

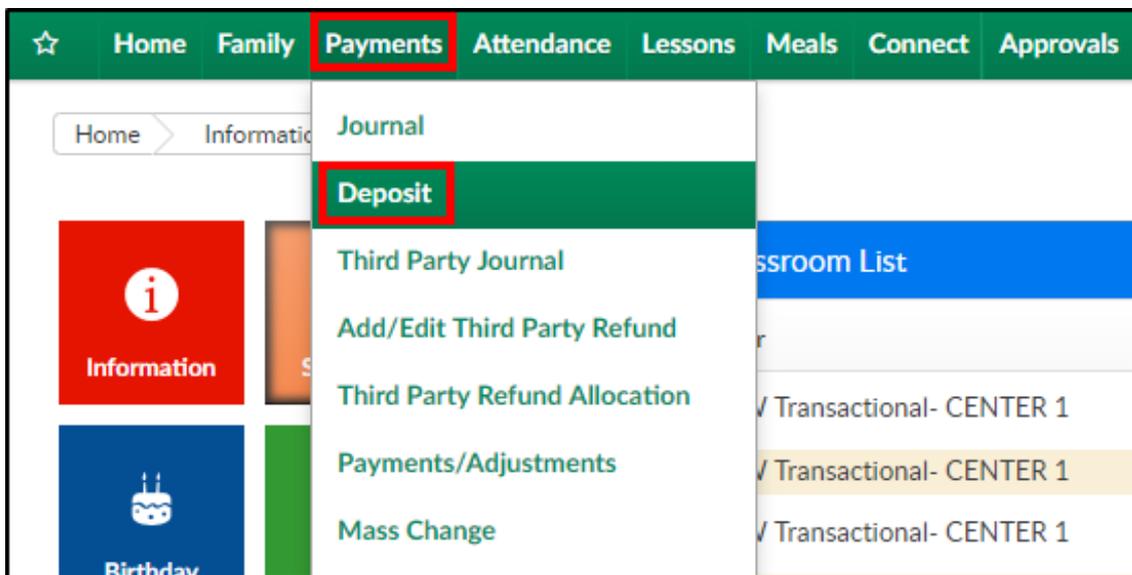
# Third Party Payments

Last Modified on 12/10/2019 8:25 am EST

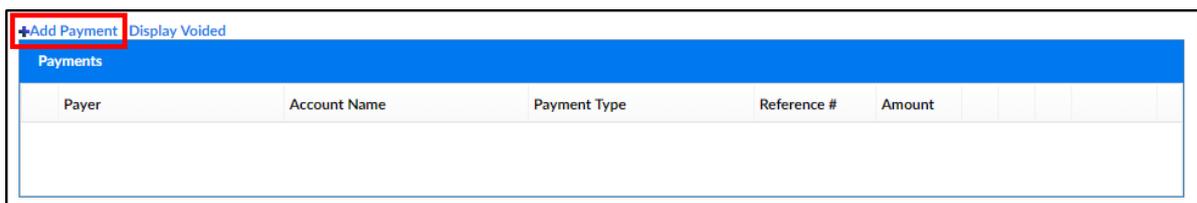
Third Party payments are made on the Payments > Deposit screen, then must be allocated to specific students in the system from the [Payments > Third Party Journal](#) screen.

## How to Make a Third Party Payment

1. Click Payments, then select Deposit



2. To add a payment, click +Add Payment



3. Complete the Payment popup
  - o Payment Date - select the date of the payment from the calendar

**Payment**

**Payment Date:**

**Payment Type:**

**Search Payer:**

**Payer:**

**Family Account:**

Calendar: January 2019

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

- Payment Type - choose the Third Party Payment type

**Payment Type:**

- Agency - select the third party agency that made the payment from the drop-down menu

**Agency:**

Charge on Attendance, Prebill on Schedule

DHS

New Test

Sample Agency

- Center - select the center from the drop-down menu

**Center:**

DCW - Transactional

DCW Transactional- CENTER 1

DCW Transactional- CENTER 2

- Payer - the payer field will auto-fill based on what was selected in the Agency field. This field is read-only

**Payer:**

- Payment Amount - enter the payment amount

**Payment Amount:**

- Authorization # - enter the check number or authorization

number, if applicable

<b>Authorization #:</b>	743987
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- Notes - enter any additional notes. **Please Note:** information entered in this field will display on the family's statement

<b>Notes:</b>	
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- From Month - select the starting month the payment will be applied to
- From Year - select the starting year the payment will be applied to
- To Month - select the ending month the payment will be applied to
- To Year - select the ending year the payment will be applied to

<b>From Month:</b>	12-December	▼
<b>From Year:</b>	2018	▼
<b>To Month:</b>	01-January	▼
<b>To Year:</b>	2019	▼

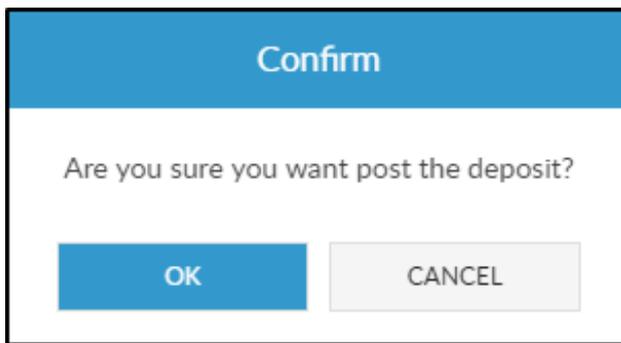
4. Click Save. **Please Note:** once saved, a blank payment screen will open for the next payment to be receipted
5. All added payments will display in the Payments section

+Add Payment   Display Voiced						
Payments						
Payer	Account Name	Payment Type	Reference #	Amount		
 DHS	DHS	Third Party Payments - HOD	743987	125.23		 

- Edit Payment - click the edit/modify icon to the left of the Payer name to edit the payment details
- Hourglass icon - this icon means the payment is pending
- Delete Payment - click the red X to delete the payment from the batch
- Print Receipt - click the PDF icon to pull a receipt for the payment

		DCW - Transactional 445 S. Livernois Rochester MI 48307	<b>Child Care Services Payment Receipt</b>	no. 521845
Payment made by: (first and last name) <u>DHS</u>	Date Received: <u>02/01/2019</u>	Amount Paid: <u>\$125.23</u>		
Payment applied to: (children first and last names): <u>Andrew "Drew" Durst</u> <u>Dillon Durst</u>	Type of Payment: Cash <input type="checkbox"/> Credit <input type="checkbox"/> Approval # _____ Check <input type="checkbox"/> Check Number _____ Money Order <input type="checkbox"/> Order Number _____ Other <input checked="" type="checkbox"/> <u>Third Party Payments - HOD</u>			
Notes: <u>Services Provided: 02/01/2019 -- 02/01/2019</u> <u>Payment accepted by: (sign full name)</u> <u>dew ihennig</u>	Apply payment to: Week of: _____ Reason: _____ Week of: _____ Reason: _____ Week of: _____ Reason: _____ Week of: _____ Reason: _____			
Retain receipt as proof of payment. Only official receipts will be accepted as proof of payment. Check monthly statements to confirm your payments have been applied.				TAX ID 12-345678

- Click Post once all deposits have been entered
- A confirmation screen will appear: Are you sure you want to post the deposit? Click OK



- Another confirmation message will appear: Deposit has been posted. Click OK

