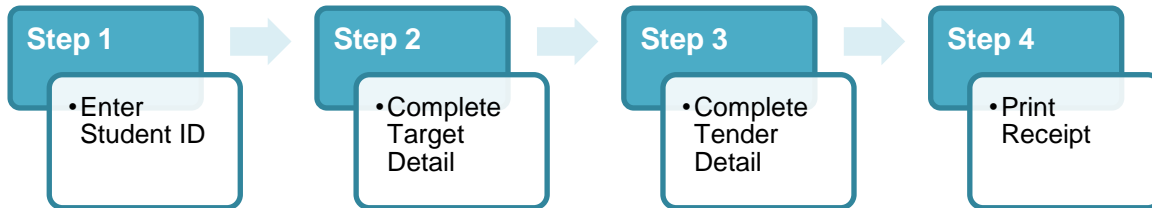




This module outlines how to take cash or check payments and properly post them to the student's account.


**Note:** Front Desk staff does not take credit card or echeck payments. These payments can be made online in myZou by the student or by someone authorized by the student.



**Step 1** Navigate to: Student Financials → Cashiering → Post Student Payments

**Note:** **Business Unit** and **Cashier's Office** auto fills once you have been given access to the system. The **Receipt Number** always fills in with 9s until the payment is saved and an actual receipt number is assigned.

**Step 1a** Ask student for ID card and swipe it – OR – ask student for ID# and enter it. Click **Add**. Go to Step 2a if the ID is unknown.

**Step 1b** Click **ID**  to search by SSN or name if ID# is unknown.



[New Window](#) | [Help](#) |

### Look Up ID

ID:

Campus ID:

National ID:

Last Name:

First Name:

[Basic Lookup](#)

Searching this table may take a long time. Enter values above before requesting Lookup.

**Step 1c**

Enter the SSN in the **National ID** field – *OR* –  
 Fill in **Last Name** and/or **First Name**.  
 Click **Lookup**.

A selection of students who meet the criteria will appear.  
 Click on the correct student to auto fill ID screen.  
 Click **Add**.

[New Window](#) | [Help](#) |

### Student Payments

---

Business Unit:

Cashier's Office:

Receipt Number:

ID:



[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL

---

ID: 02134567    Smith, Mary         
 Balance: 818.80    Anticipated Aid: 1,960.00    [Select Charges to Pay](#)

---

Ref Nbr:     [Create Receipt](#)    [New Transaction](#)

Target:                    0.00    Tax:                    0.00    Tender:                    0.00    Change:                    0.00

**Target Detail** [Find](#)    First 1 of 1 Last

Target:                     Amount:  USD   

Term:

**Tender Detail** [Find](#)    First 1 of 1 Last

\*Tender:                     Amount:  USD [Currency Detail](#)

Deposit ID:     [Tender Details](#)

Go to:    [Academic Information](#)    [Student Accounts](#)    [View Anticipated Aid](#)

[Notify](#)    [Refresh](#)

**Note:** The top portion of the page is automatically filled in with cashier and student information.

The **Target Detail** records the method of payment.

The **Tender Detail** records how much payment is.

**Note:** [Attachment A](#) defines all the Fields on the Student Payments screen.

**Step 2a**    Taking a cash or check payment.

**Note:** **Select Charges to Pay** must be done first if there are multiple Target Keys on one payment.



**Step 2b**  
**Target Detail:**  
**Select Charges**  
**to Pay**

Enter **Ref Nbr** if needed.  
Click **Target** to choose the correct Target Key.  
Click either the Target Key or Description to auto fill **Target** field.  
Click **Select Charges to Pay**.  
Enter **Pay Amount** for each charge to be paid.  
Click **OK**.  
*Note that Target and Amount is updated and grayed out. This Target Detail can only be updated from the Select Charges to Pay screen.*

[New Window](#) | [Help](#) | [Customize Page](#) |

### Select Charges To Pay

Total Pay Amount:

Item Type	Term	Class Nbr	Item Amt	Balance	Pay Amount
HmnEnvrnCF	FS2008	19790	150.00	37.50	<input type="text" value="37.50"/>
ITF	FS2008		158.60	12.20	<input type="text" value="0.00"/>
EDUCATION	FS2008		3,192.80	245.60	<input type="text" value="245.60"/>
Bk St Sale	FS2008		512.47	512.47	<input type="text" value="0.00"/>
E.Z. CHARG	FS2008		11.03	11.03	<input type="text" value="0.00"/>

Find | View All | First 1-5 of 5 Last



**Step 2c**  
**Target Detail:**  
**Cash / Check**  
**Payment**

Enter **Ref Nbr** if needed.  
Click **Target** to choose the correct Target Key.  
Click either the Target Key or Description to auto fill **Target** field.  
Enter **Amount** for that Target Key.  
Term: Defaults to current term, unless an alternate term is specified.  
Hit **Enter**.

**Note:** Attachment B provides additional information on Target Keys.

Balance	818.80	Anticipated Aid:	1,960.00	<a href="#">Select Charges to Pay</a>
Ref Nbr:	<input type="text"/>			<input type="button" value="Create Receipt"/> <input type="button" value="New Transaction"/>
Target:	200.00	Tax:	0.00	Tender: 200.00 Change: 0.00
<b>Target Detail</b> <span style="float:right">Find First 1 of 1 Last</span>				
Target:	<input type="text" value="1CASHPYMT"/>	Gen Cash	Amount:	<input type="text" value="200.00"/> USD <input type="button" value="+"/> <input type="button" value="-"/>
Term:	<input type="text"/>			
<b>Tender Detail</b> <span style="float:right">Find First 1 of 1 Last</span>				
*Tender:	<input type="text"/>	Amount:	<input type="text" value="200.00"/> USD	<input type="button" value="+"/> <input type="button" value="-"/> <a href="#">Currency Detail</a>
Deposit ID:	<input type="text"/>	<a href="#">Tender Details</a>		
Go to: <a href="#">Academic Information</a> <a href="#">Student Accounts</a> <a href="#">View Anticipated Aid</a>				

**Note:** How do you know what charges will be paid when a payment is made?

Generally speaking, oldest charges are paid first, unless the payor requests specific charges to pay. Specifically, a computer-generated program prioritizes charges to pay between a) charge categories and subcategories, b) Term – Oldest First and c) Item Charge Due Date.



Step 2d  
Target Detail:  
Deposit  
Payment for a  
Specific  
Program

Enter **Ref Nbr** if needed.

Click **Target** to choose the correct Target Key. Click either the Target Key or Description to auto fill the **Target** field.

Enter **Amount** for that Target Key.

Click **Term** to find the specified term for that target key.

*Note: Payor must provide the correct term for deposit payment.*

Click either the **Term Description** or the **Short Description** to auto fill the **Term** field.

**Note:** The student must provide a completed form from the department with the payment. This form is kept with the cash/check.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

**Unit:** COLUM    **Office:** U of Missouri - Columbia    **Business Date:** 09/15/2008  
**Register:** 1    **Cashier:** GARMANL

---

**ID:** 02134567    Smith, Mary         
**Balance:** 818.80    **Anticipated Aid:** 1,960.00    [Select Charges to Pay](#)

---

**Ref Nbr:**     **Create Receipt**    **New Transaction**

**Target:** 500.00    **Tax:** 0.00    **Tender:** 500.00    **Change:** 0.00

---

**Target Detail** [Find](#)    First 1 of 1 Last

**Target:**  Dep Law SA    **Amount:**  USD   

**Term:**



Step 2e

Click on **+** and repeat Step 3 if payments require multiple Target Keys.  
Click on **-** to delete a **Target Detail** entry made in error.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL

---

ID: 02134567    Smith, Mary      
 Balance: 818.80    Anticipated Aid: 1,960.00    [Select Charges to Pay](#)

---

Ref Nbr:     Create Receipt    New Transaction

Target:  Tax: 0.00    Tender:  Change: 0.00

Target Detail		Find	First	1-3 of 3	Last
Target:	<input style="border: 1px solid green;" type="text" value="1CASHPYMT"/> Gen Cash	Amount:	<input type="text" value="283.10"/>	USD	
Term:	<input type="text"/>				
Target:	<input style="border: 1px solid green;" type="text" value="1CHCKPYM"/> Gen Cash	Amount:	<input type="text" value="200.00"/>	USD	
Term:	<input type="text"/>				
Target:	<input style="border: 1px solid green;" type="text" value="DP_LAW_SA"/> Dep Law SA	Amount:	<input type="text" value="500.00"/>	USD	
Term:	<input type="text" value="4127"/>				

**Note:** Target = Tender = \$483.10 but total payments = \$983.10. Remember that only the first 2 Target Details were designated as Cash / Check payments. The Deposit on the Law Study Abroad payment type has not been specified yet.



**Step 3a**  
**Tender Detail:**  
**Cash / check**  
**payment**

Click **Tender** to choose correct Tender Key – either cash or check.  
Click any item in the correct line to auto fill the **Tender** field.

Note: If you clicked Check, the **Check Information** screen pops up.  
Enter **Check Nbr.**  
Click **OK.**

Enter **Amount** for that Tender Key.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL

---

ID: 02134567    Smith, Mary      
 Balance 818.80    Anticipated Aid: 1,960.00    [Select Charges to Pay](#)

---

Ref Nbr:     [Create Receipt](#)    [New Transaction](#)

Target: 30.00    Tax: 0.00    Tender: 30.00    Change: 0.00

**Target Detail** [Find](#)    First 1 of 1 Last

Target:  Gen Cash    Amount:  USD

Term:

**Tender Detail** [Find](#)    First 1 of 1 Last

\*Tender:  Cash    Amount:  USD [Currency Detail](#)

Deposit ID:     [Tender Details](#)

Go to: [Academic Information](#)    [Student Accounts](#)    [View Anticipated Aid](#)

[Notify](#)    [Refresh](#)





[New Window](#) | [Help](#) | [Customize Page](#) |

### Check Information

Check Nbr:

Account Number:

Bank Account Type:

Bank Account Holder Name:

Federal Reserve Bank ID:

Third Party Check Name:

Bank Tracer Nbr:

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL

---

ID: 02134567    Smith, Mary   

Balance: 818.80    Anticipated Aid: 1,960.00    [Select Charges to Pay](#)

---

Ref Nbr:        

Target: 50.00    Tax: 0.00    Tender: 50.00    Change: 0.00

**Target Detail** [Find](#)    First  Last

Target:  Gen Check    Amount:  USD

Term:

**Tender Detail** [Find](#)    First  Last

\*Tender:  Check    Amount:  USD [Currency Detail](#)

Deposit ID:     [Tender Details](#)



Step 3b

Click and repeat Step 5 if payments require multiple Tender Keys.  
Click to delete a **Tender Detail** entry made in error.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL

---

ID: 02134567    Jones, William      
 Balance 3,990.86    Anticipated Aid: 0.00    [Select Charges to Pay](#)

---

Ref Nbr:     [Create Receipt](#)    [New Transaction](#)

Target:  Tax: 0.00    Tender:  Change: 0.00

**Target Detail** [Find](#)    First 1-2 of 2 Last

Target:  Gen Check    Amount:  USD   

Term:

---

Target:  Dep Law SA    Amount:  USD   

Term:

**Tender Detail** [Find](#)    First 1-2 of 2 Last

\*Tender:  Check    Amount:  USD [Currency Detail](#)

Deposit ID:     [Tender Details](#)

---

\*Tender:  Cash    Amount:  USD [Currency Detail](#)

Deposit ID:     [Tender Details](#)

Go to: [Academic Information](#)    [Student Accounts](#)



Step 4

**\*\*VERIFY all information is correct\*\***  
Click **Create Receipt** to save receipt.  
Click **Print Receipt** to print receipt for payor.  
Click **New Transaction** to return to initial screen.

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL    Receipt Nbr: 67708    Seq Nbr: 2

---

ID: 02134567    Jones, William   

Balance 893.66    Anticipated Aid: 0.00

Ref Nbr:     **Print Receipt**    **New Transaction**

Target: 3,097.20    Tax: 0.00    Tender: 3,097.20    Change: 0.00

---

**Target Detail**    Find    First 1-2 of 2 Last

Target:	<input type="text" value="1CHCKPYMNT"/>	Gen Check	Amount:	<input type="text" value="2,947.20"/>	USD
Term:	<input type="text"/>				
Target:	<input type="text" value="DP_LAW_SA"/>	Dep Law SA	Amount:	<input type="text" value="150.00"/>	USD
Term:	<input type="text"/>				

---

**Tender Detail**    Find    First 1-2 of 2 Last

*Tender:	<input type="text" value="CHECK"/>	Check	Amount:	<input type="text" value="2,947.20"/>	USD	<a href="#">Currency Detail</a>
Deposit ID:	<input type="text"/>					<a href="#">Tender Details</a>
*Tender:	<input type="text" value="CASH"/>	Cash	Amount:	<input type="text" value="150.00"/>	USD	<a href="#">Currency Detail</a>
Deposit ID:	<input type="text"/>					<a href="#">Tender Details</a>

Go to: [Academic Information](#)    [Student Accounts](#)

**Important!**

You are responsible for all activity occurring under your login ID. For security purposes – to prevent another user access to the site – it is important to sign out when you are finished with your myZou session.



**LET'S PLAY AROUND**

EXAMPLE #1

A student comes to the front desk and wants to make a \$250 payment. He is paying \$200 with a check (#825) and \$50 in cash.

EXAMPLE #2

A student comes to the front desk wanting to make a \$500 deposit on a journalism study abroad trip she is going to be taking next spring, along with \$300 on her total bill. She is writing you an \$800 check (#355).

EXAMPLE #3

A student comes to the front desk and wants to make a \$200 payment via check (#1001) and wants to pay specific charges on her bill.

EXAMPLE #4

A student makes a \$50 payment, giving you a \$100 bill.

**COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE**

"I need to buy books and there is a hold on my account."

"I want to pay with MasterCard."

"How can my parents make a payment on my account?"

"I want to pay with traveler's checks."

"I want to make the minimum payment on my account."

Congratulations!  
You have completed "Taking a Cash or Check Payment on a Student Account"



ATTACHMENT A

Student Payments Screen

Target Keys, other departments have Target Keys for specific programs. Some of these are deposits for future programs.

	Negative Service Indicator: details negative status of the account. Some of these indicators are generated automatically, some are entered manually. <i>Attachment C provides details.</i>
	Positive Service Indicator: details positive status of the account. These indicators are entered manually. <i>Attachment C provides details.</i>
<b>Balance</b>	The total balance due as of today.
<b>Anticipated Aid</b>	Financial aid expected, but not yet paid to student's account. It can be for the current term or a future term.
<b>Select Charges to Pay</b>	Per payor request, attaches a payment to specific charges on the account.
<b>Ref Nbr</b>	Like the memo field on a check, a short comment can be added here (ex. parking ticket #85760). This field also shows up a) under Student Accounts → Account Details → Item Details and b) on the Student Bill.
<b>Create Receipt</b>	'Saves' the receipt. NOTE: after this is clicked, all fields 'gray out' and no changes can be made. This field changes to Print Receipt.
<b>New Transaction</b>	Takes you back to the first screen in Student Payments.
<b>Target</b>	The total \$\$ amount entered under Target Detail.
<b>Tax</b>	No tax is involved with payments on student accounts.
<b>Tender</b>	The total \$\$ amount entered under Tender Detail.
<b>Change</b>	Any change due the payor.
<b>Target Detail:</b>	
<b>Target</b>	Method of payment.
<b>Amount</b>	Amount paid for each target key.
<b>Term</b>	Defaults to current term. <u>Note</u> – DEPOSIT Target Keys must have the correct term identified.
<b>Target Detail</b> 	To add / delete target details from student's account prior to saving the transaction.
<b>Tender Detail:</b>	
<b>Tender</b>	How the payment is made.
<b>Amount</b>	Amount paid by each method of payment.
<b>Currency Detail</b>	Always USD (U.S. Dollars)
<b>Deposit ID</b>	This field is not used by Cashiers Front Desk.
<b>Tender Details</b>	Check number is recorded on this page.
<b>Tender Detail</b> 	To add / delete tender details from student's account prior to saving the transaction.
<b>Academic Information</b>	Gives a snapshot of enrollment data / credit hours by term. <i>See Attachment D.</i>
<b>Student Accounts</b>	Gives a snapshot of charges / payments by term. <i>See Attachment E.</i>
<b>View Anticipated Aid</b>	Gives a snapshot of anticipated aid – aid not yet posted to student's account. It can be for the current term or a future term. <i>See Attachment F.</i>



ATTACHMENT B

Target Detail Keys

In addition to cash and check **Target Keys**, other departments have **Target Keys** for specific programs. Some of these are deposits for future programs.

1CASHPYMT	General Cash Payment
1CHCKPYMNT	General Check Payment
994100CONT	Invalid Contract
DP_BUSN_SA	Deposit Business Study Abroad
DP_GEOLOGY	Deposit Geology
DP_INTL_EX	Deposit Internatl Exchange Prg
DP_JOUR_SA	Deposit Journalism Study Abroa
DP_LAW_JD	Deposit Law JD
DP_LAW_LLM	Deposit Law LLM Seat
DP_LAW_SA	Deposit Law Study Abroad
DP_MED_SCH	Deposit Medical School
DP_STDY_AB	Deposit Study Abroad
DP_VET_MED	Deposit Vet Med
ENROLL_FEE	Enrollment Fee Payment
HOUSING_AP	Housing Application
INSURANCE	Insurance Payment
INT_ID_CRD	International ID Card Pmt
PREPAY_FEE	Prepayment of Fees
PRNT_ASOC1	Parent Association 1 Year
PRNT_ASOC4	Parent Association 4 Years
REAPPLY_REF	Reapply Refund Check
RL_CONTRCT	Res Life Contract Termed
SMMR_WELCM	Summer Welcome Payment
THRDPTYCOR	Third Party Corp Account Pymnt
TRNSCPTFAX	Transcript Faxed
TRNSCPTGEN	Transcript Generated
USA_APPL	Univ Student Apt Application P



ATTACHMENT C

Positive & Negative Indicators

Positive & Negative Indicators are designated by and . Anyone having access to **Student Accounts** can add an indicator.

C01 - C12 are the most common indicators affecting student accounts seen by Front Desk staff. In most instances, these indicators are automatically generated and automatically removed when proper payment has been made.

The Front Desk supervisor can temporarily remove a hold by buy books, register for class, etc. Students are typically given 1-2hrs., and the hold is put back on.

<b>123</b>	Test Service Indicator
<b>C01</b>	Do Not Put in Collections
<b>C02</b>	Past Due
<b>C03</b>	60 Days Past Due
<b>C04</b>	90 Days Past Due
<b>C05</b>	Past Due Cashiers CA
<b>C10</b>	Past Due WO
<b>C11</b>	Past Due - Stop Registration
<b>C12</b>	Cashiers - Stop Registration
<b>C20</b>	No Student Bill
<b>C21</b>	No Interest
<b>C22</b>	No Late Fee
<b>C23</b>	Agreement
<b>C24</b>	Paper Bill Request
<b>C26</b>	Paper Bill - No Nelnet
<b>C30</b>	Manual Do Not Refund
<b>C31</b>	Edit Program Do Not Refund
<b>C32</b>	Override Refund Edit Program
<b>C40</b>	Do Not Cancel
<b>C44</b>	No Checks
<b>C45</b>	ResLife Cntrct Paid by Fin Aid
<b>C46</b>	Other Hold
<b>C47</b>	Fin Hold B
<b>C48</b>	Bankruptcy Discharged

<b>C50</b>	MU Direct
<b>C51</b>	MU Direct
<b>C55</b>	No Electronic Payments Allowed
<b>C80</b>	Active Duty
<b>C81</b>	Fin Hold BI
<b>C82</b>	Fin Hold BF
<b>C83</b>	Past Due CA I - Stop Regis
<b>C84</b>	Past Due CA F - Stop Regis
<b>C85</b>	Past Due CA I MD - Stop Regis
<b>C86</b>	Past Due CA F MD - Stop Regis
<b>C87</b>	Past Due L
<b>C88</b>	Past Due ED - Stop Regis
<b>C89</b>	Past Due WO I - Stop Regis
<b>C90</b>	Past Due WO F - Stop Regis
<b>C91</b>	Missing Loan Documents
<b>C92</b>	Past Due L I 90 - Stop Regis
<b>C93</b>	Past Due L F 90 - Stop Regis
<b>ELE</b>	English Language Exam Reqd
<b>ENA</b>	No Response to e-Consent
<b>ENC</b>	Did Not Agree to e-Consent
<b>FIG</b>	FIGS Registration Hold
<b>FLN</b>	Convicted Felon
<b>IMM</b>	Immunization Hold
<b>INT</b>	Intl Center Check-In Required



ATTACHMENT C  
Positive & Negative Indicators

<b>MIL</b>	Military Deployment
<b>NCN</b>	Not cancel for finance reasons
<b>NCV</b>	Acad Record Not Converted
<b>R01</b>	Arts and Science
<b>R02</b>	Arts and Science - Probation
<b>R03</b>	Arts and Science - PSI
<b>R04</b>	Registration Hold
<b>R05</b>	College of Business
<b>R06</b>	College of Business - PSI
<b>R07</b>	Ag, Food & Nat Resources
<b>R14</b>	College of Education
<b>R15</b>	College of Education Probation
<b>R17</b>	College of Engineering
<b>R18</b>	College of Engineering
<b>R21</b>	School of Natural Resources
<b>R23</b>	Health Professions
<b>R24</b>	Human Environmental Science
<b>R27</b>	School of Journalism
<b>R31</b>	School of Law
<b>R37</b>	School of Medicine
<b>R3P</b>	Third Party Permission
<b>R47</b>	School of Nursing
<b>R56</b>	Social Work

<b>R60</b>	Graduate School
<b>R57</b>	School of Veterinary Medicine
<b>R69</b>	University Registrar
<b>R70</b>	University Registrar
<b>R80</b>	Provost
<b>R81</b>	Student Affairs
<b>R82</b>	Admissions
<b>R83</b>	MU Direct
<b>R84</b>	Center for Dist and Ind Study
<b>R85</b>	UMKC Pharmacy
<b>RSW</b>	Summer Welcome
<b>SHL</b>	Student Health
<b>TRD</b>	Trio Designated
<b>TRE</b>	Trio Eligible
<b>TRP</b>	Possibly Trio Elig Refer to LC
<b>U01</b>	Deceased
<b>U02</b>	Dismissed Student
<b>U03</b>	Expelled Student
<b>U04</b>	Suspended Student
<b>U05</b>	Financial Indicator
<b>U06</b>	Loan Indicator
<b>WOF</b>	Student Account Write Off





ATTACHMENT D

Academic Information

**Academic Information** details general enrollment information sorted by term, such as major, credit hours, total credit hours to date, academic level and academic load.

Click **View All** to see previous terms.  
Click **Academic Plan** to see academic plan information.  
Click **Enrollment** to see registered courses for that term.

[New Window](#) | [Help](#) | [Customize Page](#) |

**Student Payments**

**Academic Information**

Bio/Demo Data

ID: 02134567      Name: Jones, William  
Gender: Male

Citizenship		National ID	
Country	Description	NID Type	National ID
United States	Native		

**Career Term Data**

Term	Career Prim Prog	Residency Group	Units	Tot Units	Level	Acad Load
FS2008	UGRD AFNR	MoResidentUGRD TUT	14.000	76.000	Senior	Full-Time <a href="#">Academic Plan</a> <a href="#">Enrollment</a>
SS2008	UGRD AFNR	MoResidentUGRD TUT	0.000	62.000	Senior	No Units <a href="#">Academic Plan</a> <a href="#">Enrollment</a>
SP2008	UGRD AFNR	MoResidentUGRD TUT	14.000	62.000	Junior	Full-Time <a href="#">Academic Plan</a> <a href="#">Enrollment</a>
FS2007	UGRD AFNR	MoResidentUGRD TUT	17.000	48.000	Junior	Full-Time <a href="#">Academic Plan</a> <a href="#">Enrollment</a>

[Return](#)



ATTACHMENT D  
Academic Information

[New Window](#) | [Help](#) | [Customize Page](#) |

**Academic Information**  
**Academic Plan**

ID: 88888888 Career UGRD

Find First 1 of 1 Last

Acad Plan	Declare Date	Req Term	Completion Term
Biochemistry-BS	08/21/2006	2006 Fall Semester	

Find | View All First 1 of 1 Last

Academic Sub-Plan	Requirement Term	Declare Date
-------------------	------------------	--------------

[New Window](#) | [Help](#) | [Customize Page](#) |

**Academic Information**  
**Enrollment Summary**

ID: 88888888 Jones, William

Find View All First 1-5 of 7 Last

Class #	Subject	Catalog Component	Session Census Date	Section	Status	Reason	Basis	Prog Units Bill Units	Add Date Drop Date
10399 <a href="#">Class Info</a>	BIOCHM BIOCHEMISTRY	4270 Lecture	Regular 09/22/2008	01	Enrolled	Enrolled	GRS	3.00 3.00	05/06/2008
11379 <a href="#">Class Info</a>	PHIL ELEMENTARY LOGIC	2700 Lecture	Regular 09/22/2008	01	Dropped	Drop Enrl Student Drop	GRS	3.00 3.00	04/25/2008 08/23/2008
11380 <a href="#">Class Info</a>	PHIL ELEMENTARY LOGIC	2700 Laboratory	Regular 09/22/2008	01A	Dropped	Drop Enrl Student Drop	NON		04/25/2008 08/23/2008
12680 <a href="#">Class Info</a>	BIO_SC ANIMAL PHYSIOLOGY	3700 Lecture	Regular 09/22/2008	01	Enrolled	Enrolled	GRS	5.00 5.00	04/25/2008
12994 <a href="#">Class Info</a>	GERMAN INTRO GERMAN LITERATURE	3230 Lecture	Regular 09/22/2008	01	Enrolled	Enrolled	GRS	3.00 3.00	04/25/2008




ATTACHMENT E

Student Accounts

**Student Accounts** details balances sorted by term.

Click **Account Details** to see specific details on a balance.

**Go To:** at the bottom of the screen provides account information sorted in different ways.

[New Window](#) | [Help](#) | [Customize Page](#) | 

**Student Accounts**

ID: 02134567      Smith, Mary      Business Unit: COLUM

Find | View All    First ◀ 1-7 of 7 ▶ Last

Account Type	Account Number	Balance	Created	Status	
Acct Rec	SAR001 FS2008	2,098.11 USD	05/07/2008	Active	<a href="#">Account Details</a>
Acct Rec	SAR001 SS2008	314.76	01/23/2008	Active	<a href="#">Account Details</a>
Acct Rec	SAR001 SP2008	0.00	11/16/2007	Active	<a href="#">Account Details</a>
Excess Pay	EXC001 FS2007	0.00	08/13/2007	Active	<a href="#">Account Details</a>
Acct Rec	SAR001 FS2007	0.00	07/12/2007	Active	<a href="#">Account Details</a>
Acct Rec	SAR001 SS2007	0.00	06/01/2007	Active	<a href="#">Account Details</a>
Acct Rec	SAR001 WS2007	0.00	05/26/2007	Active	<a href="#">Account Details</a>

**Go to:**    [Detail Trans](#)    [Item Summary](#)    [Items by Term](#)    [Items by Date](#)    [Due Charges](#)    [Payment Plans](#)

[Return](#)



ATTACHMENT E  
Academic Information

[New Window](#) | [Help](#) | [Customize Page](#) |

**Account Details**

ID: 02134567 Jones, William Business Unit: COLUM  
Account Number: SAR001 - FS2008 Account Balance: 2,098.11

Debits: 3,571.71 Credits: -1,473.60 Applied: 1,473.60 Unapplied: 0.00

[Find](#) | [View 3](#) First  1-9 of 9  Last

Item	Term	Amount	
Class	Item Status	Last Activity Date	Balance
Education Fee Ugr Res	FS2008	2,947.20	<a href="#">Item Details</a>
	Active	08/23/2008	1,473.60
Efr 50% Education Fee Reduct	FS2008	-1,473.60	<a href="#">Item Details</a>
	Active	08/23/2008	0.00
Information Technology Fee	FS2008	146.40	<a href="#">Item Details</a>
	Active	08/23/2008	146.40
Student Activity Ugr	FS2008	122.88	<a href="#">Item Details</a>
	Active	08/23/2008	122.88
Human Environ Sciences Course F	FS2008	112.50	<a href="#">Item Details</a>
PERSNAL & FAMILY FINANCE	Active	08/15/2008	112.50
Prepaid Health Fee Ugr	FS2008	92.78	<a href="#">Item Details</a>
	Active	08/15/2008	92.78
Recreation Center Ugr	FS2008	133.11	<a href="#">Item Details</a>
	Active	08/15/2008	133.11
Finance Charge	FS2008	6.84	<a href="#">Item Details</a>
	Active	07/24/2008	6.84
Late Payment Fee	FS2008	10.00	<a href="#">Item Details</a>
	Active	07/24/2008	10.00

[Return](#)



ATTACHMENT F

[View Financial Aid](#)

This screen details the financial aid expected but not yet posted to the student's account.

Financial aid can be awarded for more than one term.

Click [First](#) [1 of 2](#) [Last](#) to see any financial aid for additional terms.

[New Window](#) | [Help](#) | [Customize Page](#) |

**Anticipated Aid Details**

Find [First](#) [1 of 2](#) [Last](#)

Term: 2009 Spring Semester      Term Total: 3,265.00

Find | View All    [First](#) [1-4 of 4](#) [Last](#)

Item Type	Career	Date	Apply Dt	Expire Dt	Net Award
Federal Pell Grant	UGRD	08/25/2008 8:40:15AM	01/12/2009	10/08/2011	1,240.00
Federal SEOG Grant	UGRD	08/25/2008 8:40:15AM	01/12/2009	10/08/2011	500.00
Estm Access Missouri Grant	UGRD	08/25/2008 8:40:15AM	01/12/2009	10/08/2011	1,075.00
MU Grant - Undergraduate	UGRD	08/25/2008 8:40:15AM	01/12/2009	10/08/2011	450.00

[Return](#)



ATTACHMENT G  
Let's Play Around  
Example #1

A student comes to the front desk and wants to make a \$250 payment. He is paying \$200 with a check (#825) and \$50 in cash.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

Unit: COLUM    Office: U of Missouri - Columbia    Business Date: 09/15/2008  
 Register: 1    Cashier: GARMANL

---

ID: 88888888    Jones, William    ★      
 Balance: 3,313.87    Anticipated Aid: 10,069.00    [Select Charges to Pay](#)

---

Ref Nbr:     [Create Receipt](#)    [New Transaction](#)

Target: 250.00    Tax: 0.00    Tender: 250.00    Change: 0.00

**Target Detail**    Find    First 1-2 of 2 Last

Target:	<input type="text" value="1CHCKPYMNT"/>	Gen Check	Amount:	<input type="text" value="200.00"/>	USD		
Term:	<input type="text"/>						

---

Target:	<input type="text" value="1CASHPYMT"/>	Gen Cash	Amount:	<input type="text" value="50.00"/>	USD		
Term:	<input type="text"/>						

**Tender Detail**    Find    First 1-2 of 2 Last

*Tender:	<input type="text" value="CHECK"/>	Check	Amount:	<input type="text" value="200.00"/>	USD		<a href="#">Currency Detail</a>		
Deposit ID:	<input type="text"/>	<a href="#">Tender Details</a>							

---

*Tender:	<input type="text" value="CASH"/>	Cash	Amount:	<input type="text" value="50.00"/>	USD		<a href="#">Currency Detail</a>		
Deposit ID:	<input type="text"/>	<a href="#">Tender Details</a>							

Go to: [Academic Information](#)    [Student Accounts](#)    [View Anticipated Aid](#)

[Notify](#)    [Refresh](#)



ATTACHMENT G  
Let's Play Around  
Example #2

A student comes to the front desk wanting to make a \$500 deposit via check on a journalism study abroad trip he is going to be taking next spring, along with \$300 on her total bill. She is writing you an \$800 check (#355).

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

**Unit:** COLUM    **Office:** U of Missouri - Columbia    **Business Date:** 09/15/2008  
**Register:** 1    **Cashier:** GARMANL

---

**ID:** 88888888    Smith, Hazel      
**Balance:** 91.68    **Anticipated Aid:** 5,000.00    [Select Charges to Pay](#)

---

**Ref Nbr:**     [Create Receipt](#)    [New Transaction](#)

**Target:** 800.00    **Tax:** 0.00    **Tender:** 800.00    **Change:** 0.00

**Target Detail**    [Find](#)    First 1-2 of 2 Last

<b>Target:</b> <input type="text" value="DP_JOUR_SA"/>	Dep Jrn SA	<b>Amount:</b> <input type="text" value="500.00"/>	USD	
<b>Term:</b> <input type="text" value="3727"/>				
<b>Target:</b> <input type="text" value="1CHCKPYMNT"/>	Gen Check	<b>Amount:</b> <input type="text" value="300.00"/>	USD	
<b>Term:</b> <input type="text"/>				

**Tender Detail**    [Find](#)    First 1 of 1 Last

<b>*Tender:</b> <input type="text" value="CHECK"/>	Check	<b>Amount:</b> <input type="text" value="800.00"/>	USD	<a href="#">Currency Detail</a>
<b>Deposit ID:</b> <input type="text"/>	<a href="#">Tender Details</a>			

**Go to:**    [Academic Information](#)    [Student Accounts](#)    [View Anticipated Aid](#)

[Notify](#)    [Refresh](#)



ATTACHMENT G  
Let's Play Around  
Example #3

A student comes to the front desk and wants to make a \$200 payment via check (#1001) and wants to pay specific charges on her bill.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

**Unit:** COLUM    **Office:** U of Missouri - Columbia    **Business Date:** 09/15/2008  
**Register:** 1    **Cashier:** GARMANL

---

**ID:** 88888888    Roberts, Meribelle      
**Balance:** 1,640.92    **Anticipated Aid:** 4,697.00    [Select Charges to Pay](#)

---

**Ref Nbr:**     [Create Receipt](#)    [New Transaction](#)

**Target:** 200.00    **Tax:** 0.00    **Tender:** 200.00    **Change:** 0.00

**Target Detail** [Find](#)    First  1 of 1  Last

Target:	<input type="text" value="1CHCKPYMNT"/>	Gen Check	Amount:	<input type="text" value="200.00"/>	USD	+ -
Term:	<input type="text"/>					

**Tender Detail** [Find](#)    First  1 of 1  Last

*Tender:	<input type="text" value="CHECK"/>	Check	Amount:	<input type="text" value="200.00"/>	USD	+ -
Deposit ID:	<input type="text"/>	<a href="#">Tender Details</a>				

**Go to:** [Academic Information](#)    [Student Accounts](#)    [View Anticipated Aid](#)





### Select Charges To Pay

Total Pay Amount: 200.00

Find | View All First 1-5 of 9 Last

Item Type	Term	Class Nbr	Item Amt	Balance	Pay Amount
PARKING CH	SP2008		75.00	35.00	<input type="text" value="0.00"/>
STUDENT AC	FS2008		122.88	40.96	<input type="text" value="0.00"/>
ITF	FS2008		158.60	61.00	<input type="text" value="0.00"/>
EDUCATION	FS2008		2,456.00	550.81	<input type="text" value="200.00"/>
FINANCE CH	FS2008		0.10	0.10	<input type="text" value="0.00"/>



ATTACHMENT G  
Let's Play Around  
Example #4

A student makes a \$50 payment, giving you a \$100 bill.

[New Window](#) | [Help](#) | [Customize Page](#) |

### Student Payments

**Unit:** COLUM    **Office:** U of Missouri - Columbia    **Business Date:** 09/15/2008  
**Register:** 1    **Cashier:** GARMANL

---

**ID:** 88888888    Bennett, Barbara      
**Balance:** 1,640.92    **Anticipated Aid:** 4,697.00    [Select Charges to Pay](#)

---

**Ref Nbr:**     [Create Receipt](#)    [New Transaction](#)

**Target:** 50.00    **Tax:** 0.00    **Tender:** 50.00    **Change:** 50.00

**Target Detail**    [Find](#)    First  1 of 1  Last

**Target:**  Gen Cash    **Amount:**  USD    [+](#) [-](#)  
**Term:**

**Tender Detail**    [Find](#)    First  1 of 1  Last

**\*Tender:**  Cash    **Amount:**  USD [Currency Detail](#)    [+](#) [-](#)  
**Deposit ID:**     [Tender Details](#)

**Go to:** [Academic Information](#)    [Student Accounts](#)    [View Anticipated Aid](#)

[Notify](#)    [Refresh](#)