# Business Process Procedures

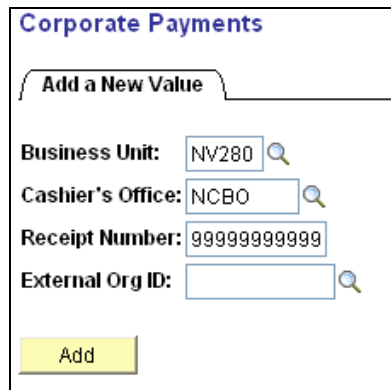## 2.10 POST CORPORATE PAYMENTS

**Overview**  These procedures walk a cashier through the step-by-step process of posting corporate payments. With this process, you have the ability to pay by Corp total, specific charges, or individual students tied to a Corp Account.

**Key Points**  It is recommended that you set your own defaults for the Business Unit and cashier office.  This will allow the most common targets and tenders to become the defaults.

**Navigation**  Main Menu > Student Financials > Cashiering > Post Corporate Payments
It is strongly suggested that you add this navigation to your Favorites Menu.

**Detailed Directions**

**Step 1**  Navigate to the Post Corporate 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 External Org ID in the ID field, or click 🔍 to lookup.

Click  Add .

**Step 2** The Corporate Payments page displays.



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

**Step 4** Enter CORP PAY 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, or click 🔍 to look up.  Correct the entry if necessary for payments that will be applied to past of future semesters, or click either the **Select Charges to Pay** or **Select Students to Pay** hyperlink to choose specific charges.

**Step 7** Enter a Tender type, or click 🔍 to look up.  If Tender other than cash is entered, a tender dependent dialog box displays.

*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:** | |

[ OK ]  [ Cancel ]  [ Refresh ]

*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:** | |

[ OK ]  [ Cancel ]  [ 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 [ OK ] to return to the Corporate Payments page.

**Step 9** Enter the actual amount tendered from the third party. 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.

| 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 Targets | Target Type | Enter one target type and amount. When the field is completed, click ➕ to insert additional rows for |

| | | each additional target. |
|---|---|---|
| Multiple Tenders | 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. |