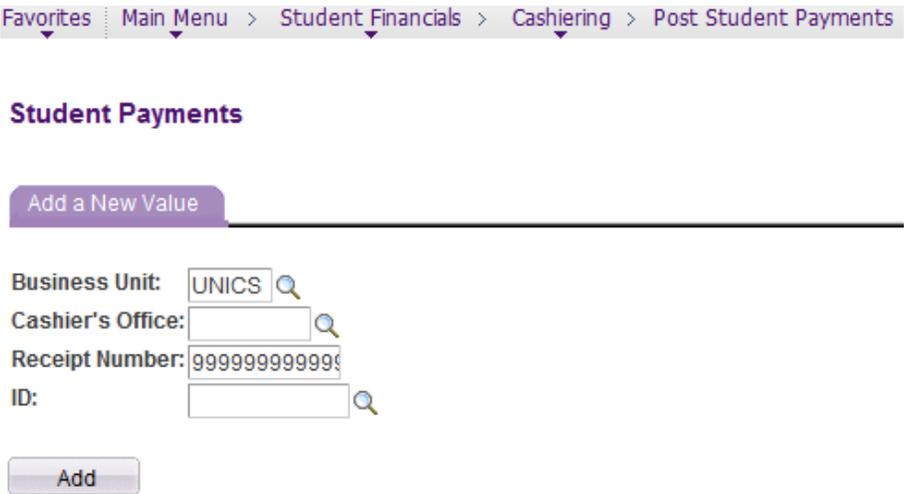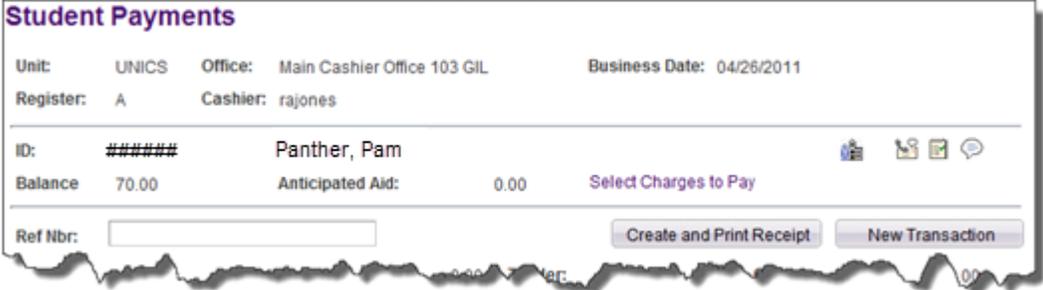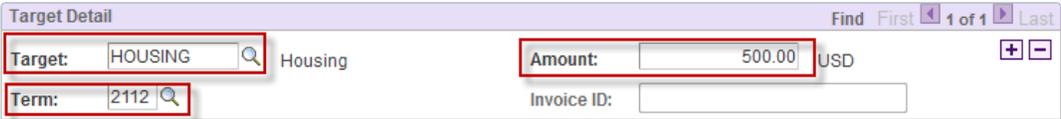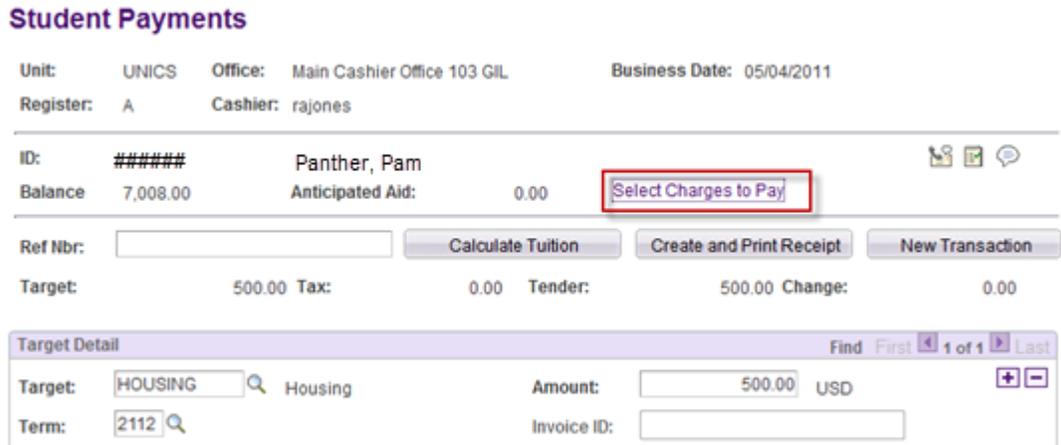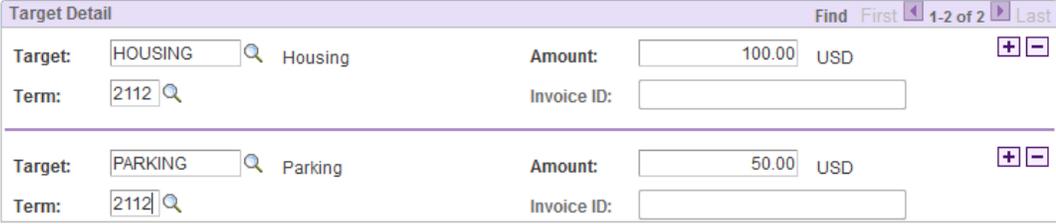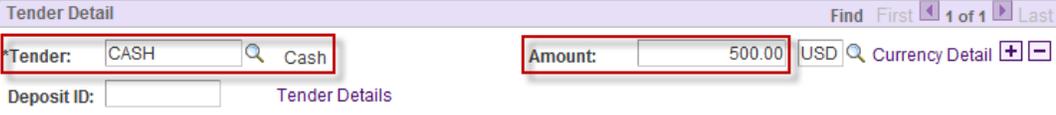# Processing a Student Payment for Multiple Charges

Purpose: Cashiering allows you to accept student payments by cash 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. Every time you process a student payment, the Cashiering feature creates a receipt in the system.

The following instructions describe how to process a payment for multiple charges (e.g. enter a payment for a student's housing charge and parking charges.

Step	Action
1.	Navigate to the **Student Payments** page: Select **Main Menu > Student Financials > Cashiering > Post Student Payments** Favorites : Main Menu > Student Financials > Cashiering > Post Student Payments **Student Payments** Add a New Value Business Unit: UNICS Cashier's Office: Receipt Number: 999999999999 ID: Add *Note:* You may wish to set a default for the *Cashier's Office* field, so that MAIN populates automatically.
2.	Complete the following: • **Business Unit** – UNICS • **Cashier's Office** – MAIN • **Receipt Number** – DO NOT ENTER • **ID** – Enter the student's U-ID

Step	Action
3.	Click the **Add** button. [Add] *Result:* The **Student Payments** page displays. **Student Payments** Unit: UNICS Office: Main Cashier Office 103 GIL Business Date: 04/26/2011 Register: A Cashier: rajones ID: ###### Panther, Pam Select Charges to Pay Balance 70.00 Anticipated Aid: 0.00 Ref Nbr: [ ] [Create and Print Receipt] [New Transaction]
4.	Use the **Student Payments** page to enter details about a student's payment. In the *Target Detail* section, complete the following: • **Target –** Enter or select the charge to which this payment should be applied. *Values:* All Charges, Housing, Check Cashing, Parking, TPC, Tuition • **Term –** Enter or select a specific term to which this payment should be applied, if appropriate. E.g. 2112 – Fall 2011 • **Amount –** Enter the payment amount **Target Detail** Find First ◄ 1 of 1 ► Last Target: [HOUSING] 🔍 Housing Amount: [500.00] USD [+][−] Term: [2112 🔍] Invoice ID: [ ] *Note:* If you have specific line items within the Target (e.g. Tech Fee within the Housing Target) you wish to pay, after you complete the *Target Detail*, click the **Select Charges to Pay** link and enter the charges on the line item(s). **Student Payments** Unit: UNICS Office: Main Cashier Office 103 GIL Business Date: 05/04/2011 Register: A Cashier: rajones ID: ###### Panther, Pam Balance 7,008.00 Anticipated Aid: 0.00 [Select Charges to Pay] Ref Nbr: [ ] [Calculate Tuition] [Create and Print Receipt] [New Transaction] Target: 500.00 Tax: 0.00 Tender: 500.00 Change: 0.00 **Target Detail** Find First ◄ 1 of 1 ► Last Target: [HOUSING] 🔍 Housing Amount: [500.00] USD [+][−] Term: [2112 🔍] Invoice ID: [ ]

Step	Action
5.	Use the **Add Row** button ⊞ in the *Target Detail* section to add another target. **Target Detail** Find First ◄ 1-2 of 2 ► Last Target: HOUSING 🔍 Housing Amount: 100.00 USD ⊞ ⊟ Term: 2112 🔍 Invoice ID: Target: PARKING 🔍 Parking Amount: 50.00 USD ⊞ ⊟ Term: 2112 🔍 Invoice ID:
6.	In the *Tender Detail* section, complete the following: • **Tender** – Enter or select the method of payment (Cash or Check) *Note:* If check is selected, the Check Information page displays and must be completed. • **Amount** – The payment amount defaults from the amount entered in the *Target Detail* section. **Tender Detail** Find First ◄ 1 of 1 ► Last *Tender: CASH 🔍 Cash Amount: 500.00 USD 🔍 Currency Detail ⊞ ⊟ Deposit ID: Tender Details *Note:* If tender is "Check", the **Tender Details** page displays. Enter appropriate information.
7.	Click the **Create and Print Receipt** button to create a receipt for the student. [Create and Print Receipt] *Result:* The system posts the payment and prints the receipt. *Note:* If you want to start another student payment transaction, click the **New Transaction** button to return to the **Student Payments** search page.

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Tip: To view or print student receipts, use the Student Receipts page: **Main Menu > Student Financials > Cashiering > Review Student Receipts**

- Enter the student's *id*
- Click the **Search** button
- Select the *receipt number* link to view receipt details

Receipt Detail

Receipt Status: ● Posted			Receipt Number:	22	Print Receipt
Business Unit:	UNICS		Office:	MAIN	
Business Date:	04/26/2011	Seq Nbr: 1	Trans Date:	04/27/2011 9:03:27AM	
Cashier:	Jones,Rachel M		Register:	A	

ID:	######		Panther, Pam	
Reference Nbr:			Change Due:	0.00
Invoice Number:				
Total Amount:	500.00	USD	Total Taxes:	0.00

Target Detail

Target Key:	Housing-Room and Board	Amount:	500.00	USD	Authority:

Tender Detail

Tender Key:	Cash	Amount:	500.00	USD
Deposit ID:				