Job Aid

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 Cash Action Tab.	
Step 2:	Click the Direct Regular Cash button.	
Step 3:	Type the appropriate Social Security number in the SS# field.	
Step 4:	Press the <tab></tab> key.	
Step 5:	Type the date of the payment in the Deposit Date field.	
Step 6:	Press the <tab></tab> key.	
Step 7:	Type the appropriate check number in the Check Number field.	
Step 8:	Press the <tab></tab> key.	
Step 9:	Type the amount of the check.	
Step 10:	Press the <tab></tab> key.	
	Deposit Check Sequence Payment type Suspense	
	Date Fiscal Number Advance Num Figure (type) Dispense 04/23/2013 ¥ 64884 65.32 Image: Payment 2 DIRECT PAY	
	FUND CP I/O PRI SC CC NOW DUE DEPOSIT PAYOFF FIXED PAYMENT SUSPENSE ALMOSA A0 3 01 25.32 25.32 1.660.41 25.32	
	PER24H H0 3 01 40.00 40.00 1,515.48 40.00 TOTALS 65.32 65.32 3,276.89 65.32	
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	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.	
Step 11:	Click the Accept 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 Edit Listing button to review the batch.	
Step 14:	Click the Create button to create a report of the entire batch.	





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Step 15:	Click the Look button to view the batch report.
	Window Title
	PAGE 1 TEST UNIVERSITY PAGE 1 no 151 UNIVERSITY POSTED DATE: MAZZZZO13 DATES DATES
	BANK TOTAL \$0.00 * 04/23/2013 * H3 TOTALS DIRECT REG> \$315.32 Bank Total \$0.00 * * Grand Totals direct reg> \$315.32
Step 16:	Verify the information on the report, including the total dollar amount of the payments.
Step 17:	Press the <esc></esc> key to exit the report.
Step 18:	If there are any errors in the batch, click the Cancel button. Click the Edit Payment
	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.
Step 19:	Once the batch is complete and accurate, click the Apply Listing button.
Step 20:	Click the Create button to apply the payments.
Step 21:	Click the Yes button to continue applying the payments.
Step 22:	Click the Yes button to continue.
	TEST UNIVERSITY
	Cash Applied Listing
	Report Number
	Records Read
	Records Written
	Post Sort
	Page Number





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



