

Post and Review a Corporate Payment (Non-Cashier)

Purpose: Use this document as a reference for how to post and view non-cashier Corporate/Third-Party payment for a student in ctLink.

Audience: Student Accounts Staff.

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

- ZZ SF Charges and Payments

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

 Do not use the Reverse Payment and Reverse Charge ctLink pages if adjusting 3rd Party Contract balances. If adjustments are needed to a contract only use ctLink pages within the Third Party Contract menu options. **ONLY** use Reverse Payment if adjusting an External Organization payment, not to manipulate the contract item types.

Post a Corporate Payment (Non-Cashier)

Navigation: Student Financials > Charges and Payments > Post Corporation Transaction

1. The Corporate Post Add a New Value page displays.
2. Enter or search for the:
 - A. **Business Unit.**
 - B. **External Org ID.**
 - C. **Account Type: TPC.**
 - D. **Item Type.**
 - The recommended Item Type is **TPC EFT WIRE TRANSFER PAYMENT.**
3. Select the **Add** button and the **Corporate Post** page displays.
4. Enter the **Amount** and the **Term.**
5. *Optional:* Enter information in the **Reference Number** field.

6. The **Item Effective Date** defaults to the current date. You can update this date as necessary.
7. Ensure the **Use Excess Acct** checkbox is **Selected** and the **Excess Account** field is listed as **TUT**.
8. Select the **Select Students to Pay** link and the Select Students to Pay page displays.
 - A. Within the **Student List** section:
 - I. Enter or search for the Student **ID** that the payment is associated with.
 - II. Ensure the **Item List** button is selected.
 - III. Select the **Charges to Pay** link and the Select Charges to Pay page displays.
 - a. In the **Charge List** section, enter the **Pay Amount** of the student associated with the payment.
 - b. Select the **OK** button and the Select Students to Pay page displays.
 - B. *Optional:* Select the **Add a New Row [+]** button to add another student. Select the **Remove a Row [-]** button to remove a student.
 - I. Repeat all of step 8 as necessary.
 - C. Select the **OK** button and the Corporate Post page displays.
9. Select the **Post** button.
10. Process complete.

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 Corporate Payment \(Non-Cashier\)](#). This link will open in a new tab/window.

Review a Corporate Payment (Non-Cashier)

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

- ZZ SF Corporate Accounts

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

 Use this page to verify the student's balance was paid on the Corporate Account.

The Corporate Account is similar to the student's Customer Account. You can drill down into various terms and account types to find information pertaining to the Corporate Account.

Navigation: The Corporate Post page that was just posted or Student Financials > View Corporate Accounts

1. The Corporate Accounts search page displays.
2. Enter the **Business Unit**.
3. Enter the **External Org ID**.
4. Select the **Search** button and the Corporate Accounts page displays.
5. Select **Account Details** link for the term in which you would like to verify payment.
6. A pop up window asking for **Contract Number** and **Contract ID** displays and is optional. You can input the information, if available. If not, simply select the **OK** button and it will take you to the account details page.
7. The Account Details page displays. It will show you the form of payment and the student's balance, if any remains. You can drill down once more by selecting **Item Details link** to see more information about the payment transaction.
8. Process complete.

 If the agency over-paid, the excess funds will be applied to the Corporate Account under a TUT Account Type. This can now be refunded to the External Organization by following the [Corporate Refunds QRG](#).

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