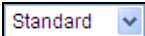
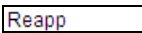

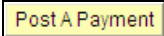


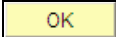



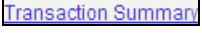



App Fee Reapp Check Payment 102407

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. Since you are processing a payment for a person who is reapplying, you need to change the Fee Type from <i>Standard</i> to <i>Reapp</i>.</p> <p>Click on the Fee Type drop-down arrow.</p> 
2.	<p>Click on Reapp to select it.</p> 
3.	<p>Reapps are not charged the full \$40 fee so the fee must be recalculated. Setting the Fee Type to <i>Reapp</i> will trigger an overnight batch process to automatically re-calculate the fee but you can recalculate the fee manually by clicking the Calculate Application Fees link.</p> <p>Click the Calculate Application Fees link.</p> 
4.	<p>When ready to process the payment, click on the Post A Payment button to open the Group Post page.</p> 
5.	<p>On the Group Posting page, click the Look up Item Type button to lookup and select the appropriate Item Type for the check payment you are processing.</p> 
6.	<p>For this example, click on App Fee Payment - Check to select it.</p> 
7.	<p>Since you selected a check Item Type, the Check Information page opens.</p> <p>For this example, enter a valid value e.g. "1234567" in the Check Nbr. field.</p>
8.	<p>Leave the Account Number and Type fields blank.</p> <p>For this example, enter a valid value e.g. "Account Holder" in the Acct Holder field.</p>
9.	<p>Click the OK button to return to the Group Posting page.</p> 

Quick Guide

10.	On the Group Posting page, click the Look up Origin ID button to select the appropriate Origin ID for the payment you are processing. 
11.	For this example, click on Admissions UG 
12.	Click the OK button to return to the Application Data page. 
13.	Since the app fee payment was paid in full, the Post A Payment button and the TouchNet buttons are grayed-out. Click the Transaction Summary link review summary information about the transaction. 
14.	Note that the Status shows <i>Received</i> , the fee amount of \$20 was paid in full and the Item Description of <i>Payment Posting Pending</i> . Click the Return link. 
15.	End of Procedure.