


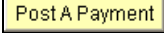



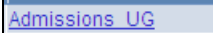
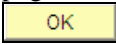




App Fee Readmit Check Payment 091708

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 are processing a payment for a person who is applying for readmittance so will need to change the Admit Type.</p> <p>Click the Look up Admit Type button.</p> 
2.	<p>Click on Readmit Student to select it.</p> 
3.	<p>On the Application Data page, you will process the payment from the Application Fee Information section.</p> <p>The Calc. Status should show as <i>Calculated</i> but it was previously calculated at the full \$40 application fee rate when the applicant first applied. Readmits are not charged the full \$40 fee so the fee must be recalculated. You can either let an overnight batch process calculate the fee or manually re-calculate the fee now. Let's re-calculate the fee now.</p> <p>Click the Calculate Application Fees link.</p> 
4.	<p>The Fee Status will show as Pending. The Fee Type will default to <i>Standard</i>.</p> <p>When ready to process the payment of the \$20 Readmittance fee, click on the Post A Payment button to open the Group Posting page.</p> 
5.	<p>On the Group Posting page, click on the Item Type lookup button to lookup and select the appropriate <i>check</i> Item Type.</p> <p>Notice the Item Amount defaults to \$20.00. This was determined when you selected the Admit Type of <i>Readmit Student</i> on the Application Data page.</p> 
6.	<p>On the Check Information page you will enter the check number in the Check Nbr field.</p> <p>For this example, enter 45654654 in the Check Nbr. field.</p>
7.	<p>You will enter the account holder's name in the Acct Holder field.</p> <p>For this example, enter Account Holder.</p> <p>Leave the remaining fields blank.</p>

Quick Guide

8.	Click OK to return to the Group Posting page. 
9.	On the Group Posting page, click on the <i>Origin ID</i> lookup icon. 
10.	Click on the appropriate <i>Origin ID</i> for the payment you are making to select it. Your security settings determine what Origin IDs appear in the list. For this example, click on Admissions UG to select it. 
11.	Click the OK button to prepare the payment for posting and return to the Application Data page. 
12.	On the Application Data page, notice the <i>Fee Status</i> now shows as <i>Received</i> . Click the Transaction Summary link review summary information about the transaction. 
13.	Note that the <i>Status</i> shows <i>Received</i> , the fee amount of \$20 was paid in full and the <i>Item Description</i> of <i>Payment Posting Pending</i> . Click the Return link. 
14.	End of Procedure.