


9.2 Create a Veterans's Payment History View

Purpose: Use this document as a reference for creating a veteran's payment history summary in ctcLink.

Audience: Student Records staff.

 You must have at least one of these local college managed security roles:

- ZD SR Super User
- ZD SR Veterans
- ZZ SR Veterans

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Please refer to [QRG 9.2 Veterans Benefit Reporting Overview](#) to see where this process fits.

Create a Veteran's Payment History View

Navigation: NavBar > Navigator > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Veterans Payment History

1. The **Veterans Payment History** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **ID**.
4. Enter **Academic Institution**.
5. Enter **From Term**.
6. Enter **To Term**.
7. Select **Add**.

Manager Self Service
Veterans Payment History

Veterans Payment History

Find an Existing Value
Add a New Value

ID 201299692
Academic Institution WA172
From Term 2187
To Term 2191

Add

Find an Existing Value | Add a New Value

8. The **Veterans Payment History** page displays. Use it to view Federal and State payments.
9. Enter **Comments**, if appropriate.
10. Select **Save**.

Manager Self Service
Veterans Payment History

Veterans Payment History

Skye Woods
ID 201299692

Academic Institution WA172 Spokane Falls CC
From Term 2187 FALL 2018
To Term 2191 WINTER 2019

Federal Payments/Adjustments

Term	Item Type	Description	Account Nbr	Effective Dt	Item Amount
1					
Total					0.00

Comments
500 characters remaining

State Payments/Adjustments

Term	Item Type	Description	Account Nbr	Effective Dt	Item Amount
1					
Total					0.00

Comments
500 characters remaining

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

11. You may view this summary at any time by navigating back to the Veterans Payment History page and searching for this student without creating a new value.
12. Process complete.