

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"/> <input type="button" value="Release"/> <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
Total:			\$150.00

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.

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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
Total:			\$150.00

Total: \$150.00

Adjustments:

	Submit Date		Amount
	Sep. 28, 2018	View Details	\$-150.00
			Moved to different sschool
View User Info			Total: \$-150.00

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 AnnualY : Jan 1,2015 - Jan 1,2045

	Submit Date	Locker	Amount	Pay Date
[ADJUST]	Sep. 28, 2018	10	\$33.90	
Online Payment				Processed: Sep. 28, 2018

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
View User Info			Total: \$33.90

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

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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		
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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

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