

Summer School Refund Process

This process involves three modules, starting with Summer and ending with AP.

1. Summer:

- a. Registration
- b. Payment/Fee
- c. Refund
- d. Finish posts the refund to the student account.

2. AR:

- a. Posting
- b. Summer School
- c. Select School
- d. Select Refund Vendor
- e. Posting will send to AP, if Summer Acct is set to 'Bill to None'
 - i. If Summer Acct is set to 'Bill to Student', you will need to do the AR Refund posting, first, to send to AP.

3. AP:

- a. Checks
- b. Cash Disbursements
- c. Select Invoices to Pay
- d. Group by date or all
- e. The invoice for the parent will now show up as an invoice to be paid.