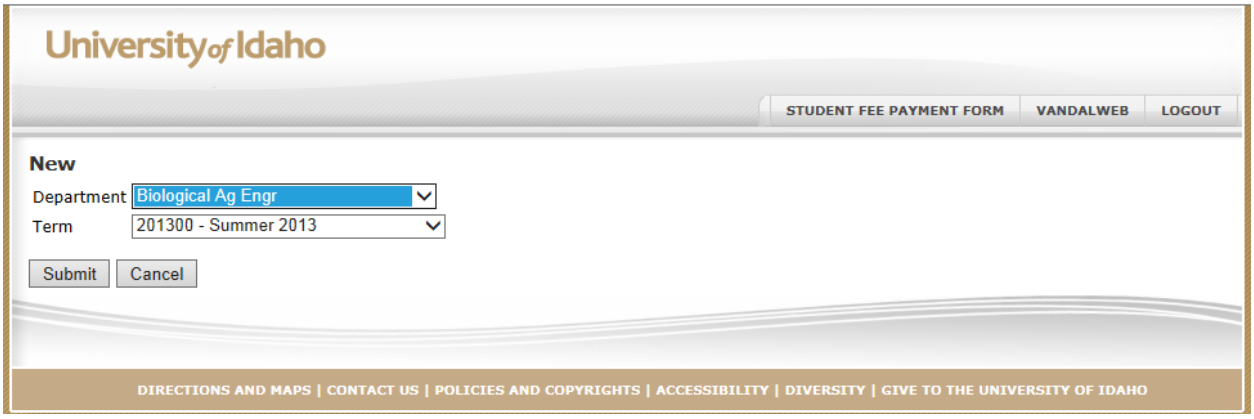
Web Student Fee Payment Form Instructions (Questions? Contact Student Accounts acctrec@uidaho.edu)

Logging In

To login in to the Student Fee Payment Form open a web browser and go to the UI Home Page at http://www.uidaho.edu/ to logon to the Employee Web Login. Once logged in CLICK on Employee Menu scroll to the title Financial Tasks and select **Student Fee Payment Form** *Create a New SFP Journal Entry.*

Create a New Student Fee Payment Form

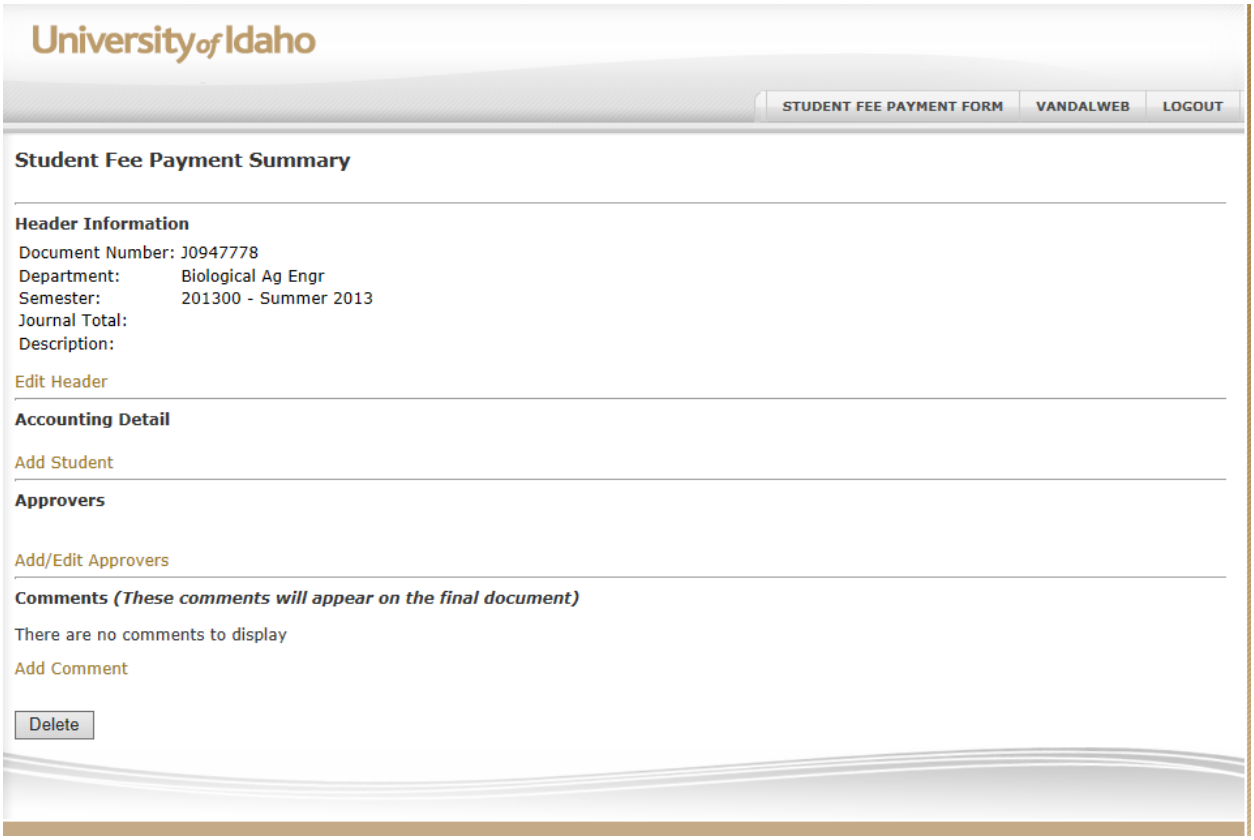
- CLICK on Create a Journal



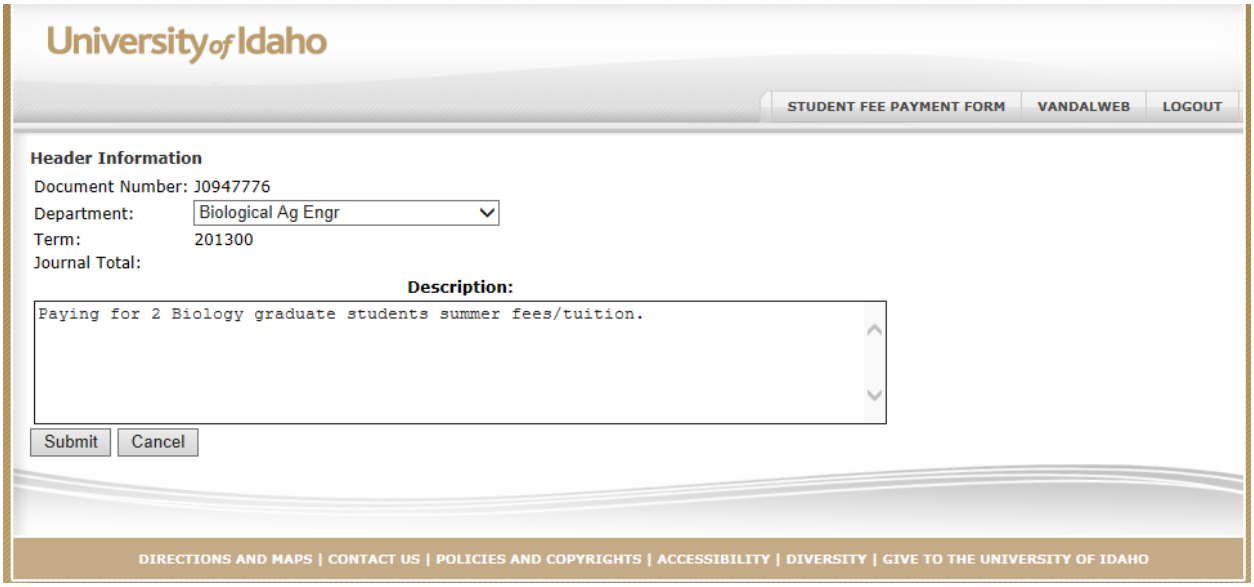
- Select department from drop down list
- Select semester from drop down list – choice include 3 previous semester and one future semester
- Submit

A Banner "J" Journal Document number will be assigned to the SFP at this point.

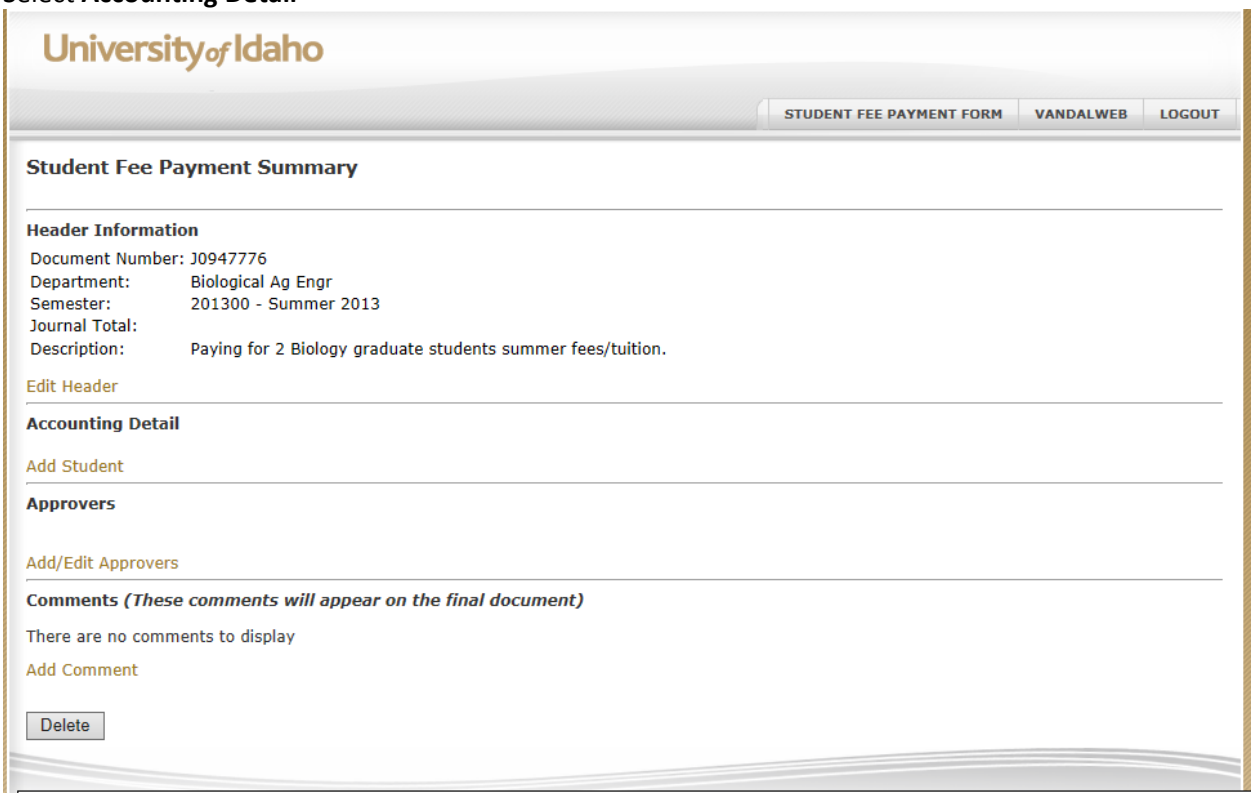
Select **Edit Header**



- Enter text that your approver/auditors/other users would want to have as documentation.
- This documentation will appear in FOATEXT.
- If paying for multiple students in same department, this text can give general information since there are later places for notes and comments for more specific information.
- Submit



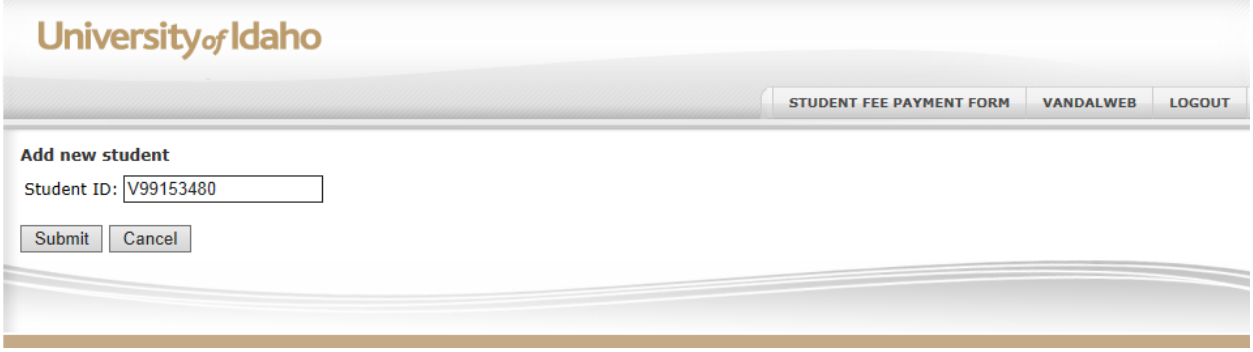
Select **Accounting Detail**



CLICK on **Add Student**

- Enter Student ID (Student ID number or V number
- Submit

If the student is not enrolled for the semester selected, or the ID number is invalid, you will get this message: Invalid ID or student is not registered for the entered term code



CLICK on **Add Accounting Line**

University of Idaho

STUDENT FEE PAYMENT FORM | VANDALWEB | LOG

Student Fee Payment Summary

Header Information

Document Number: J0947778
Department: Biological Ag Engr
Semester: 201300 - Summer 2013
Journal Total:
Description: Paying for 2 Biology grad students summer fees/tuition.

Edit Header

Accounting Detail

Student ID: 763-31361	**Name:** Student, Sarah A.						Delete
Line	**Detail Code**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**	
Student Note:							
Add Accounting line							
Notes							

Add Student

Approvers

Add/Edit Approvers

Comments ***(These comments will appear on the final document)***

There are no comments to display

Add Comment

Delete

- Drop down box will show every charge on the student's account for the selected semester
- Choose the charge to pay
- Enter Budget number
- Enter Expense code
- Enter Activity code (optional)
- Enter amount to pay for this charge
- Submit

If the budget does not have enough money, you will be notified: Insufficient funds for transaction

University of Idaho

STUDENT FEE PAYMENT FORM | VANDALWEB | LOGOUT

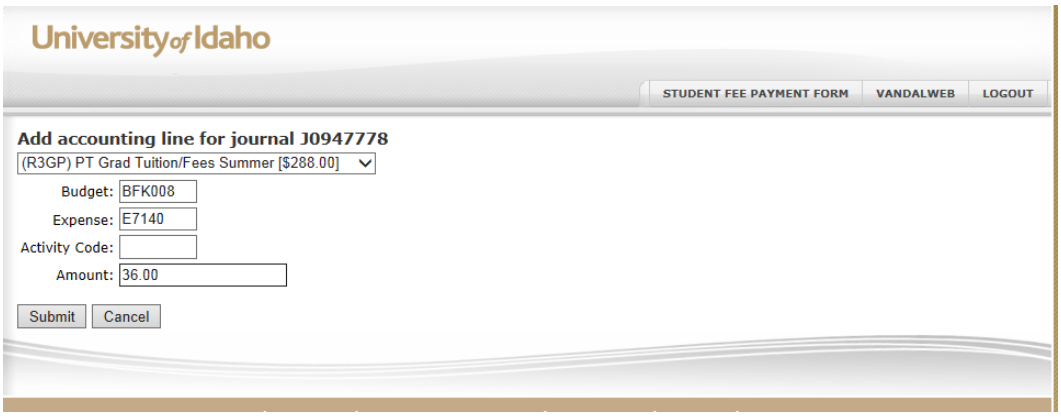
Add accounting line for journal J0947778

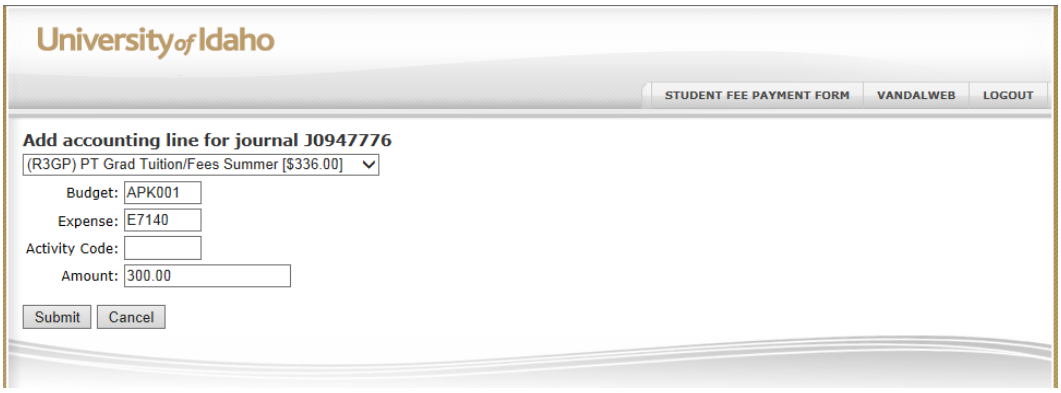
(R3PT) Part Time Tuition/Fees Summer [$1866.00]

Budget: APK001
Expense: E7130
Activity Code:
Amount: 336.00

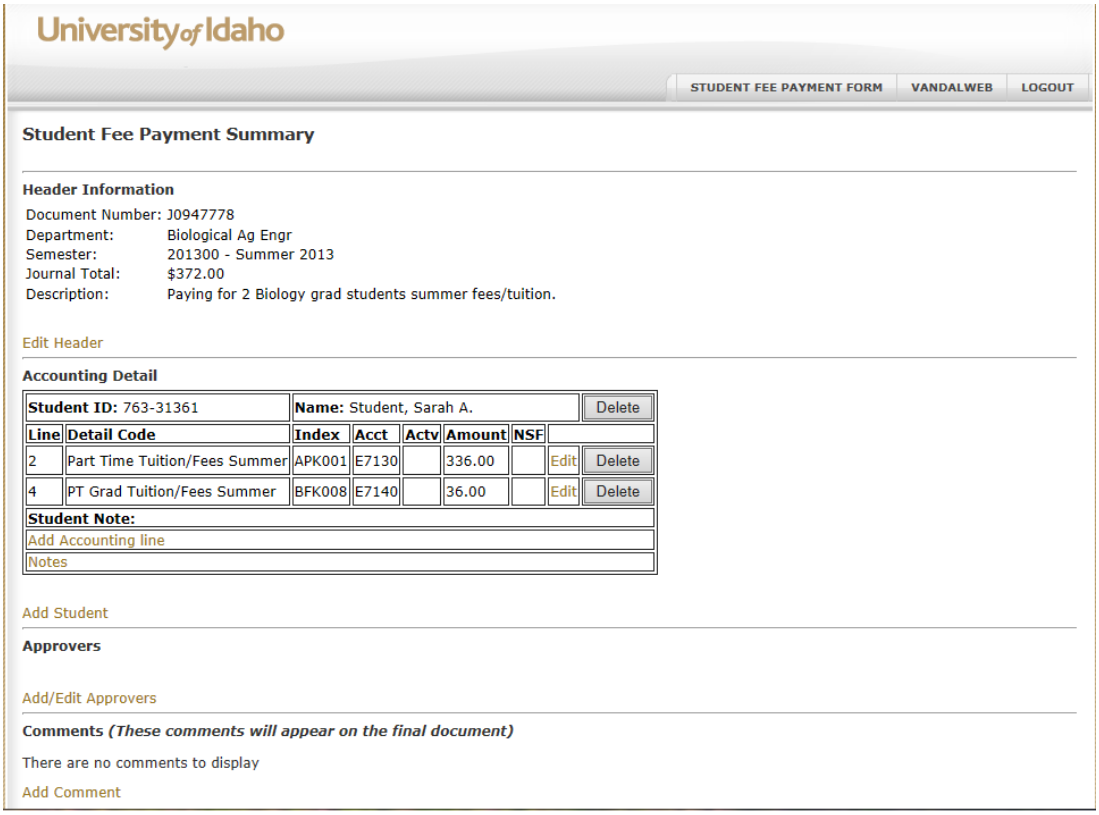
Submit | Cancel

Multiple budgets can be used to pay portions of the same charge.





- CLICK on **Notes** if you wish to add a note pertaining to only this student
- Note will post to FOATEXT



CLICK on **Add Student** as long as the payment is for the same semester as selected at the start of the form

Header Information

Document Number: J0947778
Department: Biological Ag Engr
Semester: 201300 - Summer 2013
Journal Total: $372.00
Description: Paying for 2 Biology grad students summer fees/tuition.

Edit Header

Accounting Detail

Student ID: 763-31361		**Name:** Student, Sarah A.						Delete
Line	**Detail Code**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**		
2	Part Time Tuition/Fees Summer	APK001	E7130		336.00		Edit	Delete
4	PT Grad Tuition/Fees Summer	BFK008	E7140		36.00		Edit	Delete
Student Note:								
Add Accounting line								
Notes								

Add Student

Approvers

Add/Edit Approvers

Comments ***(These comments will appear on the final document)***

There are no comments to display

Add Comment

CLICK on **Add/Edit Approvers**

Header Information

Document Number: J0947778
Department: Biological Ag Engr
Semester: 201300 - Summer 2013
Journal Total: $372.00
Description: Paying for 2 Biology grad students summer fees/tuition.

Edit Header

Accounting Detail

Student ID: 763-31361		**Name:** Student, Sarah A.						Delete
Line	**Detail Code**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**		
2	Part Time Tuition/Fees Summer	APK001	E7130		336.00		Edit	Delete
4	PT Grad Tuition/Fees Summer	BFK008	E7140		36.00		Edit	Delete
Student Note:								
Add Accounting line								
Notes								

Add Student

Approvers

Add/Edit Approvers

Comments ***(These comments will appear on the final document)***

There are no comments to display

Add Comment

- Up to 3 approvers can be listed
- Entry can by ID number, V number or Banner name ID
- Submit

University of Idaho

STUDENT FEE PAYMENT FORM | VANDALWEB | LOGOUT

Approver #	Username/ID
1	tammyg
2	
3	

Submit Cancel

Approver will be sent an email that the SFP is waiting to be approved.

A final **Comment** can be entered if desired. This will post to FOATEXT.

Document Number: J0947778
Department: Biological Ag Engr
Semester: 201300 - Summer 2013
Journal Total: $372.00
Description: Paying for 2 Biology grad students summer fees/tuition.

Edit Header

Accounting Detail

Student ID: 763-31361		**Name:** Student, Sarah A.						Delete
Line	**Detail Code**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**		
2	Part Time Tuition/Fees Summer	APK001	E7130		336.00		Edit	Delete
4	PT Grad Tuition/Fees Summer	BFK008	E7140		36.00		Edit	Delete
Student Note:								
Add Accounting line								
Notes								

Add Student

Approvers

Approver #	Name	ID	Status
1	Greenwalt, Tammy	V00583798	Pending

Add/Edit Approvers

Comments ***(These comments will appear on the final document)***

There are no comments to display

Add Comment

Submit Delete

Submit for approval

Student Fee Payment Summary

Submitted for approval.

Header Information

Document Number: J0947778
Department: Biological Ag Engr
Semester: 201300 - Summer 2013
Journal Total: $372.00
Description: Paying for 2 Biology grad students summer fees/tuition.

Accounting Detail

Student ID: 763-31361		**Name:** Student, Sarah A.				
Line	**Detail Code**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**
2	Part Time Tuition/Fees Summer	APK001	E7130		336.00	
4	PT Grad Tuition/Fees Summer	BFK008	E7140		36.00	
Student Note:						
Notes						

Approvers

Approver #	Name	ID	Status
1	Greenwalt, Tammy	V00583798	Pending

Comments *(These comments will appear on the final document)*

There are no comments to display

View Printable Form | Unsubmit

CLICK on **View Printable Form** for a printed copy

Student Fee Payment Summary

Header Information

Document Number: J0947778
Department: Biological Ag Engr
Semester: 201300 - Summer 2013
Journal Total: $372.00
Description: Paying for 2 Biology grad students summer fees/tuition.

Accounting Detail

Student ID: 763-31361		**Name:** Student, Sarah A.				
Line	**Detail Code**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**
2	Part Time Tuition/Fees Summer	APK001	E7130		336.00	
4	PT Grad Tuition/Fees Summer	BFK008	E7140		36.00	
Student Note:						

Approvers

Approver #	Name	ID	Status
1	Greenwalt, Tammy	V00583798	Pending

Comments *(These comments will appear on the final document)*

There are no comments to display

- Goes to Approvers
- Once approved, goes to Student Accounts
- Once Student Accounts approves
- Posts simultaneously to Student Account and Budget