

SD73 KAMLOOPS/THOMPSON

June 20, 2016,

Version 1.0

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
 - **Open original payment** by clicking on date hyperlink

BRITISH MyEducationBC South Kamloops Secondary 2015-2016										
Pages Sc	hool Stud	lent Staff	Attendance	Conduct	Grades	Assessmei				
Options	Reports	Help								
Payments										
Setup C 1:Abraham Kraham V > 0 of 2100 selected 🥖										
Schodulos	🔲 Date	Name		Ref #	Method	Descr				
Schedules	03/06/2016	Abraham, Gr	aham	0000160180	Cash					
	03/06/2016	Abraham, Gr	aham	0000160144	Debit Caro	t				
	02/06/2016			0000159990	Waiver					
	02/06/2016			0000159987	Journal Er	ntry				
Lockers	20/05/2016			0000155856	Cheque					
	07/04/2016			0000145320	Cash					
lournale	19/01/2016			0000127771	Cheque					
oodinidis	15/10/2015			0000097806	Cheque					
Cashier's	19/01/2016			0000127768	Cheque					
Опісе	08/01/2016			0000125745	Cheque					
Fees	16/09/2015			0000062160	Cheque					
Payments	06/10/2015			0000088311	Cash					
Details	12/05/2016			0000154885	Cheque					
Fee Types	02/11/2015			0000108577	Cheque					
Ed Plans	02/11/2015			0000108597	Cheque					
24.116115	17/00/2016			0000004505	Cash					

- 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

BRII Colu	MBIA MyEducation	BC So	uth Kamloop	os Second	ary 2015	-2016					Change view	Set Pri	ereren
Pages	School Student	Staff	Attendance	Conduct	Grades	Assess	ment S	chedule	Global	Tools	Admin		
Options	Reports Hel												
Payments	:: New Cashiers	Entry											
Setup	Save Cancel										Default	Femplate	_
	Refund												
	Reference Number												
	Name *	Anarsi	on, Jonathon Michael		Q,								
	Date	18/12/2	015										
	Method				Q,		Comment						
	Description												
	Amount	-154.00	s										
Cashier's Office	Amount Applied												
Fees	Outstanding credit	\$ 0.00					Applicable	school	South Kamlo	ops Secondary		Q	, x
Payments ▶ Details	Received by				Q								
Fee Types	Payment distribution	1											
	Fee type		Fee description	Fee	eRef#	Fee date	Fee Total	Fee Amount	Due	Fee Comment	t Amount		c
Ed. Plans	Student Activity Fee		Student Activity Fee	000	00050441	10/09/2015	\$10.00	\$0.00			-10.00	\$	d
	Metalwork 11 (llic)		Metalwork 11 (lic)	000	00054616	12/09/2015	\$50.00	\$0.00			-50.00	\$	de
	Art Metal 11 (lic)		Art Metal 11 (llic)	000	00054671	12/09/2015	\$50.00	\$0.00			-50.00	\$	d
	Yearbook Optional (F	P)	Yearbook Optional (F	P) 000	00124902	18/12/2015	\$44.00	\$0.00			-44.00	\$	de

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)



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



6) Add a comment to reference how the refund was paid ie: <u>SKSS Chq #1234</u>. 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 :	:				
Setup	Save Cancel				
Schedules	Refund				
Calendars	Reference Number	0000161811			
Events	Name *			Q	
Lockers	Date	15/06/2016			
Membership	Method			Q	
Journals	Description				
Cashier's	Amount	-50.00 \$			
Office	Amount Applied	-50.00 \$			
Fees	Outstanding credit	\$ 0.00			
Payments ▶ Details	Received by			Q	
Fee Types	Payment distribution				
Ed Plans	Fee type F	ee description	Fee Ref #	Fee date	Fee To
-	Date	15/06/2016			
Groups	Amount *	-50.00	\$		
		SKSS Cho	# 1234		
	Comment				
	OK				

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

Kamloops/Thompson				South Kamloops Secondary			
		Acc	ount Statement				
			06/15/2016				
To the pare	nt/guardian of:						
				YC	OG 2017		
				Homerod	m K211		
Fees Date	Ess Turns	Mama	Commont	Amount	Amount Dold	Palanaa	
00/10/2015	ST ACTIVITY	Student Anti-My Fee	Comment	Amount 5 10 00	Amount Palo	S 0 00	
00/10/2010	MARKA 11 001	Motokuodk 11 (Illo)		\$ 10.00	5 0.00	\$ 0.00 5 0.00	
09/12/2015	VIA_1A_001	Art Metal 11 /IIIc)		\$ 50.00	\$ 50.00	\$ 0.00	
12/18/2015	YEARBOOK	Yearbook Optional		\$ 44.00	5 44 00	\$ 0.00	
02/09/2016	YHRA-1C-001	Human Perf 11		\$ 45.00	5 0 00	\$ 45.00	
02/09/2016	MC-1-11-001	Camentry 11		\$ 35.00	5 0 00	\$ 35.00	
05/11/2016	Ruoby - Sr Boys	Ruoby - Sr Boys		\$ 80.00	5 80 00	50.00	
001112010	ragey or beye	hagoy of boyo		\$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	deblt	\$ 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