## Processing Cross-Campus Payments

1. From the Campus Solutions menu, click the **Student Financials** link.

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.

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.

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.

19. After processing the payment, click the **Student Accounts** link on the **Student Payments** page to verify the posted transaction.

20. The next step is to post the cross-campus transaction.

21. From the Student Financials menu, click the **Charges and Payments** link.

22. Click the **Post Student Transaction** link.

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.

26. In the **Item Type** field, click on the Item Type look up icon.
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>27.</td>
<td>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 <strong>Payment to USM</strong> Item Type.</td>
</tr>
<tr>
<td>28.</td>
<td>Click the <strong>Add</strong> button.</td>
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<tr>
<td>29.</td>
<td>On the <strong>Student Post</strong> page, Enter the amount of the payment in the <strong>Amount</strong> field.</td>
</tr>
<tr>
<td>30.</td>
<td>Enter the appropriate term in the <strong>Term</strong> field.</td>
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<tr>
<td>31.</td>
<td>Click the <strong>Post</strong> button.</td>
</tr>
<tr>
<td>32.</td>
<td><strong>End of Procedure.</strong></td>
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