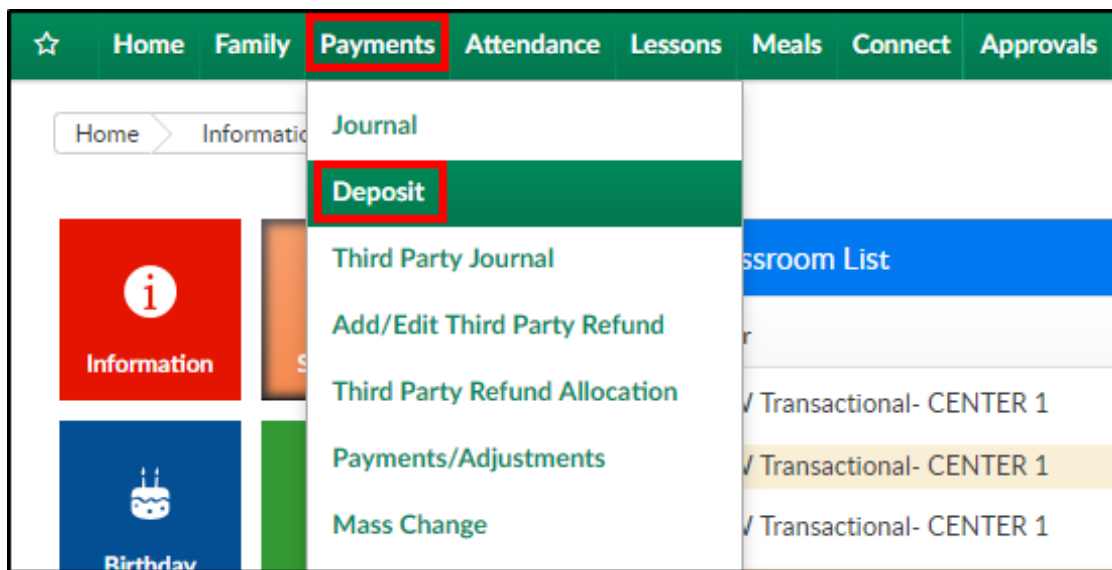# Payments > Deposit

Last Modified on 05/09/2019 10:59 am EDT

The Payments > Deposit screen lets users receipt payments in batch format and view past deposits.

Posting Deposits to Family Financial Ledgers

1. Click Payments, then select Deposit

2. On the Deposit screen, the payment types will display. **Please Note**: if additional payment types need to be setup, navigate to the Valid Values article for instructions

3. Locate the Third Party Payments type and double click into the Control Total field. The control total should be the total amount for the payment type of the payments that will be receipted

Control Totals - 01/22/2019 - # 168651 / 1				
Payment Type	Control Total	Running Total		Control Reference
Cash	0.00	0.00		
Check	0.00	0.00		
Money Order	0.00	0.00	Money Order Number	
Third Party Payments - HOD	0.00	0.00	HOD Notification Date	

4. Enter the control total amount and press enter or tab. **Please Note**: the running total will now display 0.00 in red; this means no payments have been receipted towards the control total. As payments are entered, the running total will update. Once the control total is green, the batch can be posted. If the control total and running total do not match, the batch cannot be posted

Control Totals - 01/22/2019 - # 168651 / 1				
Payment Type	Control Total	Running Total		Control Reference
Cash	0.00	0.00		
Check	0.00	0.00		
Money Order	0.00	0.00	Money Order Number	
Third Party Payments - HOD	500.00	0.00	HOD Notification Date	

5. To add a payment, click +Add Payment

+Add Payment Display Voided

Payments				
Payer	Account Name	Payment Type	Reference #	Amount

6. Complete the Payment popup
   - Payment Date - select the date of the payment from the calendar

Payment

Payment Date:

Payment Type:

Search Payer:

January 2019 ▼						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Payer:

Family Account:

Today

- Payment Type - choose the payment type

Payment Type:	Third Party Payments - HOD	∨

- Agency - if payment is from a third party agency, select the agency from the drop-down menu

Agency:	DHS	∨
	Charge on Attendance, Prebill on Schedule	
	DHS	
	New Test	
	Sample Agency	

- Center - select the center from the drop-down menu

Center:		∨
	DCW - Transactional	
	DCW Transactional- CENTER 1	
	DCW Transactional- CENTER 2	

- Payer - the payer field will auto-fill based on what was selected in the Agency field. This field is read-only

Payer:	DHS

- Payment Amount - enter the payment amount

Payment Amount:	125.23

- Authorization # - enter the check number or authorization number, if applicable

Authorization #:	743987

- Notes - enter any additional notes. **Please Note**: information entered in this field will display on the family's statement

Notes:	

- From Month - select the starting month the payment will be applied to

- From Year - select the starting year the payment will be applied to
- To Month - select the ending month the payment will be applied to
- To Year - select the ending year the payment will be applied to

From Month:	12-December
From Year:	2018
To Month:	01-January
To Year:	2019

7. Click Save. **Please Note:** once saved, a blank payment screen will open for the next payment to be receipted

8. All payments added into the system will display in the Payments section

+Add Payment | Display Voided

Payments

Payer	Account Name	Payment Type	Reference #	Amount
Agency Attendance	Agency Attendance	Third Party Payments - HOD	1234567	250.00
Sample Agency	Sample Agency	Third Party Payments - HOD	765432	250.00

- Modify icon - click the edit/modify icon to the left of the Payer name to edit the payment details
- Hourglass icon - this icon means the payment is pending
- Red X - click the X to delete the payment from the batch
- PDF icon - click the PDF icon to pull a receipt for the payment

9. Once all payments have been added, the Running Total and Control Total should match and the Running Total will turn green
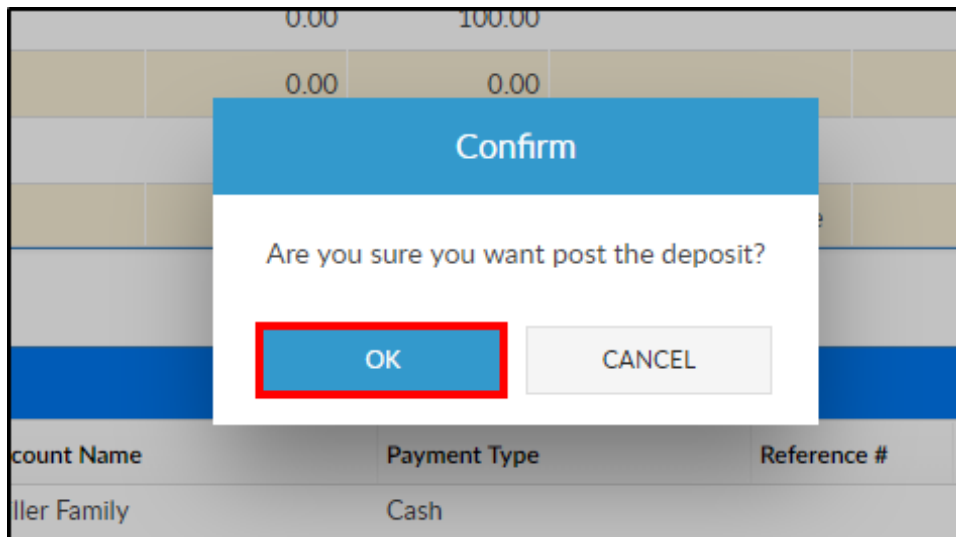
Control Totals - 01/22/2019 - # 161717 / 1

Payment Type	Control Total	Running Total		Control Reference
Cash	0.00	0.00		
Check	0.00	0.00		
Money Order	0.00	0.00	Money Order Number	
Third Party Payments - HOD	500.00	500.00	HOD Notification Date	

10. Once the Control Total and Running Totals match, click Post Deposit to post the payments to family financial ledgers
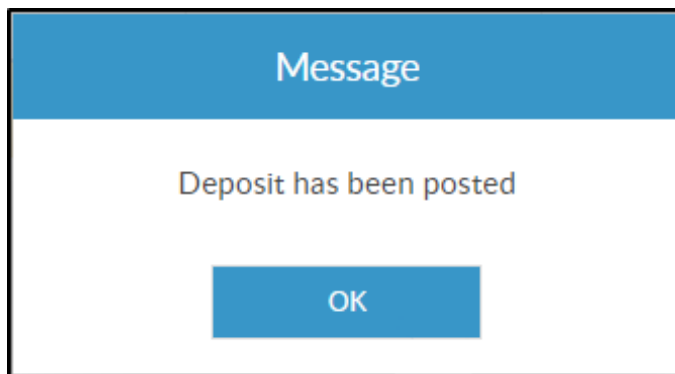
11. A confirmation popup will appear, click OK to continue

12. Another popup will appear to confirm the despot was posted. Click OK

13. Once the page refreshes, deposits will display in the Deposits section

- PDF icon - pulls the Complete Deposit Report
- Deposit ID - this number is system assigned
- Deposit Date - the date the deposit was completed
- Deposited By - the username of the person who posted the deposit
- Center - the center/location the deposit was receipted to

- Status - the status of the deposit
  - P - deposit is pending
  - C - deposit is complete
- Post Date - the date the deposit was posted as of
- Total Deposit - the total amount of the payments
- Deposit Count - the number of payments that were receipted
- # Pending - the number of payments that have not been posted

14. To pull an excel file of the deposit information, click Actions and select Export Weekly Deposit Summary

15. The report will display

	A	B	C	D	E	F
1			DEPOSIT REPORT - Week of 12/30/2018 - 02/02/2019			
2						
3	Deposit Date	Bank Deposit #	Cash	Check	Money Order	Third Party Payments - HOD
4	01/22/2019		$0.00	$0.00	$0.00	$100.00
5						

Searching for Previous Deposits

1. On the Deposits screen, click Search Criteria
2. Enter necessary search criteria

- Center - select the center
- Deposit From Date - beginning date to pull deposits
- Deposit To Date - end date to pull deposits
- Post From Date - beginning post date to pull deposits
- Post To Date - ending post date to pull deposits
- Deposited By - enter the username of the person who completed the deposit

3. Click View

Actions Menu

There are three options in the Actions menu on the Deposit screen:

- View Deposits - this screen displays past deposits using specific search criteria
- Import Deposit Reconcile - an integration that can be setup to reconcile

deposits

- Scan Check/CC - an integration that can be setup to allow for remote deposit of checks and scanning of credit card payments