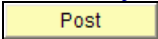


Assigning Lump Sum Payment Plan to Student Account

1.	From the Campus Solutions menu, click the Student Financials link. 
2.	Click the Payment Plans link.
3.	Click the Assign Payment Plan link.
4.	On the Payment Plan page, click the Add a New Value tab. 
5.	If your Business Unit does not appear by default, look up and select or enter the appropriate Business Unit .
6.	Enter the student's MaineStreet ID in the ID field. Note: If the student's MaineStreet ID is unavailable, use the look up icon to retrieve the ID by searching using other fields.
7.	In the Contract Number field, look up and select the appropriate payment plan. Click the Look up Contract Number icon. 
8.	On the Look Up Contract Number page, since you are assigning a Lump Sum payment plan, click LUMP it.
9.	Click the Add button. 
10.	On the Payment Plan 1 page, manually decrease the current term charges by the amount of anticipated aid or external contribution and enter this amount into the Lump Sum Amount: field. For example, if a student's total bill is \$1500 and their anticipated Financial Aid is \$300, you would enter \$1200 in the Lump Sum Amount field.
11.	After entering the amount, click the Payment Plan 2 tab. 
12.	On the Payment Plan 2 page, click the Calculate button. 
13.	After clicking the Calculate button, click the Payment Distribution tab. 
14.	On the Payment Distribution page, view the individual calculated installments, the payment plan fee, billing dates and due dates. Click the Payment Plan 2 tab to return to that page. 

Quick Guide



15.	On the Payment Plan 2 page, click the <i>Post</i> button. 
16.	End of Procedure.

