

SFA Financial Statement Access

All statements will be available to view and download, regardless of the date. Monthly reports for the prior two years will be accessible.

Log into mySFA and click on **My Services**. On the left hand panel click on **Account Statement Download**. 3 white boxes will appear.

Box # 1 is **Statement Name**. Click on that box and only statements in your name will appear. The format for the PDF file will be your last name, first name, mmddyy. This is the date the report was run, not the last day of the month. For example, June 30 statements will probably say 070106. Due to the holidays the December statements will say 122306, not 123106. Click on the month you wish to view and your combined statements will be in the white box.

Box #2 is **Directory Name**. Click on that box to designate where you want your statements to be saved on your computer. Click on your desktop and the name will appear in a gray box at the top. Click on the save button.

Box #3 is "**Download**". After you have selected your statements and their destination, click on download. Then go to your desktop or designated folders to view your statements. A list of the account numbers will appear on the left.

If you receive a message entitled "Access Denied", you will need to have the "J initiator" installed on your computer so that you can access the Oracle program. If you have not downloaded the latest version, you will be asked to do so when you click on the Account Statement Download Application link in mySFA for the first time.

If you would like to download and install the latest J-Initiator now and be ready for the Upgrade, you can do so by clicking on the link below. When you get the username and password box you have completed the install and you can close the browser.

<http://jacktest.sfasu.edu:7778/forms/frmservlet?form=jini.fmx>.

Please be patient as it can take some time to do the install. If you need technical assistance, call the IT help desk at 468-1212.