Record and Cancel Payments

Payments come into the Bursar’s office in many ways: checks, cash, credit card, 529 College Savings Plan payments and more. Follow these steps to record or cancel payments easily.

Record Payments

From your UR Student Home Page

1. Enter Record Student Payment (can be abbreviated to first 3 letters in each word) in the search field
2. Click Record Student Payment in search results
3. Enter or search for the student’s name
4. Click Academic Period and search or select the appropriate period; only periods when the student is expected to be enrolled display
5. Click Payment Item
6. Select All and select the appropriate payment type
7. Click Payment Type and options appear for the type of Payment Item selected above
8. Click Total Payment Amount and enter the payment amount
9. Complete other fields as requested by the Bursar
   a. The Payment Reference field is important for SMD and ESM; enter the school’s two-digit code so payments balance at the end of the day and reconcile bank deposits
   b. Do not use the Notify Financial Aid of Private Scholarship field; use the existing scholarship process
   c. Do not use the Attachments functionality until notified by the Bursar
10. When finished, click Submit
11. At the confirmation screen, click Done
12. You can record another payment directly from the confirmation screen
If a mistake occurs when recording a payment and the error is caught on the same day prior to closeout, the best practice is to cancel the payment and reenter it correctly. As a Reactive Control, UR Student produces a report of staff members who have adjusted payment amounts.

**Cancel a Payment**

From your UR Student Home Page

1. Navigate to the student’s Account Transactions page
2. Hover over the incorrect payment and click the Related Actions (     ) icon
3. Click Student Payment for Charges Adjustment
4. Click Cancel
5. On the Confirm Cancel screen, click OK
6. Use the Record Student Payment task to replace the payment you just canceled