Posting Student Payments

1. 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, 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.

6. Click on the appropriate **Cashier's Office** to select it.

   **Note**: you will only see listed the Cashier's Offices your security setting allow you to view.

7. 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.

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.

9. After all fields are complete, click the **Add** button to open the **Student Payments** page.

10. In the **Target Detail** section of the **Student Payments** page, enter the appropriate **Target** or search for the appropriate Target by clicking the lookup Target icon.

   Click the Look up **Target** button.

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

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

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

14. In the **Tender Detail** section, click the look up **Tender** icon.
15. 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.

16. 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.

   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.

   The combined tender records should equal the target **Amount** in the **Target Detail** section of the page.

17. 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.

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

   **Note:** If you are processing multiple payments, you must select the **Create Receipt** button before selecting the **New Transaction** button.

18. **End of Procedure.**