

Business Process Procedures

11.20 POST BOOKSTORE REPAYMENTS


Overview These procedures walk a cashier through the step-by-step process of posting a student payment for a bookstore repayment charge.


Key Points A new Target Key, BKS, has been set up to manage these payments.

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It is strongly suggested that you add this navigation to your Favorites Menu.


Detailed Directions

Step 1 Navigate to the Post Student Payment page. A dialog window displays.

Enter **NV280** as the Business Unit or click  to lookup.

Enter the **Cashier's Office** name or click  to lookup a name. If you chose to search for the Cashier's Office name, then choose the appropriate value from the search results.

Allow the **Receipt Number** to default to 999999999999.




Enter the student's **EmplID** in the ID field, or click  to lookup.

Click .

Step 2 The Student Payments page displays.

Student Payments

Unit: NV280 **Office:** NovaConnect Admin Office **Business Date:** 06/21/2006
Register: NC01 **Cashier:** 1061608


ID: 4093715 Larson, Oscar William   


Balance: 0.00 **Anticipated Aid:** 0.00 [Select Charges to Pay](#)

Ref Nbr: [Post and Create Receipt](#) [New Transaction](#)



Target: 0.00 **Tax:** 0.00 **Tender:** 0.00 **Change:** 0.00

Target Detail Find First 1 of 1 Last

Target:  **Amount:** USD

Term: 

Tender Detail Find First 1 of 1 Last

Tender:  **Amount:** USD  [Currency Detail](#)

Deposit ID: [Tender Details](#)


Go to: [Academic Information](#) [Student Accounts](#)

[Refresh](#)

Step 3 Use the Reference Number field to record details about the transaction that would be helpful to the Business Offices and CFAO.


Step 4 Enter **BKS** in the Target Key field, or click  to look up.

Step 5 Enter the amount of the charges being paid in the **Amount** field.


Step 6 Verify the default term in the **Term** field, or click  to look up. Correct the entry if necessary for payments that will be applied to past semesters.

Step 7 Enter a **Tender** type, or click  to look up. A tender specific dialog page displays.

Post Cashier's Check, Check, Money Order, Third Party Check and Traveler's Check tender details page.

Check Information	
Check Nbr:	<input type="text"/>
Account Number:	<input type="text"/>
Bank Account Type:	<input type="text"/> 
Bank Account Holder Name:	<input type="text"/>
Federal Reserve Bank ID:	<input type="text"/>
Third Party Check Name:	<input type="text"/>
Bank Tracer Nbr:	<input type="text"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/> <input type="button" value="Refresh"/>


Tender EFT and IAT details page.

Wire Transfer Information	
Check Nbr:	<input type="text"/>
Account Number:	<input type="text"/>
Bank Account Type:	<input type="text"/> 
Bank Account Holder Name:	<input type="text" value="Larson,Oscar William"/>
Federal Reserve Bank ID:	<input type="text"/>
Third Party Check Name:	<input type="text"/>
Bank Tracer Nbr:	<input type="text"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/> <input type="button" value="Refresh"/>

NOTE: Some of the fields on the two detail pages above are optional.

Tender Credit Card details page.

Credit Card Information

Card Type: 

Card Number:


Expiration:

First Name:

Last Name:

Bank Tracer Nbr:

Billing Information

Country: 

Address: [Edit Address](#)

Note: The first five fields on this box are required. Consult ASPM Chapter 13 to determine which data fields you are required to capture. Complete those fields.

Step 8 Enter the appropriate information on the Details page and click to return to the Student Payment page.

Step 9 Enter the actual amount tendered from the student in the **Tender Amount** field. Note: Do NOT enter multiple tenders.

Step 10 Click to post the payment and print a receipt.

Exceptions The chart below lists the most common cashiering exceptions, and the suggested way to handle these types of payments.

Exception	Field Name	Procedure
Overpayment	Target Amount	Enter the actual amount of the charges being paid. (i.e. tuition = \$99.50)
	Tender Amount	Enter the actual amount of the tender received. (i.e. \$100.00 cash)
Multiple Tendens	Tender Type	Enter one tender type and amount. When the field is completed. A receipt must be generated for each tender type.
Prior Term Payment	Term	Select appropriate term.