


# Post and Review a Student Payment

**Purpose:** Use this document as a reference for processing a student payment for one charge in ctcLink.

**Audience:** Student Financials Staff.

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


- ZZ SF Cashiering
- ZD\_DS\_QRY\_STUDENT\_FINANCE
- ZZ SF Charges and Payments
- ZD\_DS\_QRY\_SF\_BANK\_HIGHSSENS
- ZD\_DS\_QRY\_STUDENT\_FINANCE

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

## Post a Student Payment

**Navigation:** Student Financials > Cashiering > Post Student Payments

1. The Student Payment search page displays.
2. Enter or search for the:
  - a. **Business Unit.**
  - b. **Cashier's Office.**
  - c. **ID.**
    - Leave the **Receipt Number** as the defaulted value. ctcLink will auto-assign a receipt number.
3. Select the **Add** button and the Student Payments page displays.

 If a message appears stating '**Tuition Calculation is Required**' select the **OK** button to allow Tuition Calculation to run to process transactions such as enrollment or drop. Tuition will calculate when you select **OK** and the most updated balance will display.

4. *Optional:* Enter the **Reference Number**.

5. In the Target Detail section, enter or search for the:
  - A. **Target.**
  - B. **Term.**
  - C. **Amount.**
6. In the Tender Detail section, enter or search for the:
  - A. **Tender.**
    - Note: The **Target** and **Tender** should match.
  - B. **Amount.**
7. *Optional:* Select the **Select Charges to Pay** link, beneath the Reference Number field, to specify the charges to apply the payment to. The Select Charges to Pay page displays.
8. Enter the amounts to apply to each charge.
9. Select the **OK** button and the Student Payments page displays.
10. *Optional:* Select the **Tender Details** link in the Tender Detail section.
  - A. Enter any necessary reference information in the **Check Information** page.
  - B. Select the **OK** button and the Student Payments page displays.
11. Select the **Create Receipt** button and the Student Payment Receipt displays.
  - A. A .pdf of the receipt is viewed on the screen for printing or saving depending on local process. Close the .pdf to return to the **Student Payments** page.
  - B. Make note of the **Receipt Number**.
12. The **Create Receipt** button becomes the **Print Receipt** button for additional print options depending upon local printing setup.
13. To create a new student payment, select the **New Transaction** button to return to the **Student Payments** search page or use the **Go to** links to view **Academic Information** or **Student Accounts** detail.
14. Process complete.

Grays Harbor College  
Grays Harbor College  
1620 Edward P Smith Drive  
Aberdeen  
Washington  
98520-7500

### Student Payment Receipt

Transaction Date Jul 3, 2023 14:12:07

Receipt No: 2326 Posted

Name: Morris, Sydney

Office: Main ID: 202350825

Cashier: CTC\_ARISK Register: EXMPL

Item	Term	Amount
Other Credit Card	SPRING 2023	1,579.48 USD
Total Tax Included		0.00 USD
Subtotal		1,579.48 USD
Less Payments		
Tender	Check #/Credit Card	Amount
Other Credit Card		1,579.48 USD
Total Tendered		1,579.48 USD
Change Due		0.00 USD

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Post a Student Payment](#). This link will open in a new tab/window.

## Review a Student Payment

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

- ZZ SF Cashiering

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

### Navigation: Student Financials > Cashiering > Review Student Payments

1. The Review Student Payments search page displays.
2. Enter the **Business Unit**.
3. Enter the **Receipt Number**.
4. Select the **Search** button and the Receipt Detail page displays.
  - Alternately, you can leave the Receipt Number field blank. Select the Search button and you can scroll through the Search Results to select the cashier's User ID to review transactions processed by that cashier.
5. Notice the **Receipt Status** is "Posted."
6. Select the Print Receipt button to generates the .pdf file that you can print.
7. Process complete.

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