SF/FIN Split Payment

Purpose: Use this document as a reference for entering a split payment in ctcLink between the Student Financials and Finance Pillars.

Audience: Payment Processors (SF and FIN).

⚠ This QRG is built to help you in situations where you receive one payment that needs to be split between Student Financials and Finance.

Student Financials

⚠ Please select one (or more) of the following Student Financials Payment options to process your Student Financials portion of the payment received.

Post Corporate Transaction (Non-Cashier)

💡 This option allows you to post a corporate payment outside of your cashier office. This is typically utilized for EFT wires.

Post and Review a Corporate Payment (Non-Cashier)

Post Corporate Payment (Cashier)

💡 This option allows you to post a corporate payment within your cashiering session. This is typically utilized for credit card, cash, and check payments.

Post and Review a Corporate Payment (Cashier)

Collect Department Receipt

💡 This option allows you to post a payment to a Speed Type that is sent to Finance in the CASHIER journal and E215. This is typically utilized for payments not applying to Student or Corporate accounts, but a chart-string instead.

Post a Departmental Receipt

Post Student Transaction

💡 This option allows you to post a student payment outside of your cashier office. This option will seldomly be used for a split payment between SF and FIN.

Post a Student Transaction (Quick Post)

Post Student Payment

💡 This option allows you to post a student payment within your cashiering session. This option will seldomly be used for a split payment between SF and FIN.

Post and Review a Student Payment

Finance

💡 When splitting a payment between SF and FIN areas, use the available *description* field to add more information and the *attachment* feature to upload supporting documents. Hint - the more information that is added at this step will help with month end reconciliation.

Enter a Regular Deposit (Attached to an Invoice/Bill)

💡 Regular Deposits are for deposits/payments that are attached to an Invoice or Bill.

Entering a Regular Deposit - Receives the deposit. For over/short payments please see the following QRGs on Over Payments or Under Payments.

Entering a Deposit and Applying Using a Worksheet - Receive the deposit and apply payment to customer's account. Recommended option to process Grant/Project related payments

Entering an Express Deposit - Payment equals the Invoice/Bill exactly. This option receives the deposit, applies the payment, and posts the payment to the customers account (recommended to select Batch Standard to post the transaction on the next scheduled AR Update).

Enter a Direct Journal Payment (Not attached to an Invoice/Bill)

💡 Direct Journal Payments are for monies received that is <u>not</u> connected to an Invoice or Bill. After you receive the deposit, create the accounting entries commonly referred as the Accounting Distribution. When entering the Accounting Distribution, remember to use the **Description** field to add a customized message.

Entering a Direct Journal Payment

Entering a Regular Direct Journal Deposit & Creating Accounting Entries for Multiple Items