Family Record, Financials Tab -Deposit Correction

Last Modified on 02/12/2019 12:57 pm EST

Deposit Correction gives administrators the opportunity to correct a previous deposit amount or details.

1. Navigate to the family's record



2. Click the Financials tab

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

3. Click Actions, then select Deposit Correction

Vacation Finar	ncials	Receipts	Merge		
	Outstar 6.00	nding:			Actions -
			Adj	ustments/Add Fee	e
		Fee		arge/Reduce Reve ke Payment	nue
W Transactional-			Dep	posit Correction	
Cub Scouts Zoo 1 lar Activities 201 gistration Fee		20.0		upons kup Fee	
W Transactional-		20.0	D	Pay Deposit nsfer Balance	

4. Complete the Deposit Correction section

Deposit Correction							
Payment							
Payment Date:							
Payment Type:							
Search Payer:	Type Payer Name						
Payer:							
Family Account:							
Corrected Payment Amount:	~~~~~~						
Authorization #:							
Notes:							

- Payment Date enter the date the payment was made, or select from the calendar
- Payment Type choose the type of payment made from the dropdown
- Search Payer enter the first or last name of the payer and select from the drop-down

Search Payer:	steve	
	DCW Transactional- CENTER 1Payer: steve miller (Guardian) Account: 413190-Miller Family (Stephanie, Sarah, Carson, Michael)	÷.
Payer:	I 4 4 Page 1 of 1 ▶ ▶	

- Payer this field will auto-fill based on the selection above in Search Payer
- Family Account this field will auto-fill based on the selection above in Search Payer
- Corrected Payment Amount enter the amount of the payment correction
- Check #/Money Order # if payment is made by check or money

order, enter the check number or money order number here.

Please Note: this field is hidden if Cash is selected as the Payment

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- Notes enter any additional information
- 5. Click Save