

<b>Department</b>	
<b>Responsibility/Role</b>	
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**Apply Payment**

**Trigger:**

<b>Required Field(s)</b>	<b>Comments</b>

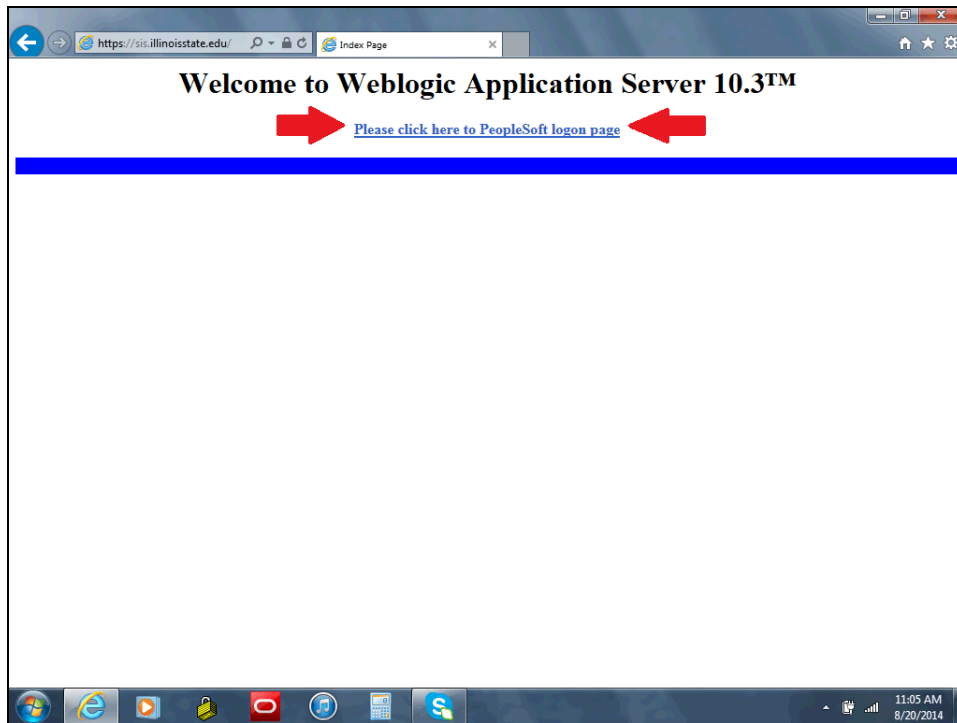
<b>Output - Result(s)</b>	<b>Comments</b>

**Additional Information**

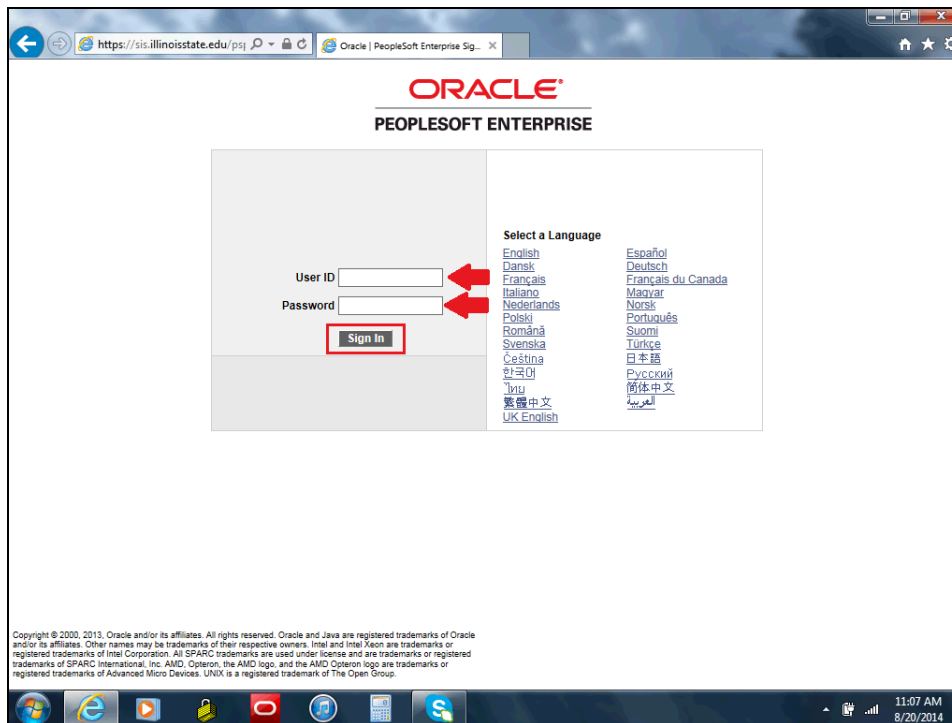
### Procedure

In this topic, you will learn how to allocate unapplied payments to eligible outstanding charges.

Step	Action
1.	<p>You can run the Payment Applier process to allocate unapplied payments to eligible charges that are still owed. The process applies payments to both student and corporate accounts. Payment swapping might occur if a priority payment is applied.</p> <p>We will probably want to run this on a weekly basis prior to running the refund process. It is unlikely that there will be a problem that is corrected, but at least if there was, this should reapply the payment to the charge and not refund it.</p> <p>It is possible that the payment will still be unapplied after doing this process and that there could be another problem, such as with payment priorities for the particular payment.</p> <p>It is also possible that the payment really should be unapplied and refunded back to the student.</p>



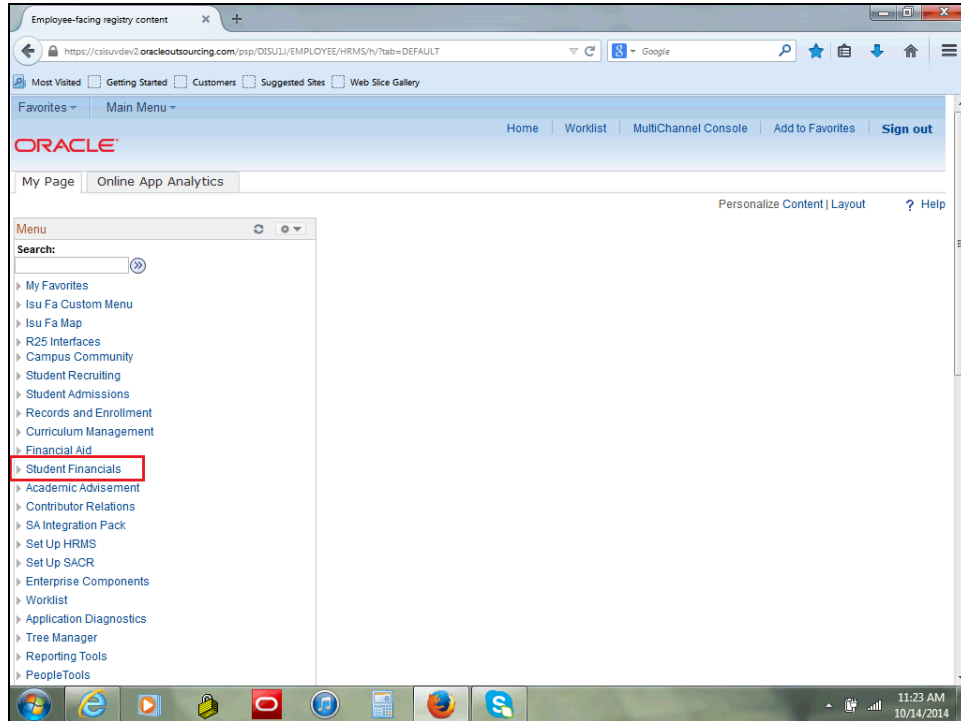
Step	Action
2.	To sign in to Campus Solutions, go to <a href="https://sis.illinoisstate.edu">sis.illinoisstate.edu</a> .  Click the <a href="#">Please click here to PeopleSoft logon page</a> link.



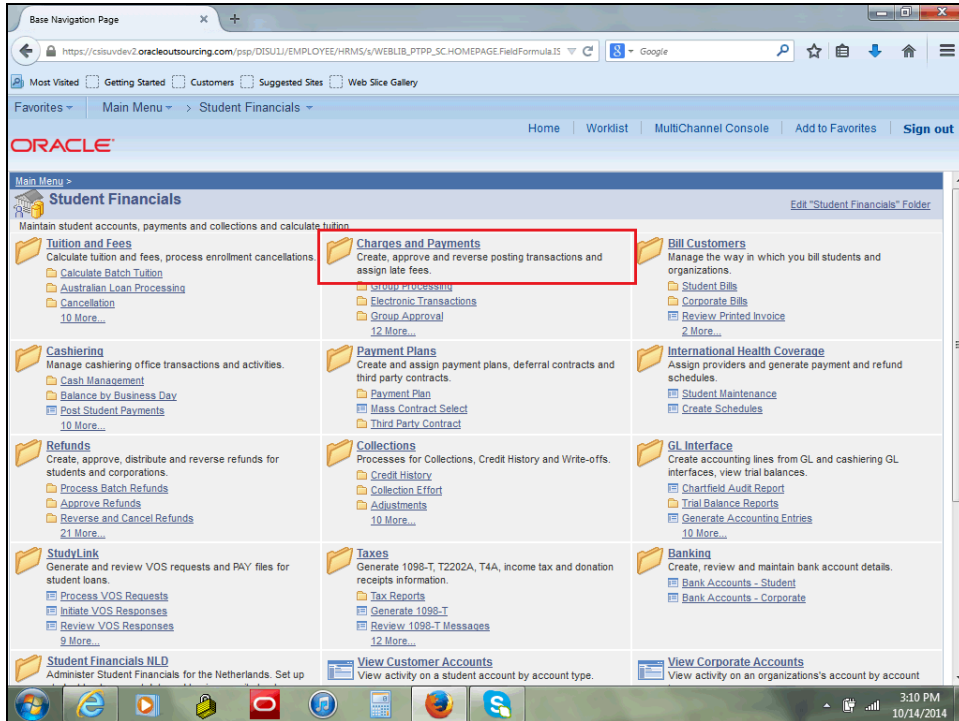
Step	Action
3.	You will be directed to the <b>Campus Solutions</b> logon screen.  Enter your <b>User ID</b> and <b>Password</b> then click the <b>Sign In</b> button.

# System Process Document

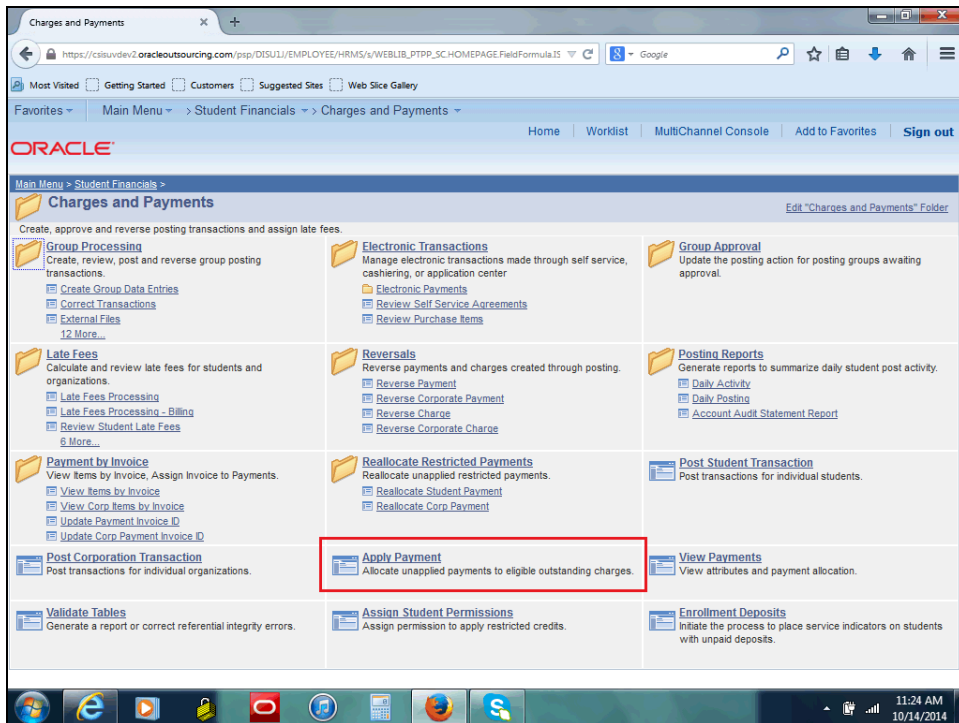
## Apply Payment



Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p><b>Charges and Payments</b> is within <b>Student Financials</b> menu.</p> <p>Click the <b>Student Financials</b> link.</p>



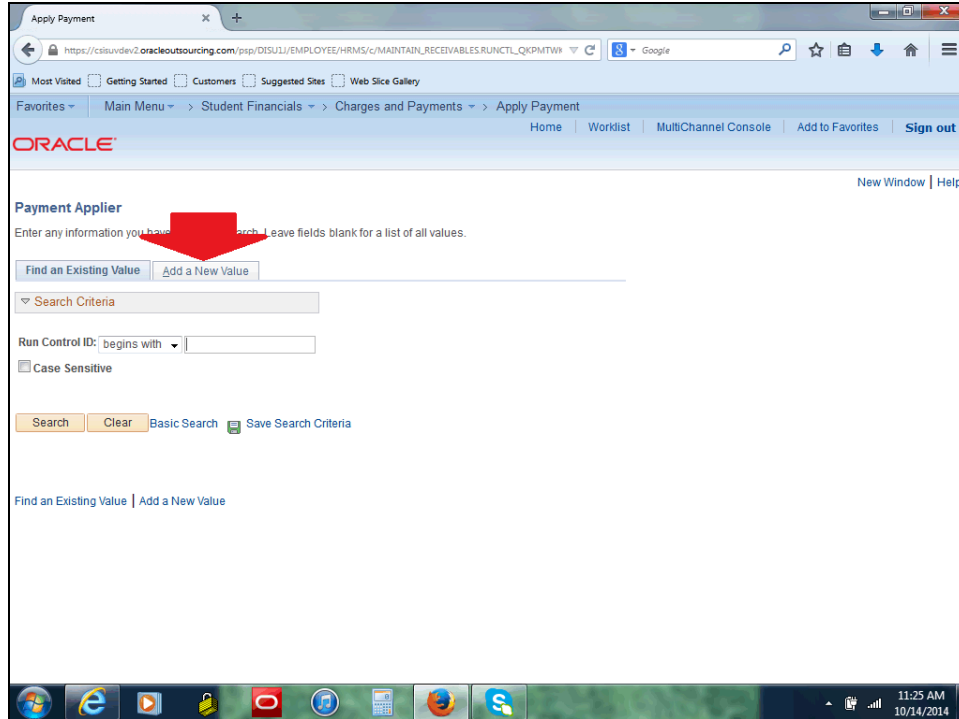
Step	Action
5.	<p><b>Apply Payment</b> is within <b>Charges and Payments</b> folder.</p> <p>Click the <b>Charges and Payments</b> folder.</p>



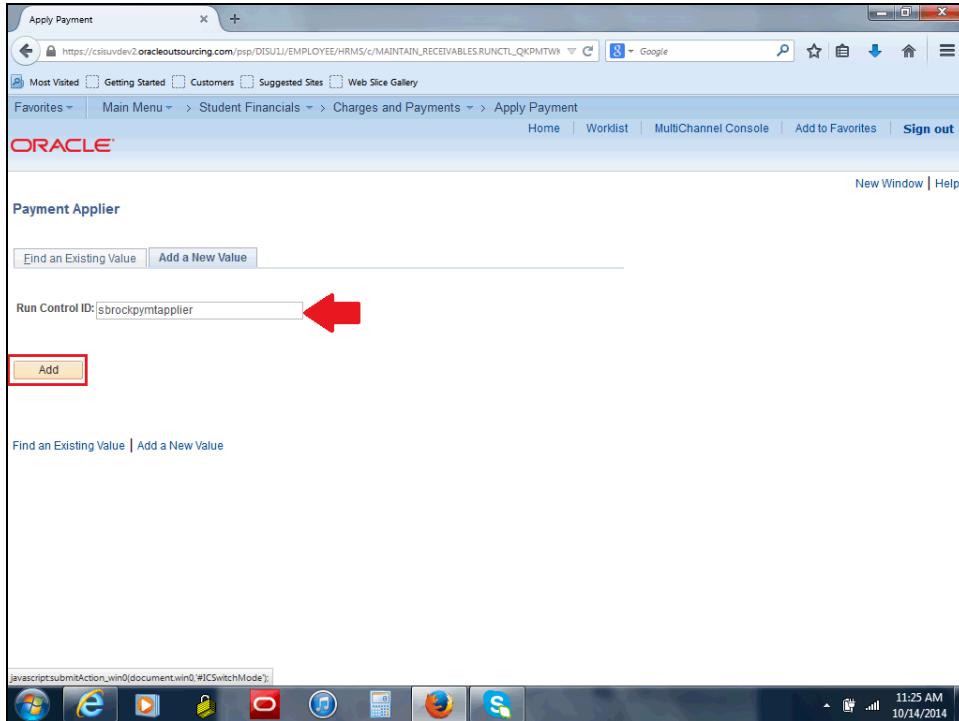
# System Process Document

## Apply Payment

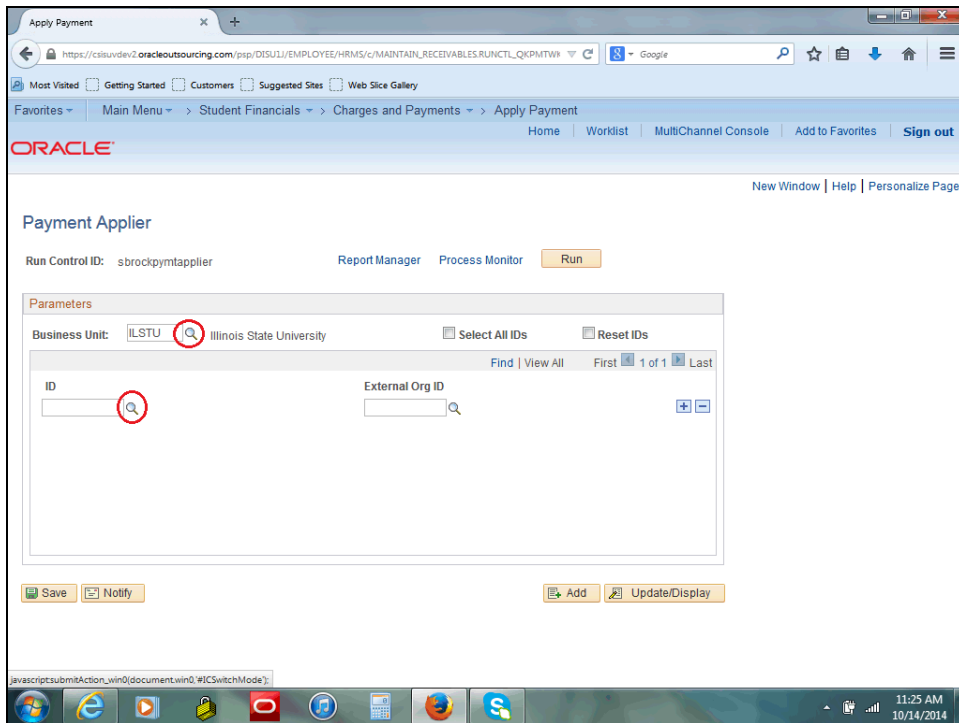
Step	Action
6.	From the <b>Charges and Payments</b> folder, click the <b>Apply Payment</b> link.



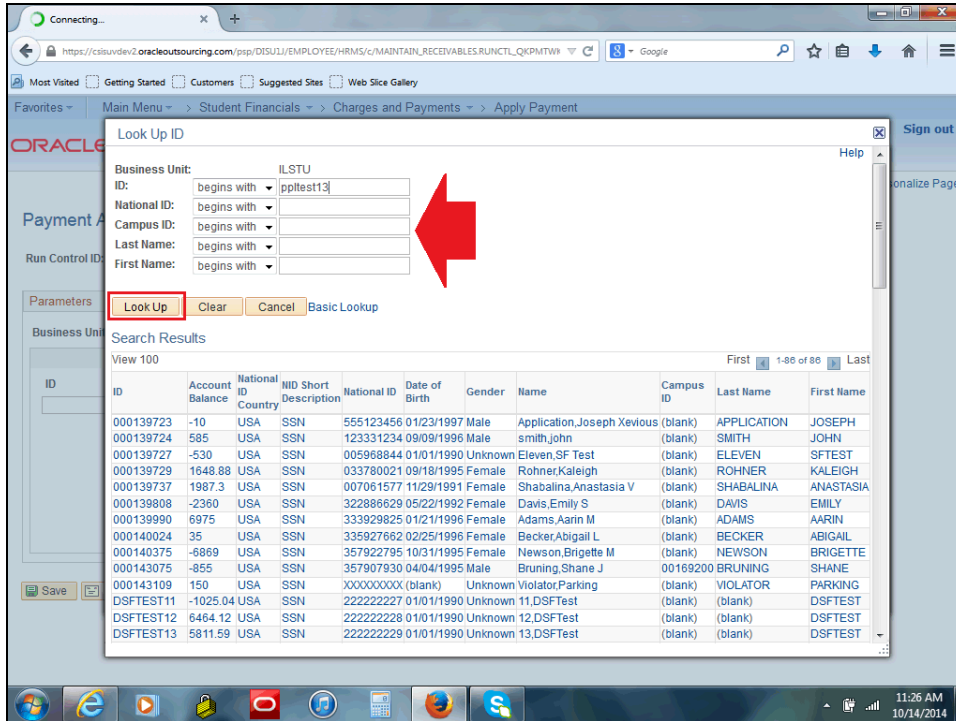
Step	Action
7.	Click the <b>Add a New Value</b> tab.



Step	Action
8.	Enter the <b>Run Control ID</b> and then click the <b>Add</b> button.

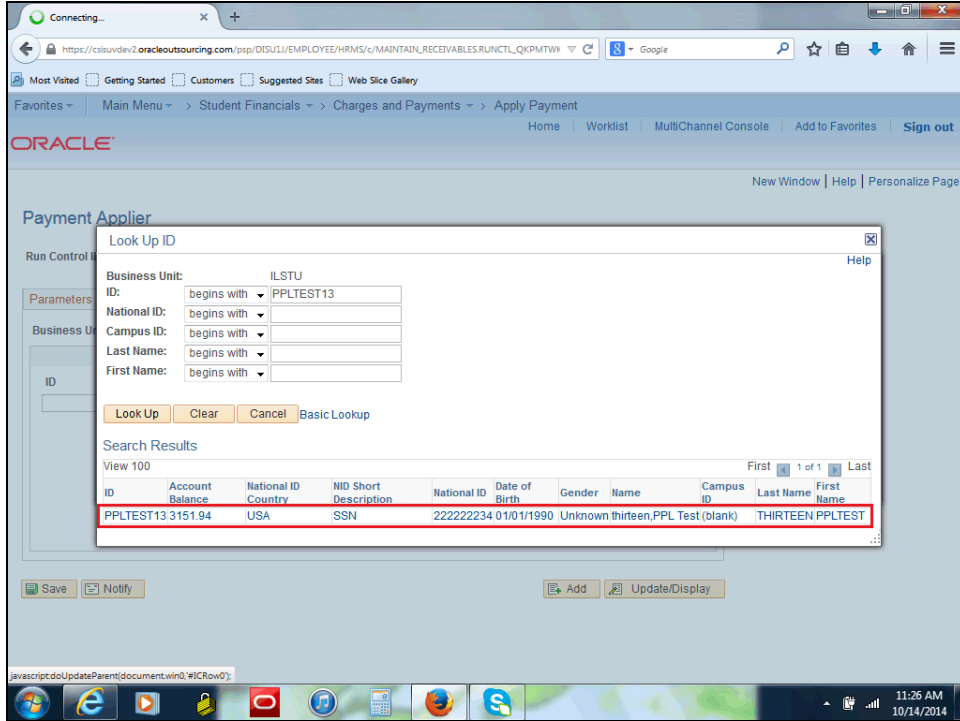


Step	Action
9.	Click the <b>Business Unit Look Up</b> button and select <b>ILSTU</b> from the list.  Click the <b>ID Look Up</b> button.

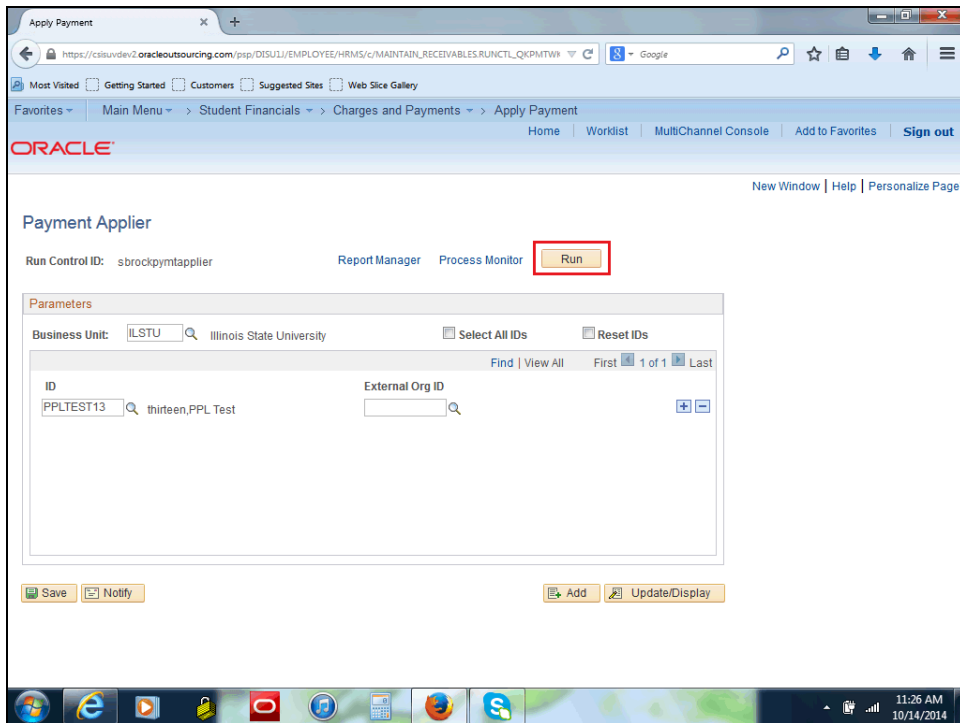


Step	Action
10.	Use the <b>Search</b> parameter fields to enter student information.  Click the <b>Look Up</b> button.





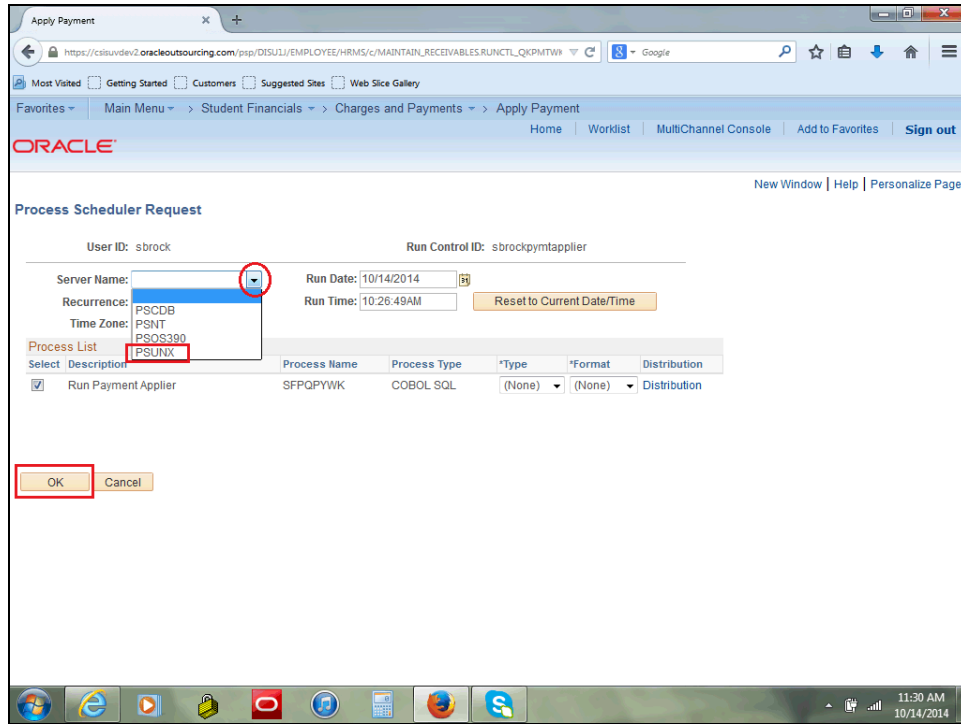
Step	Action
11.	From the <b>Search Results</b> section of the page, click the link for the desired student.



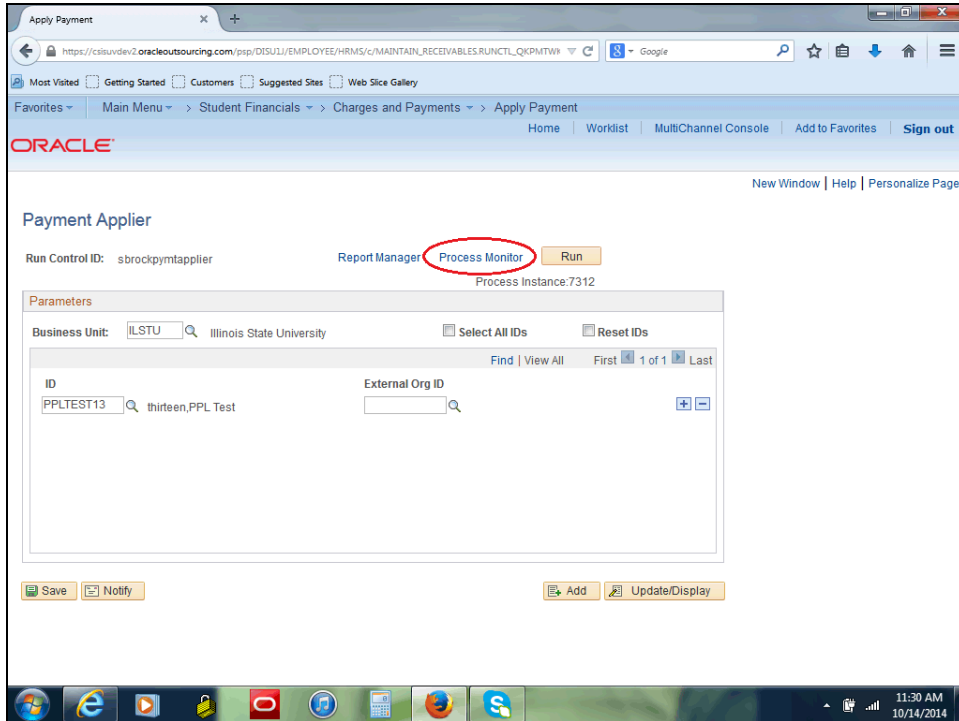
# System Process Document

## Apply Payment

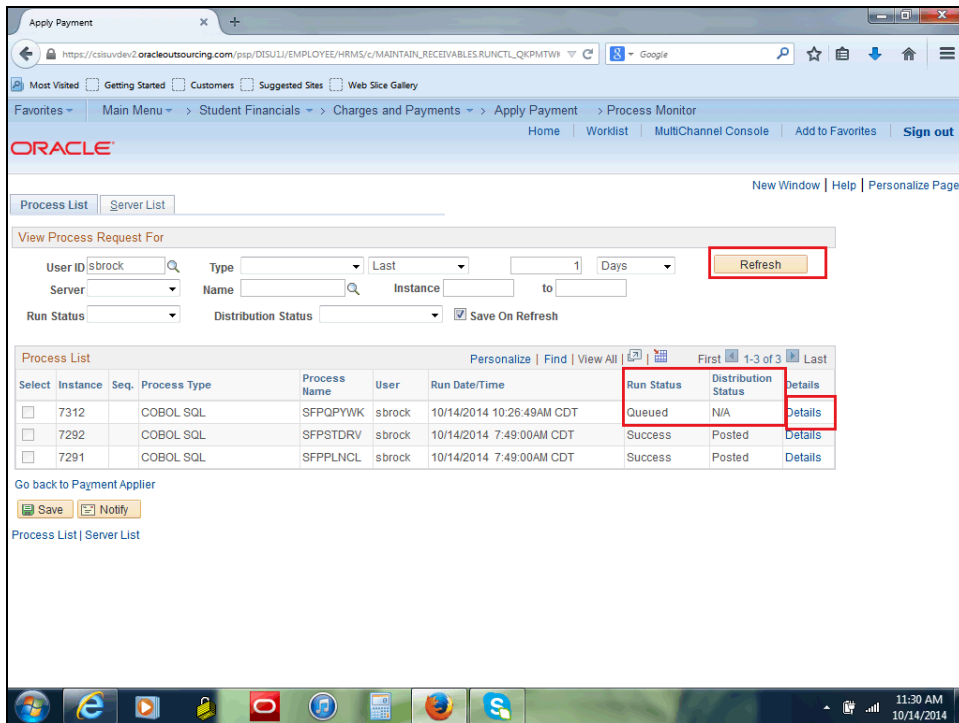
Step	Action
12.	Click the <b>Run</b> button.



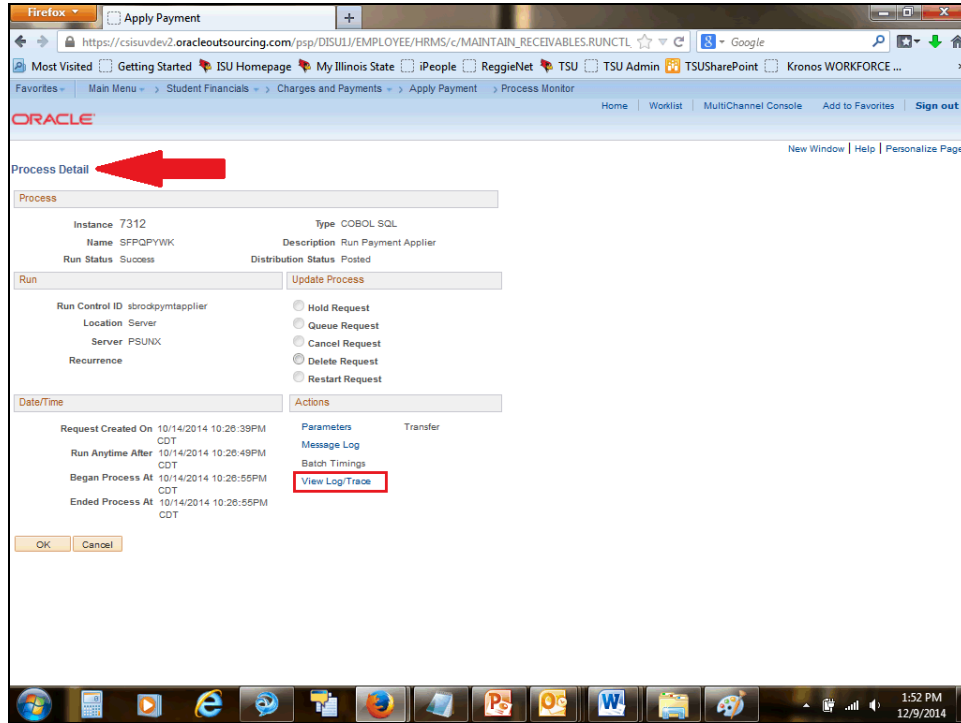
Step	Action
13.	From the <b>Process Scheduler Request</b> page, click the <b>Server Name</b> drop down menu button and select <b>PSUNX</b> from the list.  Click the <b>OK</b> button.



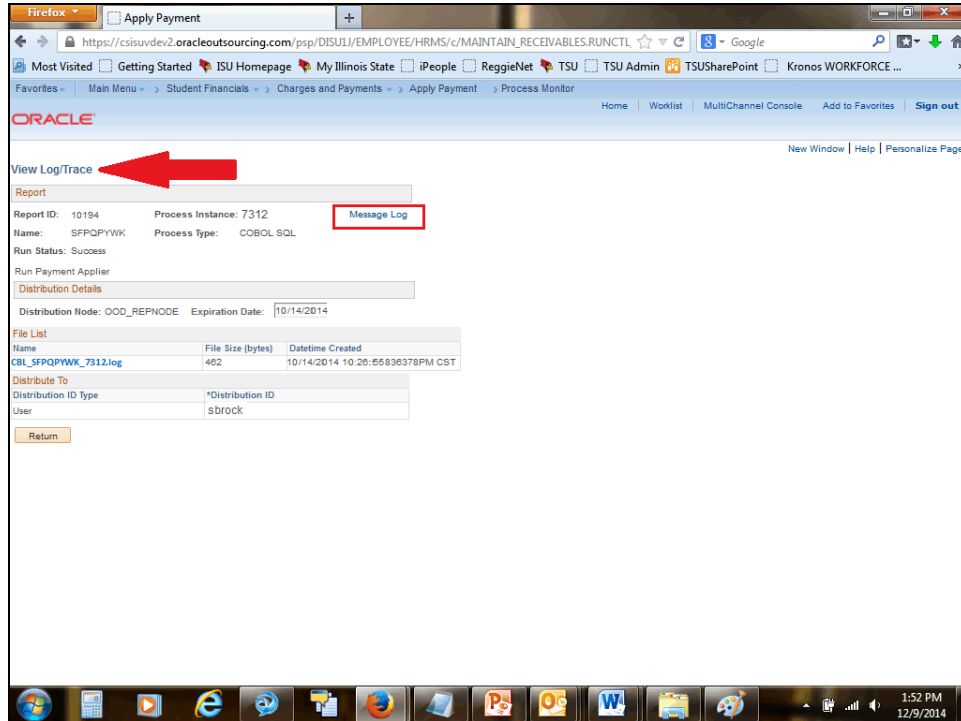
Step	Action
14.	To monitor the progress of the job, click the <b>Process Monitor</b> link.



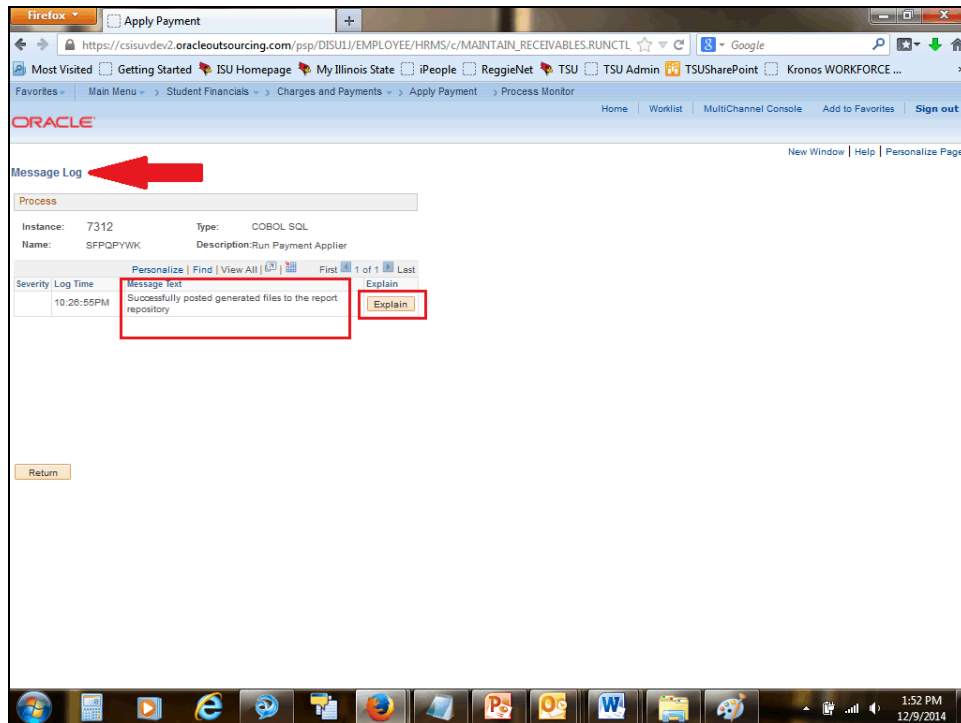
Step	Action
15.	<p>Click the <b>Refresh</b> button until the <b>Run Status</b> and <b>Dist. Status</b> are <b>Success</b> and <b>Posted</b>.</p> <p>Click on the <b>Details</b> button to view <b>Process Details</b>.</p>



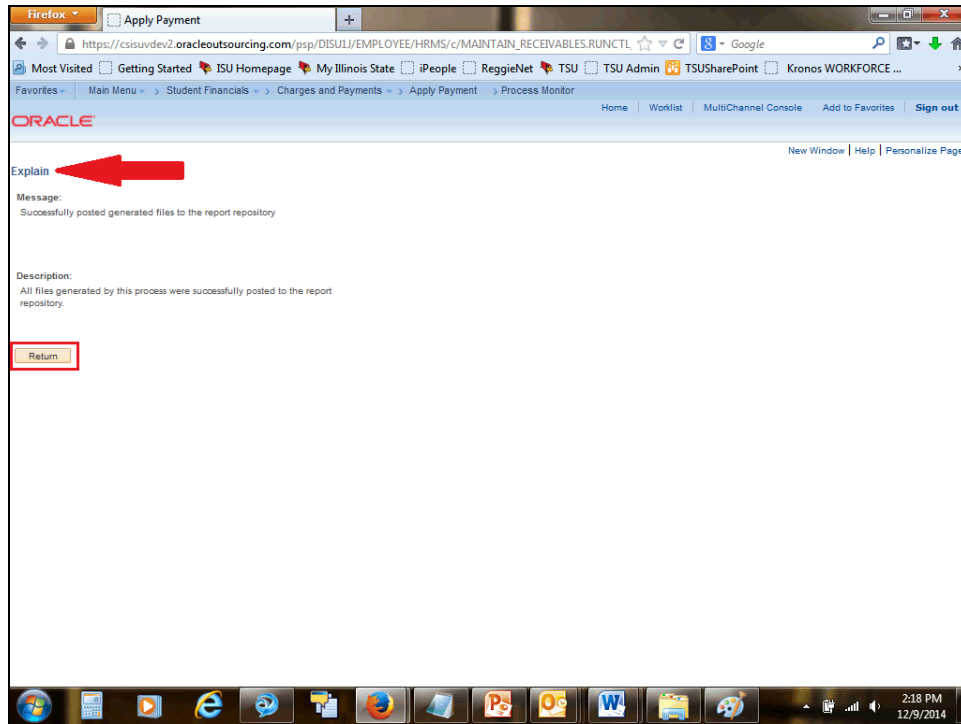
Step	Action
16.	<p>The <b>Process Detail</b> page is displayed.</p> <p>Click on the <b>View Log/Trace</b> link.</p>



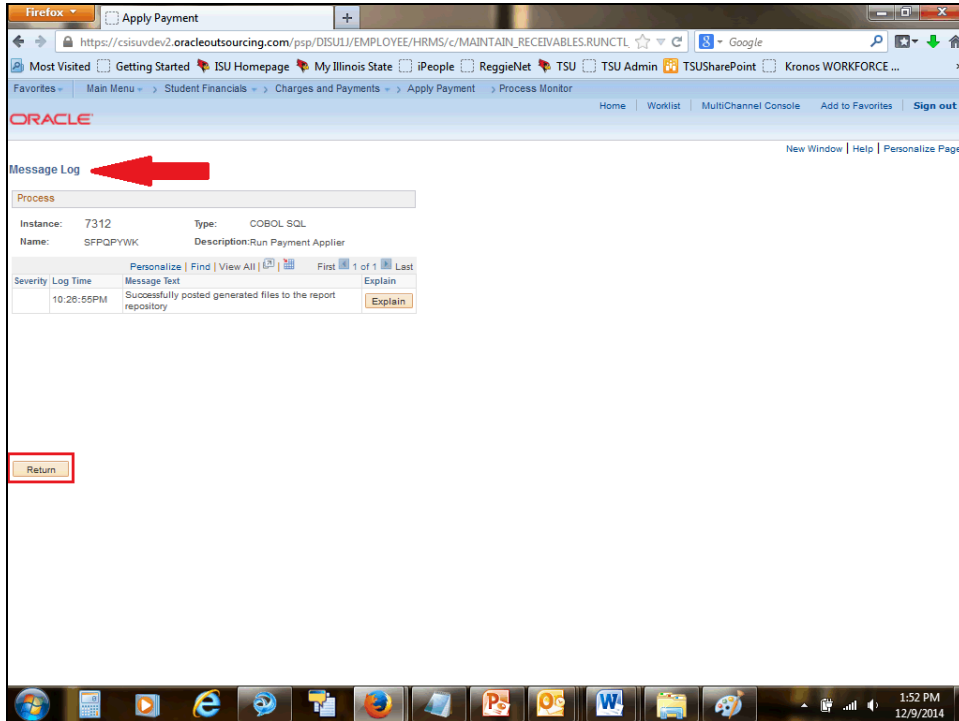
Step	Action
17.	<p>The <b>View Log/Trace</b> page is displayed.</p> <p>Click the <b>Message Log</b> link.</p>



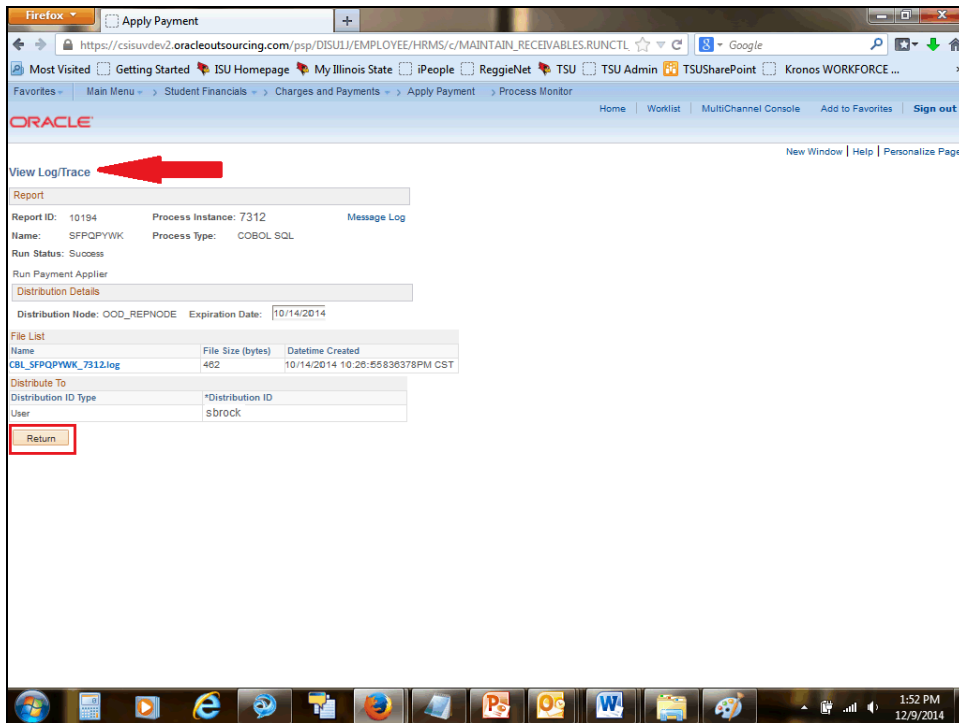
Step	Action
18.	<p>The <b>Message Log</b> page is displayed.</p> <p>The <b>Message Text</b> field displays information related to the process.</p> <p>Click the <b>Explain</b> button.</p>



Step	Action
19.	<p>The <b>Explain</b> page is displayed.</p> <p>The <b>Message</b> repeats the information displayed in the <b>Message Text</b> from the previous page.</p> <p>The <b>Description</b> displays additional information related to the process.</p> <p>Click the <b>Return</b> button to return to the <b>Message Log</b> page.</p>



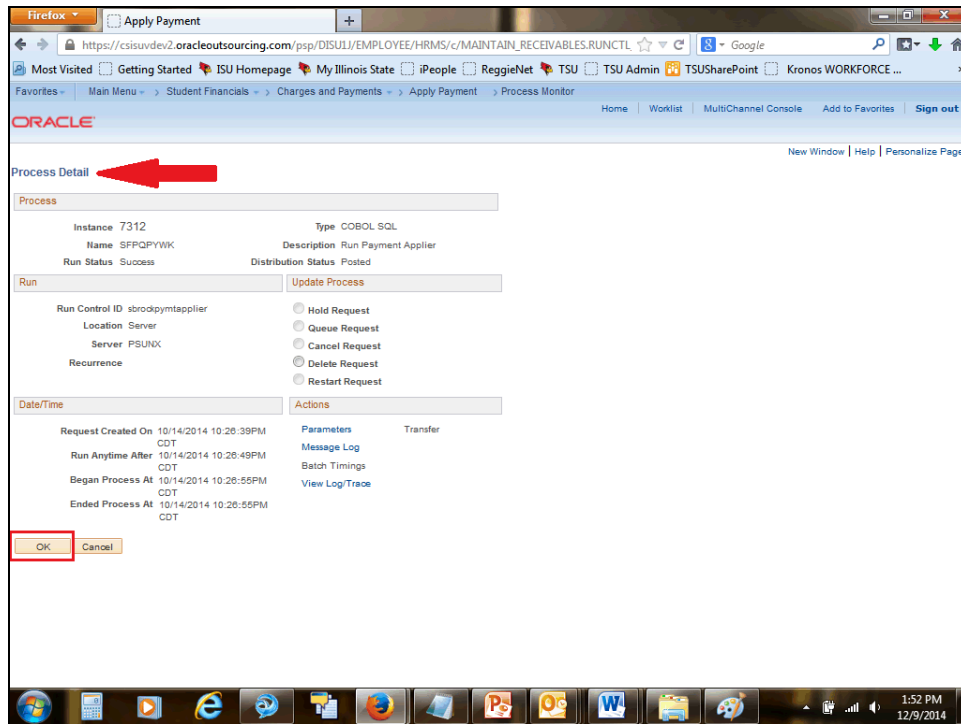
Step	Action
20.	Click the <b>Return</b> button to return to the <b>View Log/Trace</b> page.



# System Process Document

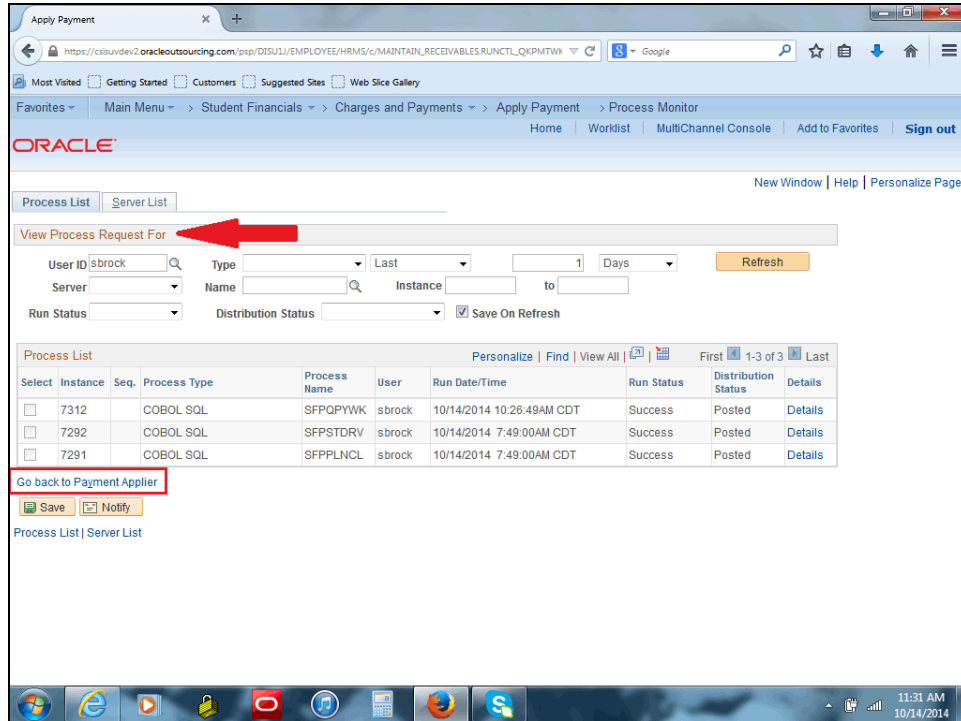
## Apply Payment

Step	Action
21.	Click the <b>Return</b> button to return to the <b>Process Detail</b> page.

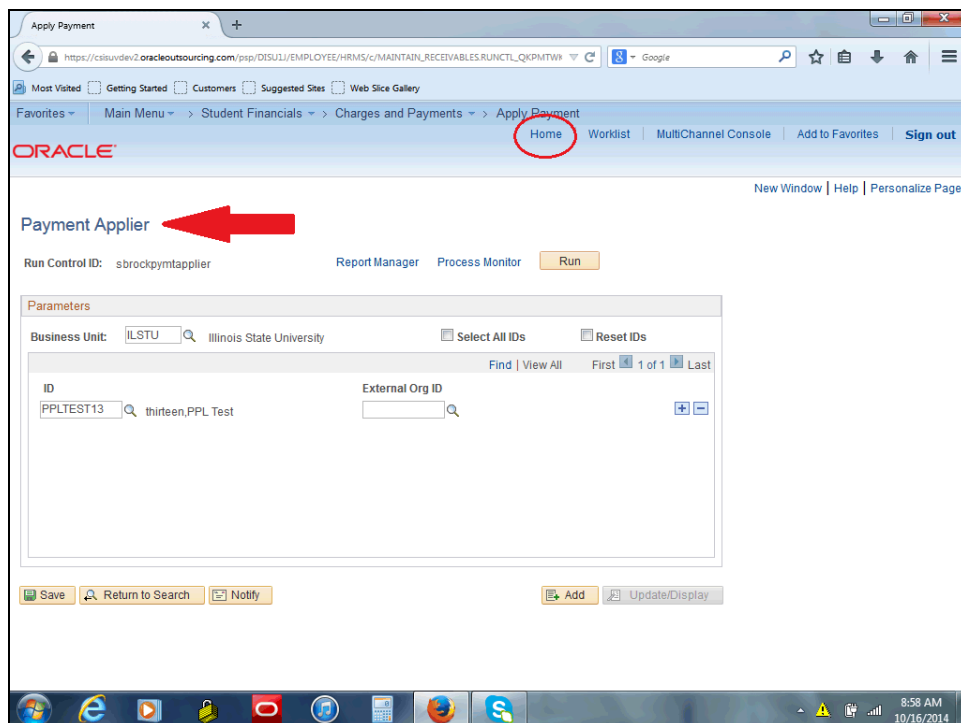


Step	Action
22.	Click the <b>OK</b> button to return to the <b>View Process Request For</b> page.





Step	Action
23.	Click the <b>Go back to Payment Applier</b> link to return to the <b>Payment Applier</b> page.



# System Process Document

## Apply Payment

Step	Action
24.	To return to the <b>Navigation Menu</b> page, click the <b>Home</b> link at the upper right of the screen.
25.	To review the results of the Apply Payment process, see process <b>View Payments</b> .
26.	Congratulations, you have completed Applying Payments. <b>End of Procedure.</b>