2.05 POST STUDENT PAYMENTS

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

Key Points
You may set your own defaults for the Business Unit and cashier office. This will allow the most common targets, tenders and amounts to become the defaults.

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 Add.
**Step 2** The Student Payments page displays.

**Student Payments**

<table>
<thead>
<tr>
<th>ID</th>
<th>4693715</th>
<th>Reference</th>
<th>Oscar William</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>0.00</td>
<td>Anticipated Amt</td>
<td>0.00</td>
</tr>
<tr>
<td>Ref No:</td>
<td></td>
<td>Press and Create Receipt</td>
<td></td>
</tr>
<tr>
<td>Target:</td>
<td>0.00</td>
<td>Tenders: 0.00</td>
<td>Charges: 0.00</td>
</tr>
</tbody>
</table>

**Target Detail**

Target: [Search]

Amount: [Search]

Term: [Search]

**Tender Detail**

Tender: [Search]

Amount: [Search]

Deposit ID: [Search]

Go to: [Academic Information]  [Student Accounts]

**Step 3** If part of your business process, enter the appropriate information in the Reference Number field.

**Step 4** Enter STUPAY in the **Target Key** field, or click [Look up] 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 [Look up] to look up. Correct the entry if necessary for payments that will be applied to past semesters, or click the **Select Charges to Pay** hyperlink to choose specific charges to pay.

**Step 7** Enter a **Tender** type, or click [Look up] to look up. A tender specific dialog page displays.
2.05 TENDER STUDENT PAYMENTS

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
<td></td>
</tr>
<tr>
<td>Card Number</td>
<td></td>
</tr>
<tr>
<td>Expiration</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Bank Tracer Nbr</td>
<td></td>
</tr>
</tbody>
</table>

Billing Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Edit Address</td>
</tr>
</tbody>
</table>

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

<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 Targets</td>
<td>Target Type</td>
<td>Enter one target type and amount. When the field is completed, click</td>
</tr>
</tbody>
</table>

Revised 06/2006
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<table>
<thead>
<tr>
<th>Multiple Tenders</th>
<th>Tender Type</th>
<th>Enter one tender type and amount. When the field is completed, a receipt must be generated for each tender type.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Term Payment</td>
<td>Term</td>
<td>Select appropriate term.</td>
</tr>
</tbody>
</table>