## Financial- How to record a credit card or ACH payment for a family in the system

Last Modified on 12/07/2020 7:28 am EST

## Go to the family's financial record.

smith 🔻							Business Level - DCW Demo 🔻 😫
Central Falls Smith Family - Smith, Granny (Id: 23513)		nect	Approvals	Reports	Staff	Setup	Q
Central Falls Smith Family - Smith, Pappie (Id: 23513)	45						
Central Falls     Smith Ionathan (Id: 20622)							

On the financial page, select the actions button- then select Online Credit Card-

Smith Family           Family ID 23513           Internal Note: Test for Internal Notes			<b>3</b> Student(s)	<b>Regular</b> Statement Type			Ba <mark>Add/V</mark>	24482.00 Balance Outstanding Add/View Journal Notes						
Summary	Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financia	Is Receipts	Merge			
Year	Year Total Outstandin								tanding: 2.00	g: Actions Adjustments/Add Fee				
	U	ser Po	st Date	Descr	Description						Charge/Reduce Revenue Make Payment			
🗸 Sta	✓ Statement ID: 3499375 - Date Range: 05/21/2017 to 05/27/2017								_				_	
0			07/20/20	17 Norm Previo	Normal Fee Previous Balance Owed - 04/02/2017 - 04/08/2017					Deposit Correction Online Credit Card				
0	Sy Sy	vstem	05/21/20	17 Janes A Big	Janes Smith - Normal Fee - Central Falls A Big Room - 05/21/2017 to 05/27/2017					Coupons		Ś		

On the payment screen, enter the payment amount then select the payment type.

From this screen only Credit Card and ACH payments can be made.

Enter credit card or ACH detail in the credit card information section. Then select the payer and related detail.

Once the payment detail has been entered, select Check Out to process the payment. ONLY CLICK THIS BUTTON ONCE.

<	Smith Family Family ID 23513		3 Regular Student(s) Statement Ty			<b>r</b> Type	В	24482.00 alance Outstanding	>
	Internal Note: Test for Internal Notes						Add/	/iew Journal Notes	
Onlin	e Credit Card / ACH Payment								
Please	fill in the fields below and click the check out	Button. Please v	erify your information before	e submittir	ig your data.				
Payme	nt Amount *								
\$	*	Do not auto allo	cate						
Payme	nt Type								
•	Credit Card	-							
Cred	it Card Information								
Card Ty	/pe *	Card	Number *						
	Select Card Type	• #			*				
Expirat	ion Month *	Expira	ation Year *		CVV				
<b>***</b>	01-January	- 🛗	18	-	<b>a</b>				
Deve	(Dilling Information								
Paye	r/Billing information								
Paying	Parent	-							
<b>a</b>		·							
First N	ame *	tast N	Name *		*				
<b> </b>		•							
Billing	Address 1 *	Billing	g Address 2						
•	8490 Red Rock DI								
City *	E 1 100	State	Province *			Zip Co	ode *	*	
V	Farmington Hills	~ V	MI Michigan		•	V	48334.0		
Phone	Number *	Email	Address *		*				
C	248-287-1224				<b>^</b>				
ls this a	a Prepay deposit?								
?	No								•
Deposi	t For Schedule								
	No								•
1	Check Out ****Please only click the	button once							
	lun								

The payment will be processed through the gateway and will immediately display on the family's financial ledger.