



School Cash Catalog

How to Process a Refund

How to Process a Refund when items are purchased through the School Cash Online

Note: If the item was purchased through School Cash Register, please refer to the user guide: School Cash Register – How to Process a Refund

Log into School Cash Accounting.

Select the School Cash Catalog module.

Step 1: The View Items List is displayed.

A. Select the **Student Attachments** tab.

The screenshot shows the 'School Cash' application interface. At the top, there is a navigation bar with tabs: 'VIEW ITEMS', 'CREATE A NEW ITEM', 'STUDENT ATTACHMENTS' (which is highlighted in red and has a blue circle with the letter 'A' above it), 'GROUP IMPORT', and 'REPORTS'. Below the navigation bar, the page title is 'View Student Attachments'. There is a search form with the following fields: 'First Name:', 'Last Name:', 'Student Number:', and 'Household:'. Below these are four filter dropdowns: 'Grade: Filter by Grade', 'Group: Filter by Group', 'Homeroom: Filter by Homeroom', and 'Class: Filter by Class'. To the right of the filters is a checkbox labeled 'Include inactive student:'. A 'Search' button is located at the bottom right of the search form. Below the search form, the word 'Students:' is followed by a table with the following headers: 'Name', 'Number', 'Date Of Birth', 'Household', and 'View Attachments'.

Step 2: Search for the student that requires the refund

B. Enter First Name or Last Name or Student Number or Household (Guardian) Name.

C. Click the **Search** button.

School Cash

VIEW ITEMS

CREATE A NEW ITEM

STUDENT ATTACHMENTS

GROUP IMPORT

REPORTS

View Student Attachments

B

First Name:

Last Name:

Wilson

Student Number:

Household:

Grade:

Filter by Grade

Group:

Filter by Group

Homeroom:

Filter by Homeroom

Class:

Filter by Class

Include inactive student:

☐

C

Search

Students:

Name	Number	Date Of Birth	Household	View Attachments
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Step 3: Based on your search criteria, the student names will appear in the grid below.

D.Select the Student that requires the refund from a purchase made through School Cash Online

E.Select the **Refund** option

School Cash VIEW ITEMS CREATE A NEW ITEM **STUDENT ATTACHMENTS** GROUP IMPORT REPORTS

View Student Attachments

First Name: Last Name: Student Number: Household: Grade: Group: Homeroom: Class: Include inactive student: ☐ Search

Students:

Name	Number	Date Of Birth	Household	View Attachments
Wilson, Jake	23424	1/1/1996	Wilson, Steve	View Refund
Wilson, Michael	54420	2/28/1995	Martin, Paul	View Refund

F.Items that were purchased online will display. Click on the check box to the left of the item(s) that should be refunded. User can refund more than one item at the same time.

G.Enter the **Refund** Amount. (Partial refunds can be entered).

H.Enter the **Reason** for the Refund.

I.Confirm the transaction by selecting the **Refund** option. If will then be asked to **Confirm** or **Cancel** the transaction.

School Cash VIEW ITEMS CREATE A NEW ITEM **STUDENT ATTACHMENTS** GROUP IMPORT REPORTS

Refund payments for student

Student Name: Wilson, Michael
Number: 54420

ItemName	Comment	Available For Refund	Refund Amount	Refund Reason	Payments
<input checked="" type="checkbox"/> Agenda		12.00	12.00	Duplicate Purchase	\$12.00 – Credit Card – 8/25/2011
<input type="checkbox"/> Dues for 2011-2012		65.00	\$0.00		\$65.00 – Credit Card- 8/31/2011

Step 4: The system will refund the student online. A Batch Report will be produced that will list the refund, along with a Direct Deposit on the Ledger that will reflect the refund.

How to Process a Refund for a group of students that purchased through the School Cash Online

Sometimes it may be necessary to refund more than one student at a time. For example, when a field trip is cancelled.

Log into School Cash Accounting.

Select the School Cash Catalog module.

Step 1: The View Items List is displayed.

A. Select the **Item** to refund.

B. Click the **Refund** option

School Cash Apple School

VIEW ITEMS CREATE A NEW ITEM STUDENT ATTACHMENTS GROUP IMPORT REPORTS

List of Items

Active 2011/2012 All [Search]

New Item

Item Name

A Chorus Candlelight Trip

B FBLA Day at Busch Gardens Trip Fees

Science Class Trip to Pennekamp Coral Reef State Park

3 items found

FBLA Day at Busch Gardens Trip Fees

Saturday, October 29, 2011, 6:00 am – 10:00 pm. \$75 includes transportation and admission. Students should bring a change of clothes and wear comfortable shoes.

Amount:	\$75.00
Bank Account:	Apple School
Start Date:	Sept 23, 2011
End Date:	October 14, 2011
Students Attached:	361
Purchased By:	4

Step 2: A listing of all students that have paid online will display.

C. Select the **checkbox** for each student to be refunded.

D. Enter the **Refund Amount** for each student to be refunded.

E. Enter the **Refund Reason** for each student to be refunded (cut & paste).

F. Click the **Refund** option.

Please Note: While School Cash Catalog reports may reflect refunds immediately, the actual movement of funds will require a reasonable amount of processing time depending on the method of payment.

<input type="checkbox"/>	Student Name	Student Number	Available For Refund	Refund Amount	Refund Reason	Payments
<input checked="" type="checkbox"/>	Cane, Matthew	34985	75.00	75.00	Trip Cancelled	\$75.00 – Credit Card – 10/4/2011
<input checked="" type="checkbox"/>	Smith, Daniel	57029	75.00	75.00	Trip Cancelled	\$75.00 – Credit Card – 10/1/2011
<input checked="" type="checkbox"/>	Jones, Michael	34217	75.00	75.00	Trip Cancelled	\$75.00 – eCheck – 9/29/2011
<input checked="" type="checkbox"/>	Wright, Logan	45924	75.00	75.00	Trip Cancelled	\$75.00 – Credit Card – 9/30/2011

Step 3: Confirmation screen will display.

G. Click **Confirm** to process the refunds or **Cancel** to stop the refund process.

Student Number	Student	Available For Refund	Refund Amount	Refund Reason	Payments
34985	Cane, Matthew	75.00	75.00	Trip Cancelled	\$75.00 – Credit Card – 10/4/2011
57029	Smith, Daniel	75.00	75.00	Trip Cancelled	\$75.00 – Credit Card – 10/1/2011
34217	Jones, Michael	75.00	75.00	Trip Cancelled	\$75.00 – eCheck – 9/29/2011
45924	Wright, Logan	75.00	75.00	Trip Cancelled	\$75.00 – Credit Card – 9/30/2011