Business Process Procedures

6.35 POST STUDENT TRANSACTION (formerly QUICK POST)

Overview These procedures walk an operator through the step-by-step process of posting additional charge(s) to a student’s account.

Key Points This panel is used to post charge(s) to a student account. Examples of these types of charges might be a Dishonored Check Service Charge or a College ID Card Fee.

General Notes The Student Post page should not be used to post transactions to resolve tuition calculation problems. If a student’s financial account does not accurately reflect the proper debits and credits, then the operator should escalate the problem as defined by his/her college business processes and policies so the underlying problem causing the error can be corrected.

Audit Notes For audit reasons it is strongly recommended that payments not be posted through the Student Post page, as they will not be recorded in the cashiering module and thus will not be reflected on any cash register totals report.

It is also recommended that colleges strictly limit the number of operators who have security access to this page so as to minimize the possibility of fraud.

Navigation Student Financials > Charges and Payments > Post Student Transaction

Detailed Directions

Step 1 Navigate to the Student Post panel.

Enter NV280 as the Business Unit or click to lookup.

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

Enter the appropriate Account Type or click to lookup.
Step 2

Enter the appropriate **ItemType** or click 🕵️ to lookup. The following page displays.

**Look Up ItemType**

- **Set ID:** NV260
- **Account Type:** OTH
- **ItemType Code:**
  - `begins with`:
  - `begins with`:
- **KeyWord:**
  - `begins with`:
  - `begins with`:
- **KeyWord 2:**
  - `begins with`:
  - `begins with`:
- **KeyWord 3:**
  - `begins with`:
  - `begins with`:

**Search Results**

<table>
<thead>
<tr>
<th>ItemType Code</th>
<th>Description</th>
<th>Item Type Code</th>
<th>KeyWord</th>
<th>KeyWord 2</th>
<th>KeyWord 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000015100001</td>
<td>Collection Fee</td>
<td>Change</td>
<td>FEEB</td>
<td>OTH</td>
<td>R</td>
</tr>
<tr>
<td>0000015100002</td>
<td>Dishonored Check Fee</td>
<td>Change</td>
<td>FEEB</td>
<td>OTH</td>
<td>R</td>
</tr>
<tr>
<td>0000015100003</td>
<td>College ID Card Fee</td>
<td>Change</td>
<td>FEEB</td>
<td>OTH</td>
<td>R</td>
</tr>
<tr>
<td>0000015100004</td>
<td>CPR Fee</td>
<td>Charge</td>
<td>OTHER</td>
<td>TUT</td>
<td>R</td>
</tr>
<tr>
<td>0000015200000</td>
<td>Library Fine</td>
<td>Charge</td>
<td>LIBRARY</td>
<td>OTH</td>
<td>R</td>
</tr>
<tr>
<td>0000015300000</td>
<td>Library Lost Book Fee</td>
<td>Charge</td>
<td>LIBRARY</td>
<td>OTH</td>
<td>R</td>
</tr>
<tr>
<td>0000015500002</td>
<td>Account Adjustment</td>
<td>Charge</td>
<td>MISC</td>
<td>TUT</td>
<td>R</td>
</tr>
<tr>
<td>0000018000001</td>
<td>AIR 195 319 329 4 Test Fee</td>
<td>Charge</td>
<td>CLASS FEES</td>
<td>TUT</td>
<td>R</td>
</tr>
<tr>
<td>0000018000002</td>
<td>HLT 105 319 329 CPR Fee</td>
<td>Charge</td>
<td>CLASS FEES</td>
<td>TUT</td>
<td>R</td>
</tr>
<tr>
<td>0000018500000</td>
<td>Student Receivable Writeoff</td>
<td>Writeoff</td>
<td>WRITEOFF</td>
<td>TUT</td>
<td>L</td>
</tr>
<tr>
<td>0000018500001</td>
<td>Corporate Receivable Writeoff</td>
<td>Writeoff</td>
<td>WRITEOFF</td>
<td>TUT</td>
<td>L</td>
</tr>
<tr>
<td>0000020000000</td>
<td>Defer Third Party/FA First</td>
<td>Payment</td>
<td>TPC</td>
<td>TPC</td>
<td>R</td>
</tr>
<tr>
<td>0000020001000</td>
<td>Defer Third Party/FA Last</td>
<td>Payment</td>
<td>TPC</td>
<td>TPC</td>
<td>R</td>
</tr>
<tr>
<td>0000029000010</td>
<td>TPC - Virginia Prepaid Ed Plan</td>
<td>Payment</td>
<td>TPC</td>
<td>TPC</td>
<td>R</td>
</tr>
<tr>
<td>0000029000020</td>
<td>TPC - Other Prepaid Ed Plan</td>
<td>Payment</td>
<td>TPC</td>
<td>TPC</td>
<td>R</td>
</tr>
<tr>
<td>0000029000030</td>
<td>TPC - Tuition Payment Plan</td>
<td>Payment</td>
<td>TPC</td>
<td>TPC</td>
<td>R</td>
</tr>
<tr>
<td>0000029000040</td>
<td>TPC - Advance Payments</td>
<td>Payment</td>
<td>TPC</td>
<td>TPC</td>
<td>R</td>
</tr>
<tr>
<td>0000030000000</td>
<td>Payment</td>
<td>Payment</td>
<td>PAYMENT</td>
<td>(blank)</td>
<td>R</td>
</tr>
<tr>
<td>0000030001000</td>
<td>Web Payment</td>
<td>Payment</td>
<td>PAYMENT</td>
<td>(blank)</td>
<td>R</td>
</tr>
<tr>
<td>0000030000100</td>
<td>FACTS Payment</td>
<td>Payment</td>
<td>PAYMENT</td>
<td>(blank)</td>
<td>R</td>
</tr>
</tbody>
</table>

**Note**

The results of the Item Type search will vary depending upon the Account Type chosen. Not every Item Type is associated with every Account Type.

**Step 3**

Click on the hyperlink for the appropriate Item Type from the search results. The Item Type populates in the Item Type field on the Student Post page.
Note: Operator ID should default to the Operator ID you used to sign on to the VCCS SIS.

The Group Line Time Date and Line Sequence Nbr should also default to the current date and time.

### 6.35 POST STUDENT TRANSACTION

#### Step 4
Click **Add**.

#### Step 5
The following page displays:

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>Northern Virginia Comm College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID:</strong></td>
<td>🍀</td>
</tr>
<tr>
<td><strong>Balance:</strong></td>
<td>6.00</td>
</tr>
<tr>
<td><strong>Account Type:</strong></td>
<td>Other</td>
</tr>
<tr>
<td>Item Type:</td>
<td>000001611001 Collection Fee</td>
</tr>
<tr>
<td>Amount:</td>
<td>100</td>
</tr>
<tr>
<td><strong>Term:</strong></td>
<td>🍀</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>🍀</td>
</tr>
<tr>
<td><strong>Item Effective Date:</strong></td>
<td>05/07/2006</td>
</tr>
<tr>
<td>Due Date:</td>
<td>🍀</td>
</tr>
</tbody>
</table>

Enter the amount of the charges being posted in the **Amount** field.

Enter the correct term in the **Term** field, or click 🍀 to look up.

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

Accept the **Item Effective Date** default of the current date, manually enter the date, or click 🍀 to search for the correct date.

If appropriate, enter a **Due Date**.
6.35 POST STUDENT TRANSACTION

**Step 6**  Click **Post** to post the charge.

**Step 7**  If the posting process is successful, the fields on the page will turn gray and the Posted Date field will reflect the current date.

**Step 8**  Click **Display Student’s Accounts** at the bottom left-hand corner of the page to view the student’s account.