



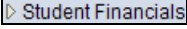
Process Document Processing Cross-Campus Payments

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|------------------------|--------------------------------------|
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Processing Cross-Campus Payments

Navigation



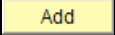
| Step | Action |
|------|--|
| 1. | From the Campus Solutions menu, click the Student Financials link.  |
| 2. | Click the Cashiering link. |
| 3. | Click the Post Student Payments link. |

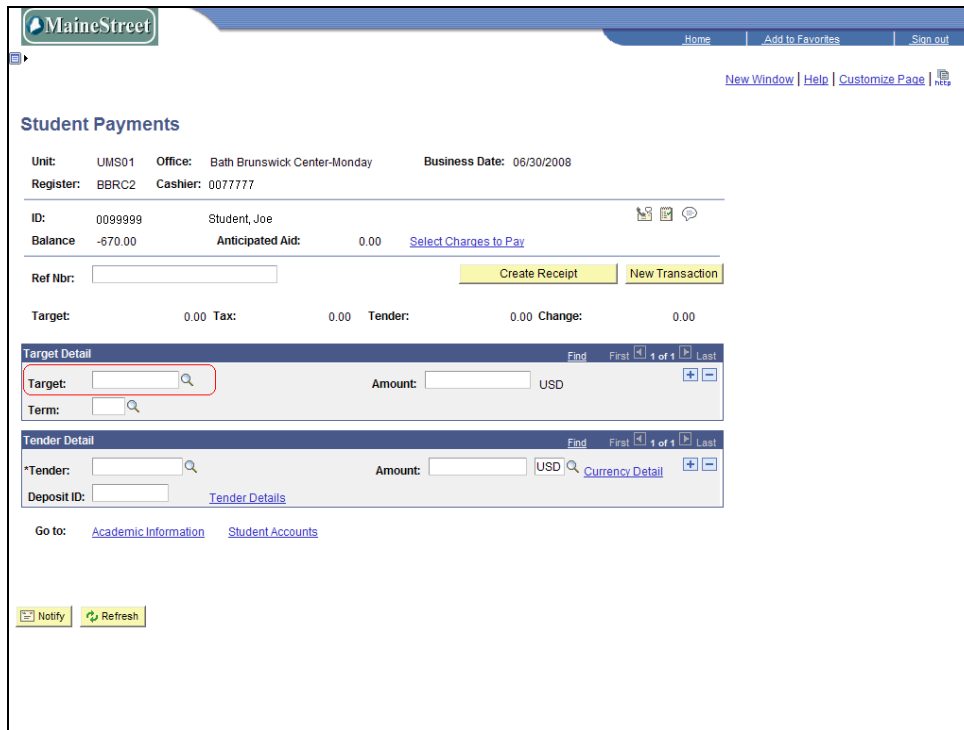
Process Document


Processing Cross-Campus Payments



Procedure

| Step | Action |
|------|--|
| 4. | <p>On the Student Payments Add a New Value page, if you previously set your User Defaults, your Business Unit will enter by default in the Business Unit field. If not, the appropriate Business Unit.</p> <p>In the Cashier's Office field, look up and select the appropriate Cashier's Office.</p> |
| 5. | <p>The Receipt Number will default in as all 9s. <u>Do not override this number.</u></p> <p>In the ID field, enter the student's MaineStreet ID if you know it. If not, click the Look up ID icon.</p> |
| 6. | <p>Click the Add button.</p>  |



| Step | Action |
|------|---|
| 7. | <p>In this example, the student is paying for charges from <u>two</u> different institutions. One payment will be applied to a charge from their <i>home</i> campus, UMA, and the other payment is for a charge from USM. The USM payment will be entered as a cross-campus payment.</p> <p>First, we will enter information about the payment to UMA.</p> <p>In the Target Detail section of the Student Payments page, in the Target field, look up and enter the appropriate Target.</p> <p>Click the Look up Target button.</p>  |
| 8. | Click on the appropriate Target to select it. |

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Processing Cross-Campus Payments



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Student Payments

Unit: UMS01 **Office:** Bath Brunswick Center-Monday **Business Date:** 06/30/2008
Register: BBRC2 **Cashier:** 0077777

ID: 0099999 Student, Joe
Balance -670.00 **Anticipated Aid:** 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 0.00 **Tax:** 0.00 **Tender:** 0.00 **Change:** 0.00

Target Detail Find First 1 of 1 Last

Target: ALL AllCharges **Amount:** USD
Term:

Tender Detail Find First 1 of 1 Last

***Tender:** **Amount:** USD [Currency Detail](#)
Deposit ID: [Tender Details](#)


Go to: [Academic Information](#) [Student Accounts](#)

[Notify](#) [Refresh](#)

| Step | Action |
|------|---|
| 9. | In the Amount field, enter the payment amount to be applied to the charges. |
| 10. | In the Term field, enter or look up and select the appropriate Term to apply the payment to. |



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| Step | Action |
|------|---|
| 11. | Now we will add a row in the Target Detail section to enter information about the Payment to the other campus. Click the <i>Add a new row</i> button.  |

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Student Payments

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008
 Register: BBRC2 Cashier: 0077777

ID: 0099999 Student, Joe
 Balance -670.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 150.00 Tax: 0.00 Tender: 150.00 Change: 0.00

Target Detail Find First 1-2 of 2 Last


| | | | | |
|------------------------------|------------|----------------------------------|----------------------------------|----------------------------------|
| Target: ALL | AllCharges | Amount: 150.00 USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Term: 0910 | | | | |
| Target: <input type="text"/> | | Amount: <input type="text"/> USD | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Term: <input type="text"/> | | | | |

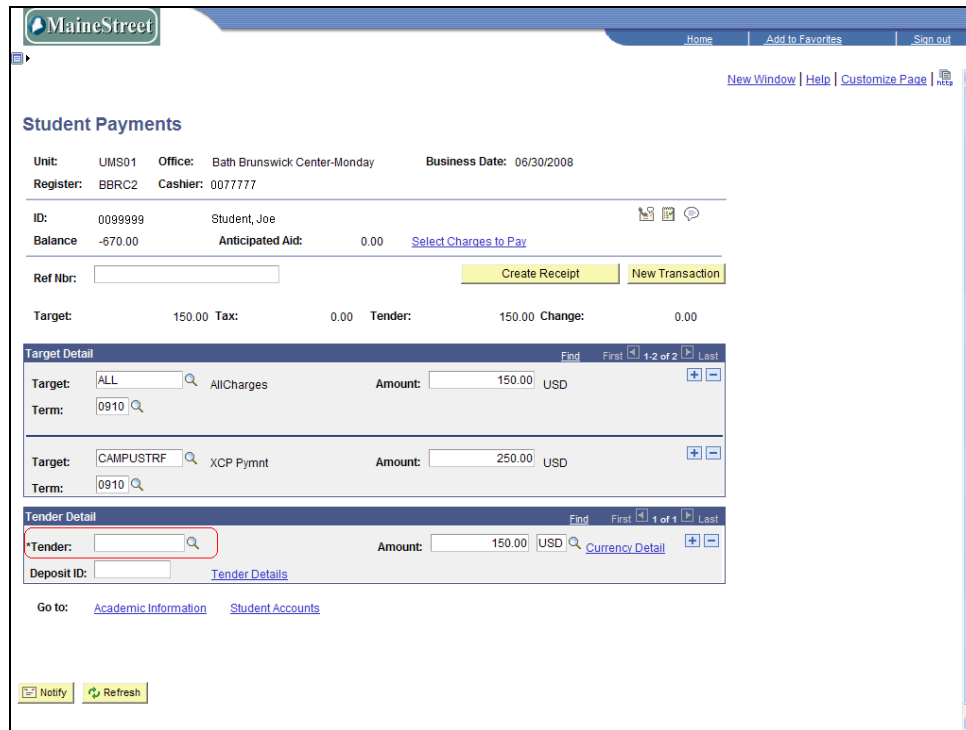
Tender Detail Find First 1 of 1 Last

*Tender: Amount: 150.00 USD [Currency Detail](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

| Step | Action |
|------|---|
| 12. | In the second <i>Target Detail</i> row, look up and enter the appropriate <i>Target</i> . Click the Look up <i>Target</i> button.  |
| 13. | On the Look Up Target page, since we are entering information about a payment for another campus, click on the Payment for Other Campus Target to select it. Payment for Other Campus |
| 14. | In the <i>Amount</i> field, enter the payment amount to be posted to the other campus. |
| 15. | In the <i>Term</i> field, enter the term the payment is being applied to. |



Student Payments

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008
 Register: BBRC2 Cashier: 0077777

ID: 0099999 Student, Joe
 Balance -670.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 150.00 Tax: 0.00 Tender: 150.00 Change: 0.00

Target Detail

| Target | Amount | Term |
|---------------------|------------|------|
| ALL AllCharges | 150.00 USD | 0910 |
| CAMPUSTRF XCP Pymnt | 250.00 USD | 0910 |


Tender Detail

| *Tender | Amount | Currency |
|----------------------|------------|----------|
| <input type="text"/> | 150.00 USD | USD |

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

[Notify](#) [Refresh](#)

| Step | Action |
|------|---|
| 16. | <p>In the Tender Detail section, click the look up Tender icon.</p> <p>Click the Look up Tender (Alt+5) button.</p>  |
| 17. | <p>On the Look Up Tender page, the Tender Key options you see listed depend on your security settings. Click on the appropriate Tender Key for the payment you are processing to select it.</p> <p>If a check tender is selected, you will be directed to the Tender Details page where check number, bank account holder name and other information can be entered.</p> <p>Note: If processing a credit card payment, ensure the correct credit card tender is selected, since the tender may dictate a transaction's placement in the general ledger.</p> |

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Processing Cross-Campus Payments



Student Payments

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008
 Register: BBRC2 Cashier: 0077777

ID: 0099999 Student, Joe
 Balance -670.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 400.00 Tax: 0.00 Tender: 400.00 Change: 0.00

Target Detail

| Target | Term | Amount | USD |
|-----------|------|--------|-----|
| ALL | 0910 | 150.00 | USD |
| CAMPUSTRF | 0910 | 250.00 | USD |

Tender Detail

| *Tender | Amount | USD |
|-----------|--------|-----|
| CHECK_UMA | 400.00 | USD |

Go to: [Academic Information](#) [Student Accounts](#)

[Notify](#) [Refresh](#)

| Step | Action |
|------|--|
| 18. | <p>To complete the payment, click the Create Receipt button. Once processing is completed, the page should become inactive for additional payment input information and a Receipt Nbr and Sequence Nbr will be created.</p> <p>After clicking the Create Receipt button, it will change to a Print Receipt button. It is currently not possible to print receipts using the button. To print a receipt, from your browser menu, select File > Print Preview. On the Print Preview screen, apply the "Only the Selected Frame" setting. Next, click the printer icon and then select the appropriate printer.</p> <p>Create Receipt</p> |



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Student Payments

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008
 Register: BBRC2 Cashier: 0077777 Receipt Nbr: 50 Seq Nbr: 10

ID: 0099999 Student, Joe
 Balance -1,070.00 Anticipated Aid: 0.00

Ref Nbr: [Print Receipt](#) [New Transaction](#)

Target: 400.00 Tax: 0.00 Tender: 400.00 Change: 0.00

Target Detail Find First 1 of 2 Last

| | | | |
|-------------|------------|----------------|-----|
| Target: ALL | AllCharges | Amount: 150.00 | USD |
| Term: 0910 | | | |

Target: CAMPUSTRF XCP Pymnt Amount: 250.00 USD
 Term: 0910

Tender Detail Find First 1 of 1 Last

*Tender: CHECK_UMA Check UMA Amount: 400.00 USD [Currency Detail](#)
 Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)


[Notify](#) [Refresh](#)


| Step | Action |
|------|---|
| 19. | After processing the payment, click the Student Accounts link on the Student Payments page to verify the posted transaction. Student Accounts |
| 20. | The next step is to post the cross-campus transaction. |
| 21. | From the Student Financials menu, click the Charges and Payments link. Charges and Payments |
| 22. | Click the Post Student Transaction link. Post Student Transaction |

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Processing Cross-Campus Payments






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Student Post

Add a New Value

Business Unit: 

ID: 


Account Type: 

Item Type: 

User ID:

Group Line Time Stamp:

Line Sequence Nbr:

| Step | Action |
|------|---|
| 23. | On the Student Post page, enter the student's MaineStreet ID in the ID field. |
| 24. | In the Account Type field, click on the look up icon to look up the appropriate account type for the transaction.  |
| 25. | To post the cross-campus transaction, click the Cross Campus Account account type. Cross Campus Account |



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Student Post

Add a New Value

Business Unit: UMS01

ID: 0099999

Account Type: XCP

Item Type:

User ID: 0077777

Group Line Time Stamp: 07/07/2008 1:06:44PM

Line Sequence Nbr: 1

Add

| Step | Action |
|------|---|
| 26. | In the <i>Item Type</i> field, click on the Item Type look up icon. |

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Processing Cross-Campus Payments



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Look Up Item Type

SetID: UMS01
 Account Type: XCP
 Item Type: begins with []
 Item Type Code: = []
 Key Word: begins with []
 Key Word 2: begins with []
 Key Word 3: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-39 of 39 Last

| Item Type | Description | Item Type Code | Key Word | Key Word 2 | Key Word 3 |
|--------------|-------------------------|----------------|----------------|------------|------------|
| 000000408005 | Payment to UMI | Charge | MISC TRF UM | (blank) | |
| 000000408010 | Payment to UMF | Charge | MISC TRF UMF | (blank) | |
| 000000408015 | Payment to UMFK | Charge | MISC TRF UMFK | (blank) | |
| 000000408020 | Payment to UMM | Charge | MISC TRF UMM | (blank) | |
| 000000408025 | Payment to UMPI | Charge | MISC TRF UMPI | (blank) | |
| 000000408030 | Payment to USM | Charge | MISC TRF USM | (blank) | |
| 000000408035 | Fin Aid Credit to UMF | Charge | MISC TRF UMF | (blank) | |
| 000000408040 | Fin Aid Credit to UMFK | Charge | MISC TRF UMFK | (blank) | |
| 000000408045 | Fin Aid Credit to UMM | Charge | MISC TRF UMM | (blank) | |
| 000000408050 | Fin Aid Credit to UM | Charge | MISC TRF UM | (blank) | |
| 000000408055 | Fin Aid Credit to USM | Charge | MISC TRF USM | (blank) | |
| 000000408060 | Fin Aid Credit to UMPI | Charge | MISC TRF UMPI | (blank) | |
| 000000408065 | Charges from UMF | Charge | MISC TRF UMF | (blank) | |
| 000000408070 | Charges from UMFK | Charge | MISC TRF UMFK | (blank) | |
| 000000408075 | Charges from UMM | Charge | MISC TRF UMM | (blank) | |
| 000000408080 | Charges from UM | Charge | MISC TRF UM | (blank) | |
| 000000408085 | Charges from USM | Charge | MISC TRF USM | (blank) | |
| 000000408090 | Charges from UMPI | Charge | MISC TRF UMPI | (blank) | |
| 000001040000 | Payment to Other Campus | Payment | MISC TRF OTHER | (blank) | |
| 000001040005 | Payment from LAC | Payment | MISC TRF USM | (blank) | |

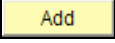
| Step | Action |
|------|---|
| 27. | Click on the appropriate Item type for the campus you are processing a payment for. |



Process Document Processing Cross-Campus Payments

Business Unit: UMS01
ID: 0099999
Account Type: XCP
Item Type: 0000040803
User ID: 0077777
Group Line Time Stamp: 07/07/2008 1:06:44PM
Line Sequence Nbr: 1

Add

| Step | Action |
|------|---|
| 28. | Click the Add button.  |

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Student Post

Business Unit: University of Maine at Augusta
 ID: 0099999 Student, Joe
 Balance: -400.00 Anticipated Aid: 0.00

Account Type: Cross Campus Account [New Transaction](#) [Post](#)

Item Type: 00000408030 Transfer To USM

Amount: USD [Currency Detail](#)

Term:


Reference Number:

Item Effective Date: 07/07/2008

Due Date:

[Student Accounts](#) [Academic Information](#) [Payment Details](#)

[Notify](#) [Refresh](#)

| Step | Action |
|------|--|
| 29. | On the Student Post page, Enter the amount of the payment in the Amount field. |
| 30. | Enter the appropriate term in the Term field. |
| 31. | Click the Post button.  |



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Student Post

Business Unit: University of Maine at Augusta
ID: 0563701 Bromley, Alison Elizabeth
Balance: -400.00 **Anticipated Aid:** 0.00

Account Type: Cross Campus Account [New Transaction](#) [Post](#)

Item Type: 000000408030

Amount: USD [Currency Detail](#)

Term: 0910

Reference Number:

Item Effective Date: 07/07/2008

Due Date:

[Student Accounts](#) [Academic Information](#) [Payment Details](#)

| Step | Action |
|------|--------------------------|
| 32. | End of Procedure. |