

Application Fee Processing

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I. Web Application Payments	Front Desk			Mail Room	
	Credit Card	Check	Cash	Check	Credit Card
1. Unpaid App Posted					
2. Unpaid App Un-Posted					
3. Unpaid App Pending					

II. Paper Application Payments	Front Desk			Mail Room	
	Credit Card	Check	Cash	Check	Credit Card
1. New Applicant/ID					
2. Existing ID					

Application Fee Processing

General Information

All unpaid application should reflect the following fee status on the **Application Data** page of the **Application Maintenance** component in Peoplesoft:

Application Fee Information	
Status: Pending	Calculate Application Fees
Fee Type: Standard ▼	Transaction Summary
	Display Errors / Warnings

OR

Application Fee Information	
Status: Need Recalculation	Calculate Application Fees
Fee Type: Standard ▼	Transaction Summary
	Display Errors / Warnings

Always check the fee details through the **Transaction Summary** link. Only use **Calculate Application Fees** when you have to process the fee for a student.

Once an application fee payment has been successfully processed the status should reflect as follows:

Application Fee Information	
Status: Calculated	Calculate Application Fees
Fee Type: Standard ▼	Transaction Summary
	Display Errors / Warnings

Application Fee Processing

I. Web Application Payments

Credit Card Payments

This section is for students who choose to pay their applications with a credit card and either walk into our office or mail in the credit card information.

Unpaid App Posted

The screenshot shows the 'Application Maintenance' web interface. Under the 'Application Fees' section, the 'Fee Amount' is 40.00 USD, 'Fee Paid' is 0.00 USD, and the 'Date' is 10/23/2007. The '*Fee Status' dropdown is set to 'Pending'. There are fields for 'Credit Card Authorization Code' and 'Reference Number'. At the bottom, there is a table for 'Tender Category' with one entry: 'Credit Card' with a 'Tender Amount' of 40.00 and 'Currency' of USD. 'OK' and 'Cancel' buttons are visible at the bottom left.

After you click on the **Calculate Application Fees** link, the following page will display.

- The Fee is already calculated and the status equal to **Pending**

The screenshot shows the 'Application Maintenance' web interface. Under the 'Application Fees' section, the 'Fee Amount' is 40.00 USD, 'Fee Paid' is 0.00 USD, and the 'Date' is 11/02/2007. The '*Fee Status' dropdown is now set to 'Received'. The 'Tender Category' table at the bottom shows 'Credit Card' with a 'Tender Amount' of 40.00 and 'Currency' of USD. 'OK' and 'Cancel' buttons are visible at the bottom left.

To process a Credit Card payment, do as follow:

- Change the **Fee Status** dropdown to **Received**.
- Enter the Fee Amount into the **Tender Amount** field.

IMPORTANT

- **TAB** out of the Tender Amount field.

DO NOT CLICK the **OK** or **CANCEL** buttons!!!

Application Fee Processing

Application Fees

Tender Details [Click Here To Swipe Credit Card:](#)

Card Type:

Card Number:

Expiration:

First Name:

Last Name:

Billing Information

Country:

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Email Address:

Telephone:

Authorization Information

CC Proc Status: Unauthorized

[Credit Card Authorization](#)

[OK](#) [Cancel](#)

- Enter the matching information in all fields on this page.

- Card Type:

VS = Visa; MC = Master Card

- Name and Address fields are for Card Holder Name and Credit card billing address

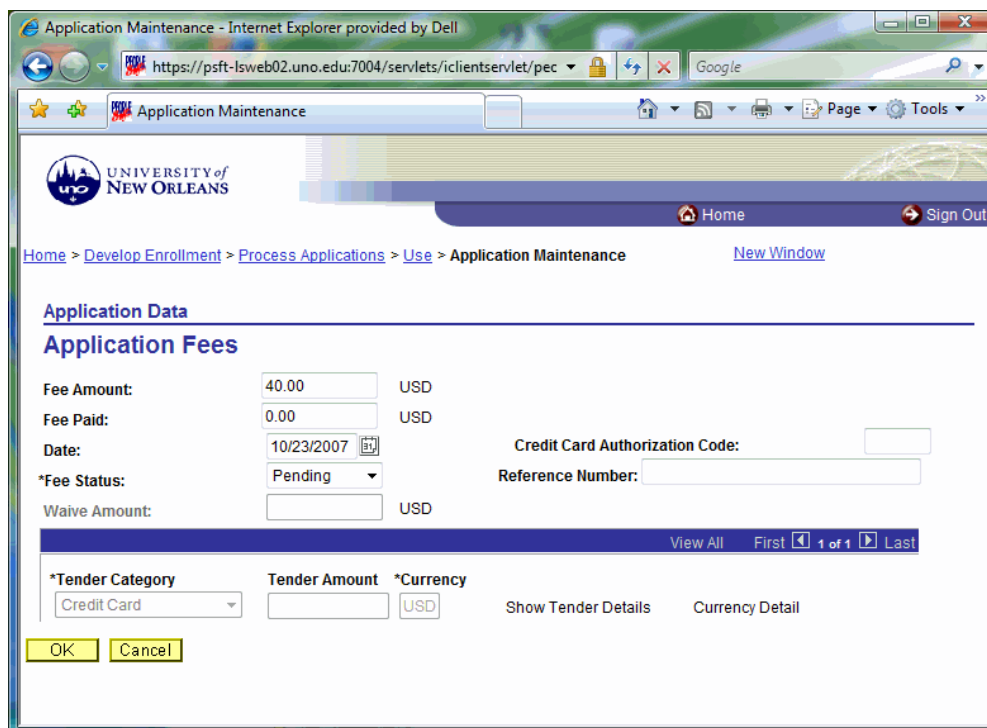
International Applicants:

If you do not have a postal code enter 99999

After you entered all information on this page, click the **Credit Card Authorization** button.

- Click on the Tender Detail link to check payment status.

→ **IMPORTANT:** If status is anything else than Approved you will have to reset the fee status to **Pending** and remove the tender amount. The page should look like this:



Application Fee Processing

Unpaid App Un-Posted

If an application is unpaid and you could not find it in PeopleSoft, use the following search to see if it is still waiting to be loaded onto the system.

<http://admsvc.uno.edu> > Web Applications > Web App Search

Should you find the application here but not on Peoplesoft, contact the Data Management unit to have this application posted. Make sure the listed application has an **EMPLID**. If the EMPLID is missing refer to the “*Unpaid App Pending*” section of this manual.

Once the application is posted refer to the “*Unpaid App Posted*” section of this manual and follow the payment processing steps.

Note: you will have to hold on to the payment information until the application is posted.

Application Fee Processing

Unpaid App Pending

If an application is unpaid or just recently submitted and you could not find it in PeopleSoft, use the following search to see if it is still waiting to be loaded onto the system.

<http://admsvc.uno.edu> > Web Applications > Web App Search

Should you find the application here but not on Peoplesoft, contact the Data Management unit to have this application posted. Make sure the listed application has an **EMPLID**.

If the EMPLID is missing it only mean that we did not have a chance to review and post it yet. As soon as the application is processed the ID will show up and you will be able to process the payment.

Application Fee Processing

Check and Cash Payments ONLY

This section is for students who come into our office to pay an application fee in person or mail in a payment.

Since all web applications should be already posted on Peoplesoft, all payments received for web applications should be matched to an existing **EMPLID**.

All check and cash payments have to be send to the Bursar's office.

ATTENTION FRONT DESK: you cannot accept any cash or check payments. Use the Application Fee referral form and send student to the bursar to pay their fee. When they return with the receipt you have to follow the **Manual Payment Processing - STEP 2**.

Manual Payment Processing

STEP 1: Search Match for an **existing ID** and **applications on file**.

If you find an application on file, retrieve the EMPLID and record the payment in the Application Fee Database (Access Database) stored on the Admissions-Public share drive. Complete any other business office and payment related steps.

STEP 2: Open the student applications and record the payment information. For manual payments the only two things you will have to do are:

- Set the **Fee Status** equal to **Received**
- Enter the Check or Cash amount into the **Fee Paid** field
- Click **OK** and **Save** the application

The screenshot shows a web browser window titled "Application Maintenance - Internet Explorer provided by Dell". The address bar contains the URL "https://psft-lsweb02.uno.edu:7004/servlets/clientservlet/peoples". The page header includes the University of New Orleans logo and navigation links for "Home" and "Sign Out". The breadcrumb trail is "Home > Develop Enrollment > Process Applications > Use > Application Maintenance".

The main content area is titled "Application Data" and "Application Fees". It contains several input fields and labels:

- Fee Amount: 40.00 USD
- Fee Paid: 40.00 USD
- Date: 10/31/2007
- *Fee Status: Received (dropdown menu)
- Waive Amount: USD
- Credit Card Authorization Code: (empty field)
- Reference Number: (empty field)

Below the input fields is a table with the following structure:

*Tender Category	Tender Amount	*Currency
Credit Card		USD

At the bottom of the form are "OK" and "Cancel" buttons. There are also links for "View All", "First", "1 of 1", and "Last".

Application Fee Processing

II. Paper Application Payments

This section deals with paper applications and the related fee processing

New Applicant – NEW ID

Credit Card Payment

If an applicant cannot be match to an existing EMPLID, the application is forwarded to Data Entry together with the Credit Card payment information.

Once the application is entered, Data Entry will navigate to “Application Maintenance” and record/process the online payment.

Check Payment

If an applicant cannot be match to an existing EMPLID we will have to create a new ID on the system. To do so we will start using the following navigation in PeopleSoft:

Home > Build Community > Bio/Demographic Data > Use > Bio Demo Data
→ Add a New Value

This process will create a Person ID - ONLY - on the system.

Once the ID is created the payment will have to be recorded in the Application Fee Database (Access Database) stored on the Admissions-Public share drive. Complete any other business office and payment related steps.

Mark the application as paid, the payment method and amount and send to Data Entry for processing

Application Fee Processing

Existing Applicant – UPDATE ID

Credit Card Payment

Annotate the paper application with the EMPLID and the payment information and send everything to Data Entry.

Check Payment

Annotate the paper application with the EMPLID and the payment information and send the application only to Data Entry. Process the checks through the Access Fee Database and send checks and money to the Bursar.

Application Fee Processing

Walk-In Applicant – Taking Payments

Credit Card Payment

If a student walks-in and fills out a paper or web application in the lobby take the payment information down and fill out the “Credit Card Processing Form” available at the Front Desk or Phone Bank.

Make sure you attached the payment form to the paper application. For web applications store the form and process the payment on PS once the application was posted.