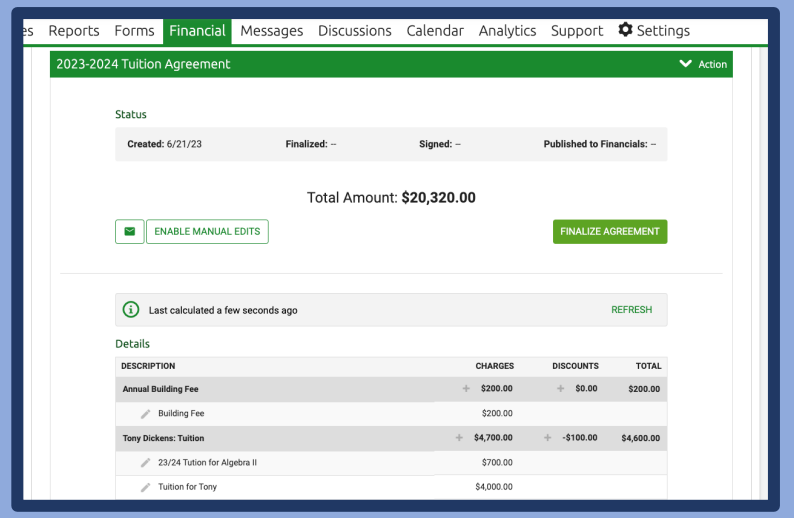
CLASS REACH

Financial Agreements & The New Financial Year

2024-2025

Steve and Amy Maus



CR Support

New School Set Up

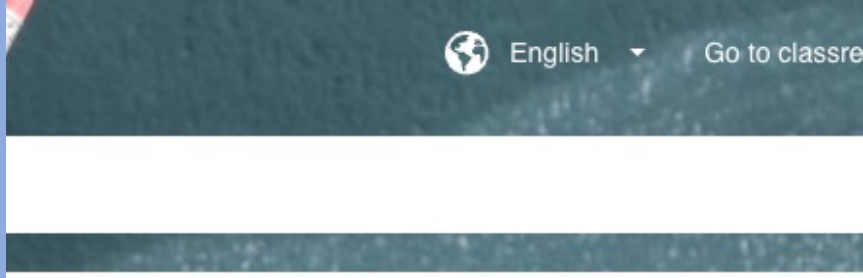
Admin Documentation

- School
- Calendar & Announcements
- People
- Directory
- Applicants
- Application Process
- Courses
- Sections
- Reports
- Forms
- **Financial Suite**
- Financial Agreements
- Messaging
- Analytics

Financial Suite

- Financial Suite Overview
- Financial Summary Page
- Financial Settings Page
- Stripe - Payment Processor Initial Setup
- Stripe - using the Dashboard
- Check Payments Feature
- Past Due Invoices
- Financial Accounts and Categories
- Payment Plans
- Using AutoPay for Financial Payments
- Financial Suite-Enrolling Customers
- Viewing Customer Financial Information
- Adding Charges to Individual Accounts
- Adding Charges via Transaction Batches
- Adding Payments
- Viewing, Editing and Printing Invoices
- Financial Correspondence
- Financial Rules

References



Financial Agreements

- Financial Agreement Creation - Video
- Financial Agreement Process - Video
- Financial Agreement Process – Basics
- Financial Agreement - Fee Rules
- Financial Agreement - Example -Tuition-only
- Financial Agreement - Example - Tuition by Academic Level
- Financial Agreement - Example - Tuition by course
- Financial Agreement -Example - School Fees
- Financial Agreement - Discount Rules
- Financial Agreement - Example - Multi-Student Discount
- Financial Agreement - Example -Teacher Discount
- Financial Agreement - Can I add another or amend it?
- FAQ - What if My Financial Agreement Shows Total Amount $0

See less

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- Financial Agreement template set up and best practices
- Setting up for the new Financial Year
- Please watch the Financial Agreement Process and Creationvideos prior to the webinar

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Setting Up Financials

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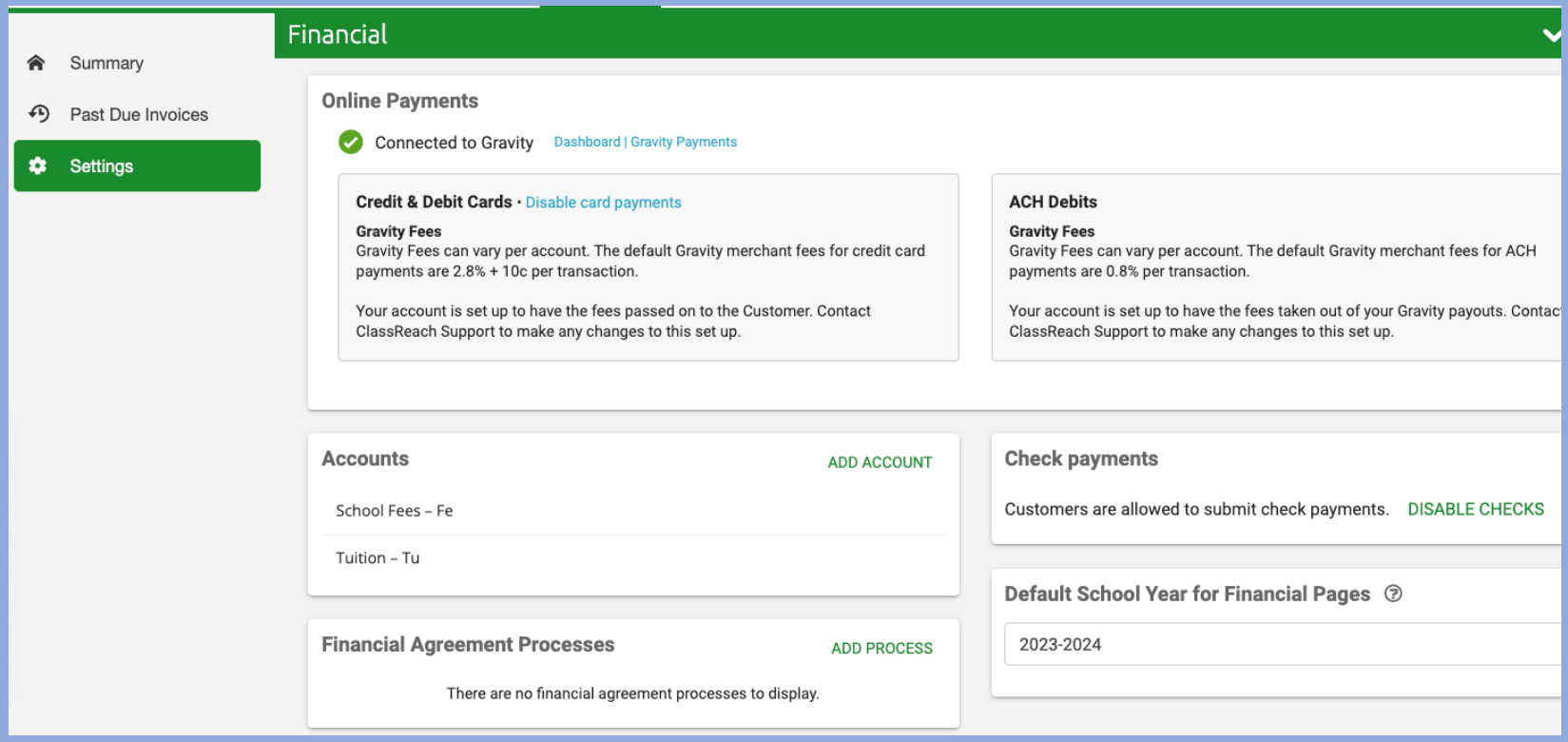
Enroll Customers – Don’t enroll everyone!

Each “Financial Year” must be set up

- Accounts and Categories
- Financial Agreement Processes
- Payment Plans

NOTE: Customer Balances rollover to the next year



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Accounts & Categories

- KEEP IT SIMPLE…if you can
- Accounts = Separate Invoices
- Categories add delineation

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
07/26/2023	Multiple categories	One Account Agreement Test	Details	$5,400.00	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Edit Charge

Which invoices do you want to apply this charge to?

Tuition – $5,400.00 already applied and paid

#1099-057, due Sep 1 $5,400.00

Transaction Details

Date Posted

Wednesday, July 26, 2023

Description

One Account Agreement Test

Entries

Account	Category	User	Description	Amount
Tuition	Curriculum Fee	Tweety	Curriculum Fee for Tweety	$300.00
Tuition	Curriculum Fee	Tweety	Funding Fee for Tweety	$100.00
Tuition	Tuition	Big	amended tuition for Big Bird (added on Aug 2, after the FA was published)	$2,500.00
Tuition	Tuition	Tweety	Tuition for Tweety	$2,500.00

Edit Charge

Which invoices do you want to apply this charge to?

General – $360.00 already applied and paid

#1254-002, due Jun 3	$360.00

Tuition – $7,080.00 already applied and paid

#1254-016, due Jun 1	$3,600.00
#1254-031, due Jul 1	$300.00
#1254-032, due Aug 1	$300.00
#1254-033, due Sep 1	$300.00
#1254-034, due Oct 1	$300.00

Description

2023-2024 Tuition Agreement

Entries

Account	Category	User	Description	Amount
General	Miscellaneous	Jack	Yearbook Fee for Jack	$30.00
Tuition	Tuition	Patsy	Two or more students (10 %)	-$400.00
General	Miscellaneous	Jack	Book Fee for Jack	$50.00
Tuition	Tuition	Jack	Two or more students (10 %)	-$400.00
Tuition	Tuition	Jack	Tuition for Jack	$4,000.00
General	Miscellaneous	Patsy	Yearbook Fee for Patsy	$30.00
General	Fundraising		Building Fee	$200.00
Tuition	Tuition	Patsy	Tuition for Patsy	$4,000.00
General	Miscellaneous	Patsy	Book Fee for Patsy	$50.00

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Financial Agreements

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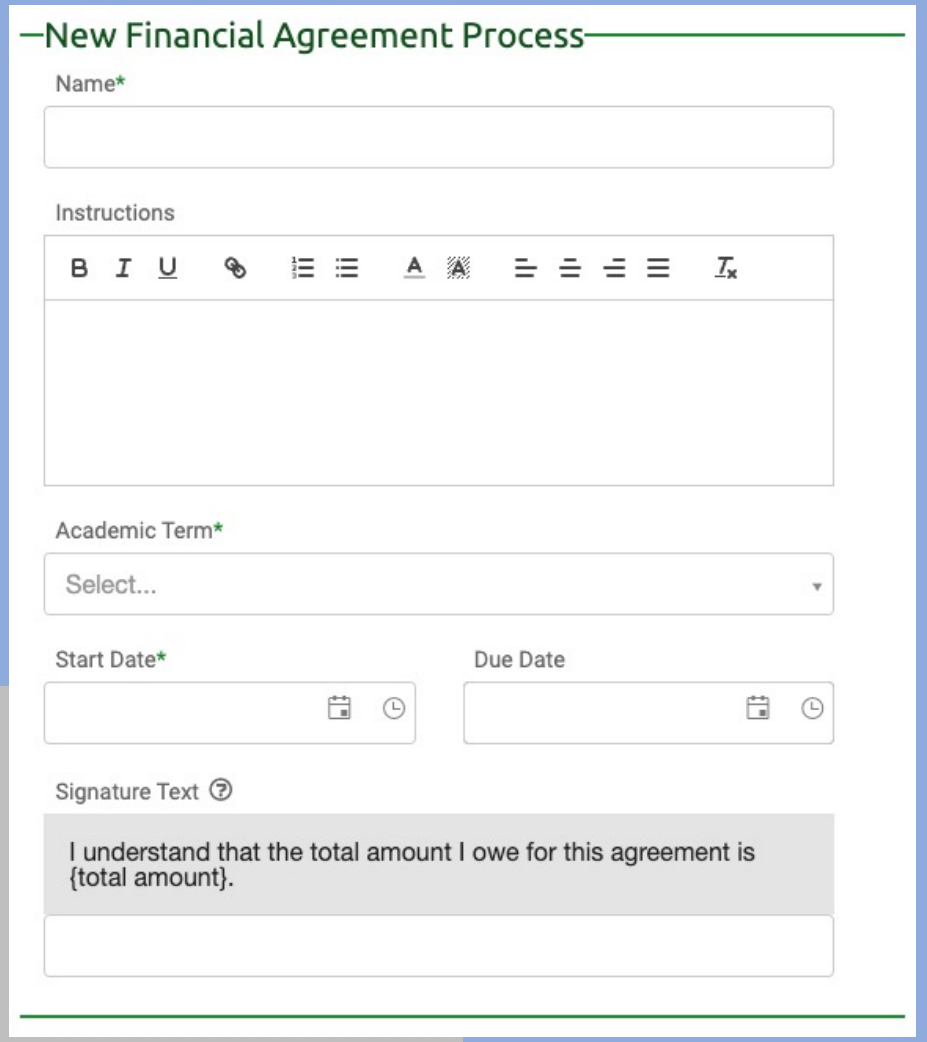
Financial Agreement Process = TEMPLATE



- Financial Agreement Process
  - Typically, one per year for tuition
  - Typically, one per family
  - COULD BE several for Tuition OR an activity, etc
- Multiple Financial Agreements per family - YOU CAN DO IT!
- When can you EDIT and make changes?
- When can you DELETE a Financial Agreement?

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The Financial Transaction Landscape

- Different types of transactions
  - Charges
  - Payments
    - Online Payment – Stripe/Gravity
      - Credit/Debit Cards
      - ACH – Bank Accounts
    - Check
    - Misc. Credit
    - Other
- Transaction Details
- Edit Transactions

The Financial Transaction Landscape

- Different types of transactions
  - Charges
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    - Online Pa
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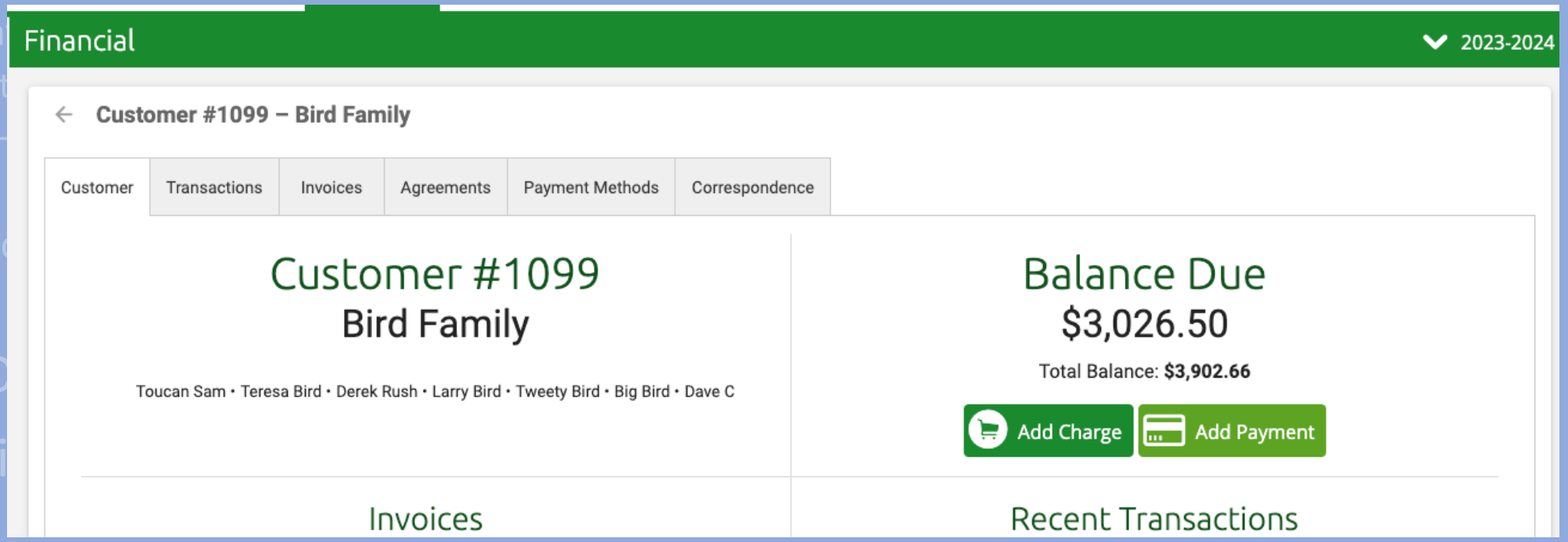
    - Other
- Transaction D
- Edit Transacti



The Financial Transac

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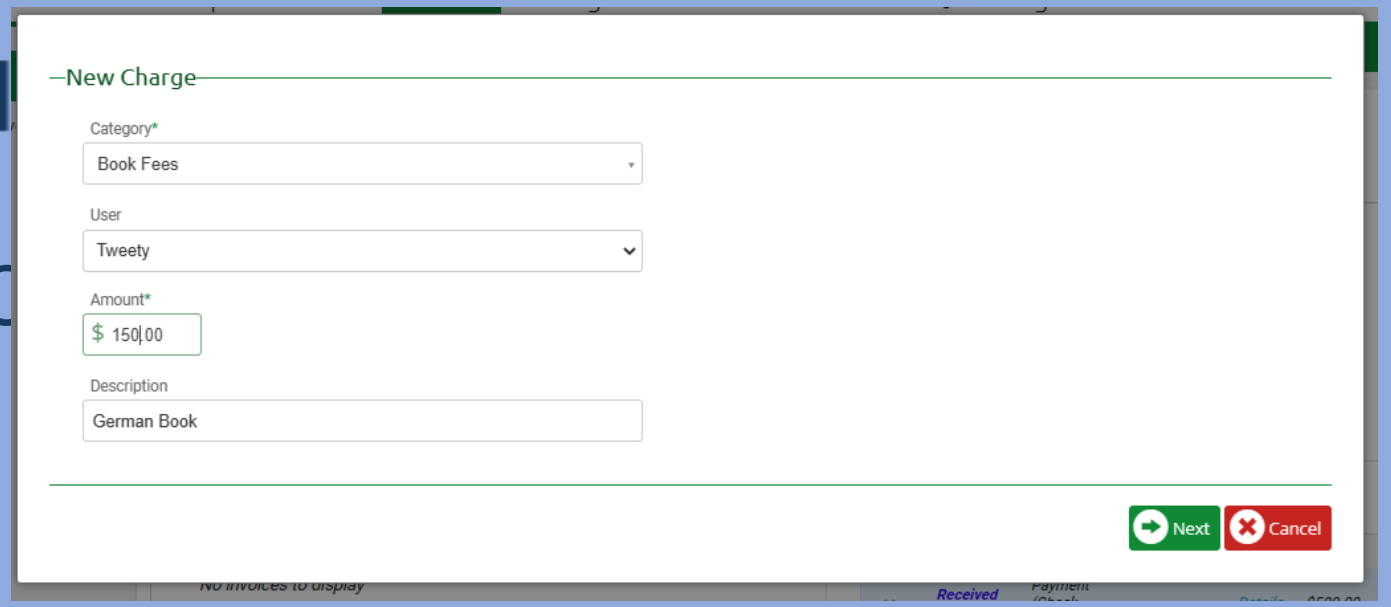

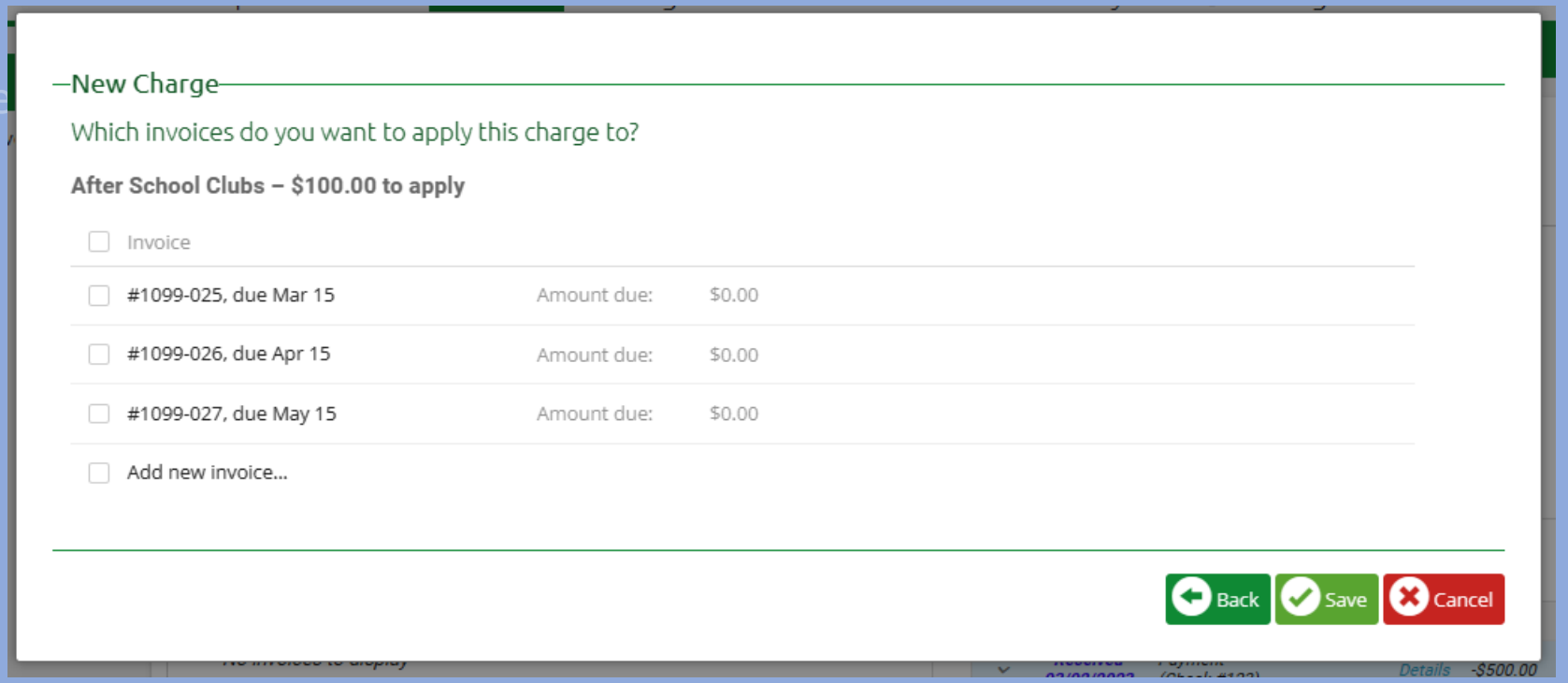

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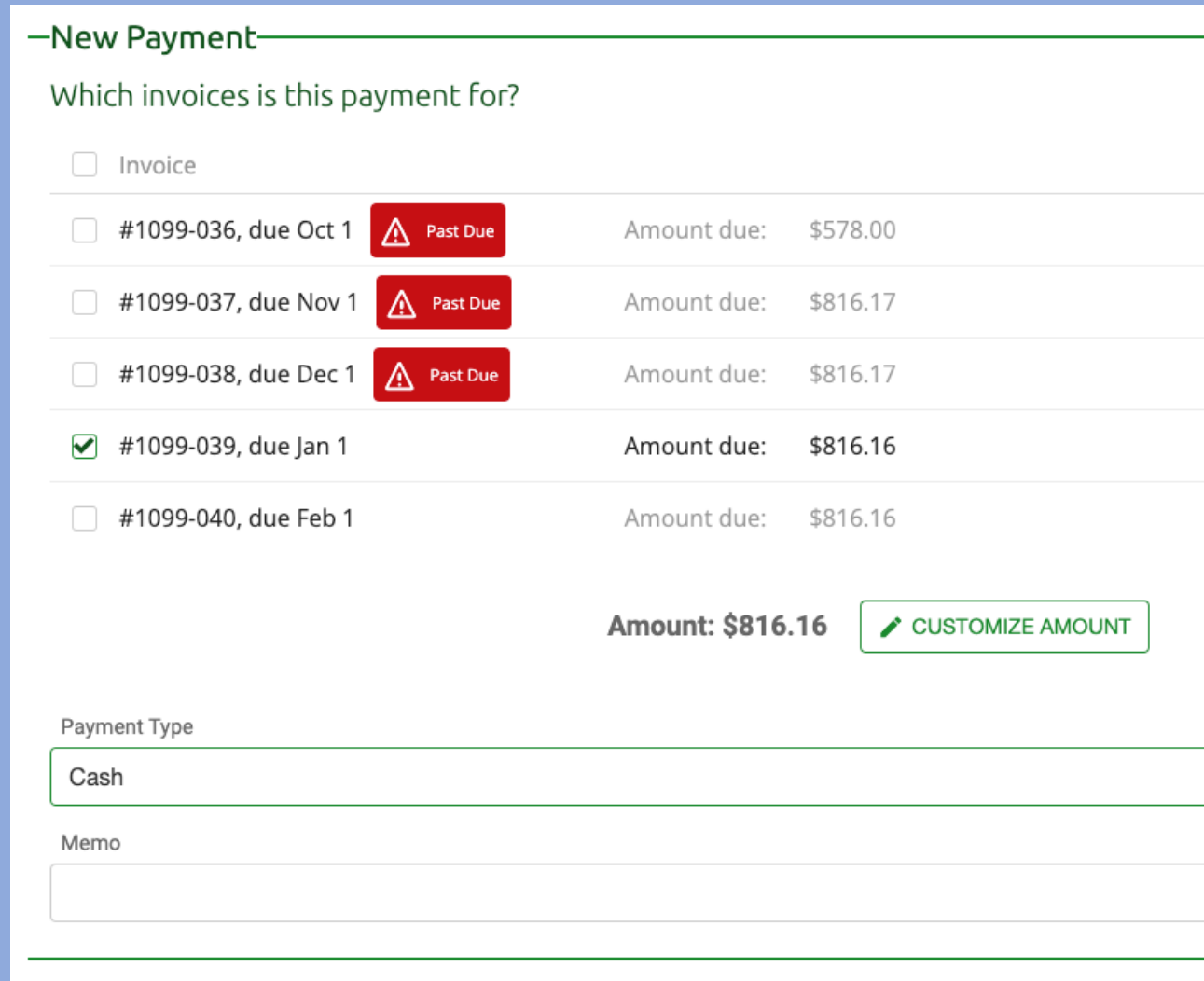

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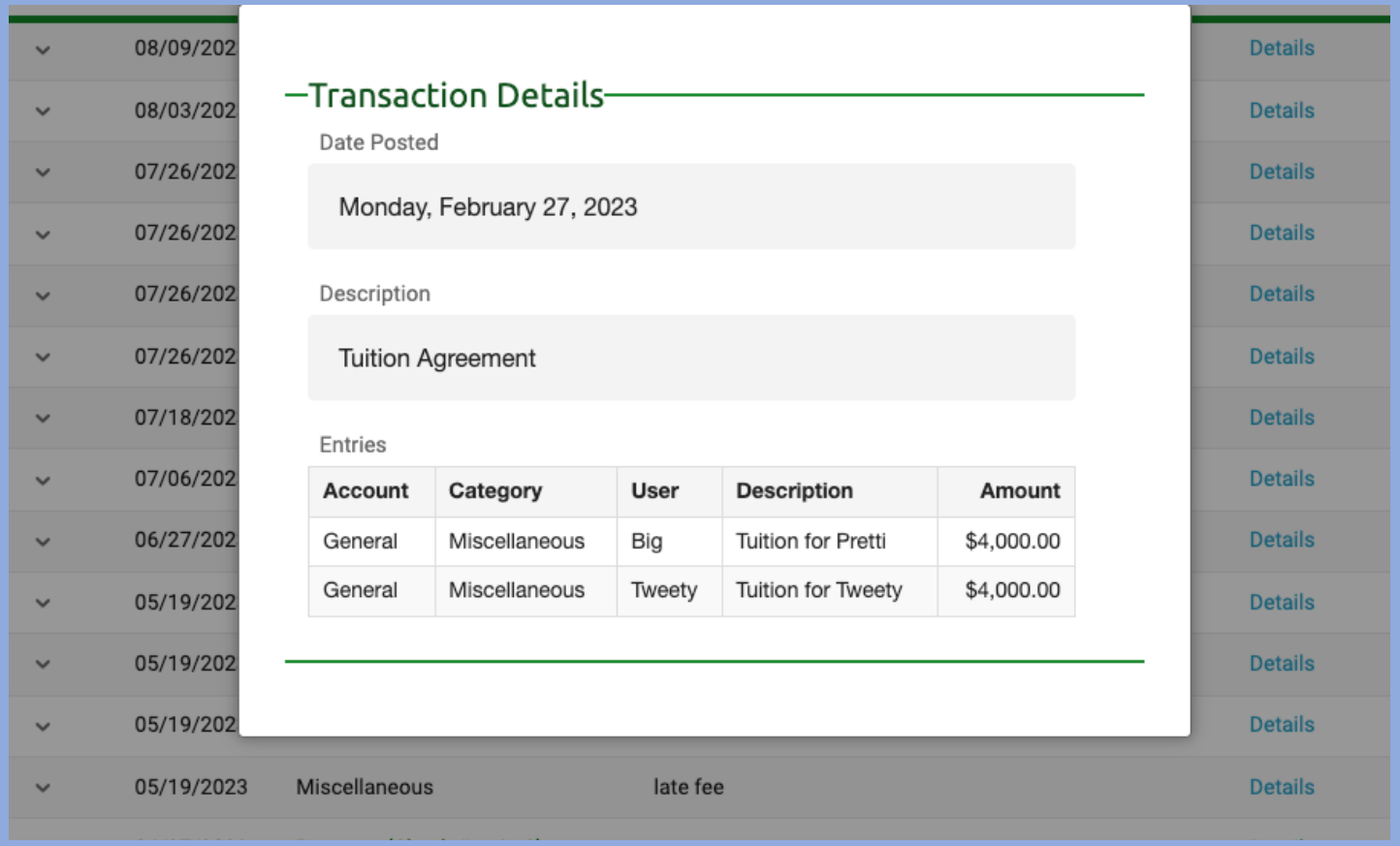
- Transaction Details
- Edit Transactions



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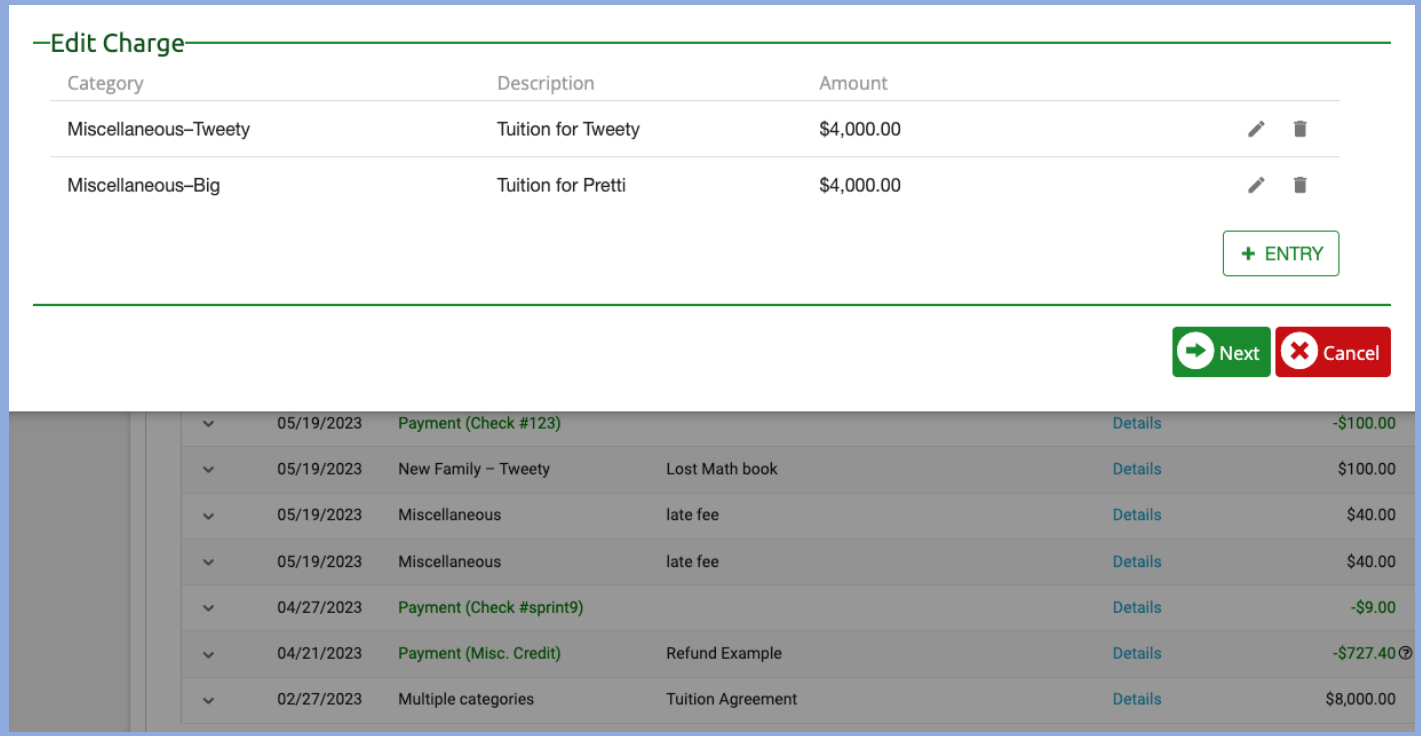

The Financial Transaction Landscape

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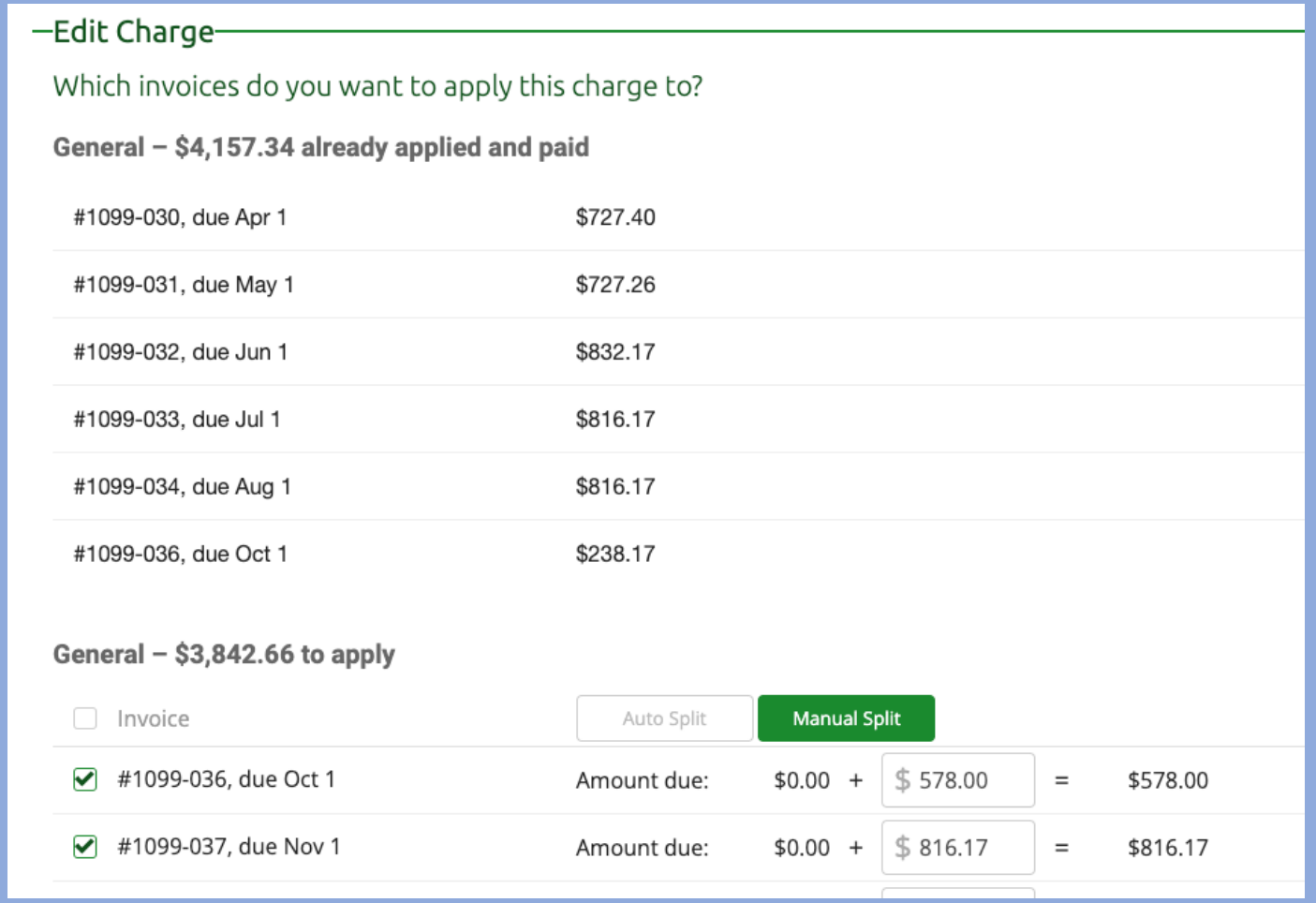
- Edit Transactions



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Payments Plans

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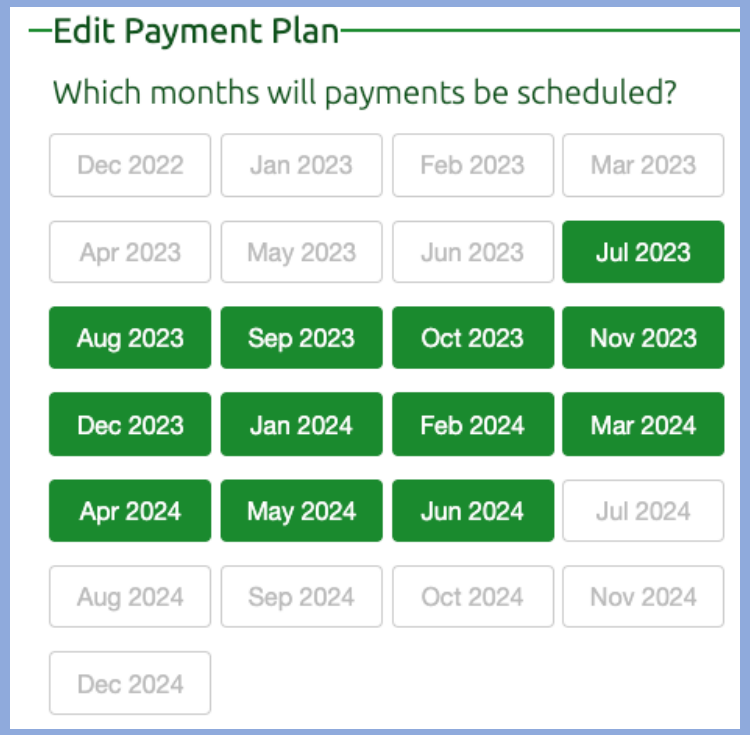
Edit Payment Plan
Which months will payments be scheduled?
Dec 2022
Jan 2023
Feb 2023
Mar 2023
Apr 2023
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
Mar 2024
Apr 2024
May 2024
Jun 2024
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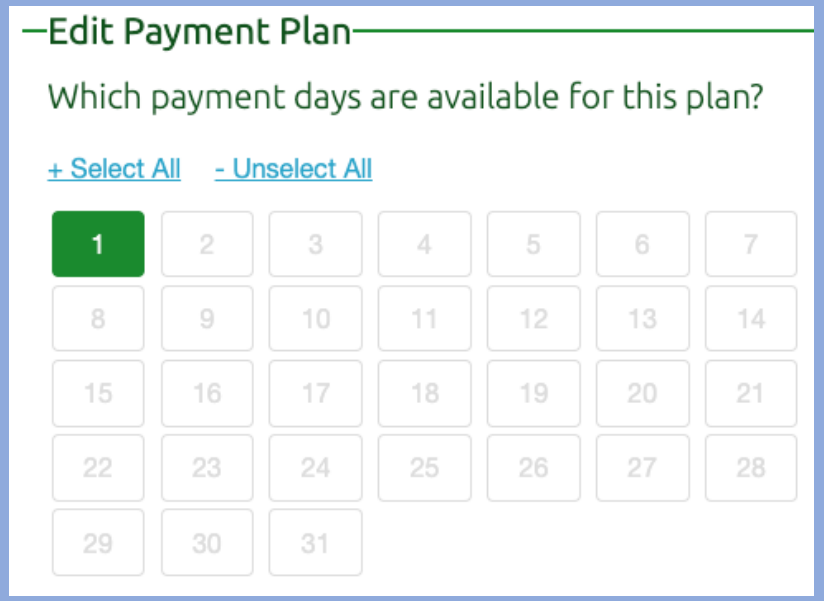
Aug 2024
Sep 2024
Oct 2024
Nov 2024
Dec 2024


Edit Payment Plan
Which payment days are available for this plan?
+ Select All
- Unselect All
1
2
3
4
5
6
7
8
9
10
11
12
13
14
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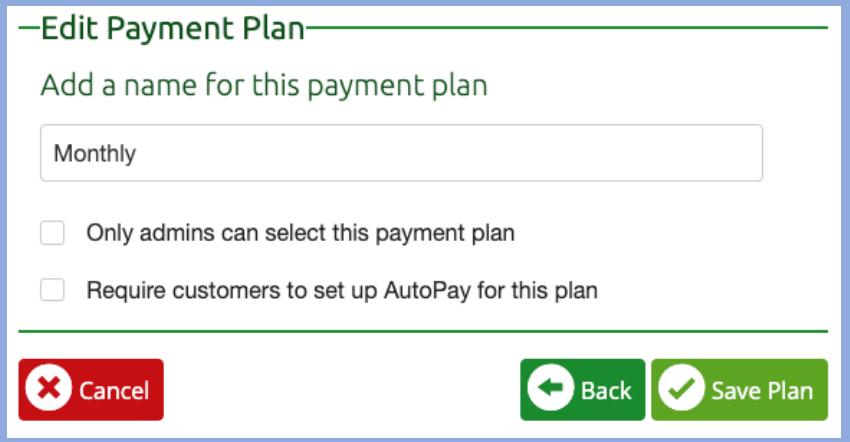
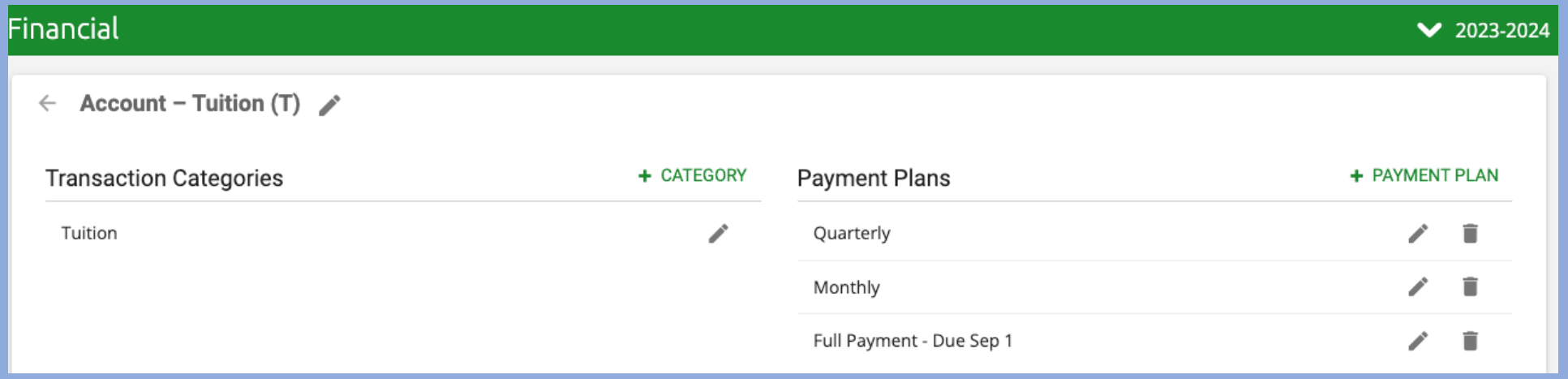

Edit Payment Plan
Add a name for this payment plan
Monthly
Only admins can select this payment plan
Require customers to set up AutoPay for this plan
Cancel
Back
Save Plan


Financial
2023-2024
Account – Tuition (T)
Transaction Categories
+ CATEGORY
Tuition
Payment Plans
+ PAYMENT PLAN
Quarterly
Monthly
Full Payment - Due Sep 1

Fees

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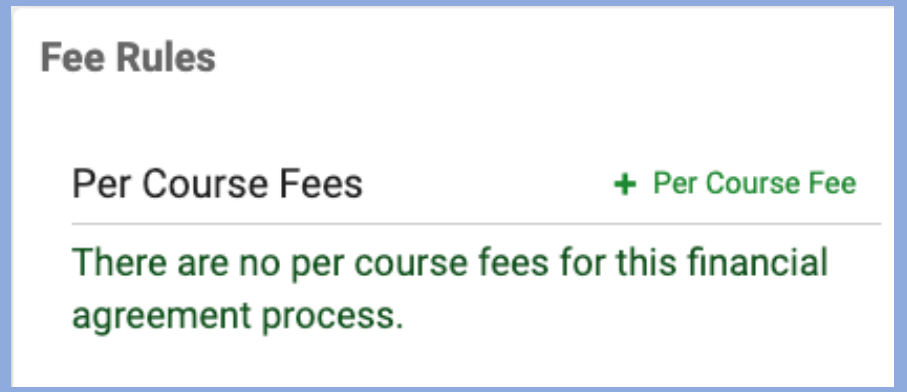
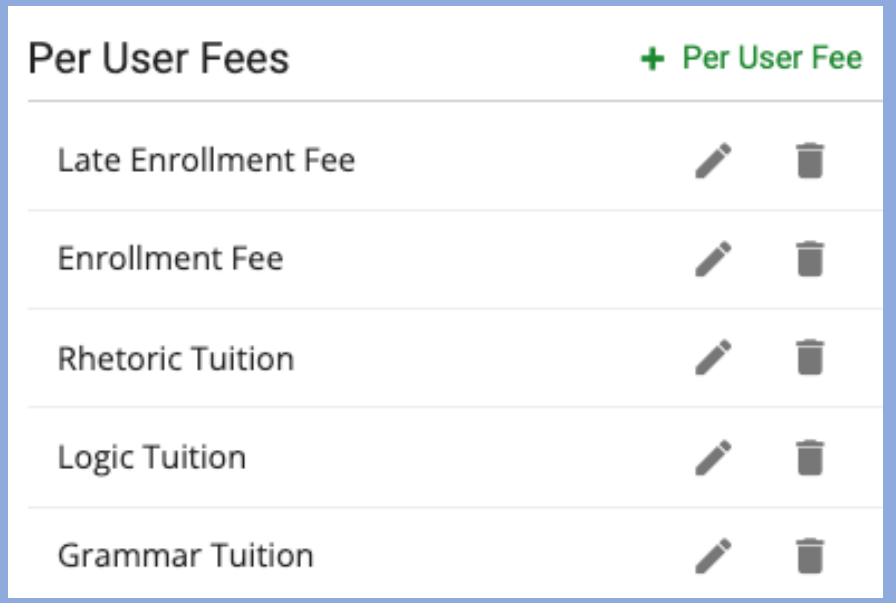
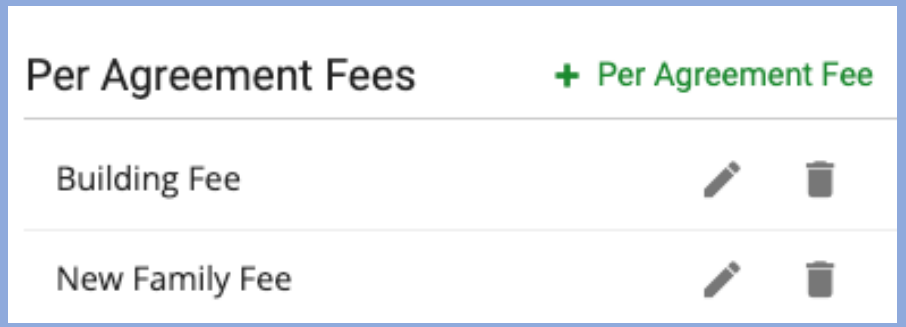
Different ways to charge re-enrollment fees

- Financial Agreement
- Payment on a form
- Batch Transaction







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Q & A

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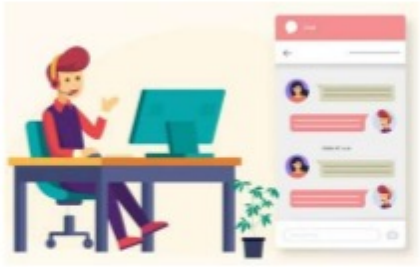
Promos and Conclusion

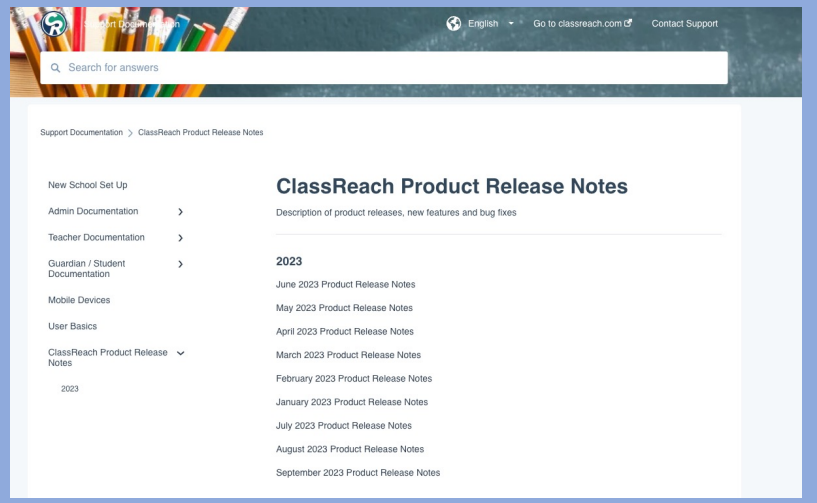
2023 Product Development

Agile Development

- **24** Product Deployments (2-week increments)
- **257** Stories Deployed
  - **195** feature stories
  - **62** bug fixes (**28** were hotfixes)



1,431 **Support tickets**
Jan-Nov 2023



- Improved Support Feature!
- New and Vastly Improved Knowledge Base Articles and Videos
- Application Fee built into the Application (Basic +)
- Family Welcome Emails (Basic +)
- Welcome Email filter improved!
- Progress Report Grading Unit Filter
- Gravity Payment Processor
- Analytics – Admin and Finance
- Course Capacity Enforcement
- Improved Report Processing Time
- Student IDs available in Reports
- New Text Editor (Announcements, Forms)
- Mobile App Notification (iOS coming soon)

Upcoming Webinars

Re-enrollment for 2024-2025 (Dec 26, Jan 9)

- Re-enrollment forms – Family vs Student re-enrollment; when to use linked fields in a re-enrollment form; signing documents by using a webpage link or embedding the document in the form; new form formatting options; conditional logic
- Workflow – how to use a workflow for process improvement
- Fees – discover different ways to charge re-enrollment fees
- This webinar assumes that you know basically how to create and edit custom forms in ClassReach

Applications and Admissions Workflow (Jan 23, Feb 6)

- Learn more about editing and processing applications as well as a best-practice admissions workflow helps you organize the student onboarding process. This webinar assumes a basic understanding of ClassReach applications and the application process.

Data Copier and Setting up for the new School Year (Jan 30, Feb 13)

- Using the Data Copier along with our ClassReach best practices to optimize your system for the upcoming school year. We will cover Academic Terms, Grading Units, Gradebook Settings, Conduct Items, Classroom Settings, archiving students/families, student enrollment in courses and an update on recent improvements to Course Registration.