## App Fee Reapp Check Payment 102407

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. Since you are processing a payment for a person who is reapplying, you need to change the Fee Type from Standard to Reapp.

   Click on the Fee Type drop-down arrow.

   ![Fee Type Drop-Down Arrow](Standard)

2. Click on Reapp to select it.

   Reapp

3. Reapps are not charged the full $40 fee so the fee must be recalculated. Setting the Fee Type to Reapp 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.

   Click the Calculate Application Fees link.

   ![Calculate Application Fees](Calculate Application Fees)

4. When ready to process the payment, click on the Post A Payment button to open the Group Posting page.

   ![Post A Payment Button](Post A Payment)

5. 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.

   ![Look up Item Type Button](Look up Item Type)

6. For this example, click on App Fee Payment - Check to select it.

   ![App Fee Payment - Check](App Fee Payment - Check)

7. Since you selected a check Item Type, the Check Information page opens.

   For this example, enter a valid value e.g. "1234567" in the Check Nbr. field.

8. Leave the Account Number and Type fields blank.

   For this example, enter a valid value e.g. "Account Holder" in the Acct Holder field.

9. Click the OK button to return to the Group Posting page.

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