



File Name	Posting Student Payments.doc
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Posting Student Payments

Concept

Cashiering allows you to accept student payments by cash, credit card, or check. You can allocate the payment toward one or more charges on the student's account. You can also select to pay charges from current or future terms.

A student payment can also represent the purchase of an item such as books or supplies. For the purchase of an item, the system might not post the payment to the student's account.

Payments made to satisfy tuition and fees may be received by various methods—cash, check, credit card. These payment types are referred to as *Tenders*.

The term *Target* generally refers to those charges that will be satisfied by the payment. For example, the most common target cashiers will use when receiving payments against student's tuition and fees is All Charges. This target will direct the payment to satisfy charges according to certain rules (such as satisfying oldest transactions first, then applying a certain order—such as tuition first, mandatory fees second, distance fees third, etc.).

The Enrollment Fees target will direct the payment to enrollment fees only, and bypass tuition charges.

The Payment Plan target is best used to satisfy payment plan installments.

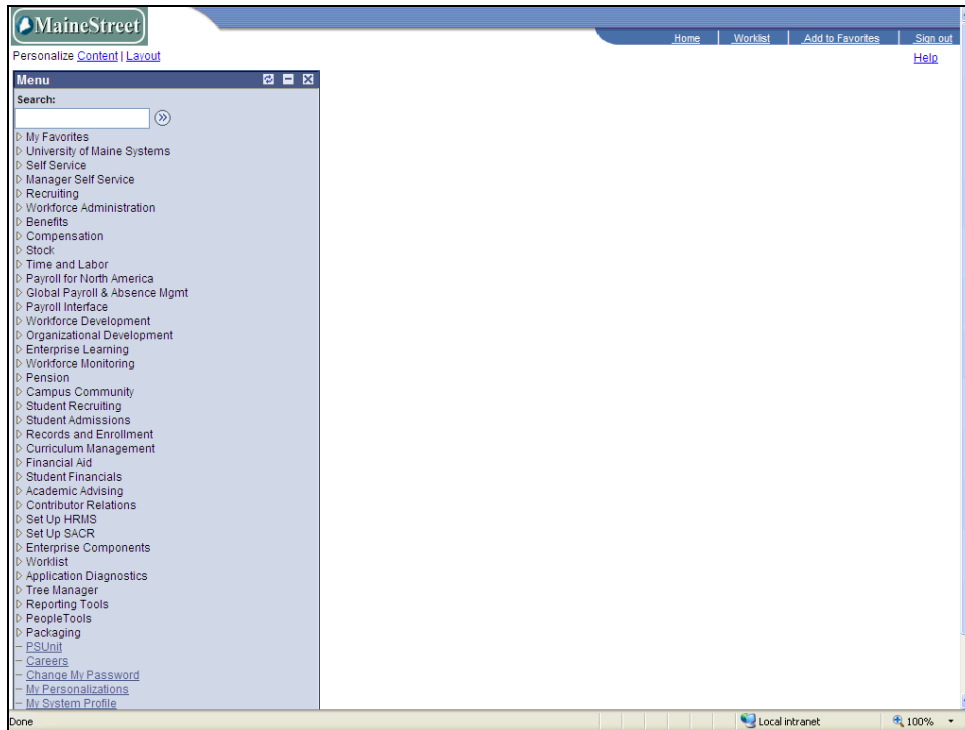
The Miscellaneous Fees target can be used when a student wishes to target certain miscellaneous fees, such as late fees.


Occasionally a target may be selected to reflect payment from an external source, such as 'Check from Agency' or 'Check-Scholarship'. The All Charges target rules apply when these types of targets are used.

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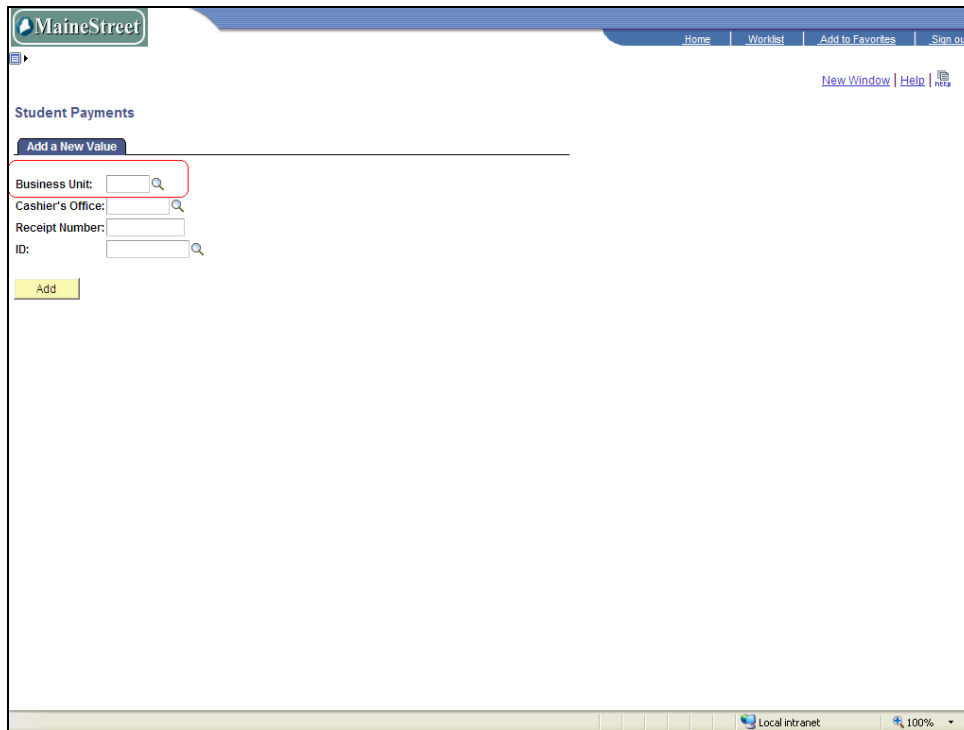



Navigation



Step	Action
1.	Click the Student Financials link. 
2.	Click the Cashiering link.
3.	Click the Post Student Payments link.

Procedure



Step	Action
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, you can enter or look up the appropriate Business Unit.
5.	In the Cashier's Office field, look up and select the appropriate Cashier's Office. This Information will default in if your User Defaults are defined. Click on the look up Cashier's Office icon. 

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New Window | Help |

Look Up Cashier's Office

Business Unit: UMS06

Cashier's Office: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-23 of 23 Last

Cashier's Office	Description
GORHAM	Gorham Cashier's Office
GOR_FRI	Gorham Cash Office - Friday
GOR_MON	Gorham Cash Office - Monday
GOR_THU	Gorham Cash Office - Thursday
GOR_TUE	Gorham Cash Office - Tuesday
GOR_WED	Gorham Cash Office - Wednesday
G_CARD	Gorham Card Office
G_POLICE	Gorham Police Department
LAC	LAC Cashier's Office
LAC_FRI	LAC Cash Office - Friday
LAC_MON	LAC Cash Office - Monday
LAC_THU	LAC Cash Office - Thursday
LAC_TUE	LAC Cash Office - Tuesday
LAC_WED	LAC Cash Office - Wednesday
PORTLAND	Portland Cashier's Office
POR_FRI	Portland Cash Office - Friday
POR_MON	Portland Cash Office - Monday
POR_THU	Portland Cash Office - Thurs
POR_TUE	Portland Cash Office - Tuesday
POR_WED	Portland Cash Office - Wednesday
P_POLICE	Portland Police
SRCOLL	Osher Lifelong Learning
UCTLOGIC	Logic Shop

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Step	Action
6.	<p>Click on the appropriate <i>Cashier's Office</i> to select it.</p> <p>Note: you will only see listed the Cashier's Offices your security setting allow you to view.</p>



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Student Payments

Add a New Value


Business Unit: UMS08

Cashier's Office: PORTLAND

Receipt Number: 999999999999

ID:

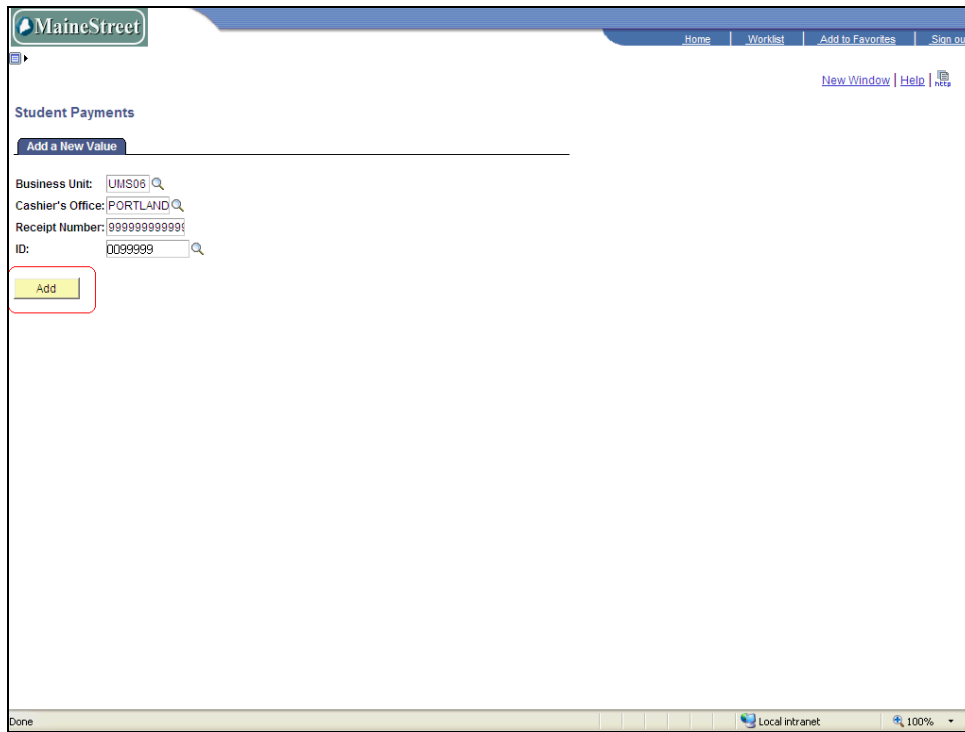
Add

Step	Action
7.	<p>The Receipt Number will default in as all 9s. <u>Do not override this number.</u></p> <p>In the ID field, enter the student's MaineStreet ID if you know it. If not, click the Look up ID icon.</p> 

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A screenshot of a web application interface titled "Look Up ID". The interface includes a header with the "MaineStreet" logo and navigation links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below the header, there are search criteria fields: "ID:", "Campus ID:", "National ID:", "Last Name:", and "First Name:". Each field has a dropdown menu set to "begins with" and an adjacent text input box. Below these fields are four buttons: "Look Up" (highlighted in yellow), "Clear", "Cancel", and "Basic Lookup". A warning message states: "Searching this table may take a long time. Enter values above before requesting Lookup." The bottom of the window shows a taskbar with "Done", "Local intranet", and a zoom level of "100%".

Step	Action
8.	If you select the Look Up ID icon, the Look Up ID page will open. You can search for the student's record based on a number of criteria. After you enter the criteria, click on the Look Up button.



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[New Window](#) | [Help](#)

Student Payments

Add a New Value

Business Unit:
 Cashier's Office:
 Receipt Number:
 ID:


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Step	Action
9.	After all fields are complete, click the <i>Add</i> button to open the Student Payments page. <input data-bbox="370 1146 483 1184" type="button" value="Add"/>

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Step	Action
10.	<p>In the <i>Target Detail</i> section of the Student Payments page, enter the appropriate <i>Target</i> or search for the appropriate Target by clicking the lookup Target icon.</p> <p>Click the Look up <i>Target</i> button.</p> 



Look Up Target

Business Unit: UMS06

Target Key: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Target Key	Description
ALL_CHARGE	All Charges
DEP_ENR	Enrollment Deposits
DEP_RMB	Deposit Room and Board
ENR_FEES	Enrollment Fees
HEALTH_FEE	Health Fee
INS_FEES	Insurance Charges
MISC_FEES	Miscellaneous Fees
ROOM_BOARD	Room & Board
TRAV_FEES	Travel Fees

Step	Action
11.	On the Look Up Target page, click on the appropriate Target Key to select it.

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[New Window](#) | [Help](#) | [Customize Page](#)

Student Payments

Unit: UMS06 Office: Portland Cashier's Office Business Date: 11/29/2007
 Register: REG01 Cashier: 0077777

ID: 0099999

Balance 0.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 0.00 Tax: 0.00 Tender: 0.00 Change: 0.00

Target Detail Find First 1 of 1 Last

Target: ROOM_BOARD Room_Board Amount: USD

Term:

Tender Detail Find First 1 of 1 Last

*Tender: Amount: USD [Currency Detail](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

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Step	Action
12.	In the Target Detail section, enter the payment amount to be applied to the charges in the Amount field.



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Student Payments

Unit: UMS06 Office: Portland Cashiers Office Business Date: 11/29/2007
Register: REG01 Cashier: 007777

ID: 0099999
Balance: 0.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 0.00 Tax: 0.00 Tender: 0.00 Change: 0.00

Target Detail Find First 1 of 1 Last
Target: ROOM_BOARD Room_Board Amount: 500 USD
Term:

Tender Detail Find First 1 of 1 Last
Tender: Amount: USD [Currency Detail](#)
Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

Step	Action
13.	In the Term field, enter or look up and select the appropriate Term to apply the payment to.

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[New Window](#) | [Help](#) | [Customize Page](#) |

Student Payments

Unit: UMS06 Office: Portland Cashier's Office Business Date: 11/29/2007
 Register: REG01 Cashier: 0077777

ID: 0099999

Balance 0.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 500.00 Tax: 0.00 Tender: 500.00 Change: 0.00

Target Detail Find First 1 of 1 Last

Target: ROOM_BOARD Room_Board Amount: 500.00 USD

Term: 0910

Tender Detail Find First 1 of 1 Last

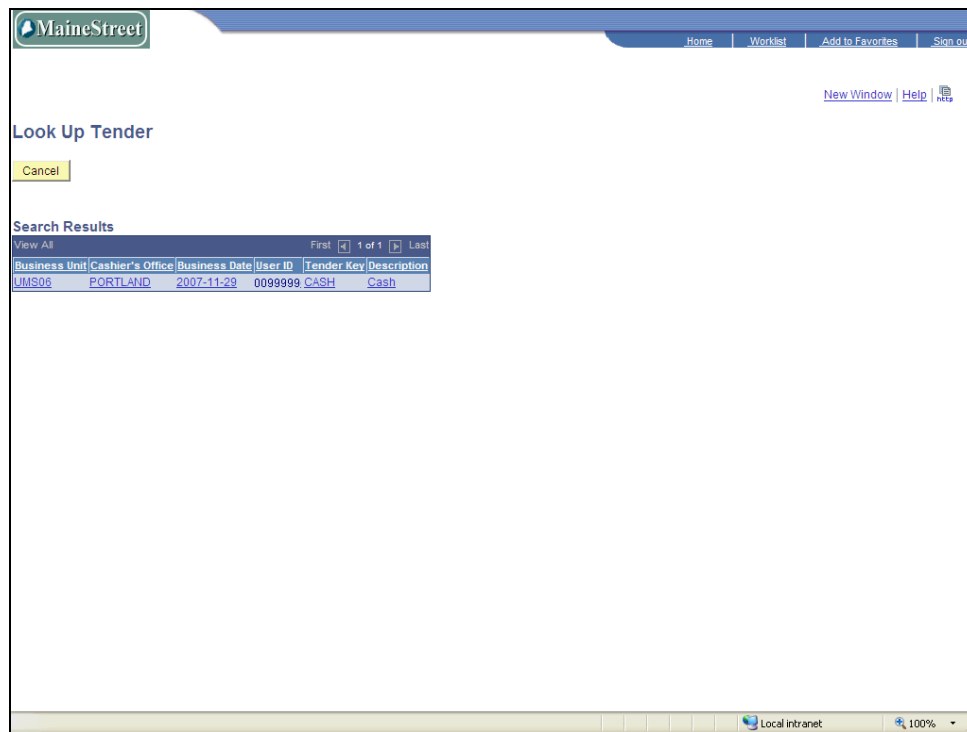
*Tender: Amount: USD [Currency Detail](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

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Step	Action
14.	In the <i>Tender Detail</i> section, click the look up <i>Tender</i> icon.



Step	Action
15.	<p>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.</p> <p>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.</p> <p>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.</p>

Process Document Posting Student Payments



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[New Window](#) | [Help](#) | [Customize Page](#) |

Student Payments

Unit: UMS06 Office: Portland Cashier's Office Business Date: 11/29/2007
 Register: REG01 Cashier: 0077777

ID: 0099999

Balance -750.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: Create Receipt New Transaction

Target: 500.00 Tax: 0.00 Tender: 500.00 Change: 0.00

Target Detail Find First 1 of 1 Last

Target: ROOM_BOARD Room_Board Amount: 500.00 USD + -

Term: 0910

Tender Detail Find First 1 of 1 Last

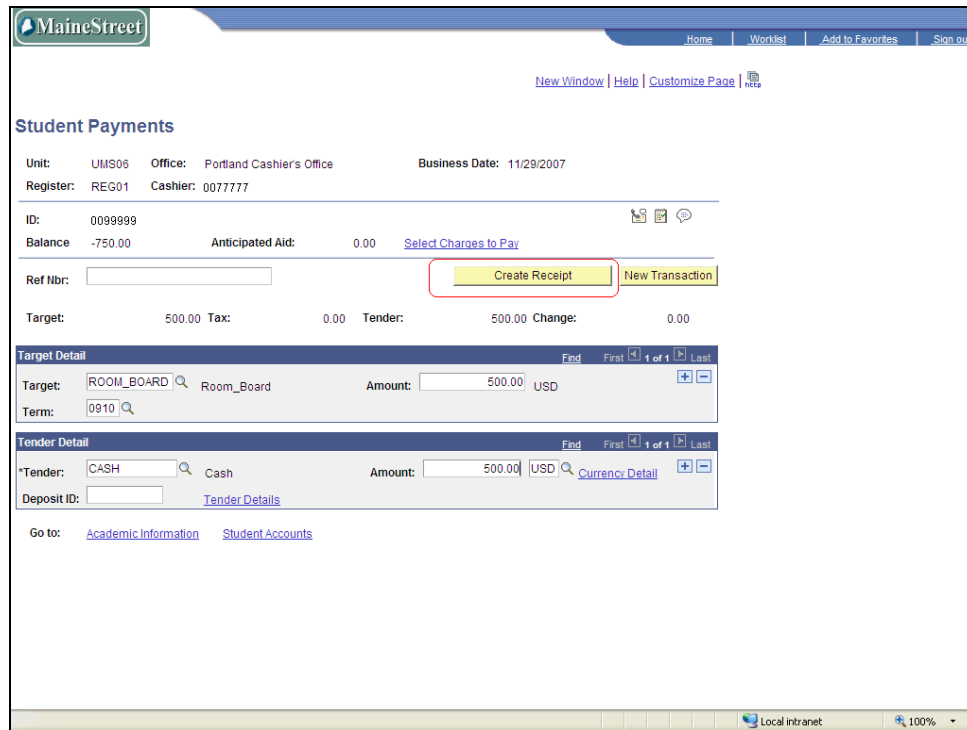
Tender: CASH Cash Amount: 500.00 USD [Currency Detail](#) + -

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

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Step	Action
16.	<p>The payment amount you entered in the Target Details Amount field will enter by default in the Tender Detail Amount field. Change the payment amount if payment is being made via multiple Tenders.</p> <p>To add a tender, select the add a row button (+) in the Tender Detail section. Select the type of tender and enter the amount paid with that tender.</p> <p>The combined tender records should equal the target Amount in the Target Detail section of the page.</p>



Step	Action
17.	<p>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.</p> <p>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.</p> <p>After processing the payment, click the Student Accounts link on the Student Payments page to verify the posted transaction.</p> <p>Note: If you are processing multiple payments, you must select the Create Receipt button before selecting the New Transaction button.</p>

Process Document Posting Student Payments



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[New Window](#) | [Help](#) | [Customize Page](#) **Saved**

Student Payments

Unit: UMS06 Office: Portland Cashier's Office Business Date: 11/29/2007
 Register: REG01 Cashier: 0077777 Receipt Nbr: 19 Seq Nbr: 1

ID: 0099999

Balance -500.00 Anticipated Aid: 0.00

Ref Nbr: [Print Receipt](#) [New Transaction](#)

Target: 500.00 Tax: 0.00 Tender: 500.00 Change: 0.00

Target Detail Find First 1 of 1 Last

Target: ROOM_BOARD Room_Board Amount: 500.00 USD
 Term: 0910

Tender Detail Find First 1 of 1 Last

*Tender: CASH Cash Amount: 500.00 USD [Currency Detail](#)
 Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

Done Local intranet 100%

Step	Action
18.	End of Procedure.