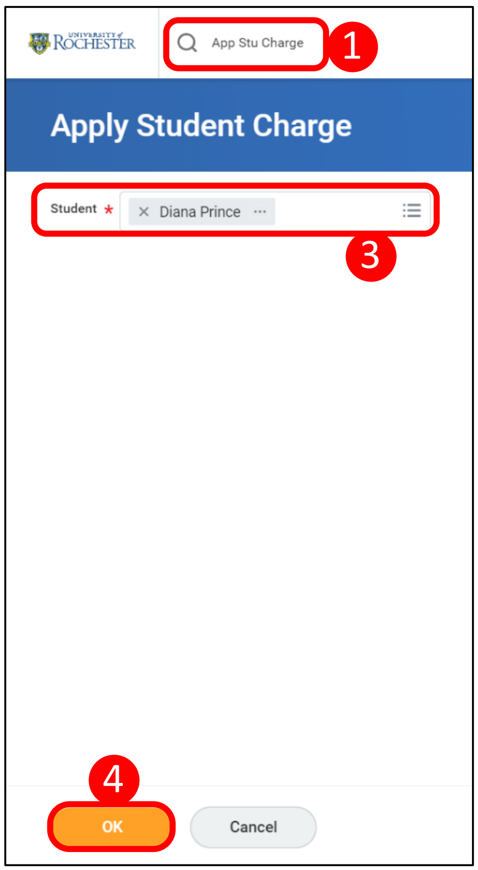
Manually Apply a Charge

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**