## Financial- How to record a prepay (security) deposit payment

Last Modified on 12/07/2020 7:20 am ES

## Receipting a payment from the admin side:

Find the family making the prepayment. Then navigate to the family's financial ledger.

On the family financial screen select the actions button and press make payment (or online payment):

Summa	ry Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge
Year	2019	•							Total Outsta \$ 2,395.2	anding: 10	Actions -
St	tatement	List									Adjustments/Add Fee
	U	ser		Post Da	ite	Description				Fee	Make Payment
~	Statement I	D: 664523	39 - Date R	tange: 01/01	/2019 to 12	/31/2019					Make Payment (new Scation)
0				01/0	02/2019	Tuition Previous Balance	Owed -			1,8	1 Deposit Correction

Complete payment information- in the Is this a Prepay Deposit field select the type of deposit being receipted.

Then select the child's schedule the deposit is being received for (each of these fields are required to complete the payment successfully).

Press Save when fields are completed.

Paym	ent Allocatio	on										
Family:												
Bagg	gins Family											
Paymer	nt Amount: *					r	Do not a	uto ellocate				
\$	400											
Payme	nt Type:						Deposit Date:					
\$	Check					•	<u> </u>	/31/2019				
Is this a	Prepay Deposit?											
0	Security Dep	posit										-
Deposi	t For Schedule:											
	Baggins, Fro	do - AM. Be	fore Scho	ol Care (Re	curring Billing R	oom. Mon	thlv):07/01	/2018 to 0	5/31/2019	,		-
Check	#-											
Q	1254											
Apply t	o Center											
ren l	DCW Trans	actional- CE	NTER 1									-
	DOW Inditise	ictional <sup>2</sup> CE										
Notes:												

The payment and security deposit will display on the financial ledger as a debit and credit.

					runion					
0		¢	dcw_kgass	01/31/2019	Check Nbr: 1254 - 8:53 AM		400.00	1	,813.20	×
0			dcw_kgass	01/31/2019	Frodo Baggins - Security Deposit - DCW Transactional- CENTER 1 Security Deposit	400.00		2	2,213.20	×
	ß				Total	3,013.20	800.00		2,213.20	

To set when the deposit will be applied onto the family's ledger go to the actions menu on the financial screen and select the PrePay Deposit option.

	Actions -
	Adjustments/Add Fee
	Charge/Reduce Revenue
	Make Payment
	Make Payment (new Allocation)
1	Deposit Correction
	Coupons
91	Pickup Fee
	PrePay Deposit
x	Transfer Balance

To edit a prepayment's detail, select the edit icon next to the child's name.

								Action	IS
Pre-Payments / Deferred	Revenue	Amount	Payment Type	Revenue Type	Begin Date	End Date	Status		
🕑 Baggins, Frodo	Infants B	200.00	Check	Tuition	01/01/2019	12/31/2019	Open	×	:
Baggins, Frodo	AM, Before School Care (Recurring Billing Room, Monthly)	400.00	Check		07/01/2018	05/31/2019	Open	×	:
Edit Pre-Payment									l

Edit details including parent sponsor, revenue type and type of payment and prepay type.

Prepay Information 🕼				
Student: *				
Baggins, Frodo				-
Classroom *				
AM, Before School	Care (Recurring Billing Room, Monthly) ~ [	осw т	Transactional- CENTER 1	-
Room Semester:				
<b>**</b>				-
Payment Type: *			Payment Amount: *	
① Check		-	\$ 400.00	
Parent Sponsor: *				
Balbo Baggins				-
Prepay Start Date: *			Prepay End Date: *	
07/01/2018			05/31/2019	
Revenue Type: *				
I Tuition		•		
Allocations				
Apply As: *			Type of Payment: *	
D Payment		-	Check	-
Prepay Type				
Prepay Type: *				
n Prepay on Child Wi	thdrawal			-

Select the show more fields to display the assigned batch number and DCW Batch Number fields:

-
Show More Fields
bioter interest and bare

The fields will display in the prepay information section of the screen-

## This will allow users to group the payment into a batch for reconciliation purposes.

DCW Batch Number:
Assigned Batch Number.

Image: I

Once complete, press Save.