

TTEF Online System Training

Module Four: Payment

Learning Focus: Viewing School Payments

1. After logging in to your school's account, you will access your school's list of students paid and to be paid by clicking on the **My School** tab and then on the **\$Scholarships** tab.
2. After each Payment Verification has been completed by both the school and the parent, TTEF Staff will add each student to your **\$Scholarships** tab as a student that is scheduled to be on your payment. After payment occurs, you will see a date next to each student under **Date Paid**. This list can be filtered to the **School Year** or **Semester**. This list can also be exported to Excel. This page is simply for viewing your school's payments. No action is required on this page for your school to receive payment.

The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. The top navigation bar includes 'HOME', 'ACTION NEEDED', and 'MY SCHOOL'. The 'MY SCHOOL' section is active, showing a 'School' dropdown and a navigation menu with 'Basic Info', 'Tuition Schedules', 'Contacts', 'All School Apps', and '\$ Scholarships' (selected). Below the navigation is a search and filter area with fields for 'Student First Name', 'Student Last Name', 'School Year' (set to 2019-2020), 'Semester' (set to -- Show All --), 'Date Paid' (set to Equal), and 'Program Year'. Below the filters is a table of scholarship payments.

Student	Family	School Year	Semester	Amount	Program	Date Paid
		2019-2020	Fall	\$-150.00	Alive in Christ	10/29/2019
		2019-2020	Fall	\$750.00	Alive in Christ	10/29/2019
		2019-2020	Fall	\$500.00	Help for Today - Hope for Tomorrow	10/29/2019
		2019-2020	Fall	\$750.00	Alive in Christ	10/29/2019
		2019-2020	Fall	\$1,000.00	Alive in Christ	10/29/2019
		2019-2020	Fall	\$1,000.00	Alive in Christ	10/29/2019
		2019-2020	Fall	\$1,000.00	Alive in Christ	10/29/2019
		2019-2020	Fall	\$150.00	Catholic Families Tuition Assistance - Elem	10/29/2019
		2019-2020	Fall	\$1,000.00	Help for Today - Hope for Tomorrow	10/29/2019

- a. Please note you need to filter for the current **School Year** and **Semester** is set to **Show All**, which means the full year will be displayed. All payments before Spring 2015-2016 will display 01/06/2016 as Date Paid. You may refer to the Semester and School Year for when this payment was received.
- b. If a student is displayed with more than one payment record per semester, this is due to an adjustment based on school enrollment. The adjustment may be a positive or negative dollar amount. A student may also have more than one payment if they have a supplemental program.
- c. You may search this page for a student record by typing the student's last name or first name into the boxes.