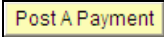

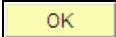
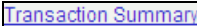


App Fee Cash Payment 102307

1.	<p>Application fee payments are processed from the Application Data page. If you are processing a payment for a previously entered application, review and verify information previously entered on the page and apply changes if necessary. If you are processing a payment while adding an application, you must first enter data in the required fields in the Application Data section.</p> <p>You will process the payment from the Application Fee Information section of the page. What initially appears in the Calc. Status and Fee Status fields will depend on the application status.</p> <p>Click the Post A Payment button to start the payment process.</p> 
2.	<p>On the Group Posting page, you will enter information that will prepare the payment for posting by the Bursar's Office.</p> <p>The first step is to enter the Item Type. Item Types classify items on a student's account and enable Institutions to uniquely categorize a student's bill. In this case, the Item Type denotes the type of tender received for the app fee payment. Your security settings determine the Item Types you can select.</p> <p>You are processing a cash payment so, click on the appropriate app fee cash payment Item Type to select it.</p>
3.	<p>The Item Amount should default according to the Application Center and other values entered on the application. If a partial payment was received, enter the actual amount in the Item Amount field.</p> <p>The Origin ID denotes which office is processing the payment.</p> <p>Click on the Origin ID lookup icon.</p> 
4.	<p>Click on the appropriate Origin ID to select it.</p>
5.	<p>Click the OK button to run the process that will prepare the payment for posting and return to the Application Data page.</p> 
6.	<p>Notice the Calc. Status shows as <i>Calculated</i> and the Fee Status shows as <i>Received</i>.</p> <p>Since the app fee payment was paid in full, the Post A Payment button and TouchNet buttons are grayed-out.</p> <p>Click the Transaction Summary link review summary information about the transaction.</p> 

Quick Guide

7.	Note that the <i>Status</i> shows <i>Received</i> , the fee amount of \$40 was paid in full and the <i>Item Description</i> of <i>Payment Posting Pending</i> . Click the Return link. Return
8.	End of Procedure.