

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

Statement of Account

1. Click the **Finances** tile on the Student Home, and then click the **Financial Account** tile.



Alternatively, from the **NavBar**, select Navigator > Finances > Financial Account.

2. Click **Statement of Account** and then **Statement of Account**.
3. Select a term from the **Term** dropdown for which the transactions occurred on the financial account.
4. If available, select **Include Pending Financial Aid** or **Include Enrollment for Term** if desired.
5. Click the **Generate Statement** button.
6. If desired, click **Print Statement** to create a printable version of the account statement.

Note: The **Statement of Account** allows students and authorized users a real-time, easily understandable, printable statement organized by term. These statements can be created at any time and include a summary of all charges and credits for the term.

Clicking the **Print Statement** button will open a new window, displaying a PDF version of the requested Statement of Account. Please temporarily disable pop-up blockers.

The **Date** column represents the last time a charge or credit was adjusted. For example, tuition charges or Financial Aid credits may change over time, depending on enrollment status and other factors.

Online payments will be tagged as the term for which the payment is received. When new term charges appears, the payment term is changed. Running additional statements may be necessary to see the current status of the account.

If available for the requested term, **Pending Financial Aid** may also be included to assist determining the balance due. However, once financial aid has been posted to the account, it will always be displayed in the Statement of Account.

Class enrollment data (**Enrollment for Term**) can optionally be included in the Statement of Account. This can be useful if presenting the document to a third party for reimbursement purposes. However, final grades must be obtained by utilizing the **View Grades** page in the SIS from the **Grades and History** tile.

Statement of Account is available to authorized users with either **Finances** tile or **Student Home** roles. However, in order to access the **Enrollment for Term** information, authorized users must be granted either the **Academics** or **Student Home** roles.

This completes the process of accessing the Statement of Account.