

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 enterineg 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

Available Hours

No open services.

Closed Enrollments

Email Statement

Display Statement

Contact

Name: Test

Company:

Address:

n2b5v6

Canada

Phone:

Email: qcadv@tutordocor.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 34tagad2

Toronto, ra M9W 7J2

Canada


If you have any questions regarding this statement, please call 32323423423412

Add Payment

Print Transactions

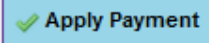

2. Let's say for this enrollment the tax rate is 13% off of the \$100. Choose the method of payment and enter the net amount of \$87 along with the date.

Add Payment

 Current Balance: (2,000.00)

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

Payment Total: 0.00

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

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: 123456
Canada
Phone:
Email: acad@tutordr.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, ra 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](#)

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

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

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