

A large, teal-colored chevron graphic pointing to the right, located on the left side of the page.

FAQ: Applying Radius Payments to “Next Year”

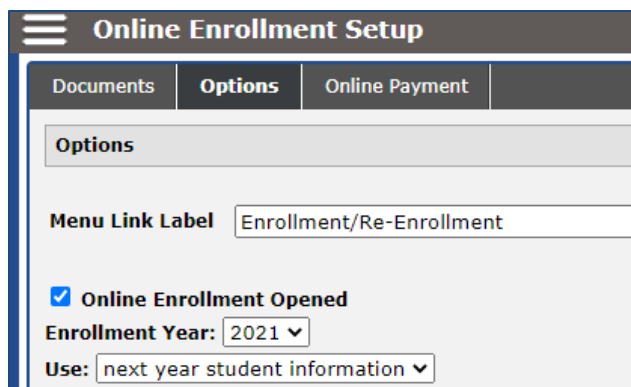
Setting the payment year for Radius is controlled in My Backpack (MBP)

The Ascendance and Radius enrollment payment process use the same 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 2021 season please verify your settings:

- Online enrollment Opened box is deselected
- Enrollment year: 2021
- Use: next year student information



The screenshot shows the 'Online Enrollment Setup' interface with the 'Options' tab selected. The 'Menu Link Label' is set to 'Enrollment/Re-Enrollment'. The 'Online Enrollment Opened' checkbox is checked. The 'Enrollment Year' dropdown is set to '2021'. The 'Use:' dropdown is set to '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 (Screen below).
- Manual cash receipts (cash or paper check will) need to be manually entered; use the + icon to add a transaction
- Payments made through Radius will be passed to AR Cash Receipt **one time only**.
- Records that are deleted from this Transaction window are not recorded in the AR Cash Receipt. Please contact your Business Office if you make any changes to an existing transaction.