

Unite Education Program v6.5

Job Aid: 5198

Add a Payment to a Group of Applications

In Unite, you can select multiple applications and update payment information for different application fees. Each payment that you add must be associated with a fee type. The steps to update payment information are different depending on whether the information is the same for all applications in the group, or the payment information is different.

To specify the same payment information for a group of applications

1. Open a browser and log on to Unite.
2. Navigate to the grid from where you want to add a payment.

Note

You can add a payment from the following Unite admissions workflow grids: APPLICATIONS (except for the *Unsubmitted* grid), and REVIEWS.

3. Find the application or group of applications for which you want to add a payment.
4. Select the check box next to each person name.
5. At the bottom of the grid, click **Actions**.
6. On the pop-up menu, click **Edit**.
7. When prompted, verify **Apply the same edit to all selections** is selected.
8. Click **Continue**.
9. Select the check box next to **Application Fees**.
10. Click **Add**.

11. Click **Continue** .
12. From the **Fee Type** list box, select the fee associated with the payment.
13. In the **Payment Amount** text box, enter the payment amount.
14. In the **Payment Date** text box, enter or select the payment date.
15. Select any other values you would like to apply.
16. Click **Submit** .
17. Click **Confirm** .

To specify different payment information for a group of applications

1. Open a browser and log on to Unite.
2. Navigate to the grid from where you want to add a payment.

Note

You can add a payment from the following Unite admissions workflow grids: APPLICATIONS (except for the *Unsubmitted* grid), and REVIEWS.

3. Find the application or group of applications for which you want to add a payment.
4. Select the check box next to each person name.
5. At the bottom of the grid, click **Actions** .
6. On the pop-up menu, click **Edit**.
7. When prompted, select **Make individual edits to each selection**.
8. Click **Continue** .

9. Click and expand **Payment (ADD | UPDATED | DELETE)**.
10. Select the check box next to each payment field you want to view or update.

Note

Be sure to select the read-only **Fee Type** field so that you can select the fee for which you want to update payment information. You also need to select the **Amount Paid** and **Date Paid** fields at a minimum to record a payment.

11. Click **Add** .
12. Click **Continue** .
13. Select a Fee Type and update payment information for each selected application.
14. Click **Submit** .
15. Click **Confirm** .
16. Click **X** to close the *Edit* window.
17. Click **Yes** to confirm.

Related resources

- 5440 – Make Individual Edits to a Group of Applications