

Knowledgebase > Paper, Printing and Copying > Checking Your Printing Account and Current Printing Charges

Checking Your Printing Account and Current Printing Charges

Brad Christ - 2025-03-26 - Comments (0) - Paper, Printing and Copying

You can view your printing history and check your current printing charges through our print accounting system.

To get started, click the Printing Portal link on InsideSOU or by following this link: https://printing.sou.edu/

After successfully logging in, you should presented with a summary screen for your account. This screen will show your recent printing activity and the environmental impact of your printing.

inside sou					raco
🗠 Summary	Summary				
 Rotes Transaction History Recent Print Jobs 	BALANCE -2.150	۲	РПИТ JOBS 1,195	AGES 5,840	D
Jobs Pending Release	Activity			Environmental Impact	
€ Add Printing Credit	0.000 -0.200 -0.600 -0.600 -0.600 -1.000 -1.400 -1.600 -1.600 -1.600 -2.000	Balance history for	racod	 4.4% of a tree 5.5 16.0 kg of CO2 1,008 hours runni 	ing a 60W light bulls Since Har (11, 2014 wiresmental Dashboard

To see your recent printing charges, just click Recent Print Jobs.

If you are looking for older print jobs, click the "Filter on" button and then click Clear (or set up your own filter criteria).

inside sou						
Summary	Recent Print Jobs					
③ Rates	Eilter on					
S Transaction History	3					
🛃 Recent Print Jobs 🚺	Clear					
Jobs Pending Release	Between dates: 011					
🖨 Web Print	Server:					
🔗 Add Printing Credit	Printer:					
	Printer/Device Group:					
	Allocated Account Type:					

To check for credits from refunds or balance history, click Transaction History.

To view all transaction history, click on the "Filter on" button and then click on Clear (or set up your own filter criteria).

