Processing Cross-Campus Payments

1.	From the Campus Solutions menu, click the **Student Financials** link. Student Financials
2.	Click the **Cashiering** link.
3.	Click the **Post Student Payments** link.
4.	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. In the ***Cashier's Office*** field, look up and select the appropriate Cashier's Office.
5.	The ***Receipt Number*** will default in as all 9s. Do not override this number. In the ***ID*** field, enter the student's MaineStreet ID if you know it. If not, click the Look up ***ID*** icon.
6.	Click the **Add** button. Add
7.	In this example, the student is paying for charges from two different institutions. One payment will be applied to a charge from their *home* campus, UMA, and the other payment is for a charge from USM. The USM payment will be entered as a cross-campus payment. First, we will enter information about a payment to UMA. In the ***Target Detail*** section of the **Student Payments** page, in the ***Target*** field, look up and enter the appropriate Target. Click the Look up ***Target*** button.
8.	Click on the appropriate ***Target*** to select it.
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.
11.	Now we will add a row in the Target Detail section to enter information about Payment to USM. Click the ***Add a new row*** button.
12.	In the second ***Target Detail*** row, look up and enter the appropriate ***Target***. Click the Look up ***Target*** 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 ***Amount*** field, enter the payment amount to be posted to the other campus, in this case, USM.
15.	In the ***Term*** field, enter the term the payment is being applied to.
16.	In the ***Tender Detail*** section, click the look up ***Tender*** icon.
17.	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. 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. **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.
18.	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. 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. Create Receipt
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
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
26.	In the ***Item Type*** field, click on the Item Type look up icon.

27.	Click on the appropriate Item type for the cross-campus transaction. In this case, we are transferring a payment to USM, so we will click on **Payment to USM** Item Type. Payment to USM
28.	Click the **Add** button. Add
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. Post
32.	**End of Procedure.**