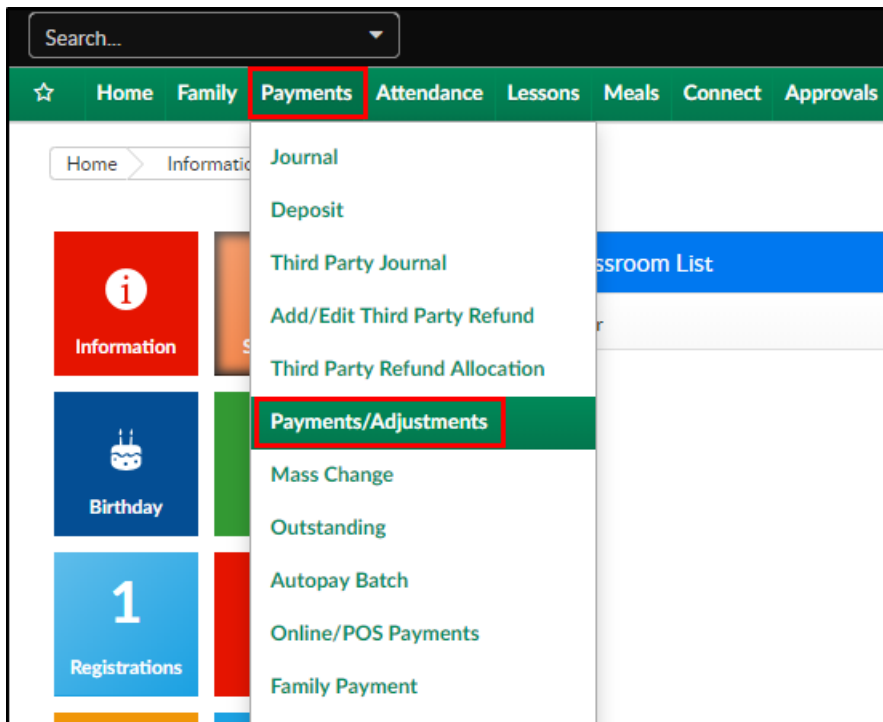


Payments > Payments/Adjustments, Payments Tab

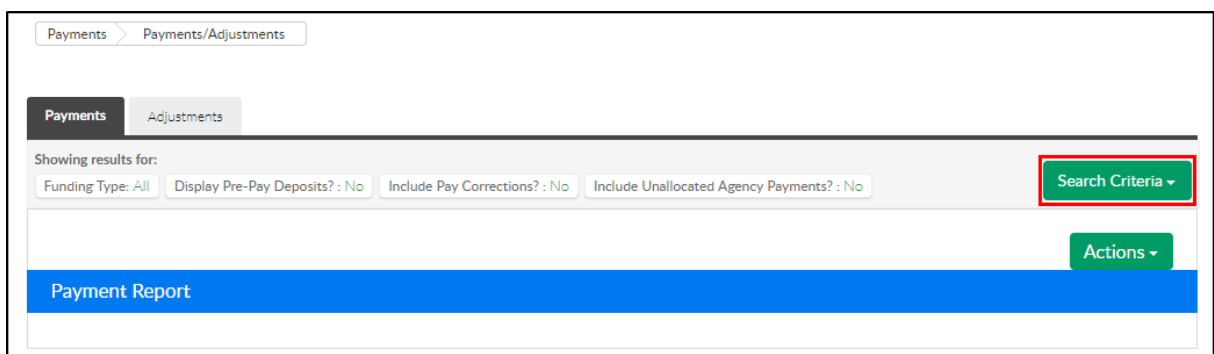
Last Modified on 11/24/2020 4:02 pm EST

The Payments > Payments/Adjustments screen allows users to search and display payments received in a particular period.

1. Click Payments, then select Payments/Adjustments



2. Click Search Criteria to begin searching



3. Select the search criteria as needed. **Please Note:** all fields are optional except for Entry Begin Date and Entry End Date

Search Criteria
🔍

Center:

Deposit Begin Date

Entry Begin Date

Funding Type

Display Pre-Pay Deposits?
 No Yes

Batch #

Check #

Family ID

From Letter

Deposit End Date

Entry End Date

Payment Type

Assigned Batch #

Posted By (User ID)

Include Unallocated Agency Payments?
 Yes No

To Letter

[Advanced Search](#)

View

- Center
- Deposit Begin Date
- Deposit End Date
- Entry Begin Date - required
- Entry End Date - required
- Funding Type
 - All - select All to view payments received by third party agencies and parents
 - Copay/Parent Only - select this option to view parent payments only, excludes third party payments
 - Select a third party agency from the list to view payments received by that agency
- Payment Type - choose from the drop-down to narrow results by payment type
- Display Pre-Pay Deposits? - select yes to include pre-paid deposits in the search results
- Batch # (Assigned by DCW/SCW) - enter a specific batch number, if necessary
- Assigned Batch # (Assigned by user on Batch & Report screen) - enter specific assigned batch number
- Check # - to search by a specific check number, enter the check number here
- Posted By (User ID) - to view only payments posted by a specific user, enter the user ID here

- Family ID - to narrow results to one specific family, enter the family ID here
- Include Unallocated Agency Payments? - if there are payments made by a third party agency that have not yet been allocated to a student, select yes to include those payments in the results
- From Letter
- To Letter
- Click Advanced Search to search by Brand, Division, and/or District

4. Click View

5. Search results will display in the Payment Report section

Payment Report							
Family	Amount Received	Payment Type	Check Number	Date Received	Batch	Notes	Posted
<input type="checkbox"/> Baggins Family Parent - bob Baggins	200.00	Cash		01/03/2019	0 /		dcw_kgass
<input type="checkbox"/> Baggins Family	200.00	Check		01/31/2019	0 /		dcw_kgass
<input type="checkbox"/> Baggins Family	400.00	Check	1254	01/31/2019	0 /		dcw_kgass
<input type="checkbox"/> Brave Family	-500.00	Payment Correction		01/03/2019	0 /	Correction of Payment - dated 01/03/2019	dcw_kgass
<input type="checkbox"/> Brave Family Parent - King Fergus Brave	400.00	Check	12345	01/03/2019	0 /	Payment Correction completed 02/22/2019 -	dcw_kgass
<input type="checkbox"/> Brave Family Parent - King Fergus Brave	405.00	Check	12345	01/03/2019	0 /		dcw_rprincejones
<input type="checkbox"/> Brave Family	500.00	Check		01/03/2019	0 /	Payment Correction completed 01/03/2019 -	dcw_kgass
<input type="checkbox"/> Brave Family	-200.00	Payment Correction		02/22/2019	0 /	Correction of Payment - dated 02/22/2019	dcw_rprincejones
<input type="checkbox"/> Brave Family Parent - King Fergus Brave	210.00	Cash		02/22/2019	0 /		dcw_rprincejones
<input type="checkbox"/> Brave Family	200.00	Cash		02/22/2019	0 /	Payment Correction completed 02/22/2019 -	dcw_rprincejones
<input type="checkbox"/> Brave Family Parent - King Fergus Brave	5.00	Credit Card		06/18/2019	0 /	Online Payment	KingBrave1
<input type="checkbox"/> Brown Family	270.00	Check		01/03/2019	0 /		dcw_kgass
<input type="checkbox"/> Brown Family	200.00	Check		01/03/2019	0 /		dcw_kgass
<input type="checkbox"/> Brown Family Parent - Gordon Brown	200.00	Check		01/03/2019	0 / -	Prepayment Allocation	System

Check All / Uncheck All

6. A summary of the payments in the Summary section

Summary	
Total Credit Card:	\$15.00
Total Payment Refund:	-\$40.00
Total Third Party Payments - HOD:	\$2,010.00
Total Check:	\$3,490.00
Total Third Party Refund:	-\$200.00
Total Misc:	\$500.00
Total Payment Correction:	-\$750.00
Total Cash:	\$1,680.00
Total:	\$6,705.00

Report Options

Click Actions to view a list of report options

- Payment Allocation Report - Allows users to see payments that have not been fully allocated. Use the Actions menu to open the report in Excel

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup

Payments > Payments/Adjustments > Payment Allocations

Showing results for:
 Deposit Begin Date: 08/03/2020 Deposit End Date: 11/11/2020 Include Fully Allocated?: No

Search Criteria

Actions

Export - Excel

Family Name	Payment Date	Payment Amount	Allocated	Description
	08/07/2020	-342.00	0.00	NSF
	08/10/2020	342.00	0.00	ACH
	08/04/2020	306.58	196.01	Credit Card
	08/18/2020	188.70	3.70	Credit Card

- Export - CSV- exports the displayed search results into an Excel spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L
1	Family	Family ID	Amount R	Payment	Check Num	Date Received	Batch	Assigned	Notes	Posted By	Receipt N	Family Center
2	Baggins Family	323500	200	Cash		1/3/2019	0			dcw_kgas:	8074537	DCW Transactional- CENTER 1
3	Baggins Family	323500	200	Check		1/31/2019	0			dcw_kgas:	8284214	DCW Transactional- CENTER 1
4	Baggins Family	323500	400	Check	1254	1/31/2019	0			dcw_kgas:	8284259	DCW Transactional- CENTER 1
5	Brave Family	317254	-500	Payment Correction		1/3/2019	0		Correctio	dcw_kgas:	8074559	DCW Transactional- CENTER 1
6	Brave Family	317254	400	Check	12345	1/3/2019	0		Payment (dcw_kgas:	8074560	DCW Transactional- CENTER 1
7	Brave Family	317254	405	Check	12345	1/3/2019	0			dcw_rprin	8470126	DCW Transactional- CENTER 1
8	Brave Family	317254	500	Check		1/3/2019	0		Payment (dcw_kgas:	8074557	DCW Transactional- CENTER 1
9	Brave Family	317254	-200	Payment Correction		2/22/2019	0		Correctio	dcw_rprin	8470197	DCW Transactional- CENTER 1
10	Brave Family	317254	210	Cash		2/22/2019	0			dcw_rprin	8470198	DCW Transactional- CENTER 1
11	Brave Family	317254	200	Cash		2/22/2019	0		Payment (dcw_rprin	8470174	DCW Transactional- CENTER 1
12	Brave Family	317254	5	Credit Card		6/18/2019	0		Online Pa	KingBrave	9463391	DCW Transactional- CENTER 1
13	Brown Family	407869	270	Check		1/3/2019	0			dcw_kgas:	8074136	DCW Transactional- CENTER 1

- Export - PDF - exports the displayed search results into a PDF format

DCW - Transactional
 445 S. Livernois
 Rochester MI 48307

Family	Amount Received	Payment Type	Check Number	Date Received	Batch	Notes	Posted By	Receipt Nbr
Baggins Family (323500)-Parent - bob Baggins	200.00	Cash		01/03/2019	0		dcw_kgass	8074537
Baggins Family (323500)-	200.00	Check		01/31/2019	0		dcw_kgass	8284214
Baggins Family (323500)-	400.00	Check	1254	01/31/2019	0		dcw_kgass	8284259
Brave Family (317254)-	-500.00	Payment Correction		01/03/2019	0	Correction of Payment - dated 01/03/2019	dcw_kgass	8074559
Brave Family (317254)-Parent - King Fergus Brave	400.00	Check	12345	01/03/2019	0	Payment Correction completed 02/22/2019 -	dcw_kgass	8074560
Brave Family (317254)-Parent - King Fergus Brave	405.00	Check	12345	01/03/2019	0		dcw_rprincej ones	8470126
Brave Family (317254)-	500.00	Check		01/03/2019	0	Payment Correction completed 01/03/2019 -	dcw_kgass	8074557
Brave Family (317254)-	-200.00	Payment Correction		02/22/2019	0	Correction of Payment - dated 02/22/2019	dcw_rprincej ones	8470197
Brave Family (317254)-Parent - King Fergus Brave	210.00	Cash		02/22/2019	0		dcw_rprincej ones	8470198
Brave Family (317254)-	200.00	Cash		02/22/2019	0	Payment Correction completed 02/22/2019 -	dcw_rprincej ones	8470174
Brave Family (317254)-Parent - King Fergus Brave	5.00	Credit Card		06/18/2019	0	Online Payment	KingBrave1	9463391
Brown Family (407869)-	270.00	Check		01/03/2019	0		dcw_kgass	8074136
Brown Family (407869)-	200.00	Check		01/03/2019	0		dcw_kgass	8074140
Brown Family (407869)-Parent - Gordon Brown	200.00	Check		01/03/2019	0 / -	Prepayment Allocation	System	8074142
Carter Family (436634)-DHS - Timothy Carter	180.00	Third Party Payments - HOD	847563	04/17/2019	0		dcw_jhennig	8924339

- Payment Program History - this screen displays a list of transactions, by center, then classroom

Payments > Payments/Adjustments > Payment Room History Report

Showing results for:
Report Type: Batch/Program Search Criteria ▾

Actions ▾

Payment Classroom Summary List

Center	Classroom	Batch	Transaction	Total Amount Due	Total Amount Paid	
DCW Transactional- CENTER 1	*Flexible Child Care Registration (Registration)		Receivable	\$ 820.00		
DCW Transactional- CENTER 1	*Flexible Child Care Registration (Registration)	0	Check		\$ 400.00	品
DCW Transactional- CENTER 1	After School - PMC Registration		Receivable	\$ 2,050.00		
DCW Transactional- CENTER 1	After School - PMC Registration	0	Third Party Payments - HOD		\$ 150.00	品
DCW Transactional- CENTER 1	After School - PMC- calendar		Receivable	\$ 120.00		
DCW Transactional- CENTER 1	After School - PMC- calendar	0	Check		\$ 120.00	品
DCW Transactional- CENTER 1	AM, Before School Care (Recurring Billing Room, Monthly)		Receivable	\$ 7,917.10		
DCW Transactional- CENTER 1	AM, Before School Care (Recurring Billing Room, Monthly)	0	Cash		\$ 1,123.50	品
DCW Transactional- CENTER 1	AM, Before School Care (Recurring Billing Room, Monthly)	0	Check		\$ 2,461.00	品
DCW Transactional- CENTER 1	AM, Before School Care (Recurring Billing Room, Monthly)	0	Third Party Payments - HOD		\$ 3,100.00	品

- Allocation Listing Report - displays allocations for payments. By clicking the modify icon, the system will be directed to the Reallocation screen to reallocate the payment. The Allocation Listing Report can be exported by clicking the Actions menu (Excel Grouped or Excel Flat) or scroll to the bottom (export via CSV, Excel, or XML)

Allocation List

198 items found, displaying 1 to 50. [First/Prev] 1, 2, 3, 4 [Next/Last]

Family	Classroom	Allocated Amount	Payment Amount	Payment Date	Payment Type	Note	
Doolittle Family	Learn to Draw, Fall Session DCW Transactional-CENTER 1	60.0	60.00	09/29/2017	Cash 4861421	Doolittle, Eliza - Learn to Draw, Fall Session - 09/11/2017 to 10/20/2017 - Registration Fee	<input checked="" type="checkbox"/>
Brave Family	AM, Before School Care (Recurring Billing Room, Monthly) DCW Transactional-CENTER 1	45.0	85.00	10/27/2017	Check 5042926	Brave, Merida 12345 - Extra payment note AM, Before School Care → DCW Transactional- Center 1 - 09/01/2017 to 09/30/2017(M,W,F)	<input checked="" type="checkbox"/>
Brave Family	AM, Before School Care (Recurring Billing Room, Monthly) DCW Transactional-CENTER 1	40.0	85.00	10/27/2017	Check 5042926	Brave, Merida 12345 - Extra payment note AM, Before School Care → DCW Transactional- Center 1 - 10/01/2017 to 10/31/2017(M,W,F)	<input checked="" type="checkbox"/>
Doolittle Family	AM, Before School Care (Recurring Billing Room, Monthly) DCW Transactional-CENTER 1	105.0	105.00	10/27/2017	Check 5042943	Doolittle, Eliza - AM, Before School Care → DCW Transactional- Center 1 - 09/01/2017 to 09/30/2017(MTWRf)	<input checked="" type="checkbox"/>
Frozen Family	Flexible Care, PM (PM Calendar) DCW Transactional-CENTER 1	10.0	300.00	10/27/2017	Check 5042942	Frozen, Anna 12345 - Flexible Care, PM - 11/15/2017	<input checked="" type="checkbox"/>
Frozen Family	Flexible Care, AM (AM Calendar) DCW Transactional-CENTER 1	10.0	300.00	10/27/2017	Check 5042942	Frozen, Anna 12345 - Flexible Care, AM - 11/06/2017	<input checked="" type="checkbox"/>

- View Deposit Ticket- select the check boxes next to payments in the payment report list before selecting this option. Then, payments will display on a deposit ticket in PDF format for each payment that was selected

DEPOSIT TICKET

Bank Name _____

DATE 07/03/2019

	DOLLARS	CENTS
CURRENCY		
COIN		
LIST EACH CHECK / MO		
1 Check-Baggins Family #	200	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
\$ 200.00	200	00

TOTAL ITEMS 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED. FOR IMMEDIATE WITHDRAWAL.

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED. FOR IMMEDIATE WITHDRAWAL.

DCW - Transactional

- View Payment Receipt - select the check boxes next to payments in the payment report list before selecting this option. Then, receipts will pull in PDF format for each payment that was selected

DCW - Transactional 445 S. Livernois Rochester MI 48307	Payment Receipt	no. 8284214
Payment made by: (first and last name) _____ _____ Payment applied to: (children first and last names): <u>Bilbo Baggins</u> <u>Frodo Baggins</u> <u>Otho Sackville Baggins</u> _____ _____ Notes: <u>Services Provided: 01/01/2019 -- 12/31/2019</u> Payment accepted by: (sign full name) <u>dcw kgass</u>	Date Received: <u>01/31/2019</u> Amount Paid: <u>\$200.00</u> Type of Payment: Cash <input type="checkbox"/> Credit <input type="checkbox"/> Approval # _____ Check <input checked="" type="checkbox"/> Check Number _____ Money Order <input type="checkbox"/> Order Number _____ Other <input type="checkbox"/> _____ Apply payment to: Week of: _____ Reason: _____ Week of: _____ Reason: _____ Week of: _____ Reason: _____ Week of: _____ Reason: _____	
Retain receipt as proof of payment. Only official receipts will be accepted as proof of payment. Check monthly statements to confirm your payments have been applied.		TAX ID 12-345678