Post Student Transactions

Step	Action
1.	Click the **Student Financials** link. Student Financials
2.	Click the **Charges and Payments** link. Charges and Payments
3.	Click the **Post Student Transaction** link. Post Student Transaction
4.	Enter the desired information into the **ID** field.
5.	Click the **Account Type Look Up** icon.
6.	Click the **Look Up** button. Look Up
7.	Select the desired **Account Type** from the search result.
8.	The **Item Types** to which you will have access depends on your security. If you have questions/requests regarding **Item Types,** you should send them to **DESSFPS@smu.edu**. Enter the desired information into the **Item Type** field.
9.	Click the **Add** button. Add
10.	Enter the desired information into the **Amount** field.
11.	The **Term** should be the current term or the term to which the charges is related. The **Reference Number** field is an informational field for your use. Since there can be many entries on an account with the same item type, you should enter any information that will allow you to identify a specific charge. An example would be the ticket number for a parking citation. This is especially helpful when reversing a charge. The **Item Effective Date** defaults to the current date and should not be changed unless the incident occurred at an earlier date. Examples are health center visits or library fines which should be entered with the date they occurred. The **Item Effective Date** should **NEVER** be changed to a future date. Do **NOT** enter a **Due Date**. Click the **Look up Term** icon.

Step	Action
12.	Click the **Look Up** button. Look Up
13.	Select the desired term from the search result.
14.	Enter the desired information into the **Reference Number** field.
15.	Click the **Post** button. Post
16.	Once the transaction has been posted to the student's account, the page will be grayed out and no changes can be made. You can review the account details using the links at the bottom of the page.
17.	To enter another charge, click the **New Transaction** button.
18.	**End of Procedure.**