Posting Miscellaneous Charge to Individual Student 061308

1. Click the **Student Financials** link.

2. Click the **Charges and Payments** link.

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**.

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.

15. On the **Student Accounts** page, click on the **Account Details** link to view detailed information about the account.

16. On the **Account Details** page, click on the **Item Details** link to view details about the item.

17. Click the **Return** link to return to the **Account Details** page.

18. Click the **Return** link to return to the **Student Accounts** page.
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<tbody>
<tr>
<td>19.</td>
<td>Click the <strong>Return</strong> link to return to the <strong>Student Post</strong> page.</td>
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<tr>
<td>20.</td>
<td>Back on the <strong>Student Post</strong> page, click the <strong>New Transaction</strong> button to post a new transaction, if necessary.</td>
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<tr>
<td>21.</td>
<td><strong>End of Procedure.</strong></td>
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