App Fee - Partial Check Payment

1. 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.

2. On the Group Posting page, click on the Item Type lookup icon.

3. Click on the appropriate Item Type to select it.

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.

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.

8. Click on the drop-down arrow in the Origin ID field.

9. Select the appropriate Origin ID for the payment you are processing.

10. Click the OK button to return to the Application Data page and check the payment status.

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.

12. Notice the partial fee payment appears in the Fee Paid field.

   Click Return.