

## Example of a Statement of Account or Invoice

**Clearly visible should be: your name, the semester, semester charges and refunds and any scholarships applied to your semester.**

**For the December due date you should be sending your Fall Statement of Account that just finished, for the May due date you should be sending your Spring Statement of Account that just finished.**

Detail Code	Description	Charge	Payment	Balance
ASNMM	ASNMSU FEE	\$0.00		\$0.00
CFMA	LC COURSE FEE	\$20.00		\$0.00
DIST	LC COURSE DELIVERY FEE	\$210.00		\$0.00
DMMA	LC DIGITAL COURSE MATERIALS	\$128.68		\$0.00
RFND	REFUND(S) ISSUED	\$8,767.32		\$0.00
URF4	LC TUITION FAL UG RESD FT	\$3,905.00		\$0.00
URL4	LC TUITION FAL UG RESD LN	\$0.00		\$0.00
URP4	LC TUITION FAL UG RESD PT	\$0.00		\$0.00
1204	NON UNIV SCH		\$1,000.00	\$0.00
1290	CHASE FOUNDATION		\$3,250.00	\$0.00
1462	LOTTERY SCH - 15 HRS		\$2,291.00	\$0.00

### What is the report called at my school?

**TTU:** find your Account Activity for the appropriate semester

**RaiderLink -> eBill (under student business services) -> My Account -> Account Activity**

**LCU:** Account Information Account Details It will show a Transaction # in the first column, Date, Transaction Details, Check #/Ref, Amount, and then Balance in the last column.

**SPC: Account Activity Summary for the appropriate semester**

**Wayland Baptist Univ.: Finances tab, select Balance. Under Options on the left-hand side select your time period and then View by 'Detail by Charges/Credits'**

**NMSU/NMSU-C/DACC: Account Summary by Term    The breakdown will show Detail Code, Description, Charge, Payment and Balance as column headings. It will be a running total of all semesters that you've been at NMSU.**

**Or...**

**Account Summary    Student Billing Statement for the appropriate semester. It will show a left column with charges and right column with credits.**

**ENMU/ENMU-R: Account Summary by Term            The breakdown will show Description, Charge, Payment and Balance as column headings. It will be a running total of all semesters that you've been at ENMU.**

**UNM: View Account Summary, look for the appropriate semester    Column titles will be Detail Code, Description, Charge, Payment, and Balance**

**CNM: Account Activity    (Cashier -> Student Account Center -> Account Activity)  
The column headings will read: Description, Code, Date, and Amount**

**West Texas A&M: top right of document will say 'Statement of Account'**

**Account Activity Summary – select the appropriate term    Shown will be: Charges, Student Payments, Financial Aid, Refunds and Semester Balance. Capture the full document. After the totals will be a breakdown of your charges and other categories. (print to 'save as pdf')**