# Viewing Payments

**PATH: Main Menu > Student Financials > Charges and Payments > View Payments**

The View Payments component displays all payments, financial aid, waivers, deposits and write-offs posted to a Customer Account. Additionally, there are tabs which show the how the payments were allocated and any reference numbers posted in the transaction.

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| Navigate to the **View Payments** page.  **Main Menu > Student Financials > Charges and Payments > View Payments**  Search for the student whose payments need reviewing. |  |
| On the **Payment** tab, the **Payment ID**, **Reversal** indicator, **Date Posted**, **Item Type**, **Term**, **Item Amount** and **Item Balance** are displayed.  The **Item Type** is a description of the transaction.  If the **Reversal** indicator value is **N**, the payment has not been reversed.  On the left, is a Payment Allocation icon which is described below. |  |

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| The **Application** tab repeats the **Payment ID** and also displays the payment allocation rules attached to each transaction.  The **Charge Priority List** determine what charges can paid and in what order.  **Restrict (payment) to Account** is a manual adjustment that can be done at the time the credit is posted to limit what the credit can pay.  Other options on this page are not used. |  |
| The **Reference** tab repeats the **Payment ID** and displays a **Reference Number** attached to the transaction.  **Receipt Number** is not used at UCB.  **Contract Number** shows payment plan/third party contract transactions.  **Disbursement Date** will also show. |  |

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| At the top of the page are 3 links: **Academic Information**, **Student Accounts**, and **Anticipated Aid**.  We will examine each of those below. |  |
| The **Academic Information** link displays personal data about the student.  The **Career Term Data** box shows academic data term by term. |  |
| The **Student Accounts** link goes to the account page where the details can be viewed.  (See the **Viewing Customer Accounts** job aid for more information.) |  |

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| To see Anticipated Aid Details, click the **View Anticipated Aid** link.  Anticipated Aid is aid that has been awarded but not yet disbursed. |  |
| The Payment Allocation icon is is available on all tab pages.  Clicking on the icon for a transaction shows a **Description** of the charges paid by the credit item, as well as the **Item Type Number** that was used. |  |

Support:

For questions or assistance, please contact SIS Support.

* Call 510-664-9000 (press option 6 to reach SIS support)
* Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
* Submit a ticket: <https://berkeley.service-now.com/ess/create-incident>