

INTERNATIONAL ROYALTY REPORT SUBMISSION

We are excited to introduce this new policy change on entering the tax portion of all enrollments amounts separately as a coupon payment.

Please keep in mind we will be changing the “coupon” option to “coupon/tax” and the development team will be launching this soon.

This is the process we will be using going forward until the new Big Apple is launched.

If you have any questions or require assistance with this application, please send your inquiries to support@tutordocor.com

How to Enter the Tax Portion of Your Enrollment Amounts

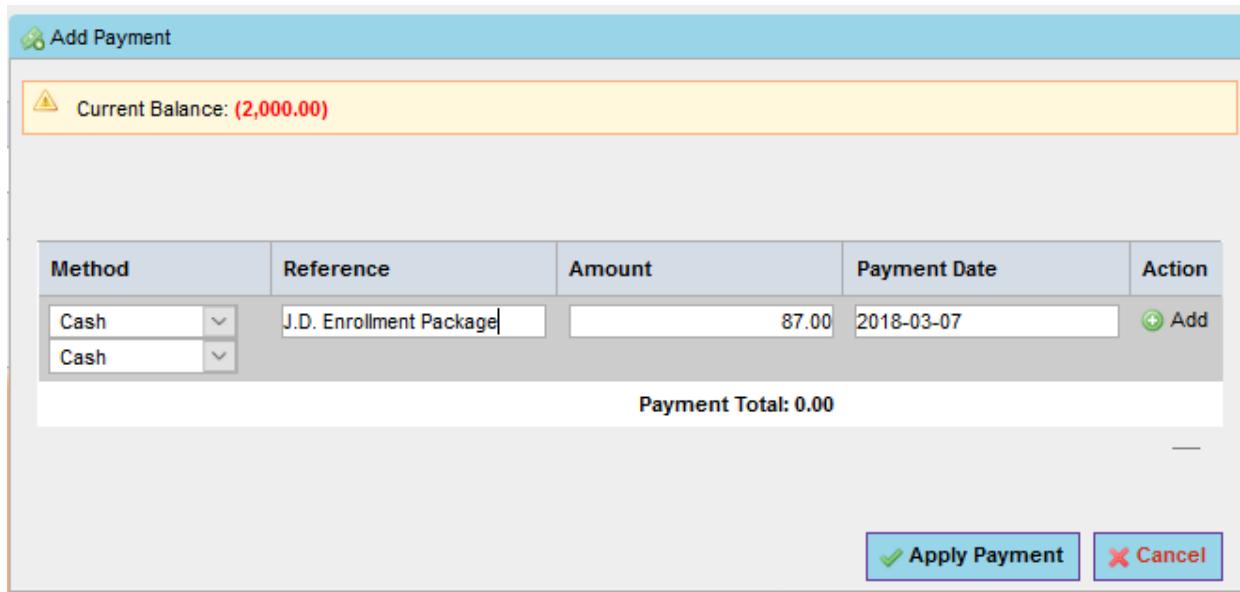
[**CLICK HERE TO SEE VIDEO DEMO**](#)

1. Select “Add Payment” under the customer Account Overview to enter a customer’s payment. For example, the customer wants to pay \$100 including tax towards their enrollment amount. When entereing the amount, please ensure to calculate the tax portion as per your countries or regions tax rate.

Account Overview					
Enrollments And Fees To Date	Payments To Date	Current Account Balance	Purchased Hours To Date	Session Hours To Date	
300.00	550.00	250.00	0.00	5.00	
<div style="background-color: #f0f0f0; padding: 5px;"> Available Hours No open services. </div>					
<div style="background-color: #f0f0f0; padding: 5px;"> Closed Enrollments </div>					

INTERNATIONAL ROYALTY REPORT SUBMISSION

2. Let's say for this enrollment the tax rate is 13% off of the \$100. Choose the method of payment and enter the net amount of \$87 along with the date.



The screenshot shows a software interface titled "Add Payment". At the top, a message box displays "Current Balance: (2,000.00)" with a warning icon. Below this is a table with the following data:

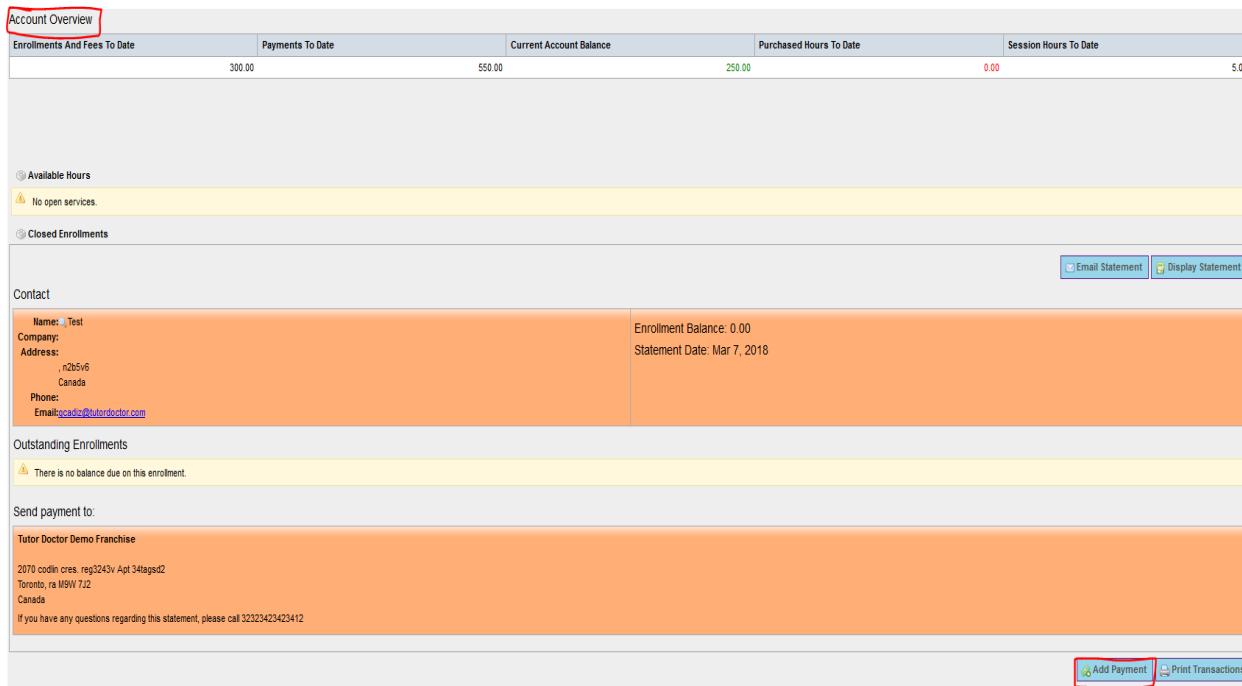
Method	Reference	Amount	Payment Date	Action
Cash	J.D. Enrollment Package	87.00	2018-03-07	 Add
Cash				

Below the table, a message "Payment Total: 0.00" is displayed. At the bottom right are two buttons: "Apply Payment" with a checkmark icon and "Cancel" with a red X icon.

3. Select "Add" under the Action Tab and enter "Apply Payment".

INTERNATIONAL ROYALTY REPORT SUBMISSION

4. Now the tax portion of \$13 from the enrollment amount can be added. Select Add Payment again under Account Overview.



Account Overview

Enrollments And Fees To Date	Payments To Date	Current Account Balance	Purchased Hours To Date	Session Hours To Date
300.00	550.00	250.00	0.00	5.00

Available Hours: No open services.

Closed Enrollments:

Contact:

Name: Test
 Company:
 Address: 123 Main Street
 Canada
 Phone: 123-456-7890
 Email: test@example.com

Enrollment Balance: 0.00
 Statement Date: Mar 7, 2018

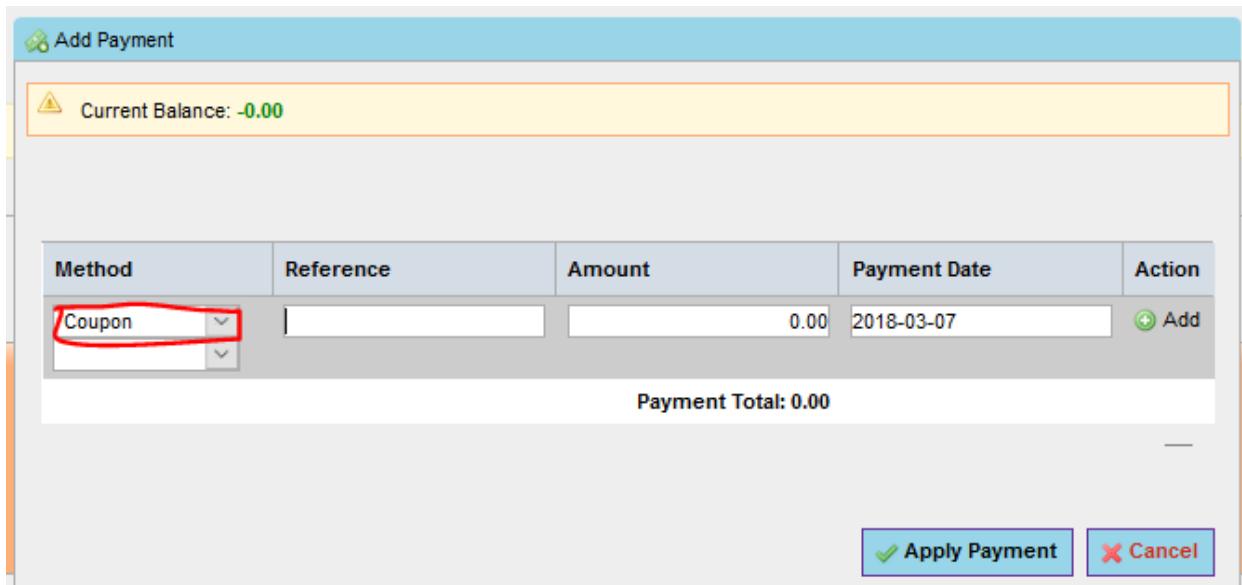
Outstanding Enrollments: There is no balance due on this enrollment.

Send payment to:

Tutor Doctor Demo Franchise
 2070 codin cres. reg3243v Apt 34tagsd2
 Toronto, M9W 7J2
 Canada
 If you have any questions regarding this statement, please call 32323423423412

Add Payment Print Transactions

5. Under method use the drop down menu to select “coupon”. In the future, the development team will change the option to “Coupon/Tax”. We will notify you once the change has been implemented.



Add Payment

Current Balance: **-0.00**

Method	Reference	Amount	Payment Date	Action
Coupon		0.00	2018-03-07	Add

Payment Total: 0.00

Apply Payment Cancel

INTERNATIONAL ROYALTY REPORT SUBMISSION

6. You must enter “TAX” under the Reference to indicate the tax portion.

Add Payment

⚠ Current Balance: **-0.00**

Method	Reference	Amount	Payment Date	Action
Coupon	TAX	0.00	2018-03-07	 Add

Payment Total: 0.00

 **Apply Payment**  **Cancel**

7. Enter the tax amount of \$13.00 along with the payment date and select “Add” under the Action Tab.

Add Payment

⚠ Current Balance: **(2,000.00)**

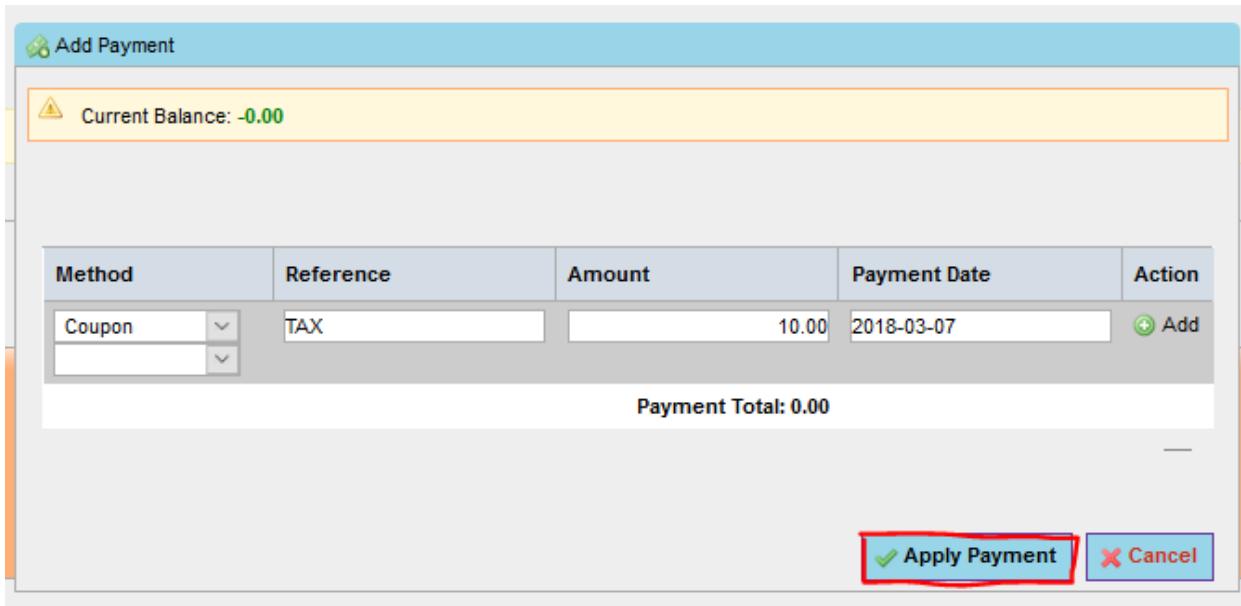
Method	Reference	Amount	Payment Date	Action
Coupon	TAX	13.00	2018-03-07	 Add

Payment Total: 0.00

 **Apply Payment**  **Cancel**

INTERNATIONAL ROYALTY REPORT SUBMISSION

8. Select “Apply Payment” to confirm the tax value of the enrollment payment



Add Payment

⚠ Current Balance: **-0.00**

Method	Reference	Amount	Payment Date	Action
Coupon	TAX	10.00	2018-03-07	 Add

Payment Total: 0.00

 **Apply Payment**  **Cancel**

9. This will be displayed in the “Transactions” section under Account Overview.