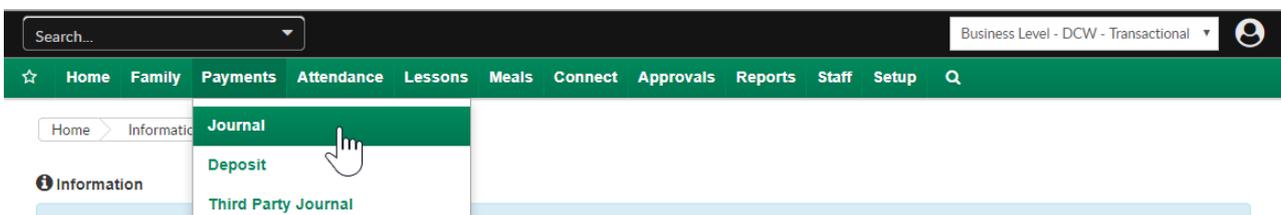


# Quick Links- Submit Payments

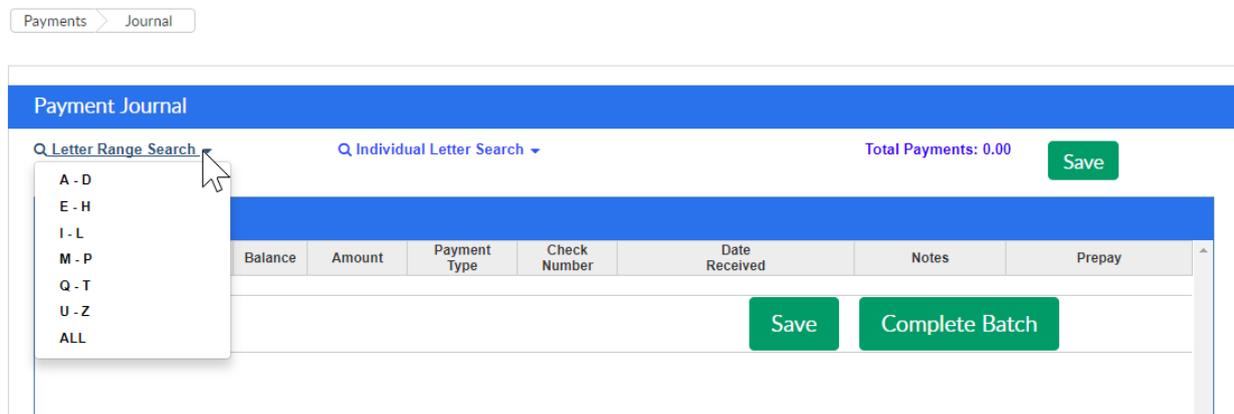
Last Modified on 05/30/2018 2:28 pm EDT

The Payments > Journal-page allows users to receipt payments by family in batch format. Do not receipt online payments through this method that need to be processed through a payment gateway, the only payments that should be receipted here are typically- cash, check, money order or another type of off-line payment.

From the payments drop down menu select the Journal option.



To start, select either the letter range or the individual letter of the family's last name for the payment you want to receipt. Press All if you want to see all families.



or

Payments > Journal

### Payment Journal

Q Letter Range Search ▾      Q Individual Letter Search ▾      Total Payments: 0.00      Save

Journal List							
Family	Balance	Amount	Payment Type	Check Number	Date Received	Notes	Prepay

Save      Complete Batch

This will bring up families that have the last name that matches the search criteria. In the journal list the below fields display-

- Family- last name of the family and date of the family's last balance due
- Balance- amount the family owes
- Amount- amount of the payment (this will be entered by the user creating the receipts)
- Payment Type- the type of payment being receipted (the options in the drop-down list are populated by going to setup > system config, Valid Values)
- Check Number- enter the check number only if the payment type is a check
- Date Received- date the payment was received
- Notes- if any notes should be added to the payment
- Prepay- if the payment should be added as a prepay deposit to the family's ledger

Payment Journal

Q Letter Range Search ▾      Q Individual Letter Search ▾      Total Payments: 0.00      **Save**

Family	Balance	Amount	Payment Type	Check Number	Date Received	Notes	Prepay
<b>Baggins Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>
<b>Beanstalk Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>
<b>Brave Family</b> 01/01/2017 to 12/31/2017	85.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>
<b>Doolittle Family</b> 01/01/2017 to 12/31/2017	105.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>

**Apply To All:**            -- ▾      Notes:       **Apply**

**Save**      **Complete Batch**

To add a note to a payment click the plus button.

Payment Journal

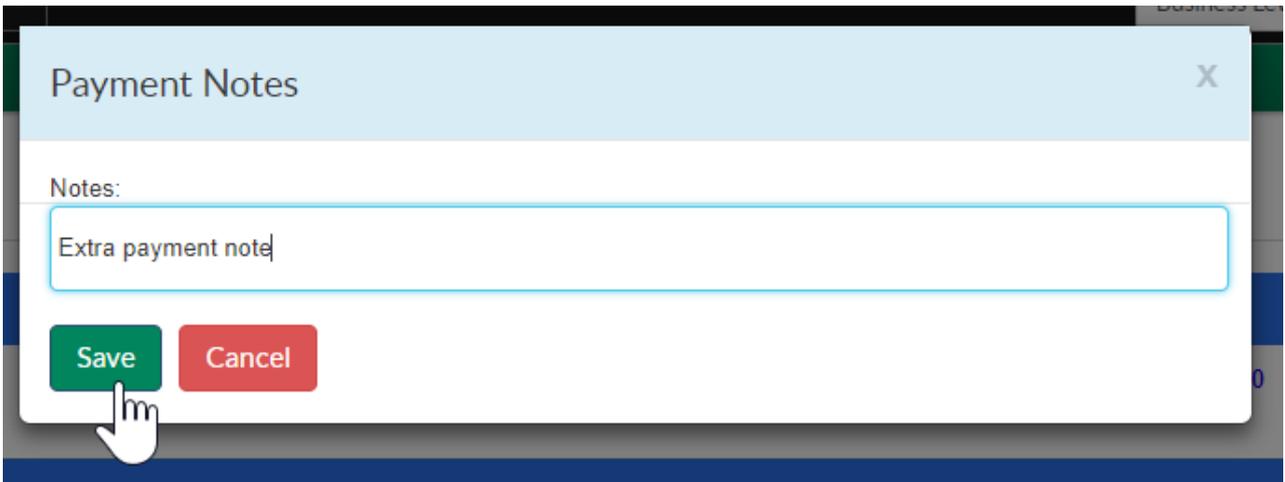
Q Letter Range Search ▾      Q Individual Letter Search ▾      Total Payments: 85.00      **Save**

Family	Balance	Amount	Payment Type	Check Number	Date Received	Notes	Prepay
<b>Baggins Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>
<b>Beanstalk Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>
<b>Brave Family</b> 01/01/2017 to 12/31/2017	85.00	85 <input type="text"/>	Check ▾	12345	10/27/2017	<input type="checkbox"/>	<b>Add</b>
<b>Doolittle Family</b> 01/01/2017 to 12/31/2017	105.00	<input type="text"/>	Check ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	<b>Add</b>

**Apply To All:**            -- ▾      Notes:       **Apply**

**Save**      **Complete Batch**

Enter the text of your payment note, then press save.



If a user navigates away from a letter grouping before pressing save or completing the batch the entered payment will not save. If you press save, the payment will post. The total of the payments being receipted will always display at the top of the page next to the save button.

Payments > Journal

Payment Journal

Q Letter Range Search      Q Individual Letter Search      Total Payments: 416.00      Save

Family	Balance	Amount	Payment Type	Check Number	Date Received	Notes	Prepay
<b>Baggins Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Beanstalk Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Brave Family</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Doolittle Family</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Frozen Family</b> 01/01/2017 to 12/31/2017	416.00	416	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Giant Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Oz Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Peter Pan, Wendy</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Peter Pan, Peter</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Wonderland Family</b> 01/01/2017 to 12/31/2017	252.00	<input type="text"/>	Cash	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add

Apply To All:  --  Notes:  Apply

Save      Complete Batch

**Payment Journal**

Q Letter Range Search ▾
Q Individual Letter Search ▾
Total Payments: 405.00
Save

Journal List							
Family	Balance	Amount	Payment Type	Check Number	Date Received	Notes	Prepay
<b>Baggins Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Beanstalk Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Brave Family</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Doolittle Family</b> 01/01/2017 to 12/31/2017	105.00	<input type="text" value="105"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Frozen Family</b> 01/01/2017 to 12/31/2017	716.00	<input type="text" value="300"/>	Check ▾	<input type="text" value="12345"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Giant Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Oz Family</b> 10/22/2017 to 10/28/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Peter Pan, Wendy</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Peter Pan, Peter</b> 01/01/2017 to 12/31/2017	.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add
<b>Wonderland Family</b> 01/01/2017 to 12/31/2017	252.00	<input type="text"/>	Cash ▾	<input type="text"/>	10/27/2017	<input type="checkbox"/>	Add

**Apply To All:**  -- ▾ Notes:  Apply

Save
Complete Batch

Once Complete Batch is selected, the screen will direct the user to the Batch and Report screen. On the Batch and Report screen, users can group payments together that are going to be or have been deposited to the bank in the same batch.