Family Record, Financials Tab -Make Payment

Last Modified on 01/11/2019 10:26 am EST

This screen only accepts paper-type payments; these include cash, check, and money order.

1. Navigate to the family's record



2. Click the Financial tab

Summary	Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge	
Year									Total Outsta	anding:		
6	2018	-							\$ 436.00			Actions -

3. Click Actions, then select Make Payment



4. Complete the Payment Allocation detail

Payment Allocation									
Family: Miller Family									
Payment Amount: *									
\$ 200.00	Do not auto allocate								
Payment Type:	Deposit Date: *								
\$ Cash 🔫	<u>́</u> 01/10/2019								
Is this a Prepay Deposit?									
(B) No	-								
Deposit For Schedule:									
Miller, Michael - AM, Before School Care:12/24/2018 to 05/31/2019									
Check #:									
Image: Provide and									
Notes:									
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- Payment Amount enter the amount of the payment
- Do not auto allocate if the payment should to be associated to specific line item, select this option and choose the line item below in the Allocation Details section
- Payment Type choose the payment type
- Deposit Date enter the date the deposit was made for the payment
- Is this a Prepay Deposit? if this is payment for a prepaid deposit, select the type, if not, select No
- Deposit for Schedule choose the student and schedule from the drop-down list to associate the payment to
- Check # enter the check number for the payment, if applicable
- Notes enter any necessary notes
- 5. Click Save