



## Process Document Processing Application Fees – Cash Payment

---

<b>File Name</b>	App Fee Cash Payment.doc
<b>Version</b>	8.9
<b>Date Modified</b>	7/3/2008
<b>Last Changed by</b>	ASDS
<b>Status</b>	Final

### Processing Application Fees – Cash Payment

#### Concept

Admissions uses Student Financials functionality to process payment of application fees. On the [Application Data](#) page you can process check, cash and credit card payments. The process allows you to enter full or partial payments and track the current status of a payment. This lesson covers how to process a full cash payment.

After you add or lookup an application, click on the **Application Data** tab to open that page and process the payment.

# Process Document

## Processing Application Fees – Cash Payment



### Procedure

The screenshot displays the 'Application Data' page in the MaineStreet system. The user is logged in as 'Julie Student' with ID '0623894'. The application is for 'University of Maine XXXX' (Academic Institution) and 'Undergraduate' (Academic Career). The application number is '00382937'. The 'Application Data' section includes fields for Application Center (UGRD), Admit Type (FYR), Application Date (10/22/2007), Academic Level, Notification Plan (Regular), and Application Method (Hard Copy). The 'Additional Information' section has a Housing Interest dropdown and a checkbox for Financial Aid Interest. The 'File Information' section includes a Complete checkbox, Date field, and External Application Nbr field. The 'Application Fee Information' section shows Calc. Status: Pending, Fee Status: Pending, and Fee Type: Standard. There are buttons for 'Post A Payment', 'TouchNet', and 'Waive Fee'. A 'Transfer To' dropdown is set to 'Education' with a 'Go' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
1.	<p>Application fee payments are processed from the <b>Application Data</b> 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 <b>Application Data</b> section.</p> <p>You will process the payment from the <b>Application Fee Information</b> section of the page. What initially appears in the <b>Calc. Status</b> and <b>Fee Status</b> fields will depend on the application status.</p> <p>Click the <b>Post A Payment</b> button to start the payment process.</p> <div data-bbox="370 1556 532 1591" style="border: 1px solid black; padding: 2px; display: inline-block;">Post A Payment</div>

**MaineStreet** Home Add to Favorites Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) **Saved**

**Group Posting**

Julie Student 0623894

Academic Institution: University of Maine XXXX  
Academic Career: Undergraduate Application Number: 00382937

Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.

**Group Post Staging**

Account Type  Admission Fees

Item Type

Reference Nbr


Item Amount

Payment Method

Group Type  Application Fee Payment

Origin ID

Local intranet 100%


Step	Action
2.	<p>On the <b>Group Posting</b> 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 <b>Item Type</b>. Item Types classify items on a student's account and enable Institutions to uniquely categorize a student's bill. In this case, the <b>Item Type</b> denotes the type of tender received for the app fee payment. Your security settings determine the <b>Item Types</b> you can select.</p> <p>Click on the look up <b>Item Type</b> icon.</p> 
3.	<p>You are processing a cash payment so click on the appropriate <b>Item Type</b> for cash payments.</p>

# Process Document

## Processing Application Fees – Cash Payment



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Application Entry', 'Application Maintenance', 'Application Evaluation', 'Processing Applications', 'Application Delete', 'Applicant Summaries', '3 C's and Event Summaries', 'External Org Summaries', 'Application Fees and Deposits', 'Enrollment Targets', 'External Test Score Processing', 'Application/Transcript Loads', 'OUAC', 'Reports', 'Records and Enrollment', 'Curriculum Management', 'Student Financials', 'Set Up HRMS', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Return to Portal', 'My Personalizations', and 'My Dictionary'. The main content area is titled 'Group Posting' and shows details for 'Appfee Cashpayment' with ID '0623894'. It lists 'Academic Institution: University of Maine Farmington', 'Academic Career: Undergraduate', and 'Application Number: 00382937'. A note states: 'Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.' Below this is the 'Group Post Staging' form with fields for 'Account Type' (ADM), 'Admission Fees', 'Item Type' (00000100002), 'App Fee Payment Cash', 'Reference Nbr', 'Item Amount' (40.00), 'Payment Method' (Cash), 'Group Type' (A), and 'Application Fee Payment'. There is an 'Origin ID' field with a lookup icon. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons. The browser status bar shows 'Local intranet' and '100%' zoom.

Step	Action
4.	<p>The <b>Item Amount</b> should default according to the <b>Application Center</b> and other values entered on the application. If a partial payment was received, enter the actual amount in the <b>Item Amount</b> field.</p> <p>The <b>Origin ID</b> denotes which office is processing the payment.</p> <p>Click on the <b>Origin ID</b> lookup icon.</p> 
5.	Click on the appropriate <b>Origin ID</b> to select it.

**MaineStreet** Home Add to Favorites Sign out

New Window | Help | Customize Page |

**Group Posting**  
 Appfee Cashpayment 0623894

Academic Institution: University of Maine Farmington  
 Academic Career: Undergraduate Application Number: 00382937

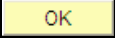
Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.

**Group Post Staging**

Account Type: ADM Admission Fees  
 Item Type: 00000100002 App Fee Payment Cash  
 Reference Nbr:   
 Item Amount: 40.00  
 Payment Method: Cash  
 Group Type: A Application Fee Payment  
 Origin ID: 00011 Admission Office

OK Cancel Refresh

Done Local intranet 100%

Step	Action
6.	Click the <b>OK</b> button to run the process that will prepare the payment for posting and return to the <b>Application Data</b> page. 

# Process Document

## Processing Application Fees – Cash Payment



The screenshot shows the MaineStreet application processing interface. The 'Application Data' tab is selected, displaying the following information:

- Application Center:** UGRD (UgrdAppCen)
- Application Date:** 10/22/2007
- Academic Institution:** University of Maine Farmington
- Academic Career:** Undergraduate
- Application Number:** 00382937
- \*Admit Type:** FYR (First-Year)
- \*Academic Level:** [Dropdown]
- \*Notification Plan:** Regular
- \*Application Method:** Hard Copy
- Calc. Status:** Calculated
- Fee Status:** Received
- Fee Type:** Standard

Buttons for 'Post A Payment', 'TouchNet', and 'Waive Fee' are visible and appear to be disabled (grayed-out). A 'Transaction Summary' link is also present.

Step	Action
7.	<p>Notice the <i>Calc. Status</i> shows as <i>Calculated</i> and the <i>Fee Status</i> shows as <i>Received</i>.</p> <p>Since the app fee payment was paid in full, the <b>Post A Payment</b> button and <b>TouchNet</b> buttons are grayed-out.</p> <p>Click the <a href="#">Transaction Summary</a> link review summary information about the transaction.</p> <p><a href="#">Transaction Summary</a></p>



# Process Document

## Processing Application Fees – Cash Payment

**MaineStreet**

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Application Data**

**Application Items**

ID: 0623894      Application Number: 00382937  
Application Fee Date: 10/22/2007      Fee Amount: 40.00 USD  
Status: Received      Fee Paid: 40.00 USD

Item Description	Account Number	Short Description	Amount
Payment Posting Pending		2008 Fall	-40.00
Application Fee Undergraduate	ADM_FEE001	2008 Fall	40.00 USD

[Return](#)

Local intranet 100%

Step	Action
8.	Note that the <i>Status</i> shows <i>Received</i> , the fee amount was paid in full and the <i>Item Description</i> of <i>Payment Posting Pending</i> .  Click the <b>Return</b> link. <a href="#">Return</a>
9.	<b>End of Procedure.</b>