# App Fee Cash Payment

1. 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.

   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.

   Click the **Post A Payment** button to start the payment process.

2. On the **Group Posting** page, you will enter information that will prepare the payment for posting by the Bursar's Office.

   Click on the look up **Item Type** icon.

3. You are processing a cash payment so click on the appropriate **Item Type** for cash payments.

4. Click on the **Origin ID** lookup icon.

5. Click on the appropriate **Origin ID** to select it.

6. Click the **OK** button to run the process that will prepare the payment for posting and return to the **Application Data** page.

7. Notice the **Calc. Status** shows as **Calculated** and the **Fee Status** shows as **Received**.

   Since the app fee payment was paid in full, the **Post A Payment** button and **TouchNet** buttons are grayed-out.

   Click the **Transaction Summary** link review summary information about the transaction.

8. Note that the **Status** shows **Received**, the fee amount was paid in full and the **Item Description** of **Payment Posting Pending**.

   Click the **Return** link.

9. **End of Procedure.**