

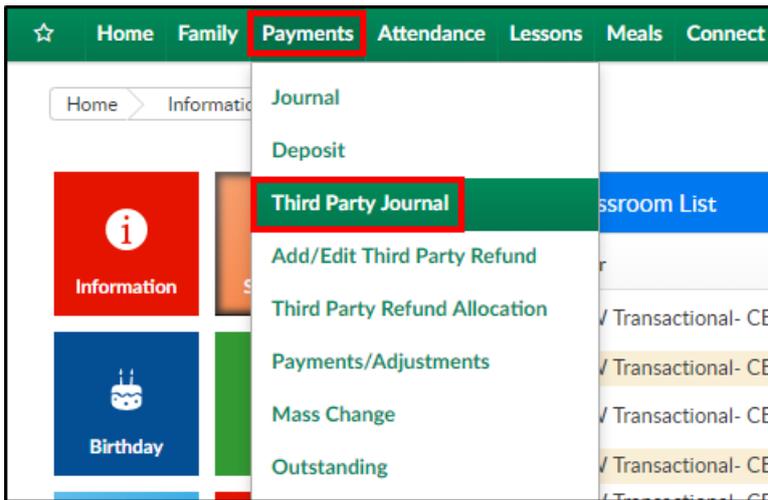
# Payments > Third Party Journal

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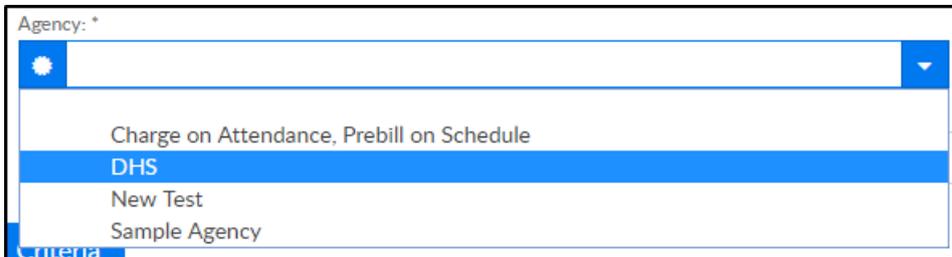
## Allocating a Third Party Payment

Once a third party payment has been made in the [Payments > Deposit](#) screen, the payment must be allocated to a student. Follow the steps below to allocate the payment to a student:

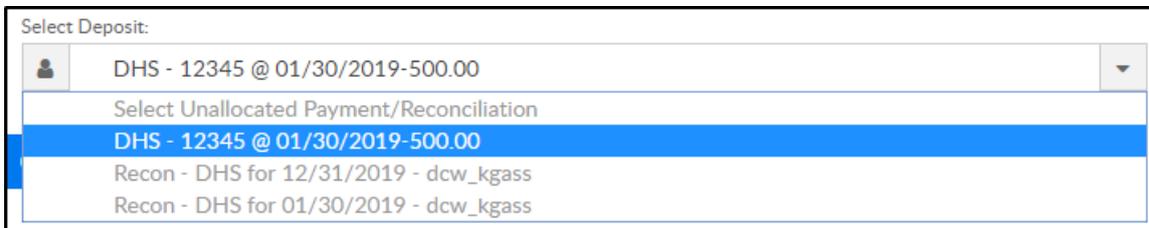
1. From the Payments menu, select Third Party Journal



2. Select the Agency that made the payment from the drop-down menu



3. Select the unallocated payment from the Select Deposit drop-down



4. In the Criteria section, some of the information will fill in based on the deposit information. Complete any other necessary fields to search
  - Center - select the center from the drop-down

Center:

DCW Transactional- CENTER 1
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DCW - Transactional
DCW Transactional- CENTER 1
DCW Transactional- CENTER 2

- o Invoice Period - select the invoice period from the drop-down, if applicable
- o Post From Date - this information will fill in based on the deposit
- o Post To Date - enter the end date to post
- o First Name/Last Name - enter the first and/or last name of a student to search
- o Outstanding Balance Greater Than/Less Than - to search for students with an outstanding balance within a certain amount, enter the amounts here

5. Click Search

6. Scroll down to view the search results

Summary		Allocation										
Summary Allocation Sheet - Read Only												
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Outstanding Balance	Current Payment	Charge Revenue	Rec	Transfer To Family	(Reduce Revenue)	V
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00				N		
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00				N		

- o The Summary tab displays the outstanding balances that met the search criteria
- o The Allocation tab is used to apply the payment to a specific student

7. Select the Allocation tab

Summary		Allocation								
Allocation Sheet										
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Outstanding Balance	Current Payment	Comments	Remaining Balance	V
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00			100.00	
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00			100.00	

8. Double-click the Current Payment field for the correct student

Summary		Allocation								
Allocation Sheet										
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Outstanding Balance	Current Payment	Comments	Remaining Balance	V
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00			100.00	
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00			100.00	

9. Enter the payment amount and comments, if applicable

Summary		Allocation								
Allocation Sheet										
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Outstanding Balance	Current Payment	Comments	Remaining Balance	V
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00	100	DHS payment	00	00
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18				0.00	100.00			100.00

10. Click Update

Summary		Allocation									
Allocation Sheet											
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Outstanding Balance	Current Payment	Comments	Remaining Balance		
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00	100	DHS payment	100	00	
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	Update	Cancel	0.00	100.00				100.00	

11. The Remaining Balance will update after payment is allocated

Summary		Allocation									
Allocation Sheet											
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Outstanding Balance	Current Payment	Comments	Remaining Balance		
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00	100	DHS payment	0.00		
Peter Pan	Tinkerbell Peter Pan	12/01/18-12/31/18	100.00	0.00	0.00	100.00				100.00	

12. Click Post at the bottom of the screen

13. Click OK on the confirmation popup

14. A SUCCESS message will appear at the top of the screen if the allocation was successful

