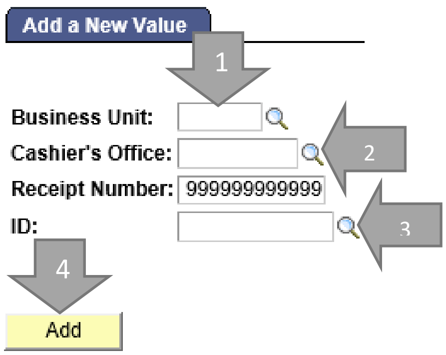
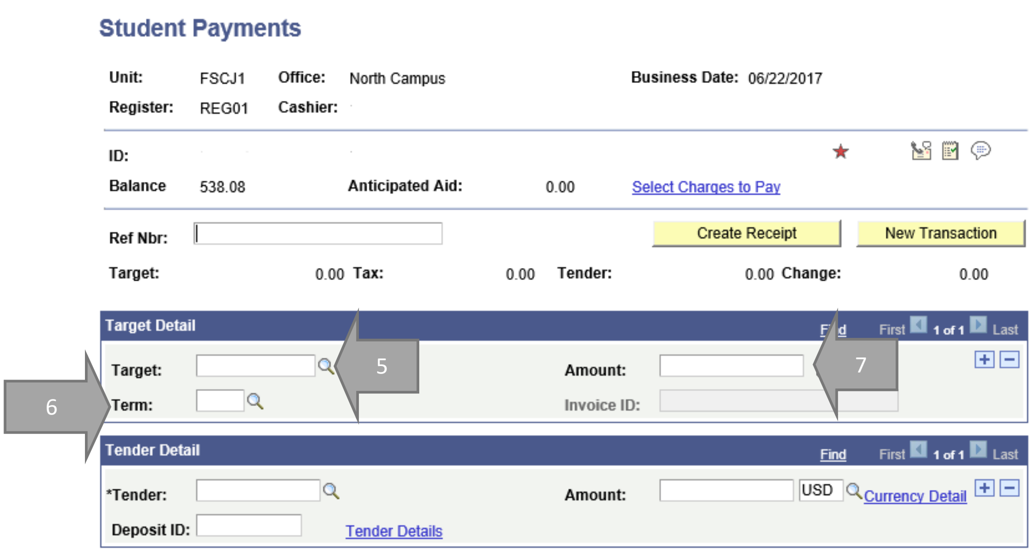
Posting a Student Payment

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

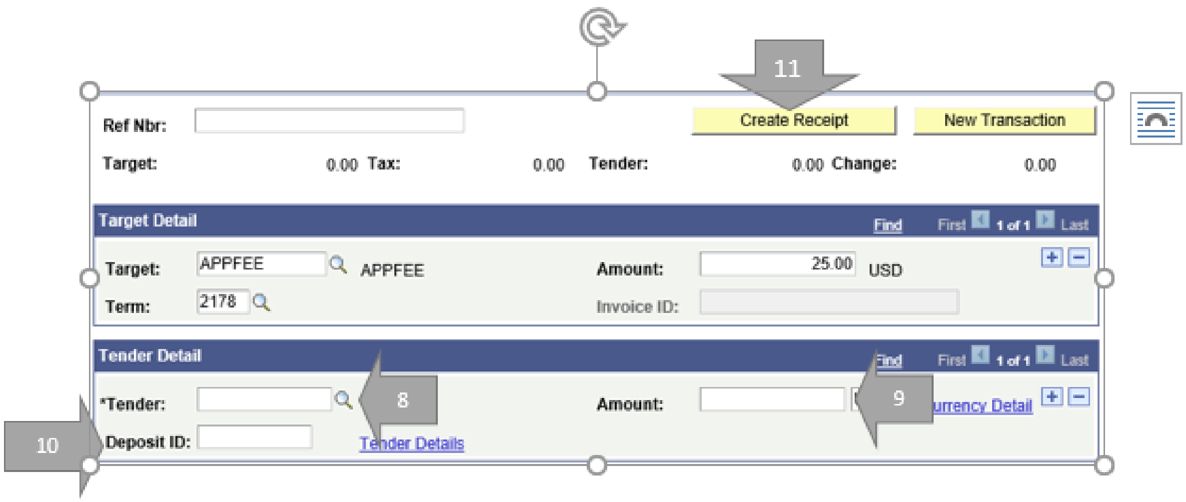


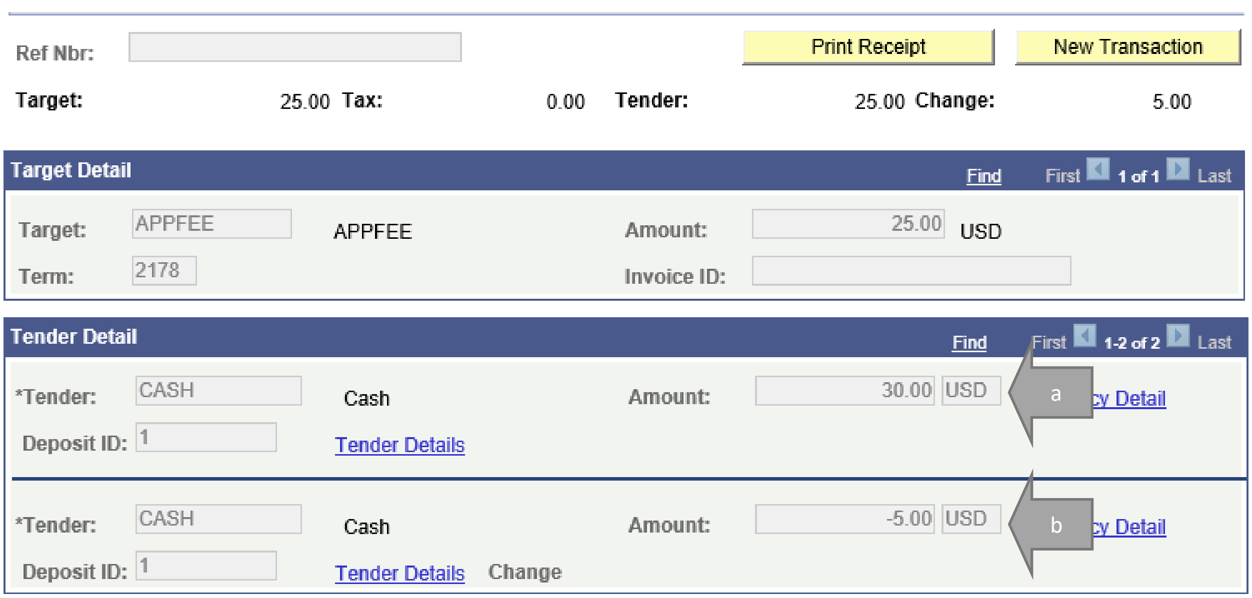
1. Type “FSCJ1” in to the **Business Unit** box
2. Type your location in the **Cashier’s Office** box
3. Type the student’s EmplID in the **ID** box
   * If you do not have the EmplID, you can click the magnifying glass next to the box to search by name.
4. Click **Add** button



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





* 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