PENSACOLA STATE COLLEGE

STAFF

Initiate Charge Assessment

Process a student's payment on the same day they register for classes.

To Assess from Related Actions:

- 1. In the search bar, type the student's name or ID Number.
- 2. Once you click on the student, find the *Related Actions* button underneath their name.
- 3. Hover over Financials and click on the option SF Assign Student Charges.
- 4. Type in Fall, Spring, or Summer for the academic period (term) you wish to see and click OK.
- 5. All Fall periods will appear based on their Attendance Plan, click on the **<u>CORRECT</u>** academic period and then *Assign Student Charge Items*.
- 6. On the next screen, click **OK**.

To Assess from the Student Financials Tab:

- 1. In the search bar, type the student's name or ID number.
- 2. Once you click on the student, find the *Student Financials* tab.
- 3. An orange button should appear if there are new charges to assess that say, *Refresh Account*. Click it.

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<u> </u>	Action	Financials		SF: Assign Student Charge	s al H	
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		Personal Data Residency	>	Write Off Student Charges		

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The blue number is clickable. A popup box will appear with the student's name and take you back to the student's home page. Now the fees will show as Approved on the Account Transaction sub-tab of *Student Financials*.

