






Post a Student Transaction

Purpose: The following instructions describe how to post a student transaction (add a fee to a student’s account).

Step	Action
1.	<p>Navigate to the Post Student Transaction page: Select Main Menu > Student Financials > Charges and Payments > Post Student Transaction</p> <p><i>Favorites</i> <i>Main Menu</i> > <i>Student Financials</i> > <i>Charges and Payments</i> > <i>Post Student Transaction</i></p> <p>Student Post</p> <p>Add a New Value</p> <p>Business Unit: <input type="text" value="UNICS"/> </p> <p>ID: <input type="text"/> </p> <p>Account Type: <input type="text"/> </p> <p>Item Type: <input type="text"/> </p> <p>User ID: <input type="text" value="rajones"/></p> <p>Group Line Time Stamp: <input type="text" value="07/12/2011 3:13:28PM"/></p> <p>Line Sequence Nbr: <input type="text" value="1"/></p> <p>Add</p>
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> • Business Unit – UNICS • ID – Enter student’s U-ID • Account Type – Select MSC • Item Type – Select appropriate item type (e.g. Transcript Fee = 400000020090)
3.	<p>Click the Add button. </p> <p>Result: The Student Post page displays.</p>

Step	Action
4.	<p>On the Student Post page, complete the following:</p> <ul style="list-style-type: none"> • Amount – Enter the fee amount • Term – Enter or select a specific term to which this should be applied. • Reference # - Enter if appropriate, free text, 30 character limit • Item Effective Date – Defaults to today’s date, DO NOT CHANGE • Due Date – N/A <p>Student Post</p> <p>Business Unit: University of Northern Iowa</p> <p>ID: ##### Panther, Joe</p> <p>Balance: 512.05 Anticipated Aid: 5,418.00</p> <p>Account Type: Misc Charges New Transaction Post</p> <p>Item Type: 090000000514 Aquatic Fees</p> <p>Amount: <input type="text"/> USD Currency Detail Select Charges to Pay</p> <p>Term: <input type="text"/></p> <p>Reference Number: <input type="text"/></p> <p>Item Effective Date: 01/24/2012 <input type="text"/></p> <p>Due Date: <input type="text"/></p> <p>Charge Priority: STANDARD <input type="text"/> Standard Pay Method: <input type="text"/> Tender Details</p> <p><input checked="" type="checkbox"/> Use Exc Acct <input type="text"/> TUT <input type="text"/> Payment ID: <input type="text"/></p> <p><input type="checkbox"/> Restrict Payment to Account Student Accounts Academic Information Payment Details</p> <p>Notify Refresh</p>
5.	<p>Click the Post button. Post</p> <p>Result: The page grays out and the charge will post to the U-bill.</p> <p>Note: If you want to start another student payment transaction, click the New Transaction button to return to the Student Payments search page.</p>

Note: To view the charge on the student’s account from here, click the **Student Accounts** link at the bottom of the page, click **Account Details**.

You may also navigate to: **Main Menu > Student Financials > View Customer Accounts**