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.
Procedure

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 process the partial payment process.

Post A Payment
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.
Step 4. A check payment *Item Type* was selected so the **Check Information** opens.

Data only needs to be entered in the **Check Nbr.** and **Acct Holder** fields.
Step | Action
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5. | Enter the checking account holder's name in the *Acct Holder* field.
6. When ready, click the **OK** button to return to the **Group Posting** page.
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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>8.</td>
<td>Click on the drop-down arrow in the <strong>Origin ID</strong> field.</td>
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<tr>
<td>9.</td>
<td>Select the appropriate <strong>Origin ID</strong> for the payment you are processing.</td>
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Step 10. Click the **OK** button to return to the Application Data page and check the payment status.

[OK]
Step | Action
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11. | Notice the **Calc. Status** shows as **Calculated** and the **Fee Status** shows as **Partial Payment**.

Since the app fee payment was not paid in full, the **Post A Payment** and **TouchNet** buttons remain active so the balance due can be entered when it is received.

Click the **Transaction Summary** link to check the payment status.
Step | Action
---|---
12. | Notice the partial fee payment appears in the *Fee Paid* field. Click *Return*.
13. | **End of Procedure.**