

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	<b>Identify Student Charges to be Billed_SPD_20141211113437</b>
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**Identify Student Charges to be Billed**

**Trigger:**

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

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

**Additional Information**

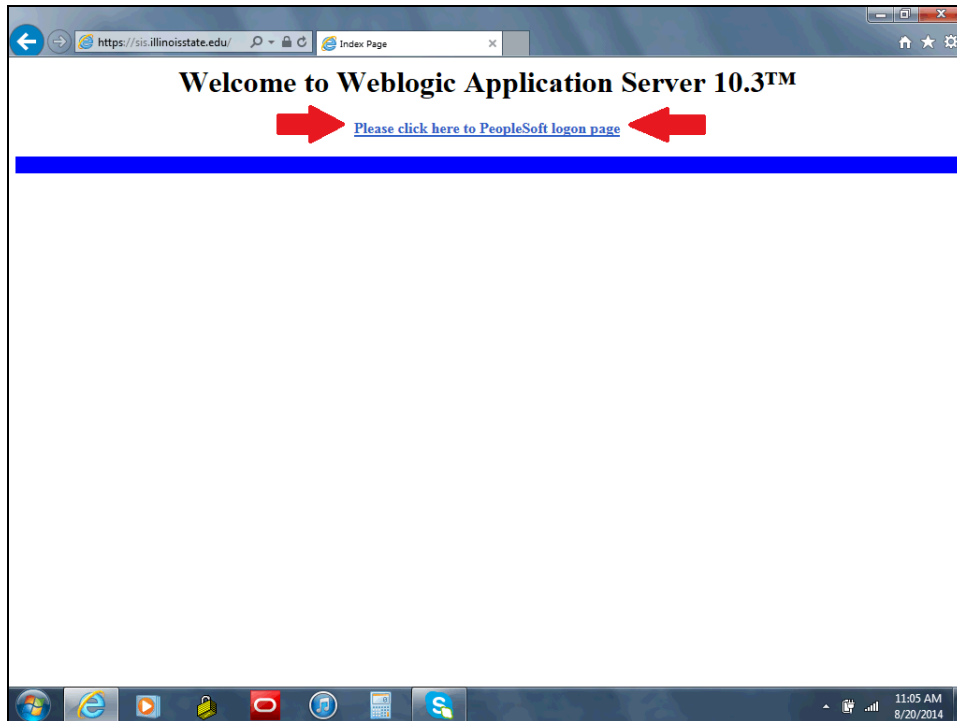
# System Process Document

## Identify Student Charges to be Billed

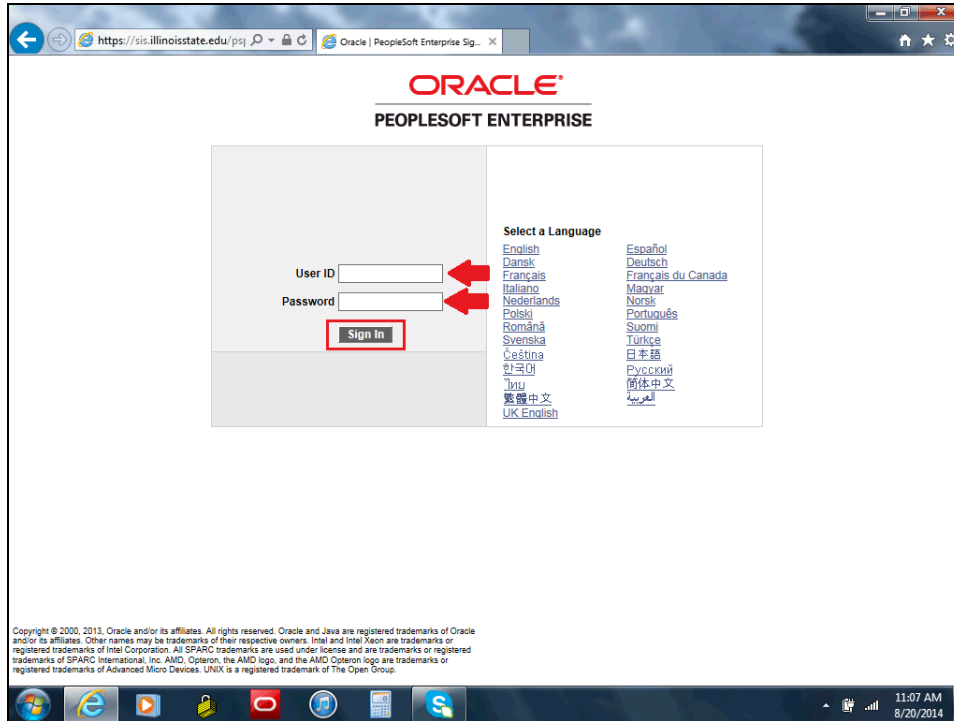
### Procedure

In this topic, you will learn how to **Identify Student Charges to be Billed**.

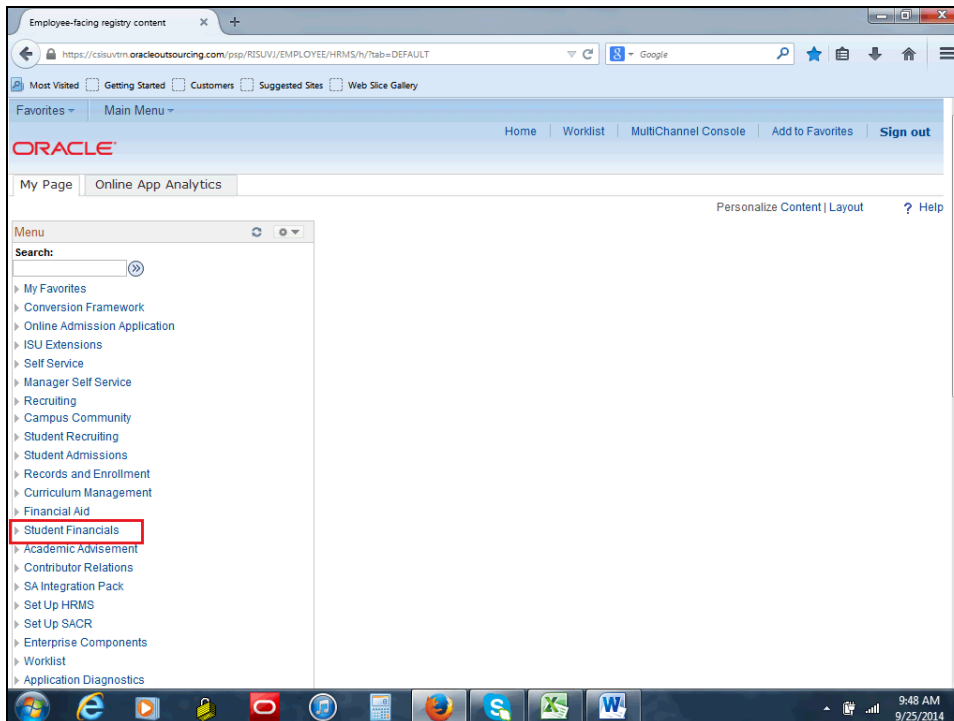
Step	Action
1.	<p>This process covers identifying student charges that have not been billed for payment.</p> <p><b>Note:</b> This function is used to bill individual charges for a student. All students will be billed using a monthly batch process. If we needed to produce an emergency invoice for a student, we would create a billing request for the individual student and bill all of their open charges. We will not be using this function.</p>



Step	Action
2.	<p>To sign in to Campus Solutions, go to sis.illinoisstate.edu.</p> <p>Click the <b>Please click here to PeopleSoft logon page</b> link.</p>



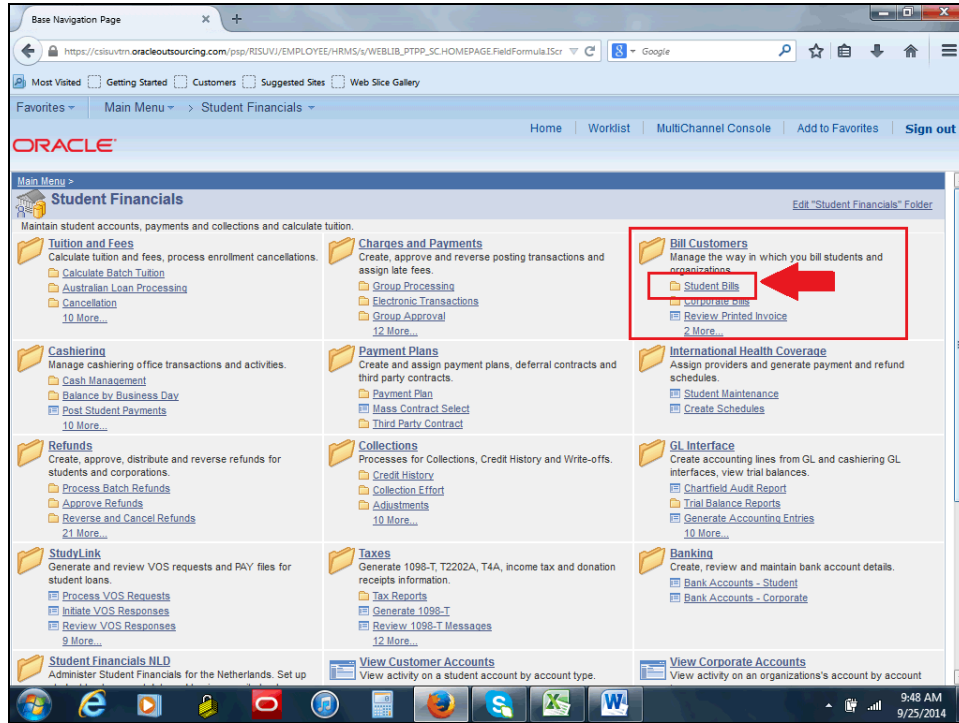
Step	Action
3.	<p>You will be directed to the <b>Campus Solutions</b> logon screen.</p> <p>Enter your <b>User ID</b> and <b>Password</b> then click the <b>Sign In</b> button.</p>



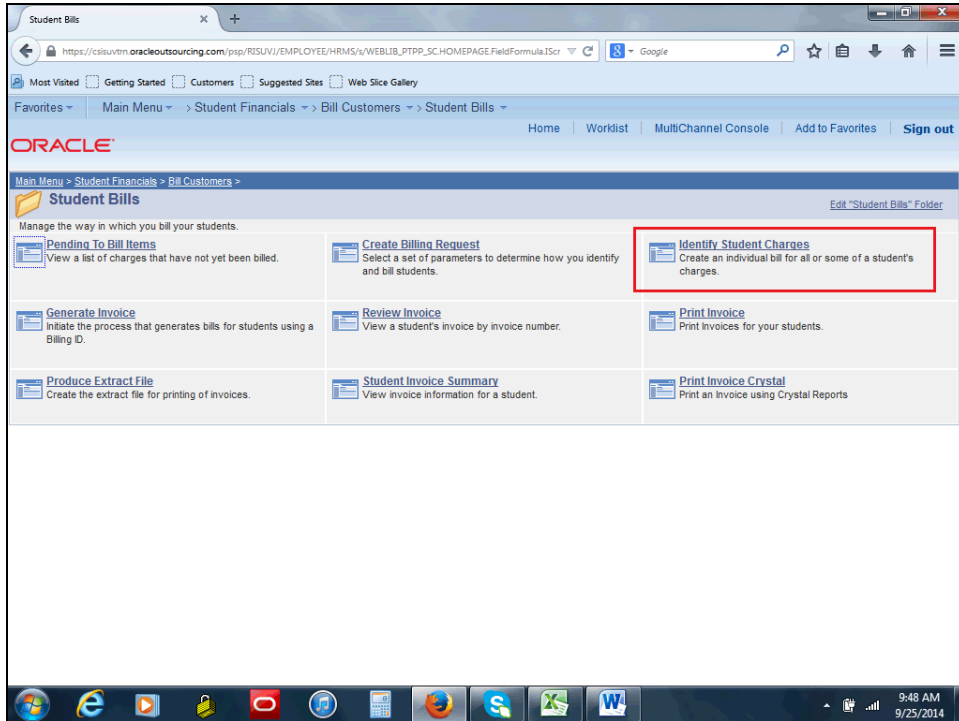
# System Process Document

## Identify Student Charges to be Billed

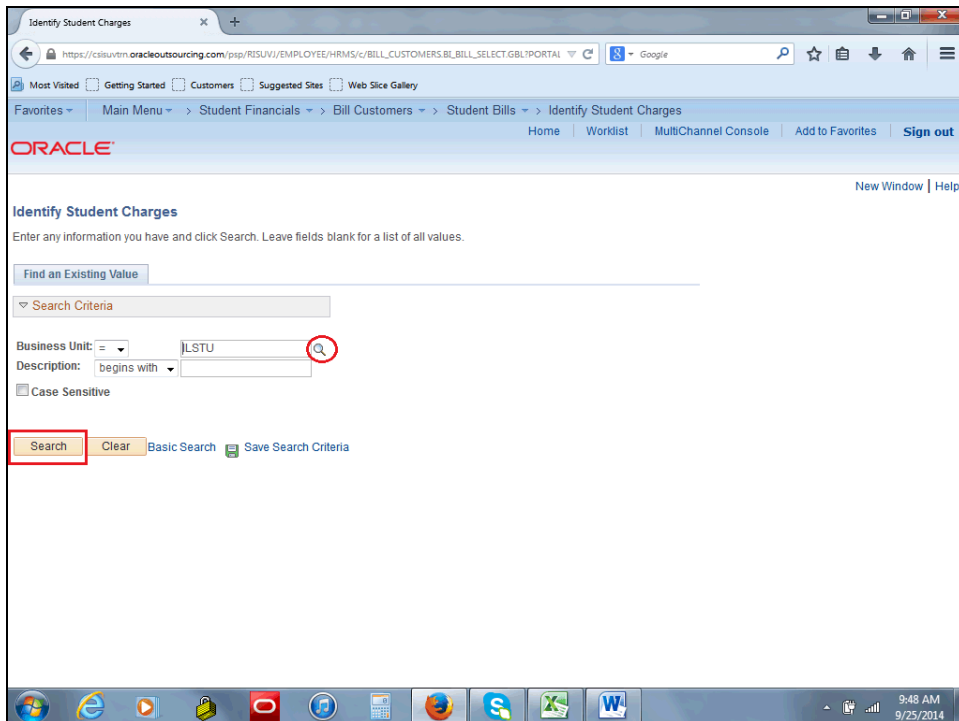
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p><b>Bill Customers</b> is within <b>Student Financials</b> menu.</p> <p>Click the <b>Student Financials</b> link.</p>



Step	Action
5.	<p><b>Student Bills</b> is within the <b>Bill Customers</b> folder.</p> <p>Click the <b>Student Bills</b> folder.</p>



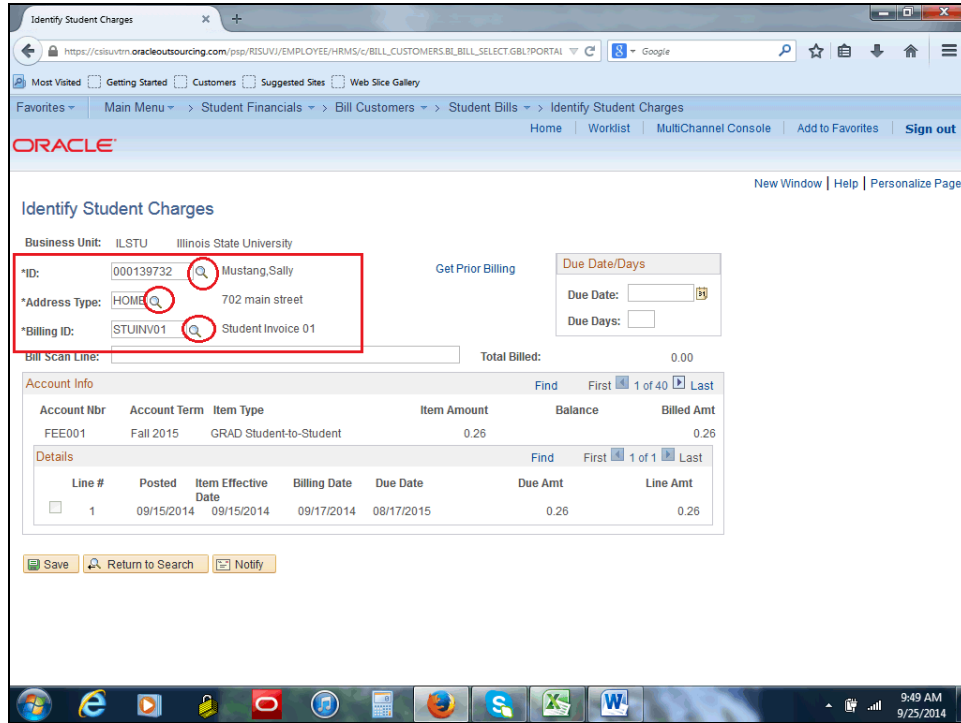
Step	Action
6.	Click the <b>Identify Student Charges</b> link.



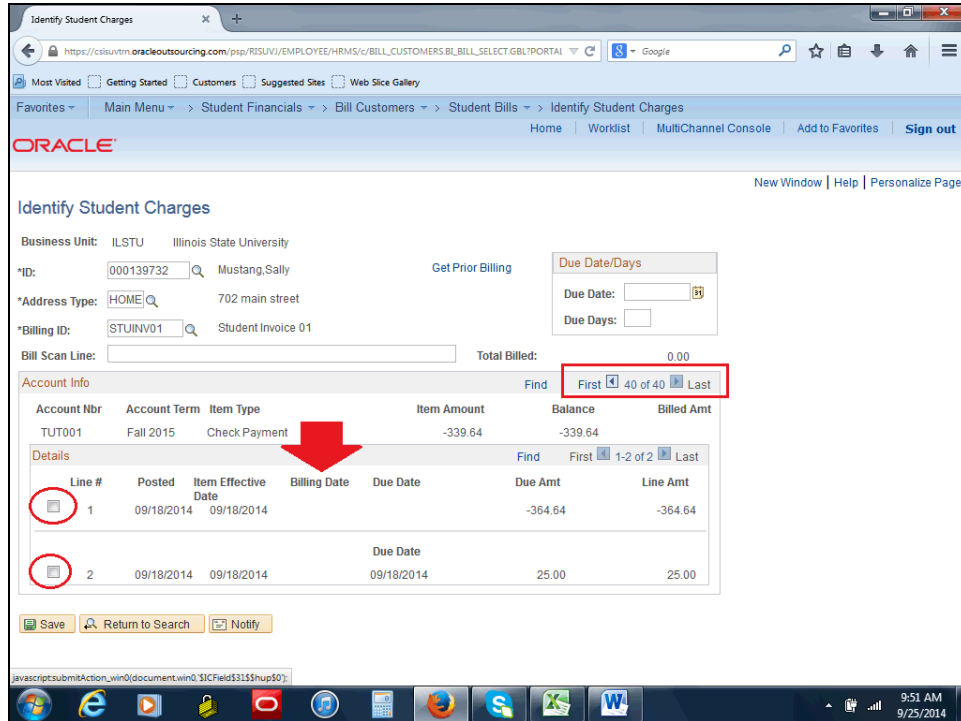
# System Process Document

## Identify Student Charges to be Billed

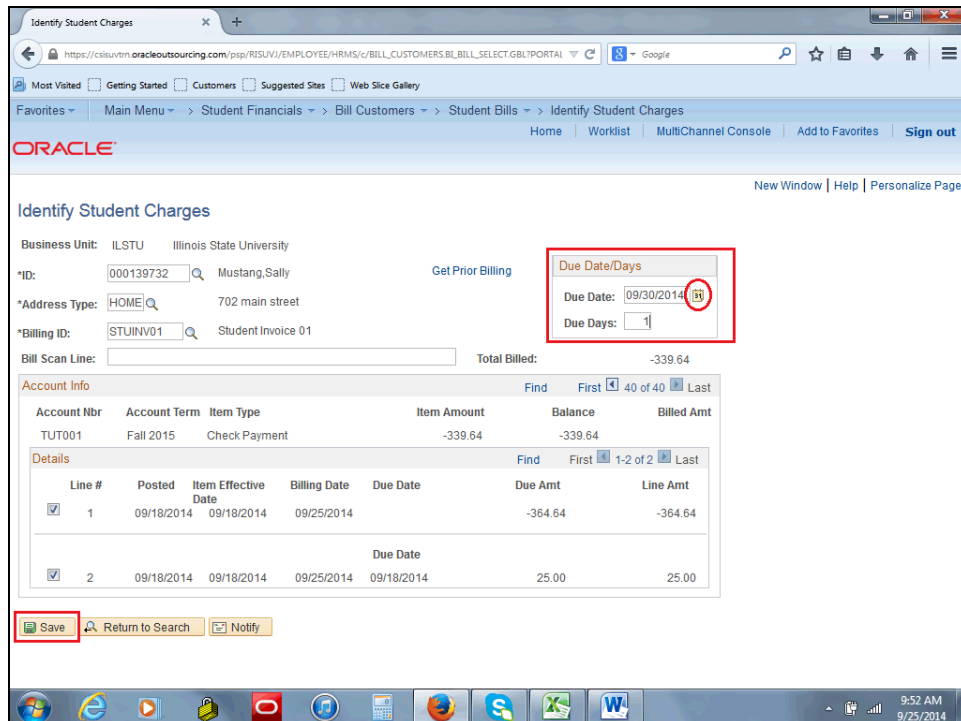
Step	Action
7.	<p>Manually enter the <b>Business Unit</b> <i>ILSTU</i> or click the <b>Look Up</b> button to select from the list.</p> <p>Click the <b>Search</b> button.</p>



Step	Action
8.	<p>Click the <b>Look Up</b> buttons to select the <b>Student ID</b>, <b>Address Type</b> and <b>Billing ID</b>.</p>



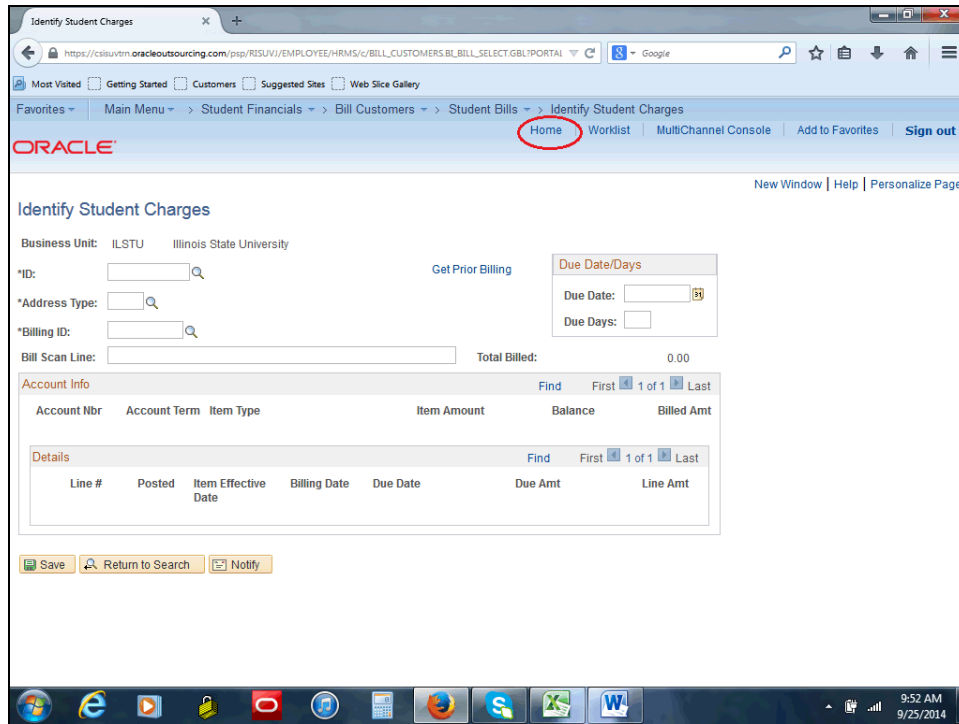
Step	Action
9.	<p>Click the <b>First/Last</b> button to find lines where the <b>Billing Date</b> is blank.</p> <p>Click the lines <b>Checkbox</b> to select.</p>



# System Process Document

## Identify Student Charges to be Billed

Step	Action
10.	<p>Click the <b>Due Date</b> calendar link to select a due date.</p> <p>Enter the <b>Due Days</b>.</p> <p>Click the <b>Save</b> button.</p>



Step	Action
11.	To return to the <b>Navigation Menu</b> screen, click the <b>Home</b> link at the upper right of the screen.
12.	<p>Congratulations, you have successfully completed Identifying Students Charges to be billed.</p> <p><b>End of Procedure.</b></p>