

D. Miscellaneous Payments

This tab should be used for any of the following

- A. Subscriber payments: full or pro-rated amounts
- B. All refund transactions
- C. Invoice Payments
- D. Payments Using Company Account Credits
- E. Cashing employee personal checks
- F. Check is more than classes being taken
- G. Payments using two different types of payment

A. Subscriber Payment –Full Payment/Pro rated Amounts

- a. Open Primus Receipts and enter your clerk ID number
- b. Click on the MISC Receipts button.
- c. Select the ***SUBSCRIBER PAYMENT***- if full membership amount is paid. Click the ***OTHER*** button if pro-rated fee is paid.

- d. Include the client ID number of the company and click the enter key.
- e. Type the following code **000-00-0000** in the social field and click enter.

Note: When companies pay a pro-rated fee type, “Paying Pro-rated Membership” and your initials.

- f. Type in the total amount received for the subscriber payment and click the enter key.
- g. Select 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 they are paying with a credit card make sure you enter the type of credit card.**
- h. Copy and paste the note from step 5 in the notation field located at the bottom.
- i. 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.

B. Refunds

You must have the original receipt before you can process a return transaction

- a. After logging into Primus receipts select the button labeled ***OTHER*** in MISC Receipts.
- b. In the notation field provide an original receipt number and an explanation for the refund.

Note: Provide the original receipt payment type and the amount that is refunded.

- c. Enter the client’s social security number and enter.

Note: When refunding a class be sure not to refund the social security verification fee.

This fee is NONREFUNDABLE.

- d. In the tendered amount column enter **0** for the amount tendered. Select the same payment transaction field that was selected from the original receipt.

Note: If a trainee paid with a credit card you will have to refund the amount back to the card. Swipe the customer’s credit card and enter the amount of the refund. If the ISTC employee does not have the card a refund will be given in the form of a credit on the credit card by accounting. Customer service will follow step b from above to inform accounting of the credit needed. If classes were paid with cash, a refund will be given back as cash. If classes were paid with a check, a refund will be given in the form of a credit applied to the company. Complete step b from above for the remainder amount to be credited. Student will not receive cash back from payment with a check.

- e. Attach original receipt and refund receipt together and include them with the end of the day deposit.

Note: Always issue customers a copy of the original receipt. NEVER give original receipts.

C. Invoice Payments

- a. After logging into Primus receipts select the button labeled ***Other*** in MISC Receipts.
- b. Add the client Id number of the company and enter.
- c. Type the following code **000-00-0000** in the social field and click enter.
- d. In the notation field type the following:
(Type each invoice number being paid) along with your initials.
- e. Provide the amount received from client and enter.
- f. 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 and Stamp the check with the Deposit only Stamp. If the company pays with a credit card make sure to enter the type of credit card.

- g. Copy and paste the note from STEP 4 into the description field located at the bottom.
- h. 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. Place all checks and credit card receipts in the cash drawer.

D. Payments Using Company Account Credits

Call accounting department to confirm that the credit is still valid

- a. After logging into Primus receipts select the button labeled OTHER in MISC Receipts.
- b. Add the client Id number of the company and enter.
- c. Insert the trainee's social security number and enter.
- d. In the notation field type the following:
"Using (enter \$ amount) credit for payment of (enter class code) with your initials.
- e. Type 0.00 in the tendered amount field and click enter.
- f. Select CASH as the payment type.
- g. Copy and paste the note from STEP 4 into the description field located at the bottom.
- h. Click the print button to print the receipt and finish the transaction.

E. Cashing employee personal checks

- a. After logging into Primus receipts select the button labeled OTHER in MISC Receipts.
- b. Add the ISTC walk-in client Id number (52434) and enter.
- c. Type the following code **000-00-0000** in the social field and click enter.
- d. In the notation field type the following:
Cashing (enter \$ amount) check for (employee's initials); followed by your initials.
- e. Type **0.00** in the tendered amount field and click enter.
- f. Select check as your payment type.
- g. Copy and paste the note from STEP 4 into the description field located at the bottom.
- h. Click the print button to print the receipt. Put the receipt number and your initials on top of the check. Stamp the check with the Deposit Only Stamp and place the check in the cash drawer.
- i. Give employee cash value for the check.

F. Company check is more than classes being taken

- a. After logging into Primus receipts select the button labeled OTHER in MISC Receipts.
- b. Add the client Id number of the company and enter.
- c. Insert the trainee's social security number and enter.
- d. In the notation field type the following:
Paying for (class code and the total \$ amount of classes being taken) company will have credit of (check overage amount); followed by your initials.
- e. Provide the total amount received and enter.
- f. Select payment type.
- g. Copy and paste the note from STEP 4 into the description field located at the bottom.
- h. Click the print button to print the receipt. Put the receipt number and your initials on top of the check. Stamp the check with the Deposit Only Stamp and place the check in the cash drawer to finish the transaction.

G. Company paying using two different types of payment

- a. After logging into Primus receipts select the button labeled OTHER in MISC Receipts.
- b. Add the client Id number of the company and enter.
- c. Insert the trainee's social security number and enter.
- d. In the notation field type the following:
Paying (amount) for (class code) will pay remainder with (provide different type of payment) followed by your initials.
- e. Provide the amount received for the first transaction and enter.
- f. 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 and Stamp the check with the Deposit only Stamp. If the company pays with a credit card make sure to enter the type of credit card.

- g.** Copy and paste the note from STEP 4 into the description field located at the bottom.
- h.** 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. . Place all checks and credit card receipts in the cash drawer.
- i.** Click the Other button and repeat steps 2 and 3.
- j.** In the notation field type the following:
Paying (amount) for (class code) reference receipt (insert the number from the previous receipt) followed by your initials.
- k.** Provide the amount received for this transaction and enter.
- l.** Select your payment type.
- m.** Copy and paste the note from STEP 10 into the description field located at the bottom.
- n.** 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. . Place all checks and credit card receipts in the cash drawer.