

- The start date will auto-fill. Select the end date for the billing period in the **Charge to Date** field.
 - **NOTE:** For weekly billing cycles, it is recommended that the invoicing time frame ends on the Sunday of the week in which fees are being billed.
 - Enter the invoice **Due Date** by selecting the day on which payments will be due.
 - **NOTE:** If late fees are attached to this contract, these fees will be assessed and applied to accounts once the due date has passed.
 - If there are no suspended registrations listed in the **Suspended Registrations** section, proceed to the next step.
 - If there are suspensions with partial amounts due for the invoice period, please note that the system will not automatically calculate these partial charges. Partial amounts due must be manually entered in the **Amount** column.
 - After verifying that everything has been entered accurately, click **OK**.
5. A **Charges Report** will open as an Excel file for final review. This report displays only calculated charges. It does not include unpaid previous balances. Save this report for future reference, if desired; otherwise, close out of the Excel file once a final review of charges is complete.
6. Back in the RegWerks system, the **Class** window will still be open. Click the **Send Invoices** button at the bottom of the **Class** window.

The screenshot shows the 'Class' window for '[313179] Class'. The window title is '[313179] Class'. The class number is 'Pick-a-Week Child Care 2020-21', the program is 'Child Care', and the course is 'Pick-a-Week Child Care'. The status is 'Active'. The enrolled count is 6 and the waitlist count is 0. The window has several tabs: General, Instructor & Expenses, Schedule, Arrangements, Registration, Waitlist, Receipt, and Invoice. The 'General' tab is selected. It contains fields for Account Code (K-5th Child Care), Manager (Moeller, Lizzy), Publish Date (07/09/2019), Remove Date (08/31/2022), Reg. Begins, Reg. Ends, Publish Time (12:00 AM), Remove Time (12:00 AM), Begins Time (12:00 AM), and Ends Time (12:00 AM). There are checkboxes for 'Show On Web', 'Allow Waitlist Registrations', and 'Show On Year End Statement'. The contract is 'Pick-a-Week', and the Reg. Limit is 60. At the bottom, there are 'Daily Attendance Limits' for AM, PM, and Other, each with a grid for days of the week. A red arrow points to the 'Send Invoices' button at the bottom of the window.

7. Select **Preview**, when prompted to answer the question, “Do you want to preview the invoices or send them?” Invoices may be reviewed or printed at this point.

- If the invoices appear to be **incorrect**:
 - Close out of the browser’s **Preview** tab and undo the invoices using the **Undo Charges** button. Select **Yes** when prompted, “Are you sure you want to undo the fee generation”



- **Save** out of the class after undoing the charges, then double-click back into it.
- Make all necessary adjustments to correct errors on the invoices.
- After making all required changes, redo the steps above starting at **Step 2**.
- If the invoices look **correct**:
 - Close out of the browser’s **Preview** tab.
 - Click the **Send Invoices** button, then select **Send**. Once **Send** is selected, a processing window will pop up for a moment; when it disappears, **Save** out of the Class.

8. Invoicing is now complete.