

ClassMate *for* Adult Education

Payment Processing



Payment Processing

What we'll Learn.....

Payment Processing Pre-Requisites

- Base Data

Student Payment Processing

- Student Account Balance Overview
- Course Balance Overview
- Adding Additional Fees
- Applying Credits/Discounts
- Applying Payments
 - Unallocated funds
 - Allocated funds
- Student Account Changes
 - Applying a Refund
 - Zeroing out a Student Account
 - Flagging a Bad Check
 - Voids
 - Deleting Voided Transactions (Optional feature)
 - Re-allocations
 - Scenarios



Employer Billing/Payments & Payment Processing Reports

- Applying Employer Billing
- Applying Payment
- Creating an Invoice
- Applying a Refund
- Reports



Payment Processing

Module Assignment

Payment Processing

- Employer Billing/Payments
- Student Payment Processing

Report Assignment

Payment Processing

- Accounts Receivable List
- Aged Accounts Receivable
- Balance Due Report
- Cashier Report
- Course Fees by Course
- Course Fees by Student
- Daily Deposit Report
- Employer Invoice
- Out of District Fees by Student - *Note: this report requires you have a fee setup called: "Out of District" in the Fee Management Module, and then have students assigned this fee
- Student Account Statement
- Student Statements by Class



Note: The above modules & reports will need to be assigned to users by the site's ClassMate Adult Education System Administrator



Payment Processing

Payment Processing Pre-Requisites

The following items must be completed before performing any Payment Processing steps:

- **Discounts** must be created in Discount Management Module
- **Employers** must be created in Employer Management Module
- **Fees** must be created in Fee Management Module
- **Funding Sources** must be created in Funding Sources Management Module
- **Payment Methods** must be created in Master Codes Management Module
- Students must be enrolled in courses/classes in Registration/Enrollment Module



Note: If you do not have any of the above modules assigned to you, please contact your site's ClassMate Adult Education System Administrator to request they be assigned to you.



Payment Processing

Student Payment Processing

Getting Started

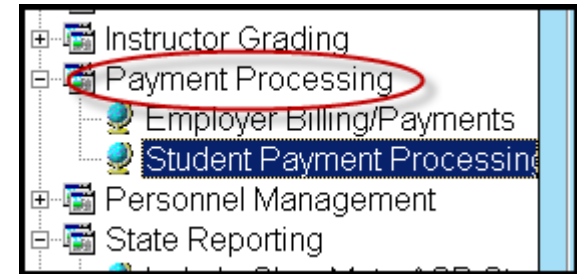
Double click **Modules** >

Double click **Payment Processing** >

Click **Student Payment Processing**

In the Student Payment Processing Module, ClassMate users can apply payments to student accounts, add additional fees, apply discounts, set employer billing, apply refunds, and flag a bad check

Courses can be setup in ClassMate to have specific fees associated with it. This functionality then allows all the associated fees to be linked to any enrolled student in the course. It may be necessary to add additional fees to a student account, for example, a late registration fee. This can be done in the Payment processing module

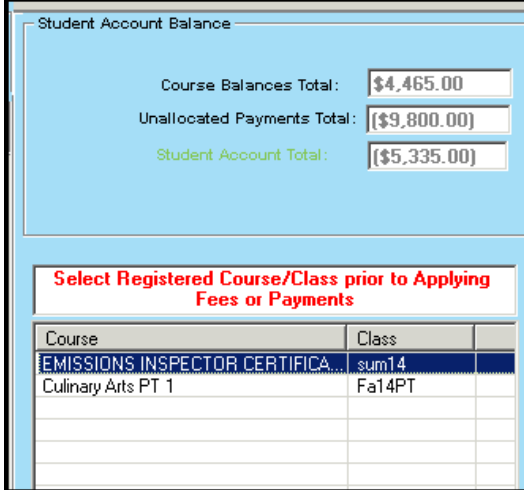


Payment Processing

Student Account Balance: Overview

The ClassMate payment processing functionality allows users to easily see a total outstanding balance for a student. That is, if a student is registered for several courses the **Student Account Balance** will display the **TOTAL** for **ALL** courses with an outstanding balance.

If a student has unallocated funds, the total will also display



Student Account Balance

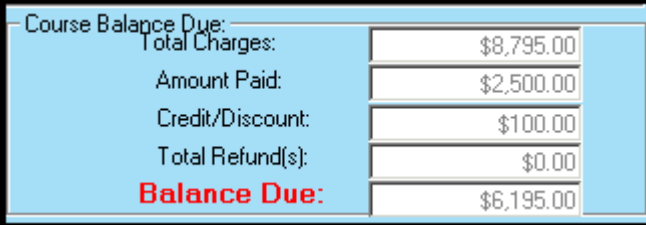
Course Balances Total:	\$4,465.00
Unallocated Payments Total:	[\$9,800.00]
Student Account Total:	[\$5,335.00]

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
EMISSIONS INSPECTOR CERTIFICA...	sum14
Culinary Arts PT 1	Fa14PT

Student Course Balance: Overview

The ClassMate payment processing functionality allows users to easily see a total outstanding balance for an **Individual Course**. The table displays the total charges for that course, amount paid to date, any credits/discounts applied, refunds given and the **Balance Due** for the selected course **ONLY**.



Course Balance Due:

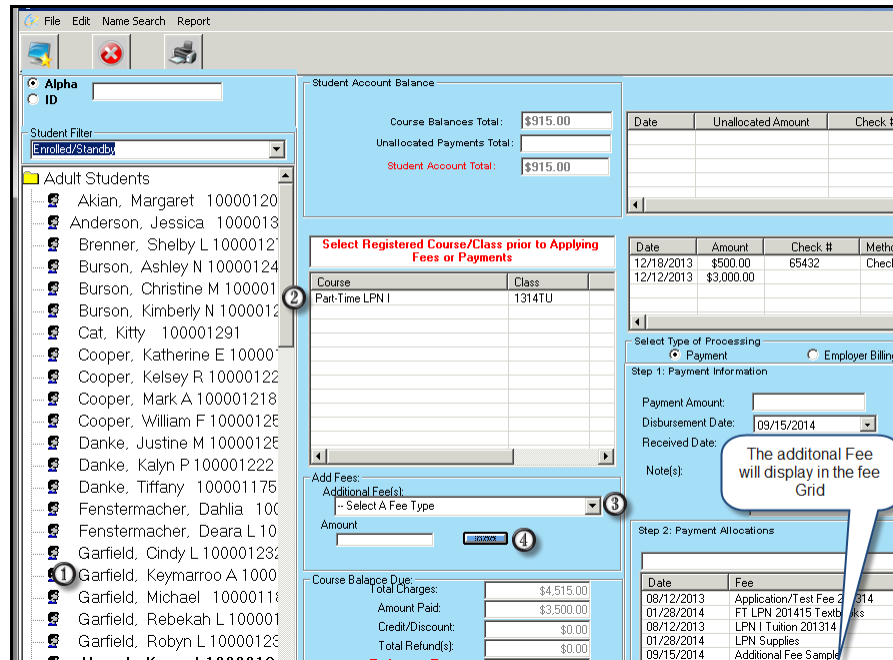
Total Charges:	\$8,795.00
Amount Paid:	\$2,500.00
Credit/Discount:	\$100.00
Total Refund(s):	\$0.00
Balance Due:	\$6,195.00



Payment Processing

Student Payment Processing: Adding Additional Fees

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course** from enrolled course listing. The fee will be added for this course /student only
- 3 The current list of fees associated with the selected course appear at the bottom of the screen in the payment allocations Grid. To add any additional fees, click the drop-down to display all additional fees. Select the **Fee** you would like to add. If a fee is not listed in the drop down menu, contact your system administrator. You may also enter a custom fee if needed
- 4 Click the **BLUE Add** button. The Balance Due will auto-update and the added fee will display in the payment allocation/fee grid



Alpha ID: []

Student Filter: [Enrolled/Standby]

Adult Students

- 1 Akian, Margaret 10000120
- Anderson, Jessica 1000013
- Brenner, Shelby L 1000012
- Burson, Ashley N 10000124
- Burson, Christine M 100001
- Burson, Kimberly N 1000012
- Cat, Kitty 100001291
- Cooper, Katherine E 10000
- Cooper, Kelsey R 10000122
- Cooper, Mark A 100001218
- Cooper, William F 10000125
- Danke, Justine M 10000125
- Danke, Kaly P 100001222
- Danke, Tiffany 100001175
- Fenstermacher, Dahlia 100
- Fenstermacher, Deara L 10
- 2 Garfield, Cindy L 10000123
- 3 Garfield, Keymarro A 1000
- 4 Garfield, Michael 1000011
- Garfield, Rebekah L 100001
- Garfield, Robyn L 1000012
- Heard, Key L 1000012

Student Account Balance

Course Balances Total: \$915.00

Unallocated Payments Total: []

Student Account Total: \$915.00

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Part-Time LPN I	1314TU

Add Fees:

Additional Fees:

-- Select A Fee Type

Amount: []

Course Balance Due:

	Amount
Total Charges:	\$4,515.00
Amount Paid:	\$3,500.00
Credit/Discount:	\$0.00
Total Refund(s):	\$0.00

Payment Allocations

Date	Amount	Check #	Method
12/18/2013	\$500.00	65432	Check
12/12/2013	\$3,000.00		

Select Type of Processing: Payment Employer Billing

Step 1: Payment Information

Payment Amount: []

Disbursement Date: [09/15/2014]

Received Date: []

Note(s):

Step 2: Payment Allocations

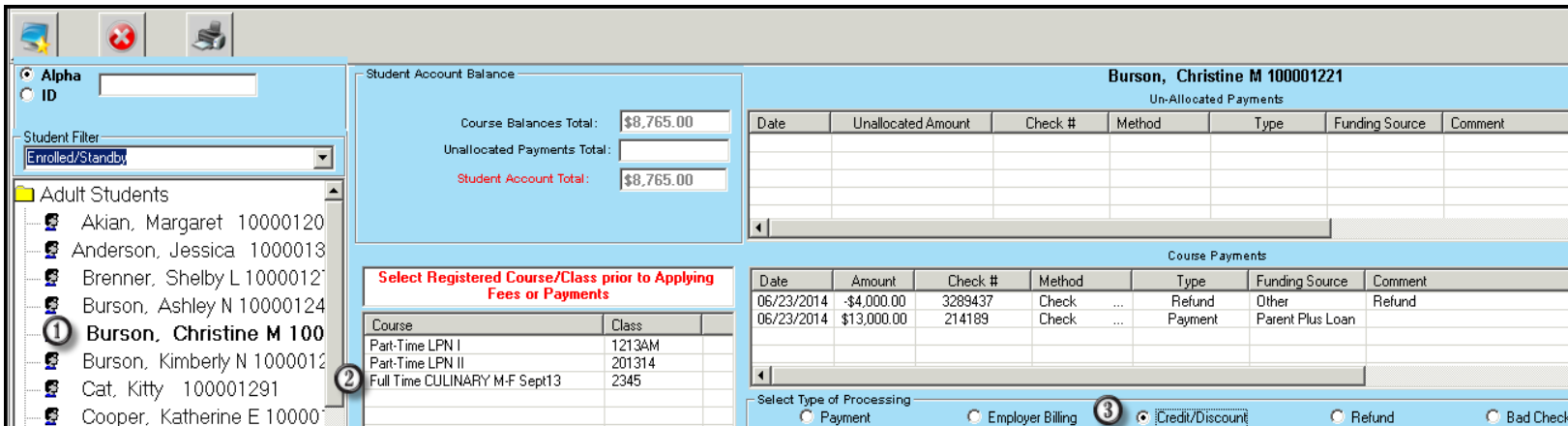
Date	Fee
08/12/2013	Application/Test Fee 2013
01/28/2014	FT LPN 201415 Textbooks
09/12/2013	LPN I Tuition 201314
01/28/2014	LPN Supplies
09/15/2014	Additional Fee Sample

The additional Fee will display in the fee Grid

Student Payment Processing: Applying a Credit/Discount

A Credit/Discount can be applied to a student account just as a regular payment would. Credit/Discounts can also be allocated to specific fee types. Credits/Discounts applied in dollar amounts can be allocated to several fee types, while percentage credit/discounts can only be allocated to 1 fee type

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course** the **Credit/Discount** should be applied
- 3 Select the **Credit/Discount** Radio button



The screenshot displays the software interface for student payment processing. On the left, a student list is shown with 'Burson, Christine M 10001221' selected and marked with a circled '1'. The main area shows account balances: Course Balances Total: \$8,765.00, Unallocated Payments Total: \$0.00, and Student Account Total: \$8,765.00. Below this, a table lists registered courses and classes, with 'Full Time CULINARY M-F Sept13' selected and marked with a circled '2'. At the bottom, the 'Select Type of Processing' section has 'Credit/Discount' selected with a circled '3'. Other options include Payment, Employer Billing, Refund, and Bad Check. The interface also shows un-allocated payments and course payments tables.

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment

Date	Amount	Check #	Method	Type	Funding Source	Comment
06/23/2014	-\$4,000.00	3289437	Check ...	Refund	Other	Refund
06/23/2014	\$13,000.00	214189	Check ...	Payment	Parent Plus Loan	


Note: A Credit/Discount should be thought of as a method to reduce the amount a student owes without any money exchanged. For example, a student receives a 50% discount on tuition because they are a senior citizen.

Payment Processing

Student Payment Processing: Applying a Credit/Discount

- 4 Select the **Discount to Apply** from the drop down menu. See your system administrator if a required discount does not appear on the list
- 5 Enter the **Disbursement Date**. System will default to current date. This is the date the monies are applied to the student account
- 6 Enter the **Received Date**. System will default to current date. This is the date the payment was physically received by the school
- 7 Enter any **Notes** related to this transaction

The list of fees associated with the selected course appear at the bottom of the screen in the credit allocations grid. Select the **Fee Type** the Credit/Discount should be allocated by clicking on the fee



The screenshot shows a software interface for processing payments. At the top, there is a section titled "Select Type of Processing" with four radio button options: "Payment", "Employer Billing", "Credit/Discount" (which is selected and has a circled '3' next to it), and "Refund". Below this is a "Bad Check" option. The main area is titled "Step 1: Credit Information" and displays the course name "Baking for the Holidays Cookie Making 101" in red. There are three input fields: "Disbursement Date" with a dropdown menu showing "11/08/2016" and a circled '5' next to it; "Received Date" with a dropdown menu showing "11/08/2016" and a circled '6' next to it; and "Note(s)" with a text area containing "Credit/Discount Enter Any Additional Notes Here" and a circled '7' next to it. A "Discount to Apply:" dropdown menu shows "Employee Dependent Discount - 50.00%" with a circled '4' next to it.



Payment Processing

Student Payment Processing: Applying a Credit/Discount

Apply a Credit/Discount to a Single Fee Type

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In the **Credit Allocation Field** you will see the selected fee type display along with the Credit/Discount to be applied. If you want to apply the entire dollar amount/percentage discount to a single fee, Click the **BLUE** Allocate button.

NOTE: Credits/Discount setup in a **percentage** format can **ONLY** be applied to a single fee type

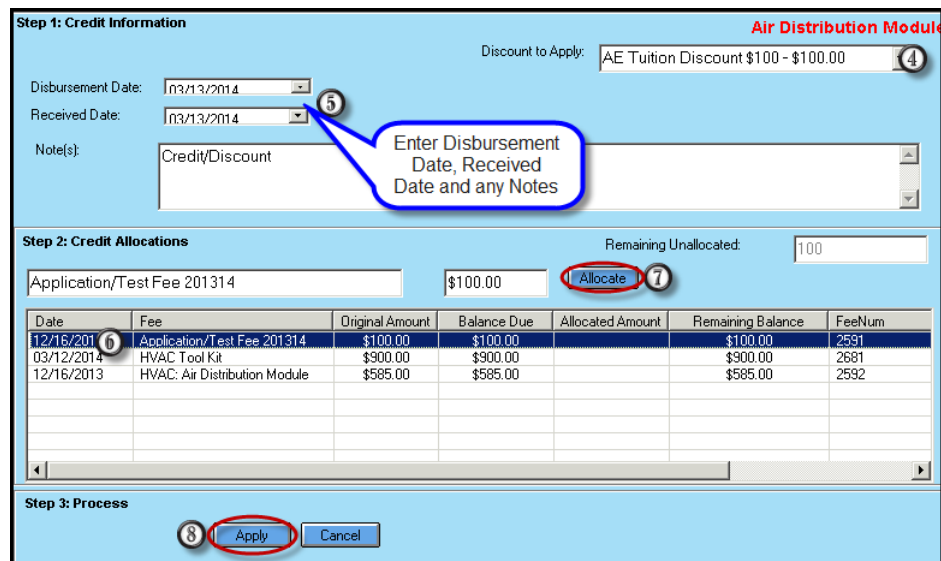
Apply a Credit/Discount to a Multiple Fee Types

If you want to apply a portion of a credit/Discount to multiple fee types, select the first fee you would like to allocate a dollar amount to. Enter the partial dollar amount in the field next to the **BLUE** Allocate button. Click the **BLUE** Allocate button. Select the additional fee type(s) until the **ENTIRE** dollar amount has allocated

NOTE: The **ENTIRE** dollar amount must be allocated before you can apply the credit/Discount

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Click the **BLUE** Apply button



Step 1: Credit Information Air Distribution Module

Discount to Apply: AE Tuition Discount \$100 - \$100.00 4

Disbursement Date: 03/13/2014 5
Received Date: 03/13/2014 5
Note(s): Credit/Discount
Enter Disbursement Date, Received Date and any Notes

Step 2: Credit Allocations Remaining Unallocated: 100

Application/Test Fee 201314 \$100.00 Allocate 7

Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/16/2013 6	Application/Test Fee 201314	\$100.00	\$100.00		\$100.00	2591
03/12/2014	HVAC Tool Kit	\$900.00	\$900.00		\$900.00	2681
12/16/2013	HVAC: Air Distribution Module	\$585.00	\$585.00		\$585.00	2592

Step 3: Process 8 Apply Cancel



Payment Processing

Student Payment Processing: Applying a Credit/Discount

Helpful Hints: Credit/Discount Percentages

Percentages are applied to the original fee type amount. For example, if a 50% discount should be applied toward tuition and a portion of the tuition has been paid, the 50% will be applied to the original tuition amount

Credits/Discount setup in a **Percentage** format can only be applied to a **SINGLE** fee

Helpful Hints: Base Data Fee Management Setup

Ensure that any fee you may want to apply a credit or discount has been marked “**YES**” for **Discounts Apply**. If the fee type is marked “**NO**”, credits/discounts will not be permitted for that fee

Fee Category	Tuition
Fee Description:	Floral Design Tuition
Default Fee:	\$125.00
GL Account #	303540
Discounts Apply:	Delayed Billing Applicable?
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
1098T Eligible	
<input checked="" type="radio"/> Yes <input type="radio"/> No	



Payment Processing

Student Payment Processing: Applying a Credit/Discount

Helpful Hints: Course Payments

Note the **Course Payments** Grid before and after a Credit/Discount has been applied.

Course Payments						
Date	Amount	Check #	Method	Type	Funding Source	Comment
				Before		

Course Payments						
Date	Amount	Check #	Method	Type	Funding Source	Comment
09/15/2014	\$8,500.00			Credit		Credit/Discount
				After		

Helpful Hints: Course Balance Due

Note the **Course Balance Due** Grid after a Credit/Discount has been applied. The Credit/Discount is displayed and the total balance due reflects the credit/Discount. The remaining balance in the fee grid should match the Balance Due

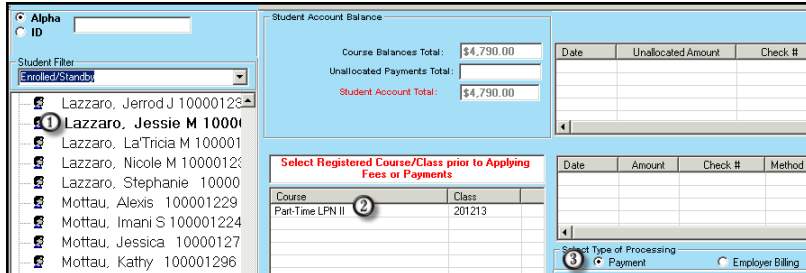
Balance Due:	
Total Charges:	\$1,585.00
Amount Paid:	\$0.00
Credit/Discount:	\$100.00
Total Refund(s):	\$0.00
Balance Due:	\$1,485.00



Payment Processing

Student Payment Processing: Allocating & Applying Payments

- ① Select the **Student Name** from the listing on the left of the screen
- ② Select the **Course**. You must select a course prior to making a payment if you want to apply the entire payment to that course only
- ③ Select the **Payment** Radio button



Alpha ID: []

Student Filter: Enrolled/Standby

Student Account Balance

Course Balances Total: \$4,790.00

Unallocated Payments Total: []

Student Account Total: \$4,790.00

Select Registered Course/Class prior to Applying Fees or Payments

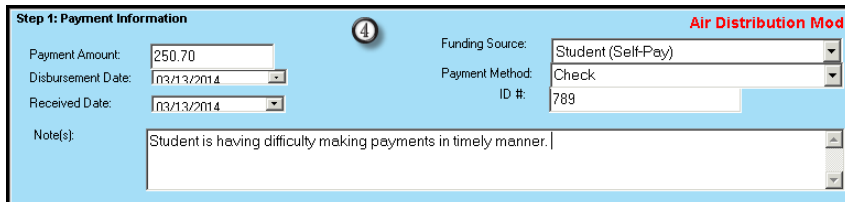
Course	Class
Part-Time LPN II	201213

Select Type of Processing

Payment Employer Billing

Populate the following Payment Information Fields:

- ④ **Payment Amount:** Enter the payment amount
- Funding Source:** Select from the drop down menu
- Disbursement Date:** Enter the date the funds are applied to the student account. System will default to current date.
- Received Date:** Enter the date the funds were received by the school. System will default to current date.
- Payment Method:** Select from the drop down menu
- ID Number:** Enter the payment method ID# (For example, check number)
- Notes:** Enter any notes pertaining to the transaction



Step 1: Payment Information

Payment Amount: 250.70

Disbursement Date: 03/13/2014

Received Date: 03/13/2014

Note(s): Student is having difficulty making payments in timely manner.

Funding Source: Student (Self-Pay)

Payment Method: Check

ID #: 789

Air Distribution Modul



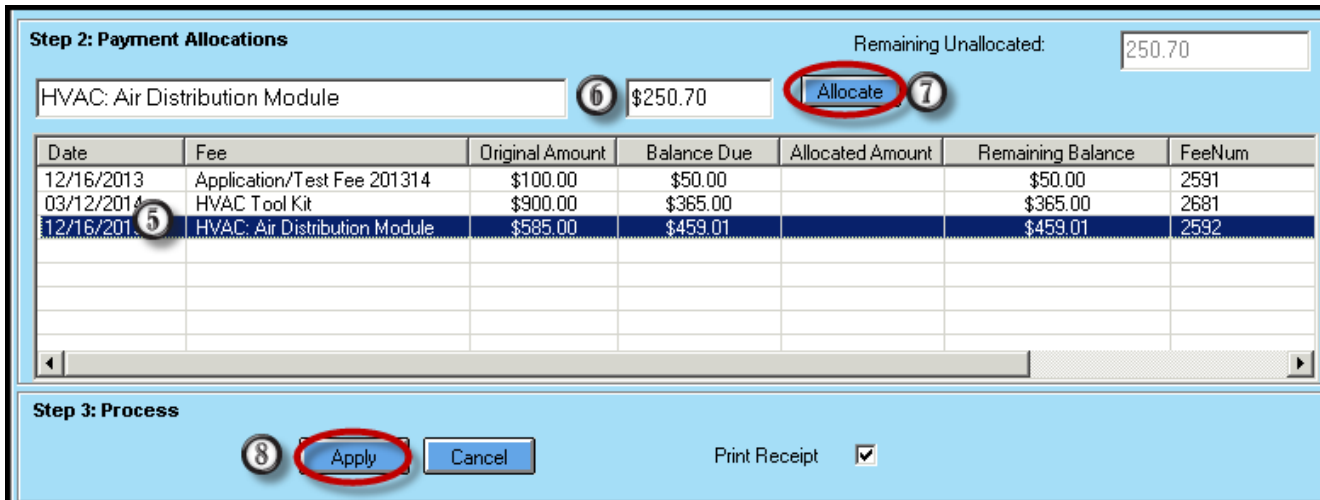
Payment Processing

Student Payment Processing: Allocating & Applying Payments

- 5 Select the **Fee Type** from the Payment Allocations grid. This is the fee type the payment will be allocated
- 6 Enter the **Allocation/payment** dollar amount in the field to the left of the **BLUE** Allocate button. If you are allocating the entire payment to a single fee type (such as tuition), there is no need to change the amount- it will default to the amount entered in the **Payment Amount** field

Should the need arise to allocate a payment to multiple fee types, simply follow the steps outlined above until the remaining unallocated funds field has a zero dollar amount. Remember to edit the dollar amount field to the left of **BLUE** allocate button to reflect the desired amount to allocate for each fee type.

- 7 Select the **BLUE** Allocate button
- 8 Select the **BLUE** Apply button



Step 2: Payment Allocations

Remaining Unallocated: 250.70

HVAC: Air Distribution Module 6 \$250.70 Allocate 7

Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/16/2013	Application/Test Fee 201314	\$100.00	\$50.00		\$50.00	2591
03/12/2014	HVAC Tool Kit	\$900.00	\$365.00		\$365.00	2681
12/16/2014	HVAC: Air Distribution Module	\$585.00	\$459.01		\$459.01	2592

Step 3: Process

8 Apply Cancel Print Receipt

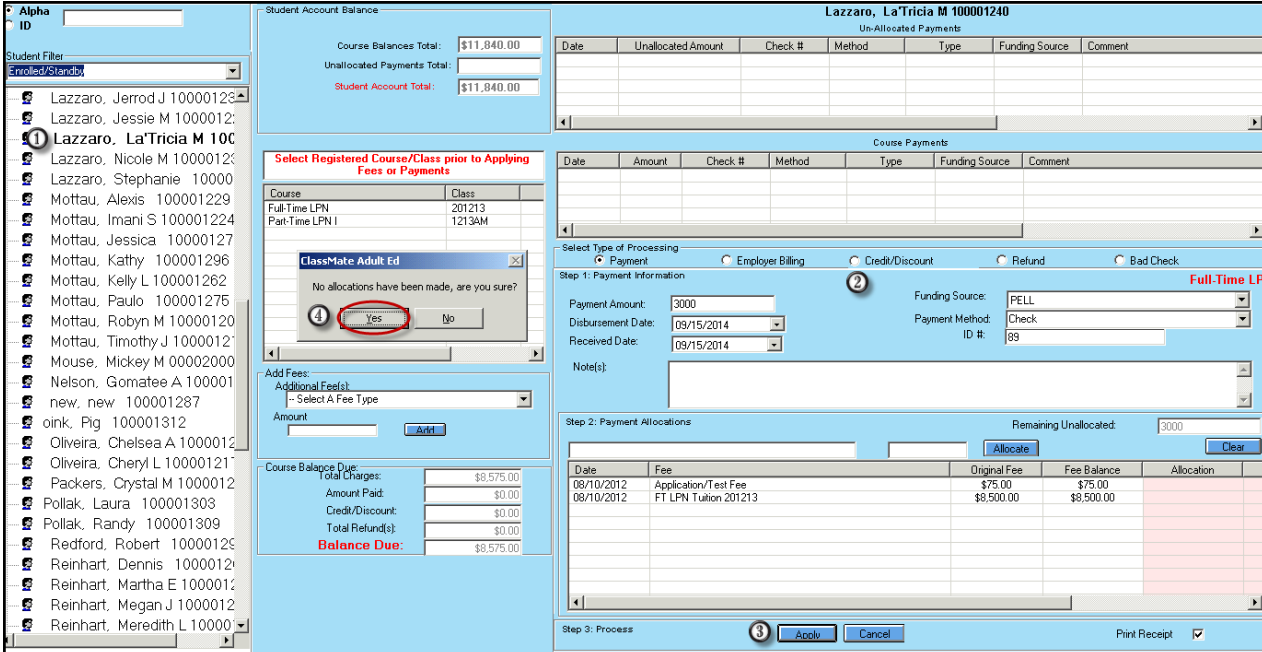


Payment Processing

Student Payment Processing: Unallocated Funds

ClassMate allows users to apply a received payment to a student account without allocating it a particular course/fees. Additionally, you can allocate the funds received to multiple course if needed. Students can carry unallocated funds with them on their student account using this payment functionality

- 1 Select the **Student Name** from the listing on the left of the screen. **DO NOT** select a course
- 2 Click the **Payment** button and populate all the payment information fields: payment amount, disbursement date, received date, funding source, payment method and ID# if required. You can also enter any additional notes related to this transaction
- 3 Select the **BLUE Apply** button
- 4 Select **“Yes”** when ClassMate asks **“No Allocations have been made, are you sure?”**



The screenshot displays the ClassMate software interface for processing a payment. On the left, a list of students is shown, with 'Lazzaro, LaTricia M 100001240' selected. The main window shows the 'Student Account Balance' for Lazzaro, LaTricia M 100001240, with a total balance of \$11,840.00. A dialog box titled 'ClassMate: Adult Ed' is open, asking 'No allocations have been made, are you sure?' with a 'Yes' button circled in red. The 'Payment' form is populated with a payment amount of 3000, disbursement date of 09/15/2014, received date of 09/15/2014, funding source of PELL, and payment method of Check. A table at the bottom shows 'Remaining Unallocated' funds of 3000. The interface also includes a 'Course Payments' table and a 'Course Balance Due' section.

Date	Fee	Original Fee	Fee Balance	Allocation
08/10/2012	Application/Test Fee	\$75.00	\$75.00	
08/10/2012	FT LPN Tuition 201213	\$8,500.00	\$8,500.00	

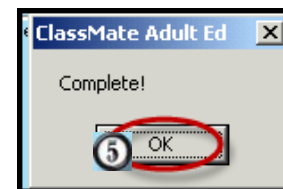
Payment Processing

Student Payment Processing: Unallocated Funds

6 Select "OK" when the transaction is complete message displays.

Note: The un-allocated payments grid now displays the unallocated funds
The following fields display:

Date	Unallocated Amount
Check #	Method
Type	Funding source
Comments	Original Amount
Payment #	Unallocated #



The Student Balance Table now displays the unallocated payments total as well. Remember Student Account Balance displays the **TOTAL** outstanding balance for all classes the student is enrolled

Student Account Balance

Course Balances Total: **\$11,840.00**

Unallocated Payments Total: **(\$3,000.00)**

Student Account Total: **\$8,840.00**

Lazzaro, LaTricia M 100001240

Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment
09/15/2014	\$3,000.00	89	Check	Unallocated Pa...	PELL	

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Full-Time LPN	201213
Part-Time LPN I	1213AM

Course Payments

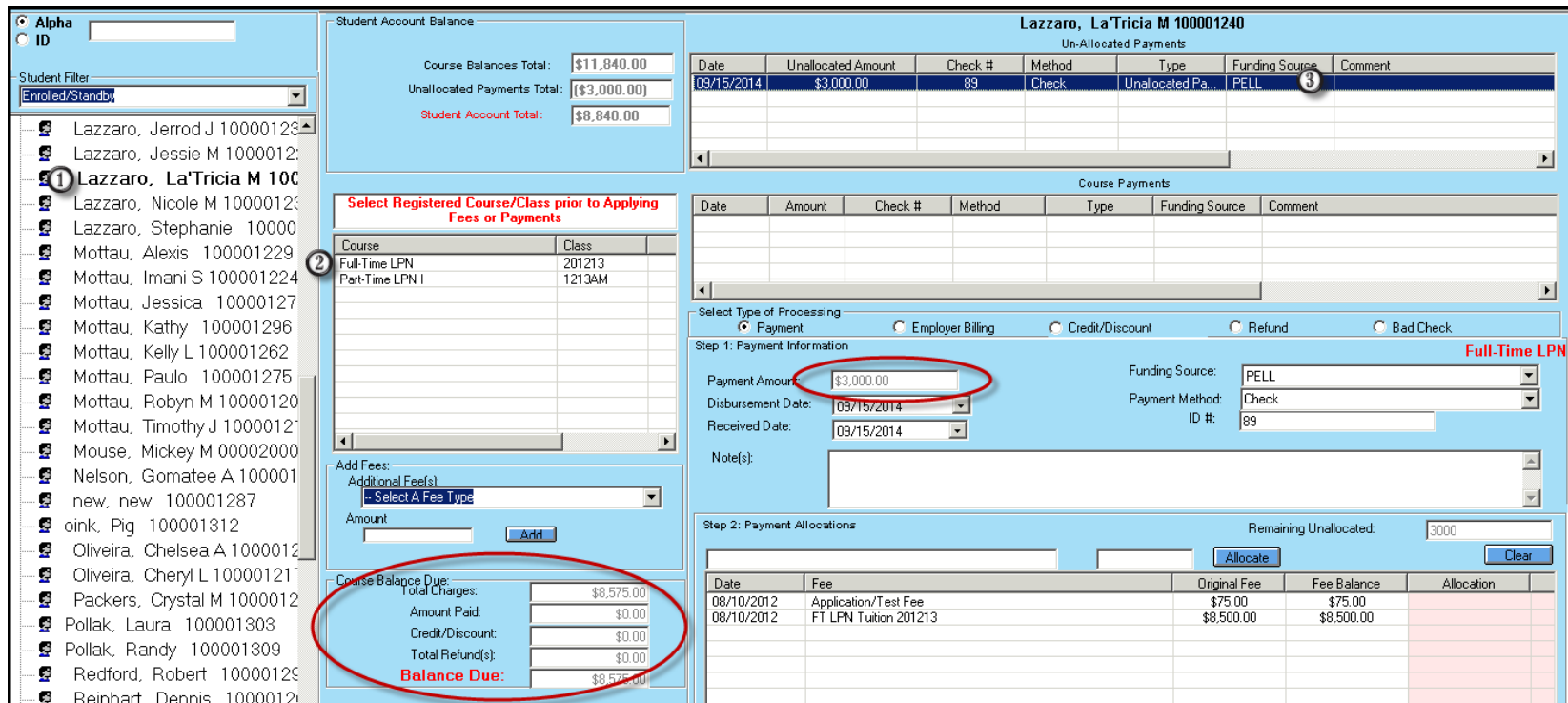
Date	Amount	Check #	Method	Type	Funding Source	Comment



Payment Processing

Student Payment Processing: Making a Payment Using Unallocated Funds

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course**. You must select a course prior to making a payment if you want to apply the payment to the course. Notice the fees associated with selected course will display in the payment allocations grid and the course balance due table will display the course associated fees
- 3 Select the **Unallocated Funds** record from the grid by clicking it. Notice the payment amount will default to the amount unallocated.



Student Account Balance

Course Balances Total: \$11,840.00
 Unallocated Payments Total: (\$3,000.00)
 Student Account Total: \$8,840.00

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Full-Time LPN	201213
Part-Time LPN I	1213AM

Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment
09/15/2014	\$3,000.00	89	Check	Unallocated Pa...	PELL	

Course Payments

Date	Amount	Check #	Method	Type	Funding Source	Comment
------	--------	---------	--------	------	----------------	---------

Select Type of Processing:
 Payment Employer Billing Credit/Discount Refund Bad Check

Step 1: Payment Information

Payment Amount: \$3,000.00 Funding Source: PELL
 Disbursement Date: 09/15/2014 Payment Method: Check
 Received Date: 09/15/2014 ID #: 89

Notes(s):

Step 2: Payment Allocations

Remaining Unallocated: 3000

Date	Fee	Original Fee	Fee Balance	Allocation
08/10/2012	Application/Test Fee	\$75.00	\$75.00	
08/10/2012	FT LPN Tuition 201213	\$8,500.00	\$8,500.00	

Course Balance Due

Total Charges:	\$8,575.00
Amount Paid:	\$0.00
Credit/Discount:	\$0.00
Total Refund(s):	\$0.00
Balance Due:	\$8,575.00



Payment Processing

Student Payment Processing: Making a payment using unallocated funds

- 4 Select the **Fee Type** from the payment allocations grid
- 5 Allow the entire **Unallocated Amount** to default or enter amount you would like to allocate toward the selected fee.
- 6 Select the **BLUE Allocate** button. If you do not allocate entire amount, you can select additional fees, enter amount and allocate or allow the remainder to continue as unallocated
- 7 Select the **BLUE Apply** button to complete all allocations

The allocation will display in the Course Payments Grid. If you have additional funds unallocated, the amount in the unallocated Payments grid adjusts to reflect the new amount.

Lazzaro, LaTricia M 100001240
Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment
09/15/2014	\$0.00	89	Check	Unallocated Pa...	PELL	
09/15/2014	\$3,000.00	7890	Check	Unallocated Pa...	PELL	

Course Payments

Date	Amount	Check #	Method	Type	Funding Source	Comment

Select Type of Processing:
 Payment
 Employer Billing
 Credit/Discount
 Refund
 Bad Check

Step 1: Payment Information Full-Time LPN

Payment Amount: Funding Source:
Disbursement Date: Payment Method:
Received Date: ID #:
Note(s):

Step 2: Payment Allocations Remaining Unallocated:

Date	Fee	Amount	Original Fee	Fee Balance	Allocation
08/10/2012	Application/Test Fee	\$75.00	\$75.00	\$75.00	
08/10/2012	FT LPN Tuition 201213	\$8,500.00	\$8,500.00	\$8,500.00	

Step 3: Process

Print Receipt

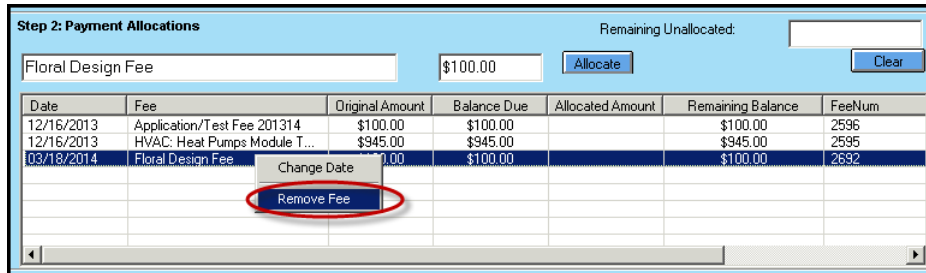
Payment Processing

Student Payment Processing: Allocating & Applying Payments

Helpful Hints: Removing an Erroneous Fee

Fees associate with a student account can be removed **ONLY** if **NO** monies have been allocated to the fee type. Fees charged to a student account in error would use the following functionality:

Right Click the erroneous charge and select **Remove Fee**. The fee will no longer display in the grid



Step 2: Payment Allocations

Remaining Unallocated:

Floral Design Fee \$100.00

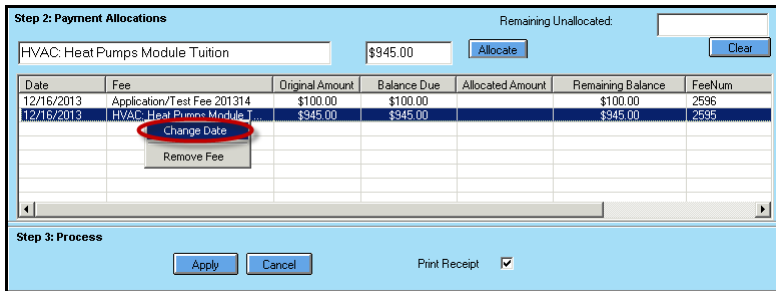
Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/16/2013	Application/Test Fee 201314	\$100.00	\$100.00		\$100.00	2596
12/16/2013	HVAC: Heat Pumps Module T...	\$945.00	\$945.00		\$945.00	2595
03/18/2014	Floral Design Fee	\$100.00	\$100.00		\$100.00	2892

Change Date
Remove Fee

Helpful Hints: Adjusting the date on an allocation

The need may arise to adjust the date on an allocation. To adjust the date:

Right Click the fee type you would like to adjust, modify the date and select **Change Date**. Select the new date from the drop down menu and select the **BLUE SAVE** button. The new date will display in the grid



Step 2: Payment Allocations

Remaining Unallocated:

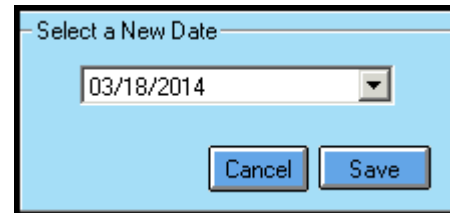
HVAC: Heat Pumps Module Tuition \$945.00

Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/16/2013	Application/Test Fee 201314	\$100.00	\$100.00		\$100.00	2596
12/16/2013	HVAC: Heat Pumps Module T...	\$945.00	\$945.00		\$945.00	2595

Change Date
Remove Fee

Step 3: Process

Print Receipt



Select a New Date

03/18/2014

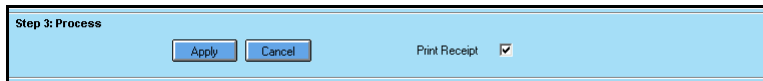


Payment Processing

Student Payment Processing: Allocating & Applying Payments

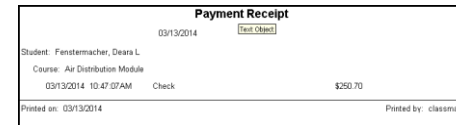
Helpful Hints: Print Receipt

The **Print Receipt** automation can be set as a user default. This feature can be permanently turned by the system administration. This means each time a transaction is made by default automation will create a receipt. If users **DO NOT** have this default set and would like to print a receipt, simply check the Print Receipt box before making a transaction.



Step 3: Process

Apply Cancel Print Receipt



Payment Receipt

03/13/2014 [Print Object]

Student: Fenstermacher, Deana L.

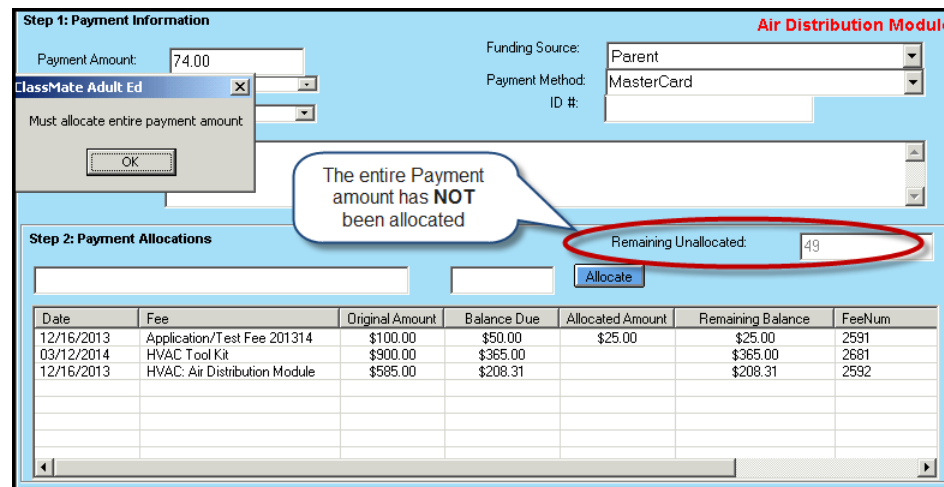
Course: Air Distribution Module

03/13/2014 10:47:07AM Check \$250.70

Printed on: 03/13/2014 Printed by: classmate

Helpful Hints: Allocating funds to a specific course & multiple fee types

The **dollar amount** field located next to the **BLUE** allocate button can be adjusted to reflect the amount needed to be allocated to each fee type. You **MUST** allocate the **ENTIRE** payment amount before applying the payment. A message will display if you do not allocate the **ENTIRE** payment amount.



Step 1: Payment Information Air Distribution Module

Payment Amount: 74.00

Funding Source: Parent

Payment Method: MasterCard

ClassMate Adult Ed

Must allocate entire payment amount

OK

The entire Payment amount has **NOT** been allocated

Remaining Unallocated: 49

Allocate

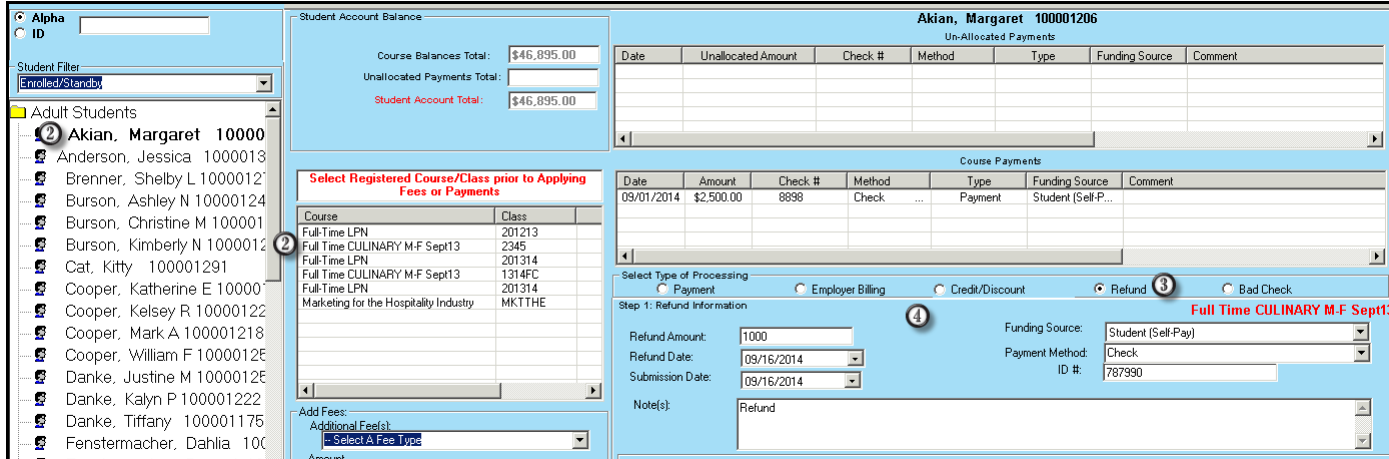
Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/16/2013	Application/Test Fee 201314	\$100.00	\$50.00	\$25.00	\$25.00	2591
03/12/2014	HVAC Tool Kit	\$900.00	\$365.00		\$365.00	2681
12/16/2013	HVAC: Air Distribution Module	\$585.00	\$208.31		\$208.31	2592



Payment Processing

Student Payment Processing: Applying a Refund

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course** the Refund should be applied
- 3 Select the **Refund** Radio button



Alpha
ID

Student Filter
Enrolled/Standby

Adult Students

- 2 Akian, Margaret 10000
- Anderson, Jessica 1000013
- Brenner, Shelby L 1000012
- Burson, Ashley N 10000124
- Burson, Christine M 100001
- Burson, Kimberly N 1000012
- Cat, Kitty 100001291
- Cooper, Katherine E 10000
- Cooper, Kelsey R 10000122
- Cooper, Mark A 100001218
- Cooper, William F 1000012E
- Danke, Justine M 1000012E
- Danke, Kalyn P 100001222
- Danke, Tiffany 100001175
- Fenstermacher, Dahlia 10

Student Account Balance

Course Balances Total: \$46,895.00
Unallocated Payments Total:
Student Account Total: \$46,895.00

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Full-Time LPN	201213
Full Time CULINARY M-F Sept13	2345
Full-Time LPN	201314
Full Time CULINARY M-F Sept13	1314FC
Full-Time LPN	201314
Marketing for the Hospitality Industry	MKTTHE

Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment
------	--------------------	---------	--------	------	----------------	---------

Course Payments

Date	Amount	Check #	Method	Type	Funding Source	Comment
09/01/2014	\$2,500.00	8898	Check	Payment	Student (Self-P...	

Select Type of Processing

Payment Employer Billing Credit/Discount Refund Bad Check

Step 1: Refund Information

Refund Amount: 1000
Refund Date: 09/16/2014
Submission Date: 09/16/2014
Notes: Refund

Funding Source: Student (Self-Pay)
Payment Method: Check
ID #: 787990

Full Time CULINARY M-F Sept13

- 4 Populate the following Payment Information Fields:

- Refund Amount:** Enter the refund amount
- Funding Source:** Select from the drop down menu
- Payment Method:** Select from the drop down menu
- ID:** Enter an ID # associated with the payment method. It is required for checks
- Refund Date:** Select from the drop down menu
- Submission Date:** Enter the date. System will default to current date.
- Notes:** Enter any additional notes. The System auto creates a notation referencing the **Refund**. Add to this note ,edit or remove the auto created notation



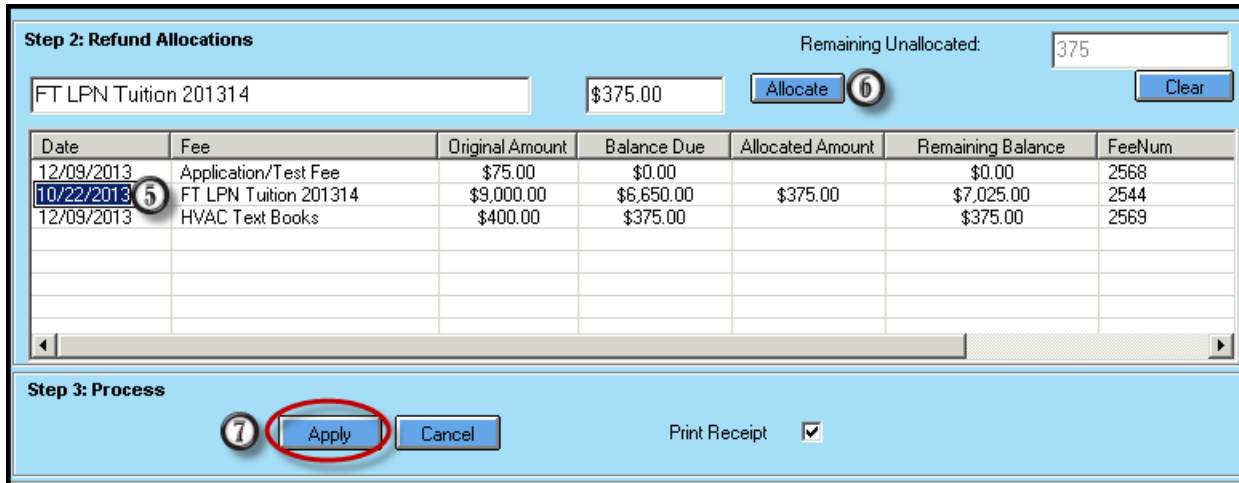
Payment Processing

Student Payment Processing: Applying a Refund

- 5 Select the **Fee Type** you would like to pull the refund from. Associate fees are listed in the grid. This is the fee type the refund will be removed from. Funds **MUST** have been allocated to this fee type originally if you want to apply a refund. Refunds **CANNOT** be used on a fee type with no applied allocations
- 6 The **Refund** dollar amount field to the left of the **BLUE** Allocate button needs to be adjusted to reflect the amount being pulled from each fee type. If you are refunding a single fee, enter the entire amount.

Should the need arise to allocate/pull a refund from multiple fee types, simply follow the steps outlined above until the remaining unallocated funds field has a zero dollar amount. Remember to edit the dollar amount field to the left of the **BLUE** Allocate button to reflect the amount to allocate to each fee type.

- 7 Select the **BLUE** Allocate button
- 8 Select the **BLUE** Apply button



Step 2: Refund Allocations Remaining Unallocated: 375

FT LPN Tuition 201314 \$375.00 **Allocate** **6** **Clear**

Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/09/2013	Application/Test Fee	\$75.00	\$0.00		\$0.00	2568
10/22/2013 5	FT LPN Tuition 201314	\$9,000.00	\$6,650.00	\$375.00	\$7,025.00	2544
12/09/2013	HVAC Text Books	\$400.00	\$375.00		\$375.00	2569

Step 3: Process

7 **Apply** **Cancel** Print Receipt



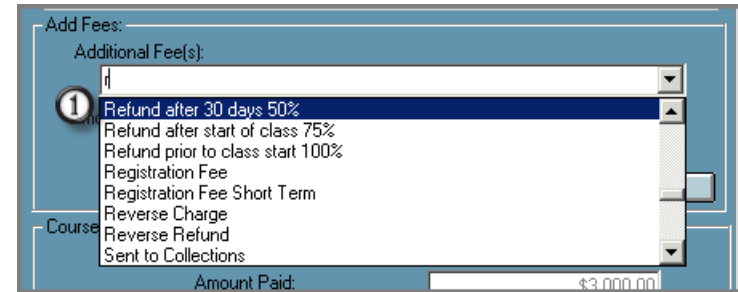
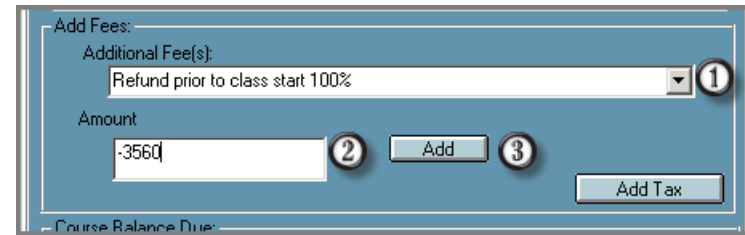
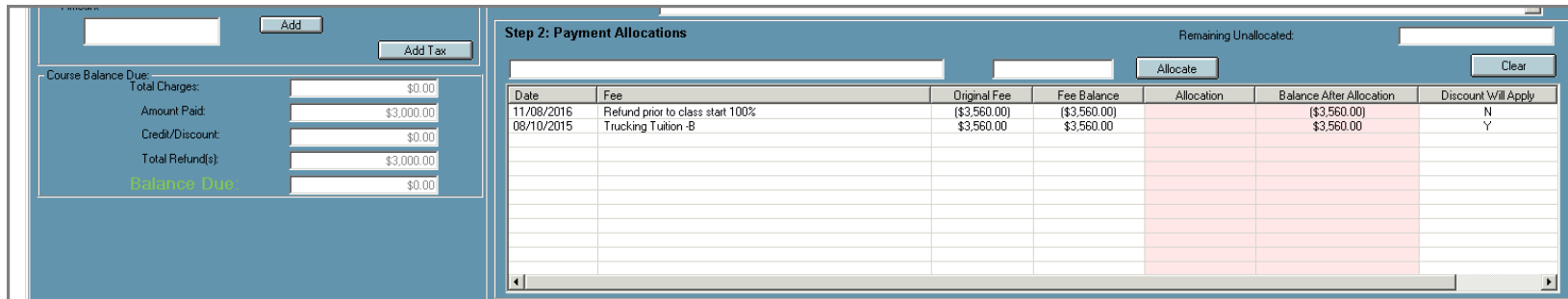
Payment Processing

Student Payment Processing: Adjusting the Balance Due After a Refund

After applying a refund, users will often need to adjust the balance due to reflect school refund policies, regulations guiding refund amounts, etc.

To adjust a balance due or zero out a student account

- ① Select the **Fee Type** from the additional fees drop down menu. If the fee type does not display in the drop down, contact your system administrator for assistance
- ② Enter the **Amount** to be refunded dependent upon the fee selected. This amount will be a negative number. If the refund is 100 %, then enter – entire amount. This will zero out the student account. If the refund is 50%, enter – 50 % amount. This will reduce the balance by 50%
- ③ Select the **BLUE** Add button

Date	Fee	Original Fee	Fee Balance	Allocation	Balance After Allocation	Discount Will Apply
11/08/2016	Refund prior to class start 100%	(\$3,560.00)	(\$3,560.00)		(\$3,560.00)	N
08/10/2015	Trucking Tuition -B	\$3,560.00	\$3,560.00		\$3,560.00	Y



Payment Processing

Student Payment Processing: Applying a Refund

Helpful Hints: Existing Payments

Note the **Course Payments** Grid after a Refund(s) has been applied

Course Payments						
Date	Amount	Check #	Method	Type	Funding Source	Comment
01/29/2014	\$2,000.00	156	Check ...	Payment	PELL	
12/17/2013	-\$500.00	900	Check ...	Refund	Student (Self-P...	Refund
12/17/2013	\$2,000.00	798	Check ...	Payment	Student (Self-P...	
12/17/2013	\$100.00	7898	Check ...	Payment	Student (Self-P...	

Helpful Hints: Balance Due

Note the **Course Balance Due** Grid after a refund has been applied. The **Refund** is displayed and the Total Course balance due reflects the refund(s)

In accordance with your schools refund policies and procedures, users can now adjust the balance due using fees (negative numbers are allowed in fees) and reverse charges

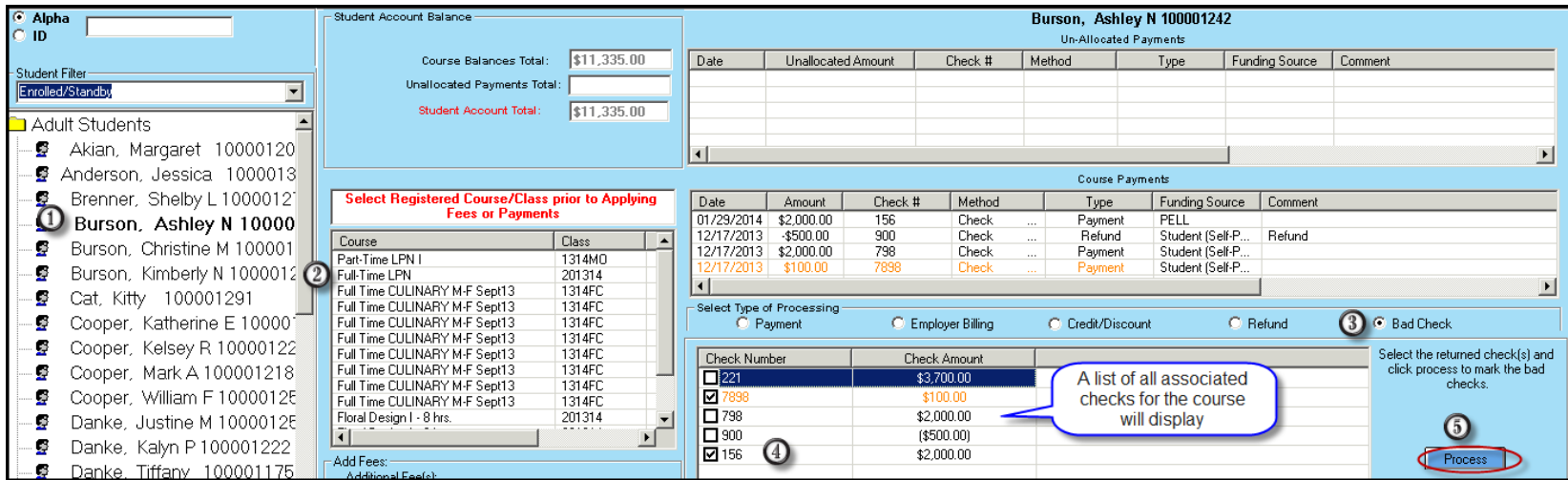
Course Balance Due:	
Total Charges:	\$14,850.00
Amount Paid:	\$4,000.00
Credit/Discount:	\$0.00
Total Refund(s):	\$500.00
Balance Due:	\$11,350.00



Payment Processing

Student Payment Processing: Flagging A Bad Check

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course** the **Bad Check** is associated
- 3 Select the **Bad Check** radio button. A listing of checks associated with the course will be display
- 4 Select the **Bad Check** from the list by placing a check mark in the box to the left of the check number
- 5 Select the **BLUE** Process button



Alpha
ID

Student Filter
Enrolled/Standby

Adult Students

- Akian, Margaret 10000120
- Anderson, Jessica 1000013
- Brenner, Shelby L 1000012
- 1 **Burson, Ashley N 10000**
- Burson, Christine M 100001
- Burson, Kimberly N 1000012
- Cat, Kitty 100001291
- Cooper, Katherine E 10000
- Cooper, Kelsey R 10000122
- Cooper, Mark A 100001218
- Cooper, William F 10000125
- Danke, Justine M 10000125
- Danke, Kalyn P 100001222
- Danke, Tiffany 100001175

Student Account Balance

Course Balances Total: \$11,335.00
Unallocated Payments Total:
Student Account Total: \$11,335.00

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Part-Time LPN I	1314MD
Full-Time LPN	201314
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Full Time CULINARY M-F Sept13	1314FC
Floral Design I - 8 hrs.	201314

Burson, Ashley N 100001242
Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment

Course Payments

Date	Amount	Check #	Method	Type	Funding Source	Comment
01/29/2014	\$2,000.00	156	Check ...	Payment	PELL	
12/17/2013	-\$500.00	900	Check ...	Refund	Student (Self-P...	Refund
12/17/2013	\$2,000.00	798	Check ...	Payment	Student (Self-P...	
12/17/2013	\$100.00	7898	Check ...	Payment	Student (Self-P...	

Select Type of Processing

Payment Employer Billing Credit/Discount Refund **3** Bad Check

Check Number	Check Amount
<input type="checkbox"/> 221	\$3,700.00
<input checked="" type="checkbox"/> 7898	\$100.00
<input type="checkbox"/> 798	\$2,000.00
<input type="checkbox"/> 900	(\$500.00)
<input checked="" type="checkbox"/> 156	\$2,000.00

4

A list of all associated checks for the course will display

Select the returned check(s) and click process to mark the bad checks.

5 **Process**

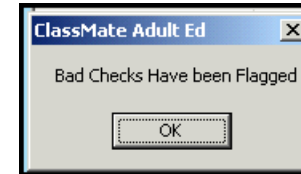
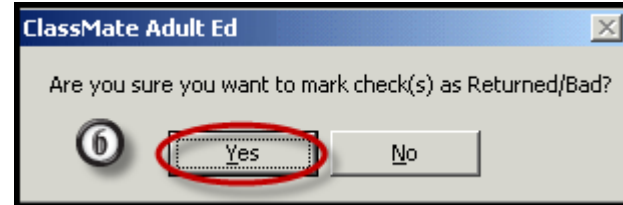


Payment Processing

Student Payment Processing: Flagging A Bad Check

- 6 Select the “YES” button when asked if you are sure you want to mark the checks as Returned/Bad.

A confirmation message will display.



Payment Processing

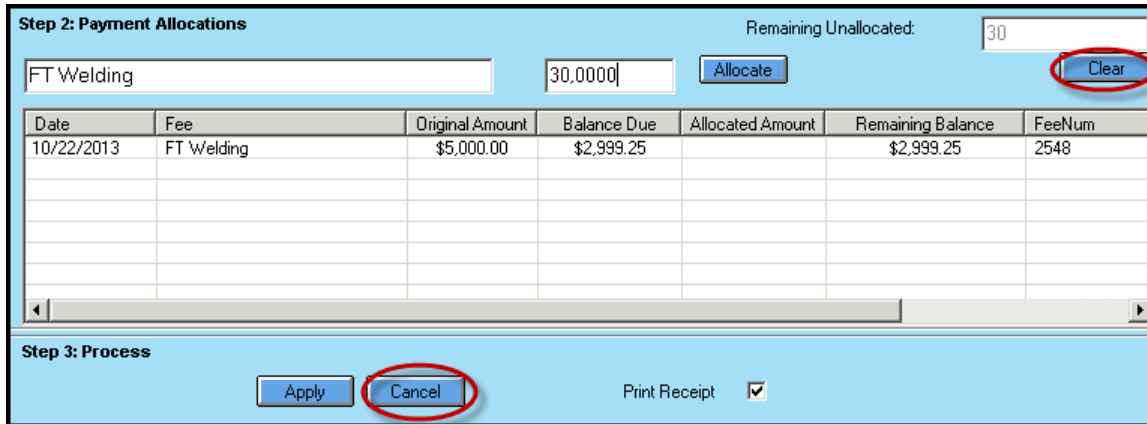
Student Payment Processing: Clearing Allocations and Abandoning any Transaction

Helpful Hints: Clearing the Allocated funds field

Anytime prior to **APPLYING** the allocations you can simply clear the allocated fields and begin again. This may be due to a incorrect dollar amount entered, a wrong selection, etc. As long as the apply button has **NOT** been selected the **BLUE CLEAR** button is your “reset” so you can begin again.

Helpful Hints: Abandoning the entire transaction

Anytime prior to **APPLYING** the allocations you can simply abandon the entire transaction. This may be due to a wrong course or student selection, etc. As long as the apply button has **NOT** been selected the **BLUE Cancel** button will clear all payment related fields. You can then leave the student account confident no transaction has taken place.



Step 2: Payment Allocations

Remaining Unallocated: 30

FT Welding 30,000.00

Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
10/22/2013	FT Welding	\$5,000.00	\$2,999.25		\$2,999.25	2548

Step 3: Process

Print Receipt

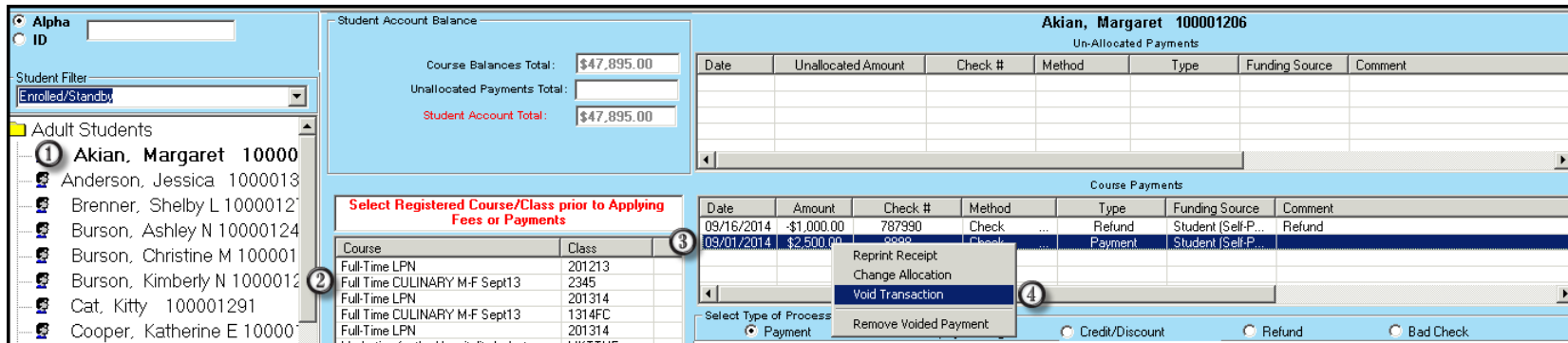


Payment Processing

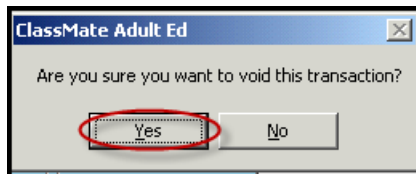
Student Payment Processing: Voiding a Transaction

If an error has made for an existing payment the date/allocation can adjusted. If a correction, edit or adjustment is required for a dollar amount, the transaction must be voided and a new transaction made that reflects the accurate dollar amount.

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course**. All existing payments for the course will display in the grid.
- 3 Select the **Payment to be voided** . Right click on the payment
- 4 Select **Void Transaction**. A confirmation will display. Select **“YES”**. The voided payment will display in **RED**



The screenshot shows the software interface for student payment processing. On the left, a list of students is displayed, with 'Akian, Margaret 10000' selected (marked with a circled 1). In the center, a grid of courses is shown, with 'Full-Time LPN' selected (marked with a circled 2). On the right, a table of payments is displayed, with a payment of \$2,500.00 on 09/01/2014 selected (marked with a circled 3). A context menu is open over this payment, with 'Void Transaction' selected (marked with a circled 4). The interface also shows account balances and a 'Select Registered Course/Class prior to Applying Fees or Payments' warning.



A confirmation dialog box titled 'ClassMate Adult Ed' is shown. It asks 'Are you sure you want to void this transaction?' and has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangle.

Course Payments							
Date	Amount	Check #	Method	Type	Funding Source	Comment	
09/16/2014	-\$1,000.00	787990	Check	Refund	Student (Self-P...	Refund	
09/01/2014	\$2,500.00	8898	Check	Payment	Student (Self-P...		

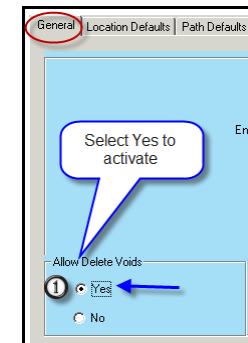
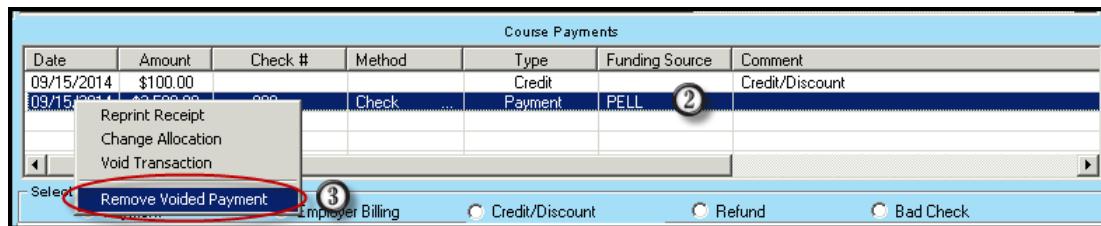


Payment Processing

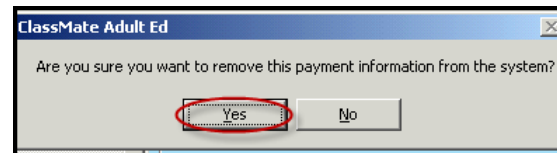
Student Payment Processing: Deleting a Voided Transaction

If an error has made for an existing payment and the payment has been voided, the voided transaction can be deleted if the system administrator has activated that feature.

- ① To activate the **Delete Voided Transaction** feature, System administrators can go to:
ClassMate User Mgmt. >General Tab
- ② Select **“Yes”** to allow voided transactions to be deleted. This only needs to be setup one time
- ③ In the Course Payments grid, select the **RED** voided transaction you need remove. Right click on and select **“Remove Voided Transaction”**



- ④ Select **“YES”** when **“Are you sure you want to remove this payment information from the system?”** message is displayed. The voided payment will be removed



NOTE: Enabling this feature will allow user to remove a trail of voided Transactions

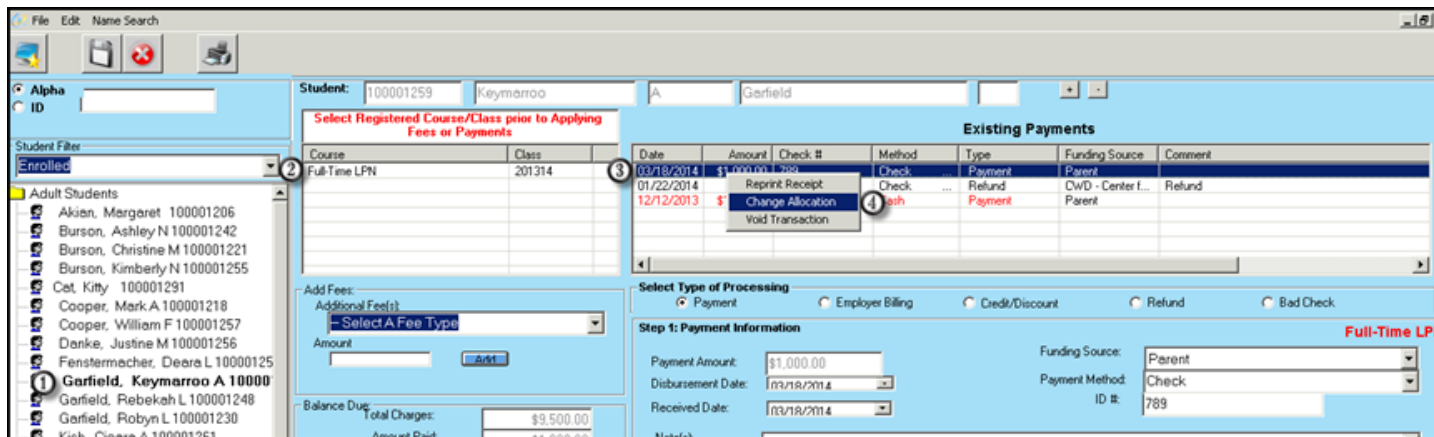


Payment Processing

Student Payment Processing: Changing an Allocation

If you need to change the way an existing payment was allocated, ClassMate allows users the ability to re-allocate funds without voiding the transaction

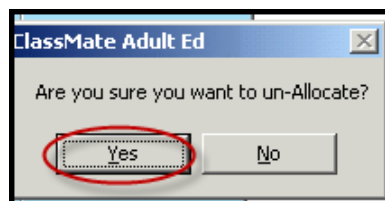
- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course**. All existing payments for the course will display in the grid
- 3 Select the **Payment to be Re-Allocated** . **Right click**
- 4 Select **Change Allocation**. A confirmation will display, Select **“YES”** to un-allocate. You must then reapply the payment allocations so the student account balances are correct.



The screenshot shows the ClassMate software interface. On the left, a list of students is displayed, with 'Garfield, Keymarro A 10000' selected. The main area shows the 'Existing Payments' grid for the selected student and course. The grid contains the following data:

Date	Amount	Check #	Method	Type	Funding Source	Comment
03/18/2014	\$1,000.00	1200	Check	Payment	Parent	
01/22/2014			Check	Refund	DWD - Center f...	Refund
12/12/2013			Cash	Payment	Parent	

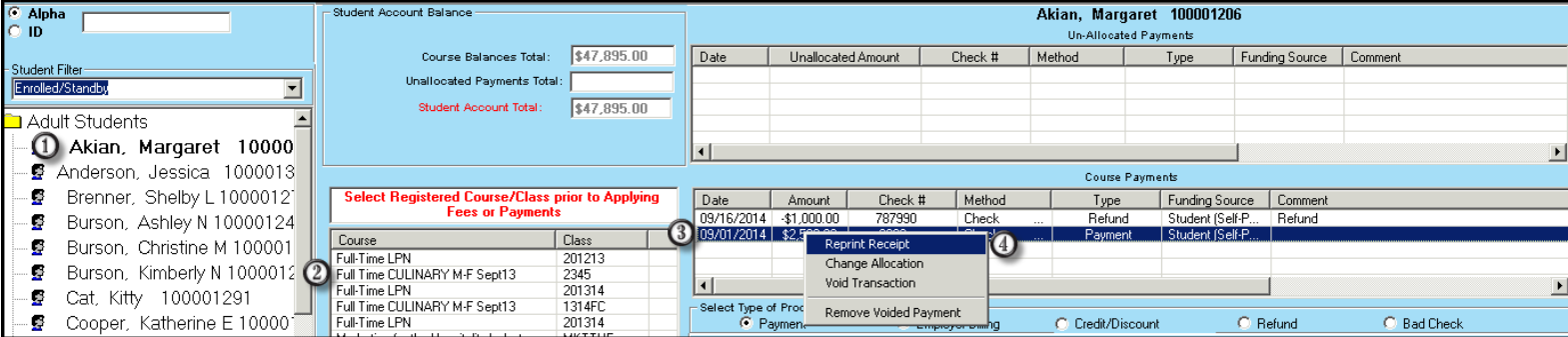
A context menu is open over the 12/12/2013 payment, with 'Change Allocation' selected. The interface also shows 'Add Fees' and 'Payment Information' sections.



Payment Processing

Student Payment Processing: Reprinting a Receipt

- ① Select the **Student Name** from the listing on the left of the screen
- ② Select the **Course**. All existing payments for the course will display in the grid
- ③ Select the **Refund** Radio button
- ④ Select the **Payment** for which you would like to reprint a receipt. Right click select **Reprint Receipt** and print as needed



Student Account Balance

Course Balances Total: \$47,895.00
 Unallocated Payments Total: \$0.00
 Student Account Total: \$47,895.00

Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment

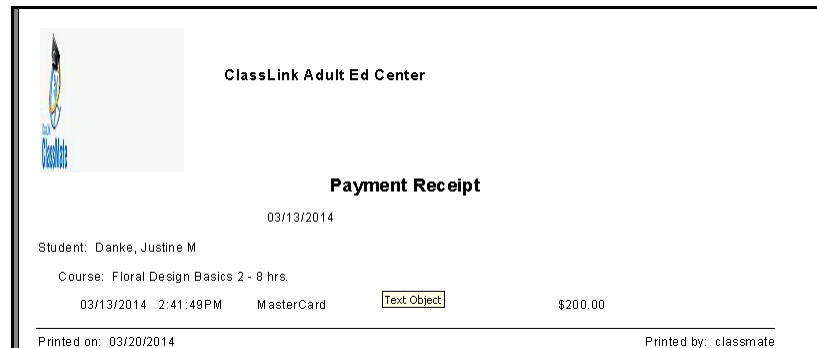
Course Payments

Date	Amount	Check #	Method	Type	Funding Source	Comment
09/16/2014	-\$1,000.00	787990	Check	Refund	Student (Self-P...	Refund
09/01/2014	\$2,500.00			Payment	Student (Self-P...	

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Full-Time LPN	201213
Full Time CULINARY M-F Sept13	2345
Full-Time LPN	201314
Full Time CULINARY M-F Sept13	1314FC
Full-Time LPN	201314

Select Type of Proc: Payment Credit/Discount Refund Bad Check



Payment Processing

Employer Billing/Payments

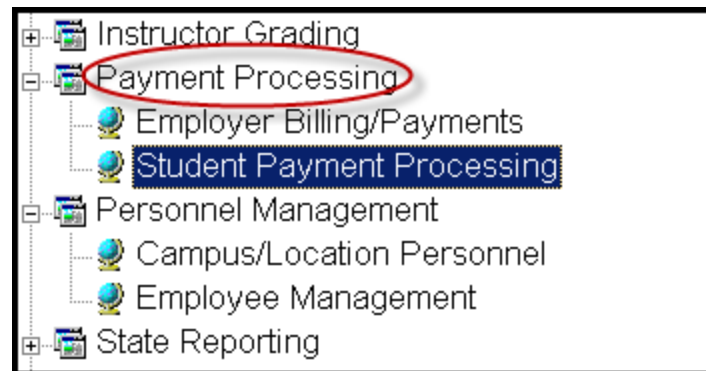
ClassMate offers users the ability to transfer all or part of the fiscal responsibility for student associated Fees to employers. If your school direct bills the employers, receives payments from employers, etc. ClassMate can create invoices, capture employer payments and record to the student account.

Getting Started

Double click **Modules** >

Double click **Payment Processing** >

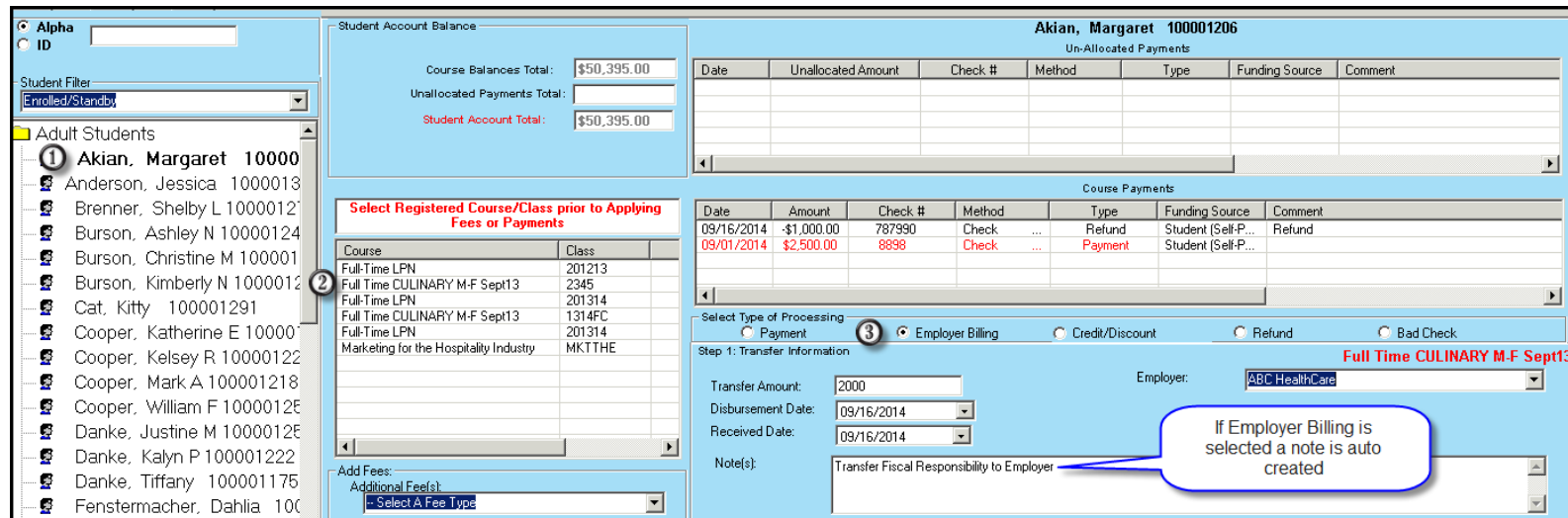
Click **Student Payment Processing**



Payment Processing

Student Payment Processing: Applying Employer Billing

- 1 Select the **Student Name** from the listing on the left of the screen
- 2 Select the **Course** the **Employer** should be billed
- 3 Select the **Employer Billing** Radio button. If the employer billing radio button is selected, a note is auto created



Alpha ID [Search Box]

Student Filter: **Enrolled/Standby**

Adult Students

- 1 **Akian, Margaret 10000**
- Anderson, Jessica 1000013
- Brenner, Shelby L 1000012
- Burson, Ashley N 10000124
- Burson, Christine M 100001
- Burson, Kimberly N 1000012
- Cat, Kitty 100001291
- Cooper, Katherine E 10000
- Cooper, Kelsey R 10000122
- Cooper, Mark A 100001218
- Cooper, William F 10000125
- Danke, Justine M 10000125
- Danke, Kaly P 100001222
- Danke, Tiffany 100001175
- Fenstermacher, Dahlia 100

Student Account Balance

Course Balances Total: \$50,395.00

Unallocated Payments Total: [Empty]

Student Account Total: \$50,395.00

Select Registered Course/Class prior to Applying Fees or Payments

Course	Class
Full-Time LPN	201213
Full Time CULINARY M-F Sept13	2345
Full-Time LPN	201314
Full Time CULINARY M-F Sept13	1314FC
Full-Time LPN	201314
Marketing for the Hospitality Industry	MKTTHE

Akian, Margaret 100001206

Un-Allocated Payments

Date	Unallocated Amount	Check #	Method	Type	Funding Source	Comment
------	--------------------	---------	--------	------	----------------	---------

Course Payments

Date	Amount	Check #	Method	Type	Funding Source	Comment
09/16/2014	-\$1,000.00	787990	Check ...	Refund	Student (Self-P...	Refund
09/01/2014	\$2,500.00	8898	Check ...	Payment	Student (Self-P...	

Select Type of Processing

Payment **Employer Billing** Credit/Discount Refund Bad Check

Step 1: Transfer Information

Transfer Amount: 2000

Disbursement Date: 09/16/2014

Received Date: 09/16/2014

Employer: ABC HealthCare

Note(s): Transfer Fiscal Responsibility to Employer

Full Time CULINARY M-F Sept13

If Employer Billing is selected a note is auto created



Payment Processing

Student Payment Processing: Applying Employer Billing



4 Populate the following **Transfer Information** Fields:

- Transfer Amount:** Enter the amount of fiscal responsibility transferred to the employer
- Employer:** Select the Employer from the drop down list. Contact your system administrator if a required employer is not in the listing
- Disbursement Date:** Enter the date. System will default to current date
- Received Date:** Enter the date. System will default to current date
- Notes:** Enter any additional notes. The System auto creates a notation of fiscal responsibility transfer. Add to this note, edit or remove the auto created notation

Select Type of Processing

Payment Employer Billing Credit/Discount Refund Bad Check

Step 1: Transfer Information

Transfer Amount: 5,000

Disbursement Date: 03/13/2014

Received Date: 03/13/2014

Note(s): Transfer Fiscal Responsibility to Employer

Employer: Dupont, Inc.

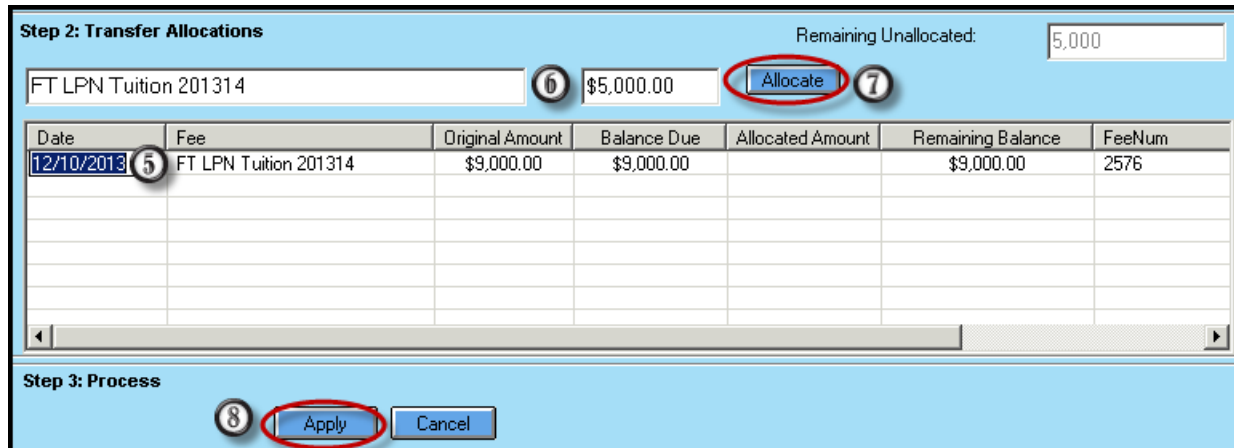
FT CUL M-F Sept1



Payment Processing

Student Payment Processing: Applying Employer Billing

- 5 Select the **Fee Type** from the associate fee grid. This is the fee type to which the transfer will be allocated.
- 6 Enter the **Allocation/payment** dollar amount in the field to the left of the **BLUE** Allocate button. If you are allocating the transfer to a single fee type, there is no need to change the amount- it will default to the amount entered in **Transfer Amount** field
Should the need arise to allocate a transfer to multiple fee types, simply follow the steps outlined above until the remaining unallocated funds field has a zero dollar amount. Remember to edit the dollar amount field to the left of **BLUE** Allocate button to reflect the amount to allocate to each fee type.
- 7 Select the **BLUE** Allocate button
- 8 Select the **BLUE** Apply button



Step 2: Transfer Allocations Remaining Unallocated: 5,000

FT LPN Tuition 201314 \$5,000.00 Allocate

Date	Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
12/10/2013	FT LPN Tuition 201314	\$9,000.00	\$9,000.00		\$9,000.00	2576

Step 3: Process Apply Cancel



Payment Processing

Employer Billing/Payments

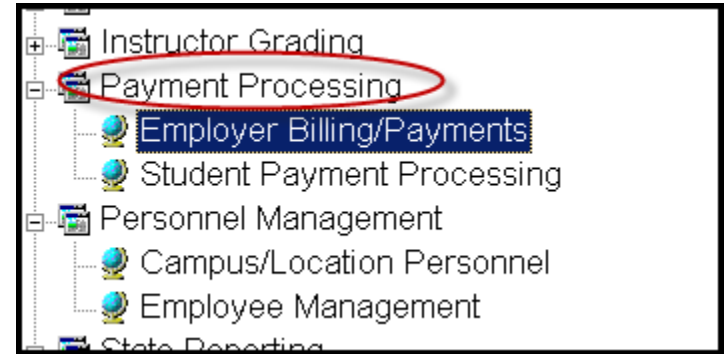
Getting Started

Double click **Modules** >

Double click **Payment Processing** >

Click **Employer Billing/Payments**

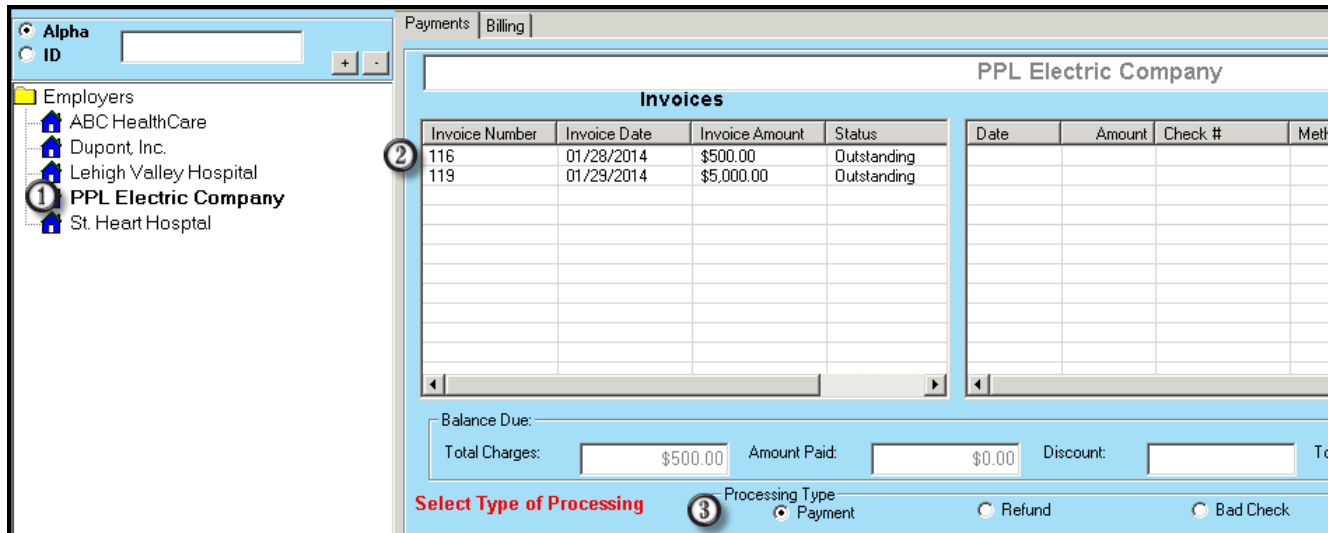
In the Employer Billing/Payments Module, the ClassMate user can create Employer Invoices, process payments, apply refunds, and flag bad checks.



Payment Processing

Employer Billing/Payments: Receiving Employer Payments

- 1 Select the **Employer Name** from the listing on the left of the screen. Ensure you are on the **Payments Tab**.
- 2 Select the **Invoice Number** the payment is being applied. The Invoiced amount will display in the balance due field.
- 3 Select the **Payment Radio** button in Processing Type .



Alpha ID []

Employers

- ABC HealthCare
- Dupont, Inc.
- Lehigh Valley Hospital
- 1 PPL Electric Company**
- St. Heart Hospital

Payments | Billing | PPL Electric Company

Invoices			
Invoice Number	Invoice Date	Invoice Amount	Status
116	01/28/2014	\$500.00	Outstanding
119	01/29/2014	\$5,000.00	Outstanding

Date	Amount	Check #	Method

Balance Due:

Total Charges: \$500.00 Amount Paid: \$0.00 Discount: [] Total: []

Select Type of Processing

Processing Type

Payment Refund Bad Check



Payment Processing

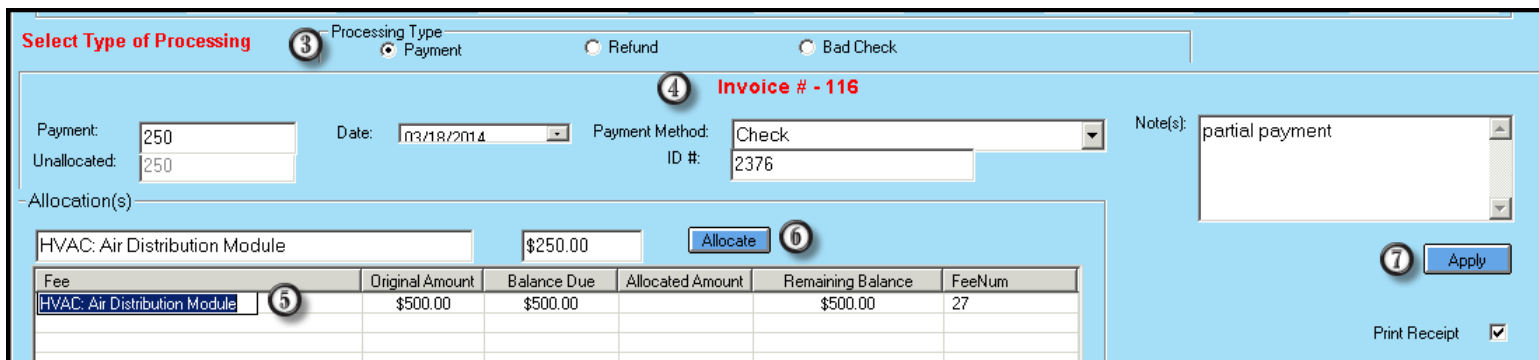
Employer Billing/Payments: Receiving Employer Payments

- ④ Populate the following **Invoice Payment Information** Fields:
- Payment Amount:** Enter the amount of fiscal responsibility transferred to the employer
 - Date:** Enter the date. System will default to current date.
 - Payment Method:** Select the payment method from the drop down menu
 - ID #:** Enter the related ID# associated with the payment method.
 - Notes:** Enter any additional notes related to the payment or invoice

- ⑤ Select the **Fee** associated with the invoice and payment

- ⑥ Ensure the dollar amount is correct in the field to the left of the **BLUE** allocate button. Select the **BLUE Allocate Button** to credit the fee type with a payment

- ⑦ Select the **BLUE Apply Button**



Select Type of Processing

③ Processing Type
 Payment Refund Bad Check

④ Invoice # - 116

Payment: 250 Date: 03/18/2014 Payment Method: Check Note(s): partial payment
Unallocated: 250 ID #: 2376

Allocation(s)

HVAC: Air Distribution Module	\$250.00	Allocate
-------------------------------	----------	----------

Fee	Original Amount	Balance Due	Allocated Amount	Remaining Balance	FeeNum
HVAC: Air Distribution Module	\$500.00	\$500.00		\$500.00	27

⑦ Apply

Print Receipt



Payment Processing

Employer Billing/Payments: Receiving Employer Payments

On the **Payment Tab** you will see the

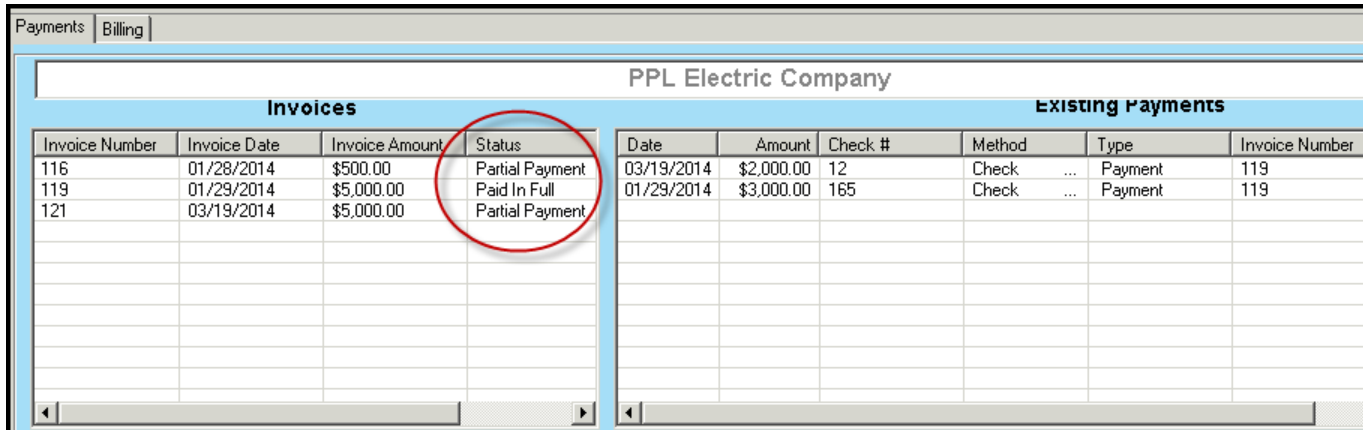
Payment Amount: Enter the amount of fiscal responsibility transferred to the employer

Date: Enter the date. System will default to current date

Payment Method: Select the payment method from the drop down menu

ID #: Enter the related ID# associated with the payment method

Notes: Enter any additional notes related to the payment or invoice



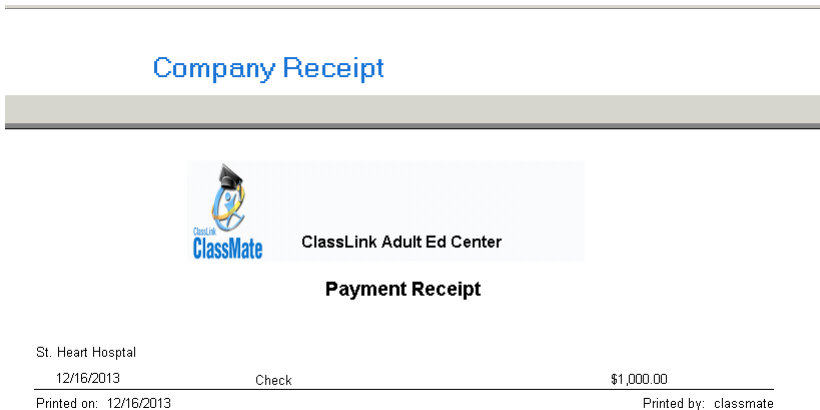
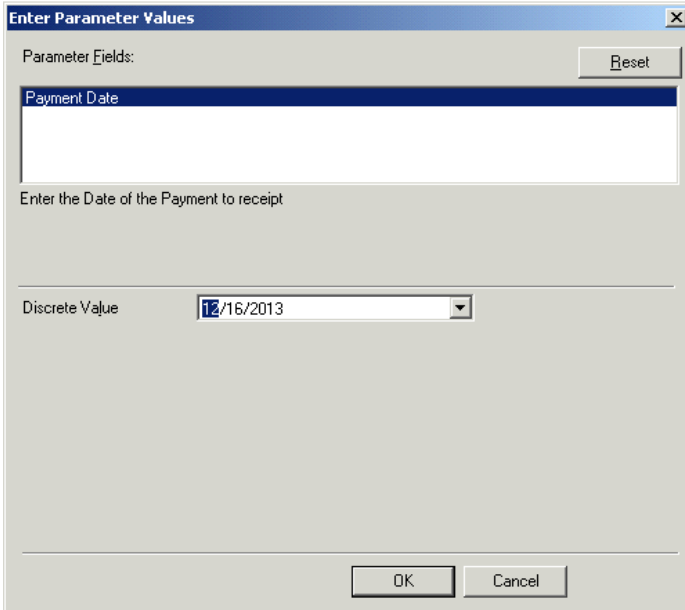
Invoices				Existing Payments					
Invoice Number	Invoice Date	Invoice Amount	Status	Date	Amount	Check #	Method	Type	Invoice Number
116	01/28/2014	\$500.00	Partial Payment	03/19/2014	\$2,000.00	12	Check ...	Payment	119
119	01/29/2014	\$5,000.00	Paid In Full	01/29/2014	\$3,000.00	165	Check ...	Payment	119
121	03/19/2014	\$5,000.00	Partial Payment						



Payment Processing

Employer Billing/Payments: Applying a Payment

When the print dialog appears, select **OK** to print the receipt



To disable the auto-receipt functionality, uncheck the print receipt box.

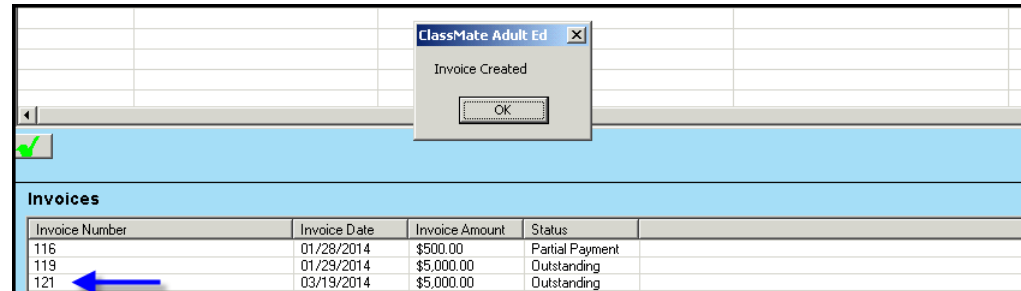


Payment Processing

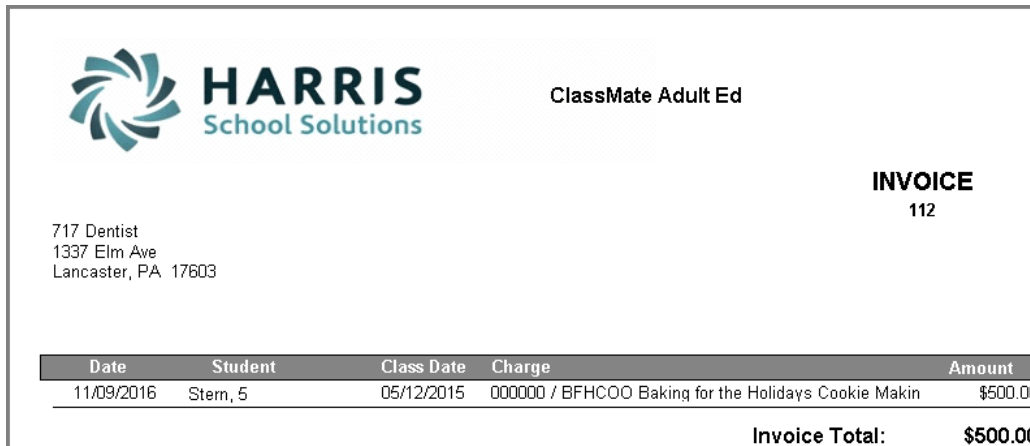
Student Payment Processing: Creating An Invoice

A confirmation message indicating the Invoice has been created will display. The **Invoice Grid** will now list the newly created invoice with the:

- Invoice Number
- Invoice Date
- Invoice Amount
- Status



After the Invoice has successfully been created in the system, users can then print/export the Employer Invoices



The screenshot shows a printed invoice from Harris School Solutions. The header includes the Harris School Solutions logo and the text "ClassMate Adult Ed". The invoice number is 112. The address is 717 Dentist, 1337 Elm Ave, Lancaster, PA 17603. The invoice table has the following data:

Date	Student	Class Date	Charge	Amount
11/09/2016	Stern, 5	05/12/2015	000000 / BFHCOO Baking for the Holidays Cookie Makin	\$500.00

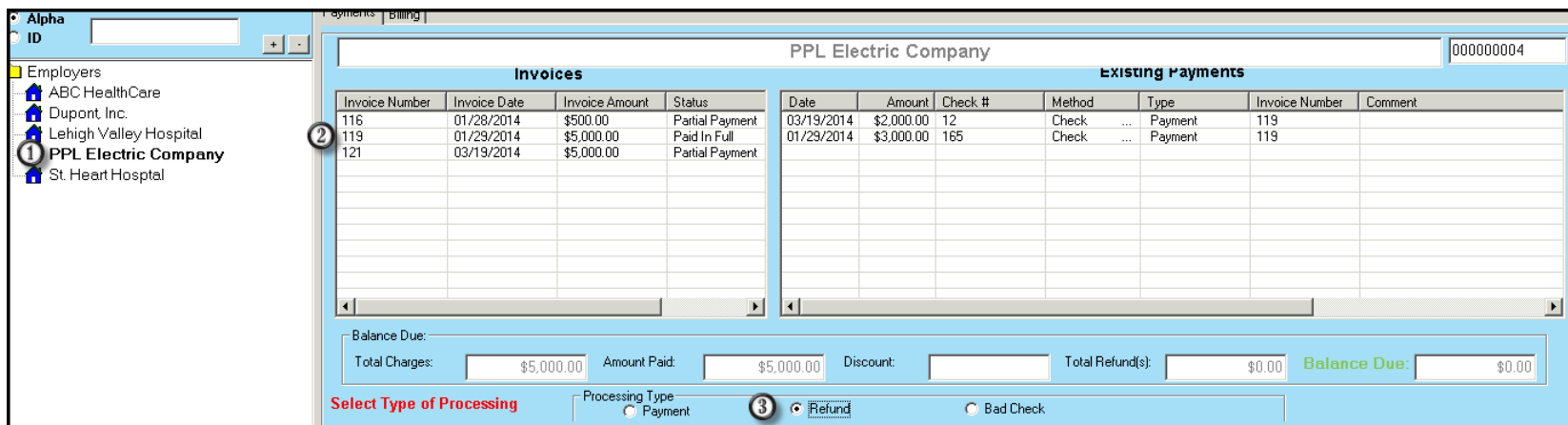
The invoice total is \$500.00.



Payment Processing

Employer Billing/Payments: Applying an Employer Refund

- 1 Select the **Employer Name** from the listing on the left of the screen. Ensure you are on the **Payments Tab**
- 2 Select the **Invoice Number** the refund is being applied
- 3 Select the **Refund** Radio button in Processing Type



Alpha ID: []

Employers:

- ABC HealthCare
- Dupont, Inc.
- Lehigh Valley Hospital
- 1 PPL Electric Company**
- St. Heart Hospital

PPL Electric Company 000000004

Invoices				Existing Payments						
Invoice Number	Invoice Date	Invoice Amount	Status	Date	Amount	Check #	Method	Type	Invoice Number	Comment
116	01/28/2014	\$500.00	Partial Payment	03/19/2014	\$2,000.00	12	Check	...	Payment	119
119	01/29/2014	\$5,000.00	Paid In Full	01/29/2014	\$3,000.00	165	Check	...	Payment	119
121	03/19/2014	\$5,000.00	Partial Payment							

Balance Due: Total Charges: \$5,000.00 Amount Paid: \$5,000.00 Discount: Total Refund(s): \$0.00 Balance Due: \$0.00

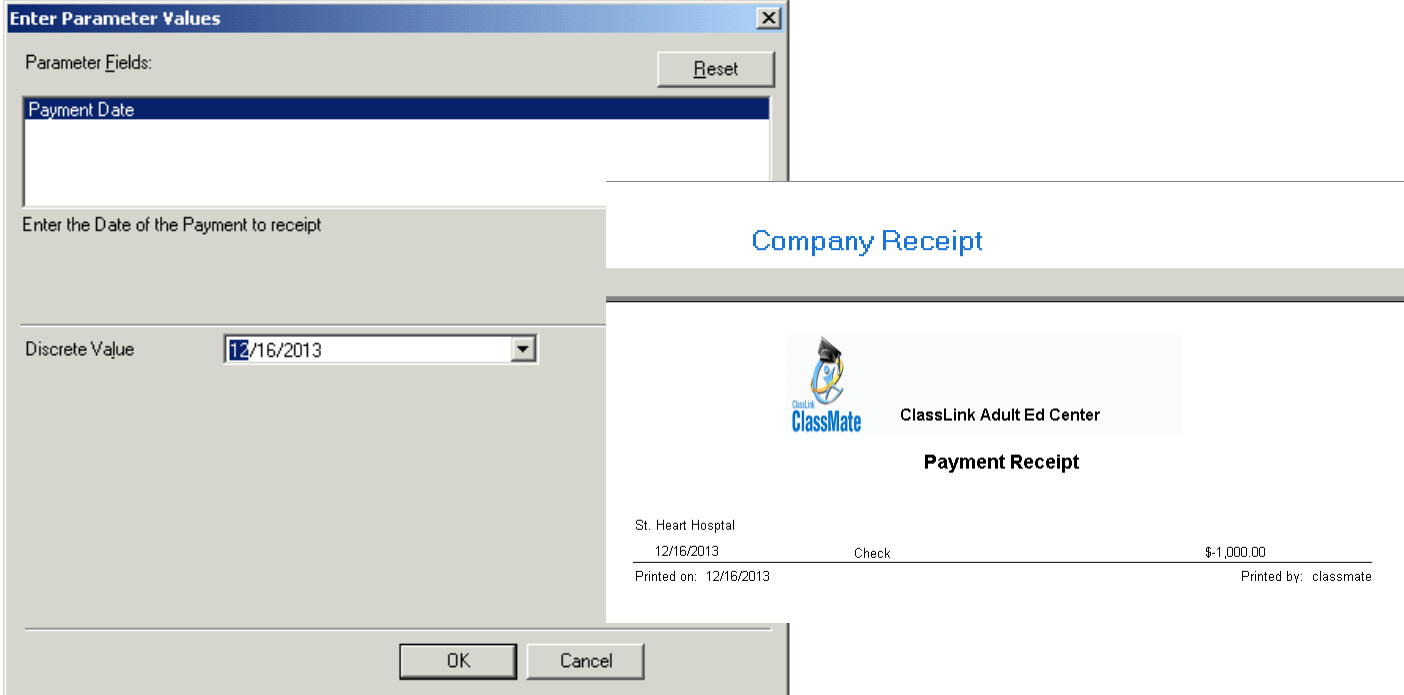
Select Type of Processing Processing Type: Payment **3 Refund** Bad Check



Payment Processing

Employer Billing/Payments: Applying a Refund

When the print dialog appears, select OK to print the receipt



The screenshot shows a software interface with two overlapping windows. The foreground window is titled "Enter Parameter Values" and contains a "Parameter Fields:" section with a "Reset" button. Below this is a "Payment Date" field with a date picker set to 12/16/2013. The background window is a "Company Receipt" for "ClassLink Adult Ed Center". It features the ClassMate logo and the text "Payment Receipt". The receipt details include "St. Heart Hospital", "12/16/2013", "Check", and "\$-1,000.00". It also shows "Printed on: 12/16/2013" and "Printed by: classmate".

Enter Parameter Values


Parameter Fields:

Payment Date

Enter the Date of the Payment to receipt

Discrete Value: 12/16/2013

Company Receipt

 **ClassLink Adult Ed Center**

Payment Receipt

St. Heart Hospital
12/16/2013 Check \$-1,000.00

Printed on: 12/16/2013 Printed by: classmate



Student Payment Processing

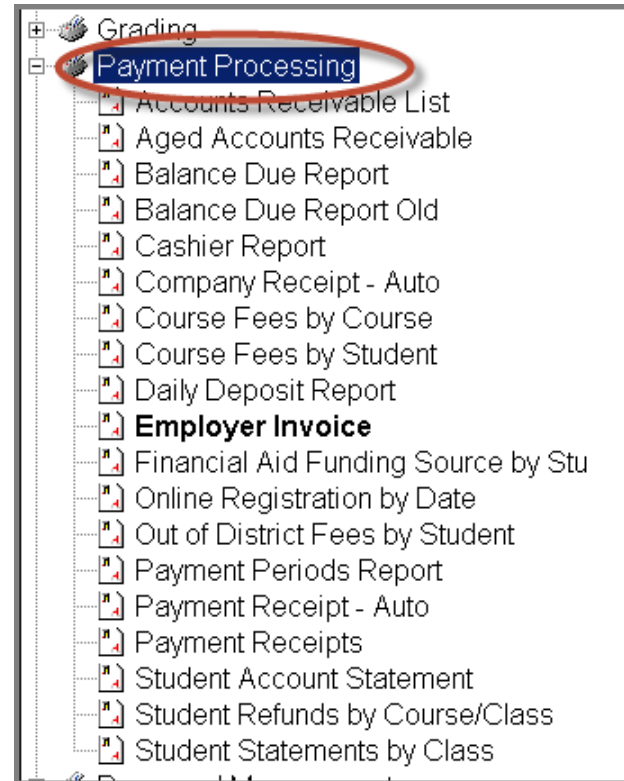
Payment Processing Reports

Getting Started

Double click **Reports** >

Double click **Payment Processing**

The following slides contains **SAMPLES** of the various reports currently available



ClassMate *for* Adult Education

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Bath, PA 1801

Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1

www.classmate.net
<http://harrisschoolsolutions.com/>

