



RADIUS

FAQ:
Applying Radius
Payments to
“Next Year”

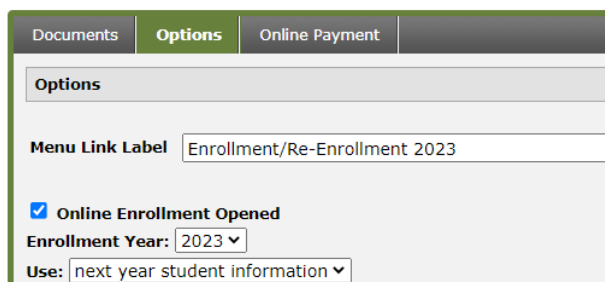
Setting the payment year for Radius is controlled in My Backpack (MBP)

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 2023 season, please verify your settings:

- Online Enrollment Opened box is selected
- Enrollment year: 2023
- Use: next year student information



The screenshot shows the 'Options' tab in the My Backpack interface. It features a 'Menu Link Label' field with the text 'Enrollment/Re-Enrollment 2023'. Below this, there is a checked checkbox for 'Online Enrollment Opened'. The 'Enrollment Year' is set to '2023' in a dropdown menu, and the 'Use:' field is set to 'next year student information' in another dropdown menu.

**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.