

TTEF Online System Training

Module Four: Payment

Learning Focus: Viewing School Payments

1. After logging in to your school's account, you will access your school's list of students paid and to be paid by clicking on the **My School** tab and then on the **\$Scholarships** tab.
2. After each SVR has been completed by both the school and the parent, TTEF Staff will add each student to your **\$Scholarships** tab as a student that is scheduled to be on your payment. After payment occurs, you will see a date next to each student under **Date Paid**. This list can be filtered to the **School Year** or **Semester**. This list can also be exported to Excel. This page is simply for viewing your school's payments. No action is required on this page for your school to receive payment.

The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. The user is logged in as a school administrator. The main navigation bar includes 'HOME', 'ACTION NEEDED', and 'MY SCHOOL'. The 'MY SCHOOL' section is active, showing a 'School' view with tabs for 'Basic Info', 'Tuition Schedules', 'Contacts', 'All School Apps', and '\$Scholarships'. The '\$Scholarships' tab is selected, displaying a table of payment records. The table has columns for Student, Family, School Year, Semester, Amount, Program Year, and Date Paid. The current filters are School Year: 2015-2016, Semester: -- Show All --, and Date Paid: Equal. The table shows three records for the 2015-2016 school year, all for the Fall semester, with amounts of \$718.75, \$1,000.00, and \$718.75, and a Date Paid of 01/06/2016.

Student	Family	School Year	Semester	Amount	Program Year	Date Paid
[REDACTED]	[REDACTED]	2015-2016	Fall	\$718.75	HTHT_K4_8	01/06/2016
[REDACTED]	[REDACTED]	2015-2016	Fall	\$1,000.00	HTHT_K4_8	01/06/2016
[REDACTED]	[REDACTED]	2015-2016	Fall	\$718.75	HTHT_K4_8	01/06/2016

- a. Please note the filter for **School Year** is set to default to the current scholarship year and **Semester** is set to **Show All**, which means the full year will be displayed. All payments before Spring 2015-2016 will display 01/06/2016 as **Date Paid**. You may refer to the **Semester** and **School Year** for when this payment was received.
- b. If a student is displayed with more than one payment record per semester, this is due to an adjustment based on school enrollment. The adjustment may be a positive or negative dollar amount.
- c. You may search this page for a student record by typing the student's last name or first name into the boxes.