



Refunds

Cash, Check, & Credit Card

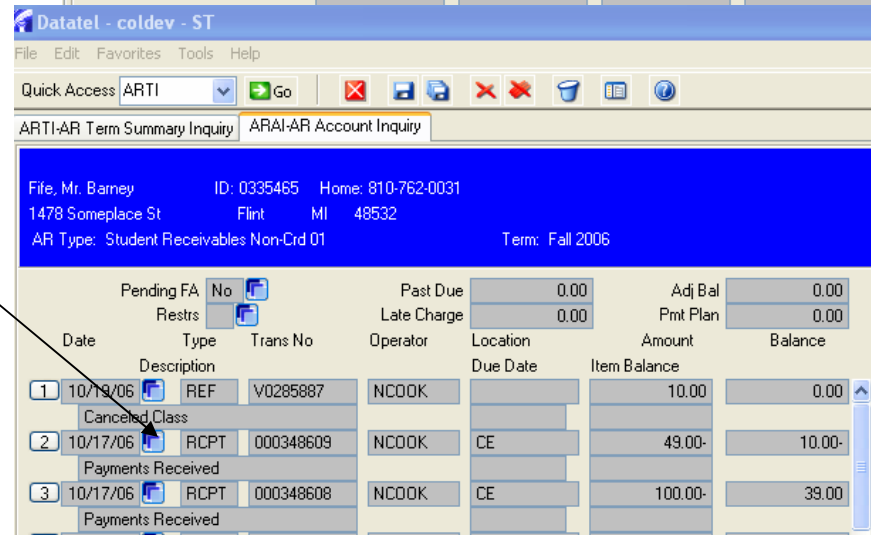
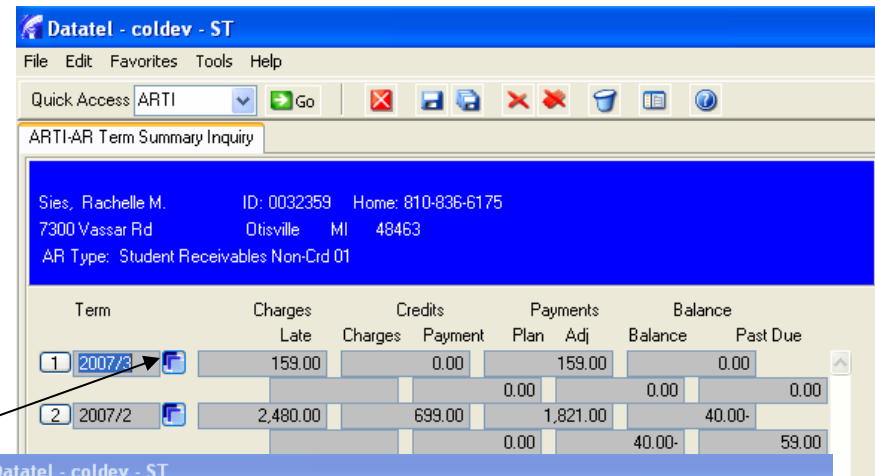
Basic steps

1. **ARTI** research payment information
2. Cash and Checks ~ **RFND**
3. Credit Cards ~ **CRRE**

ARTI

Step #1 Detail on the TERM to the ARAI-AR screen

Step #2 Detail on the Receipt to the PAYI screen





Refunds

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ARTI (cont)

Step #3 Detail on Cash Receipt to the **CRIN** screen

Detail into comments field if there is an **X** in the box. This means that someone other than the student paid for this class.

From the ARTI screen and the detailing down to the other screens the following information is available:

- Person Id
- Transaction Number
- Receipt Number
- What type of Payment
- Who made payment
- Amount of payment



Refunds

Payment was made by Checks or Cash

RFND

- Step #1 Enter Person name or Id

AR Accountholder LookUp

OK Cancel Detail Finish Help

- Step #2 Enter STDRN for AR type

AR Types LookUp

OK Cancel Detail Finish Help

- Step #3 Enter Term date

Term LookUp

OK Cancel Detail Finish Help

- Step #4 Type (A)dd

Voucher LookUp or (A)dd

OK Cancel Detail Finish Help



Refunds

Payment was made by Checks or Cash

RFND (continued)

- Step#5 Top of screen will self populate
- Step #6 Datatel will issue Voucher Number
- Step #7 Enter Refund Date
- Step #8 Enter AR Type
- Step #9 Enter Refund Amount
- Step #10 Enter Refund Rsn (use lookup ...)
- Step #11 Finish & Update

RFND-AR Refund

Sies, Rachelle M. ID: 0032359 Home: 810-836-6175
7300 Vassar Rd Otisville MI 48463

AR Type: STDRN Stud Term: Winter 2007 Unappr Amts: 0.00
Voucher: V0285890 Stages: Acct Balance: 0.00

Refund Date: 12/04/06
Maint Date:
Due Date: 12/04/06
AP Type: ARC Continuing Ed.-A
Refund Amt: 159.00
Name/Addr:
Approvals: 1
Comments: X
Ref No: 1
Refund Rsn: CAN Canceled CI
Account Inquiry
Related Vouchers

Payment	Payment Amt	Term	Date	Source	Reference No
1	Total				
	0.00				

Credit	Credit Amt	Term	Date	Invoice No	Description
1	Total				
	0.00				

Refund Override Login/Password:
Controller Payments: No Values

RFND-AR Refund RFND-AR Refund

File Resolution (Standard)
using AP.TYPES, View: AP.TYPES

Seq:	Item ID	Description
<input type="checkbox"/>	1: ARC	Continuing Ed.-A/R Refunds
<input type="checkbox"/>	2: AR	Student Receivables
<input type="checkbox"/>	3: DREF	Sponsor Deposit Refund