

# Post a Student Transaction (Quick Post)


**Purpose:** Use this document as a reference for how to add a transaction to a student's account in ctcLink.

**Audience:** Student Financials 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.

 To use this page, your Institution/Business Unit must be set as a user default.

You must also have the appropriate Item Type Security. Please refer to the [Item Type Security QRG](#).

 As a reminder: **NEVER** 'Quick Post' **Tuition, Financial Aid, Waivers, Third Party Payments** (to a student account), or **Payment Plan payments**.

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

1. The Student Post search page displays.
2. In the **Add a New Value** tab, enter or search for the:
  - A. **Business Unit**.
  - B. **Student ID**.
  - C. **Account Type**.
  - D. **Item Type**.
3. Select the **Add** button and the Student Post page displays.
4. Enter the **Amount** for the item type.
5. Enter or search for the transaction **Term**.
6. *Optional:* Enter the **Reference Number**.
7. The **Item Effective Date** defaults to the current date. You can update this date as necessary.
8. Enter the **Due Date** for any charge Item Type.

9. Select the **Post** button.
10. Select the **Student Accounts** link to verify the item type posted to the account.
11. Select the **Return** link once account information has been verified and the Student Post page displays.
12. Select the **New Transaction** button to post a new transaction.
13. 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 Student Transaction \(Quick Post\)](#). This link will open in a new tab/window.