

Financials



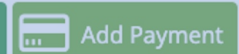
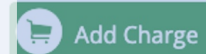
ClassReach Academy
317 W 6th St
#201
Moscow, ID 83843

INVOICE

Balance Due
\$12,329.04

Total Balance: **\$12,429.04**

Balance for 2023-2024: **\$8,140.00** ?



Recent Transactions

Category	Description	Amount	Balance
Miscellaneous – Deseree	Batch Upload Details	\$100.00	\$12,429.04
Fundraising – Deseree	Batch Upload Details	\$10.00	\$12,329.04
Fundraising – Sylvester	Batch Upload Details	\$10.00	\$12,319.04

Status

Created: 4/4/24 Finalized: 4/4/24 Signed: 4/4/24 Published to Financials: 4/4/24

Total Amount: **\$2,500.00**



Details

DESCRIPTION	CHARGES	DISCOUNTS	TOTAL
Calvin Abbott: Tuition	\$5,000.00	-\$2,500.00	\$2,500.00
Tuition for Calvin	\$5,000.00		
Staff Discount (50%)		-\$2,500.00	
AGREEMENT TOTAL			\$2,500.00

Invoice **1273-055**
Due on **May 1, 2024**

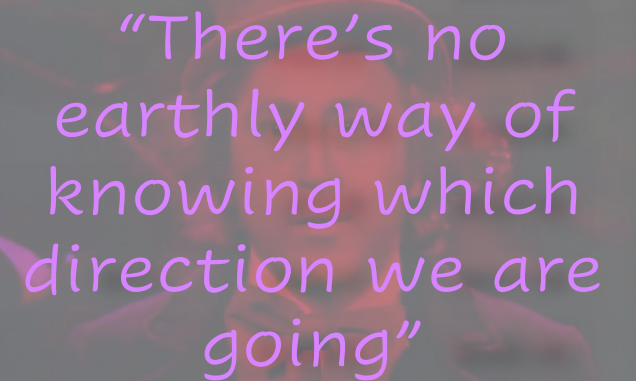
Description	Amount
2023-2024 Tuition Agreement	\$428.57
Total	\$428.57
Credits / Payments	-\$25.00
Amount Due	\$403.57

2024-2025

Steve and Amy Maus

Overview

- Refunds
- Financial Agreements
- Q&A



“There’s no earthly way of knowing which direction we are going”


← Customer #1273 – Allen* Family

- Customer
- Transactions
- Invoices
- Agreements
- Payment Methods
- Correspondence

Transaction History

Refund Scenarios

	Date	Category	Description		Fees	Amount	Balance
▼	04/08/2024	Payment (Misc. Credit)	refunded - \$25 for pencils	Details		-\$25.00	\$3,895.99
▼	03/28/2024	Payment (Cash)	paid for pencils in the office	Details		-\$25.00	\$3,920.99
▼	03/28/2024	Miscellaneous – Gregory	New Pencils	Details		\$25.00	\$3,945.99
▼	01/10/2024	CLA Enrollment Fee	Re-enrollment Fee	Details		\$500.00	\$3,920.99
▼	11/07/2023	Payment (Misc. Credit)	Prorated for leaving	Details		-\$906.67	\$3,420.99
▼	09/26/2023	New Family – Georgina	Test to see if customers can see this description	Details		\$10.00	\$4,327.66
▼	09/11/2023	Payment (via ClassReach)	\$343.05 payment	Details	\$9.71	-\$333.34	\$4,317.66
▼	07/11/2023	Multiple categories	2023-2024 Tuition Agreement	Details		\$4,280.00	\$4,651.00
			Remaining Balance From All Previous Years			\$371.00	\$371.00

 ClassReach Academy 317 W 6th St #201 Moscow, ID 83843		INVOICE Invoice 1273-061 Due on Apr 15, 2024
Description	Amount	
New Pencils	\$25.00	
Total \$25.00 Credits / Payments -\$25.00		Amount Due \$0.00

BUT...

 Did you want \$25 more subtracted from the balance owed?

 MAYBE!

Refunds

Refunding always involves two basic steps

1. Recording the Refund
2. Adjusting the Balance

Date	Category	Description	Amount	Balance
04/08/2024	Payment (Misc. Credit)	refunded for pencils	-\$25.00	\$3,895.99
03/28/2024	Payment (Cash)	paid for pencils in the office	-\$25.00	\$3,920.99
03/28/2024	Miscellaneous Gregory	New Pencils	\$25.00	\$3,945.99
01/10/2024	CLA Enrollment Fee	Re-enrollment Fee	\$500.00	\$3,920.99

Options to adjust the Balance

The goal is to keep good records of what you did

- **Edit & Don't Delete Transactions**

- Check or Cash Payments

- Full Refund, No Balance Adjustment "I want my money back!"
 - Give a credit on a future invoice
- Full/Partial Refund, Balance Adjustment "I used the wrong payment method" or "I accidentally paid an extra invoice"
 - Create a Refund Invoice - add a new charge equal to the refund amount
 - Free up the Original Invoice - It still needs to be paid
 - Reassign the Original Payment to the new Refund Invoice

Options to adjust the Balance

The goal is to keep good records of what you did

• Can't Delete Transactions

Online Payments

• Full Refund

1. Prior Balance Remaining (Scenario 1) - Admin adds a "Correction" Charge
2. \$0.00 Balance Remaining – Admin adds a Payment (Misc. Credit)
3. \$0.00 Balance Remaining - no balance adjustment needed

• Partial Refund - similar to check/cash

1. Partial Refund, Credit a Future Invoice
2. Partial Refund, money returned via Check or Cash

Date	Category	Description
09/11/2023	Payment (via ClassReach)	\$343.05 payment
	Multiple categories	2023-2024 Tuition Agreement

The financial customer makes a \$620 online





The customer has a

The customer has a tuition charge, made a full payment that zeroed out the balance, but then withdrew from the school.

DESCRIPTION	CHARGES	DISCOUNTS	TOTAL
Charlie Brown: Lab Fee	+ \$50.00	+ \$0.00	\$50.00
✎ Lab Fee for Biology	\$50.00		
Charlie Brown: Tuition		-\$2,300.00	\$2,700.00
✎ Basic Tuition for Charlie			
✎ Teacher Discount		-\$2,000.00	
✎ Multi-Student Discount (10%)		-\$300.00	
Snoopy Brown: Tuition	+ \$5,000.00	+ -\$2,000.00	\$3,000.00
✎ Basic Tuition for Snoopy	\$5,000.00		
✎ Teacher Discount		-\$2,000.00	
Sally Brown: Tuition	+ \$5,000.00	+ -\$2,300.00	\$2,700.00
✎ Basic Tuition for Sally	\$5,000.00		
✎ Teacher Discount		-\$2,000.00	
✎ Multi-Student Discount (10%)		-\$300.00	
AGREEMENT TOTAL			\$8,450.00


Financials Agreements

Financials Agreements

Charlie Brown: Lab Fee	+ \$50.00	+ \$0.00	\$50.00
 Lab Fee for Biology	\$50.00		
Charlie Brown: Tuition	+ \$5,000.00	+ -\$2,300.00	\$2,700.00
 Basic Tuition for Charlie	\$5,000.00		
 Teacher Discount		-\$2,000.00	
 Multi-Student Discount (10%)		-\$300.00	

Creating a Financial Agreement Process

- Create template called a Financial Agreement Process once per year
- Use template to create each Family's Agreement
- Fees and Discounts applied to family with Logic Rules

 Teacher Discount		-\$2,000.00	
 Multi-Student Discount (10%)		-\$300.00	

AGREEMENT TOTAL			\$8,450.00
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Charlie Brown: Lab Fee

Initial Set up

- Name
- Instructions (Admins Only)
- Academic Term
- Start/Due Dates
- Signature Text and additional info

Basic Tuition for Charlie

Basic Tuition for Sally

Teacher Discount

Multi-Student Discount (10%)

AGREEMENT TOTAL

Edit Financial Agreement Process

Name*

Tuition 2024-2025

Instructions

B *I* U 🔗 ☰ ☰ **A** **A** ≡ ≡ ≡ ≡ *ℒ*

Academic Term*

2024-2025

Start Date*

1/1/2024 12:00 AM

Due Date

6/30/2025 12:00 AM

Signature Text ⓘ

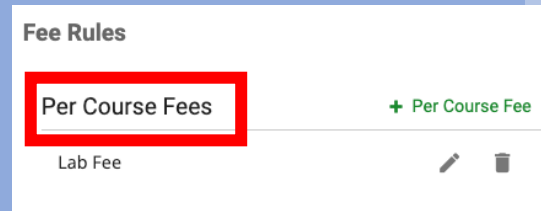
I understand that the total amount I owe for this agreement is {total amount}.

I further that I owe the entire amount, whether or not I withdraw during th

\$8,450.00

Fee Rules

- 3 Types of Fees:
 - Per Course
 - Per User
 - Per Agreement
- Basic Parts of Each Fee Type
 - How much?
 - What Account Category?
 - When to apply the Fee (The Logic)



—Edit Per Course Fee

Adding this fee to the agreement process will create charges for financial customers when they meet the requirements for this fee. If the user or family filters are not applied, this fee will be applicable to all customers for the designated financial school year. This Per Course Fee will be applied to each matching course in their agreement.

Name ⓘ *

Lab Fee

Line Item Name ⓘ *

Lab Fee

Amount *

50

Account Category ⓘ *

Lab Fee

Courses*

Select...

Biology



Chemistry



Physics



Additional Filters ⓘ

- Apply timeframe restrictions to this Fee
- Apply User Filters to this Fee
- Apply Family Filters to this Fee

Charlie Brown: Lab Fee

Lab Fee for Biology

Basic Tuition for Charlie

Discount Rules

- 3 Types of Fees:
 - Per Line Item
 - Per User
 - Per Family / Agreement
- Basic Parts of Each Fee Type
 - How much? What Type?
 - What Account Categories?
 - When to apply the Fee (The Logic)

Discount Rules

Per Line Item Discounts + Per Line Item Di


There are no per line item discounts for this financial agreement process.

New Per Family Discount

Adding this discount to the agreement process will reduce charges for financial customers when they meet the requirements for this discount. If the user or family filters are not applied, this discount will be applicable to all customers for the designated financial school year. This Per Family Discount will be applied to each matching family in their agreement.

Name  *

Type of Discount  *

Flat Amount 

Value *

Apply To Charges Meeting Or Exceeding 

Order Users By

Academic Level Calculated Total

Order Users From

High to Low Low to High

Account Categories  *

Additional Filters

- Apply a user range restriction to this discount
- Apply timeframe restrictions to this Discount
- Apply User Filters to this Discount
- Apply Family Filters to this Discount

AGREEMENT TOTAL

 Save  Cancel

DESCRIPTION	CHARGES	DISCOUNTS	TOTAL
Charlie Brown: Lab Fee	+ \$50.00	+ \$0.00	\$50.00
Lab Fee for Biology	\$50.00		
Charlie Brown: Tuition	+ \$5,000.00	+ -\$2,300.00	\$2,700.00

Logic

Brown Family View Application

Basic | General | Contacts | Medical | Siblings | **Enrollment** | CLA Financial Fields

Two Family Scenario
Are two families dividing tuition and fees?

No

Number of Enrolled Students

No Selection

1

2

3

4

5

6

more than 6

2023-2024 Tuition Payment Option

Yearly Plan

Ten-Month Plan

Nine-Month Plan

Returning Family

None

Employed at ClassReach Academy?

No

Teacher

Administrator

Officer

Additional Filters ?

Apply a user range restriction to this discount

Apply timeframe restrictions to this Discount

Apply User Filters to this Discount

Apply Family Filters to this Discount

Customers will receive this discount when the Family meets the defined criteria.

Must match the following custom rules:

Employed at ClassReach Academy? Contains Teacher

[Add Condition](#)

Delete Rule

Select a property to add a rule for

AGREEMENT TOTAL

\$8,450.00

The Financial Agreement Process

Template to the Family



Review/Edit



Finalize



Sign



Publish

- How do I know when an agreement is signed?
- When can the admin edit an agreement?

Lab Fee + \$50.00 + \$0.00 \$50.00

The screenshot shows the CLASS REACH Financials interface. A confirmation dialog box is displayed in the center, asking: "Are you sure you want to publish charges for this agreement? The charges will be added for the customer, and you will not be able to undo this action or reopen the agreement." Below the dialog, there are "No" and "Yes" buttons. The background interface shows a "Financials" menu item, a "Publish Charges" button, and a "Total Amount: \$7,380.00".

CLASS REACH

School People Courses Reports Forms **Financials** Messages Discussions Calendar Analytics Support

Settings

Are you sure you want to publish charges for this agreement? The charges will be added for the customer, and you will not be able to undo this action or reopen the agreement.

Yes No

Total Amount: \$7,380.00

PUBLISH CHARGES

DESCRIPTION	CHARGE	AMOUNT	TOTAL
Yearlong	1000.00	10.00	1000.00

CLASS REACH

You're All Caught Up

You have no new notifications to display.

View (Back) Home

View (Back) Home

Amendments to Financial Agreements

To Add an Additional Student:

1. Create a new Financial Agreement for just the additional student.
2. Create a completely new Financial Agreement for all the children (replacing the original)
3. Create a manual charge for tuition with no Financial Agreement.

To Remove a Student:

5. Create a new Financial Agreement without the removed student (same as Option 2)
6. Credit the account for the tuition, clean up the invoices, no new Financial Agreement

To Remove an Entire Family:

7. Credit the account for all charges, bring Balance owed to \$0 and Hide the Financial Agreement

AGREEMENT TOTAL

\$8,450.00

Financial Agreements A Special Case

Split Family Tuition Charges

Financial

← Customer #1383 – Hayes Family

Customer Transactions Invoices Agreements Payment Methods Correspondence

Customer #1383
Hayes Family

Maddie Hayes • Agnes Addison • Bruno Addison

Financial

← Customer #1382 – Addison Family

Customer Transactions Invoices Agreements Payment Methods Correspondence

Customer #1382
Addison Family

David Addison

Adding two fields to the Family Info Form

Brown Family [View Application](#)

Basic General Contacts Medical Siblings **Enrollment** CLA Financial Fields

Two Family Scenario
Are two families dividing tuition and fees?

No

Number of Enrolled Students

No Selection
 1
 2
 3
 4
 5
 6
 more than 6

2023-2024 Tuition Payment Option

Yearly Plan
 Ten-Month Plan
 Nine-Month Plan

Returning Family

None

Employed at ClassReach Academy?

No
 Teacher
 Administrator
 Officer

The Two Family Tuition Agreement

- The same charges are applied to both families
- Per Agreement Fees (not Per User)
- Per Family Discount (50%)

Per Agreement Fees

+ Per Agreement Fee

Tuition for 1 Student



Tuition for 2 Students



Tuition for 3 Students



Per Family Discounts

+ Per Family Discount







Split Family reduction



Per Agreement Fees

Per Agreement Fees

[+ Per Agreement Fee](#)

Tuition for 1 Student		
Tuition for 2 Students		
Tuition for 3 Students		

Edit Per Agreement Fee

Adding this fee to the agreement process will create charges for financial customers when they meet the requirements for this fee. If the user or family filters are not applied, this fee will be applicable to all customers for the designated financial school year. This Per Agreement Fee will be applied to each agreement.

Name *

Tuition for 2 Students

Line Item Name *

Tuition for 2 Students

Amount *

12000

Account Category *

Tuition

Additional Filters

- Apply timeframe restrictions to this Fee
- Apply User Filters to this Fee
- Apply Family Filters to this Fee

Customers will be charged this fee when the Family meets the defined criteria.

Must match the following custom rules:

Number of
Enrolled
Students

Is Equal to

2

[Add Condition](#)

 Delete Rule

Split Family Reduction Discount

Per Family Discounts + Per Family Discount

Split Family reduction ✎ 🗑️

Edit Per Family Discount

Adding this discount to the agreement process will reduce charges for financial customers when they meet the requirements for this discount. If the user or family filters are not applied, this discount will be applicable to all customers for the designated financial school year. This Per Family Discount will be applied to each matching family in their agreement.

Name ⓘ *

Split Family reduction

Type of Discount ⓘ *

Percentage Discount

Value (Enter percentage, no decimals) *

50

Apply To Charges Meeting Or Exceeding ⓘ

Maximum Value Of Discount ⓘ

Order Users By

Academic Level

Order Users From

High to Low Low to High

Calculated Total

Account Categories ⓘ *

Select...

Enrollment



Tuition



Two Family Tuition Agreement



Not visible to Addison Family

MAKE VISIBLE

Status

Created: 3/30/24

Finalized: --

Signed: --

Published to Financials: --

Total Amount: \$6,000.00

ENABLE MANUAL EDITS

FINALIZE AGREEMENT



Last calculated in a few seconds

REFRESH

Details

DESCRIPTION	CHARGES	DISCOUNTS	TOTAL
Tuition	+ \$12,000.00	+ -\$6,000.00	\$6,000.00
Tuition for 2 Students	\$12,000.00		
Split Family reduction (50%)		-\$6,000.00	
AGREEMENT TOTAL			\$6,000.00

Q & A

