

# 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**

Veterans Payments/Adjustments							Personalize	Find	View All	First	1 of 1	Last
Term	Item Type	Description	Account Nbr	Effective Dt	Item Amount							
1												
Total					0.00							

Comments   
500 characters remaining

**State Payments/Adjustments**

Veterans Payments/Adjustments							Personalize	Find	View All	First	1 of 1	Last
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.