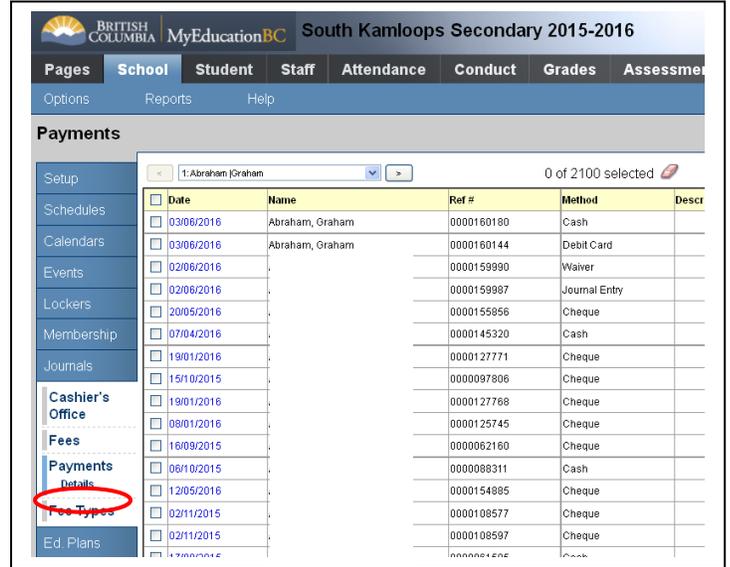




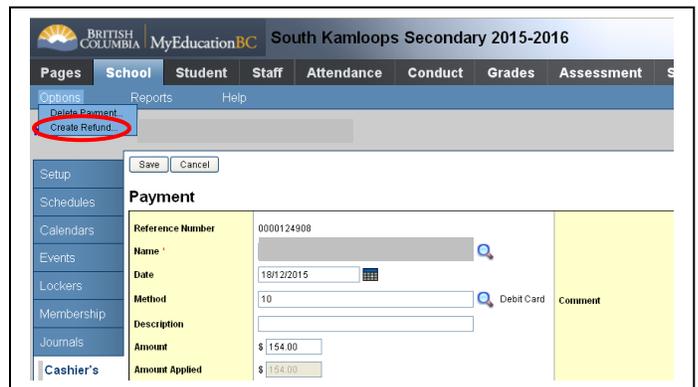
CREATING A REFUND FOR A PAYMENT

CREATING A REFUND IN MYEDBC:

- 1) Find the original payment and open it:
 - School View
 - School top tab
 - Cashier's Office side tab
 - o Payments
 - o Open original payment by clicking on date hyperlink

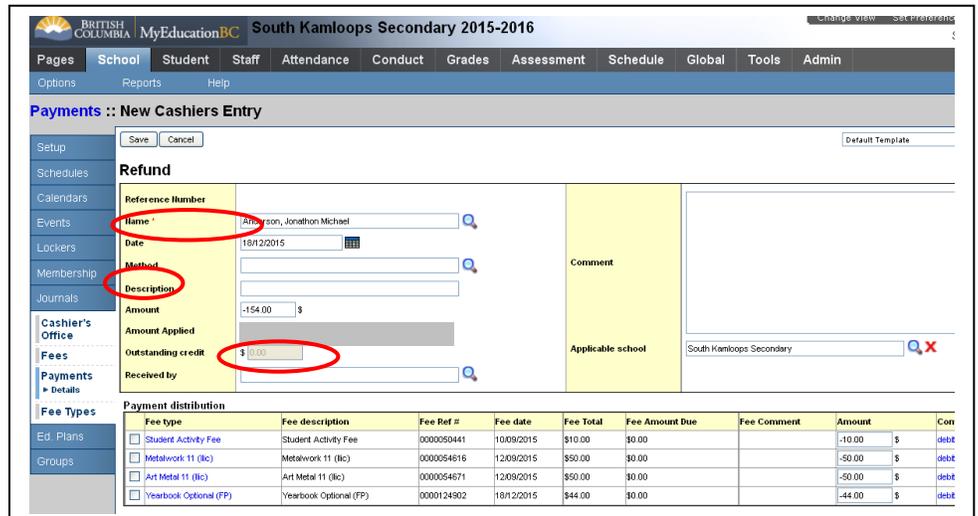


- 2) Create a refund:
 - Options
 - Create Refund....



This creates a 'New Cashiers Entry' that you will adjust for the refund

- 3) Change date to reflect current date



If the refund is for the **total amount of the original payment** continue to **Step 6**.

If the original payment was for **more** than the amount to be refunded continue with **Step 4**.

- 4) Change amount to reflect amount to be refunded – must be negative amount. (note: the “**Amount**” and “**Amount Applied**” will not balance and this will create an error that will be corrected in next step)

Payments :: New Cashiers Entry

Save Cancel The payment distributions cannot total more than the amount of the payment

Refund

Reference Number

Name *

Date 15/06/2016

Method

Description

Amount -50.00 \$

Amount Applied -154.00 \$

Outstanding credit \$ 0.00

Received by

Comment

Applicable school

Payment distribution

- 5) In ‘Payment distributions’ (bottom of screen) delete amounts NOT being refunded. This should balance ‘Amount’ and ‘Amount Applied’ and clear the error.

New Cashiers Entry

Save Cancel Default Template

Refund

Reference Number

Name *

Date 15/06/2016

Method

Description

Amount -50.00 \$

Amount Applied -50.00 \$

Outstanding credit \$ 0.00

Received by

Comment

Applicable school South Kaniokoos Secondary

Payment distribution

Fee type	Fee description	Fee Ref #	Fee date	Fee Total	Fee Amount Due	Fee Comment	Amount
<input type="checkbox"/> Student Activity Fee	Student Activity Fee	0000050441	10/09/2015	\$10.00	\$0.00		\$
<input type="checkbox"/> Metalwork 11 (Ilic)	Metalwork 11 (Ilic)	0000054616	12/09/2015	\$50.00	\$0.00		-50.00 \$
<input type="checkbox"/> Art Metal 11 (Ilic)	Art Metal 11 (Ilic)	0000054671	12/09/2015	\$50.00	\$0.00		\$
<input type="checkbox"/> Yearbook Optional (FP)	Yearbook Optional (FP)	0000124902	18/12/2015	\$44.00	\$0.00		\$

- 6) Add a comment to reference how the refund was paid ie: **SKSS Chq #1234**. To do this click on the hyperlink of the fee to be refunded (under “Payment distribution”) and add the information in the comment section.

Payments ::

Save Cancel

Refund

Reference Number 0000161811

Name *

Date 15/06/2016

Method

Description

Amount -50.00 \$

Amount Applied -50.00 \$

Outstanding credit \$ 0.00

Received by

Comment

Payment distribution

Fee type	Fee description	Fee Ref #	Fee date	Fee T
			15/06/2016	
				-50.00 \$
				SKSS Chq #1234

7) Save changes, check and print the account statement. It should look as below:

Kamloops/Thompson

South Kamloops Secondary

Account Statement

06/15/2016

To the parent/guardian of:



YOG 2017
Homeroom K211

Fees

Date	Fee Type	Name	Comment	Amount	Amount Paid	Balance
09/10/2015	ST ACTIVITY	Student Activity Fee		\$ 10.00	\$ 10.00	\$ 0.00
09/12/2015	MMFM-11-001	Metalwork 11 (Illic)		\$ 50.00	\$ 0.00	\$ 0.00
09/12/2015	YIA-1A-001	Art Metal 11 (Illic)		\$ 50.00	\$ 50.00	\$ 0.00
12/18/2015	YEARBOOK	Yearbook Optional		\$ 44.00	\$ 44.00	\$ 0.00
02/09/2016	YHRA-1C-001	Human Perf 11		\$ 45.00	\$ 0.00	\$ 45.00
02/09/2016	MCJ-11-001	Carpentry 11		\$ 35.00	\$ 0.00	\$ 35.00
05/11/2016	Rugby - Sr Boys	Rugby - Sr Boys		\$ 80.00	\$ 80.00	\$ 0.00
				\$314.00	\$184.00	\$ 80.00

Payments

Date	Method	Name	Comment	Amount	Amount Paid	Balance
12/18/2015	10	ST ACTIVITY	debit	\$ 10.00	\$ 10.00	\$ 0.00
12/18/2015	10	MMFM-11-001	debit	\$ 50.00	\$ 50.00	\$ 0.00
12/18/2015	10	YIA-1A-001	debit	\$ 50.00	\$ 50.00	\$ 0.00
12/18/2015	10	YEARBOOK 2015-16	debit	\$ 44.00	\$ 44.00	\$ 0.00
05/11/2016	01	Rugby - Sr Boys		\$ 80.00	\$ 80.00	\$ 0.00
				\$234.00	\$234.00	\$ 0.00

Refunds

Date	Method	Name	Comment	Amount	Amount Paid	Balance
06/15/2016		MMFM-11-001	SKSS Chq #1234	\$ 0.00	\$ (50.00)	\$ 0.00
				\$0.00	-\$50.00	\$ 0.00

This is a current statement of your account. The total amount due is \$ 80.00 and is payable upon the indicated date.

Remit Payment to:

South Kamloops Secondary
821 Munro St
Kamloops BC V2C 3E9