

# Payment Adjustments

## Releasing a Permit.

1. If you know the permit number perform a permit search. If you do not know the permit number, go to the user profile for whom you wish to release a permit. Click on the permit number on the user dashboard.



Active Permits			
Permit	Active Window	Lot Name	Amount
51	Y : Yearly 2018	After 4PM	\$169.50

2. From the permit detail click on the permit number

## Parking Permit Information

Permit Number: 51  
Lot Name: After 4PM  
Require Access Card: No  
Allowed as 2nd Permit: Yes  
Cost: \$150.00 + \$19.50 tx.  
Status: Rented  
Permit State: Good  
Renter: Griffiths, John griffithsj

---

Payment Amount: \$169.50 (incl. tax)  
Process Date: Sep. 28, 2018  
Payment Method: Cash

Update Permit State

Close Window

3. You will be taken to permit search where you can released the permit

## Permit Search

**Semester** Current Active Semesters

**Permit Lot** [Y] - After 4PM

AND / OR

**Permit Text** 51

☐ Partial Match
 ☒ Exact Match

**Permit State** All States

☐ Include Archived Permit Data

Total Permits: 1	Requested: 0	Rented/Reserved: 1	Visible to User: 0	Visible to Admins: 0	Unavailable: 0
#	Cost	<input type="button" value="Toggle Availability"/>	<input type="button" value="User Type"/>		State
51 -AFT4	\$150.00	<input checked="" type="button" value="Available"/>	Demo	<input type="button" value="Rented"/> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"><input type="button" value="Release"/></span> <input type="button" value="Switch"/>	Good
#	Cost	<input type="button" value="Toggle Availability"/>	<input type="button" value="User Type"/>		State

- It is advisable to leave a comment in order to track the reason the permit was released. Click release this permit.

## Release Permit

**Lot Name** After 4PM

**Permit No.** 51

**Registrant** John Griffiths  
john.griffiths@ops-com.com

**Address** 92 Bridge  
Carleton Place, 9  
k1a2x0

**Comment**

- A pop up window will appear. Click OK to confirm the release of the permit.

tomahawku-preview.parkadmin.com says  
Remove permit association to the listed user?

OK

Cancel

6. A confirmation message will appear.

### Release Permit

Permit #51 has been released.

7. Now when you search the permit it will appear as available.

## Permit Search

Semester Current Active Semesters

Permit Lot All Lots

AND / OR

Permit Text

51

✓ Partial Match

☐ Exact Match

Permit State

All States



☐ Include Archived Permit Data

Search

Mailing list / Usage Report

Total Permits: 2

Requested: 0

Rented/Reserved: 0

Visible to User: 2

Visible to Admins: 0

Unavailable: 0

#	Lot Name	Cost	Toggle Availability	User type	State
51-AFT4	[Y] After 4PM	\$150.00	✓ Available		Good
510-OSLE	[M] Green Staff Lot East	\$100.00	✓ Available		Good
#	Lot Name	Cost	Toggle Availability	User Type	State

Update Records Reset Records

# Refunding a Violation

1. Once a user has paid a violation it can be refunded and placed back in awaiting payment status.
2. Go to the user's history and search for the violation you wish to refund. Click on the work Processed to access the transaction details.

Profile Lockers Vehicles Parking Payments History Incident History Birch, Patricia (pbirch)

### User History

[View Complete History](#)  
20 records

#### Violation Records

Private Property **1** Payable: **Paid: 1**

	Issue Date	Ticket #	Amount	Notes
[ ADJUST ]	Feb. 21, 2018	TT-10003	150.00	Processed Sep 28, 2018

[View transaction details](#)

3. Click on the Refund button to begin the process of refunding the violation

**Confirmation Number:** 21270E4083360

**User:** Patricia Birch [pbirch]  
**Amount:** \$150.00  
**Submit Date:** Sep. 28, 2018 @ 11:20am [View Snapshot ?](#)  
**Comment:** Online Payment  
**Payment Method:** Cash [Change](#)

**Processed:** Sep. 28, 2018 @ 11:20am  
**Processed By:** john.tomahawk

**Refund**

**Violations:**

	Issued Date	Ticket #	Amount
	Feb. 21, 2018	TT-10003	\$150.00
<b>Total:</b>			<b>\$150.00</b>

**Total: \$150.00**

4. A Refund payment Record window will open. It is advisable to enter a comment as to the reason the refund is being given.

OperationsCommander Testing and Training Campus - Google Ch...

https://tomahawku-preview.parkadmin.com/admin/payments/refundpaym...

## Refund Payment Record

**Confirmation Number:** 21270E4083360  
**User:** Patricia Birch [pbirch]  
**Submit Date:** Fri. Sep. 28, 2018

**Requisition Code:**

**Refund Amount:**  Value will be recorded as a negative amount.

**Comment:**

**Refunded:** Sep. 28, 2018  
**Recorded By:** john.tomahawk

[Refund Payment Record](#)

**NOTE :** By using refund you will be releasing all items associated with this Confirmation Number

[Close Window](#)

5. Click on OK in the resulting pop up confirmation screen to complete the process.

tomahawku-preview.parkadmin.com says

This will release all items associated with this payment.

It will also update payment information for the listed transaction.

Continue and update the database?

OK

Cancel

6. The adjustment Information window will appear. Click on Process This Adjustment.

OperationsCommander Testing and Training Campus - Go...  
https://tomahawku-preview.parkadmin.com/admin/payments/Refun...

## Adjustment Information

✉ Birch, Patricia [pbirch] 👤

### Original Payment Details

**Confirmation #:** 21270E4083360  
**Submitted:** Sep. 28, 2018  
**Amount:** \$150.00  
**Payment Status:** processed: Sep. 28, 2018  
**Comment:** Online Payment

### Adjustment Details

**Submitted:** Sep. 28, 2018  
**Amount:** **\$-150.00**  
**Payment Status:** Not processed.  
**Comment:** Moved to different sschool

**Type:**

[Process This Adjustment](#)

[Close Window](#)

7. The transaction screen will refresh indicating "The associated transaction was dropped or refunded; any refund details will appear below."  
Notice the refund appears as an adjustment in the transaction record.



**Confirmation Number:** 21270E4083360

**User:** Patricia Birch [pbirch]

**Amount:** \$150.00

**Submit Date:** Sep. 28, 2018 @ 11:20am [View Snapshot ?](#)

**Comment:** Online Payment

**Payment Method:**  [Change](#)

**Processed:** Sep. 28, 2018 @ 11:20am

**Processed By:** john.tomahawk

The associated transaction was dropped or refunded; any refund details will appear below.

**Violations:**

	Issued Date	Ticket #	Amount
	Feb. 21, 2018	TT-10003	\$150.00
<b>Total:</b>			<b>\$150.00</b>

**Total: \$150.00**

**Adjustments:**

	Submit Date		Amount
	Sep. 28, 2018	<a href="#">View Details</a>	<b>\$-150.00</b>
			Moved to different sschool
<a href="#">View User Info</a>			<b>Total: \$-150.00</b>

8. If you were to look at the user's history you will see the violation is back to requiring a payment.

**User History**

[View Complete History](#)

22 records

**Violation Records**

**Private Property 1** **Payable: Overdue: 1**

	Issue Date	Ticket #	Amount	Notes
	Feb. 21, 2018	TT-10003	150.00	Make payment Past appeal date Overdue

## Refunding a Locker

1. To refund a locker, find the locker in the user's profile history. Click on the process date to access the transaction detail.

## User History

[View Complete History](#)  
12 records

### Locker Records

Test Annual

Y : Jan 1,2015 - Jan 1,2045

	Submit Date	Locker	Amount	Pay Date
[ ADJUST ]	Sep. 28, 2018	10	\$33.90	
Online Payment				Processed: <a href="#">Sep. 28, 2018</a>

2. Refund the locker by clicking the refund button.

Confirmation Number: 2127084274924

User: John Griffiths [griffithsj]

Amount: \$33.90

Submit Date: Sep. 28, 2018 @ 11:52am [View Snapshot ?](#)

Comment: Online Payment

Payment Method: Cash [Change](#)

Processed: Sep. 28, 2018 @ 11:52am

Processed By: john.tomahawk

[Refund](#)

Lockers:

	Submit Date	Locker	Amount
[ ADJUST ]	Test Annual [Sep. 28, 2018]	10	\$30.00
Taxes:			\$3.90
Total:			\$33.90

[View User Info](#)

Total: \$33.90

3. The refund payment record window will open. It is advisable to enter a comment as to why the locker is being refunded.  
Click Refund Payment Record

OperationsCommander Testing and Training Campus - Google Ch... — □ ×

https://tomahawku-preview.parkadmin.com/admin/payments/refundpaym...

## Refund Payment Record

**Confirmation Number:** 2127084274924  
**User:** John Griffiths [griffithsj]  
**Submit Date:** Fri. Sep. 28, 2018

**Requisition Code:**

**Refund Amount:**  Value will be recorded as a negative amount.

**Comment:**

**Refunded:** Sep. 28, 2018  
**Recorded By:** john.tomahawk

[Refund Payment Record](#)

**NOTE :** By using refund you will be releasing all items associated with this Confirmation Number

[Close Window](#)

4. A confirmation screen will open. Click OK to continue.

tomahawku-preview.parkadmin.com says

This will release all items associated with this payment.  
It will also update payment information for the listed transaction.

Continue and update the database?

[OK](#) [Cancel](#)

- the adjustment Information screen will open. Click on Process This Adjustment to complete the process.
- In the user's history the locker now shows as released.

**User History**

[View Complete History](#)  
14 records

**Locker Records**

**Test Annual** Y : Jan 1, 2015 - Jan 1, 2045

	Submit Date	Locker	Amount	Pay Date
[ InActive ]	Sep. 28, 2018	10	\$33.90	
Released back to system by refund process Online Payment				Processed: Sep. 28, 2018 Released: Sep. 28, 2018

- In the list of lockers in the building area the locker will appear as available after this process.

H	10	Good	<input checked="" type="checkbox"/> Available to rent	Arena-Men's Locker Room
---	----	------	-------------------------------------------------------	-------------------------

## Refunding a Temp Permit

- Buy a Temp Permit
- Pay Temp Permit
- Refund Temp Permit
- Temp Permit is Released

## Refunding a Violation and a Permit

- Buy Permit
- Get Violation
- Pay for Violation and Permit

4. Refund Payment
5. Violation needs to be paid, permit is now available

# Adjusting a violation to \$0

1. CAN'T BE DONE
2. Well I guess it can be done but the process is rough
3. Create a Payment with a permit and a violation
4. Adjust permit to cover the violation as well as the permit
5. Release the permit

---

Revision #2

Created 14 May 2024 08:59:07

Updated 25 June 2025 14:21:57