

B. Group payment

- a. Collect all routing slips for each trainee.
- b. Open Primus receipts and enter your clerk ID number
- c. Click on the GROUP PAY button.
- d. Select the Add button beside each trainee's social security number included in the group payment.

Note: All trainees selected should appear in the Invoiced Trainees column. Verify that the classes shown in the column match each trainee's routing slip. Initial the top of each routing slip of the trainee's selected.

- e. Select your payment type.

Note: Make sure to click on the correct payment type (check, credit card or cash). If the client pays with a check, enter the check number. If the client pays with a credit card make sure you enter the type of credit card.

- f. Include the amount received and click the enter key.
- g. Click the print button to print the receipt. Put the receipt number and your initials on top of the credit card tape or the check. Stamp all checks with the Deposit Only stamp. Place all checks and credit card receipts in the cash drawer.
- h. Write your initial's over the COD on each of the routing slips to complete the transaction.