

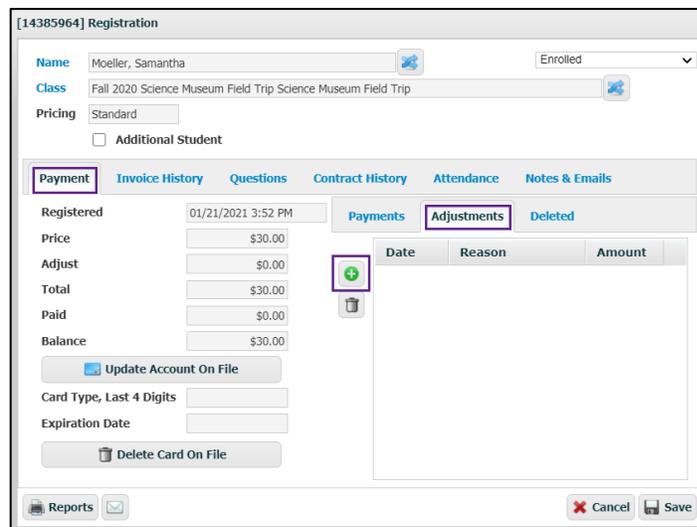


Transfer a Balance or Credit from a Past Class

In order to transfer a balance or credit from a past class, click into the past **Registration** that you are transferring from.

Transfer a Balance

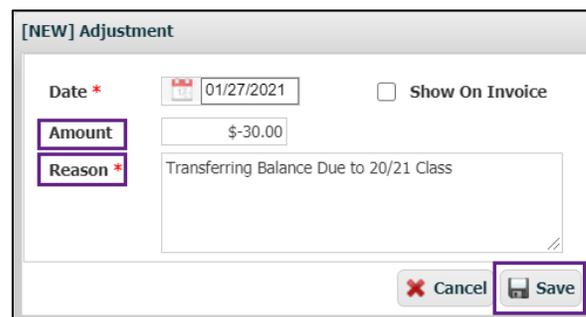
1. On the **Adjustments** tab, add a new **Adjustment** by clicking the **Add** button (). The **NEW Adjustment** window will open.



The screenshot shows the registration details for Moeller, Samantha. The Adjustments tab is active, and the Add button is highlighted. The registration details include:

Registered	01/21/2021 3:52 PM	Payments	Adjustments	Deleted
Price	\$30.00			
Adjust	\$0.00			
Total	\$30.00			
Paid	\$0.00			
Balance	\$30.00			

2. The **NEW Adjustment** window will open.



The screenshot shows the NEW Adjustment window with the following details:

Date *	01/27/2021	<input type="checkbox"/> Show On Invoice
Amount	-\$30.00	
Reason *	Transferring Balance Due to 20/21 Class	

- Enter the **Amount** of the balance as a negative number.
- In the **Reason** field, add a note explaining to which registration the balance will be transferred, then **Save**. The balance should now be zeroed out.

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- **Save** out of this first registration.
3. Navigate to the Registration to which the balance will be transferred. Navigate to the **Payment** tab. On the **Adjustments** tab, select the **Add** button (+).

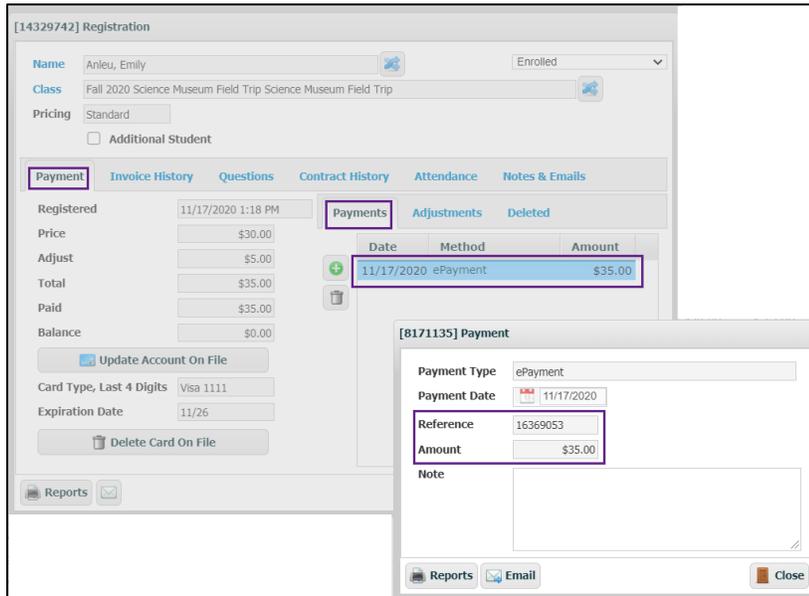
The screenshot shows the registration details for 'Moeller, Samantha' in the 'Enrolled' status, enrolled in 'Piano Lessons 2020/21 Music Lessons'. The 'Payment' tab is active, and the 'Adjustments' sub-tab is selected. A table with columns 'Date', 'Reason', and 'Amount' is visible, with a green '+' button to add a new adjustment. The registration summary shows a total of \$20.00 and a balance of \$20.00.

4. The **NEW Adjustment** window will open.

The 'NEW Adjustment' window is shown with the following fields: 'Date' set to 01/27/2021, 'Amount' set to \$20.00, and 'Reason' set to 'Transfer to 20/21 Class'. There is a 'Show On Invoice' checkbox which is unchecked. 'Cancel' and 'Save' buttons are at the bottom right.

- When transferring a balance, enter the adjustment **Amount** as a positive number.
- In the **Reason** field, add comments detailing information about the transfer, including from which registration the balance has been transferred.
- Click **Save**, then Save out of the registration.
- The balance will now be reflected on the new registration.

1. On the **Payments** tab, double-click into the Payment you wish to transfer and take note of the **Amount** and **Reference #** as these items will be noted in the new Registration.



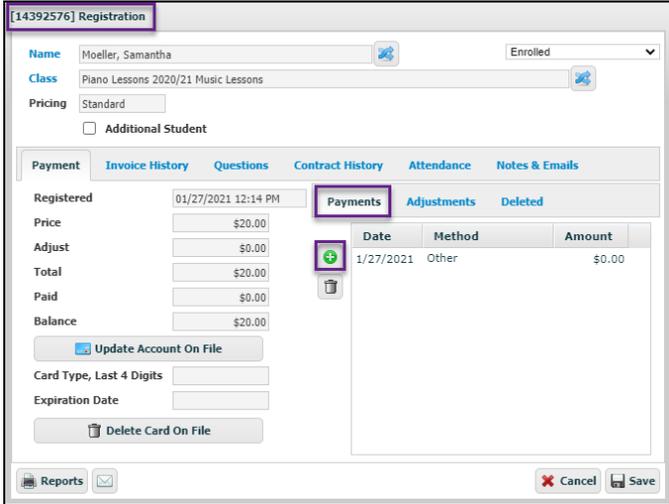
2. To notate a credit transfer out of this Class, click on the **Add** button () on the **Payments** tab. The **NEW Payment** window will open.

The screenshot shows the '[NEW] Payment' window. The 'Payment Type' is set to 'Other'. The 'Payment Date' is 01/27/2021. The 'Reference' field contains '16369053/transf'. The 'Amount' field contains '\$-35.00'. The 'Note' field contains 'Transferring Credit to 20/21 Class'. There are 'Cancel' and 'Save' buttons at the bottom.

- In the **NEW Payment** window, select the **Payment Type** as **Other**. Then, enter the copied down **Reference Number** followed by **/transfer** and **Amount** of the credit as a negative number.
- In the **Note** field, add a note explaining to which registration the credit will be transferred, then **Save**. Save out of this first registration.

- **Note:** Once the transfer payment is notated, depending on the situation of the transfer, you may have to add an Adjustment to the registration within the **Adjustments** tab to show the student's Balance as \$0.

3. Navigate to the Registration to which the credit will be transferred. Navigate to the **Payment** tab. In **Payments** tab, select the **Add** button ().



[14392576] Registration

Name: Moeller, Samantha | Enrolled

Class: Piano Lessons 2020/21 Music Lessons

Pricing: Standard

Additional Student

Payment | Invoice History | Questions | Contract History | Attendance | Notes & Emails

Registered: 01/27/2021 12:14 PM | Payments | Adjustments | Deleted

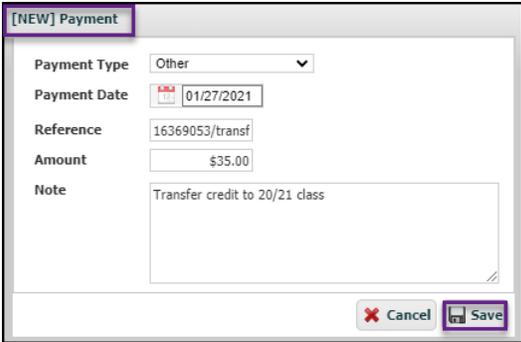
	Date	Method	Amount
Price			\$20.00
Adjust			\$0.00
Total			\$20.00
Paid			\$0.00
Balance			\$20.00
	1/27/2021	Other	\$0.00

Update Account On File

Card Type, Last 4 Digits: | Expiration Date: | Delete Card On File

Reports | Cancel | Save

4. The **NEW Payment** window will open.



[NEW] Payment

Payment Type: Other

Payment Date: 01/27/2021

Reference: 16369053/transf

Amount: \$35.00

Note: Transfer credit to 20/21 class

Cancel | Save

- Select the **Payment Type** as **Other**.
- When transferring a credit to a registration, enter the amount as a positive number.
- Enter the copied down **Reference Number** followed by **/transfer** and **Amount** of the credit as a positive number.
- In the **Note** field, add a note explaining from which registration credit is transferred, then **Save**. Save out of this registration.