Fall 2019	7,812.00		

Currency used is US Dollar

- B. If there are more than 100 transactions on your account, use the arrow buttons to navigate between pages.

Account Activity

View by

From To

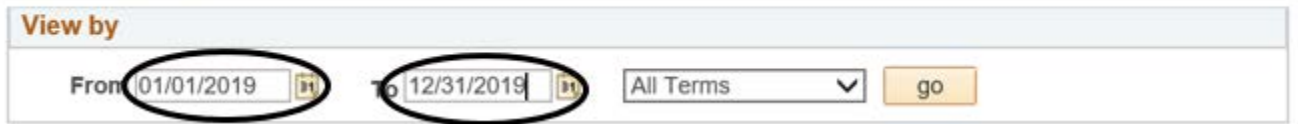
Transactions Personalize | Find | View 100 | First

Posted Date	Item	Term	Charge	Payment	Refund
11/22/2019	Student Medical Plan	Fall 2019	-3,798.00		
11/22/2019	Technology Fee	Fall 2019	-160.00		
11/22/2019	Tuition - Arts & Sciences U/G	Fall 2019	-8,928.00		
11/22/2019	Undergrad Stdt Assoc. Fee	Fall 2019	-64.00		
10/28/2019	Tuition - Arts & Sciences U/G	Fall 2019	-4,464.00		
09/25/2019	Tuition - Arts & Sciences U/G	Fall 2019	5,580.00		
09/24/2019	Tuition - Arts & Sciences U/G	Fall 2019	5,580.00		
09/24/2019	Tuition - Arts & Sciences U/G	Fall 2019	-5,580.00		
09/14/2019	Technology Fee	Fall 2019	160.00		
09/14/2019	Tuition - Arts & Sciences U/G	Fall 2019	7,812.00		

Currency used is US Dollar

- C. To view information for a specific date range, enter the start date and end date of the period for which you wish to view account activity and then select the green "go" button.

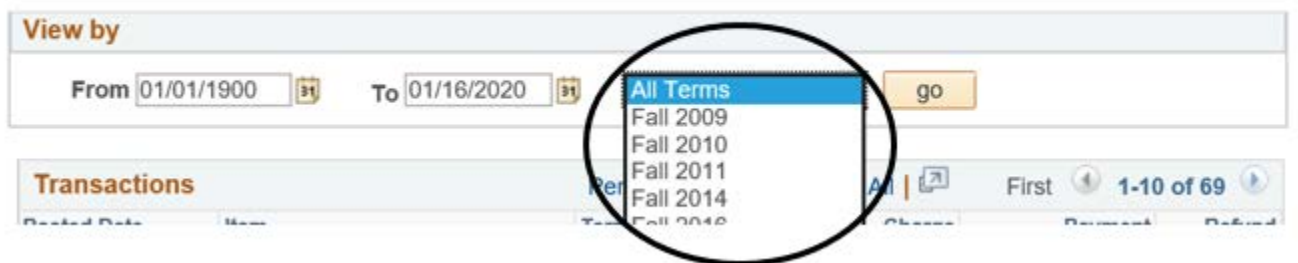
Account Activity



The screenshot shows the 'View by' section of a web interface. It contains a 'From' date field with '01/01/2019' entered, a 'To' date field with '12/31/2019' entered, a dropdown menu set to 'All Terms', and a green 'go' button. Both date fields are circled in black.

- D. To view information for a specific term, select the term from the drop-down menu and then select the green "go" button.

Account Activity



The screenshot shows the 'View by' section of a web interface. The 'From' date field contains '01/01/1900' and the 'To' date field contains '01/16/2020'. The dropdown menu is open, showing a list of terms: 'All Terms', 'Fall 2009', 'Fall 2010', 'Fall 2011', 'Fall 2014', and 'Fall 2016'. The 'All Terms' option is highlighted in blue. A green 'go' button is visible to the right of the dropdown. Below the 'View by' section, the 'Transactions' section is partially visible, showing a table with columns for 'Posted Date', 'Memo', 'Per', 'Term', 'Class', 'Amount', and 'Refid'. The table shows '1-10 of 69' items.