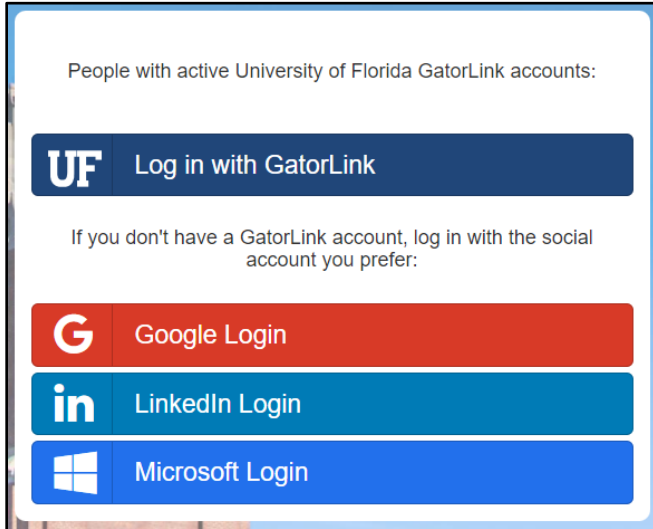


How to Pay an Invoice

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.

Destiny One | Enrollment Manager | Help | Log Off

Profile | Courses | Merge Records

New Session | 0 Items Selected | Account: \$0.00

Student or Prospect Search

Student Number: [] Last Name: [] First Name: [] Area: [] Telephone Number: [] Credential: []

Email: [] Zip / Postal Code: [] School ID: [] User Name: [] Employer: []

Transaction No.: [] Transaction Type: [All] Date of Birth.: [] International Student: [] Registered Conference Participants: []

Group Name: [] Roles: [Billing Contact, Dependent Child, Dependent Spouse, Educational Coordinator] Conference Group Registrant: []

Search Type: [Contain]

Search | Create New Student

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

Search Type: [Contain] Group Type: [] Status: [Active]

Search | Create New Group

Search Results

One item found.

| Student Name | Student Number | Groups | Telephone | Date of Birth | Zip / Postal Code | Email |
|--------------|----------------|--------|-----------|---------------|-------------------|-------|
| [] | [] | [] | [] | [] | [] | [] |

Export options: [CSV] [Excel] [XML]

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

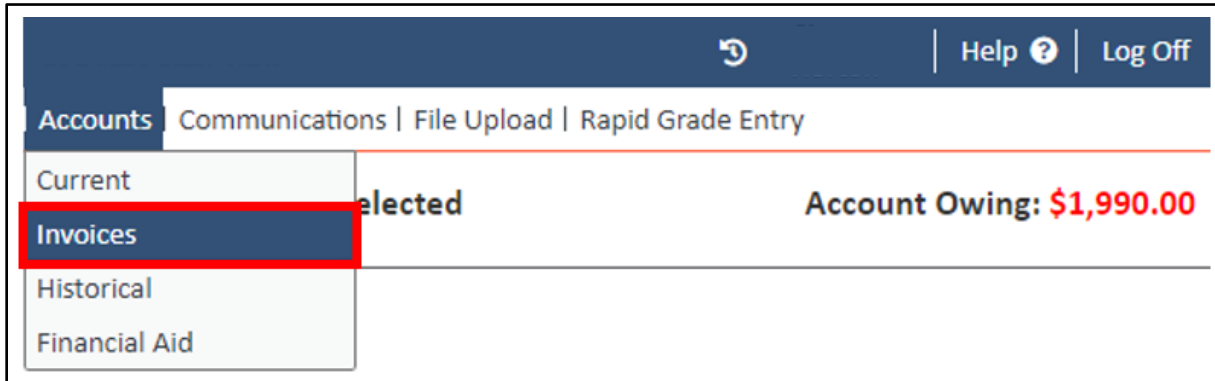
5. Hover over the “Accounts” tab at the top of the screen.

Destiny One | Enrollment Manager | Help | Log Off

Profile | Courses | Applications | Bundles | Conference | Special Requests | **Accounts** | Communications | File Upload | Rapid Grade Entry

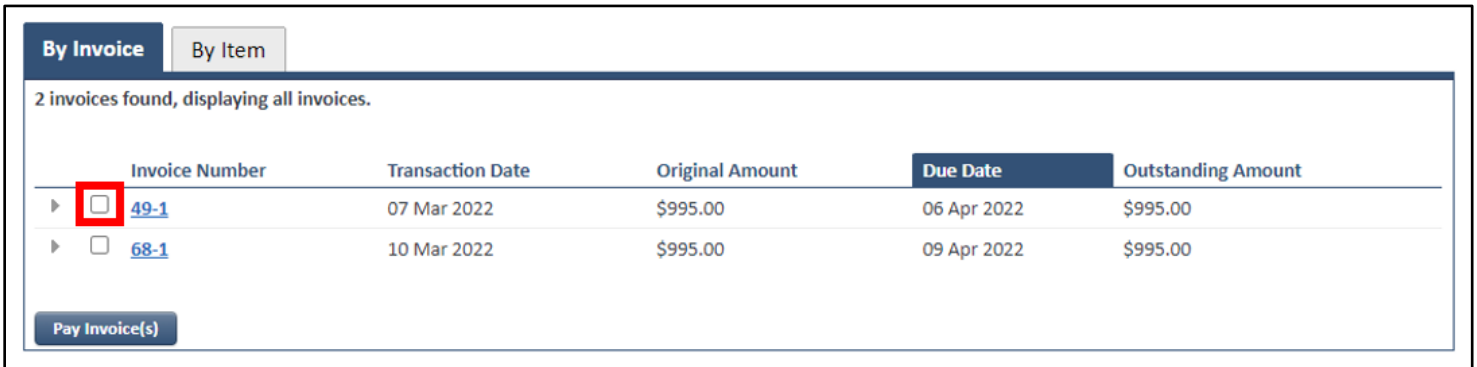
New Session | [] | 0 Items Selected | Account Owing: \$1,990.00

6. Select the "Invoice" option from the dropdown.

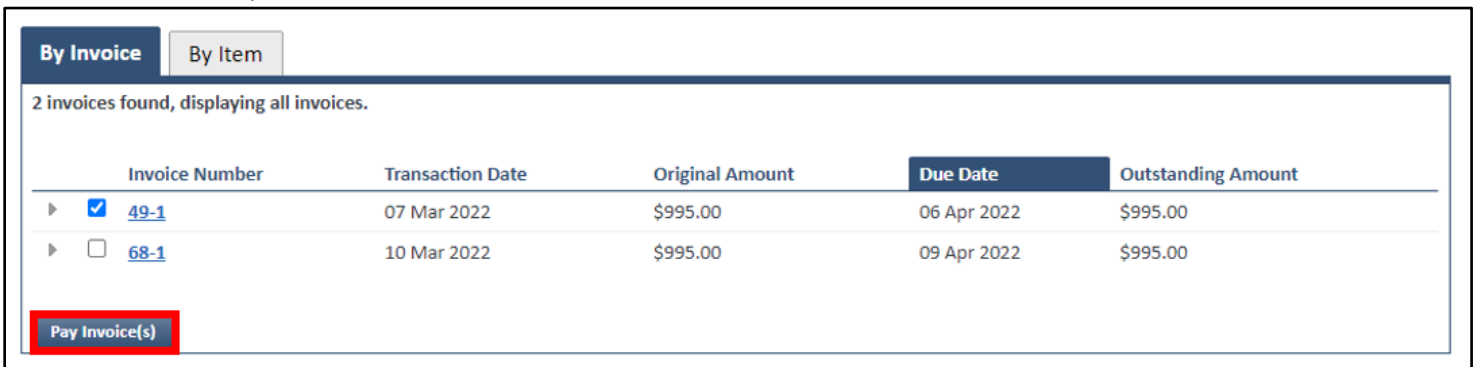


Now you are viewing the "Invoice" page. You can either search for a specific invoice related to the student or select from the options available in the "By Invoice" section.

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.

Invoices Settlement ▼ collapse all

| | | |
|---------------------------------------|--|-----------------|
| | | O/S |
| ▶ Invoice 81-1 | | \$249.00 |
| Total Selected Invoices Amount | | \$249.00 |
| ▶ Notes | | |

New Payments

▼ Credit Card 1 \$0.00 ✖

Amount * Pay Balance or enter amount

Authorization System Processed
 Manually Processed

Comments

Total Paid or Reallocated **\$0.00**

Add Payment
Add Refund
Recalculate
Back
Cancel
Reset
Show Allocation
Set Transaction Date

Below are Instructions on How to Make Various Payments:

Credit Card: Step 8

Check: Step 9

Bank Wire/Journal Entry: Step 10

9. For a Credit Card Payment:

- a. Ensure the “System Processed” option is selected.
- b. Click the “Pay Balance” button.

▼ Credit Card 1

Amount * Pay Balance or enter amount

Authorization System Processed ←
 Manually Processed

Comments

c. Click the "Process Credit Card" button.

▼ Credit Card 1

Amount * Pay Balance or enter amount

Authorization System Processed
 Manually Processed

Process Credit Card

Comments

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

University of Florida

Fields marked with * are required.

Payment Details

Amount: 249.00

Billing Information

Card Number * CVV2 EXP *

First Name * Last Name *

Process Payment
Cancel

e. Click the "Process Payment" button.

University of Florida

Fields marked with * are required.

Payment Details

Amount: 249.00

Billing Information

Card Number * CVV2 EXP *

First Name * Last Name *

Process Payment
Cancel

10. For a Check Payment:

a. Click the "Add Payment" button.

To settle this transaction, add a payment method.

Highlight Unsettled Fees

Add Payment
Create Invoices
Add Refund
Recalculate
Cancel
Reset
Show Allocation
Set Transaction Date

- b. Select the "Check" option.
- c. Click the "Add Payment" button.

Add a new payment [X]

Choose a payment method

Bank Wire/Journal Entry

Cash

Check ←

Credit Card

Write Off

Add Payment Cancel

- d. Click the "Pay Balance" button.

▼ **Check 1**

Amount * 0.00 **Pay Balance** or enter amount

Check Type * Personal ▼

Check No. * []

Payor Information (if different) []

Comments []

- e. Enter the needed payment info.
- f. Click the "Process" button.

Process Add Payment Create Invoices Add Refund Recalculate Cancel Reset Show Allocation Set Transaction Date

11. For a Bank Wire/Journal Entry:

- a. Click the "Add Payment" button.

To settle this transaction, add a payment method.

Highlight Unsettled Fees

Add Payment Create Invoices Add Refund Recalculate Cancel Reset Show Allocation Set Transaction Date

- b. Select the "Bank Wire/Journal Entry" option.
- c. Click the "Add Payment" button.

Add a new payment [X]

Choose a payment method

Bank Wire/Journal Entry ←

Cash

Check

Credit Card

Write Off

Add Payment Cancel

d. Click the "Pay Balance" button.

▼ Bank Wire/Journal Entry 1

Amount * **Pay Balance** or enter amount

Type *

Bank Name

Payor

Wire Transfer / Journal Number *

Comments

e. Enter the needed payment info.

f. Click the "Process" button.

Process Add Payment Create Invoices Add Refund Recalculate Cancel Reset Show Allocation Set Transaction Date

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

Authorized

Basket No.: [108](#)

Emails and Reports

Receipt

Send Email

Receipt

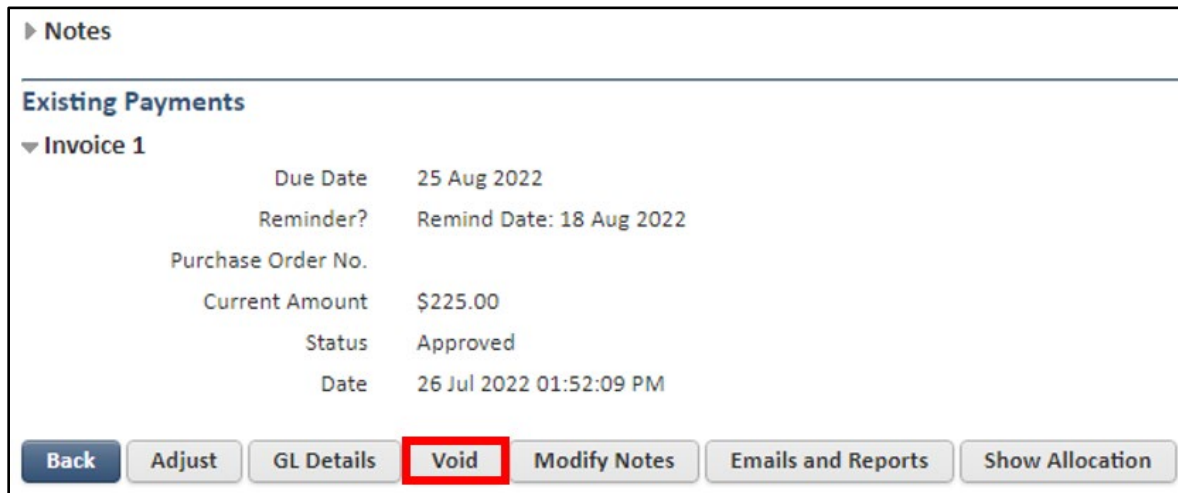
How to Void an Invoice

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

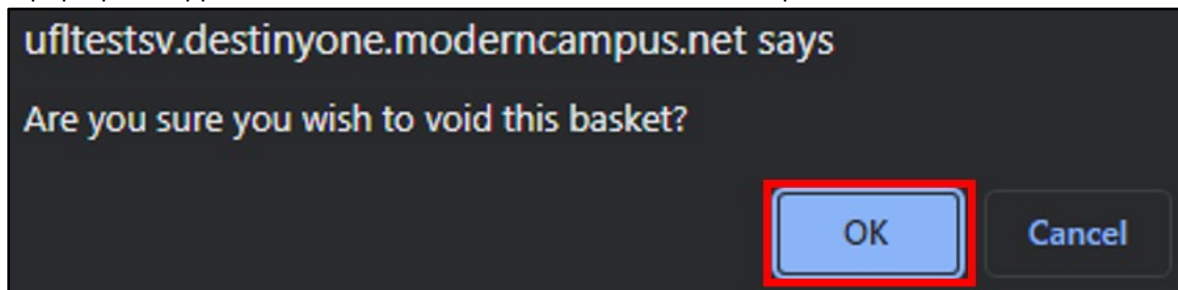
1. Go to the “Invoice” tab under the Student’s profile. See steps 1 – 6 in the “How to Pay an Invoice” section for more information on how to navigate to the “Invoice” page.
2. Select the hyperlinked invoice number that you wish to void.



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.



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

Existing Payments

▼ Invoice 1

| | |
|--------------------|--|
| Due Date | 25 Aug 2022 |
| Reminder? | Remind Date: 18 Aug 2022 |
| Purchase Order No. | |
| Current Amount | \$0.00 |
| Status | Voided  |
| Date | 26 Jul 2022 02:25:07 PM |

Back
Emails and Reports
Show Allocation

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

Validation error.

You must correct the following error(s) before proceeding:

- Transaction Baskets may not be voided after 11:00 pm on the day they are processed

- 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.
- Select the hyperlinked invoice number that you wish to void.

By Invoice By Item

1 invoices found, displaying all invoices.

| | Invoice Number | Transaction Date | Original Amount | Due Date | Outstanding Amount |
|----------------------------|----------------|------------------|-----------------|-------------|--------------------|
| ▶ <input type="checkbox"/> | 227-1 | 26 Jul 2022 | \$225.00 | 25 Aug 2022 | \$225.00 |

Pay Invoice(s)

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

Existing Payments

▼ Invoice 1

| | |
|--------------------|--------------------------|
| Due Date | 25 Aug 2022 |
| Reminder? | Remind Date: 18 Aug 2022 |
| Purchase Order No. | |
| Current Amount | \$150.00 |
| Status | Approved |
| Date | 26 Jul 2022 02:29:28 PM |

Back
Adjust
GL Details
Void
Modify Notes
Emails and Reports
Show Allocation

Please note: Selecting 'Adjust' will clear your basket of any selected items

- Select the "Edit" button located to the right of the fee name.

| Enrolling in | | | |
|--|----------|-----|----------|
| ▼ CARDIOLOGY - 001 (Custom Section# 1234Test) Cardiology Conference | | | |
| | fee | tx2 | subtotal |
| Physicians  | \$100.00 | | \$100.00 |
| Nurses  | \$50.00 | | \$50.00 |
| | \$150.00 | | \$150.00 |

- Enter "0" into the "Override" textbox to zero out the invoice. Select the appropriate reason from the "Reason" dropdown menu.

Adjust fee - Physicians

Adjust fee - Physicians

| | fee | override | reason |
|------------|----------|----------------------|--------------------------------|
| Physicians | \$100.00 | <input type="text"/> | <input type="text" value="▼"/> |

- Review the correct information has been entered and click "Submit".

Adjust fee - Physicians

Adjust fee - Physicians


| | fee | override | reason |
|------------|----------|--------------------------------|--------------------------------|
| Physicians | \$100.00 | <input type="text" value="0"/> | <input type="text" value="▼"/> |

(Note: The dropdown menu for 'reason' is open, showing 'test' as the selected option.)

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

Existing Payments

▼ Invoice 1

| | | | |
|-----------------|--|--|-----------------|
| Amount * | <input type="text" value="150.00"/> | <input type="button" value="Pay Balance"/> | or enter amount |
| Original Amount | \$150.00 | | |
| Due Date | <input type="text" value="Aug/25/2022"/> |  | |
| Reminder? | <input checked="" type="radio"/> Send a reminder <input type="text" value="7"/> days before invoice is due <input type="radio"/> Do not send a reminder | | |

- The amount will auto adjust to the recent fee changes. Double check that the “Amount” textbox has updated to “0.00”.

Existing Payments

▼ Invoice 1

| | | | |
|-----------------|--|--|----------------------------|
| Amount * | <input type="text" value="0.00"/> | <input type="button" value="Pay Balance"/> | or enter amount |
| Original Amount | \$150.00 | | |
| Due Date | <input type="text" value="Aug/25/2022"/> | <input type="button" value="Calendar"/> | |
| Reminder? | <input checked="" type="radio"/> Send a reminder | <input type="text" value="7"/> | days before invoice is due |
| | <input type="radio"/> Do not send a reminder | | |

- Select the “Process” button at the bottom of the screen.

| | | |
|--|----------------------------------|---------------|
| | Total Paid or Reallocated | \$0.00 |
| | Total Remaining | \$0.00 |

Highlight Unsettled Fees

- A pop-up will appear. Select the “Pref Table: TransactionBasketNotes” option for the dropdown menu. Add any notes as needed. Example: Received complimentary registration.

- Click the “Submit” button.

Internal Basket Notes ✕

Choose a pre-defined note from the select list, or enter a freeform note in the text area box.

Internal Basket Notes:

Received complimentary registration.

Add a reason for the adjustment by entering or appending notes

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.

Note: The Account amount should adjust accordingly.

Account Owing: \$249.00 → Account: \$0.00

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



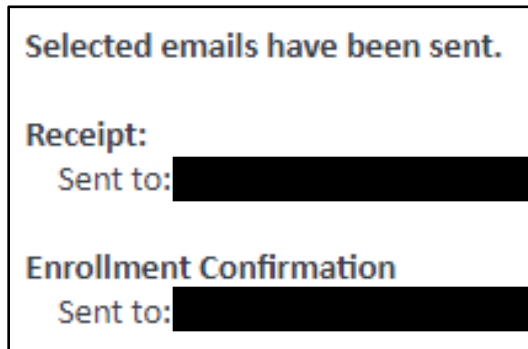
The screenshot shows the 'Emails and Reports' section. It contains two rows of options, each with a checked checkbox and a 'Show Details' button. The first row is 'Receipt' with a red arrow pointing to the checkbox. The second row is 'Enrollment Confirmation'. Below these options is a 'Send Email' button.

14. Click the “Send Email” button.



The screenshot shows the 'Emails and Reports' section. It contains two rows of options, each with a checked checkbox and a 'Show Details' button. The first row is 'Receipt' and the second row is 'Enrollment Confirmation'. Below these options is a 'Send Email' button, which is highlighted with a red rectangular border.

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



The screenshot shows a confirmation message: 'Selected emails have been sent.' Below this, there are two sections: 'Receipt:' and 'Enrollment Confirmation'. Each section has a 'Sent to:' label followed by a blacked-out area representing the recipient's email address.