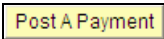
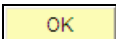

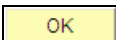


App Fee Check Payment 102307

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 check payment so, click on the appropriate app fee Check payment Item Type to select it.</p>
3.	<p>A check payment Item Type was selected so the Check Information page opens.</p> <p>Data only needs to be entered in the Check Nbr. and Acct Holder fields.</p>
4.	<p>Click the OK button to return to the Group Posting page.</p> 
5.	<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> 
6.	<p>Click on the appropriate Origin ID to select it.</p>
7.	<p>Click the OK button to return to the Application Data page.</p> 

Quick Guide

8.	<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 Summan</p>
9.	<p>Click the Return link.</p> <p>Return</p>
10.	<p>End of Procedure.</p>