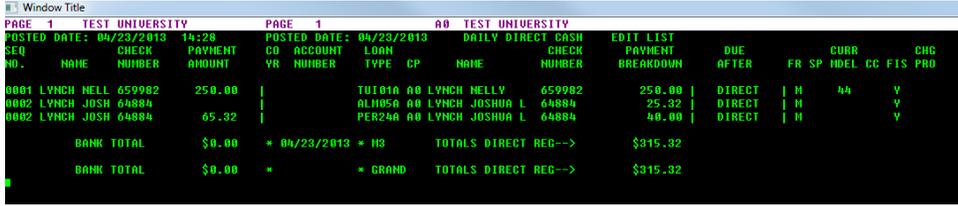
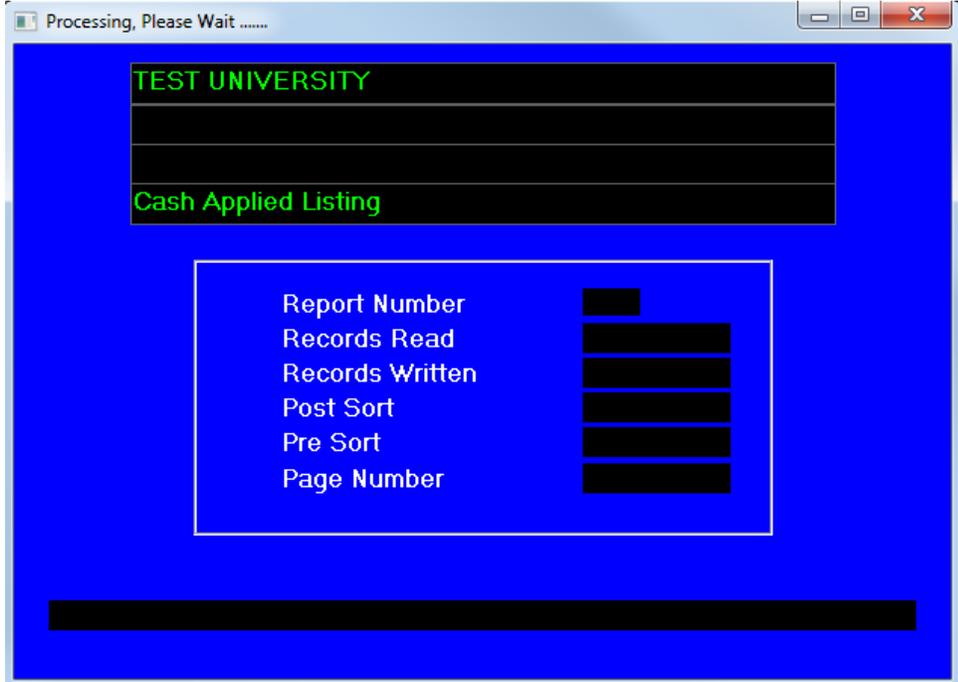


## Processing Cash Payments

“Cash” payments include all forms of cash equivalents – cash, money orders, checks, etc. If a borrower submits a cash payment directly to a school, depending on the school’s service level, that payment can be forwarded to ECSI for processing. However, if the school processes their own payments or would like to credit the account immediately, the following steps should be performed. Note: If a school posts a payment, there is no need to forward the payment to ECSI.

Processing Cash Payments	
Step 1:	From the Primary Window, click the <b>Cash</b> Action Tab.
Step 2:	Click the <b>Direct Regular Cash</b> button.
Step 3:	Type the appropriate Social Security number in the SS# field.
Step 4:	Press the <b>&lt;Tab&gt;</b> key.
Step 5:	Type the date of the payment in the Deposit Date field.
Step 6:	Press the <b>&lt;Tab&gt;</b> key.
Step 7:	Type the appropriate check number in the Check Number field.
Step 8:	Press the <b>&lt;Tab&gt;</b> key.
Step 9:	Type the amount of the check.
Step 10:	Press the <b>&lt;Tab&gt;</b> key.  <p>The payment will automatically be applied to all loans on the account. If an adjustment is necessary (for example, to pay more on one loan but less on another), click the Change button. Adjust the payment as needed. SAL will display a warning message if the payment allocation does not balance. Click the Accept button once the payment is correct.</p>
Step 11:	Click the <b>Accept</b> button.
Step 12:	Repeat steps 3-8 as needed to enter all payments. No more than 300 payments should be entered in one batch.
Step 13:	Click the <b>Edit Listing</b> button to review the batch.
Step 14:	Click the <b>Create</b> button to create a report of the entire batch.

<p>Step 15:</p>	<p>Click the <b>Look</b> button to view the batch report.</p> 
<p>Step 16:</p>	<p>Verify the information on the report, including the total dollar amount of the payments.</p>
<p>Step 17:</p>	<p>Press the <b>&lt;Esc&gt;</b> key to exit the report.</p>
<p>Step 18:</p>	<p>If there are any errors in the batch, click the <b>Cancel</b> button. Click the <b>Edit Payment</b> button to access the payment. Double-click the payment and then make the appropriate changes. Return to Step 8 and re-run the batch report to verify that all necessary corrections have been made.</p>
<p>Step 19:</p>	<p>Once the batch is complete and accurate, click the <b>Apply Listing</b> button.</p>
<p>Step 20:</p>	<p>Click the <b>Create</b> button to apply the payments.</p>
<p>Step 21:</p>	<p>Click the <b>Yes</b> button to continue applying the payments.</p>
<p>Step 22:</p>	<p>Click the <b>Yes</b> button to continue.</p> 

## Processing Cash Payments

Step 23:	The Cash Apply process will run. Click the <b>Look</b> button to view the results of the cash application.
Step 24:	Press the <Esc> key to exit the cash processing screen.