



Post Student Transactions

The student post process enables you to post charges to student accounts without running a batch process.

Navigation:

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Student Financials > Charges and Payments > Post Student Transactions

From the lookup screen,
Enter the students **ID**,
Account Type and **Item Type** of the charge that
You are posting and
click the 'Add' button.

Student Post

Add a New Value

Business Unit: STLOU

ID: 12345678

Account Type: SAR

Item Type: 012000000600

User ID: LEWISCORN

Group Line Time Stamp: 01/16/2008 11:24:47AM

Line Sequence Nbr: 1

Add

After you click the add button, you will be taken to the page below. This is the Student Post page where we will enter the required information to post the charge to the students account.

Student Post

Business Unit: Univ. of Missouri-St. Louis

ID: 12345678 Smith, John ★

Balance: 225.79 Anticipated Aid: 0.00

Account Type: Student Accounts Receivable

Item Type: 012000000600 Erdpp Application Fee

Amount: 50.00 USD [Currency Detail](#)

Term: 3543

Reference Number:

Item Effective Date: 01/16/2008

Due Date:

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Notes

In this example, we will post a \$50 Erdpp Application Fee onto one students account.

The Item Type that you entered on the lookup carried over on to the Student Post page.



Notes

Fill in the following fields on the Student Post page...

Amount: Enter the amount of the charge.

Term: Enter the four digit term number that your charge will apply to.

Reference Number: This field is optional but can be used to track the transaction later.

Item Effective Date: This is the date that your charge will be posted to the students account.

Due Date: The system will populate this field and it should not be changed.

Student Post

Business Unit:	Univ. of Missouri-St. Louis		
ID:	12345678	Smith, John	★
Balance:	225.79	Anticipated Aid:	0.00
Account Type:	Student Accounts Receivable	<input type="button" value="New Transaction"/>	<input type="button" value="Post"/>
Item Type:	012000000600	<input type="text" value="Erdpp Application Fee"/>	
Amount:	<input type="text" value="50.00"/>	<input type="text" value="USD"/>	Currency Detail
Term:	<input type="text" value="3543"/>		
Reference Number:	<input type="text"/>		
Item Effective Date:	<input type="text" value="01/16/2008"/>		
Due Date:	<input type="text"/>		
<hr/>			
Student Accounts Academic Information Payment Details			
<input type="button" value="Notify"/> <input type="button" value="Refresh"/>			

If you click any of the links at the bottom of the page, be sure to click the 'Return' link to get back to the Student Post page.

When you have filled in the fields, click to add the charge to the students account. To verify that the charge has posted to the students account, click the [Student Accounts](#) link at the bottom of the page.

To add a charge to another students account, click