



Process Document Processing Application Fees – Readmit Check Payment (USM)

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Processing Application Fees - Readmit Check Payment (USM)

Process Document

Processing Application Fees – Readmit Check Payment



Procedure

Step	Action
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.	Click on the appropriate Admit Type to select it.



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The screenshot shows the 'MaineStreet' application system interface. The 'Application Data' tab is selected. The 'Application Fee Information' section is highlighted with a red box. It contains the following information:

- Calc. Status: Calculated (with a link to [Calculate Application Fees](#))
- Fee Status: Pending (with a link to [Transaction Summary](#))
- Fee Type: Standard (with a link to [Display Errors / Warnings](#))

Below this information are three buttons: 'Post A Payment', 'TouchNet', and 'Waive Fee'. The 'Calculate Application Fees' link is also visible in the top right of the section.

Step	Action
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 application fee rate when the applicant first applied. Readmits are not charged the full 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> <p>Calculate Application Fees</p>

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Processing Application Fees – Readmit Check Payment



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[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | **Application Data**

Smokey Bandit 0620160
Academic Institution: University of Southern Maine
Academic Career: Undergraduate **Application Number:** 00381778

Application Data
 *Application Center: UGRD USMUGRD *Admit Type: REA Readmit
 *Application Date: 09/16/2007 Academic Level: First Year
 *Created On: 09/16/2007 *Notification Plan: Regular
 Prior Application *Application Method: Hard Copy

Additional Information
 Housing Interest: Financial Aid Interest

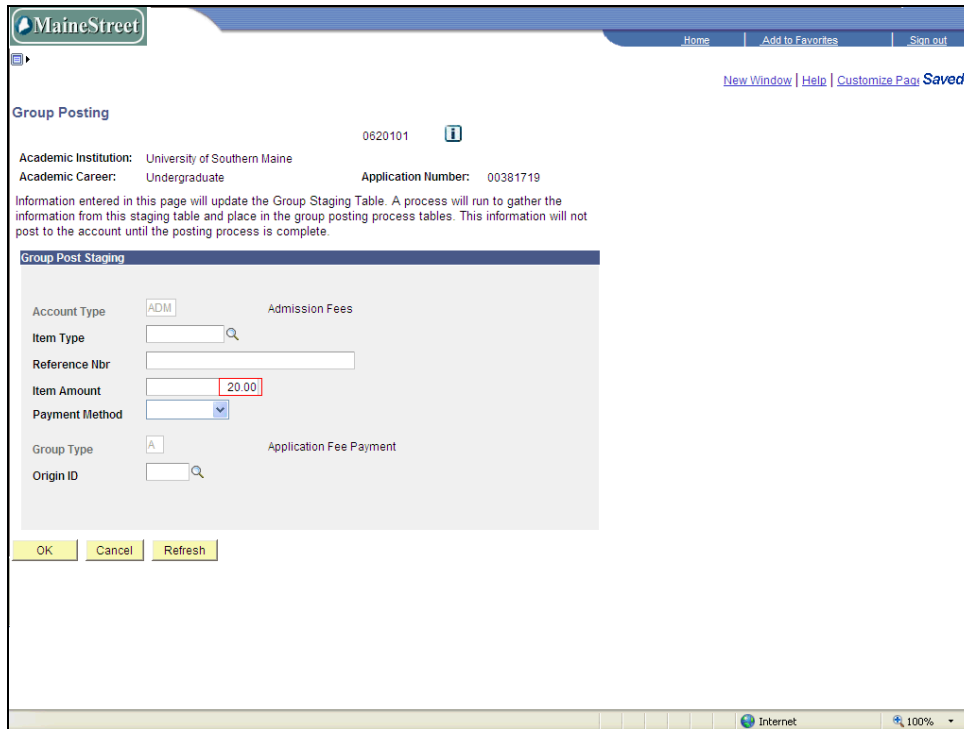
File Information | **Application Fee Information**
 Complete Date:
 External Application Nbr:
 Calc. Status: Calculated [Calculate Application Fees](#)
 Fee Status: Pending [Transaction Summary](#)
 Fee Type: Standard Display Errors / Warnings

Transfer To: Education

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#)

javascript:submitAction_win(document.win0,DERIVED_ADM_APPL_FEE_CALC_FB); Internet 100%

Step	Action
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 Readmittance fee, click on the <i>Post A Payment</i> button to open the Group Posting page.</p> <p><input type="button" value="Post A Payment"/></p>



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Group Posting 0620101 

Academic Institution: University of Southern Maine
 Academic Career: Undergraduate Application Number: 00381719


Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.

Group Post Staging

Account Type: ADM Admission Fees
 Item Type: 
 Reference Nbr:
 Item Amount:
 Payment Method: 
 Group Type: A Application Fee Payment
 Origin ID: 

OK Cancel Refresh

Internet 100%

Step	Action
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> 

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Check Information

Check Nbr:
Account Number:
Type:
Acct Holder:
Fed Res Bank ID:
3rd Party:
OK Cancel Refresh

Done Internet 100%

Step	Action
6.	On the Check Information page you will enter the check number in the <i>Check Nbr</i> field.



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The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is "MaineStreet". In the top right, there are links for "Home", "Add to Favorites", and "Sign out". Below these are links for "New Window", "Help", "Customize Page", and a printer icon. The main content area is titled "Check Information" and contains the following form fields:

- Check Nbr:
- Account Number:
- Type:
- Acct Holder:
- Fed Res Bank ID:
- 3rd Party:

At the bottom of the form area, there are three buttons: "OK", "Cancel", and "Refresh". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Step	Action
7.	You will enter the account holder's name in the Acct Holder field. Leave the remaining fields blank.

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Check Information

Check Nbr:

Account Number:

Type:

Acct Holder:

Fed Res Bank ID:

3rd Party:

Done Internet 100%

Step	Action
8.	Click OK to return to the Group Posting page. <input type="button" value="OK"/>



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Group Posting 0620101 

Academic Institution: University of Southern Maine
 Academic Career: Undergraduate Application Number: 00381719


Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.

Group Post Staging

Account Type: ADM Admission Fees
 Item Type: 00000100003  App Fee Payment - Check
 Reference Nbr:
 Item Amount: 20.00
 Payment Method: Check
 Group Type: A Application Fee Payment
 Origin ID: 

OK Cancel Refresh

Internet 100%

Step	Action
9.	On the Group Posting page, click on the Origin ID lookup icon. 
10.	Click on the appropriate Origin ID for the payment you are making to select it. Your security settings determine what Origin IDs appear in the list.

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Processing Application Fees – Readmit Check Payment



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Group Posting 0620101

Academic Institution: University of Southern Maine
 Academic Career: Undergraduate Application Number: 00381719

Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.

Group Post Staging

Account Type: Admission Fees
 Item Type: App Fee Payment - Check
 Reference Nbr:
 Item Amount:
 Payment Method:
 Group Type: Application Fee Payment
 Origin ID: Admissions_UG

Done Internet 100%

Step	Action
11.	Click the OK button to prepare the payment for posting and return to the Application Data page. <input type="button" value="OK"/>



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Application Program Data | **Application Data** | Application School/Recruiting | Application Student Response

Lil Abner 0620101

Academic Institution: University of Southern Maine

Academic Career: Undergraduate Application Number: 00381719

Application Data

*Application Center: UGRD USMUGRD *Admit Type: REA Readmit

*Application Date: 09/14/2007 Academic Level: First Year

*Created On: 09/14/2007 *Notification Plan: Regular

Prior Application *Application Method: Hard Copy

Additional Information

Housing Interest: On Campus Financial Aid Interest

File Information **Application Fee Information**

Complete Date:

External Application Nbr:

Calc. Status: Calculated [Calculate Application Fees](#)

Fee Status: **Received** [Transaction Summary](#)

Fee Type: Standard [Display Errors / Warnings](#)

Transfer To: Education

[Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

Done Internet 100%

Step	Action
12.	<p>On the Application Data page, notice the <i>Fee Status</i> now shows as <i>Received</i>.</p> <p>Click the Transaction Summary link review summary information about the transaction.</p> <p>Transaction Summar</p>

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Application Data

Application Items

ID: 0620101 Application Number: 00381719
 Application Fee Date: 09/14/2007 Fee Amount: 20.00 USD
Status: Received Fee Paid: 20.00 USD

Item Description	Account Number	Short Description	Amount
Payment Posting Pending	2008 Fall	2008 Fall	-20.00
Application Fee Undergraduate	ADM_FEE001 2008 Fall	2008 Fall	20.00 USD

[Return](#)

Internet 100%

Step	Action
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. Return
14.	End of Procedure.