

Reimbursing Unapplied Payments

1. Select  > **Administrative Access** > **Student**.

2. Select **Student Profile** under **Features**.

3. Verify you are in the correct Entity and school year by checking the information at the top left of the screen.

4. Begin entering the student's name in the Student search field near the top left of the screen.

5. Select the student from the drop-down list.

6. Select the **Fee Management** tab group at the left of the screen.

7. Select the **Payments** sub-tab.

8. Under the **Payments** heading, click **Reimburse Unapplied** near the top right of the screen.

This option only appears if the payor has a positive amount in the Unapplied Amount field.

9. Complete the appropriate fields.

Required fields are identified with an asterisk. You must complete required fields before you can save your work.

a. Verify the Payment Type or enter the correct type if necessary.

This field defaults with a R - Refund payment type, as the only payment types available are those with a type of R - Reimbursement.

b. Verify the Reimburse Amount or enter the correct amount if necessary.

This amount defaults based on the value under the **Unapplied Amount** column header listed for the customer. You cannot reimburse more than the customer has listed as an unapplied amount for their account.

If this amount does not equal the unapplied amount, the difference will be created as an unapplied payment detail record.

c. Verify the Batch value or enter the correct value if necessary..

This field may default to the entry date, user initials, or as blank depending on the Batch Default Code set up in the **Entity Configuration** of the **Fee Management** module.

d. Verify the Payment Date or enter the correct date if necessary.

e. Enter a Comment if appropriate.

10. Click  near the top left of the screen to save your work.