Managing Radius Deposits

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
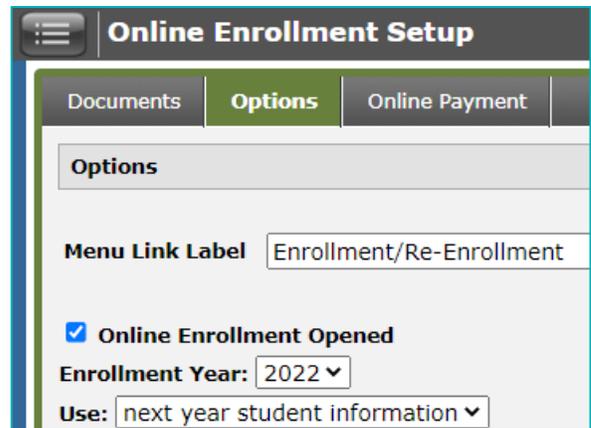
IMPORTANT: check My BackPack setting before sending contracts!

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

Radius/Portal User	Payer Name	Amount Received	Payment Date ▾	Payment Method	Transaction ID	Payment Source
Mrs. Allison Walker	Allison Walker	$2,126.00	02/27/2021 10:43 AM	eCheck	42527623801	Parent Portal
	Payer Count: 1	$2,126.00				

ACCOUNTS RECEIVABLE (AR)

Cash Receipts Posting

Pending Batches

	Batch	Description	Entered By	Enter Date/Time	Total Amt.	MBP	
	AR025108	A/R Cash Receipts Posting(2-8)	MBP	02-27-2021 10:43AM	2,126.00	Y	

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.   **+ Add**
- Complete details in window a
- Select Save

Add/Edit Transaction   ⊗

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 | 🗓 🕐 |

Payment Method*:   Transaction #:

| Check ⌄ | | 12345 |

Notes:

| CL |

                                                          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	🔍
	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

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

e. The Deposit will be marked as paid in Radius

EDIT ON VIEW

Deposit Paid:
- ✅ Payment overridden
- ☑ Override and mark as Paid

EDIT OFF VIEW

Deposit Paid:
- ✅ Payment overridden
  (Support Support - 02/23/2021)

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

| Upper School | Signed: 1 of 1 | 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?
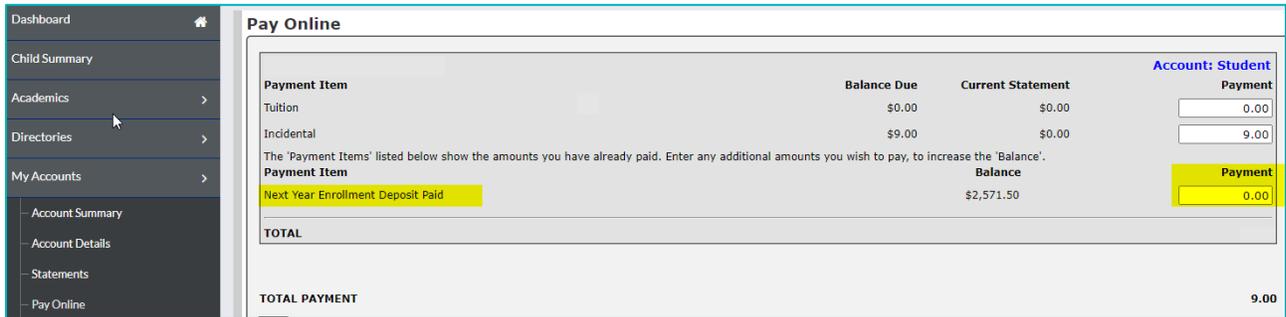
- **No**, payments made through My Accounts menu post in AR but not in Radius.
- Best practice is to turn this line off during enrollment season. This setting is located in the Accounts Receivable module. (My BackPack | Configuration)
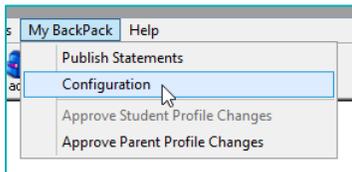
- Select Screens Tab | Online Payment Tab
  - o Deselect the Next Year Enrollment Deposit Balance
  - o Select OK
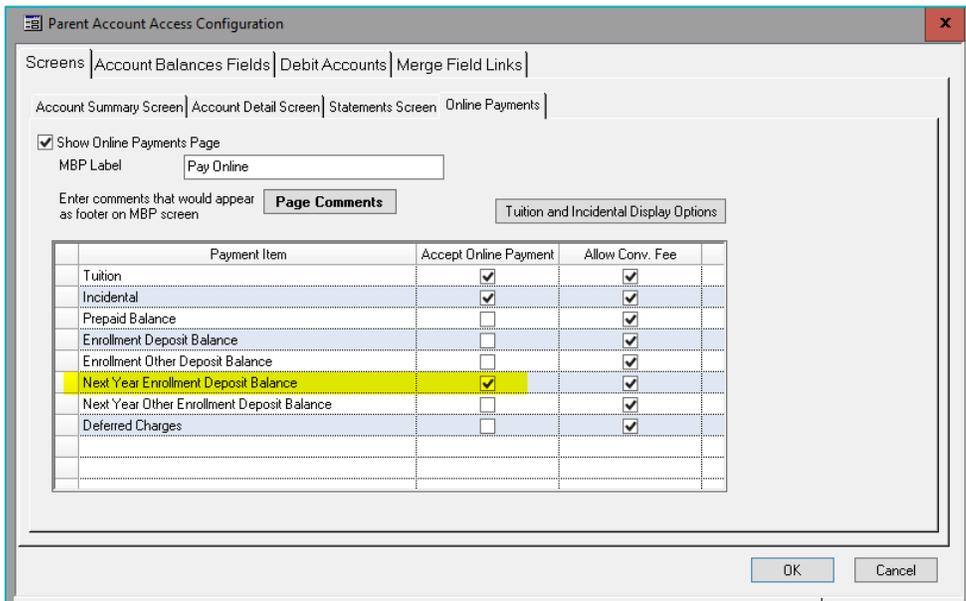
A parent paid the Next Year Enrollment deposit through Online Payments instead of the enrollment window. This payment method does not automatically update in Radius Portal. How can how a zero balance for enrollment Deposit on the Radius enrollment window.

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