Post a Credit - Groupon Credit Example

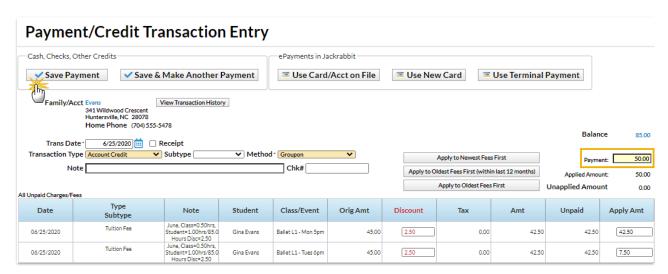
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A family purchased a Groupon for \$50 off 1 month's tuition fees and is using it towards their June tuition fee of \$85 (discounted tuition fee).

- 1. Ensure you are viewing the correct family. Click the Payment/Credit button.
- 2. Change Transaction Type to **Account Credit**. **Note:** It is very important that you change the payment type to make sure that the amount is not included in your revenue reports.
 - A warning pop-up will display, Non-monetary Transaction Types. This is to advise you that the
 credit will not be included in the revenue reports including the Paid Fees report. Click OK.



- 3. Select **Groupon** from the *Method* drop-down list. See **Drop-down Lists** if you have not yet created this payment method drop-down value.
- 4. Optionally, add a Note.
- 5. Enter the amount in the Payment field.
- 6. Select one of the following:
 - Apply to Newest Fees First
 - Apply to Oldest Fees First (within last 12 months)
 - Apply to Oldest Fees First
- 7. Click the **Apply Amt** field for the correct tuition fee.
- 8. Click Save Payment.



The Groupon \$50 credit is added and linked to the tuition fee. The fee still has a pinkDate Paid field because it was only partially paid. The family now owes only \$35 for June tuition (\$85 - less the Groupon).

