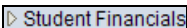
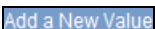


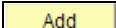
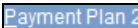





Assigning Calculated Payment Plan to Student Account

1.	<p>From the Campus Solutions menu, click the Student Financials link.</p> 
2.	<p>Click the Payment Plans link.</p>
3.	<p>Click the Assign Payment Plan link.</p>
4.	<p>On the Payment Plan page, click the Add a New Value tab.</p> 
5.	<p>If your Business Unit does not appear by default, look up and select or enter the appropriate Business Unit.</p>
6.	<p>Enter the student's MaineStreet ID in the ID field.</p> <p>Note: If the student's MaineStreet ID is unavailable, use the look up icon to retrieve the ID by searching using other fields.</p>
7.	<p>In the Contract Number field, look up and select the appropriate payment plan.</p> <p>Click the Look up Contract Number icon.</p> 
8.	<p>On the Look Up Contract Number page, since you are assigning a calculated payment plan, click on CALC to select it.</p> 
9.	<p>On the Payment Plan page, click the Add button.</p> 
10.	<p>On the Payment Plan 1 page, confirm or modify the student payment plan information.</p> <p>All of the values populating the fields on this page are default values from the contract setup pages. You can override values in any fields that are available, but cannot exceed the limits established when the contract was setup.</p> <p>Click the Payment Plan 2 tab.</p> 
11.	<p>Use the Payment Plan 2 page to confirm or modify the additional student payment plan contract parameters. If you were linking a student to an Existing Plan Type, all eligible charges would be displayed in this area.</p> <p>You can review and adjust billing dates and installment amounts on the Payment Distribution page.</p> <p>Click the Payment Distribution tab.</p> 

Quick Guide



12.	After reviewing the information on the Payment Distribution page, click the Payment Plan 2 tab. 
13.	On the Payment Plan 2 page, click the Post button to post each of the scheduled payments and plan fees to the student's account. Click the Post button. 
14.	End of Procedure.

