**payment plans – cashier receives payment from student**

business process: *accounts receivable*  
Module: *STUDENT financials*

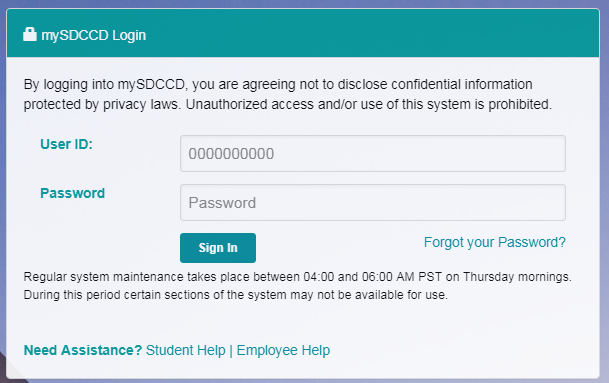
## prerequisites

* *Student must be enrolled in a Payment Plan and have a balance due. [NOTE: Minimum amount balance due is REQUIRED to enroll in a Payment Plan. The current minimum amount is $250.00. However, this amount is subject to change.]*

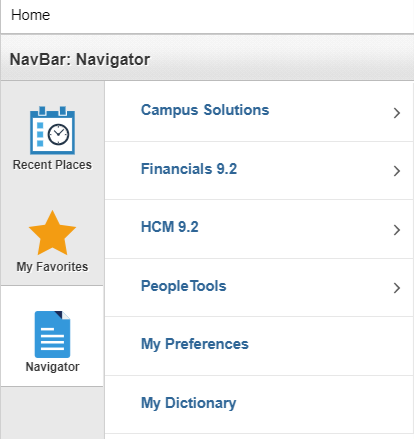
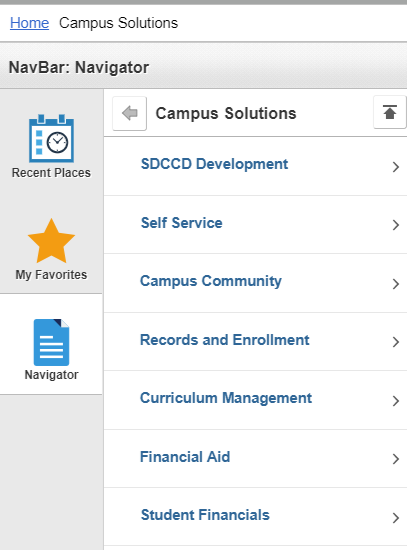
## instructions

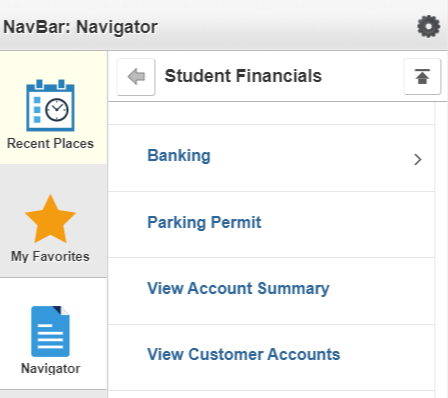
This Job Aid illustrates how the Accounting Cashier enters a payment for a student’s Payment Plan (Cashier’s POV).

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| **STEP** | **Instructions** |
| **1)** | Login to myportal.sdccd.edu. Cashier enters his/her “User ID” and “Password”, and then clicks “Sign In”. |

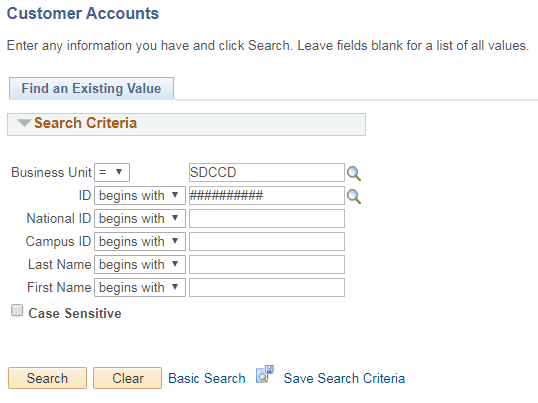


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| **STEP** | **Instructions** |
| **2)** | Click [] then [] and navigate to **Campus Solutions > Student Financials > View Customer Accounts**… |

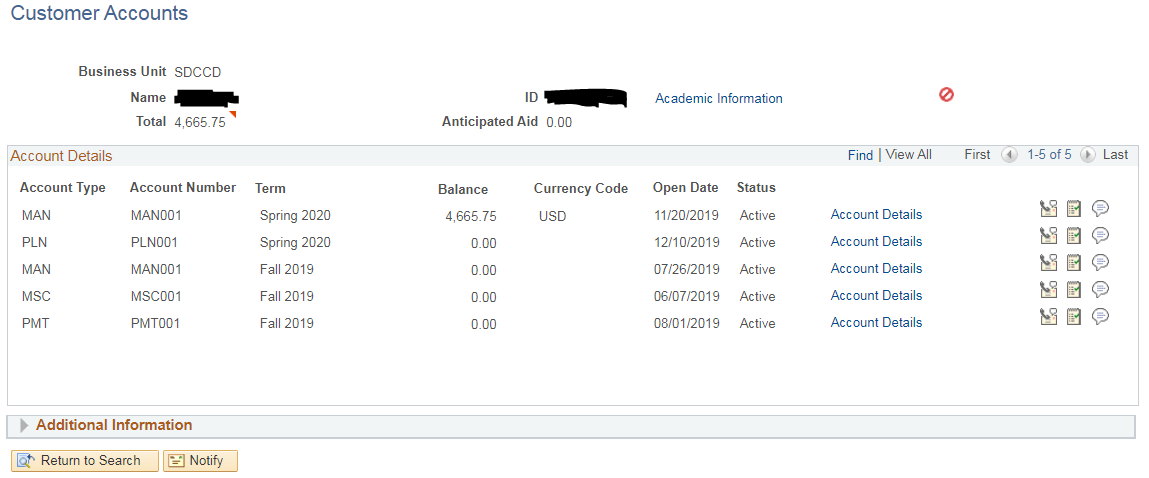
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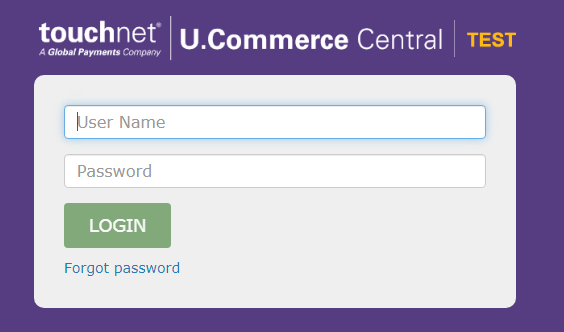
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| **STEP** | **Instructions** |
| **3)** | Enter the Student’s ID# into the “ID” field. Click “Search”. |



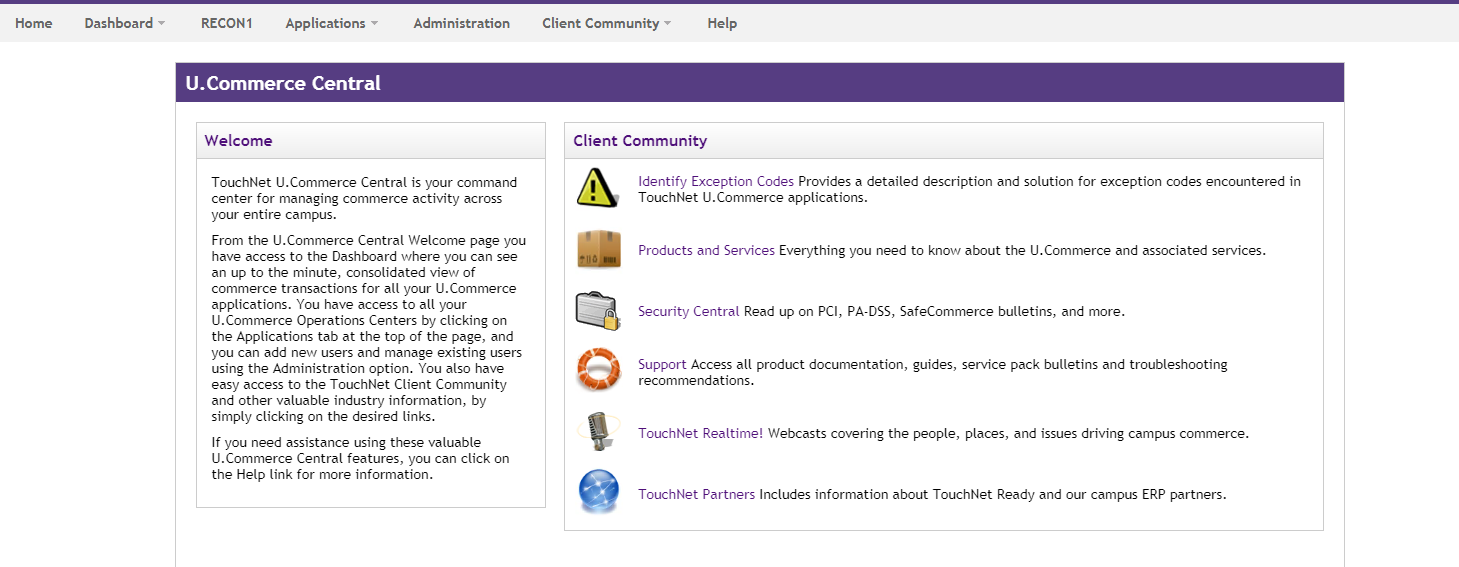
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| **STEP** | **Instructions** |
| **4)** | Confirm student is enrolled in a Payment Plan and has a balance due. Look for “PLN” in the Account Type column. |



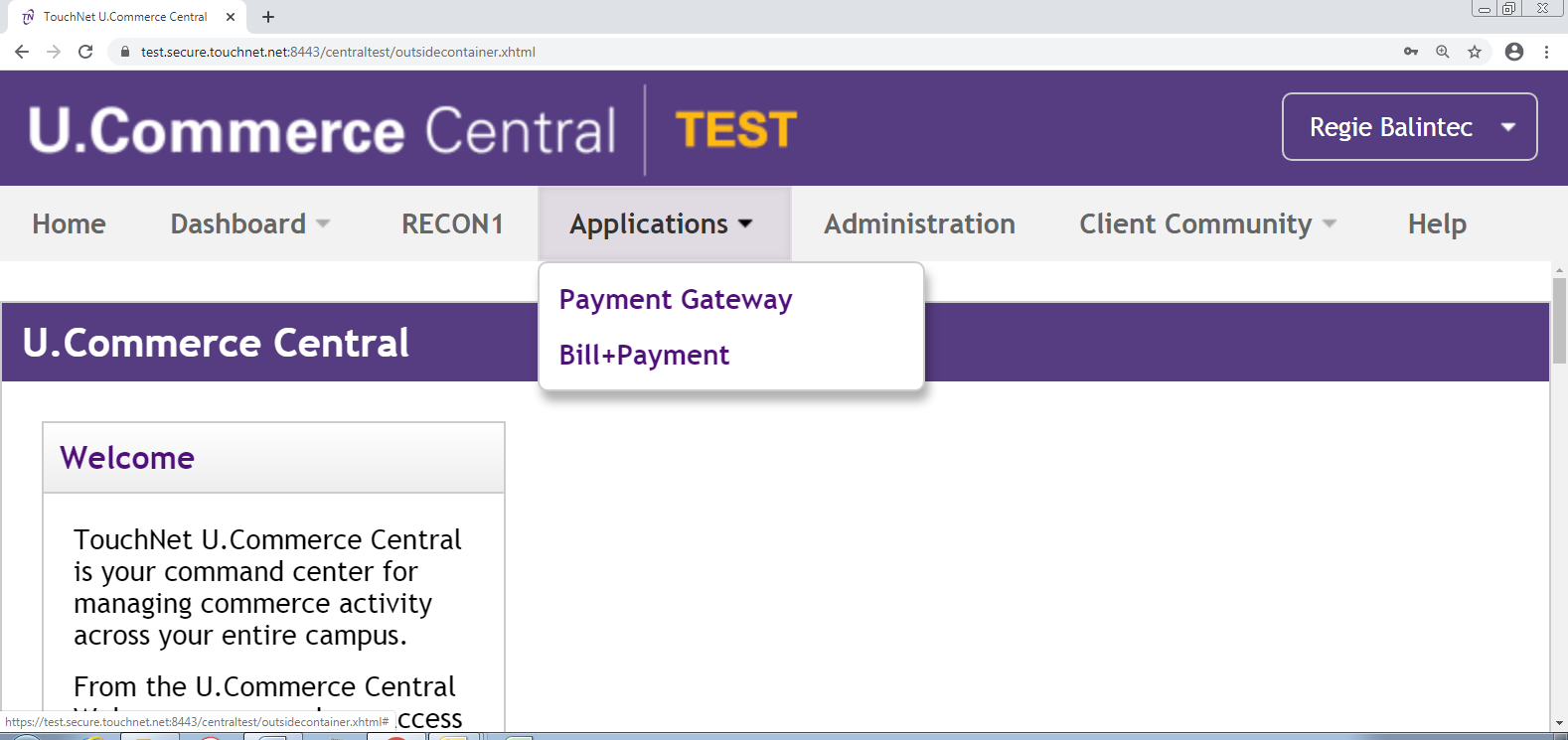
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| **STEP** | **Instructions** |
| **5)** | Login to TouchNet to see the details of the student’s Payment Plan. |



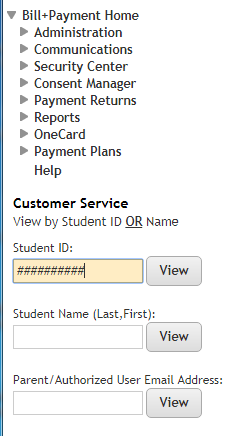
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| **STEP** | **Instructions** |
| **6)** | Click Applications |



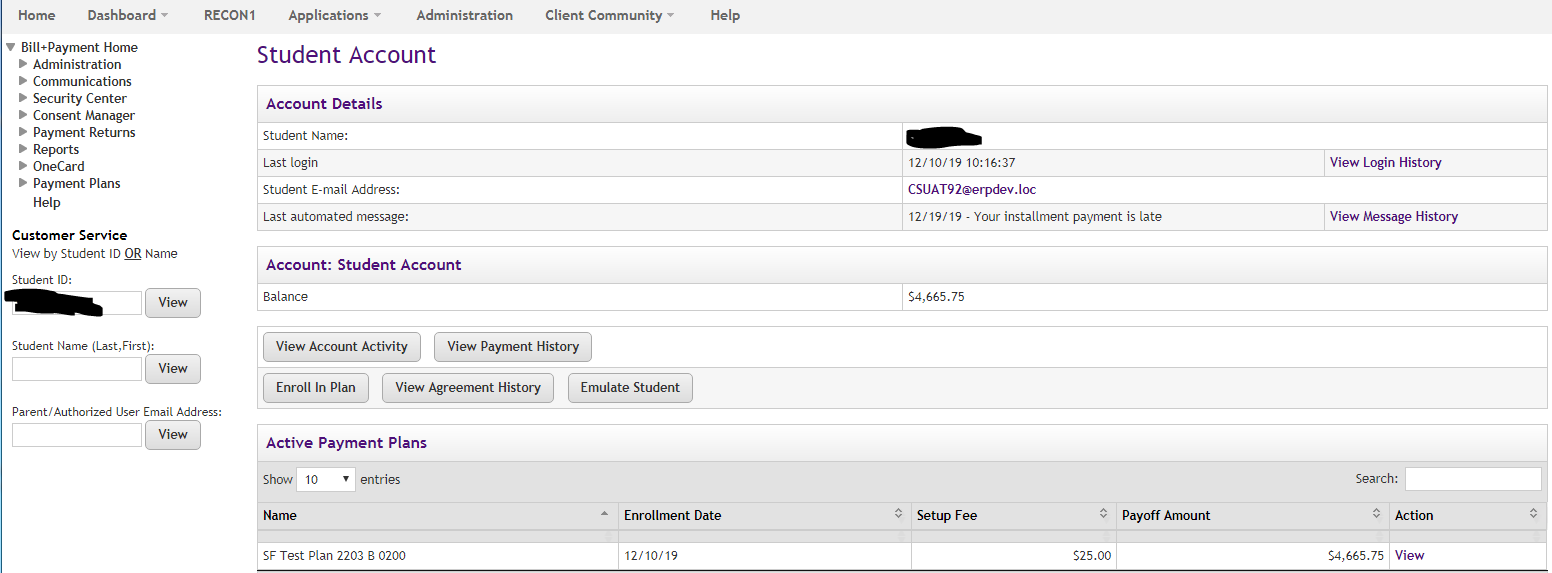
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| **STEP** | **Instructions** |
| **7)** | Click “Bill+Payment” |

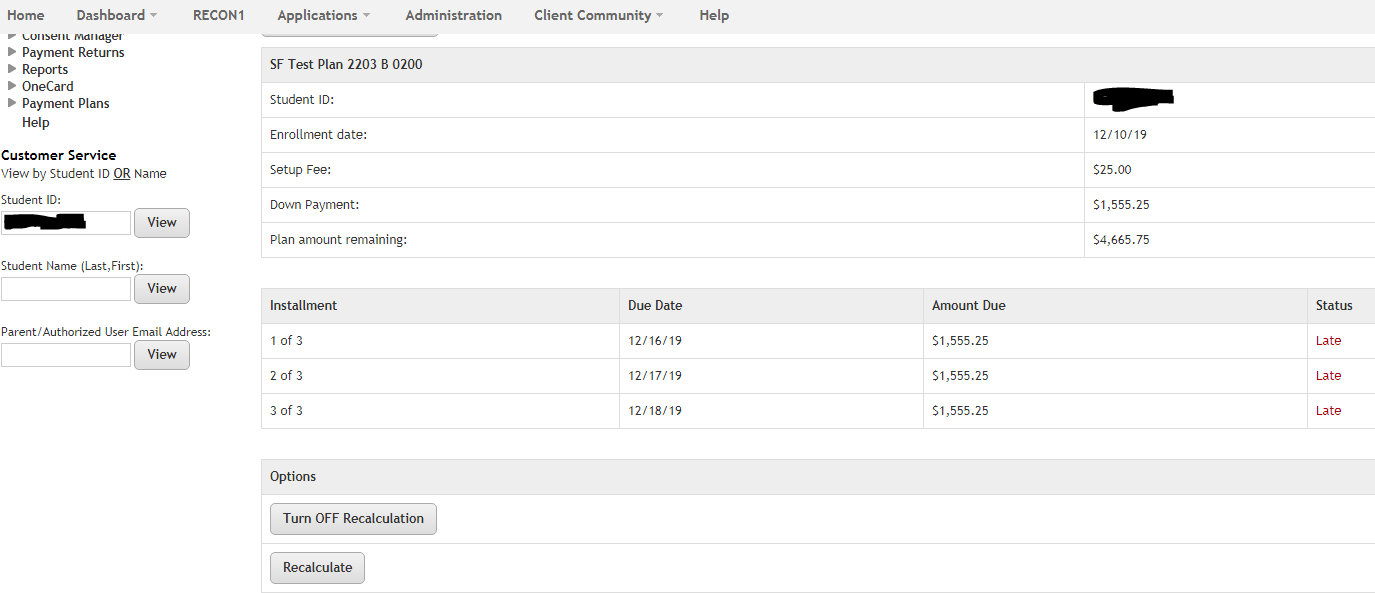


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| **STEP** | **Instructions** |
| **8)** | On the left side of the screen, enter the Student’s ID into the “Student ID” field, then click “View” |

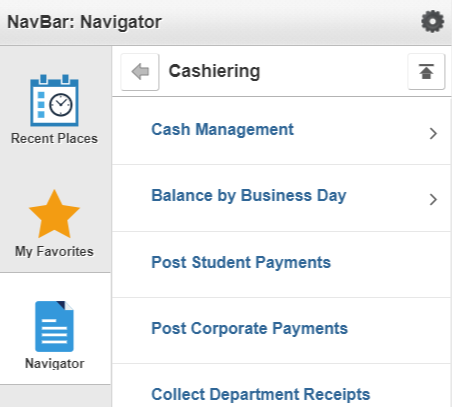


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| **STEP** | **Instructions** |
| **9)** | Click the “View” link in the “Action” column to see a breakdown of the student’s due payments. |

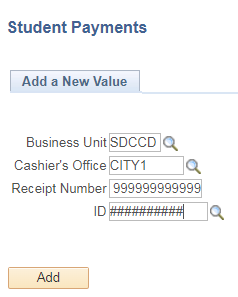




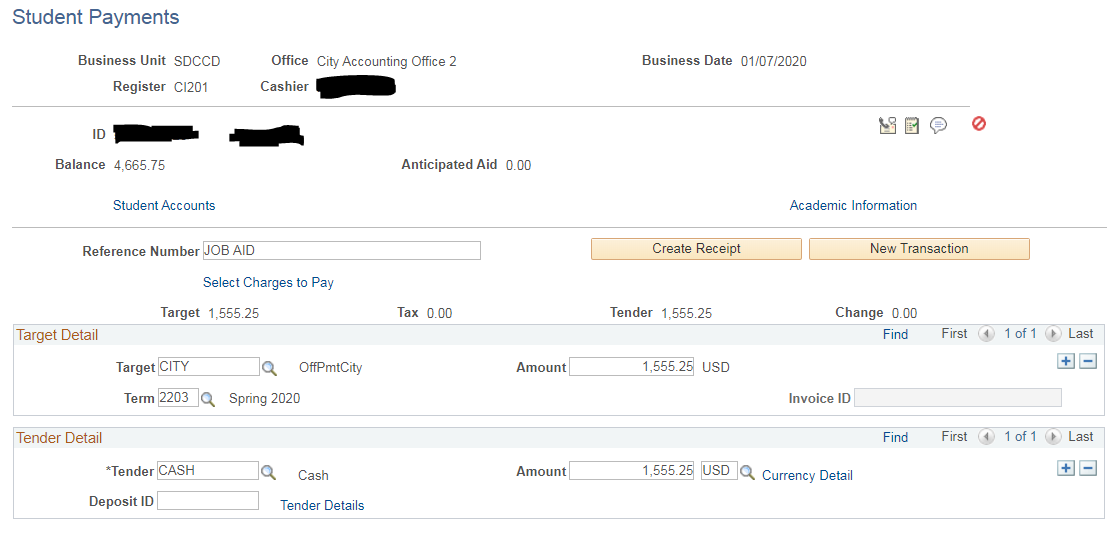
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| **STEP** | **Instructions** |
| **10)** | To enter a student’s payment, go back to Campus Solutions in PeopleSoft and navigate to **Campus Solutions > Student Financials > Cashiering > Post Student Payments…** |



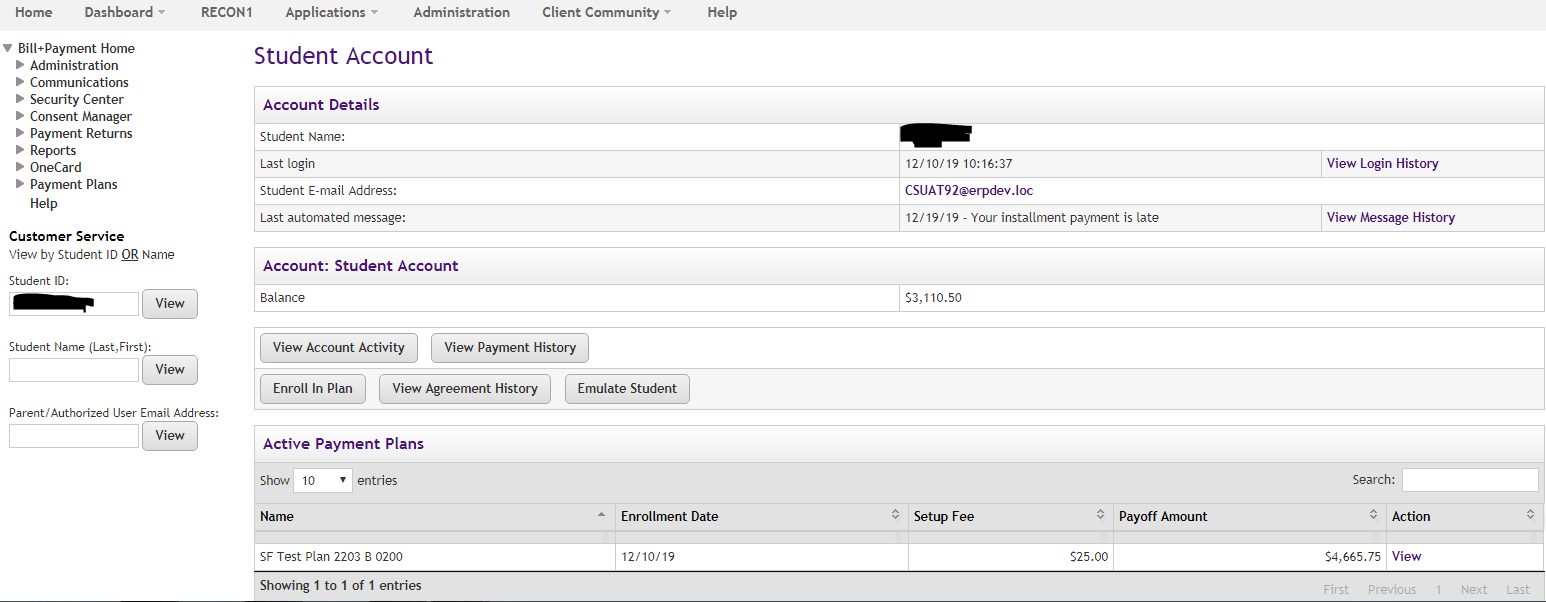
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| **STEP** | **Instructions** |
| **11)** | Enter the appropriate “Cashier’s Office” and “Student’s ID#”, and then click “Add”. |



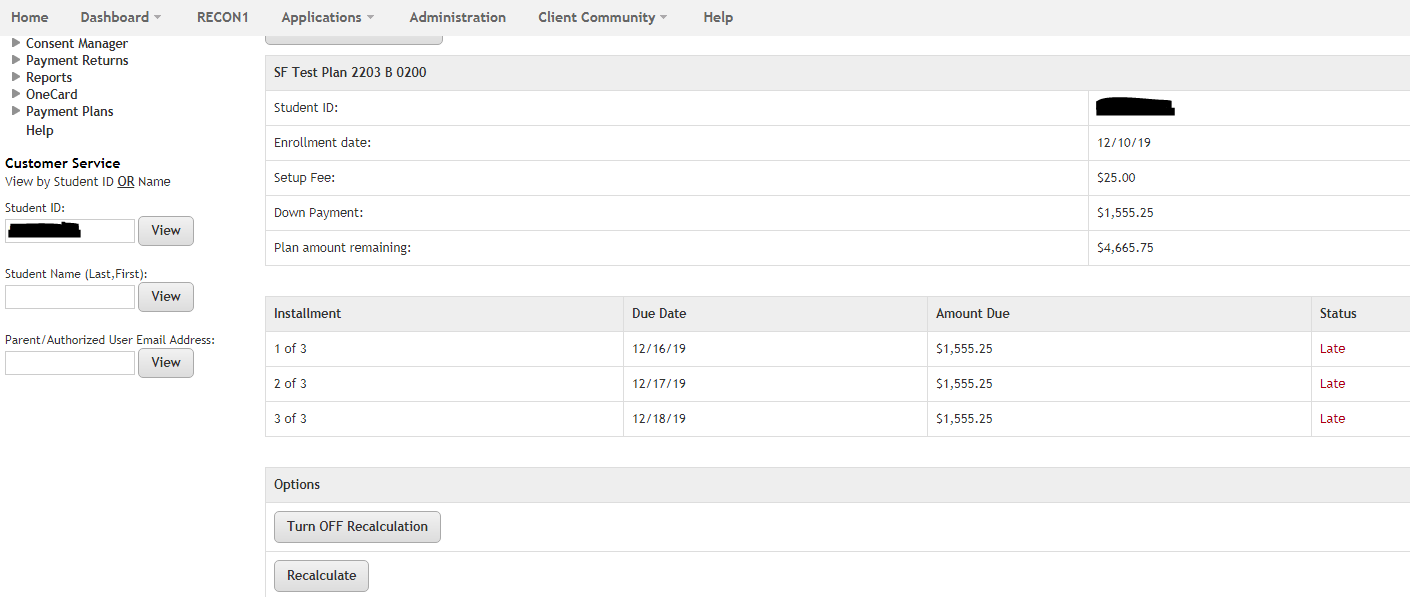
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| **STEP** | **Instructions** |
| **12)** | In the **“Target Detail”** section, enter the appropriate information in the “**Target**”, “**Amount**”, and “**Term**” fields. In the “**Tender Detail**” section, enter the appropriate information in the **“\*Tender**” and “**Amount**” fields.  Click “**Create Receipt**”. |

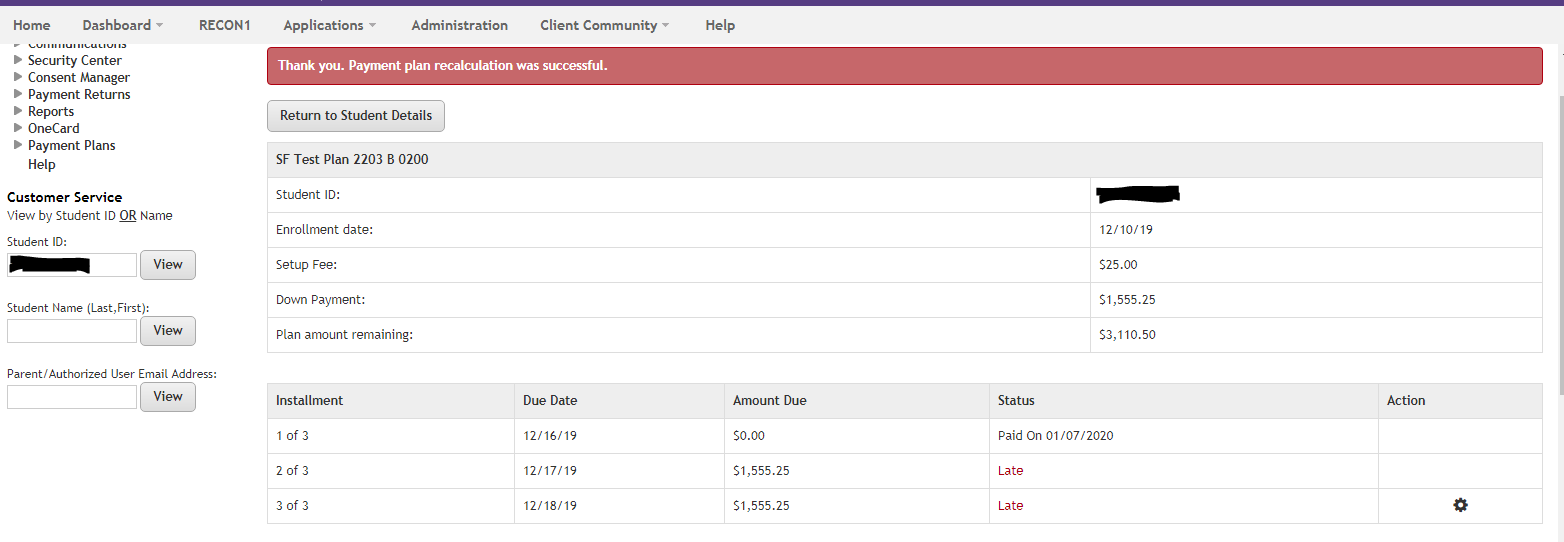


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| **STEP** | **Result** |
| **13)** | Return to TouchNet to confirm the payment has gone through and to recalculate the student’s Payment Plan. In the “Active Payment Plans” section, click the “View” link. |



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| **STEP** | **Result** |
| **14)** | Click “Recalculate” to recalculate the Payment Plan. |





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| **End of Procedure** |