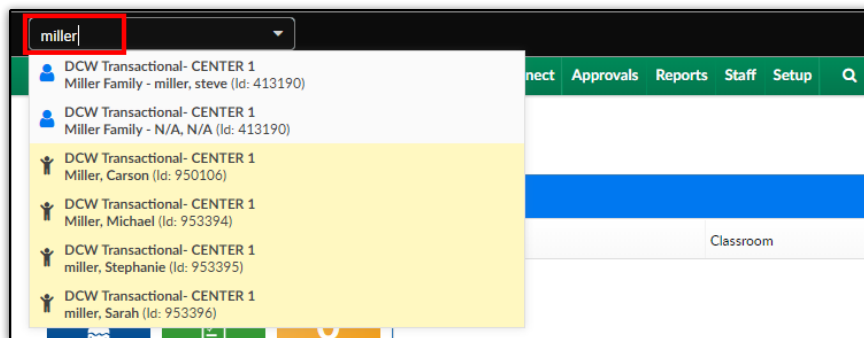


# Family Record, Financials Tab - Deposit Correction

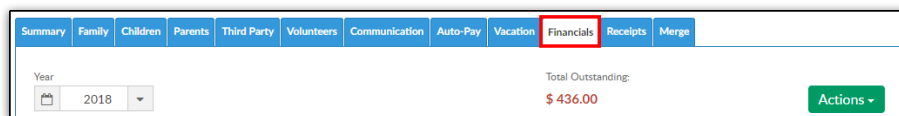
Last Modified on 02/12/2019 12:57 pm EST

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

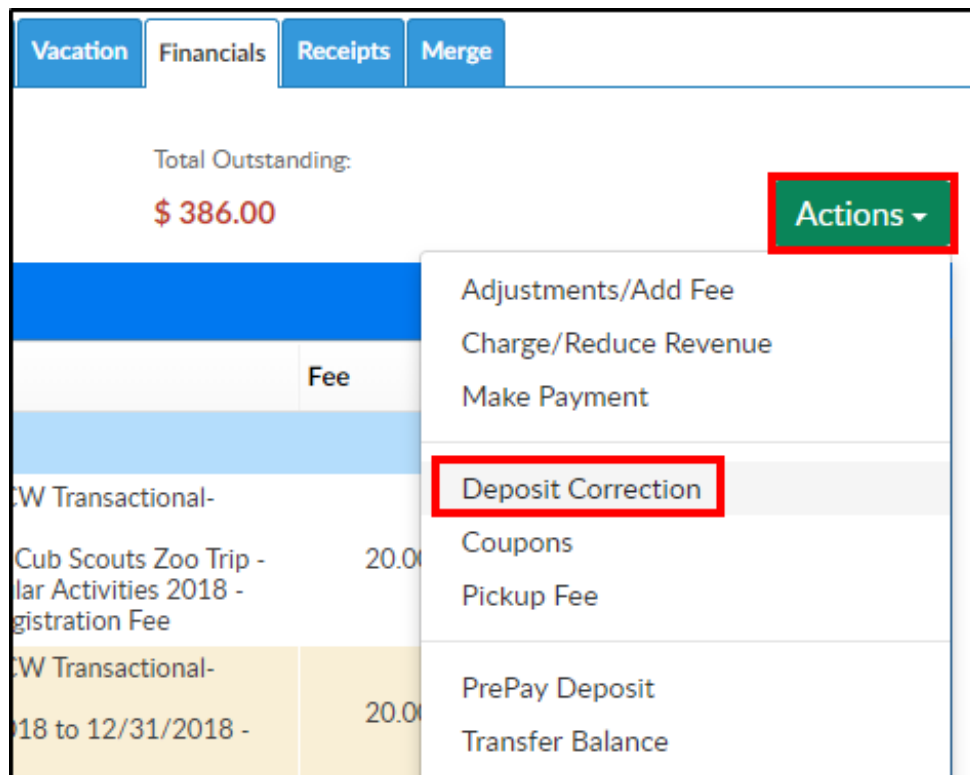
1. Navigate to the family's record



2. Click the Financials tab



3. Click Actions, then select Deposit Correction





4. Complete the Deposit Correction section

## Deposit Correction

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**Payment**

Payment Date:  

Payment Type:  

Search Payer:

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 drop-down
- Search Payer - enter the first or last name of the payer and select from the drop-down

Search Payer:

DCW Transactional- CENTER 1 Payer: steve miller (Guardian)  
Account: 413190-Miller Family (Stephanie, Sarah, Carson, Michael)

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Payer:

- 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 Type

- Notes - enter any additional information

5. Click Save

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