

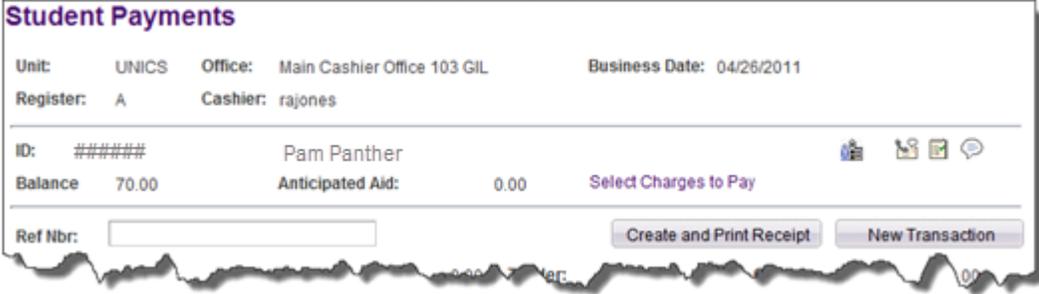
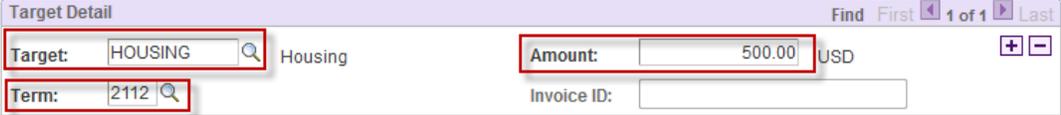
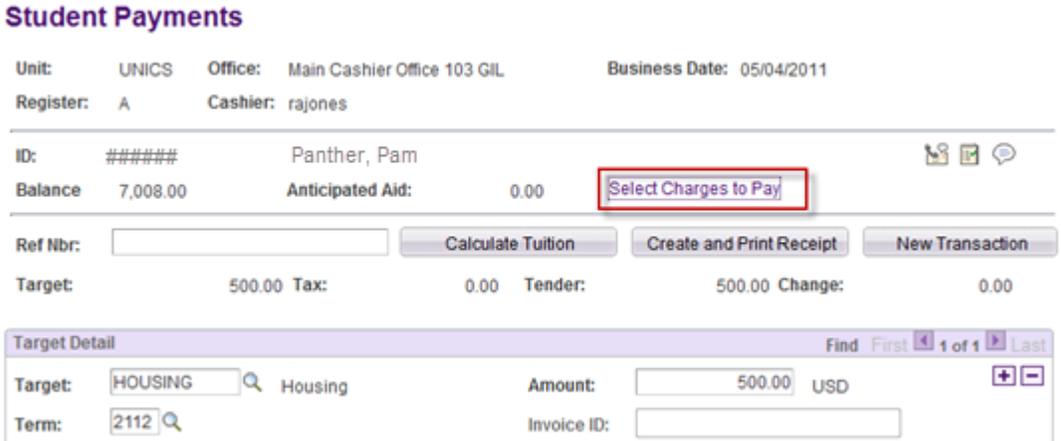
Processing a Student Payment for One Charge

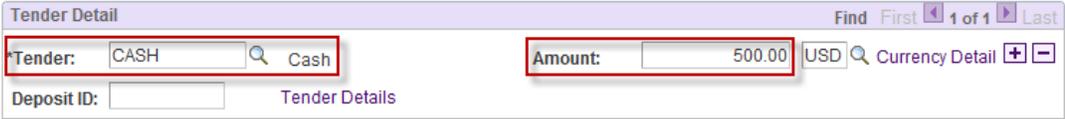
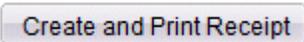
Purpose: Cashiering allows you to accept student payments by cash or check. You can allocate the payment toward one or more charges on the student's account. You can also select to pay charges from current or future terms. Every time you process a student payment, the Cashiering feature creates a receipt in the system.

The following instructions describe how to process a payment for a charge (e.g. enter a payment for a student's housing charge).

Step	Action
1.	<p>Navigate to the Student Payments page: Select Main Menu > Student Financials > Cashiering > Post Student Payments</p>  <p>Student Payments</p>  <p>Business Unit: <input type="text" value="UNICS"/> </p> <p>Cashier's Office: <input type="text"/> </p> <p>Receipt Number: <input type="text" value="999999999999"/> </p> <p>ID: <input type="text"/> </p> <p><input type="button" value="Add"/></p>
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> • Business Unit – UNICS • Cashier's Office – MAIN • Receipt Number – DO NOT ENTER • ID – Enter the student's U-ID



Step	Action
3.	<p>Click the Add button. </p> <p>Result: The Student Payments page displays.</p> 
4.	<p>Use the Student Payments page to enter details about a student's payment. In the <i>Target Detail</i> section, complete the following:</p> <ul style="list-style-type: none"> • Target – Enter or select the charge to which this payment should be applied. <i>Values:</i> All Charges, Housing, Check Cashing, Parking, TPC, Tuition • Term – Enter or select a specific term to which this payment should be applied, if appropriate. E.g. 2112 – Fall 2011 • Amount – Enter the payment amount  <p>Note: If you have specific line items within the Target (e.g. Tech Fee within the Housing Target) you wish to pay, after you complete the <i>Target Detail</i>, click the Select Charges to Pay link and enter the charges on the line item(s).</p> 

Step	Action
5.	<p>In the <i>Tender Detail</i> section, complete the following:</p> <ul style="list-style-type: none"> • Tender – Enter or select the method of payment (Cash or Check) <i>Note:</i> If check is selected, the Check Information page displays and must be completed. • Amount – The payment amount defaults from the amount entered in the <i>Target Detail</i> section.  <p><i>Note:</i> If tender is “Check”, you may click the Tender Details link for information.</p>
6.	<p>Click the Create and Print Receipt button to create a receipt for the student.</p>  <p>Result: The system posts the payment and prints the receipt.</p> <p><i>Note:</i> If you want to start another student payment transaction, click the New Transaction button to return to the Student Payments search page.</p>

Tip: To view or print student receipts, use the Student Receipts page: **Main Menu > Student Financials > Cashiering > Review Student Receipts**

- Enter the student’s *id*
- Click the **Search** button
- Select the *receipt number* link to view receipt details

Receipt Detail

Receipt Status: ● Posted Receipt Number: 22 [Print Receipt](#)

Business Unit: UNICS Office: MAIN

Business Date: 04/26/2011 Seq Nbr: 1 Trans Date: 04/27/2011 9:03:27AM

Cashier: Jones, Rachel M Register: A

ID: ##### Panther, Pam

Reference Nbr: Change Due: 0.00

Invoice Number:

Total Amount: 500.00 USD Total Taxes: 0.00

Target Detail			
Target Key:	Housing-Room and Board	Amount:	500.00 USD Authority:

Tender Detail			
Tender Key:	Cash	Amount:	500.00 USD
Deposit ID:			