

Payments > Third Party Refund Allocation

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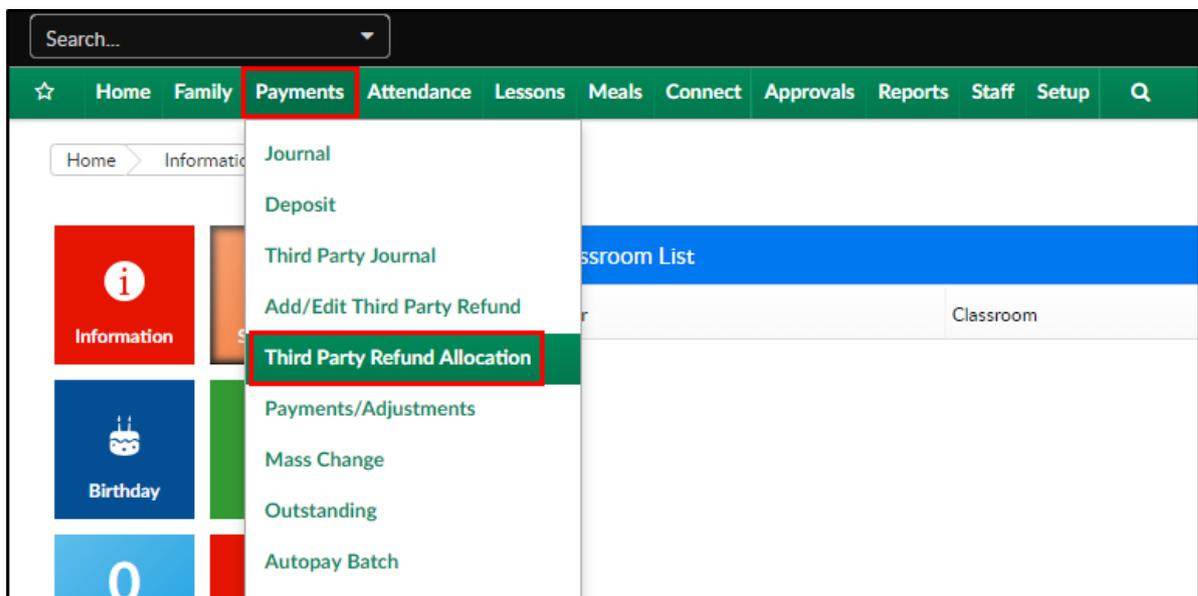
The Payments > Third Party Refund Allocation screen is where users are able to associate a refund that has been setup with a specific balance on a child/family account.

This is typically the second step of the agency refund process, the first step is on the [Payments > Add/Edit Third Party Refund](#) screen.

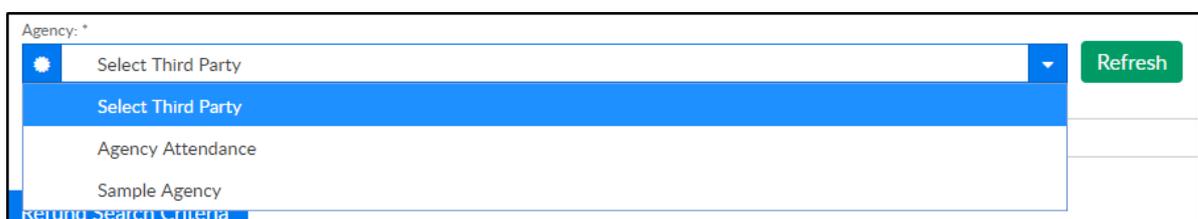
Please Note: If a third party refund has been created, the user will automatically be directed to the Third Party Allocation screen.

Allocate a Refund

1. Click Payments, then select Third Party Refund Allocation



2. Agency - select the agency that requested the refund from the Agency drop-down



- Select Refund - choose the specific refund that was created on the [Add/Edit Third Party Refund](#) screen

- Once a Refund is selected, the Refund Search Criteria will populate based on the information added during the refund setup. This information can be changed if needed

- Click Search. This will populate a list of families/students that match the search criteria under the Refunds section

Family Name	Child	Billing Period	Original Payment	Prior Refund	Available for Refund	Refund Amount	Comments
Giant	Jolly Green Giant	12/01/18-12/31/18	-500.00	0.00	-500.00	0.00	
Giant	Jolly Green Giant	12/01/18-12/31/18	-250.00	0.00	-250.00	0.00	
Giant	Jolly Green Giant	12/01/18-12/31/18	500.00	100.00	400.00	0.00	
Giant	Jolly Green Giant	12/01/18-12/31/18	500.00	0.00	500.00	0.00	
Giant	Jolly Green Giant	12/01/18-	250.00	0.00	250.00	0.00	

- To allocate a refund to a specific student, double click in the Refund Amount field. **Please Note:** different amounts can be allocated to different students. For example, if the total refund amount is \$500, \$100 can be allocated to 5 different students

Refunds							
Family Name	Child	Billing Period	Original Payment	Prior Refund	Available for Refund	Refund Amount	Comments
		01/31/19					
Giant	Jolly Green Giant	01/01/19-01/31/19	500.00	0.00	500.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	500.00	100.00	400.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	250.00	0.00	250.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	-500.00	0.00	-500.00	0.00	

7. This will open an editable field to enter the amount of the refund

Refunds							
Family Name	Child	Billing Period	Original Payment	Prior Refund	Available for Refund	Refund Amount	Comments
		01/31/19					
Giant	Jolly Green Giant	01/01/19-01/31/19	500.00	0.00	500.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	500.00	100.00	400.00	100.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	250.00	0.00	250.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	-500.00	0.00	-500.00	0.00	

8. Once the Refund Amounts equal the total refund amount, click Post Refund

Refunds							
Family Name	Child	Billing Period	Original Payment	Prior Refund	Available for Refund	Refund Amount	Comments
		01/31/19					
Giant	Jolly Green Giant	01/01/19-01/31/19	500.00	0.00	500.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	500.00	100.00	400.00	100.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	250.00	0.00	250.00	0.00	
Giant	Jolly Green Giant	01/01/19-01/31/19	-500.00	0.00	-500.00	0.00	

Post Refund

9. Click OK on the confirmation popup

10. Click OK on the Post Refund confirmation popup