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

- Search. ☆ Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup Q Journal Home Informatio Deposit Third Party Journal sroom List (i) Add/Edit Third Party Refund Classroom Information Third Party Refund Allocation Payments/Adjustments Mass Change Birthday Outstanding Autopay Batch
- 1. Click Payments, then select Third Party Refund Allocation

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

drop-down

Agency: *		
Select Third Party	-	Refresh
Select Third Party		
Agency Attendance		
Sample Agency		

3. Select Refund - choose the specific refund that was created on the

Add/Edit Third Party Refund screen

Select I	Refund	
•	Select Refund	-
	Select Refund	
	DHS - 555 @ 01/16/2019-100.00	

4. 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

Refund Search Criteria	
Center: DCW Transactional- CENTER 1	•
Post From Date	Post To Date
О1/01/2019	О1/31/2019
First Name:	Last Name:
a	۵
	Search

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

Refunds							
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	Â
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	
Ciant	Jolly Croon Clant	12/01/18-	250.00	0.00	250.00	0.00	▼

6. 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	-	
4							•	
							Post Refund	

- 9. Click OK on the confirmation popup
- 10. Click OK on the Post Refund confirmation popup