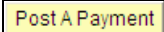


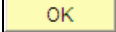




App Fee Cash Payment

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>Click on the look up Item Type icon.</p> 
3.	<p>You are processing a cash payment so click on the appropriate Item Type for cash payments.</p>
4.	<p>Click on the Origin ID lookup icon.</p> 
5.	<p>Click on the appropriate Origin ID to select it.</p>
6.	<p>Click the OK button to run the process that will prepare the payment for posting and return to the Application Data page.</p> 
7.	<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> 
8.	<p>Note that the Status shows <i>Received</i>, the fee amount was paid in full and the Item Description of <i>Payment Posting Pending</i>.</p> <p>Click the Return link.</p> 
9.	<p>End of Procedure.</p>