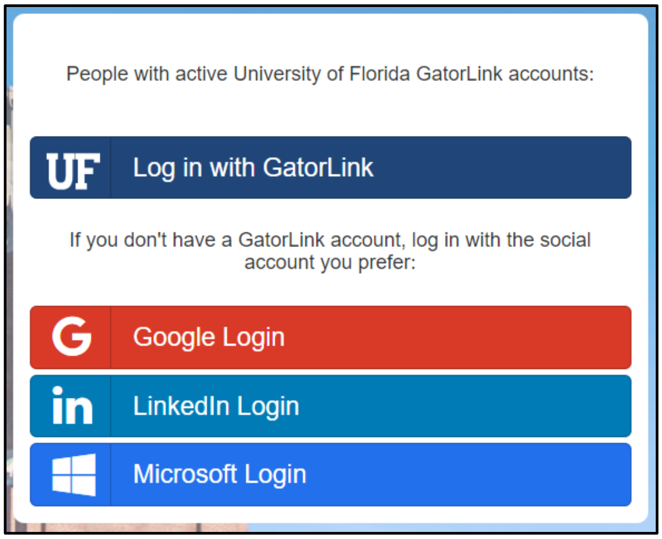
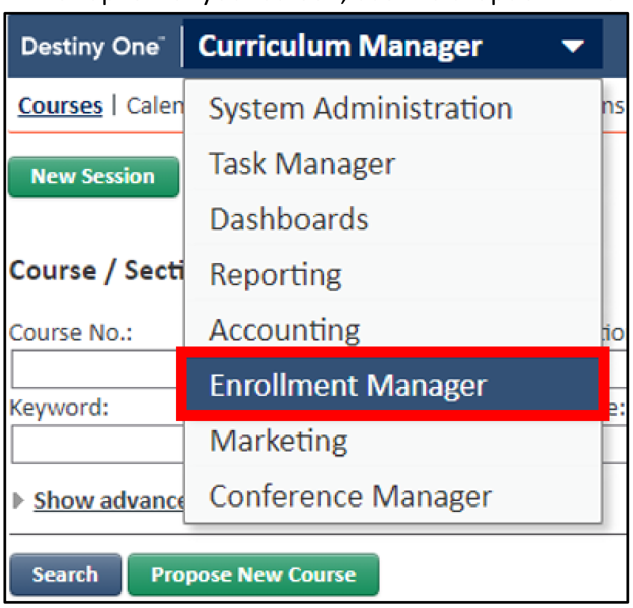
How to Pay an Invoice

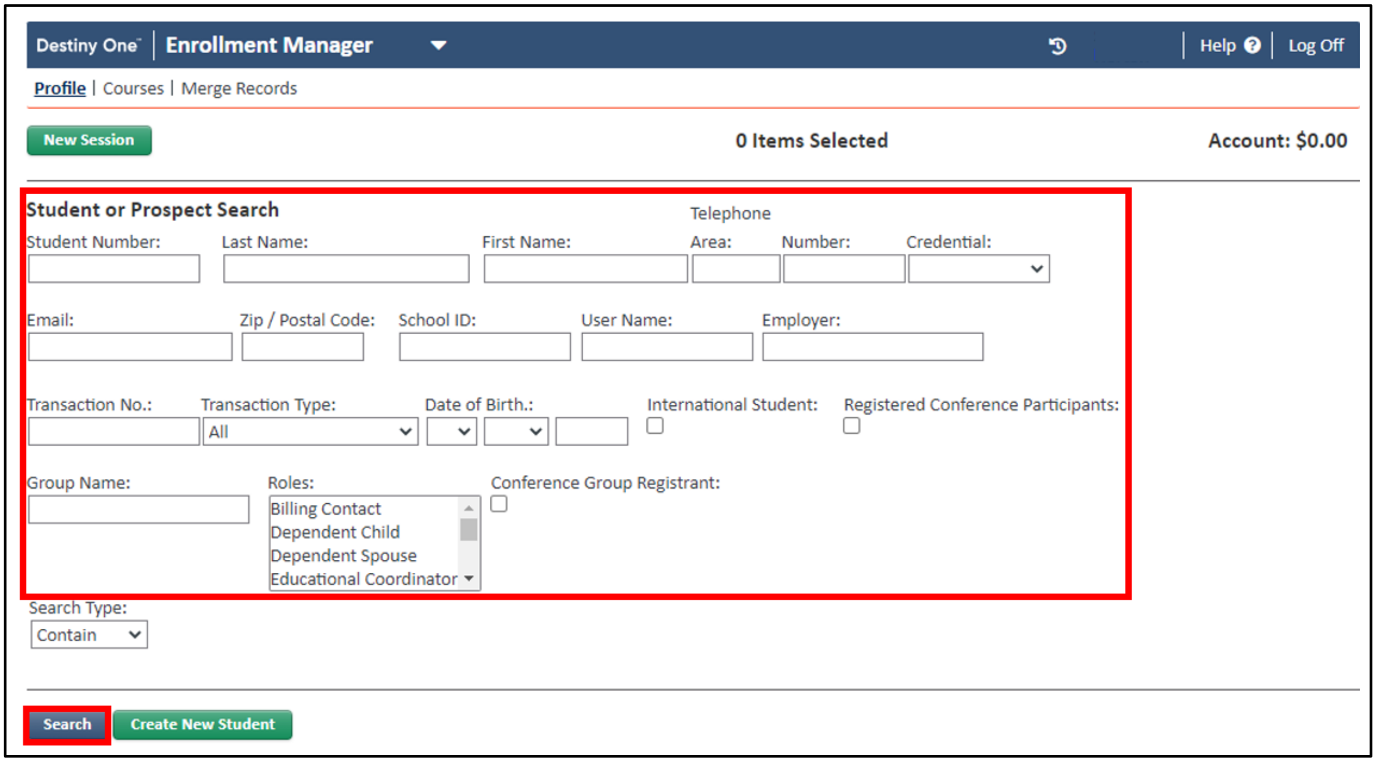
1. Log into Destiny One: uflsv.destinyone.moderncampus.net



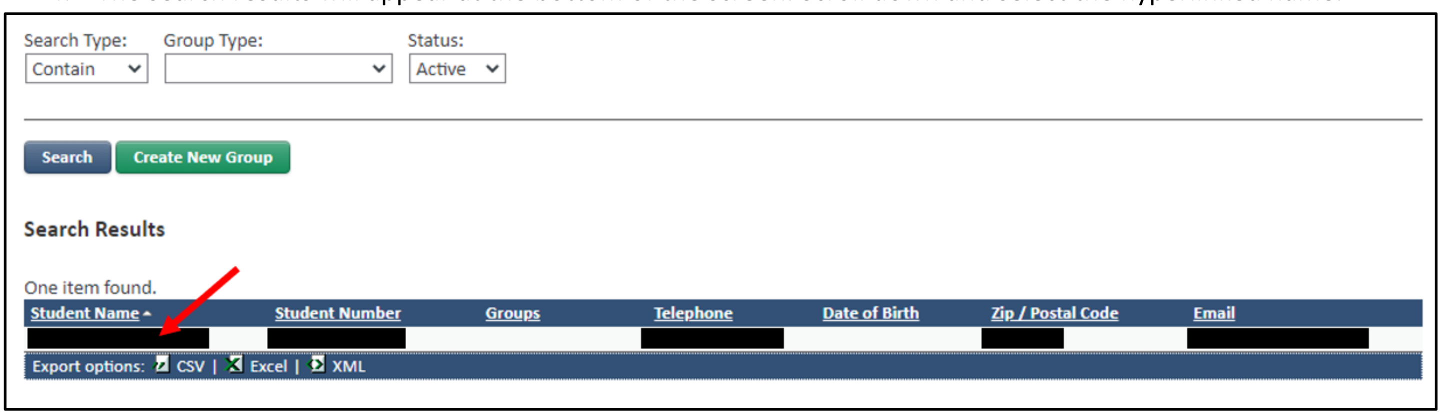
2. At the top left of your screen, use the dropdown menu to switch to the “Enrollment Manager”.



3. Enter the student's information into the search boxes and select the "Search" button.

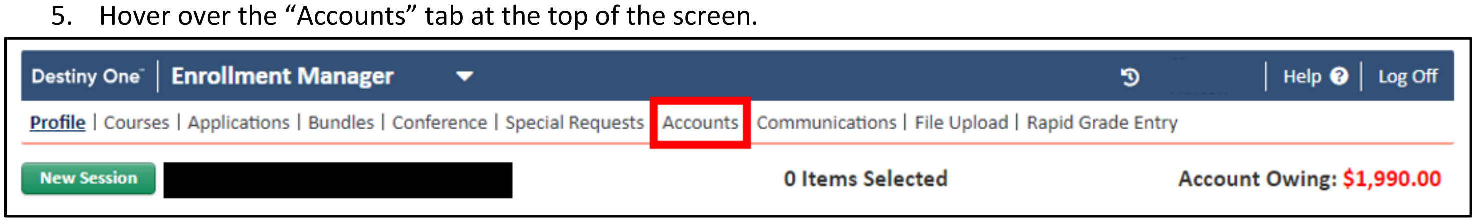


4. The search results will appear at the bottom of the screen. Scroll down and select the hyperlinked name.

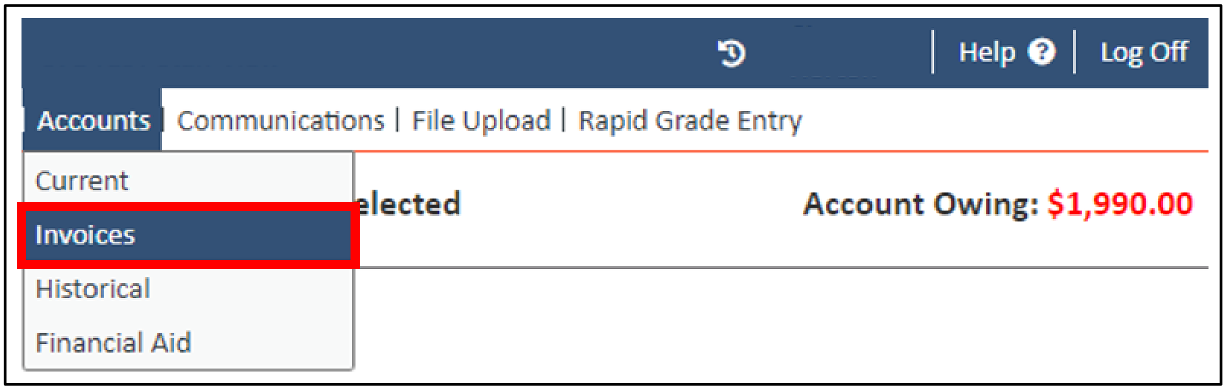


Now you are viewing the "Personal Information" page. From here you can update info as needed or register the student for a course.

5. Hover over the "Accounts" tab at the top of the screen.

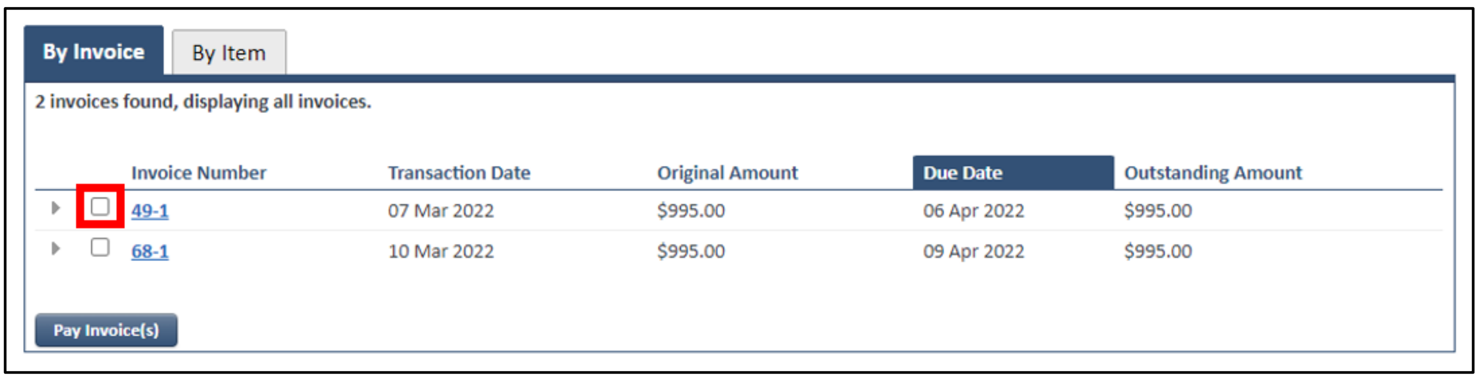


6. Select the “Invoice” option from the dropdown.

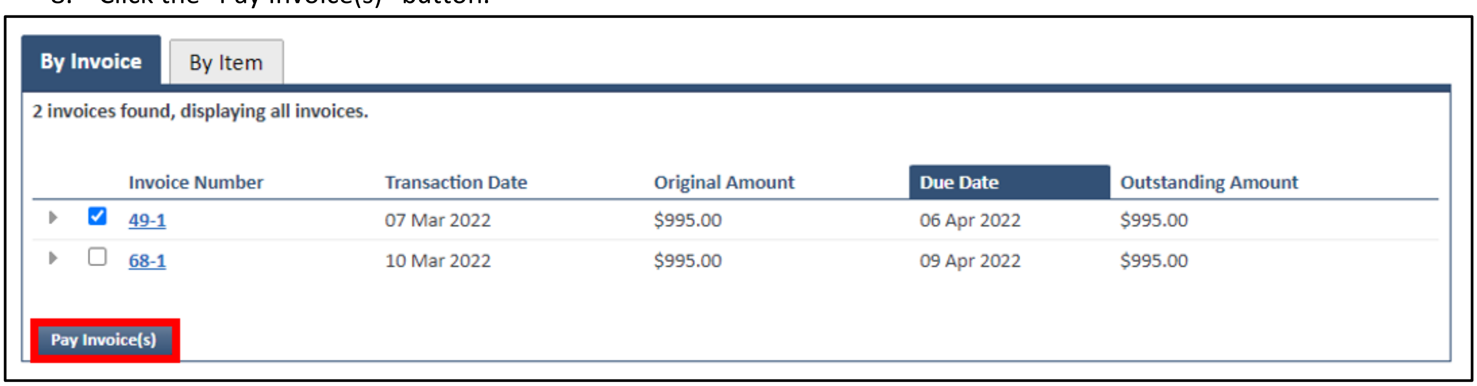


Now you are viewing the “Invoice” page. You can either search for a specific invoice related to the student or select from the options available in the “By Invoice” section.

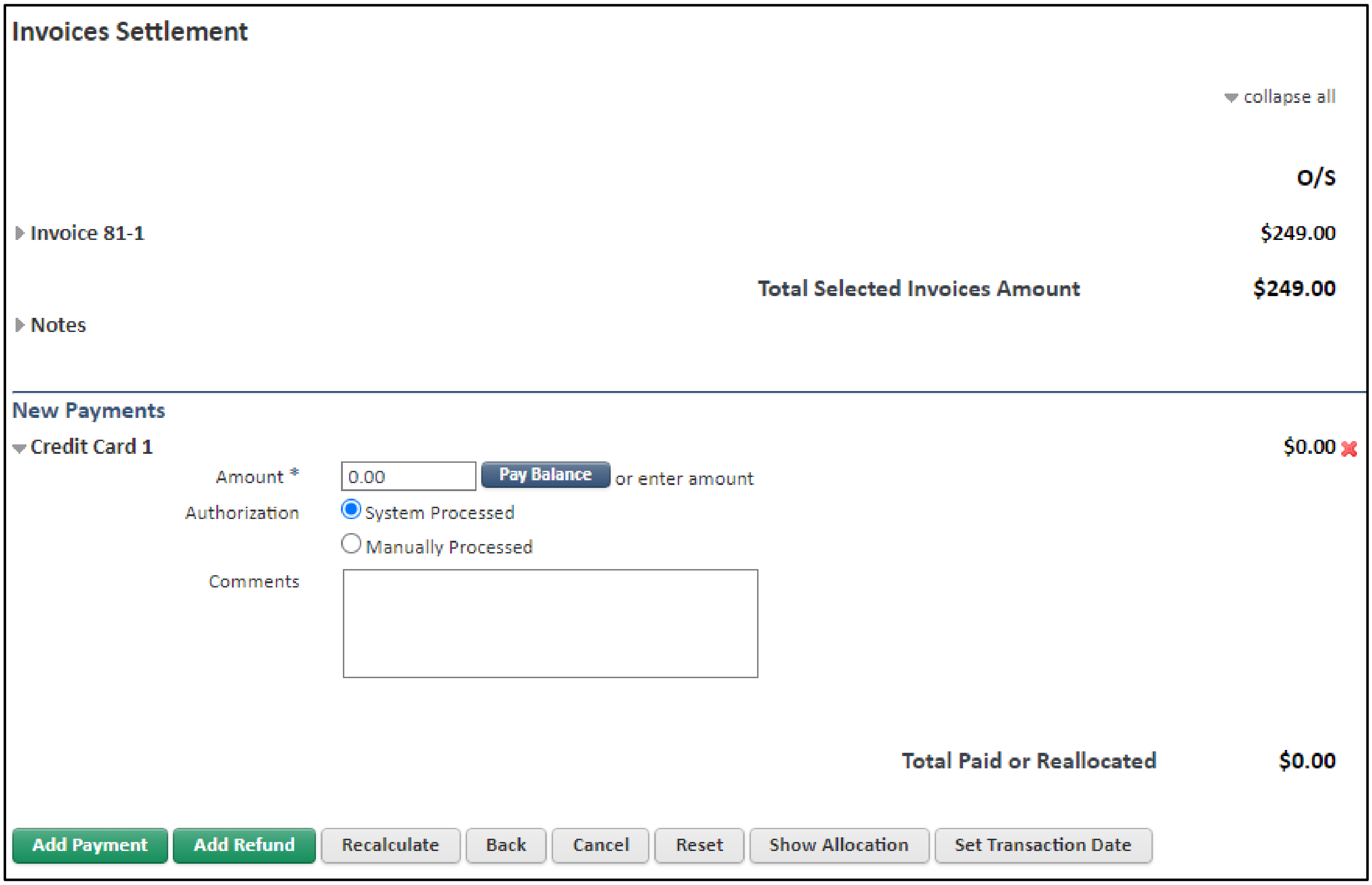
7. Select the checkbox(s) for each desired invoice you wish to pay.



8. Click the “Pay Invoice(s)” button.



Now you are viewing the “Invoice Settlement” page. From here you can add payments.



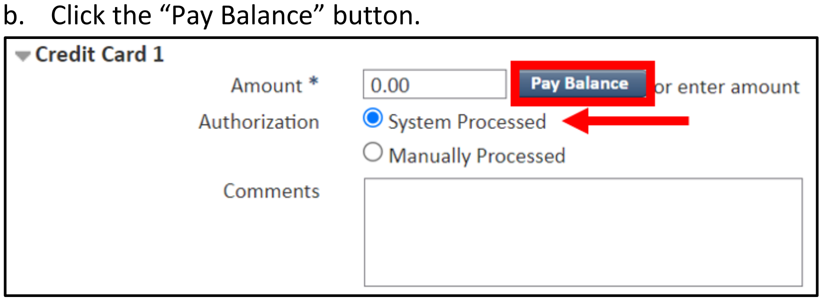
<u>Below are Instructions on How to Make Various Payments:</u>

<u>Credit Card:</u> Step 8

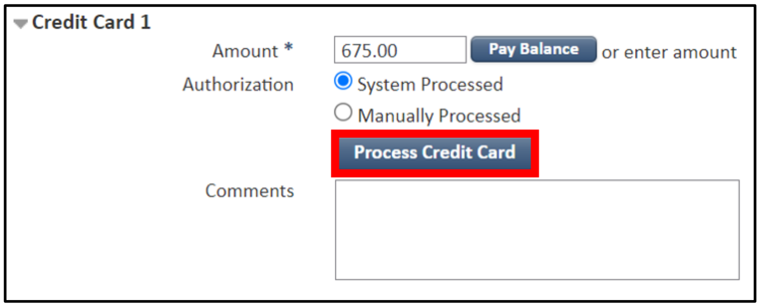
<u>Check:</u> Step 9

<u>Bank Wire/Journal Entry:</u> Step 10

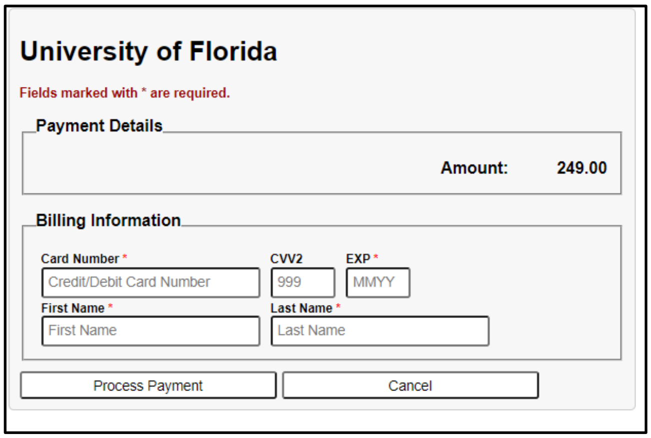
9. **<u>For a Credit Card Payment:</u>**
    a. Ensure the “System Processed” option is selected.
    b. Click the “Pay Balance” button.



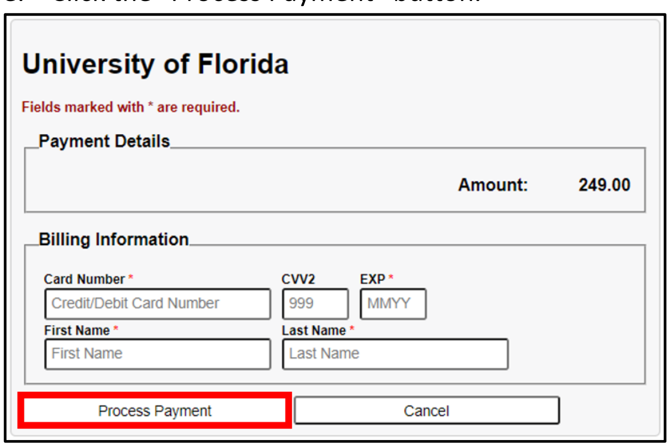
c. Click the “Process Credit Card” button.



d. You will be redirected to a secure payment page. Enter your credit card information.



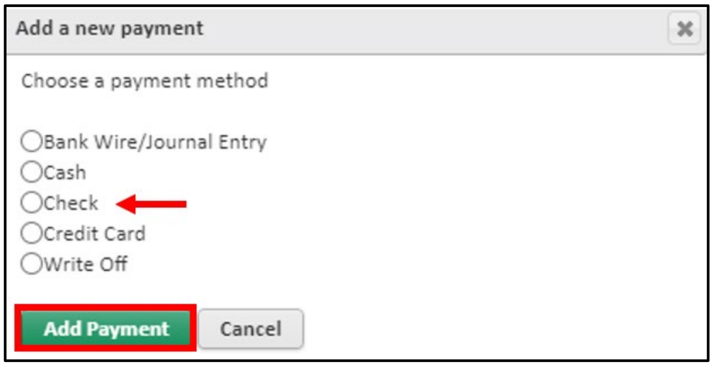
e. Click the “Process Payment” button.



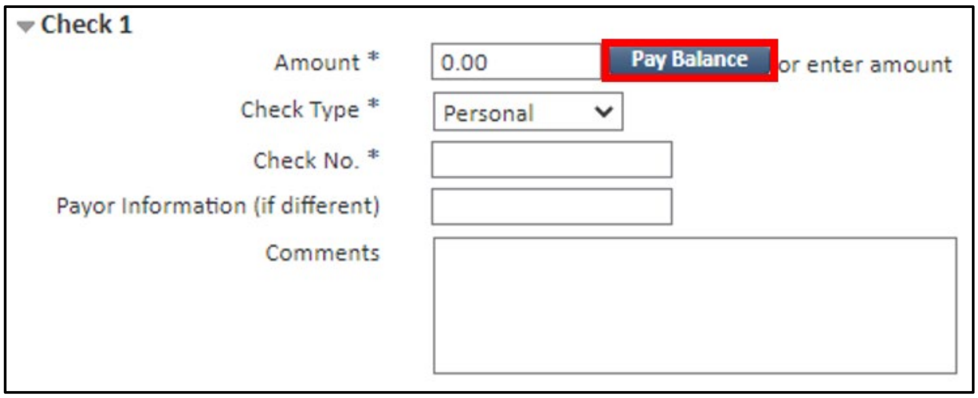
10. **For a Check Payment:**

a. Click the “Add Payment” button.

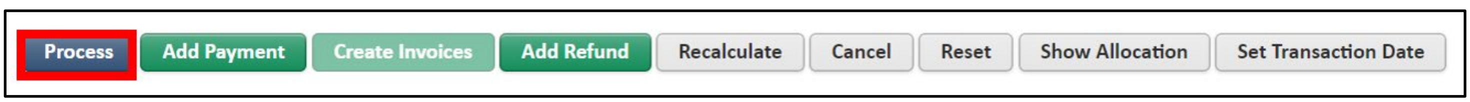
b. Select the “Check” option.
c. Click the “Add Payment” button.



d. Click the “Pay Balance” button.

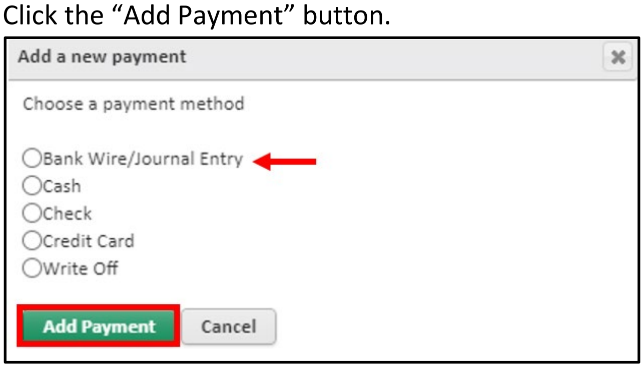


e. Enter the needed payment info.
f. Click the “Process” button.

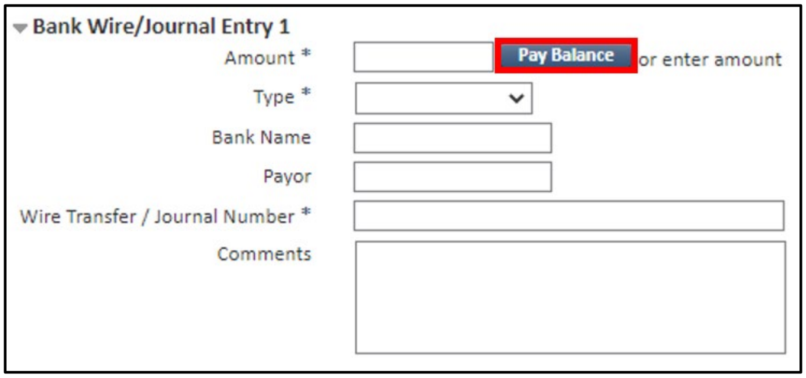


11. <u>**For a Bank Wire/Journal Entry:**</u>
    a. Click the “Add Payment” button.

b. Select the “Bank Wire/Journal Entry” option.
c. Click the “Add Payment” button.

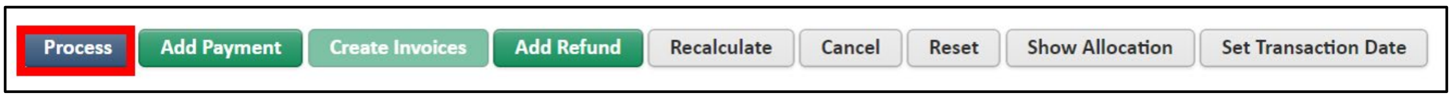


d. Click the “Pay Balance” button.

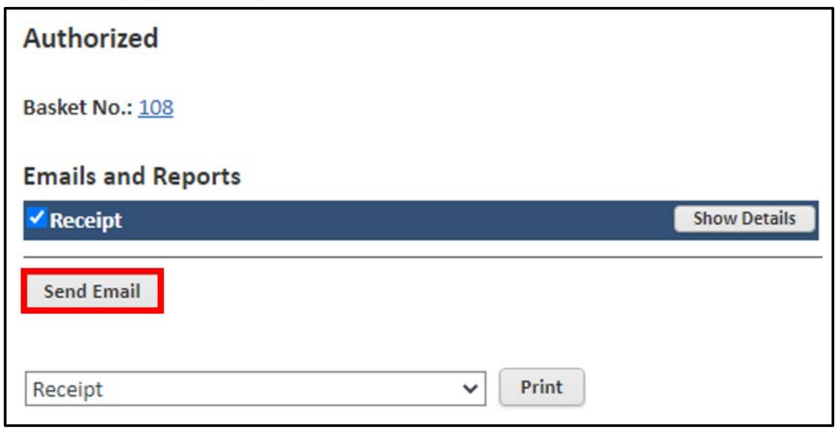


e. Enter the needed payment info.

f. Click the “Process” button.



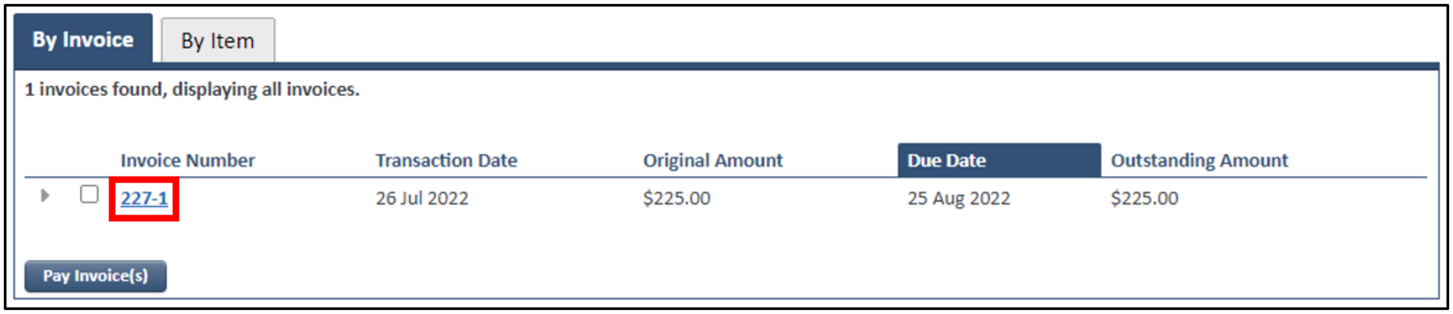
12. Once the payment is processed, click the “Send Email” button to send a receipt to the student/attendee.



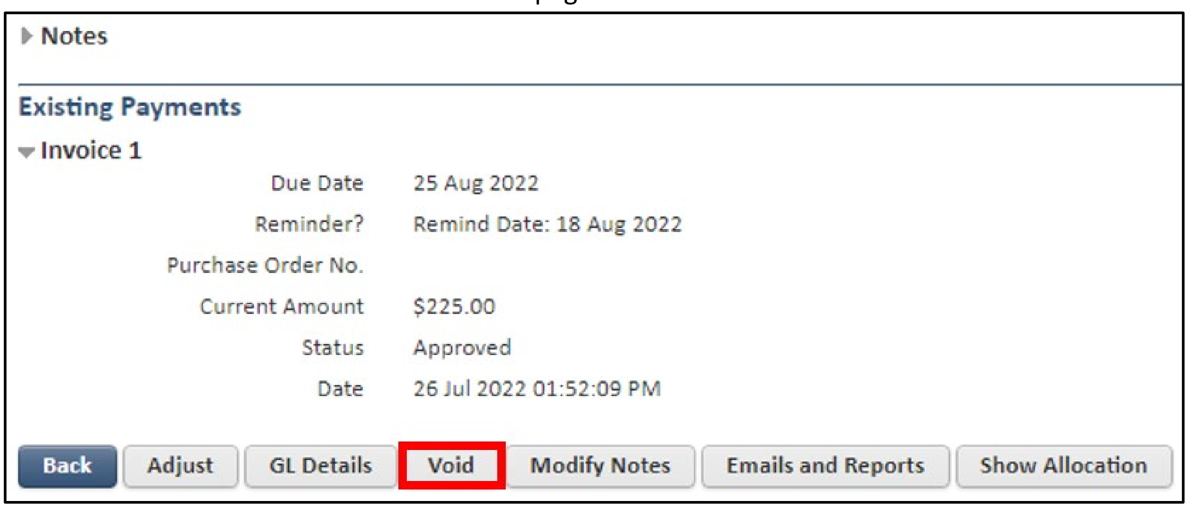
How to Void an Invoice

<u>Note:</u> The circumstances for voiding an invoice varies. This instructional document does not review how to drop a student from a course or event.

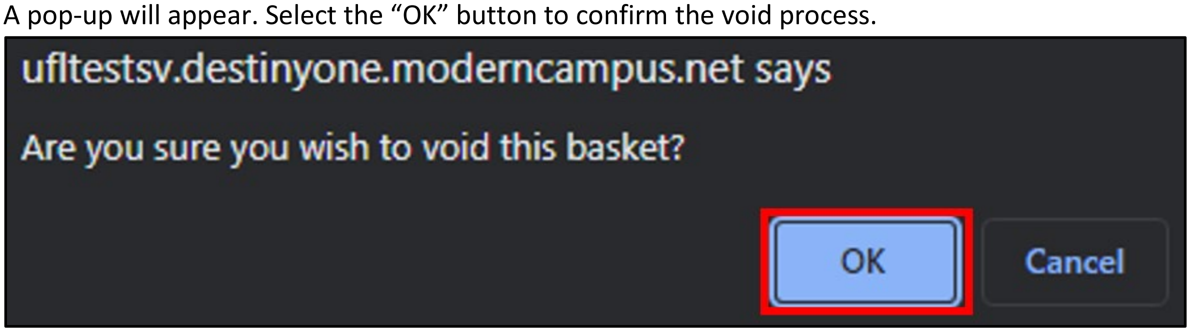
1. Go to the "Invoice" tab under the Student's profile. See steps 1 – 6 in the "How to Pay an Invoice" section for more information on how to navigate to the "Invoice" page.
2. Select the hyperlinked invoice number that you wish to void.



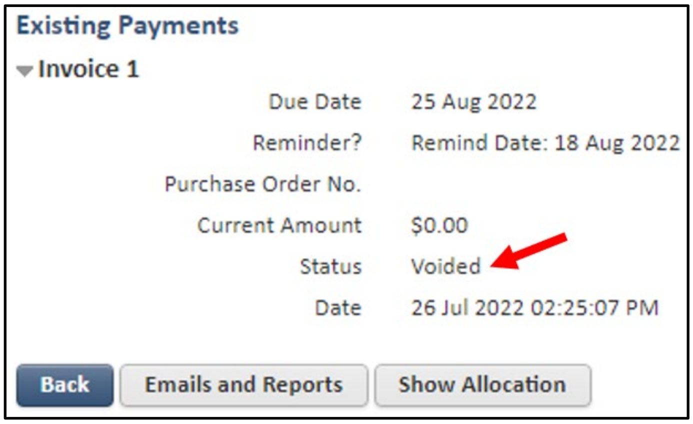
3. Click the "Void" button at the bottom of the page.



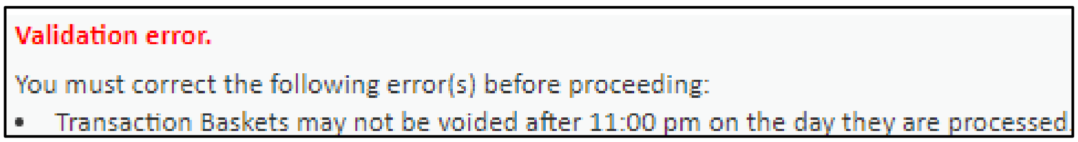
4. A pop-up will appear. Select the "OK" button to confirm the void process.



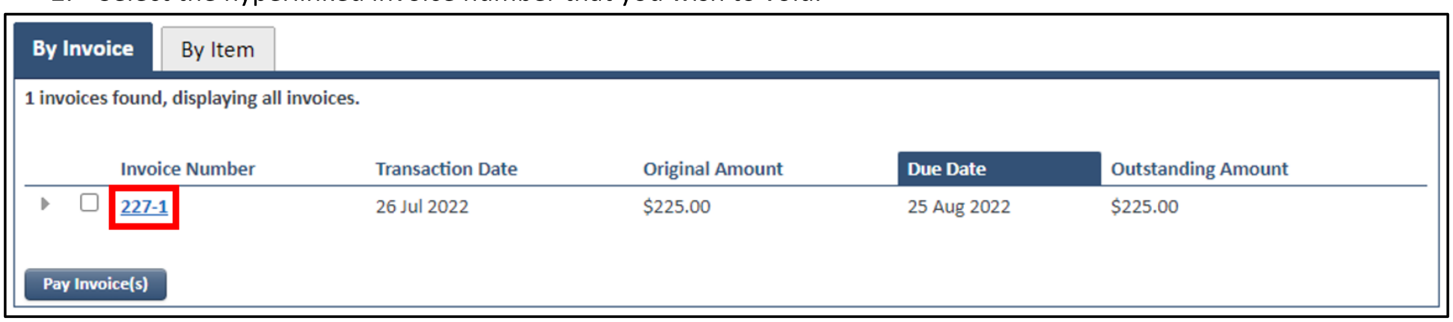
5. A new page will load showing the basket information. Look underneath the “Existing Payments” section and review the “Status”.



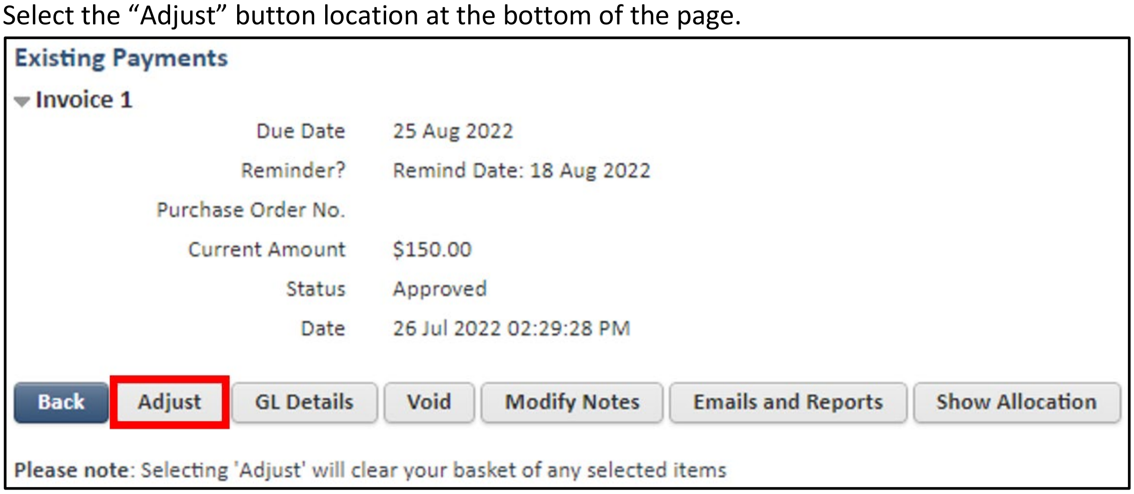
If you receive the following notification, please review the steps below.



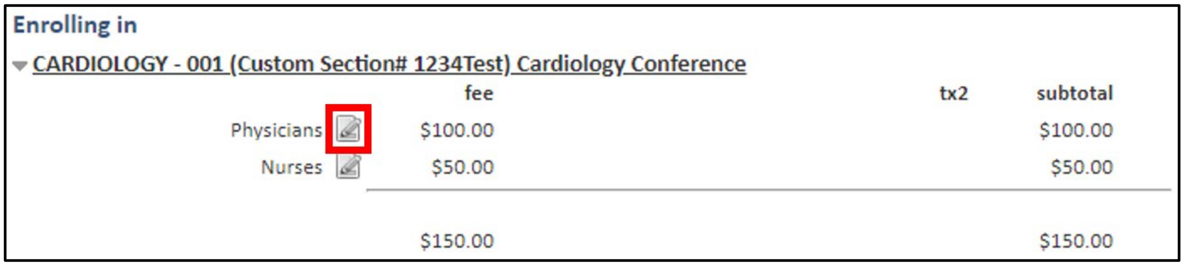
1. Return to the “Invoice” tab under the Student’s profile. See steps 1 – 6 in the “How to Pay an Invoice” section for more information on how to navigate to the “Invoice” page.
2. Select the hyperlinked invoice number that you wish to void.



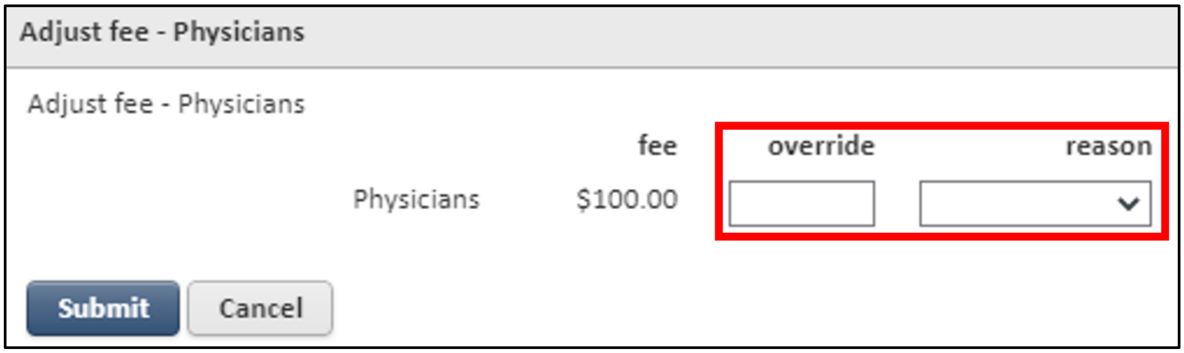
3. Select the “Adjust” button location at the bottom of the page.



4. Select the “Edit” button located to the right of the fee name.

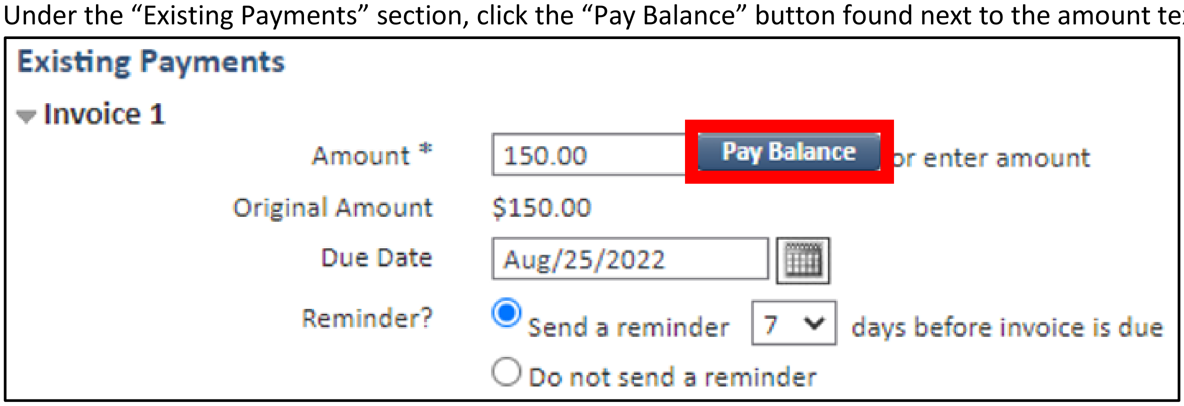


5. Enter “0” into the “Override” textbox to zero out the invoice. Select the appropriate reason from the “Reason” dropdown menu.

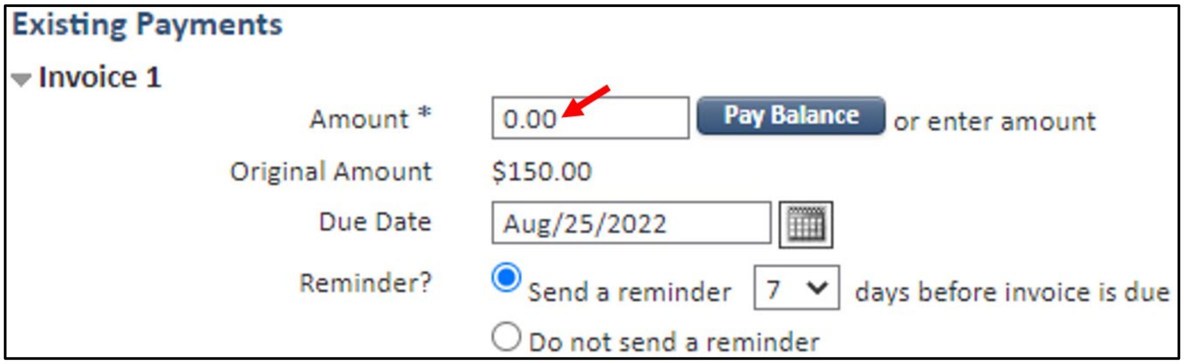


6. Review the correct information has been entered and click “Submit”.

7. Repeat steps 4 – 6 for each fee associated with the invoice.
8. Under the “Existing Payments” section, click the “Pay Balance” button found next to the amount textbox.



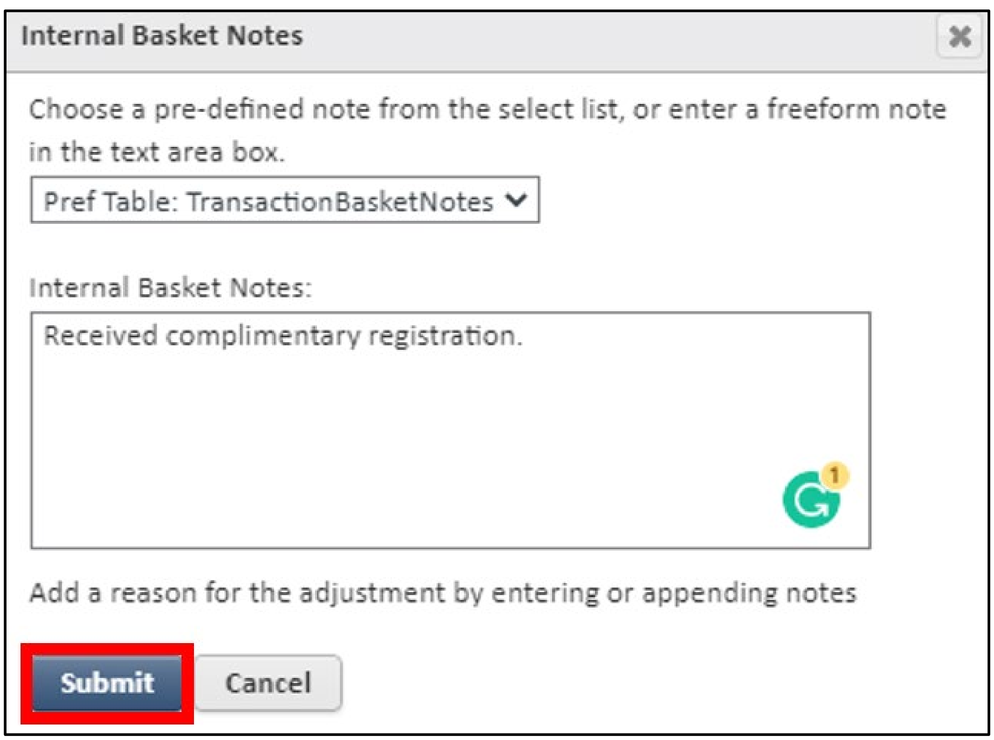
9. The amount will auto adjust to the recent fee changes. Double check that the "Amount" textbox has updated to "0.00".



10. Select the "Process" button at the bottom of the screen.

11. A pop-up will appear. Select the "Pref Table: TransactionBasketNotes" option for the dropdown menu. Add any notes as needed. <u>Example:</u> Received complimentary registration.

12. Click the "Submit" button.



You will be taken to the Payment Authorization page. From here you can select the associated basket, review the registration course information, or send a receipt and/or enrollment confirmation.

<u>Note:</u> The Account amount should adjust accordingly.

13. Check the "Receipt" option under the "Email and Reports" section. Note: Send an enrollment confirmation as needed.

14. Click the "Send Email" button.

15. The following page will appear once the email(s) are sent.