# App Fee Check Payment 102307

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.

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.

You are processing a check payment so, click on the appropriate app fee Check payment **Item Type** to select it.

3. A check payment **Item Type** was selected so the **Check Information** page opens.

Data only needs to be entered in the **Check Nbr.** and **Acct Holder** fields.

4. Click the **OK** button to return to the **Group Posting** page.

5. 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.

The **Origin ID** denotes which office is processing the payment.

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

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

7. Click the **OK** button to return to the **Application Data** page.
8. 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.

9. Click the **Return** link.

10. **End of Procedure.**