Overview

The Admission’s Application Fees Business Process Guide will discuss how to update application fees in the PeopleSoft System. This guide is intended to discuss some of the pages involved with the admissions process. If there are any questions, please contact a representative from the Admissions Office. If they cannot answer your question, they should be able to locate someone that can.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Find an Existing Value for Domestic Student App Fee

Navigate to Home > CSU SA Baseline > CSU Admissions > Application Fee > Use > Domestic Student App Fee

1. Perform a search for the individual for which you would like to update the application fee status. (You will notice that the only search field available is EmpID)

2. Since you will probably not know the applicants EmpID, select the Advanced Search hyperlink (This will give you more options for searching)

You will now have the option to search by the applicant’s name.

Note: Please remain aware that the name you search under will depend on how the applicant filled out the name fields on the application.
The Student Application Fee - Domestic page displays.

It is very important that both Application Number and CSU App Nbr exist when you are updating an application fee.

Note: If you see the CSU App Nbr is blank, you may need to proceed to the next section, Int’l Student App Fee, as there are separate application fee tables for Domestic and International applicants.

3. When updating the receipt of an application fee, you will add a row by selecting the + on the right side of the page.

You will notice that now the Scroll Area shows that we are viewing row 1 of 2.
4. Use the lookup for Fee Status to determine the appropriate value.

   Note: If payment is being made at the Cashier’s Office the value will be “C.”

5. Enter Payment Amount as 55.00

6. Enter Receipt No. for the application fee in the Comment field.

7. Once all of the appropriate data has been updated, click Save.

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**Student Application Fee - Domestic**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>11/20/2007</td>
</tr>
<tr>
<td>Date Started</td>
<td>11/09/2007</td>
</tr>
<tr>
<td>Fee Source</td>
<td>Electronic</td>
</tr>
<tr>
<td>Fee Status</td>
<td>Paid at Cashier’s Office</td>
</tr>
<tr>
<td>Academic Institution</td>
<td>CSU East Bay</td>
</tr>
<tr>
<td>Academic Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Application Number</td>
<td>00123240</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>11/09/2007</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>55.00</td>
</tr>
<tr>
<td>Comment</td>
<td>Receipt No 999999</td>
</tr>
</tbody>
</table>

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**Descriptions of each of the fields follow**

1. **Academic Institution**: This value will always be CSU East Bay.
2. **Academic Career**: The value for this field will be Undergraduate or Postbaccalaureate.
3. **Application Number**: The value for this field is the application number that has been assigned by PeopleSoft after it has been posted and the Admissions Office is able to begin acting on the application.
4. **Effective Date**: The value for this field is the date the current row you are viewing was added.
5. **Effective Sequence**: The value for this field is a counter for the Effective Date. For example, if two rows were added on the same Effective Date, the first row added should have a number that is one less than the second row added. This allows the system to determine which row should be displayed in other pages.
6. **CSU App Nor**: The value for this field is the application number that was assigned to the application before being posted, which means that the Admissions Office was not able to act on this application when this application number was assigned.
7. **Date Started**: The value for this field will be the date the applicant began the application process on the CSUMentor website.
8. **Fee Source**: The value for this field will usually be “Electronic” or “Manual,” depending on how the data was entered on the page.
9. **Fee Status:** The value for this field will reflect the type of payment the applicant made when submitting the application (or the fact that the applicant has not paid, as in this example).

10. **Academic Institution:** The value for this field will always be HW001.

11. **Term:** The value for this field will be the term for which the applicant has applied. Please note that the Admit Term is the year (without the second digit) followed by the numerical designator for the quarter. In the above example, the application year is 2008. When the second digit is dropped, it becomes 208. For the year 2011, the value would be 211. The numerical designator for each quarter is 1 for Winter, 2 for Spring, 3 for Summer, and 4 for Fall. Therefore, an application for Fall Quarter 2008 would be 2084, and an application for Summer Quarter 2011 would be 2113. Please verify the application fee is being applied to the appropriate quarter. Please also note that this quarter is associated with the application number and should not be changed on this page. If you cannot find an application for the Admit Term the check or other form of payment is being submitted for, please contact the Admissions Office to verify the applicant has in fact submitted an application for that given quarter.

12. **Last Updated OPRID:** The value for this field should be the EmplID for the employee that last updated this page.

13. **Fee Post Status:** This value will always show “Not Posted,” as Cal State East Bay is not currently using any functionality that updates this field.

14. **Date Submitted:** The value for this field will be the date the applicant hit the Submit button on the CSUMentor website.

15. **Date Extracted:** The value for this field will always be blank. Cal State East Bay is not currently using any functionality that updates this field.

16. **Payment Amount:** The value for this field may be updated when an applicant pays an application fee.

17. **Comment:** The value for this field will always begin as blank. However, if an application fee is submitted to the Cashier’s Office, it should be updated with the receipt number for the application fee.
Find an Existing Value for International Student App Fee

Navigate to Home > CSU SA Baseline > CSU Admissions > Application Fee > Use > Int'l Student App Fee

1. Perform a search for the individual for which you would like to update the application fee status. (You will notice that the only search field available is EmplID)

2. Since you will probably not know the applicants EmplID, select the Advanced Search hyperlink (This will give you more options for searching)

You will now have the option to search by the applicant’s name.

Note: Please remain aware that the name you search under will depend on how the applicant filled out the name fields on the application.
It is very important that both Application Number and CSU App Nbr of these values exist when you are updating an application fee.

**Note:** If you see the CSU App Nbr is blank, you may need to proceed to the previous section, **Domestic Student App Fee**, as there are separate application fee tables for Domestic and International applicants.

3. When updating the receipt of an application fee, you will add a row by selecting the + on the right side of the page.

You will notice that now the Scroll Area shows that we are viewing row 1 of 2.
4. Use the lookup for Fee Status to determine the appropriate value

*Note: If payment is being made at the Cashier's Office the value will be “C.”*

5. Enter Payment Amount as 55.00

6. Enter the Receipt No. for the application fee in the Comment field

7. Once all of the appropriate data has been updated, click Save

**Descriptions of each of the fields follow**

1. **Academic Institution**: This value will always be CSU East Bay.

2. **Academic Career**: The value for this field will be Undergraduate or Postbaccalaureate.

3. **Application Number**: The value for this field is the application number that has been assigned by PeopleSoft after it has been posted and the Admissions Office is able to begin acting on the application.

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8. **Fee Source**: The value for this field will usually be “Electronic” or “Manual,” depending on how the data was entered on the page.

9. **Fee Status**: The value for this field will reflect the type of payment the applicant made when submitting the application (or the fact that the applicant has not paid, as in this example).
10. **Academic Institution**: The value for this field will always be HW001.

11. **Campus**: The value for this field will be CSUEB for applicants that apply to attend classes at the Hayward Campus; it will be blank for applicants that apply to attend classes at the Concord Campus.

12. **Term**: The value for this field will be the term for which the applicant has applied. Please note that the Admit Term is the year (without the second digit) followed by the numerical designator for the quarter. In the above example, the application year is 2008. When the second digit is dropped, it becomes 208. For the year 2011, the value would be 211. The numerical designator for each quarter is 1 for Winter, 2 for Spring, 3 for Summer, and 4 for Fall. Therefore, an application for Fall Quarter 2008 would be 2084, and an application for Summer Quarter 2011 would be 2113. Please verify the application fee is being applied to the appropriate quarter. Please also note that this quarter is associated with the application number and should not be changed on this page. If you cannot find an application for the Admit Term the check or other form of payment is being submitted for, please contact the Admissions Office to verify the applicant has in fact submitted an application for that given quarter.

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**Whom to Contact for Help?**

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).