



Process Document Processing Application Fees – Partial Check Payment

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Processing Application Fees - Partial Check Payment

Concept

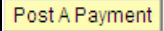
The process to enter a partial application fee payment is essentially the same as entering a full payment. You will enter the amount received and post the payment as usual. The only difference is the "Post A Payment" button will remain active so the payment balance can be posted when it is received and the payment status will indicate that only a partial payment was received.

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Procedure

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 process the partial payment process.</p> 



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Group Posting 0142511

Academic Institution: University of Maine at XXXX
Academic Career: Undergraduate Application Number: 00001463

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:

Reference Nbr:

Item Amount:

Payment Method:

Group Type:

Origin ID:

OK Cancel Refresh

Step	Action
2.	On the Group Posting page, click on the Item Type lookup icon.
3.	Click on the appropriate Item Type to select it. Since a check was received for payment, select the appropriate check Item Type.

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Check Information

Check Nbr:

Account Number:

Type:

Acct Holder:

Fed Res Bank ID:

3rd Party:

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



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The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is "Check Information". The form contains the following fields and controls:

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

At the bottom of the form are three buttons: , , and .

Step	Action
5.	Enter the checking account holder's name in the <i>Acct Holder</i> field.

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Check Information

Check Nbr:

Account Number:

Type:

Acct Holder:

Fed Res Bank ID:

3rd Party:

Step	Action
6.	When ready, click the OK button to return to the Group Posting page. <input type="button" value="OK"/>



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Group Posting 0142511

Academic Institution: University of Maine at XXXX
Academic Career: Undergraduate **Application Number:** 00001483

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	20.00	
Payment Method	Check	
Group Type	A	Application Fee Payment
Origin ID		

OK Cancel Refresh

Step	Action
7.	On the Group Posting page, delete the amount that entered by default in the Item Amount field. Enter the amount submitted into the Item Amount field.

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Group Posting 0142511


Academic Institution: University of Maine at XXXX
Academic Career: Undergraduate **Application Number:** 00001463

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: 20.00
 Payment Method: Check
 Group Type: A Application Fee Payment
Origin ID:

OK Cancel Refresh

Step	Action
8.	Click on the drop-down arrow in the <i>Origin ID</i> field. 
9.	Select the appropriate <i>Origin ID</i> for the payment you are processing.



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Group Posting 0142511

Academic Institution: University of Maine at XXXX
Academic Career: Undergraduate **Application Number:** 00001463

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	<input type="text" value="ADM"/>	Admission Fees
Item Type	<input type="text" value="00000100002"/>	App Fee Payment Check
Reference Nbr	<input type="text"/>	
Item Amount	<input type="text" value="20.00"/>	
Payment Method	<input type="text" value="Check"/>	
Group Type	<input type="text" value="A"/>	Application Fee Payment
Origin ID	<input type="text" value="00011"/>	Admission Office

Step	Action
10.	Click the OK button to return to the Application Data page and check the payment status. <input type="button" value="OK"/>

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Biographical Details | Addresses | Regional | Application Program Data | **Application Data**

0142511

Academic Institution: University of Maine at XXXX
 Academic Career: Undergraduate Application Number: 00001463

Application Data

*Application Center: UGRD UgrdAppCen *Admit Type: FYR First-Year
 *Application Date: 08/12/2007 Academic Level: First Year
 *Created On: 08/12/2007 *Notification Plan: Regular
 Prior Application Application Method: Hard Copy

Additional Information

Housing Interest: Financial Aid Interest

File Information

Complete Date: External Application Nbr:

Application Fee Information

Calc. Status: Calculated [Calculate Application Fees](#)
 Fee Status: Partial Payment [Transaction Summary](#)
 Fee Type: Standard Display Errors / Warnings

Transfer To: Education

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

Step	Action
11.	<p>Notice the <i>Calc. Status</i> shows as <i>Calculated</i> and the <i>Fee Status</i> shows as <i>Partial Payment</i>.</p> <p>Since the app fee payment was not paid in full, the <i>Post A Payment</i> and <i>TouchNet</i> buttons remain active so the balance due can be entered when it is received.</p> <p>Click the Transaction Summary link to check the payment status.</p> <p>Transaction Summary</p>



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Application Data

Application Items

ID: 0142511 Application Number: 00001463
Application Fee Date: 09/14/2007 Fee Amount: 40.00 USD
Status: Partial Payment Fee Paid: 20.00 USD

Item Description	Account Number	Short Description	Amount
Payment Posting Pending		2008 Fall	-20.00
Application Fee Undergraduate	ADM_FEE001	2008 Fall	40.00 USD

[Return](#)

Step	Action
12.	Notice the partial fee payment appears in the <i>Fee Paid</i> field. Click Return .
13.	End of Procedure.