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

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
- *Clic*k on Student Fee Payment and Student Resource Form
- *Click* on Create a Journal

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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

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

- *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

Under Accounting Detail
- *Click on* **Add Student**
- Enter Student ID (Student ID or V number)
- Submit

- *Click* on **Add Accounting line**

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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Home > Form to add or update an accounting line.

Add accounting line for journal J1196546

(RAP2) Art & Arch Professional Fee [$651.00] ▾

Chart of Accounts: [   ]

Budget: [ebk149]

Expense: [e7140]

Activity Code: [   ]

Amount: [651.00]

[Submit] [Cancel]

Student Fee Payment Summary

Header Information

Document Number: J1196546
Department: College of Education
Semester: 201720 – Spring 2018
Journal Total: $651.00
Description: Paying Spring 2018 tuition for Joe Vandal, 111-11111.

Edit Header

Accounting Detail

Student ID:		Name:							[Delete]
Line	**Detail Code**	**Coas**	**Index**	**Acct**	**Actv**	**Amount**	**NSF**		
2	Art & Arch Professional Fee	9	EBK149	E7140		651.00		Edit	[Delete]
Student Note:									
Add Accounting line									
Notes									

Add Student

- *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/Delete 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.