



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

File Name	USM Reapp Check Payment.doc
Version	8.9
Date Modified	7/3/2008
Last Changed by	ASDS
Status	Final

Processing Application Fees - Reapp Check Payment (USM)

Process Document

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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 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> <p><input type="text" value="Reapp"/></p>



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The screenshot shows the 'MaineStreet' application system interface. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, there are tabs for 'Biographical Details', 'Addresses', 'Regional', 'Application Program Data', and 'Application Data'. The 'Application Data' tab is active, displaying the following information:

- Enough Already: 0620735
- Academic Institution: University of Southern Maine
- Academic Career: Undergraduate
- Application Number: 00382383

The 'Application Data' section contains several fields and dropdown menus:

- *Application Center: UGRD (selected), USMUGRD
- *Admit Type: FYR (selected), First-Year
- *Application Date: 10/24/2007
- Academic Level: (dropdown)
- *Created On: 10/24/2007
- *Notification Plan: Regular (selected)
- *Application Method: Hard Copy (selected)
- Prior Application

The 'Additional Information' section includes:

- Housing Interest: (dropdown)
- Financial Aid Interest

The 'File Information' section includes:

- Complete
- Date: (dropdown)
- External Application Nbr: (text field)

The 'Application Fee Information' section includes:

- Calc. Status: Calculated
- Fee Status: Pending
- Fee Type: Reapp (selected)
- Buttons: Post A Payment, TouchNet, Waive Fee
- Links: Calculate Application Fees, Transaction Summary, Display Errors / Warnings

At the bottom, there is a 'Transfer To:' dropdown set to 'Education' with a 'Go' button, and a row of buttons: Save, Notify, Refresh, and Add.

Step	Action
3.	<p>Reapps are not charged the full \$40 fee so the fee must be recalculated. Setting the <i>Fee Type</i> to <i>Reapp</i> will trigger an overnight batch process to automatically recalculate 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> <p>Calculate Application Fees</p>

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MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Saved

Biographical Details | Addresses | Regional | Application Program Data | **Application Data**

Enough Already: 0620735

Academic Institution: University of Southern Maine

Academic Career: Undergraduate | Application Number: 00382383

Application Data

*Application Center: UGRD | USMUGRD | *Admit Type: FYR | First-Year

*Application Date: 10/24/2007 | Academic Level: []

*Created On: 10/24/2007 | *Notification Plan: Regular

Prior Application | *Application Method: Hard Copy

Additional Information

Housing Interest: [] | Financial Aid Interest

File Information

Complete | Date: []

External Application Nbr: []

Application Fee Information

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

Fee Status: Pending | [Transaction Summary](#)

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

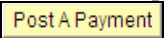
Post A Payment | TouchNet | Waive Fee

Transfer To: Education | Go

Save | Notify | Refresh | Add

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

Internet | 100%

Step	Action
4.	When ready to process the payment, click on the <i>Post A Payment</i> button to open the Group Post page. 



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Processing Application Fees – Reapp Check Payment (USM)

Group Posting

Enough Already 0820735


Academic Institution: University of Southern Maine
Academic Career: Undergraduate Application Number: 00382383

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 [Search Icon]
Reference Nbr [Text Field]
Item Amount 20.00
Payment Method [Dropdown]
Group Type A Application Fee Payment
Origin ID [Search Icon]

OK Cancel Refresh

Step	Action
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. 

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Processing Application Fees – Reapp Check Payment (USM)



MaineStreet Home Worklist Add to Favorites Sign out

New Window | Help |

Look Up Item Type

SetID: UMS06
 Account Type: ADM
 Item Type: begins with
 Item Type Code: =
 Key Word: begins with
 Key Word 2: begins with
 Key Word 3: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-16 of 16 Last

Item Type	Description	Item Type Code	Key Word	Key Word 2	Key Word 3
000000090005	Application Fee Undergraduate	App Fee	MANDATORY ADMISSIONS	(blank)	(blank)
000000090010	Application Fee Graduate	App Fee	MANDATORY ADMISSIONS	(blank)	(blank)
000000090015	Application Fee Law	App Fee	MANDATORY ADMISSIONS	(blank)	(blank)
000000090020	Application Fee CollegeNet	App Fee	MANDATORY ADMISSIONS	(blank)	(blank)
000000090095	Application Fee	App Fee	(blank)	(blank)	(blank)
000001000025	App Fee Payment - Cash	Payment	MANDATORY ADMISSIONS	(blank)	(blank)
000001000030	App Fee Payment - Check	Payment	MANDATORY ADMISSIONS	(blank)	(blank)
000001000035	App Fee Payment - Cash SPC	Payment	MANDATORY ADMISSIONS	(blank)	(blank)
000001000040	App Fee Payment - Check SPC	Payment	MANDATORY ADMISSIONS	(blank)	(blank)
000001000045	Payment by E-Check	Payment	(blank)	(blank)	(blank)
000001000050	App Fee Payment - CollegeNet	Payment	MANDATORY ADMISSIONS	(blank)	(blank)
000001010035	Payment by Credit Card Online	Payment	(blank)	(blank)	(blank)
000001010040	Payment by CommonApp	Payment	(blank)	(blank)	(blank)
000003020590	App Fee Waiver Undergraduate	Waiver	(blank)	APP-FEES	(blank)
000003020595	App Fee Waiver Graduate	Waiver	(blank)	(blank)	(blank)
000003020600	App Fee Waiver Law	Waiver	(blank)	(blank)	(blank)

Internet 100%

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



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

The screenshot shows a web browser window displaying the 'MaineStreet' application. The page title is 'Check Information'. The form contains the following fields and controls:

- 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**.

Step	Action
7.	Since you selected a check <i>Item Type</i> , the Check Information page opens.

Process Document

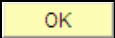
Processing Application Fees – Reapp Check Payment (USM)



The screenshot shows a web browser window with the MaineStreet application. The page title is 'MaineStreet'. The navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. There 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 are three buttons: 'OK', 'Cancel', and 'Refresh'. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Step	Action
8.	Leave the <i>Account Number</i> and <i>Type</i> fields blank.
9.	Click the OK button to return to the Group Posting page. 



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Processing Application Fees – Reapp Check Payment (USM)

MaineStreet Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

Group Posting
Enough Already 0820735
Academic Institution: University of Southern Maine
Academic Career: Undergraduate Application Number: 00382383


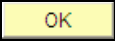
Information entered in this page will update the Group Staging Table. A process will run to gather the information from this staging table and place in the group posting process tables. This information will not post to the account until the posting process is complete.

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

Done Internet 100%

Step	Action
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.	Click on the appropriate Origin ID to select it.
12.	Click the OK button to return to the Application Data page. 

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Processing Application Fees – Reapp Check Payment (USM)



MaineStreet

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | **Saved**

Biographical Details | Addresses | Regional | Application Program Data | **Application Data**

Enough Already: 0620735

Academic Institution: University of Southern Maine

Academic Career: Undergraduate | Application Number: 00382383

Application Data

*Application Center: UGRD | USMUGRD | *Admit Type: FYR | First-Year

*Application Date: 10/24/2007 | Academic Level: []

*Created On: 10/24/2007 | *Notification Plan: Regular

Prior Application | *Application Method: Hard Copy

Additional Information

Housing Interest: [] | Financial Aid Interest

File Information

Complete | Date: []

External Application Nbr: []

Application Fee Information

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

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

Fee Type: Reapp | Display Errors / Warnings

| |

Transfer To: Education |

| | |

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

Internet | 100%

Step	Action
13.	<p>Since the app fee payment was paid in full, the Post A Payment button and the TouchNet buttons are grayed-out.</p> <p>Click the Transaction Summary link review summary information about the transaction.</p> <p>Transaction Summary</p>



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

MaineStreet Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Application Data

Application Items

ID: 0620735 Application Number: 00382383
Application Fee Date: 10/24/2007 Fee Amount: 20.00 USD
Status: Received Fee Paid: 20.00 USD

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

[Return](#)

Internet 100%

Step	Action
14.	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
15.	End of Procedure.