Financial- How to collect a payment for a prepay deposit (security deposit)

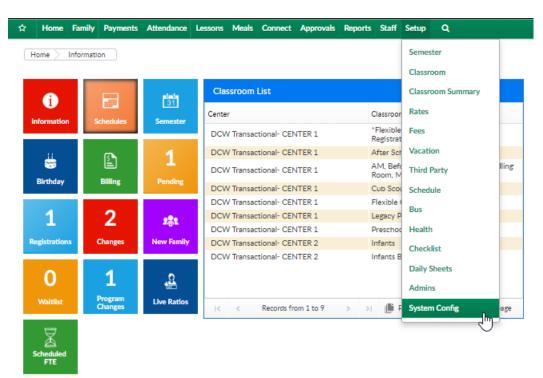
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Prepay deposits allow funds to be collected up front and applied to the financial ledger at a later point- on a specific date, billing period or at the time of a child's withdrawal from the center.

One-Time Setup:

Set up at least one type- fee valid value that allows for a deposit.

From the Setup menu select System Config



Select the Valid Value Tile

Setup -> System Config						
General Config	¢¢ Extended	Ж Ж ДРІ	t Authorization		Credit Cards	Data Fields
Coor Controller	Email	Text Message	C Phone (OCN)	Notification	FTE	GL Builder
Registration	Payments	Auto-Pay	N Report	Reporting Groups	Social	Statement
Storage	interest in the second	Time Clock	27 Training	Incident Fields	Valid Values	Child Does
Mobile Apps						

Add new valid value or edit an existing valid value so that the is this a deposit type questions? Is set to yes.

Valid Value	
* Description:	Security Deposit
Short Name (Abbr):	SDEP
Value Type:	Type - Fee 🔻
GL Code:	4004
GL Description:	
GL Center:	v
Offset GL Code:	1200
Revenue Type:	T
Display Order:	
Credit Adjustment Link Required:	No T
Adjustment Link Required:	No 🔻
Adjustment Child/Student Link Required:	Optional 🔻
Revenue Adjustment Category:	Please Select a Revenue Adjustment Category 🔻
Auto-Fill Indicator:	No T
Deferrable:	No 🔻
Active:	Yes v
Display:	Yes 🔻
Display on Reconcile:	No T
Is this a deposit type:	Yes T
SAVE	No
	Yes

From the setup menu select system config

Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Report	s Staff	Setup	٩	
Home > 1	nformatic	n								Semes	ter	
										Classro	moom	
i		_	31	Cla	ssroom	List				Classro	oom Summary	
Information			31 Semester	Cente	er				Classroon	Rates		
Information	50	hedules	Semester	DCV	V Transac	tional- CEM	NTER 1		"Flexible Registrat			
		a	1	DCV	V Transac	tional- CE!	NTER 1		After Sch	Vacatio	on	
Birthday				DCV	V Transac	tional- CEM	NTER 1		AM, Befo Room, M	Third F	Party	lling
Birthday		Billing	Pending	DCV	V Transac	tional- CEM	NTER 1		Cub Scot	Schedu	ule	
				DCV	V Transac	tional- CEM	NTER 1		Flexible	Bus		
1		2	282	DCV	V Transac	tional- CEM	NTER 1		Legacy P	Dus		
			0	DCV	V Transac	tional- CEM	NTER 1		Preschoo	Health		
Registrations	C	hanges	New Family	DCV	V Transac	tional- CEM	NTER 2		Infants	Check	list	
				DCV	V Transac	tional- CEM	NTER 2		Infants B	Circen		
0		1	^							Daily S	iheets	
0		T	- <u>-</u>							Admin	s	
Waitlist		rogram Thanges	Live Ratios	1<	<	Records fr	om 1 to 9	> 3	. () F	System	n Config	age
											2	5
X												
Scheduled FTE												

Then select Extended

Setup -> System Config			
Çeneral Config	extended	ЫК ЯК АРІ	Aut
0		<i>,</i>	

Scroll to the Default Payment Allocations section and choose the default display option for allocation, there are two options:

- Adjustment
 - If adjustment is selected select the type- fee the credit should display as when the deposit is added to the family ledger
- Payment
 - If payment is selected select the type-payment the credit should display as when the deposit is added to the family ledger.

Default Prepay Allocations		
Apply As:	Adjustment 🔻	
Type of Adjustment:	Security Deposit	۳
SAVE APPLY ALL		

Receipting a payment from the admin side:

Find the family making the prepayment. Then navigate to the family's financial ledger.

On the family financial screen select the actions button and press make payment (or online

payment):

ummary	Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge
Year	2019	•							Total Outsta \$ 2,395.2	0	Actions -
Stat	ement	List									Adjustments/Add Fee
	U	ser		Post Da	ite	Description				Fee	Charge/Reduce Revenue Make Payment
🗸 Sta	itement l	D: 664523	89 - Date R	ange: 01/01	/2019 to 12	/31/2019					Make Payment (new Socation)
0				01/0		Tuition Previous Balance	Owed -			1,8:	Deposit Correction

Complete payment information- in the Is this a Prepay Deposit field select the type of deposit being receipted.

Then select the child's schedule the deposit is being received for (each of these fields are required to complete the payment successfully).

Press Save when fields are completed.

iary Fa	mily	Children	Parents	Third Party	Volunteers	Communication	Auto-Pa	y Vacation	Financials	Receipts	Merge		
Paym	ent A	llocatio	on										
Family:													
Bagg	ins F	amily											
Paymen	rt Amou	unt: *						_					
\$	400)						Do not au	to allocate				
Paymen	rt Type:							Deposit Date:					
\$	Che						•	m 01/	31/2019				
		Deposit?											
		urity De											
			posit										
Deposit					1.0. (0)								
	Вад	gins, Fro	do - AM,	Before Scho	ol Care (Re	curring Billing Ro	iom, Mor	nthiy):07/01/	2018 to 0	5/31/201	9		*
Check #													
9	125	54											
Apply to	o Cente	er:											
0	DC	W Trans	actional-	CENTER 1									-
Notes:													
													Save
													Save

The payment and security deposit will display on the financial ledger as a debit and credit.

0		💠 dcw_kga	55	01/31/2019	Check Nbr: 1254 - 8:53 AM		400.00	1,813.20	×
0		dcw_kga	55	01/31/2019	Frodo Baggins - Security Deposit - DCW Transactional- CENTER 1 Security Deposit	400.00		2,213.20	×
	乄				Total	3,013.20	800.00	2,213.20	

To set when the deposit will be applied onto the family's ledger go to the actions menu on the financial screen and select the PrePay Deposit option.

	Actions -
ſ	Adjustments/Add Fee
	Charge/Reduce Revenue
	Make Payment
	Make Payment (new Allocation)
	Deposit Correction
	Coupons
	Pickup Fee
	PrePay Deposit
(Transfer Balance

To edit a prepayment's detail, select the edit icon next to the child's name.

									Action	IS -
	e-Payments / Deferred Rev	Room	Amount	Payment Type	Revenue Type	Begin Date	End Date	Status		
ß	Baggins, Frodo	Infants B	200.00	Check		01/01/2019	12/31/2019	Open	×	
ľ	Baggins, Frodo	AM, Before School Care (Recurring Billing Room, Monthly)	400.00	Check		07/01/2018	05/31/2019	Open	×	: •
E	dit Pre-Payment									

Edit details including parent sponsor, revenue type and type of payment and prepay type.

Prepay Information 🕜			
Student: *			
Baggins, Frodo			-
Classroom *			
AM, Before School Care (Recurring Billing Room,	Monthly) ~ DCW T	ransactional- CENTER 1	· ·
Room Semester:			
…			-
Payment Type: *		Payment Amount: *	
D Check		\$ 400.00	
Parent Sponsor: *			
Balbo Baggins			-
Prepay Start Date: *		Prepay End Date: *	
07/01/2018		05/31/2019	
Revenue Type: *			
Tuition	-		
Allocations			
Apply As: *		Type of Payment: *	
D Payment	-	Check	-
Prepay Type			
Ргерау Туре: *			
Prepay on Child Withdrawal			-

Select the show more fields to display the assigned batch number and DCW Batch Number fields:

Prepay Type: * Prepay on Child Withdrawal	ерау Туре	
		Show More Fields

The fields will display in the prepay information section of the screen-

This will allow users to group the payment into a batch for reconciliation purposes.

DCW Batch Number: Assigned Batch Number:

Once complete, press Save.