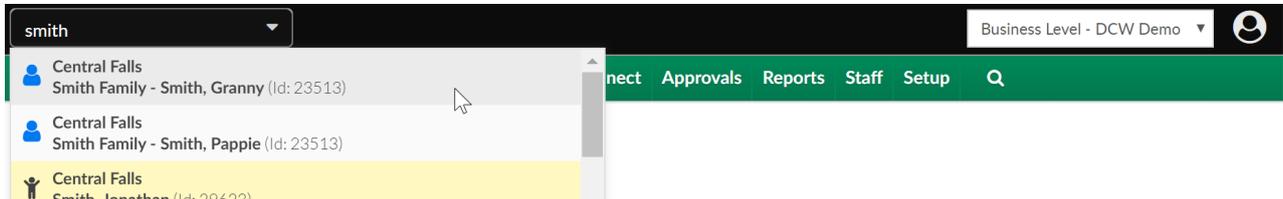


Financial- How to record a credit card or ACH payment for a family in the system

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

Go to the family's financial record.



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

Smith Family
Family ID 23513
Internal Note: Test for Internal Notes

3 Student(s)
Regular Statement Type
Balance Outstanding: 24482.00
[Add/View Journal Notes](#)

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

Year: 2017
Total Outstanding: \$ 24,482.00
[Actions](#)

Normal Statement List			
	User	Post Date	Description
Statement ID: 3499375 - Date Range: 05/21/2017 to 05/27/2017			
		07/20/2017	Normal Fee Previous Balance Owed - 04/02/2017 - 04/08/2017
	System	05/21/2017	Janes Smith - Normal Fee - Central Falls A Big Room - 05/21/2017 to 05/27/2017

- Adjustments/Add Fee
- Charge/Reduce Revenue
- Make Payment
- Deposit Correction
- Online Credit Card
- Coupons

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.

Online Credit Card / ACH Payment

Please fill in the fields below and click the check out Button. Please verify your information before submitting your data.

Payment Amount * \$ Do not auto allocate

Payment Type

Credit Card Information

Card Type * Card Number *

Expiration Month * Expiration Year * CVV

Payer/Billing Information

Paying Parent

First Name * Last Name *

Billing Address 1 * Billing Address 2

City * State/Province * Zip Code *

Phone Number * Email Address *

Is this a Prepay deposit?

Deposit For Schedule

Check Out ***Please only click the button once

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