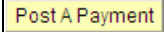

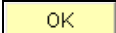
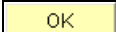




App Fee - Partial Check Payment 091708

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> 
2.	<p>On the Group Posting page, click on the Item Type lookup icon.</p> 
3.	<p>Since a check was received for payment, select the appropriate check Item Type.</p>
4.	<p>A check payment Item Type was selected so the Check Information opens.</p> <p>Data only needs to be entered in the Check Nbr. and Acct Holder fields.</p>
5.	<p>When ready, click the OK button to return to the Group Posting page.</p> 
6.	<p>On the Group Posting page, delete the amount that entered by default in the Item Amount field.</p> <p>Enter the amount submitted into the Item Amount field.</p>
7.	<p>Click on the drop-down arrow in the Origin ID field.</p>
8.	<p>Select the appropriate Origin ID for the payment you are processing.</p>
9.	<p>Click the OK button to return to the Application Data page and check the payment status.</p> 
10.	<p>Notice the Calc. Status shows as <i>Calculated</i> and the Fee Status shows as <i>Partial Payment</i>.</p> <p>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.</p> <p>Click the Transaction Summary link to check the payment status.</p> 
11.	<p>Notice the partial fee payment appears in the Fee Paid field.</p> <p>Click Return.</p> 
12.	<p>End of Procedure.</p>