



School Cash Catalog



How to Process a Refund – Online Payments User Guide



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School Cash Catalog – How to Process a Refund – Online Payments

Refunds – Online Payments

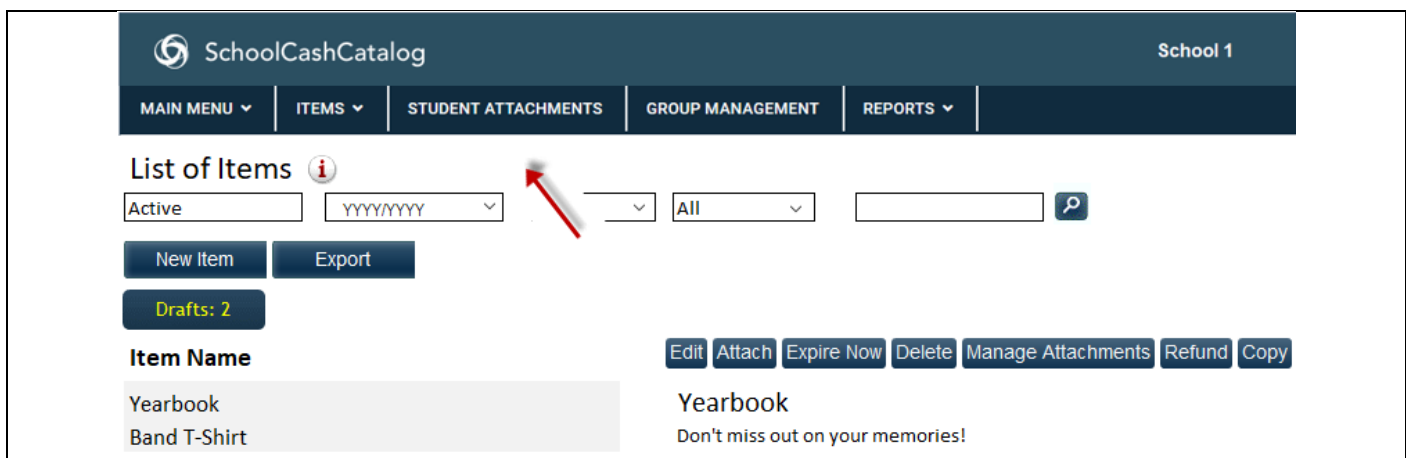
There are two (2) options to refund online payments.

Option 1: Individual Student

Option 2: Group of Students

1. Individual Student Refund

Select **Student Attachments** tab



SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

List of Items ⓘ

Active ▾ ▾ All ▾ 🔍

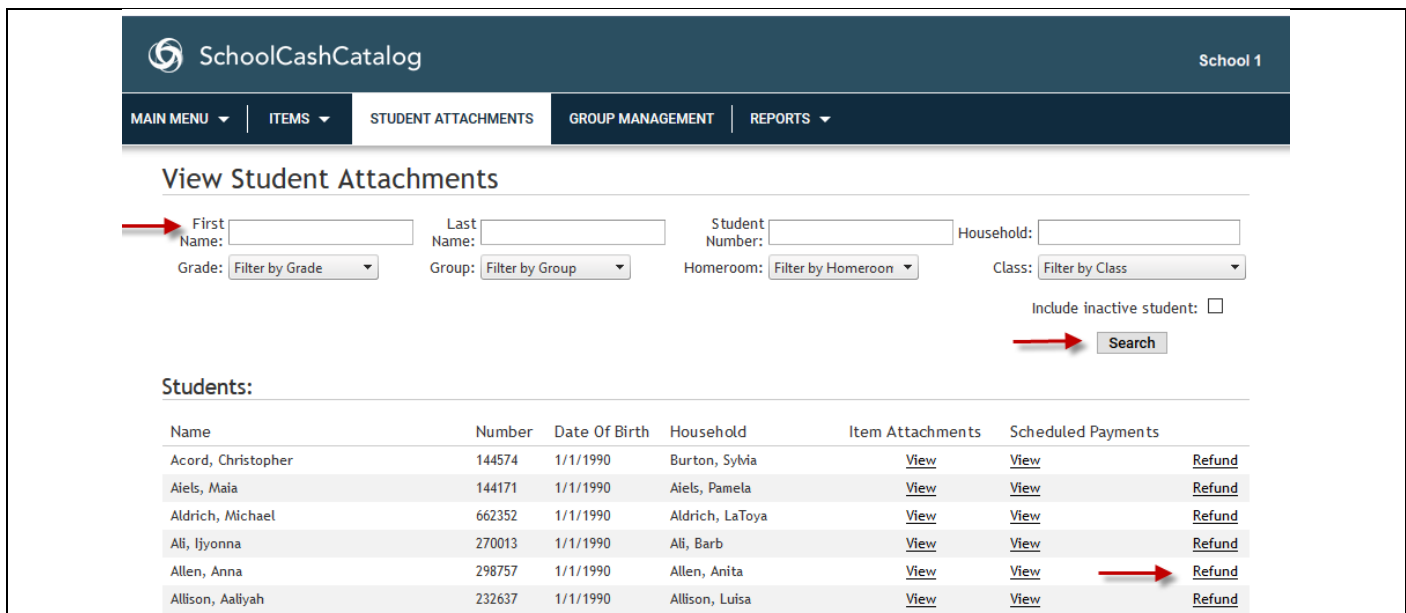
New Item Export

Drafts: 2

Item Name Edit Attach Expire Now Delete Manage Attachments Refund Copy

Yearbook Yearbook

Band T-Shirt Don't miss out on your memories!



SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT 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
Acord, Christopher	144574	1/1/1990	Burton, Sylvia	View	View Refund
Aiels, Maia	144171	1/1/1990	Aiels, Pamela	View	View Refund
Aldrich, Michael	662352	1/1/1990	Aldrich, LaToya	View	View Refund
Ali, Ijonna	270013	1/1/1990	Ali, Barb	View	View Refund
Allen, Anna	298757	1/1/1990	Allen, Anita	View	View Refund
Allison, Aaliyah	232637	1/1/1990	Allison, Luisa	View	View Refund

- Enter either First Name / Last Name / Student Number / Household
- Click **Search**
- Locate student, then select **Refund** hyperlink.

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MAIN MENU ITEMS STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS

Refund payments for student

Student Name: Allen, Anna
Number: 298757

<input type="checkbox"/>	Item Name	Comment	Available For Refund	Refund Amount	Refund Reason	Payments
<input checked="" type="checkbox"/>	Band T-Shirt		\$13.00	\$0.00		\$13.00 - Credit Card - 9/4/yyyy
<input type="checkbox"/>	Field Trip to Zoo		\$21.00	\$0.00		\$21.00 - Credit Card - 10/9/yyyy

Refund

- d. Select item to be refunded (checkbox)
- e. Click on **Refund**

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MAIN MENU ITEMS STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS

Refund payments for student

Student Name: Allen, Anna
Number: 298757

<input type="checkbox"/>	Item Name	Comment	Available For Refund	Refund Amount	Refund Reason	Payments
<input checked="" type="checkbox"/>	Band T-Shirt		\$13.00	\$13.00	Left the Band	\$13.00 - Credit Card - 9/4/yyyy
<input type="checkbox"/>	Field Trip to Zoo		\$21.00	\$0.00		\$21.00 - Credit Card - 10/9/yyyy

Refund

- f. Enter **Refund Amount** and **Refund Reason**
- g. Click **Refund**
- h. The system will refund the student online. A Batch Report will be provided that will list the refund.

2. Group of Students Refund

Select **Item** that requires a refund, then click **Refund** button

SchoolCashCatalog School 1

MAIN MENU ▾ ITEMS ▾ STUDENT ATTACHMENTS GROUP MANAGEMENT REPORTS ▾

List of Items ⓘ

Active YYYY/YYYY All All [Search]

New Item Export

Drafts: 2

Item Name Edit Attach Expire Now Delete Manage Attachments Refund Copy

Field Trip to the Zoo
Yearbook

Field Trip to the Zoo
We are going to the zoo. How about you?

Refunding payments for item: Field Trip to the Zoo

<input checked="" type="checkbox"/>	Student Name	Student Number	Available For Refund	Refund Amount	Payments
<input checked="" type="checkbox"/>	Allan, Adrianna	8684	\$21.00	\$21.00	\$21.00 - Credit Card - 9/4/yyyy
<input checked="" type="checkbox"/>	Anderson, Matthew	8685	\$21.00	\$21.00	\$21.00 - eCheck - 9/4/yyyy
<input checked="" type="checkbox"/>	Anderson, Raelyn	8686	\$21.00	\$21.00	\$21.00 - Credit Card - 9/4/yyyy
<input checked="" type="checkbox"/>	Andrew, Kaitlyn	8687	\$21.00	\$21.00	\$21.00 - Credit Card - 9/4/yyyy
<input checked="" type="checkbox"/>	Andrew, Kaitlyn	8687	\$21.00	\$21.00	\$21.00 - Credit Card - 9/4/yyyy

Refund

- To refund all payments, select checkbox to left of **Student Name**
- Enter **Refund Amount** (partial refunds can be processed)
- Click **Refund**
- The system will refund the student online. A Batch Report will be provided that will list the refund.
- Confirmation will display
- Click **Confirm** to process refund or **Cancel** to stop refund process

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.