

Online (Re)Enrollment, VC Pay and Student Billing Testing

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

It is important to test Online Enrollment/Re-Enrollment, VC Pay, and Student Billing configurations before launching this process to the public. Below are some guidelines and considerations you should review during your testing phase.

Initial Considerations

There are a few things you should consider before beginning the testing process:

The screenshot shows the 'Online Enrollment' application interface. The top navigation bar includes 'DEMO: CLIENT', a search bar with 'Online Enrollment', and utility icons. The main content area is divided into several sections:

- General:** Includes links for 'Find People', 'Find Students', 'Find Re-Enrollment', and 'Find New Enrollment'. It also lists 'Find Enrollment Checklist Items', 'Find Student Enrollment Policies', 'Find Completed Enrollment Contracts', 'Find Contract Amendments', and 'Find Groups'.
- Data Integrity:** Lists 'Missing User Accounts', 'Missing System Checklist Items', and 'Missing Household Profile Update Permission'.
- Status:** Shows 'Done' (Recently Completed Contracts (4)), 'In Progress or On Hold' (Students On Hold, Contracts Awaiting Signatures), and 'Not (Re-)Enrolling' (Students Withdrawing (39), Declined Enrollment (17)).
- Core Configuration:** Features a 'Configuration Overview' link (highlighted with a red box) and 'Online Enrollment Config' and 'Online Re-Enrollment Config'.
- Integrated Forms:** Includes 'HPU/Policies Overview Documentation' and 'Household Profile Update' (HPU Updates: Requires Approval (5)).
- Launch Prep:** Lists 'New Enrollment Access and Permissions', 'Find Re-Enrollment Access', 'Signature Requirement Report', 'Review Enrollment Amounts', and 'Veracross User Accounts'.

- Review the configuration overview in the Core Configuration section of the Online Enrollment homepage to ensure that the values presented are correct.
- Confirm that all appropriate action items are enabled on your enrollment contract detail record.
- Note that, at the very minimum, the online enrollment process should be tested for each of these scenarios:
 - VC Pay Registration scenario (optional or required, as well as whether school/parent pay fees)
 - Do you offer any discounts (e.g., tuition remission, one pay, multi-child) and/or any type of financial assistance (e.g., aid, grants, scholarships, etc)? If so, each one of these instances should be tested
 - the confirmation/verification of amounts, as well as instances where payment is not required

Testing Options

All “test” transactions that are processed should be real, legitimate payments (including VC Pay Registration fees). Because of this, we've highlighted three different models you could take while testing:

1. **Use employees with students or parents with a close relationship to school – offer “early” enrollment to test (*recommended*)**
 - Provides a complete test of all ORE/VC Pay/Student Billing/Accounting integration
 - Helps familiarize you with the actual parent experience
 - Allows you to seek feedback on the process – insights from parent perspective have proven valuable in the past to identify potential confusion
2. **Open portal for current student enrollments** and process required test payments with a school/personal card or bank account
 - Reset enrollment/contract data once the testing is complete from enrollment detail
 - Adjust simple receipt info when the payout arrives (but before posting)
 - Submit a refund request once the payment receipt has been processed and posted via payout
3. **Create a “test student”** with the sole purpose to function as live student to test all enrollment scenarios
 - Adjustments/refunds required similar to those in option #2
 - the test person's record will remain in the system

Testing Contract Completion

You should take the following steps to test whether your functionality around completing a contract in functioning as intended.

2019-2020 Contract

Student	Grade Entering	Date of Birth	Student ID
Nate Test14	Grade 11	Jan 1, 2011	174604

The total tuition amount shown below includes any scholarships and tuition assistance that have been awarded for the 2019-2020 school year. Any ancillary expenses, such as cafeteria charges, will be added to your invoice each month, as incurred.

Tuition	\$12,959.00
Prepaid Discount	(\$194.39)
Net Tuition	\$12,764.62
New Family Enrollment Fee	\$250.00

Tuition Payment Plans

Please select the payment plan that best fits your family's needs.

When selecting a plan, please understand that you will need to provide one payment method (bank account, credit card) to be automatically billed at the frequency associated with that plan.

If additional payment methods or payers are needed, they can be added later and used to make individual payments online.

<input checked="" type="checkbox"/> Full Year Pay in full by August 1 will receive a 1.5% discount Prepaid Discount: (\$194.39)	
<input type="checkbox"/> Monthly Payments (15th of Month) Monthly payments due on the 15th of the month (starts on the upcoming 1st, and continues through April 2020; (\$25/student/year fee applies)	
<input type="checkbox"/> One-time VCPay Registration Fee \$25.00	

Bus Transportation

2 Way Bus Transportation

\$95/Month

\$950.00

- I wish to reserve a seat on a bus both to and from school for the entire school year
- I opt out

1. Review payment plan options to confirm the VC Pay Fees are accurate.
2. Review the Truth-in-Lending Act (TILA) document.
3. When a parent signs a contract online, confirm the system generates unposted PCIs as expected. Be sure to test multiple scenarios (e.g. standard student, FA student, student of a staff or faculty, etc.). Check that:
 - o the PCI gross amounts are correct
 - o the PCIs are assigned to the appropriate CR GL Account
 - o the Number of Installments and Number of Months values are correct based on the payment plan selected
 - o If you are creating a "Deposit" PCI, confirm that the Tuition PCI's gross amount equals the full tuition minus the deposit
 - o percentage based amounts are calculating correctly
 - o discounts are calculated correctly (if applicable)
 - o If your school has a customized payment plan (e.g. two-pay split 60/40), split the tuition PCI and confirm that the system is splitting the PCI correctly

Testing VC Pay Registration

You should take the following steps for testing to ensure your VC Pay registration is functioning as intended.

The screenshot displays two steps of the registration process. Step 2, 'Register for VCPay (required)', is marked as 'Complete' with a green checkmark. It includes a 'REGISTER FOR VCPAY' button. Step 3, 'Enrollment Fee', is marked as 'Incomplete' with a red flag icon. It details enrollment fees for the first and additional students.

Step 2: Register for VCPay (required)

✔ Complete

requires that all families enroll in our automatic payment program, VCPay. Enrolling in VCPay authorizes charges to your bank account or debit/credit card for tuition and/or auxiliary expenses based on the payment plan that you selected.

Click "REGISTER FOR VCPAY" to begin.

[REGISTER FOR VCPAY](#)

Step 3: Enrollment Fee

🚩 Incomplete

A new student enrollment fee of \$250 is due upon enrollment for the first student in a family, and a new student enrollment fee of \$150 is due for each additional student in a family. Enrollment fees are non-refundable.

1. Test that the Default, Optional, and Required language is correct for the appropriate payment plans and configured for both ORE/OE.

The screenshot shows the 'VCPay Registration' page for the 2019-2020 academic year. It features a welcome message, instructions on how to register, and buttons for 'Setup Saved Payment Accounts' and 'Setup Billing AutoPay'. A green confirmation message at the bottom states 'VCPay Registration has been completed.'

VCPay Registration

2019 - 2020

Welcome to VC Pay AutoPay! [redacted] has contracted with a third party company to provide secure transactions and allow families additional payment methods. All [redacted] families are required to register in VC Pay to set up payment for tuition and fees. Even if you are paying in full, registering for VC Pay allows you to keep current on all monthly charges.

To register for VC Pay, you must add at least one payment method (such as bank account or credit card), accept the terms and conditions of VC Pay, and pay any fees associated with the payment plan you selected.

Please contact [redacted] if you have any questions.

Setup Saved Payment Accounts [Setup Accounts](#)

Setup Billing AutoPay [Setup AutoPay](#)

✔ VCPay Registration has been completed.

2. Test the VC Pay Registration text.
3. Test each payment plan scenario to ensure that the VC Pay Registration fees (Enrollment fee/Plan fee) are configured correctly based on your tuition management worksheet. For plans that should only be visible to a select group of students, make sure the plan is only visible to that group.
4. Test saving an ACH and CC payment account.
5. Test "Setup Billing Autopay".
6. Test completing VC Pay Registration for each payment plan scenario
 - when testing using the "Open portal for current student enrollments" option – if there are

parent-paid registration fee(s); do not submit payment for VC Pay Registration fees

7. Confirm that the payment methods displayed in the checkout when paying Enrollment deposits match expected configurations.

Testing Enrollment Deposit Payment

You should take the following steps for testing to ensure that the payment of enrollment deposits is functioning properly.

1. Test the deposit amount and ensure that any other “payable online” fees are included in the amount due.
2. Test payment methods where the parent pays the fee and confirm that the convenience fee amounts are correct.
3. Test payment methods where the school pays the fee and confirm that the convenience fee amount is not appearing.
4. Test submitting a payment. Our recommended workflow is to override the deposit amount to a minimal amount.
 - Confirm that simple receipts are generated for the correct amount on the accounting side
 - Confirm that the simple receipt’s CR GL account is accurate
 - Confirm that the receipt’s invoice type and school year are correct
 - Verify that the “Deposit Received” enrollment checklist item updates properly
 - **Note:** it is not necessary to repeat these steps for all enrollment scenarios/plans

Testing Resetting Registration Data

Prior to resetting re-enrollment, it is important that you test and make sure everything is configured correctly. When testing, run the "**TESTING ONLY: Reset VCPay Registration Data**" procedure to reset all VC Pay registration data including AutoPay registration and record of payment. This procedure is only available for a short period of time and should be used for testing **ONLY**.
