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
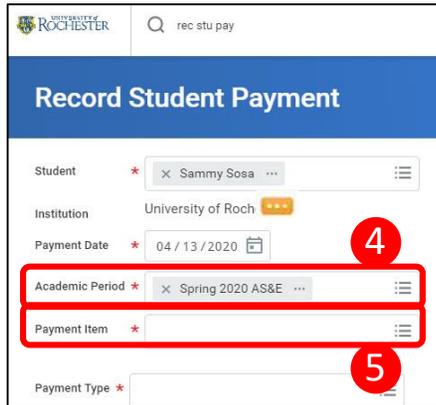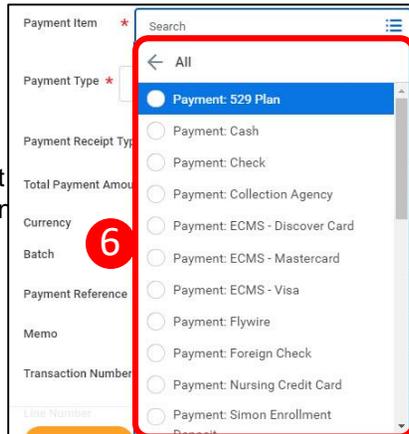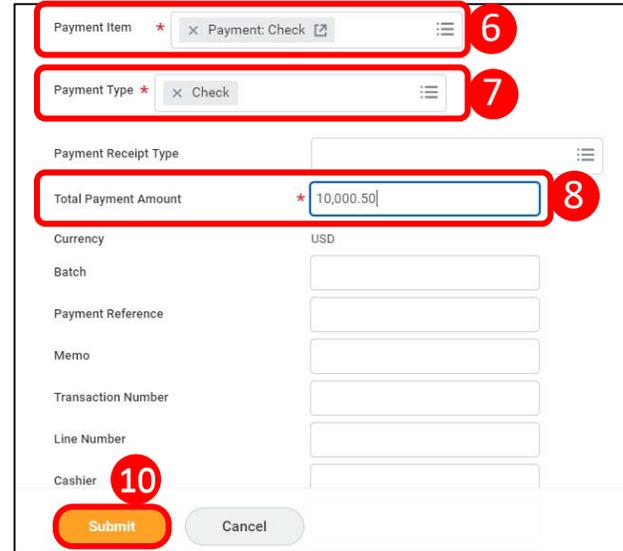
9. Complete other fields as requested by the Bursar
   a. The Payment Reference field is important for SMD and ESM; enter the school's two-digit code so payments balance at the end of the day and reconcile bank deposits
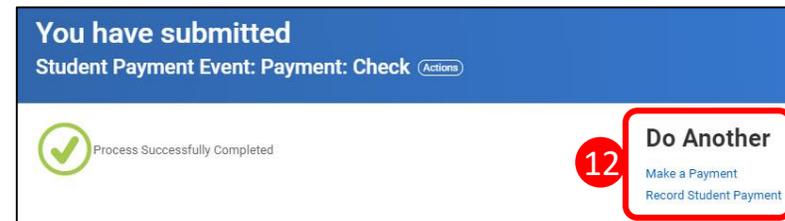   b. Do not use the Notify Financial Aid of Private Scholarship field; use the existing scholarship process
   c. Do not use the Attachments functionality until notified by the Bursar
10. When finished, click **Submit**
11. At the confirmation screen, click **Done**
12. You can record another payment directly from the confirmation screen

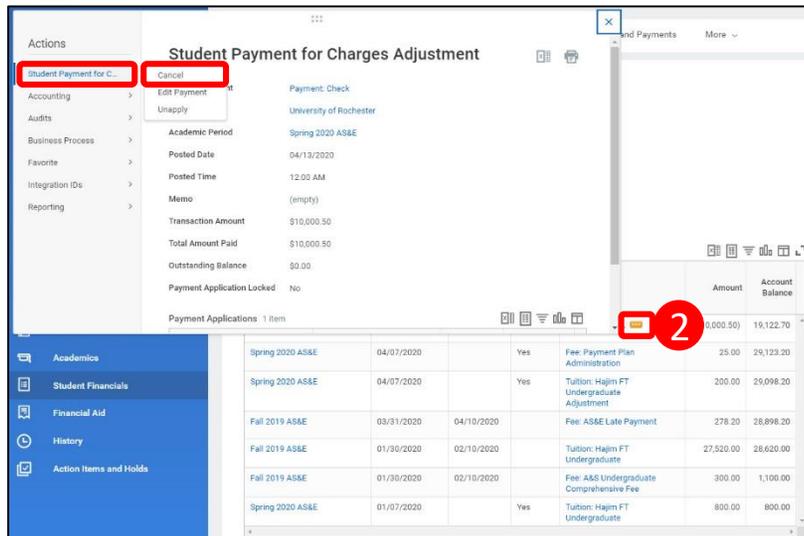| SMD	TBD
ESM	32
River Campus	blank

Record and Cancel Payments

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
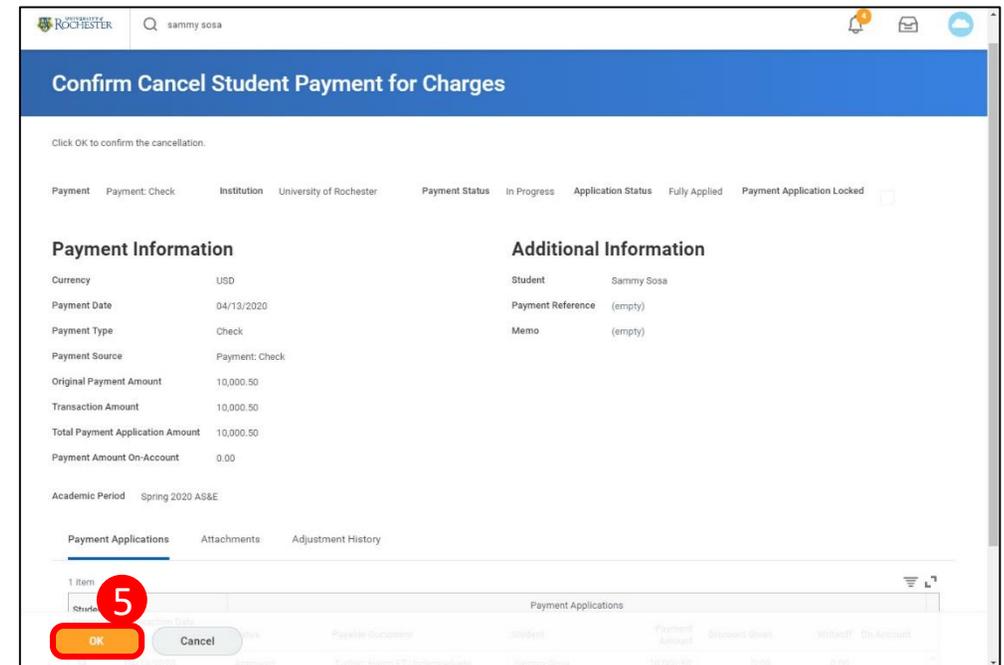
From your UR Student Home Page

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

UR STUDENT