



Financial Agreements & The New Financial Year

2024-2025

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The screenshot shows the "2023-2024 Tuition Agreement" page in the CLASS REACH system. The page includes a navigation bar with "Reports", "Forms", "Financial", "Messages", "Discussions", "Calendar", "Analytics", "Support", and "Settings". The main content area displays the agreement status, a "Total Amount: \$20,320.00", and a table of charges and discounts. There are buttons for "ENABLE MANUAL EDITS" and "FINALIZE AGREEMENT".

Status

Created: 6/21/23 Finalized: -- Signed: -- Published to Financials: --

Total Amount: **\$20,320.00**

ENABLE MANUAL EDITS

Last calculated a few seconds ago

DESCRIPTION	CHARGES	DISCOUNTS	TOTAL
Annual Building Fee	+ \$200.00	+ \$0.00	\$200.00
Building Fee	\$200.00		
Tony Dickens: Tuition	+ \$4,700.00	+ -\$100.00	\$4,600.00
23/24 Tuition for Algebra II	\$700.00		
Tuition for Tony	\$4,000.00		

Search for answers

- CR Support >
- New School Set Up
- Admin Documentation v
 - 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

R e f e r e n c e s

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 a

See less



- Financial Agreement template set up and best practices
- Setting up for the new Financial Year
- Please watch the [Financial Agreement Process](#) and [Creation](#) videos prior to the webinar

Setting Up Financials

Each “Financial Year” must be set up

- Accounts and Categories
- Financial Agreement Processes
- Payment Plans

NOTE: Customer Balances rollover to the next year

The screenshot shows the 'Financial' settings page in the ClassReach system. A left-hand navigation menu includes 'Summary', 'Past Due Invoices', and 'Settings' (which is highlighted in green). The main content area is titled 'Financial' and contains several sections:

- Online Payments:** A green checkmark indicates the system is 'Connected to Gravity'. Below this are two panels: 'Credit & Debit Cards' (with a link to 'Disable card payments') and 'ACH Debits'. Both panels describe 'Gravity Fees' and provide instructions on how they are passed on to the customer.
- Accounts:** A section with an 'ADD ACCOUNT' button. It lists 'School Fees - Fe' and 'Tuition - Tu' as existing accounts.
- Financial Agreement Processes:** A section with an 'ADD PROCESS' button. It states 'There are no financial agreement processes to display.'
- Check payments:** A section with a 'DISABLE CHECKS' button. It notes that 'Customers are allowed to submit check payments.'
- Default School Year for Financial Pages:** A section with a dropdown menu currently set to '2023-2024'.

Accounts & Categories

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



06/03/2023	Curriculum Fee		Details	\$55.00	\$2,962.09
07/26/2023	Multiple categories	One Account Agreement Test	Details	\$5,400.00	\$2,907.09
07/26/2023	Curriculum Fee - Tweety	Funding Fee			
07/26/2023	Curriculum Fee - Tweety	Curriculum Fee			

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

Financial Agreements










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?

New Financial Agreement Process



Name*



Instructions


B I U    **A**       **I_x**

Academic Term*

Select... ▾

Start Date*  

Due Date  

Signature Text 

I understand that the total amount I owe for this agreement is {total amount}.

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
 - Payments

- Online Payments
 - Credit Card
 - ACH – Direct Deposit
- Check
- Misc. Credit
- Other

- Transaction Details
- Edit Transaction

The screenshot shows the 'Financial' section of the Class Reach system. At the top, there is a green header with the word 'Financial' and a dropdown menu for the year '2023-2024'. Below this, a navigation bar shows 'Customer #1099 - Bird Family' with a back arrow. A secondary navigation bar contains tabs for 'Customer', 'Transactions', 'Invoices', 'Agreements', 'Payment Methods', and 'Correspondence'. The main content area is split into two columns. The left column displays 'Customer #1099 Bird Family' and lists associated names: 'Toucan Sam • Teresa Bird • Derek Rush • Larry Bird • Tweety Bird • Big Bird • Dave C'. The right column shows 'Balance Due \$3,026.50' and 'Total Balance: \$3,902.66'. At the bottom of the right column are two green buttons: 'Add Charge' (with a shopping cart icon) and 'Add Payment' (with a credit card icon). Below the main content area, there are two sections: 'Invoices' on the left and 'Recent Transactions' on the right.

The Financial Transactions

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

—New Charge—

Category*
Book Fees

User
Tweety

Amount*
\$ 150.00

Description
German Book

Next Cancel

—New Charge—

Which invoices do you want to apply this charge to?

After School Clubs – \$100.00 to apply

<input type="checkbox"/> Invoice		
<input type="checkbox"/> #1099-025, due Mar 15	Amount due:	\$0.00
<input type="checkbox"/> #1099-026, due Apr 15	Amount due:	\$0.00
<input type="checkbox"/> #1099-027, due May 15	Amount due:	\$0.00
<input type="checkbox"/> Add new invoice...		

Back Save Cancel




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

—New Payment—

Which invoices is this payment for?

Invoice

<input type="checkbox"/> #1099-036, due Oct 1	 Past Due	Amount due: \$578.00
<input type="checkbox"/> #1099-037, due Nov 1	 Past Due	Amount due: \$816.17
<input type="checkbox"/> #1099-038, due Dec 1	 Past Due	Amount due: \$816.17
<input checked="" type="checkbox"/> #1099-039, due Jan 1		Amount due: \$816.16
<input type="checkbox"/> #1099-040, due Feb 1		Amount due: \$816.16

Amount: \$816.16

 CUSTOMIZE AMOUNT

Payment Type

Cash

Memo

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 screenshot displays a financial transaction management interface. On the left, a list of transactions is shown with columns for date, description, and amount. A modal window titled '-Transaction Details' is open, showing the details for a transaction posted on Monday, February 27, 2023, with a description of 'Tuition Agreement'. Below this, a table lists the entries for this transaction, including two tuition payments for 'Pretti' and 'Tweety'.

Account	Category	User	Description	Amount
General	Miscellaneous	Big	Tuition for Pretti	\$4,000.00
General	Miscellaneous	Tweety	Tuition for Tweety	\$4,000.00

The Financial Transaction Landscape

- Different types of transactions
 - Charges
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–Edit Charge–

Category	Description	Amount	
Miscellaneous–Tweety	Tuition for Tweety	\$4,000.00	 
Miscellaneous–Big	Tuition for Pretti	\$4,000.00	 

[+ ENTRY](#)

[Next](#) [Cancel](#)

05/19/2023	Payment (Check #123)		Details	-\$100.00
05/19/2023	New Family – Tweety	Lost Math book	Details	\$100.00
05/19/2023	Miscellaneous	late fee	Details	\$40.00
05/19/2023	Miscellaneous	late fee	Details	\$40.00
04/27/2023	Payment (Check #sprint9)		Details	-\$9.00
04/21/2023	Payment (Misc. Credit)	Refund Example	Details	-\$727.40
02/27/2023	Multiple categories	Tuition Agreement	Details	\$8,000.00

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

—Edit Charge—

Which invoices do you want to apply this charge to?

General – \$4,157.34 already applied and paid

#1099-030, due Apr 1	\$727.40
#1099-031, due May 1	\$727.26
#1099-032, due Jun 1	\$832.17
#1099-033, due Jul 1	\$816.17
#1099-034, due Aug 1	\$816.17
#1099-036, due Oct 1	\$238.17

General – \$3,842.66 to apply

Invoice

<input checked="" type="checkbox"/> #1099-036, due Oct 1	Amount due:	\$0.00 +	<input type="text" value="\$ 578.00"/>	=	\$578.00
<input checked="" type="checkbox"/> #1099-037, due Nov 1	Amount due:	\$0.00 +	<input type="text" value="\$ 816.17"/>	=	\$816.17

Payments Plans

-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	Jul 2024
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
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

-Edit Payment Plan-

Add a name for this payment plan

- 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

Different ways to charge re-enrollment fees

- Financial Agreement
- Payment on a form
- Batch Transaction

Fee Rules

Per Course Fees

+ Per Course Fee

There are no per course fees for this financial agreement process.

Per User Fees

+ Per User Fee

Late Enrollment Fee



Enrollment Fee



Rhetoric Tuition



Logic Tuition



Grammar Tuition



Per Agreement Fees

+ Per Agreement Fee

Building Fee



New Family Fee



Q & A

Promos and Conclusion



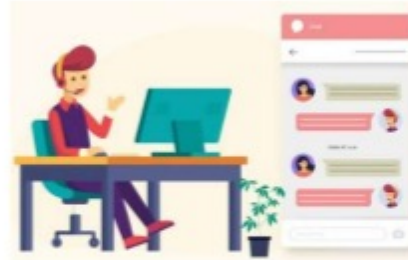
2023 Product Development

AGILE

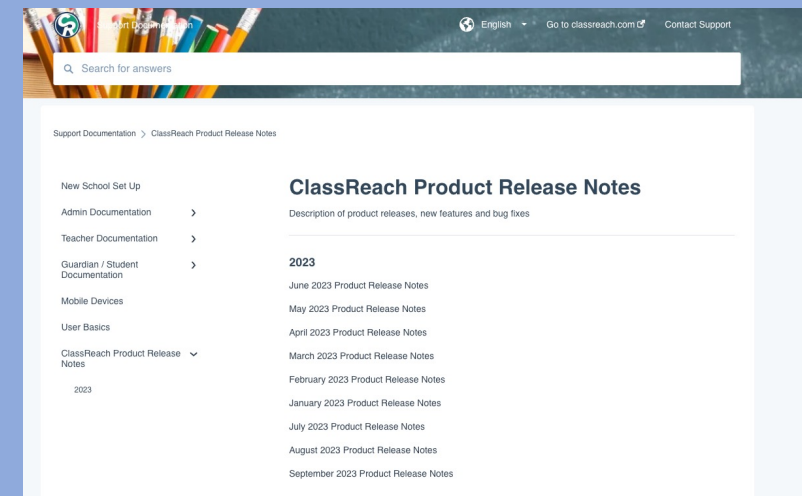


Agile Development

- **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.