# Post Student Transactions

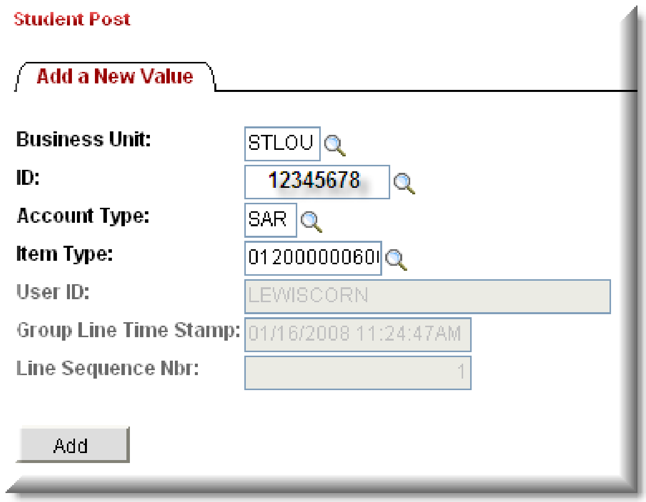
The student post process enables you to post charges to student accounts without running a batch process.

## Navigation:

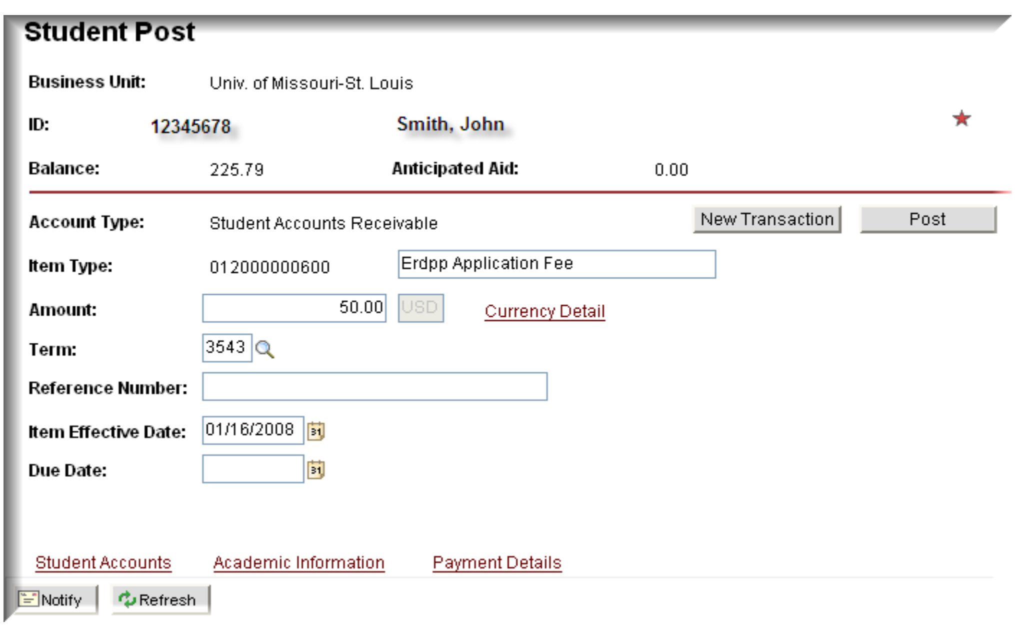
| ► Menu Path |
|---|
| **Student Financials > Charges and Payments > Post Student Transactions** |

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.




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.




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

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.

Fill in the following fields on the Student Post page…

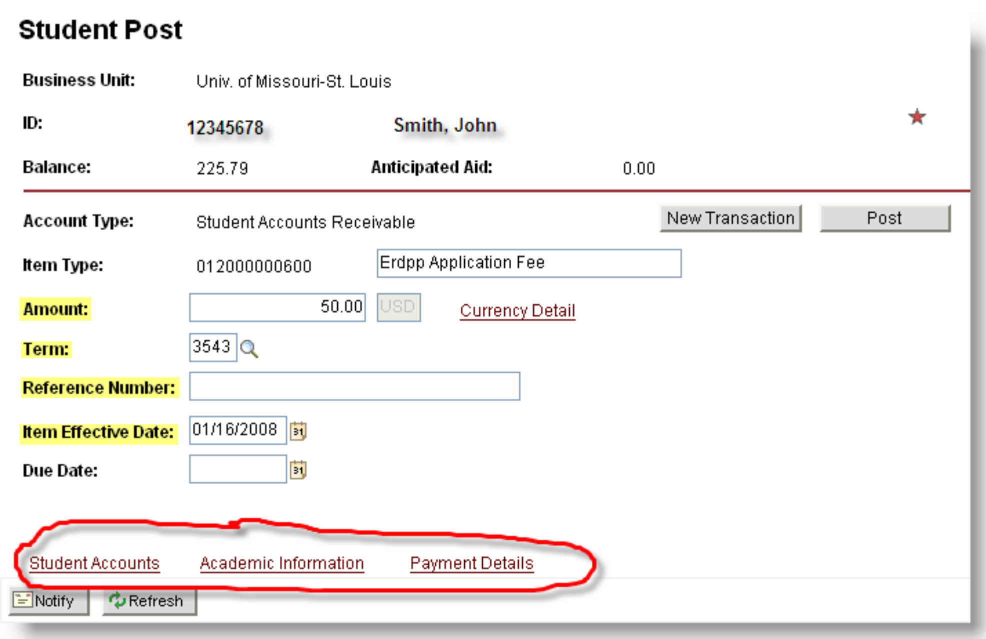
**Amount:** Enter the amount of the charge.

**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.




When you have filled in the fields, click Post 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 New Transaction