

How to view transactions on your account

Step 1: Log on to your accommodation portal and click Accounts.

Step 2: Click on View Statement (Note: If you do not have any outstanding balance, unfortunately, you are unable to view your transactions. You can email us at accommodation.info@sydney.edu.au and we will provide this to you.)

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Update Details Application - SAS Accounts Log Out

Account Summary

Please note that you will only be able to make a payment against a negative amount under the Account Balance tab.

If the Accounts Balance reflects a positive amount, it means your account has a credit balance.

To make a payment, click on manual breakup, please insert the exact Account Balance amount to the Amount to Pay column without the negative sign. This will update the total amount, and then click "PAY NOW".

Please use the [link](#) to view the step by step process to make a payment

If you have \$0 balance, you will only be able to view your statement every time rental charges are posted every other Tuesday.

[VIEW STATEMENT](#) [PAY NOW](#) Manual Breakup

Accounts

Step 3: Choose the date range of transactions you would like to see. Click View statement.

Update Details Application - SAS Accounts Log Out

Account Statement

If you have recently paid through BPay, please allow a minimum of 3-5 business days for your payment to appear.

If you have recently paid through Western Union, please allow a minimum of 7 business days for your payment to appear.

Statement Date Range:

Sun, 1 May 2022 Wed, 11 May 2022 10 nights

[GO BACK](#) [VIEW STATEMENT](#)

Step 4: Your statement will open up in a new page.

THE UNIVERSITY OF SYDNEY

Student Accommodation Services

TAX STATEMENT

ABN: 15 211 513 464
Date: 13/05/2022
Room:

123
sydney nsw 2008
Australia

Note: All Charges and Adjustments include GST where applicable. A surcharge for credit card payments will apply.

Date	Type	Group	Description	Debit	Credit	Tax	Balance
			Opening Balance		1.00		1.00 Cr
10/05/2022 14:01:05	CHRG	DTA	DT - Admin - Exit Clean Fee: DT - Admin - Exit Clean Fee - Testing	10.00		0.91	9.00 Dr
10/05/2022 14:02:09	PAYM	DTA	Web Account Payment #044134393(7Rec#370499)		1.00		8.00 Dr

GST Amount:	0.91 Dr
Balance Due Including GST:	8.00 Dr