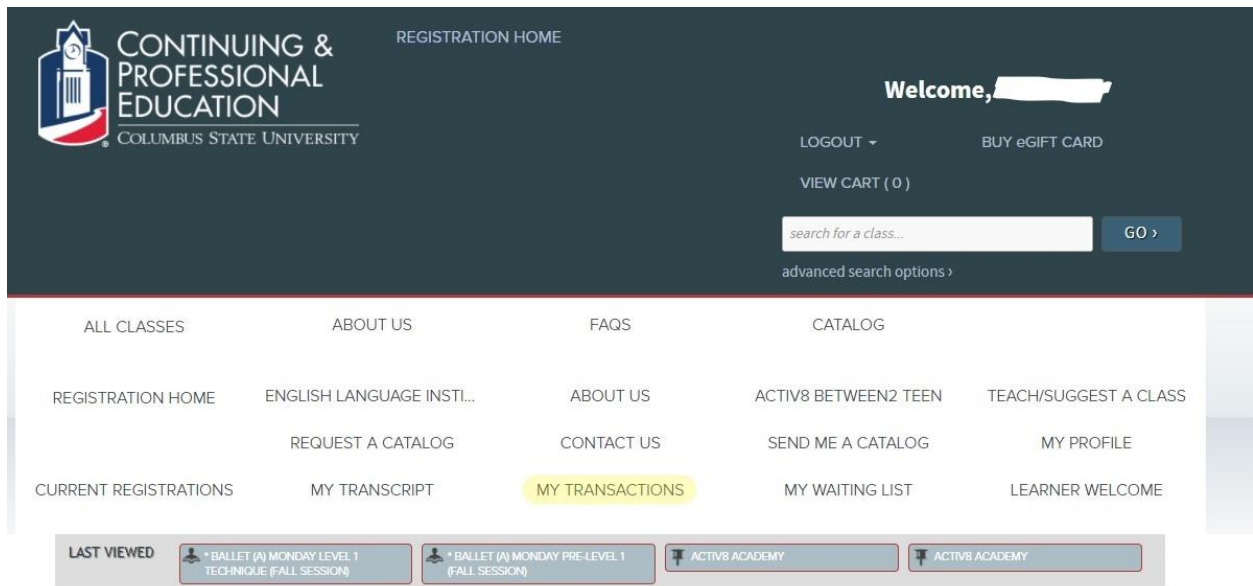


Continuing and Professional Education

Ballet Payment Instructions

1. Once you login to your account at columbus.augusoft.net, click “My Transactions” on the menu.



The screenshot shows the 'REGISTRATION HOME' page. At the top left is the university logo. The main header area includes a 'Welcome,' message, 'LOGOUT', 'BUY eGIFT CARD', and 'VIEW CART (0)'. A search bar with the placeholder 'search for a class...' and a 'GO' button is present, along with a link to 'advanced search options'. Below the header is a navigation menu with categories: ALL CLASSES, ABOUT US, FAQs, and CATALOG. A secondary menu lists various options including 'REGISTRATION HOME', 'ENGLISH LANGUAGE INSTL...', 'ABOUT US', 'ACTIV8 BETWEEN2 TEEN', 'TEACH/SUGGEST A CLASS', 'REQUEST A CATALOG', 'CONTACT US', 'SEND ME A CATALOG', and 'MY PROFILE'. A third menu includes 'CURRENT REGISTRATIONS', 'MY TRANSCRIPT', 'MY TRANSACTIONS' (highlighted in yellow), 'MY WAITING LIST', and 'LEARNER WELCOME'. At the bottom, a 'LAST VIEWED' section shows two 'Ballet' classes and two 'Activ8 Academy' classes.

**Welcome to Columbus State University
Continuing & Professional Education**



2. Once your transaction menu loads, click “Pay Now” next to your account balance.

LAST VIEWED

- * BALLET (A) MONDAY LEVEL 1 TECHNIQUE (FALL SESSION)
- * BALLET (A) MONDAY PRE-LEVEL 1 (FALL SESSION)
- ACTIV8 ACADEMY
- ACTIV8 ACADEMY

My dashboard | My Profile | Current Registrations | My Transcript | **My Transactions** | My Waiting List

Current Electronic Voucher Balance: \$0.00

A/R Account Balance: \$180.00 [Pay Now](#)

Recent Transactions for

Select	Transaction Date	Transaction Type (ID)	Payment Method	Payer	Transaction Amount
--------	------------------	-----------------------	----------------	-------	--------------------

3. Click the blue “Go To” button, then click “Payments”.

Accounts Receivable: View Account Activity

Search for Account(s) using the search fields below:

Account Name: (Student) External account #

Current Balance: \$180.00 View:

Activity On or After: Activity On or Before:

Invoice #: Transaction ID:

- View Account
- Charges
- Payments**
- Credit Memos

Excel | Print | Show 10 entries


TranID/ Contract #	Tran Date	Activity Type	Original Amount	Invoice #	Action
-----------------------	-----------	---------------	--------------------	-----------	--------


- Click "Make a Payment".

Accounts Receivable: Payments

Account Name (Student) External Account #

Current Balance \$180.00

Payments On or After 

Payments On or Before 

PO/Voucher #

Invoice #

Action	Tran ID	Payment Date	PO/Voucher #	Payment Amount	Payment Method
<input type="button" value="Make a Payment"/>					


- Click "Search". Do not type anything into the boxes.


Accounts Receivable: Make a Payment: Search for Registrations


Account Name (Student) External Account #


Current Balance \$180.00

Search For Registrations using search fields below

Registrations On or After 

Registrations On or Before 

Class Start Date On or After 

Class Start Date On or Before 

Invoice #

PO/ Voucher #

Course Name

Course Number

Class Name

Class ID

Registrations amount is

- Choose the class you wish to pay for by selecting the box next to the class balance. Then click “Submit”.

Accounts Receivable: Make a Payment: Search for Registrations

Account Name	(Student)	External Account #		
Current Balance	\$180.00			
Search Criteria : None				
Another Search				
Student Name (Learner ID)	Class or Item Name / Desc. (ID) Term Code	PO/Voucher #	Current Balance	Select?
	Ballet Classes - 1 class per week - Class Registration (85913) FalBal20	N/A	\$180.00	<input type="checkbox"/>
Submit Cancel				

- Type your monthly payment amount into the payment amount box, choose credit card as payment method, then click submit. If you are unsure what your monthly payment amount is, or if you are making a payment on or after the 16th of the month, please call 706-507-8070 for assistance.

Accounts Receivable: Make a payment to Registrations

Account Name : (Student) External Account # :

Current Balance : \$180.00

Search Criteria:None

Tran ID	Student Name (Learner ID)	Class / Item Description (Class ID) Term Code	PO/Voucher #	Balance	Payment Amount
					Pay in Full
Total payment amount :					0.00
127026		Ballet Classes - 1 class per week - Class Registration (85913) FalBal20	N/A	\$180.00	0.00

Payment amount \$0.00

Select one payment method:

Credit card

Submit Reset Cancel

- Once you submit your payment method, you will be redirected to enter your credit card information. Please refrain from hitting “Back” on your internet browser to make sure your credit card payment was processed successfully. Thank you for submitting your monthly payment!