



Process Document Processing Application Fee – Check Payment

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

Processing Application Fee – Check 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 check payment.

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

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Procedure

The screenshot shows the 'Application Data' page in the MaineStreet system. The user is logged in as 'John Student' with ID '0623895'. The application is for 'University of Maine XXXX' with 'Academic Career: Undergraduate' and 'Application Number: 00382938'. The 'Application Data' section includes fields for Application Center (UGRD), Admit Type (FYR), Application Date (10/22/2007), Academic Level, Created On (10/22/2007), Notification Plan (Regular), and Application Method (Hard Copy). The 'Application Fee Information' section shows 'Calc. Status: Pending', 'Fee Status: Pending', and 'Fee Type: Standard'. A 'Post A Payment' button is highlighted in yellow. Other buttons include 'TouchNet' and 'Waive Fee'. The page also has a 'Transfer To' dropdown set to 'Education' and a 'Go' button. Navigation links are provided at the bottom of the page.

Step	Action
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> <p>Post A Payment</p>



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The screenshot shows the 'Group Posting' page in the MaineStreet system. The page includes a search bar, a menu on the left, and a main content area with the following fields and values:

- Account Type: ADM
- Item Type: [Searchable field]
- Reference Nbr: [Searchable field]
- Item Amount: 40.00
- Payment Method: [Dropdown menu]
- Group Type: A
- Origin ID: [Searchable field]

Buttons: OK, Cancel, Refresh

Step	Action
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 check payment so look up and select the appropriate Item Type for check payments.</p>

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The screenshot shows the 'Check Information' page in the MaineStreet application. The page has a blue header with the 'MaineStreet' logo and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. A search bar is located in the top right. On the left, there is a 'Menu' sidebar with various categories like 'My Favorites', 'University of Maine Systems', and 'Application Maintenance'. The main content area contains the 'Check Information' form with the following fields: 'Check Nbr.', 'Account Number', 'Type' (a dropdown menu), 'Acct Holder', 'Fed Res Bank ID', and '3rd Party'. Below these fields are three buttons: 'OK', 'Cancel', and 'Refresh'. The status bar at the bottom indicates 'Local intranet' and '100%' zoom.

Step	Action
3.	<p>A check payment <i>Item Type</i> was selected so the Check Information page opens.</p> <p>Data only needs to be entered in the <i>Check Nbr.</i> and <i>Acct Holder</i> fields.</p>

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', 'Maintain Applications', 'Application Evaluation', 'Processing Applications', 'Application Delete', 'Applicant Summaries', '3 Cs and Event Summaries', 'External Org Summaries', 'Application Fees and Deposits', 'Enrollment Targets', 'External Test Score Processing', 'Application/Transcript Leads', 'OUJAC', '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 'Check Information' and contains the following fields:

- Check Nbr:
- Account Number:
- Type:
- Acct Holder:
- Fed Res Bank ID:
- 3rd Party:


At the bottom of the form are three buttons: **OK**, **Cancel**, and **Refresh**. The browser's address bar shows 'Local intranet' and the zoom level is set to 100%.

Step	Action
4.	Enter the checking account holder's name in the <i>Acct Holder</i> name field.
5.	Click the OK button to return to the Group Posting page.

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Step	Action
6.	<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> 
7.	Click on the appropriate Origin ID to select it.



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MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

Search:

- My Favorites
- University of Maine Systems
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
 - Application Entry
 - Application Maintenance
 - Maintain Applications
 - Program Addition
 - Action/Reason Entry
 - Add/Update a Person
- 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 Leads
- OUJAC
- Reports
- Records and Enrollment
- Curriculum Management
- Student Financials
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Group Posting

John Student 0623895

Academic Institution: University of Maine XXXX
Academic Career: Undergraduate Application Number: 00382938

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 Check

Reference Nbr:

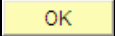
Item Amount: 40.00

Payment Method: Check

Group Type: A Application Fee Payment

Origin ID: 00011 Admission Office

Done Local intranet 100%

Step	Action
8.	Click the OK button to return to the Application Data page. 

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Step	Action
9.	<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 Post A Payment button and TouchNet buttons are grayed-out.</p> <p>Click the Transaction Summary link review summary information about the transaction.</p> <p>Transaction Summary</p>



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MaineStreet Home Add to Favorites Sign out

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

Application Data

Application Items

ID: 0623895 Application Number: 00382938
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	2008 Fall	-40.00
Application Fee Undergraduate	ADM_FEE001	2008 Fall	2008 Fall	40.00 USD

[Return](#)

Local intranet 100%

Step	Action
10.	Click the Return link. Return
11.	End of Procedure.