







Posting Miscellaneous Charge to Individual Student 061308

1.	Click the Student Financials link. ▶ Student Financials
2.	Click the Charges and Payments link. ▶ Charges and Payments
3.	Click the Post Student Transaction link.
4.	On the Student Post Add a New Value page, enter or look up the appropriate Business Unit .
5.	In the ID field, enter the student's MaineStreet ID.
6.	In the Account Type field, look up and select the appropriate Account Type. 
7.	Click on the appropriate Account Type to select it. For this example, click on Misc Charges and Fines . Misc Charges and Fines
8.	In the Item Type field, look up and select the appropriate Item Type. 
9.	Click on the appropriate Item Type to select it.
10.	Click the Add button. 
11.	On the Student Post page, enter the amount of the charge in the Amount field.
12.	Enter the appropriate Term in the Term field. Note: The Reference Number field can be used to make a special note about or reason for the charge.
13.	Click the Post button to post the transaction. 
14.	Click the Student Accounts link to review the transaction on the student's account. Student Accounts
15.	On the Student Accounts page, click on the Account Details link to view detailed information about the account. Account Details
16.	On the Account Details page, click on the Item Details link to view details about the item. Item Details
17.	Click the Return link to return to the Account Details page. Return
18.	Click the Return link to return to the Student Accounts page. Return

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19.	Click the Return link to return to the Student Post page. 
20.	Back on the Student Post page, click the New Transaction button to post a new transaction, if necessary. 
21.	End of Procedure.

