

## USM Reapp App Fee Check Payment

1.	<p>Application fee payments are processed from the <b>Application Data</b> 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 <b>Application Data</b> section.</p> <p>You will process the payment from the <b>Application Fee Information</b> section of the page. What initially appears in the <b>Calc. Status</b> and <b>Fee Status</b> fields will depend on the application status. Since you are processing a payment for a person who is reapplying, you need to change the <b>Fee Type</b> from <i>Standard</i> to <i>Reapp</i>.</p> <p>Click on the <b>Fee Type</b> drop-down arrow.</p>
2.	<p>Click on <b>Reapp</b> to select it.</p> <p><input type="text" value="Reapp"/></p>
3.	<p>Reapps are not charged the full application fee so the fee must be recalculated. Setting the <b>Fee Type</b> 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 <b>Calculate Application Fees</b> link.</p> <p>Click the <b>Calculate Application Fees</b> link.</p> <p><input type="text" value="Calculate Application Fees"/></p>
4.	<p>When ready to process the payment, click on the <b>Post A Payment</b> button to open the <b>Group Post</b> page.</p> <p><input type="button" value="Post A Payment"/></p>
5.	<p>On the <b>Group Posting</b> page, click the Look up <b>Item Type</b> button to lookup and select the appropriate <b>Item Type</b> for the check payment you are processing.</p> <p><input type="button" value="Look up Item Type"/></p>
6.	<p>For this example, click on <b>App Fee Payment - Check</b> to select it.</p>
7.	<p>Since you selected a check <b>Item Type</b>, the <b>Check Information</b> page opens.</p>
8.	<p>Leave the <b>Account Number</b> and <b>Type</b> fields blank.</p>
9.	<p>Click the <b>OK</b> button to return to the <b>Group Posting</b> page.</p> <p><input type="button" value="OK"/></p>
10.	<p>On the <b>Group Posting</b> page, click the Look up <b>Origin ID</b> button to select the appropriate Origin ID for the payment you are processing.</p> <p><input type="button" value="Look up Origin ID"/></p>
11.	<p>Click on the appropriate <b>Origin ID</b> to select it.</p>
12.	<p>Click the <b>OK</b> button to return to the <b>Application Data</b> page.</p> <p><input type="button" value="OK"/></p>



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13.	<p>Since the app fee payment was paid in full, the <b>Post A Payment</b> button and the <b>TouchNet</b> buttons are grayed-out.</p> <p>Click the <b>Transaction Summary</b> link review summary information about the transaction.</p> <p><a href="#">Transaction Summan</a></p>
14.	<p>Note that the <b>Status</b> shows <i>Received</i>, the fee amount of \$20 was paid in full and the <b>Item Description</b> of <i>Payment Posting Pending</i>.</p> <p>Click the <b>Return</b> link.</p> <p><a href="#">Return</a></p>
15.	<b>End of Procedure.</b>