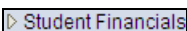


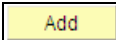




## Posting Student Payments

1.	Click the <b>Student Financials</b> link. 
2.	Click the <b>Cashiering</b> link.
3.	Click the <b>Post Student Payments</b> link.
4.	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, you can enter or look up the appropriate Business Unit.
5.	In the <b>Cashier's Office</b> 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 <b>Cashier's Office</b> icon. 
6.	Click on the appropriate <b>Cashier's Office</b> to select it.  <b>Note:</b> you will only see listed the Cashier's Offices your security setting allow you to view.
7.	The <b>Receipt Number</b> will default in as all 9s. <u>Do not override this number.</u>  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. 
8.	If you select the Look Up ID icon, the <b>Look Up ID</b> 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 <b>Look Up</b> button.
9.	After all fields are complete, click the <b>Add</b> button to open the <b>Student Payments</b> page. 
10.	In the <b>Target Detail</b> section of the <b>Student Payments</b> page, enter the appropriate <b>Target</b> or search for the appropriate Target by clicking the lookup Target icon.  Click the Look up <b>Target</b> button. 
11.	On the <b>Look Up Target</b> page, click on the appropriate <b>Target Key</b> to select it.
12.	In the <b>Target Detail</b> section, enter the payment amount to be applied to the charges in the <b>Amount</b> field.
13.	In the <b>Term</b> field, enter or look up and select the appropriate Term to apply the payment to.
14.	In the <b>Tender Detail</b> section, click the look up <b>Tender</b> icon. 



<p>15.</p>	<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>
<p>16.</p>	<p>The payment amount you entered in the <b>Target Details Amount</b> field will enter by default in the <b>Tender Detail Amount</b> 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 <b>Tender Detail</b> section. Select the type of tender and enter the amount paid with that tender.</p> <p>The combined tender records should equal the target <b>Amount</b> in the <b>Target Detail</b> section of the page.</p>
<p>17.</p>	<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>After processing the payment, click the <b>Student Accounts</b> link on the <b>Student Payments</b> page to verify the posted transaction.</p> <p><b>Note:</b> If you are processing multiple payments, you must select the <b>Create Receipt</b> button before selecting the <b>New Transaction</b> button.</p>
<p>18.</p>	<p><b>End of Procedure.</b></p>