

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	<b>Review Student Refunds_SPD_20140929142333</b>
<b>Revision</b>	
<b>Document Generation Date</b>	<b>9/29/2014 2:23:00 PM</b>
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<b>Status</b>	

**Review Student Refunds**

**Trigger:**

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Result(s)</b>	<b>Comments</b>

**Additional Information**

# System Process Document

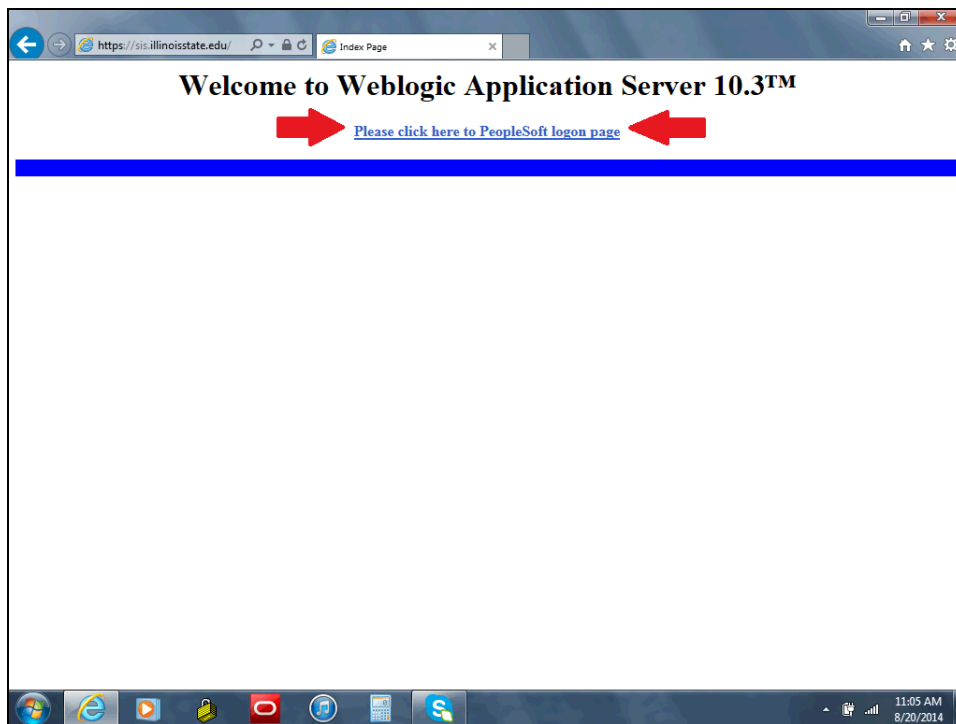
## Review Student Refunds



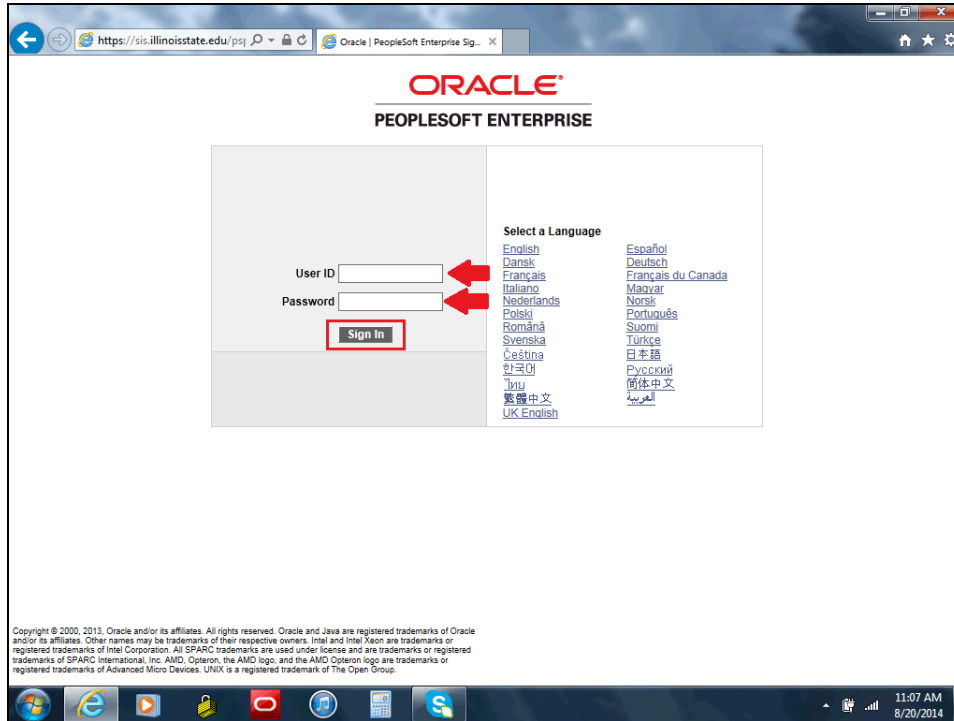
### Procedure

In this topic, you will learn how to **Review Student Refunds by ID and refund Date**.

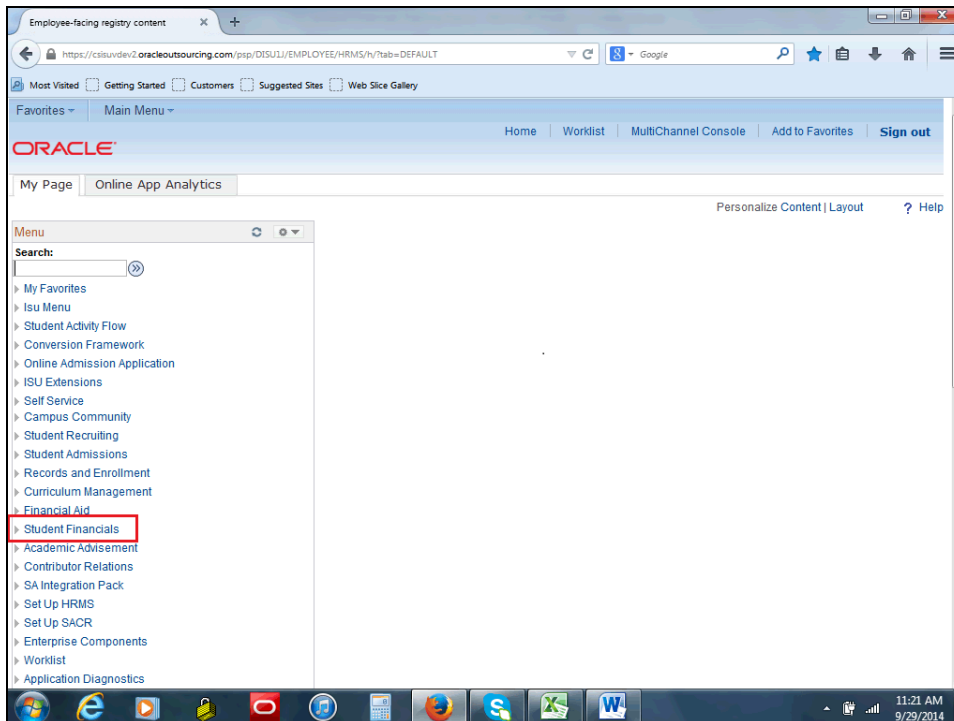
Step	Action
1.	Student refunds can be viewed by the Student ID or by the date the refund was posted.  In this document, we will review both options.



Step	Action
2.	To sign in to Campus Solutions, go to sis.illinoisstate.edu.  Click the <b>Please click here to PeopleSoft logon page</b> link.



Step	Action
3.	You will be directed to the <b>Campus Solutions</b> logon screen. Enter your <b>User ID</b> and <b>Password</b> then click the <b>Sign In</b> button.

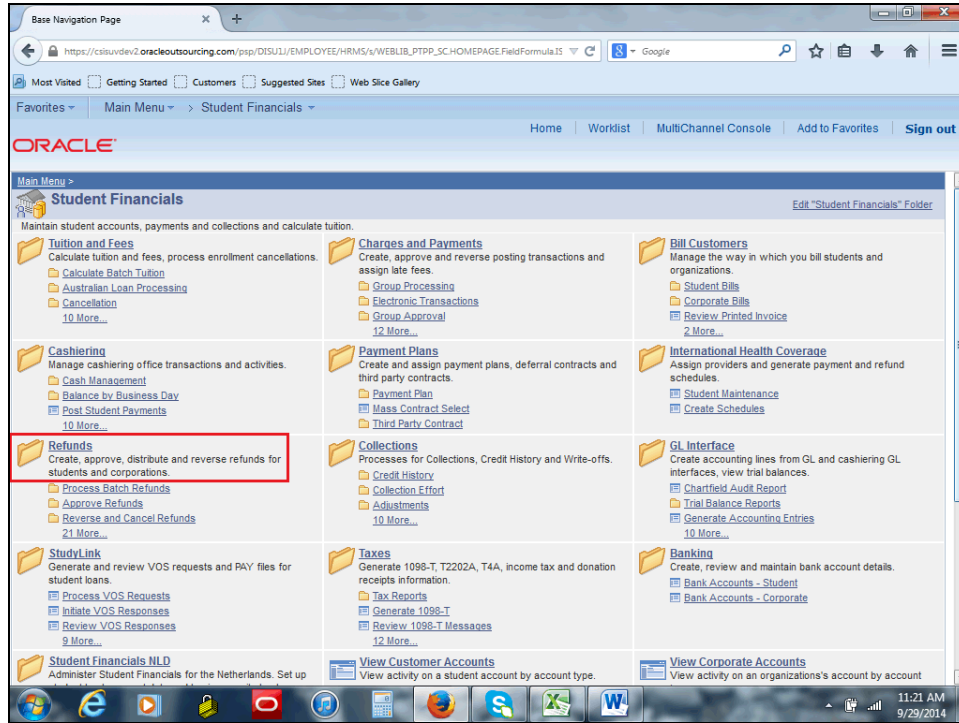


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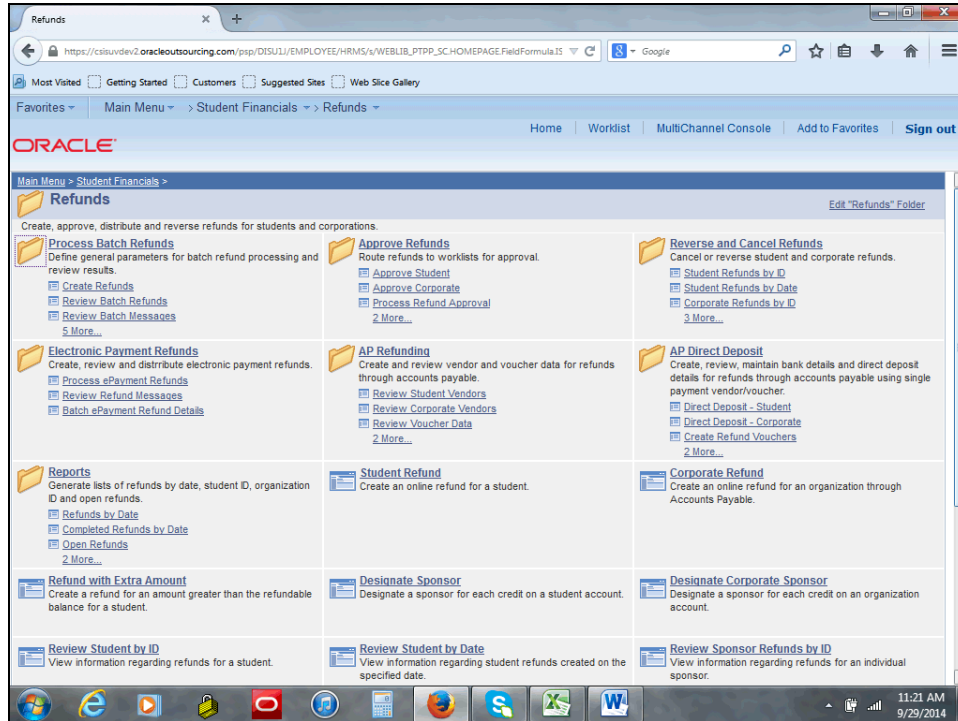
## Review Student Refunds



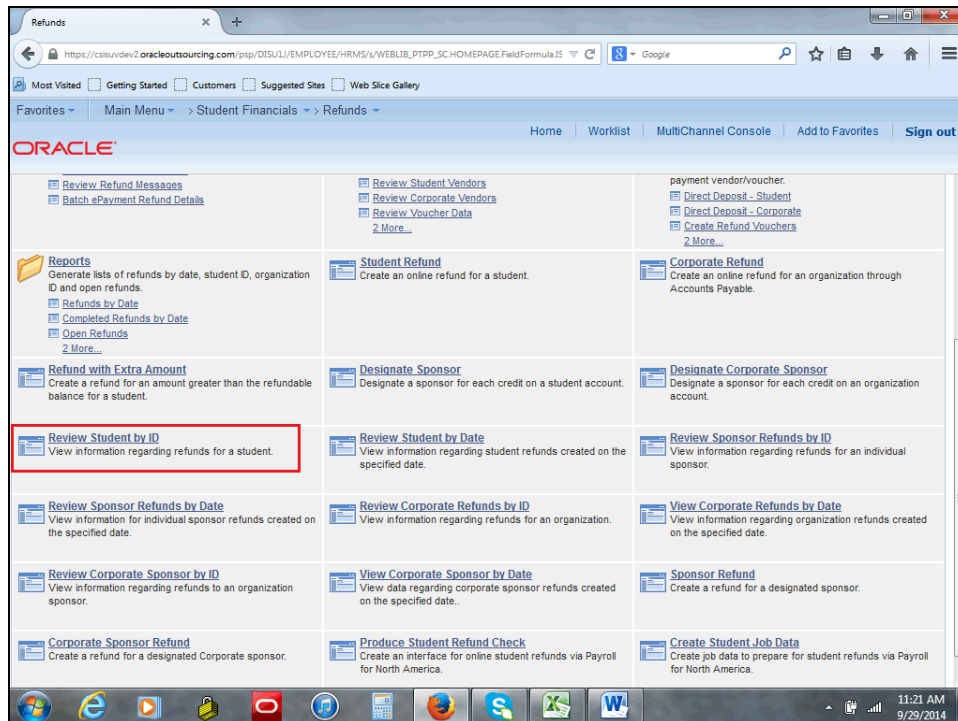
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p><b>Refunds</b> are within <b>Student Financials</b> menu.</p> <p>Click the <b>Student Financials</b> link.</p>



Step	Action
5.	<p><b>Review Student by ID</b> is within the <b>Refunds</b> folder.</p> <p>Click the <b>Refunds</b> folder.</p>



Step	Action
6.	Scroll down to the <b>Review</b> section.

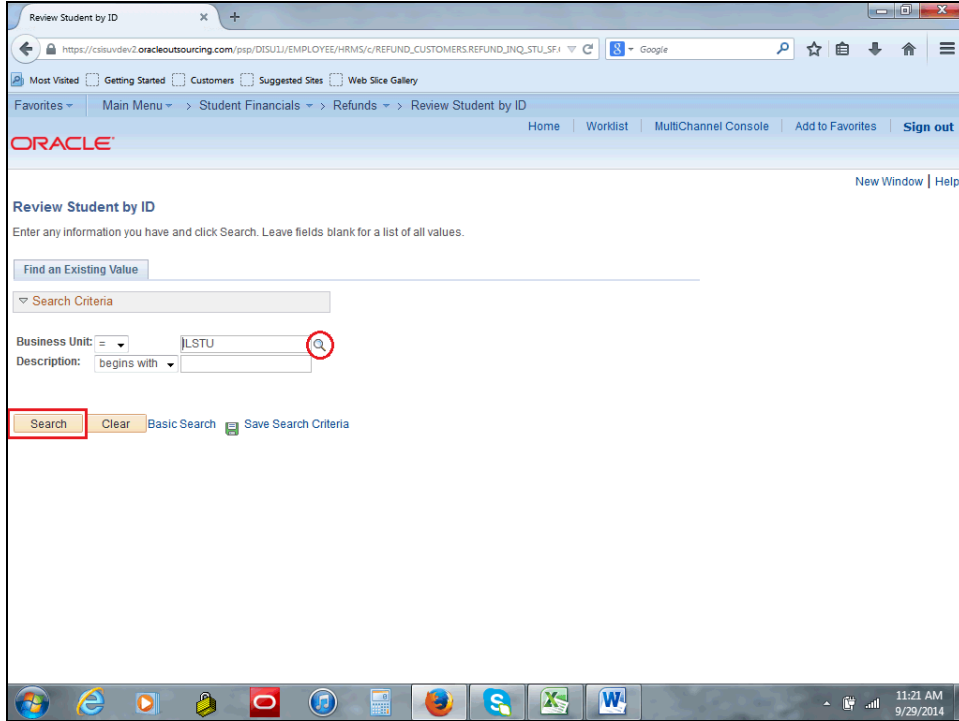


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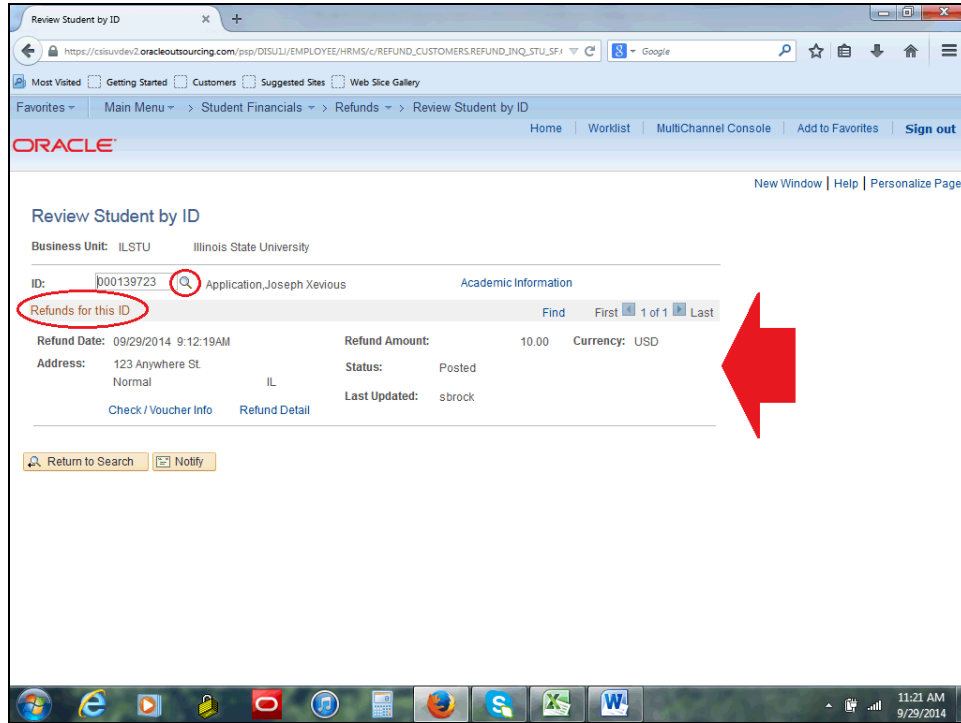
## Review Student Refunds



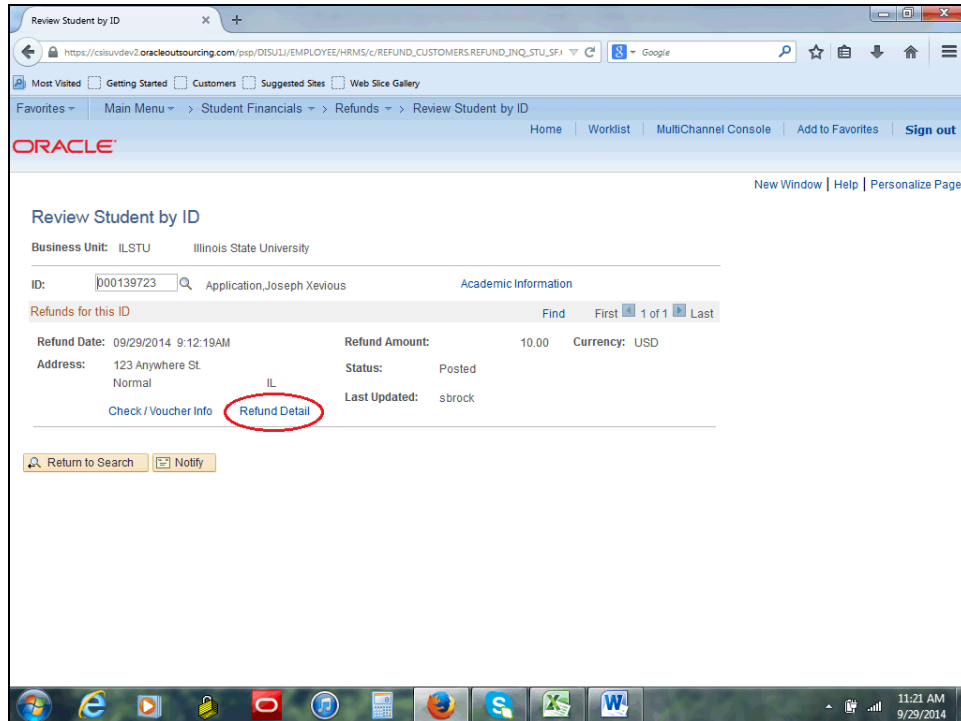
Step	Action
7.	<p><b>Refunds</b> for students can be viewed by <b>ID</b> or by <b>Date</b>.</p> <p>To view refunds by student <b>ID</b>, click the <b>Review Student by ID</b> link.</p>



Step	Action
8.	<p>Enter the <b>Business Unit</b> <i>ILSTU</i> or click the <b>Look Up</b> button to select from the list.</p> <p>Click the <b>Search</b> button.</p>



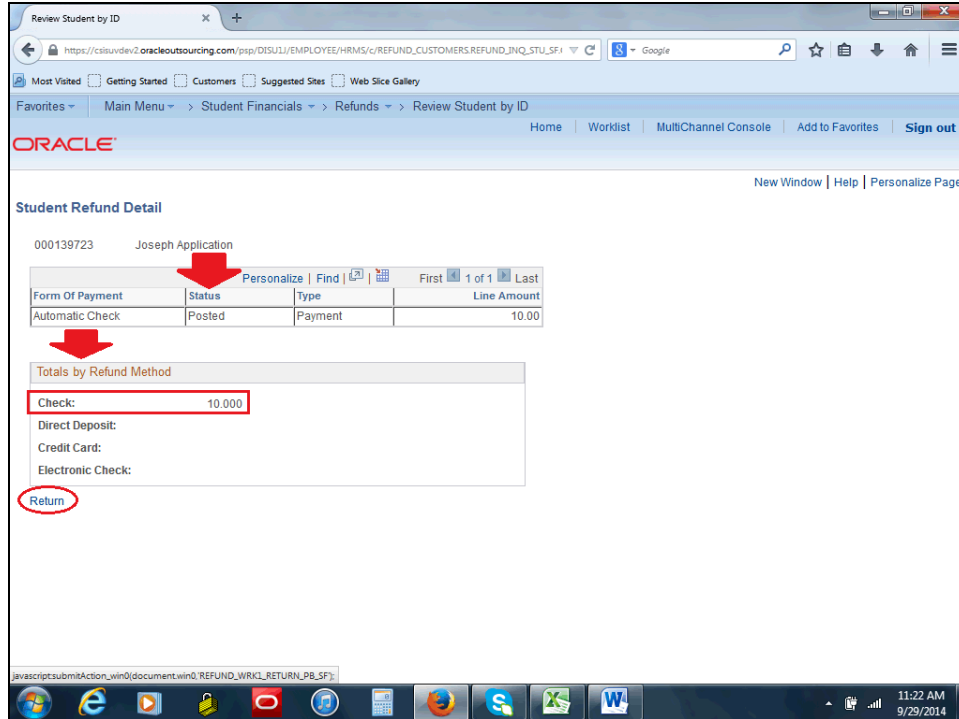
Step	Action
9.	<p>Click the <b>ID Look Up</b> button to select the student from the list.</p> <p>Once a student <b>ID</b> is selected, the refunds for this <b>ID</b> will be displayed.</p>



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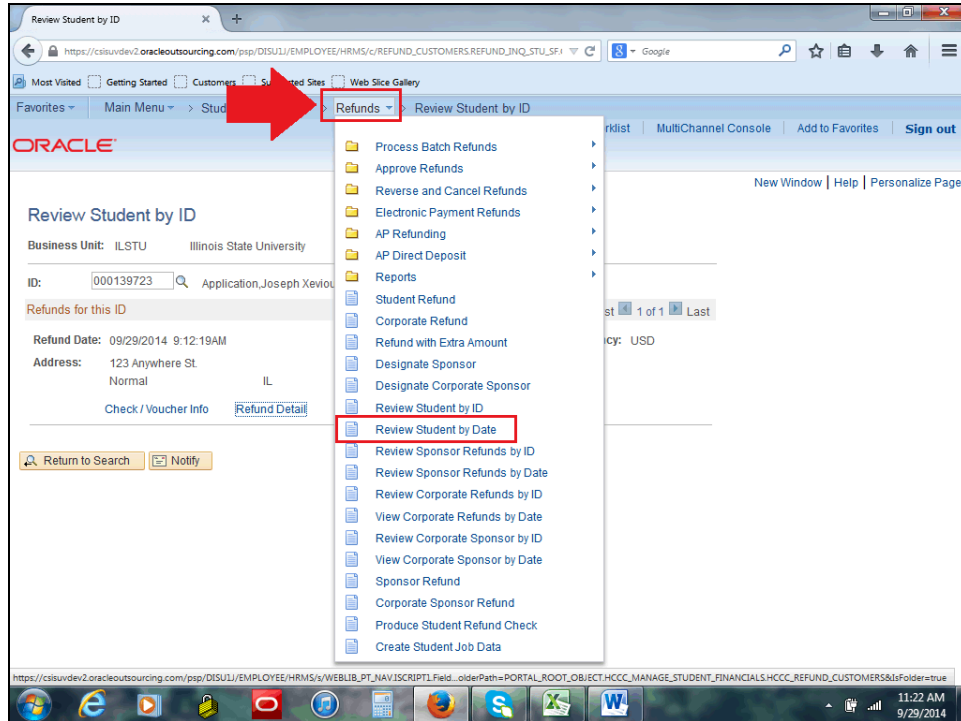
## Review Student Refunds

Step	Action
10.	To see the details of the refund, click the <a href="#">Refund Details</a> link.

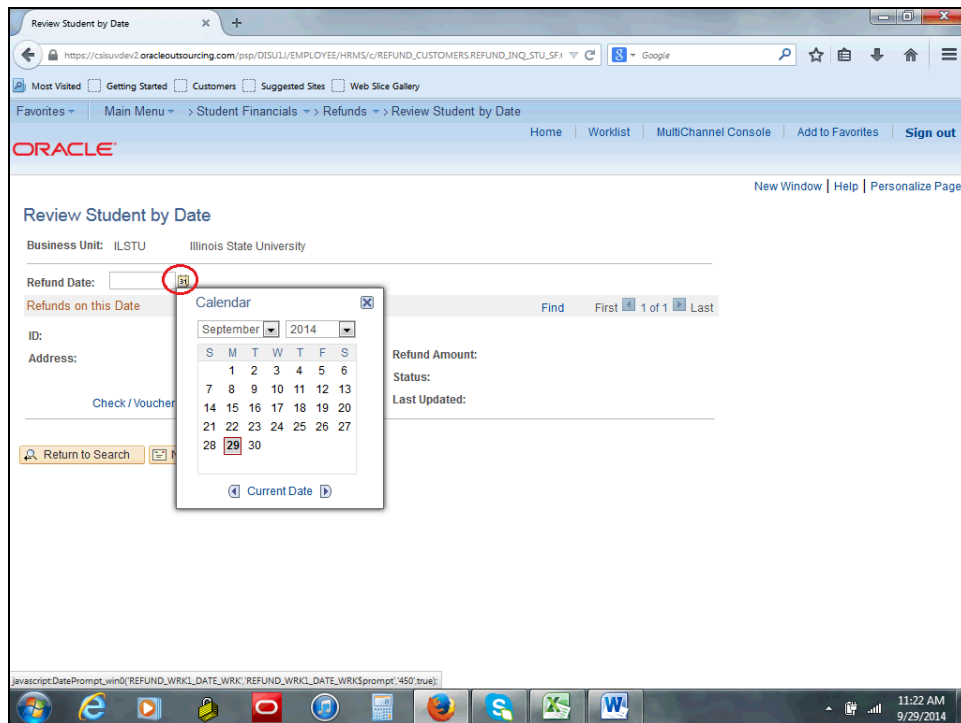


Step	Action
11.	The <b>Status</b> and refund <b>Method</b> will be displayed.  To return to the view refund page, click the <a href="#">Return</a> link.





Step	Action
12.	To review <b>Refunds by Date</b> , from the <b>Navigation</b> path, click <b>Refunds</b> and then click the <b>Review Student by Date</b> link.

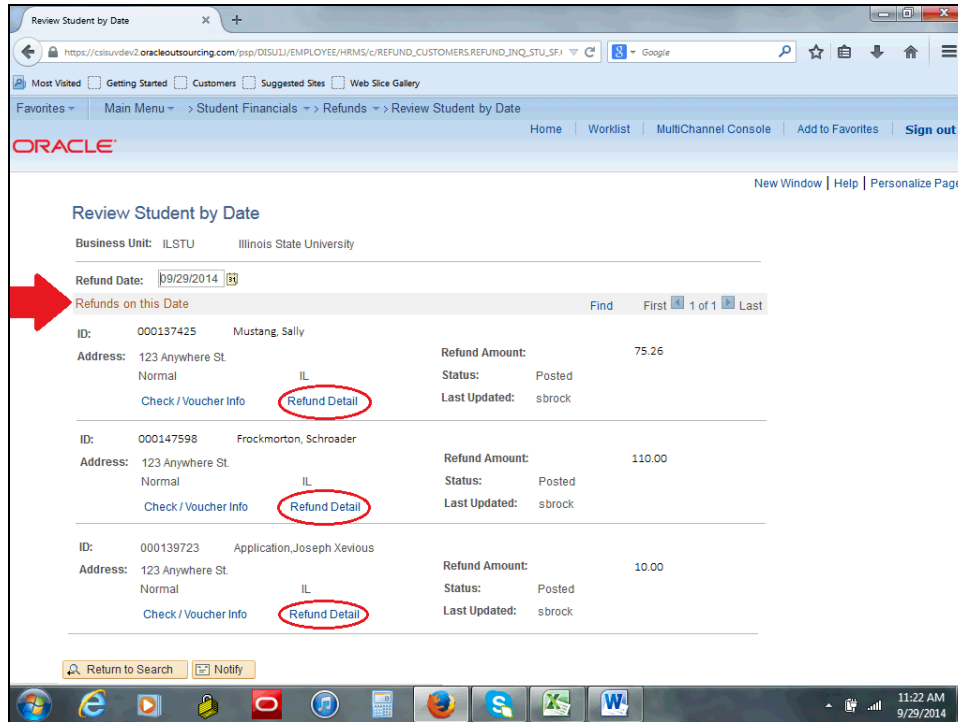


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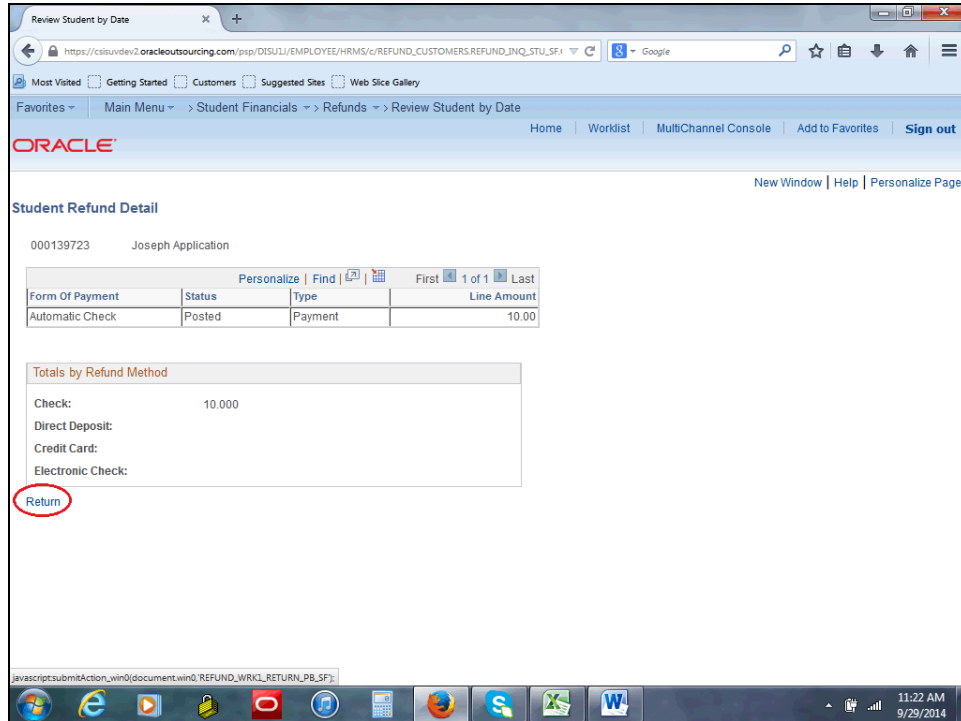
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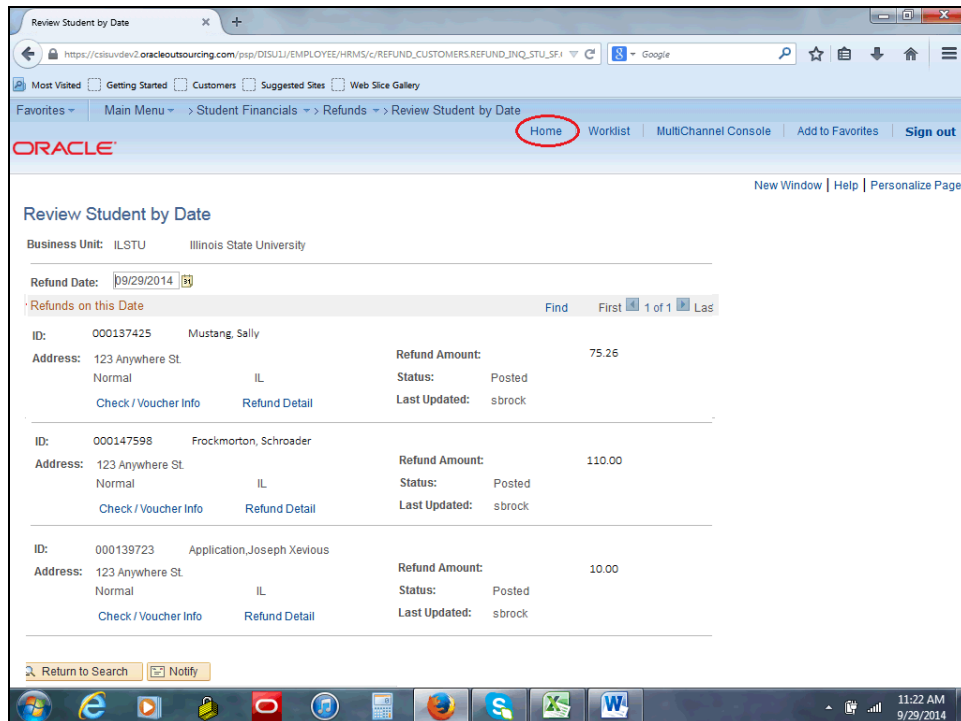
Step	Action
13.	Click the <b>Calendar</b> link to select the refund date.



Step	Action
14.	<b>Refunds on this Date</b> section will display the student's ID, Name, Address, Amount and Status.  Click the Refund Details link to see additional information.



Step	Action
15.	To return to the <b>Review by Date</b> screen, click the <b>Return</b> link.



# System Process Document

## Review Student Refunds



Step	Action
16.	To return to the <b>Navigation Menu</b> page, click the <b>Home</b> link at the upper right of the screen.
17.	Congratulations, you have completed reviewing student refunds by ID and by refund Date. <b>End of Procedure.</b>