Processing Student Cash 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.

Every time you process a student payment, the Cashiering feature creates a receipt in the system.
Process Document
Student Financials: Processing Student Cash Payments

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Student Financials</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Cashiering</strong> link.</td>
</tr>
</tbody>
</table>
### Step 3
Click the **Post Student Payments** link.

### Step 4
If your User Defaults are set, your Business Unit will enter by default in the **Business Unit** field. If not, you can enter or look up and select the appropriate Business Unit.

### Step 5
Click on the appropriate Business Unit to select it.

### Step 6
Enter the appropriate information in the **Cashier's Office** field or click the lookup icon to retrieve a list of valid Cashier's Offices. Information will default in if your User Defaults are defined.

### Step 7
Click on the appropriate **Cashier's Office** to select it.

### Step 8
The **Receipt Number** will default in as all 9s. Do not override this number.

In the **ID** field, enter the student's EmplID if you know it. If not, click the Look up ID icon.

### Step 9
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 and click the student’s ID to select it.

### Step 10
After all fields are complete, click the **Add** button to open the **Student Payments** page.
### Step 11

Enter the appropriate **Target** or search for the appropriate Target by clicking the lookup Target icon.

### Step 12

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

### Step 13

Search for the appropriate **Term** to apply the payment to by clicking the Look up **Term** icon.

### Step 14

Click on the appropriate **Term** to select it.

### Step 15

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

### Step 16

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.

For this example you’re processing a cash payment so click on the **CASH Tender Key** to select it.

### Step 17

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.
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<tr>
<td>18.</td>
<td>To complete the payment, click the <em>Create Receipt</em> button. Once processing is completed, the page should become inactive for additional payment input information and a <em>Receipt Nbr</em> and <em>Sequence Nbr</em> will be created. Depending on how your Cashiering options have been defined, you may receive a <em>Print Receipt</em> option. Click the <em>Create Receipt</em> button.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the <em>Student Accounts</em> link.</td>
</tr>
<tr>
<td>20.</td>
<td>Use the <em>Student Accounts</em> page to view the posted transaction.</td>
</tr>
</tbody>
</table>