

Posting a Student Payment

Path: Main Menu > Campus Solutions > Student Financials > Cashiering > Post Student Payments

Add a New Value

1 ↓

Business Unit:

Cashier's Office: ← 2

Receipt Number: 999999999999

ID: ← 3

4 ↓

Add

1. Type "FSCJ1" in to the **Business Unit** box
2. Type your location in the **Cashier's Office** box
3. Type the student's EmplID in the **ID** box
 - * If you do not have the EmplID, you can click the magnifying glass next to the box to search by name.
4. Click **Add** button

Student Payments

Unit: FSCJ1 Office: North Campus Business Date: 06/22/2017
Register: REG01 Cashier: .

ID: ★

Balance 538.08 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: ← 5 Amount: ← 7

Term: Invoice ID:

Tender Detail Find First 1 of 1 Last

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

Deposit ID: [Tender Details](#)

6 →

5. Click on magnifying glass next to **Target** box to choose what is being paid
6. Click magnifying glass next to **Term** box to choose term to apply payment to
7. Type in the amount owed in the **Amount** box

8. Click magnifying glass next to **Tender** box to choose payment type
9. Type in the amount of the payment in the **Amount** box
10. If it does not auto-populate, type your location ID in the **Deposit ID** box
11. Click **Create Receipt** button

The screenshot shows the initial transaction entry form. At the top, there are buttons for 'Create Receipt' and 'New Transaction'. Below this, summary fields show Target: 0.00, Tax: 0.00, Tender: 0.00, and Change: 0.00. The 'Target Detail' section shows Target: APPFEE, Amount: 25.00 USD, and Term: 2178. The 'Tender Detail' section has a search icon next to the '*Tender:' field (callout 8), an empty 'Amount:' field (callout 9), and an empty 'Deposit ID:' field (callout 10). A 'Create Receipt' button is highlighted with callout 11.

The screenshot shows the transaction form after clicking 'Create Receipt'. The summary fields are updated: Target: 25.00, Tax: 0.00, Tender: 25.00, and Change: 5.00. The 'Target Detail' section remains the same. The 'Tender Detail' section now shows two entries:

- *Tender: CASH, Amount: 30.00 USD (callout a)
- *Tender: CASH, Amount: -5.00 USD (callout b)

 Both entries have a 'Deposit ID' of 1. The 'Change' field is now populated with 5.00. Buttons for 'Print Receipt' and 'New Transaction' are visible at the top.

* Notice that the Tender Detail area shows the amount given (a), and the change to give (b)

12. Click **Print Receipt** button to give a receipt to the student