



# School Cash Catalog

## *How to Cancel a Scheduled Payment*

In some cases it may be necessary to cancel a Scheduled (Recurring) Payment.

Such as:

- 🔍 Student has left the school and is no longer required to pay for the item
- 🔍 Student has decided not to be in the program (item)
- 🔍 Program (item) is no longer running (cancelled)
- 🔍 Parent/Student would prefer to pay cash/cheque for the remainder

Using School Cash Catalog, cancelling a scheduled payment is a simple two-step process.

1. Find the student that wishes the payments to be cancelled
2. Cancel the scheduled payments

Note: Cancelling scheduled payments is available in version 4.8

### Step One: Find the student

From **Main Menu**, **My School Store** group:

1. Select **School Cash Catalog**
2. Click **Student Attachments**
3. Enter the Student's First Name and/or Last Name and/or Student Number
4. Select **Search** option

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

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### View Student Attachments

First Name:  Last Name:

Student Number:  Household:

Grade:  Group:  Homeroom:  Class:

Include inactive student: ☐

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**Students:**

Name	Number	Date Of Birth	Household	Item Attachments	Scheduled Payments	
Adams, Carter	16961	1/1/2009	Prins, Tracey	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Refund</a>

The student's information will be displayed below.



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### Step Two: Cancel the Scheduled Payments

1. Under the column **Scheduled Payments**, click [View](#) link.

**School Cash** | MAIN MENU | 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: ☐

**Students:**

Name	Number	Date Of Birth	Household	Item Attachments	Scheduled Payments	Refund
Adams, Carter	16961	1/1/2009	Prins, Tracey	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Refund</a>

2. The student's information regarding scheduled payments will be displayed below.
3. Click the [Cancel Payments](#) link.

**School Cash** | MAIN MENU | 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: ☐

**Students:**

Name	Number	Date Of Birth	Household	Item Attachments	Scheduled Payments	Refund
Adams, Carter	16961	1/1/2009	Prins, Tracey	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Refund</a>

**Scheduled Payments for: Adams, Carter**

Item	Cost	Paid	Waived	Owing	Payments	Next Payment	Options
Tuition Fees - 2014/2015	2000.00	500.00	0	1500.00	1 of 4 paid	2/1/2015	<a href="#">Cancel Payments</a>



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4. The following warning message will appear.

Note: The message will include the item name, the balance owing for the student and the opportunity to select if the student is obligated to pay the balance.

Cancel Payments

You have selected to cancel recurring payment for Tuition Fees - 2014/2015. The student has a balance owing of \$1,500.00. Is The student obligated to pay the balance?

Cancel

If the student **should** pay the balance, select the **Yes** option.

- School Cash will cancel the scheduled payment option for the parent on School Cash Online
- School Cash will keep the item attached to the student
- School Cash will keep the item for the student listed as “partialy paid”
- School Cash will keep the amount owing for the student for reports, for parents to pay online and/or through the School Cash Register

Students:

Name	Number	Date Of Birth	Household	Item Attachments	Scheduled Payments	
Adams, Carter	16961	1/1/2009	Prins, Tracey	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Refund</a>

Item Attachments for: Adams, Carter

Item	Attached By	Cost	Paid	Waived	Owing	Status	PurchaseDate	Options	Payments
Tuition Fees - 2014/2015	All	2000.00	500.00	0.00	1500.00	Partially Paid	12/16/2014 7:46:02 PM		\$500.00 - CreditCard (Online) - 1/1/2015

*Student Balance Amount Owing and Status set to Partially Paid*

If the **Cancel Payments** option was selected in error, select the **Cancel** option to return to the previous screen.



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## *How to Cancel a Scheduled Payment*

Example for selecting the **No** option

1. Under the column **Scheduled Payments**, click **View** link.
2. The student's information regarding scheduled payments will be displayed below.
3. Click the **Cancel Payments** link.

**School Cash** | MAIN MENU | 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: ☐

**Students:**

Name	Number	Date Of Birth	Household	Item Attachments	Scheduled Payments
Nobel, Bob	5938	1/1/2009	Wegner, Annette	<a href="#">View</a>	<a href="#">View</a> <a href="#">Refund</a>

**Scheduled Payments for: Nobel, Bob**

Item	Cost	Paid	Waived	Owing	Payments	Next Payment	Options
Tuition Fees - 2014/2015	2000.00	1000.00	0	1000.00	1 of 2 paid	2/1/2015	<a href="#">Cancel Payments</a>

4. The following warning message will appear.

Note: The message will include the item name, the balance owing for the student and the opportunity to select if the student is obligated to pay the balance.

**Cancel Payments**

You have selected to cancel recurring payment for Tuition Fees - 2014/2015. The student has a balance owing of \$1,000.00. Is The student obligated to pay the balance?

If the **Cancel Payments** option was selected in error, select the **Cancel** option to return to the previous screen.



# School Cash Catalog

## *How to Cancel a Scheduled Payment*

If the student **should not pay** the balance, select the **No** option.

- School Cash will cancel the scheduled payment option for the parent on School Cash Online
- School Cash will set the item to be fully paid
- School Cash will set the amount owing to \$0.00

**School Cash**

MAIN MENUVIEW ITEMSCREATE A NEW ITEMSTUDENT ATTACHMENTSGROUP IMPORTREPORTS

### View Student Attachments

First Name:

Last Name:

Student Number:

Household:

Grade:

Group:

Homeroom:

Class:

Include inactive student: ☐

#### Students:

Name	Number	Date Of Birth	Household	Item Attachments	Scheduled Payments
Nobel, Bob	5938	1/1/2009	Wegner, Annette	<a href="#">View</a>	<a href="#">View</a> <a href="#">Refund</a>

#### Item Attachments for: Nobel, Bob

Item	Attached By	Cost	Paid	Waived	Owing	Status	PurchaseDate	Options	Payments
Tuition Fees - 2014/2015	All	1000.00	1000.00	0.00	0.00	Fully Paid	12/22/2014 3:53:03 PM		\$1000.00 - CreditCard (Online) - 1/1/2015

*Student Balance Owing set to \$0.00 and Status set to Fully Paid*