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Billing a Third Party for Registrations

Using existing Enrole features to facilitate 3PB

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Agenda

1. Use cases
2. Defining circumstances
3. Framework
4. Steps
5. Example
6. Recap

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Use cases for 3rd party billing (3PB)

- Dual-credit programs for high school students
- Course fees covered by grants
- Programs paid by sponsoring organizations

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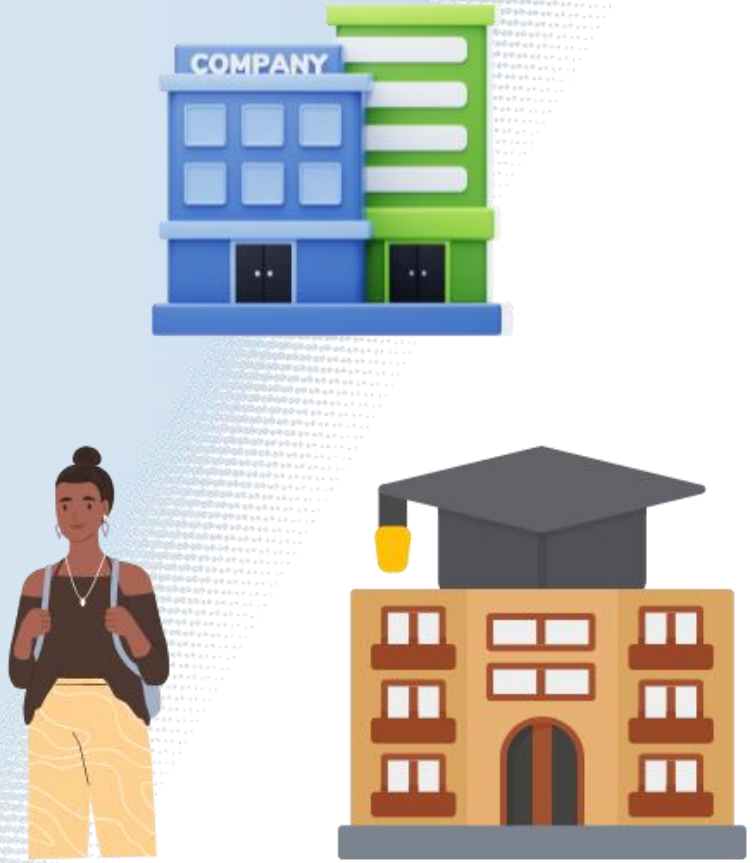
Defining circumstances for 3PB

- Session is available to the public.
- Attendee does not pay full Session fee.
- 3rd party (3P) pays balance due.
- Attendee need not be member of 3P organization.



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Framework for 3PB: Basics

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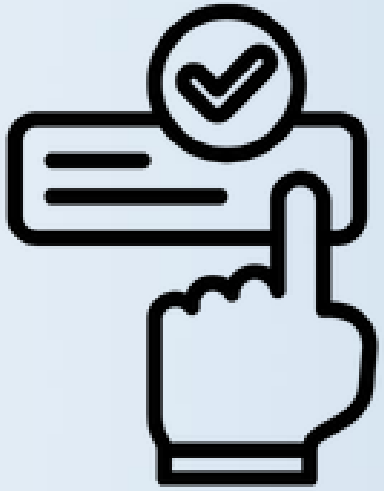
Registration

- Debit: 3PB Discounts
- Credit: Sales



Misc Invoice Order

- Debit: A/R
- Credit: 3PB Discounts

Payment

- Debit: Bank
- Credit: A/R

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Framework for 3PB: Details

- GL ACCOUNT “3PB Discount Holding” used as Override GL for 3PB DISCOUNT CODE for each payor
- REGISTRATIONS with 3PB Discount Code
- MISC INVOICE for 3rd party payor with GL Account = “3PB Discount Holding”
- MISC INVOICE ORDER created (automatically one Order per line item)
- PAYMENT applied to each Misc Invoice Order
- GL ENTRIES include debit and offsetting credit to “3PB Discount Holding”

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Steps for 3PB (1 of 2)

1. Set up Company for each 3rd Party (3P).
2. Set up GL account: 3PB Discount Holding.
3. Set up 3PB Discount Code(s) for each 3P; GL Override = 3PB Discount Holding.
4. Provide Discount Code(s) to 3P to share with participants.
5. Receive registrations with 3PB Discount Codes.

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Steps for 3PB (2 of 2)

6. Run report of registrations with 3PB Discounts.
7. Create Misc Invoice for 3P; GL = 3PB Discount Holding.
8. Create Misc Inv Order (creates an Order per line item).
9. Send Misc Invoice.
10. Apply payment to each Misc Invoice Order.

Note: Misc Invoice Contact can pay Misc Invoice Order via shopping cart “My Account” payment center.

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Example of 3PB

- Glen H.S. pays 100% tuition for dual enrollment.
- Program includes course Course “BLS”
- Fee is $200 for current Session of Course “BLS”
- Discount Code for Glen H.S.
  - Current date range
  - Excludes all except Course “BLS”
  - Benefit = 100%
  - Override GL = Sales Discount 3PB Holding

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Basic example of 3PB: GL Transactions

REGISTRATION	Debit	Credit
3PB Discount Holding	200	
Program Revenue		200

MISC INVOICE ORDER	Debit	Credit
Accounts Receivable	200	
3PB Discount Holding		200

PAYMENT	Debit	Credit
Bank	200	
Accounts Receivable		200

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Recap

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2. Defining circumstances
3. Framework
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6. Resource

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Resource

Enrole Knowledge Center article:

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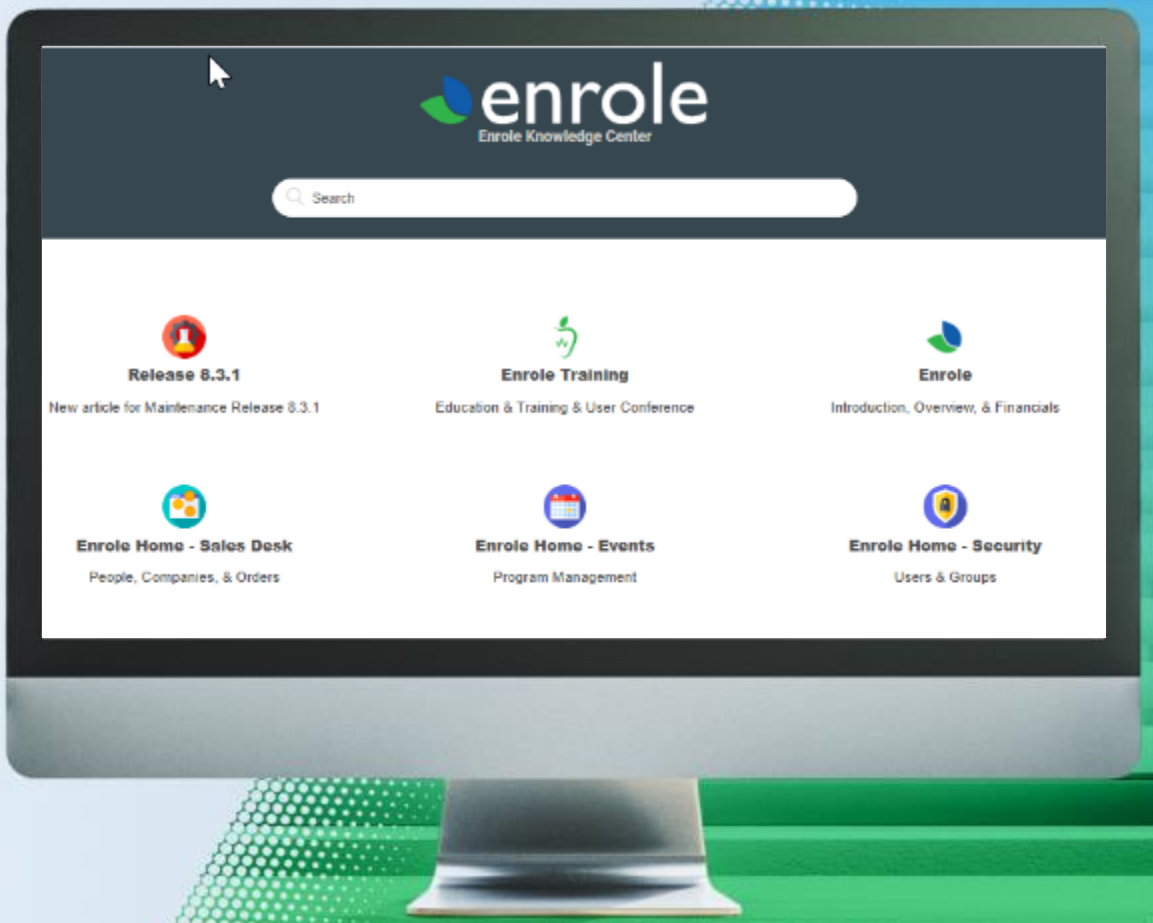

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Thank you for joining us!

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