

Invoice for a Drop-In Contract

If this is your first time invoicing, feel free to contact RegWerks at 888-847-9470 or via email at support@regwerks.zendesk.com for assistance with the invoicing process.

- 1. Select **Class** under the **Main** menu, and then double-click into the class for which invoices need to be generated.
- 2. Verify that all necessary adjustments have been completed and suspensions have been made.
- 3. Click the **Calculate Charges** button at the bottom of the window.

[297674] Class								
Class Number	Drop-In Child Care 2019-2	020				Status	Active	~
Program	Child Care				Enrolled	8		
Course	Drop-In Child Care				Waitlist	0		
Conf. Email	lizzy.moeller@revtrak.com							
General I	nstructor & Expenses	Schedule Arran	igements	Registration	Waitlist	Receipt	Invoice	
Account Cod	e K-5th Child Care			•		Show O	n Web	
Manager	Substad, Kyle		•	•		Allow W	/aitlist Registr	ations
Publish Date	02/26/2019	Publish Time	12:00 AM			Show O	n Year End Sta	atement
Remove Date	e 🔁 01/01/2021	Remove Time	12:00 AM			Low Bal	ance Email	
Reg. Begins	17.	Begins Time	12:00 AM					
Reg. Ends	12	Ends Time	12:00 AM			Low Balance		
	Standard Pricin	g 💿 Contract Pri	icing			Thatselle		
Contract	Drop-In			~				
Go Limit	0	Reg. Limit		500				
Reports		2					X Cance	l 🗖 Save

4. Select Ok when the Generate Fees prompt asks, "Are you sure you want to generate the fees for registrations with a deficit of days?"

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- 5. When prompted, select a **Due Date** for the invoices. The system will now charge all registrants who have attended since the last invoice period. If a registrant has not attended days since the last invoice was calculated, the system will not generate an invoice for this person.
- 6. The **Charges** report will open as an Excel file to allow for a review of the days that are being charged to each registrant's account.
- 7. Once the review of charges is complete, navigate back into the RegWerks system. Click on the **Send Invoices** button at the bottom of the **Class** window.

Reports	Invoices have not been sent	🖹 \$ 👟 🖾 💷	🗙 Cancel 🕞 Save
			1

8. The Invoices window will open.

Invoices	×
Do you want to preview the invoices or send them?	t
Preview Send Cancel	

- Select **Preview** to either review or print the invoices. Close the browser tab when finished.
- Click the **Send Invoices** button (
) then select **Send** to email the invoices to the account holders.
- 9. Invoicing is now complete.