

RADIUS

Managing Radius Deposits

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Setting the payment year for Radius is controlled in My BackPack (MBP)

The Ascendance and Radius enrollment payment process use the MBP control to ensure payments are applied to the correct year in Accounts Receivable (AR)

- Log into My BackPack
- Go to My BackPack Setup | Online Enrollment
- Select Options tab

Before you open re-enrollment for the 2022 season, please verify your settings:

- Online enrollment Opened box is deselect
- Enrollment year: 2022
- Use: next year student information

IMPORTANT:	check My BackPack setting before
	sending contracts!

🖃 🛛 Online	Enrollme	nt Setup			
Documents	Options	Online Payment			
Options		· · · ·			
Menu Link Label Enrollment/Re-Enrollment					
Online Enrollment Opened					
Enrollment Y	Enrollment Year: 2022 V				
Use: next ye	ar student ir	nformation 🗸			

Radius deposits that are paid online will automatically be added to the transaction window. The transaction will transfer automatically to AR as a Cash Receipt.

RADIUS								
<<	Hide	• •						
General		🕈 🕅						
		Radius/Portal User	Payer Name	Amount Received	Payment Date 👻	Payment Method	Transaction ID	Payment Source
Contract		Mrs. Allison Walker	Allison Walker	\$2,126.00	02/27/2021 10:43 AM	eCheck	42527623801	Parent Portal
Transactions			Payer Count: 1	\$2,126.00	N			
Approval					3			

ACCOUNTS RECEIVABLE (AR)

C	ash	Receipts Postin	g						×
Г	Pen	ding Batches							
		Batch	Description	Entered By	Enter Date/Time	Total Amt.	MBP	^	
		AR025108	A/R Cash Receipts Posting(2-8)	MBP	02-27-202110:43AM	2,126.00	Y		
		10000400				E 000 00		<u>i </u>	

All Radius transactions are sent to AR Cash Receipts. Verify with your Business Office on how you process cash/check payments.

Cash or paper check Deposits need to be manually entered. Schools will choose ONE method:

1. Enter details in Radius

• The transaction will transfer automatically to AR as a Cash Receipt.

---- OR -----

- 2. Enter details in AR
 - AR Cash Receipts transaction DO NOT update Radius

Enter Cash or Check details in Radius

• Select the Add icon to add a transaction.

•	Complete details in window a	

Select Save

Add/Edit Transaction				8
Payer Name*:				
Benjamin Adams	Clear 🕂 Add Person			
8344 Alder Avenue, , Austin, , TX 73301 ,				
Amount Received*:	Payment Date*:			
\$1,200.00	03/18/2021 05:19 PM	<u>الله</u>		
Payment Method*:	Transaction #:			
Check 🗸	12345			
Notes:				
CL				
		6		
			Save	Cancel

* 🗴								
Radius/Portal User	Payer Name	Amount Received	Payment Date 👻	Payment Method	Transaction ID	Payment Source	Notes	
Benjamin Carl Ada	Benjamin Adams	\$1,200.00	03/18/2021 05:19	Check	12345	Manual	Q	* *
	Payer Count: 1	\$1,200.00						

• Payments made through Radius will be passed to AR Cash Receipt.

Enter Cash or Check details in AR

If a school chooses to enter cash and check enrollment deposits through AR the transaction will not automatically populate in Radius. The school will need to mark deposit as paid in Radius.

- 1. Enter Cash receipt in AR
- 2. In Radius:
 - a. Go to Contract screen for the student
 - b. Turn editing to On
 - c. Select checkbox to Override and mark as Paid

<< Hide General	ACTIVE CONTRACT ARCHIVED CONTRACTS (0)	
Contract	Contract Information	
Transactions Approval	Contract Name: enrollment	Deposit Paid:
	Published Date:	Override and mark as Paid

d. Confirm that you intend to override the deposit payment.



e. The Deposit will be marked as paid in Radius

Deposit Paid:	EDIT ON VIEW	
✓ Payment overheaden ✓ Override and mark as Paid	Deposit Paid: Payment overridden (Support Support - 02/23/2021)	EDIT OFF VIEW

f. The Parent Portal will display the Total Deposit and see that it is "Marked as Paid"

Upper School	Signed: <u>1 of 1</u>	Total Deposit: \$5,000.00
Contract Status: In Progress	1 Signature Required	Marked as Paid

3. If a school wishes to change the Override setting, please contact Senior Systems Support.

FAQ about Radius Deposits

Why do I see a duplicate deposit for same student?

• Records added to the Radius transaction window automatically update in AR Cash Receipts Posting window. If a manual transaction is added in AR **and** in Radius, yes, it will be in AR twice.

Can I delete a transaction in Radius?

 No, please contact Senior Systems Support if you need to delete a transaction in Radius.
 Records that are deleted from the Radius Transaction window are not recorded in AR Cash Receipts Posting window.

If I add a transaction in AR Cash Receipts will that automatically update the enrollment screen in the Radius Parent Portal?

• No, AR Cash Receipts transaction DO NOT update Radius transaction or the Parent Portal.

If a parent uses the Pay Online menu on the Portal to make a payment for Next Year Enrollment deposit through Online Payments will that automatically update the enrollment screen in the Radius Parent Portal?

Dashboard 🖌		Pay Online			
Child Summary					Account: Student
		Payment Item	Balance Due	Current Statement	Payment
Academics		Tuition	\$0.00	\$0.00	0.00
Directories		Incidental	\$9.00	\$0.00	9.00
	- 11	The 'Payment Items' listed below show the amo	ints you have already paid. Enter any additional amounts you wish to pay, to	increase the 'Balance'.	
My Accounts		Payment Item		Balance	Payment
	- 11	Next Year Enrollment Deposit Paid		\$2,571.50	0.00
 Account Summary 					
- Account Details		TOTAL			
- Statements					
– Pay Online		TOTAL PAYMENT			9.00

- No, payments made through My Accounts menu post in AR but not in Radius.
- Best practice is to turn this line off during enrollment season. This setting is located in the Accounts Receivable module. (My BackPack | Configuration)

s I	My BackPack Help	
4	Publish Statements	
ac	Configuration	
	Approve Student Profile Changes	
	Approve Parent Profile Changes	

- Select Screens Tab | Online Payment Tab
 - o Deselect the Next Year Enrollment Deposit Balance
 - Select OK

Parent Account Access Configuration					
Screens Account Balances Fields Debit Accounts Merge Field Links					_
Account Summary Screen Account Detail Screen Statements Screen Online Payments					
Show Online Payments Page					111
м	3P Label Pay Online				
Er as	ter comments that would appear Page Comments footer on MBP screen	Tuition and	Incidental Display Options		
	Payment Item	Accept Online Payment	Allow Conv. Fee		111
	Tuition	✓	✓		
	Incidental	✓	✓		
	Prepaid Balance		✓		
	Enrollment Deposit Balance		<		
	Enrollment Other Deposit Balance		<		
	Next Year Enrollment Deposit Balance	Image: A state of the state	✓		
	Next Year Other Enrollment Deposit Balance		✓		
	Deferred Charges		✓		
		l			
—					-
				OK Cancel	

A parent paid the Next Year Enrollment deposit through Online Payments instead of the enrollment window. This payment method does not automatically update in Radius Portal. How can how a zero balance for enrollment Deposit on the Radius enrollment window.

• Process the payment through AR and in Radius go to the student Contract window and select Override and Mark Paid option