Web Student Fee Payment and Student Resource Form Instructions (Questions? Contact Student Accounts <a href="https://accurcle.org/accurcle.org/licenses/by-accurcle.org/lic

Student Fee Payment (SFP) should be used when paying specific charges on a student's account. Some examples are tuition, course and lab fees, student health insurance, etc.

Student Resource Payment (SRP) should be used for current students only. (For payments to past students please contact Accounts Payable). SRP is used when a student wins a contest or receives a special award. It can also be used for certain scholarships. Please check with Financial Aid first to determine if they will process the scholarship or if the scholarship can be paid through the Student Resources Payment process. This payment process cannot be used to pay for internships or work performed. Please contact Human Resources for those types of payments.

Payments made through these processes may result in withholding taxes for international students. Contact the Student Accounts Office for questions about withholding taxes. Also, payments are counted as a financial aid resource to the student, which could result in the student's other financial aid being adjusted downward. Contact the Financial Aid office for questions about financial aid adjustments. In addition, payments made through either process will first apply towards any outstanding balance the student may have before being eligible for a refund.

To login to the Student Fee Payment (SFP) or Student Resource Form (SRF) open a web browser and go to the UI Home Page at http://www.uidaho.edu to logon to the Employee Web Login.

- Click on Employees tab
- Click on Financial Tasks tab
- Click on Student Fee Payment and Student Resource Form
- Click on Create a Journal

University of Idaho Vandal Web

Personal Information | Students | Financial Aid & Scholarships | Employees | Finance | Advancement | Payroll Deduction Gifts | Sponsored Programs

Home > Student Fee Payment Form

Student Fee Payment/Student Resource Application

Create a Journal

- Select Department from drop down list
- Select semester from drop down list choice includes three previous semesters and one future semester as well as Independent Study in Idaho
- Select from drop down list either 'Student Fee Payment' or 'Award or Student Resource'
- Submit

	Personal Information Students Financial Aid & Scholarships	Employees Finance Advancement Payroll Deduction Gifts Sponsored Programs
Home	P > Display form to create new document	
	New	
	Department College of Education	V
	Term 201720 - Spring 2018 Y	
	Payment is: Student Fee Payment	
	Submit Cancel	

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

L	Jniversity of Idaho Vandal Web
	Header Information Document Number: J1196546 Department: College of Education Semester: 201720 - Spring 2018 Journal Total: Description: Edit Header
	Accounting Detail Add Student Approvers
	Add/Edit Approvers
	Comments (These comments will appear on the final document) There are no comments to display Add Comment Delete

- Click on Edit Header
- Enter text your approver/auditors/other users would want to have as documentation.
- If paying for multiple students the text can give general information since there are places for notes and comments for more specific information.
- Submit

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s	Submit Cancel							

Under Accounting Detail

- Click on Add Student
- Enter Student ID (Student ID or V number)
- Submit

University of Idaho Vandal Web

	Personal Information Students Financial Aid & Scholarships Employees Finance Advancement Payroll Deduction Gifts Sponsored Programs
Home	> Form to add another student
	Add new student
	Student ID:
	Submit Cancel

Click on Add Accounting line

University of Idaho Vandal Web

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Student Fee Payment drop down arrow will show every charge on the student's account for the selected semester

Student Resource Payment will show 'Special Award Payment' in Award Description

- Select the charge/charges to be paid for Student Fee Payment
- Enter Budget Number
- Enter Expense Code
- Enter Activity Code (optional)
- Enter amount being paid

Multiple budgets can be used to pay portions of the same charge - for Student Fee Payment

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accounting	g line for journal J1196546								
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- *Click* on Notes if you wish to add a note pertaining only to this student
- Notes will post to FOATEXT

Click on **Add Student** if payment is for the same semester as selected at the start for the form, otherwise create go back to **Create a Journal**

- Click on Add/Edit Approvers
- Up to three approvers can be listed
- Entry can be ID number, V number or Banner name ID
- Submit

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Home	> Add/Edit/D	elete Approvers					
	Approver #	Username/ID]				
	1	deloras					
	2		-				
	3		-				
	Submit	Cancel					

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