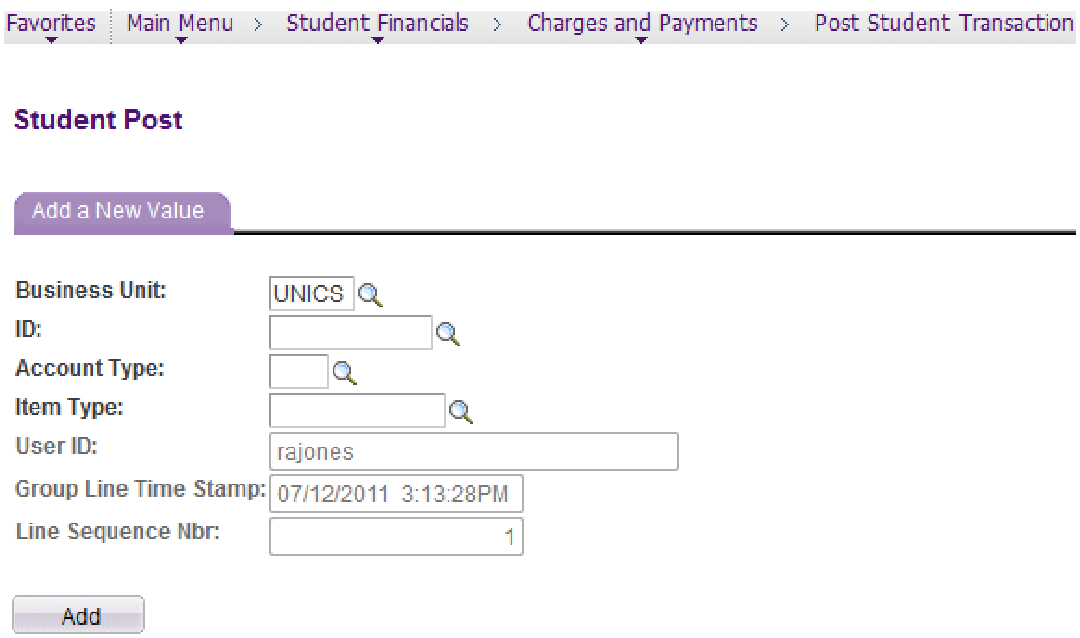
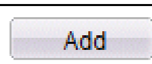
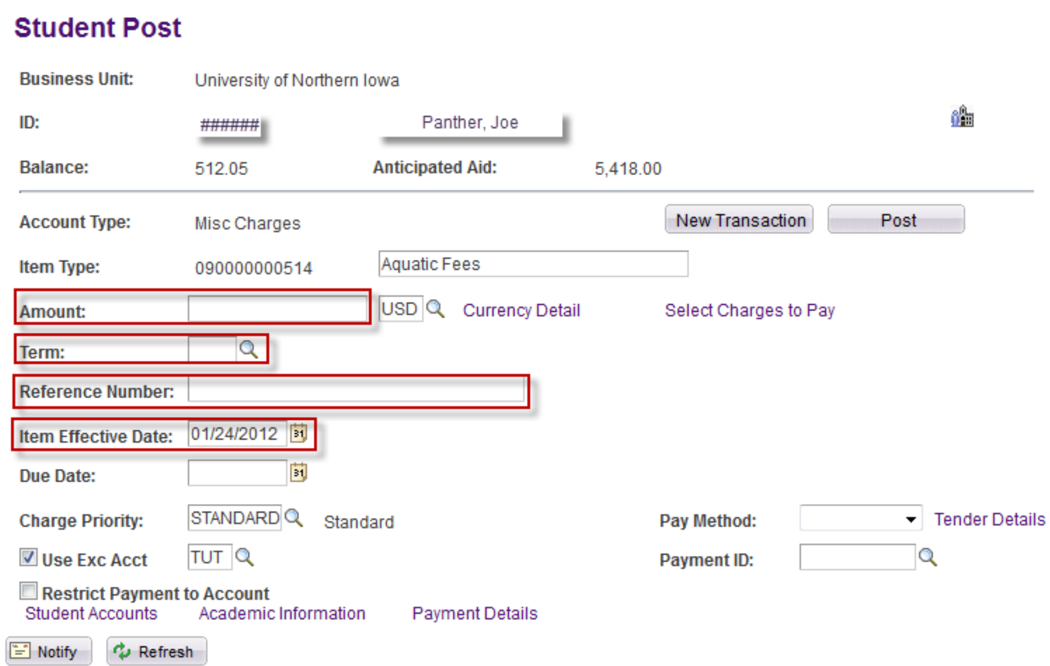
Post a Student Transaction

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

Step	Action
1.	Navigate to the **Post Student Transaction** page: Select **Main Menu › Student Financials › Charges and Payments › Post Student Transaction** 
2.	Complete the following: • **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.	Click the **Add** button.  ***Result:*** The **Student Post** page displays.

Step	Action
4.	On the Student Post page, complete the following: • **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 
5.	Click the **Post** button.  ***Result:*** The page grays out and the charge will post to the U-bill. ***Note:*** If you want to start another student payment transaction, click the **New Transaction** button to return to the **Student Payments** search page.

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**