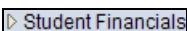
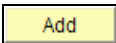



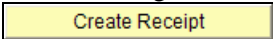
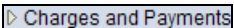







## Processing Cross-Campus Payments

1.	<p>From the Campus Solutions menu, click the <b>Student Financials</b> link.</p> 
2.	Click the <b>Cashiering</b> link.
3.	Click the <b>Post Student Payments</b> link.
4.	<p>On the <b>Student Payments Add a New Value</b> page, if you previously set your User Defaults, your Business Unit will enter by default in the <b>Business Unit</b> field. If not, the appropriate Business Unit.</p> <p>In the <b>Cashier's Office</b> field, look up and select the appropriate Cashier's Office.</p>
5.	<p>The <b>Receipt Number</b> will default in as all 9s. <u>Do not override this number.</u></p> <p>In the <b>ID</b> field, enter the student's MaineStreet ID if you know it. If not, click the Look up <b>ID</b> icon.</p>
6.	<p>Click the <b>Add</b> button.</p> 
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 a payment to UMA.</p> <p>In the <b>Target Detail</b> section of the <b>Student Payments</b> page, in the <b>Target</b> field, look up and enter the appropriate Target.</p> <p>Click the Look up <b>Target</b> button.</p> 
8.	Click on the appropriate <b>Target</b> to select it.
9.	In the <b>Amount</b> field, enter the payment amount to be applied to the charges.
10.	In the <b>Term</b> field, enter or look up and select the appropriate Term to apply the payment to.
11.	<p>Now we will add a row in the Target Detail section to enter information about Payment to USM.</p> <p>Click the <b>Add a new row</b> button.</p> 
12.	<p>In the second <b>Target Detail</b> row, look up and enter the appropriate <b>Target</b>.</p> <p>Click the Look up <b>Target</b> button.</p> 

13.	<p>On the <b>Look Up Target</b> page, since we are entering information about a payment for another campus, click on the <b>Payment for Other Campus</b> Target to select it.</p> <p><a href="#">Payment for Other Campus</a></p>
14.	<p>In the <b>Amount</b> field, enter the payment amount to be posted to the other campus, in this case, USM.</p>
15.	<p>In the <b>Term</b> field, enter the term the payment is being applied to.</p>
16.	<p>In the <b>Tender Detail</b> section, click the look up <b>Tender</b> icon.</p>
17.	<p>On the <b>Look Up Tender</b> page, the <b>Tender Key</b> 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 <b>Tender Details</b> page where check number, bank account holder name and other information can be entered.</p> <p><b>Note:</b> 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>
18.	<p>To complete the payment, click the <b>Create Receipt</b> button. Once processing is completed, the page should become inactive for additional payment input information and a <b>Receipt Nbr</b> and <b>Sequence Nbr</b> will be created.</p> <p>After clicking the <b>Create Receipt</b> button, it will change to a <b>Print Receipt</b> button. It is currently not possible to print receipts using the button. To print a receipt, from your browser menu, select <b>File &gt; Print Preview</b>. On the <b>Print Preview</b> screen, apply the "Only the Selected Frame" setting. Next, click the printer icon and then select the appropriate printer.</p> <p></p>
19.	<p>After processing the payment, click the <a href="#">Student Accounts</a> link on the <b>Student Payments</b> page to verify the posted transaction.</p> <p><a href="#">Student Accounts</a></p>
20.	<p>The next step is to post the cross-campus transaction.</p>
21.	<p>From the Student Financials menu, click the <b>Charges and Payments</b> link.</p> <p></p>
22.	<p>Click the <b>Post Student Transaction</b> link.</p> <p><a href="#">Post Student Transaction</a></p>
23.	<p>On the <b>Student Post</b> page, enter the student's MaineStreet ID in the <b>ID</b> field.</p>
24.	<p>In the <b>Account Type</b> field, click on the look up icon to look up the appropriate account type for the transaction.</p> <p></p>
25.	<p>To post the cross-campus transaction, click the <b>Cross Campus Account</b> account type.</p> <p><a href="#">Cross Campus Account</a></p>
26.	<p>In the <b>Item Type</b> field, click on the Item Type look up icon.</p> <p></p>

27.	<p>Click on the appropriate Item type for the cross-campus transaction.</p> <p>In this case, we are transferring a payment to USM, so we will click on <b>Payment to USM</b> Item Type.</p>  A small rectangular button with a blue border and the text "Payment to USM" in blue.
28.	<p>Click the <b>Add</b> button.</p>  A yellow rectangular button with a black border and the text "Add" in black.
29.	<p>On the <b>Student Post</b> page, Enter the amount of the payment in the <b>Amount</b> field.</p>
30.	<p>Enter the appropriate term in the <b>Term</b> field.</p>
31.	<p>Click the <b>Post</b> button.</p>  A yellow rectangular button with a black border and the text "Post" in black.
32.	<p><b>End of Procedure.</b></p>