Manually Apply a Charge

Most charges are generated by calculations or an EIB but occasionally you may need to apply a charge manually.

1. Type the **App Stu Charge** in the search bar
2. Select **Apply Student Charge** from drop-down
3. Type the **Student’s name** or **UR ID** in the Student field and press **Enter**
4. Click **OK**
5. Notice the Institution and Transaction Date fields populate automatically
   **Note:** Do not change the Transaction Date – it’s linked to an audit trail
6. Click the **Calendar** icon to set the Due Date
   **Note:** Set the Due Date to the 10th of the following month
7. Click the **More** icon to select the relevant **Academic Period**
   **Note:** Only Academic Periods when the student is expected to be enrolled populate
8. In the Charge Item field, type part of the **charge name** and press **Enter**
   **Note:** UR Student is responsive and will automatically display results meeting your search criteria
9. Select the relevant **Charge Item**
10. Enter the **Transaction Amount** then Worktags display
    **Note:** You must not change the Worktags
11. Enter specific information on the charge in the **Memo** field, if desired
12. Click **Submit**
13. Review the **Details and Process**, if desired
14. Click **Done**