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.

Navigation
Main Menu > Student Financials > Cashiering > Post Student Payments
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**

- **Registered:** 6058
- **Transactions:** 0
- **Balance:** 0.00
- **Anticipated:** 0.00
- **Select Charges to Pay:**
- **Ref No:**
- **Target:**
- **Amount:**
- **Tender:**
- **Change:**

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

**Check Information**

- **Check Nbr:**
- **Account Number:**
- **Bank Account Type:**
- **Bank Account Holder Name:**
- **Federal Reserve Bank ID:**
- **Third Party Check Name:**
- **Bank Tracer Nbr:**

**Tender EFT and IAT details page.**

**Wire Transfer Information**

- **Check Nbr:**
- **Account Number:**
- **Bank Account Type:**
- **Bank Account Holder Name:** Larson, Oscar William
- **Federal Reserve Bank ID:**
- **Third Party Check Name:**
- **Bank Tracer Nbr:**

**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:**

**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 **OK** 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 **Post and Create Receipt** 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.

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