

Updating Missing Fees on Registrations

Scenario – A registrar has forgotten to configure fees for a product and members have registered. These registrations are showing \$0.00 owing.

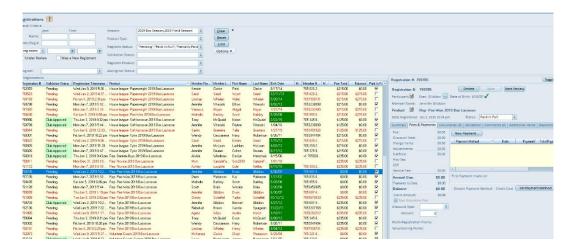
Procedures

To address this issue, you will need to:

- update your Product Fees on the product that is missing the fees
- add an 'adjustment' to registrations that are showing a \$0.00 (or incorrect) fee
- remove the adjustment
- SAVE the updated registration
- 1. Update your fees

New Save Delete Befrech Bint									
Product Management 2									
					Name: Rep-Pee Wee 2019 Box Lacrosse ID #: 33112 Options •				
Filter: Active Only Invoices	Inteering 🔽 Prom	Summary Vie	EW		Code: P-BR Type: Sports Registration 🗧 💋 Active Summary				
		V Type	Active	Current Fee Max Parti	Details Fees & Deposits Constraints (Farticipants (5)				
2019 Pre Season Skills	2019 Box Season	Sports Registration	2	\$45.00	Fees with Fixed Non Volunteer Fees				
Girle Box Lacrosse- Coach 2019	2019 Box Season	Volunteer Registrati	5	\$0.00	Eff From A Eff To Fee Non Vol Fee				
Girls Box Lacrosse- Manager 2019	2019 Box Season	Volunteer Registrati	2	\$0.00	+ 1/01/19 • 4235.00				
Girls Box Lacrosse- Trainer 2019	2019 Box Season	Volunteer Registrati	~	\$0.00					
House league Coach 2019 Box Lacrosse	2019 Box Season	Volunteer Registrati	~	\$0.00					
House league- Novice 2019 Box Lacrosse	2019 Box Season	Sports Registration	~	\$215.00					
House league - Paperweight 2019 Box Lacrosse	2019 Box Season	Sports Registration	2	\$215.00	Cheques Payable To				
House league- Pee Wee 2019 Box Lacrosse	2019 Box Season	Sports Registration	2	\$215.00	Current Organization Default is: -				
House league- Soft lacrosse 2019 Box Lacrosse	2019 Box Season	Sports Registration	1	\$125.00	en en engenizeen beleertik.				
House league- Tyke 2019 Box Lacrosse	2019 Box Season	Sports Registration	1	\$215.00					
Rep-Bantam Boys 2019 Box Lacrosse	2019 Box Season	Sports Registration	5	\$235.00	Payable To:				
Rep-Bantam Girls 2019 Box Lacrosse	2019 Box Season	Sports Registration	5	\$235.00	Additional Info:				
Rep-Intermediate Boys 2019 Box Lacrosse	2019 Box Season	Sports Registration	~	\$235.00	Deposits				
Rep-Intermediate Girls 2019 Box Lacrosse	2019 Box Season	Sports Registration	V	\$235.00	Deposit Type Deposit Deposit Ant Deposit Ant				
Rep-Midget Boys 2019 Box Lacrosse	2019 Box Season	Sports Registration	1	\$235.00	Deposit Type Deposit Deposit Am Deposit Am Deposit				
Rep-Midget Gills 2019 Box Lacrosse	2019 Box Season	Sports Registration	2	\$235.00					
Rep-Novice 2019 Box Lacrosse	2019 Box Season	Sports Registration	2	\$235.00					
Rep-Paperweight 2019 Box Lacrosse	2019 Box Season	Sports Registration	~	\$235.00					
Rep-Pee Wee 2019 Box Lacrosse	2019 Box Season	Sports Registration		\$235.00					
Rep-Pee Wee Girls 2019 Box Lacrosse	2019 Box Season	Sports Registration	2	\$235.00					
Rep-Tyke 2019 Box Lacrosse	2019 Box Season	Sports Registration	2	\$235.00					
Volunteer Coach 2019 Box Lacrosse	2019 Box Season	Volunteer Registrati	~	\$0.00					
Volunteer Coach+Trainer 2019 Box Lacrosse	2019 Box Season	Volunteer Registrati	~	\$0.00	Additional Charges				
Volunteer Executive 2019 Box Lacrosse	2019 Box Season	Volunteer Registrati	2	\$0.00	Active Charge Item Category Current Rate Dty Per Registration Usage				
Volunteer Manager 2019 Box Lacrosse	2019 Box Season	Volunteer Registrati	2	\$0.00	•				
Volunteer Trainer 2019 Box Lacrosse	2019 Box Season	Volunteer Registrati	~	\$0.00	x				

2. Go to the registration that has the incorrect fee





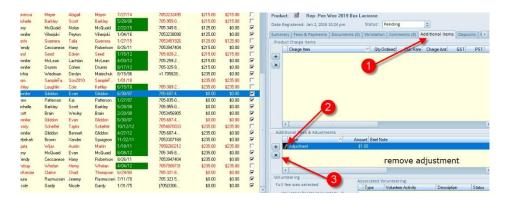
Product	A Member Firs	Member L	First Name	Last Name	Birth Date	M. Member H. M.	Fee Total	Balance F	Decision of the local	Registration #: 759705 Toggle V
	Kenzie	Clarke	Reid		8/17/14	705 826 2	\$215.00	\$0.00	aid in FU +	Begistration #: 759705 Delete Save Start Review
House league- Paperweight 2019 Box Lacrosse	Carol	Seed	Wyatt	Seed	12/11/14	705-828-2	\$215.00	\$215.00	L.	
		Whelan	Violet	Whelan	5/20/14	705/908731	\$215.00	\$215.00	E I	Participant 🛐 Evan Gliddon 🔜 Date of Birth: 6/30/07 🖌
House league Paperweight 2019 Box Lacrosse	Lindsay								V	Member Name: Jennifer Gliddon
House league- Paperweight 2019 Box Lacrosse	Jennifer	Viherjoki	Ethan	Viherjoki	8/02/13	7053238098	\$215.00	\$0.00	ř	
House league- Paperweight 2019 Box Lacrosse	Vanessa	Meyer	Abigail	Meyer	7/27/14	7053232495	\$215.00	\$215.00		Product: Z Rep- Pee Wee 2019 Box Lacrosse
m House league-Pee Wee 2019 Box Lacrosse	Michelle	Barkley	Scott	Barkley	5/28/08	705-955-0	\$215.00	\$215.00		Date Registered: Jan 2, 2019 10:24 pm Status: Pending
m House league-Soft lacrosse 2019 Box Lacrosse	Tony	McQuaid	Nolan	McQuaid	2/22/15	705 345-8	\$125.00	\$0.00	1	
House league- Soft lacrosse 2019 Box Lacrosse	Jennifer	Viherjoki	Peyton		1/04/16	7053238098	\$125.00	\$0.00	1	Summary Fees & Payments Documents (0) Validation Comments (0) Additional Items Deposits (
House league- Soft lacrosse 2019 Box Lacrosse	Santo	Guerrera	Talia	Guerrera	1/27/15	7053451926	\$125.00	\$125.00		Product Charge Items
m House league-Tyke 2019 Box Lacrosse	Wendy	Ceccanese	Harry	Robertson	8/26/11	7053947404	\$215.00	\$0.00	~	Charge Item V Otv Ordered Curr Rate Charge Amt GST PST
House league- Tyke 2019 Box Lacrosse	Carol	Seed	Edwin	Seed		705-828-2	\$215.00	\$215.00	Г	+
House league- Tyke 2019 Box Lacrosse	Jennifer	McLean	Lachlan	McLean	4/03/12	705-259-2	\$215.00	\$0.00	5	
House league- Tyke 2019 Box Lacrosse	Jennifer	Drumm	Cohen	Drumm		705-325-9	\$215.00	\$0.00	1	×
m Rep-Bantam Boys 2019 Box Lacrosse	Alishia	Wiedman	Devlyn	Matechuk	8/15/06	+1 705828	\$235.00	\$0.00	1	
Rep-Novice 2019 Box Lacrosse	Mom	SampleFa	Son2010	SampleF	1/01/10		\$235.00	\$235.00	Г	
Rep-Novice 2019 Box Lacrosse	Ashlev	Laughlin	Cole	Kettlev	6/15/10	705-309-2	\$235.00	\$235.00	Г	
Rep-Pee Wee 2019 Box Lacrosse	Jennifer	Gliddon	Evan	Gliddon	6/30/07	705-687-4	\$0.00	\$0.00	~	
Rep-Pee Wee 2019 Box Lacrosse	Drew	Patterson	Kai	Patterson	1/27/07	705-835-0	\$0.00	\$0.00	7	
m Rep-Pee Wee 2019 Box Lacrosse	Michelle	Barkley	Scott	Barkley	5/28/08	705-955-0	\$0.00	\$0.00	1	
Rep-Pee Wee 2019 Box Lacrosse	Scott	Brain	Wesley	Brain	2/20/08	7053456905	\$0.00	\$0.00	1	
m Rep-Pee Wee 2019 Box Lacrosse	Jennifer	Gliddon	Evan	Gliddon	6/30/07	705-687-4	\$0.00	\$0.00	1	
m Rep-Tyke 2019 Box Lacrosse	Christy	Schelfel	Taylor	Scheffel	10/12/12	7054870033	\$235.00	\$235.00		
Rep- Tyke 2019 Box Lacrosse	Jennifer	Gliddon	Bennett	Gliddon	4/27/12	705-687-4	\$235.00	\$0.00	7	Additional Fees & Adustments
Rep- Tyke 2019 Box Lacrosse	Rebekah	Brown	Xander	Spurgeon	11/22/11	7053307168	\$235.00	\$0.00	7	Type Amount Brief Note
Rep- Tyke 2019 Box Lacrosse	Agata	Wijas	Austin	Martin	1/18/11	7058260212	\$235.00	\$235.00	E	+ Adjustment \$1.00
m Rep-Tyke 2019 Box Lacrosse	Tony	McQuaid	Evan	McQuaid	8/08/12	705 345-8	\$235.00	\$0.00	1	
m Rep-Tyke 2019 Box Lacrosse	Wendy		Harry		8/26/11	7053947404	\$235.00	\$0.00	5	
Rep-Tyke 2019 Box Lacrosse	Lindsav	Whelan	Henry	Whelan	4/04/12	7057908731	\$235.00	\$235.00	E	
Volunteer Coach 2019 Box Lacrosse	McKenzie	Clarke	Chad	Thompson		705-321-8	\$0.00	\$0.00	1	
	Laura	Rasmussen	Jeremy	Rasmussen		705 323 5	\$0.00	\$0.00	1	Volunteering
	Nicole	Gardy	Nicole		1/31/75	(705)3306	\$0.00	\$0.00	17	Full fee was selected Associated Volunteering:
- YONG NOOT ENGLATED EOTO DON EGUIDESO	1110000	cruicy'		crucy	1101110	(rosja300	\$0.00	+0.00	100	Type Volunteer Activity Description Statu

3. Add a \$1.00 adjustment to the registration on the ADDITIONAL ITEMS tab

4. Go back to FEES and DEPOSITS tab and you should see updated fee with the \$1 adjustment added.



5. Go back to ADDITIONAL ITEMS tab and remove the \$1 adjustment





6. Fee is now updated properly – be sure to click SAVE!

4.1				1		Registration #: 759705 Toggle
arkke eed helan herjoki eyer arkley cQuaid herjoki uerrera obertson eed cLean umm atechuk ampleF ettley iddon atterson arkley	Bith Date 8/17/14 1/2/11/13 5/20/14 8/02/13 7/27/14 5/28/08 2/22/15 1/04/16 1/27/15 8/26/11 1/15/12 4/03/12 8/15/06 1/01/10 6/15/10 6/15/10 6/20/07 1/27/07 5/28/08 2/20/08	M Member H M 705 826 2 7057098731 7057098731 7053238098 7053232495 7053252495 7053451926 7053451926 7053451926 7053451926 70532529 7053259 705325.9 +1 705828 705-309-2 705-309-2 705-395-0 705-3456.0 705-3456.0 705-3456.0	Fee Total \$215.00 \$215.00 \$215.00 \$215.00 \$125.00 \$125.00 \$125.00 \$215.00 \$215.00 \$215.00 \$215.00 \$215.00 \$215.00 \$225.00 \$235.00 \$235.00 \$235.00 \$235.00 \$235.00 \$2000	\$0.00 \$215.00 \$215.00 \$215.00 \$215.00 \$0.00 \$0.00 \$125.00 \$0.00 \$215.00 \$0.00 \$20.00 \$235.00 \$0.00 \$235.00 \$0.00 \$0.00 \$0.00 \$0.00	Paid In Fu	Registration #: 759705 Delete Save Start Review Participant: Evan Gliddon Date of Birth: 6/30/07 Image: Comparison of Birth: 6/30/07 Member Name: Jennifer Gliddon Product: Image: Comparison of Birth: 6/30/07 Image: Comparison of Birth: 6/30/07 Product: Image: Comparison of Birth: 6/30/07 Image: Comparison of Birth: 6/30/07 Image: Comparison of Birth: Product: Image: Comparison of Birth: 6/30/07 Image: Comparison of Birth: 6/30/07 Summary Fees: S235.00 New Payment Image: Comparison of Comments (0) Additional Items Deposits Fee: \$235.00 New Payment Payment Method Date Payment Total Payment Obiscount Total: \$235.00 Prov Tax: GST: SubTotal: \$235.00 Image: Comparison of Comments (0) First Payment made on: <
nompson	2/20/08 6/30/07 10/12/12 4/27/12 11/22/11 11/22/11 11/22/11 8/08/12 8/26/11 4/04/12 6/29/84 7/11/70 1/31/75	7053456305 705-687-4 7054870033 705-687-4 705307168 7058260212 705 345-8 7053947404 7057908731 705-321-8 705 323 5 (705)3306	\$0.00 \$0.00 \$235.00 \$235.00 \$235.00 \$235.00 \$235.00 \$235.00 \$235.00 \$235.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$235.00 \$0.00 \$235.00 \$0.00 \$0.00 \$235.00 \$0.00 \$0.00 \$0.00	<u>रा रा रा रा रा रा रा रा रा रा</u>	Balance: \$235.00 Chosen Payment Method: Credit Card Set Payment Method Claim Amount: \$0.00 Non Volunteer Fee Discount Type: Amount: 0 Multi-Registration Promo: Volunteering Promo:

7. You're done.

3