Financial - How to upload payments

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This article is a walk through of how to import payments to family financial ledgers.

Import Payment/Adjustment Process

1. Click Reports, then select Financial

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☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup
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2. Click Actions, then select Import Payment/Adjustment Spreadsheet

Financial Reports	Quick Search	Report Name or Report Category	Q
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Select a Report Category	Ø		•
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		Create Rep	ort
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		Import Payment/Adjustment Spreadshe	eet

3. Click in the Upload a Spreadsheet section to select the file from the computer

Import Payment/Adjustment Spreadsheet	
Upload a Spreadsheet: *	
*	Browse
Payment Import (CCRL)	
Version 1 Version 2 Version 3 Version 4	
Version 5	

4. In the Payment Import section, select Version 5 (ImportPaymentV5.xls 🗞



5. Click Import to add payments to family ledgers

Import Details

Sheet Layout:

Payment Date	Family ID	Payer Name	Batch Number	Payment Notes	Payment Type (Valid Value Description)	Check Number	Amount
3/28/2019	434898	Export Test	1	Test Note	Payroll Deduction	12345	500

Field details (example):

- Payment Date enter today's date
- Family ID enter the Family ID from the system
- Payer Name enter the parent's Name
- Batch Number enter the user defined batch number
- Payment Notes enter any payment detail
- Payment Type type the name of the payment type

- Check Number enter the check number, if applicable
- Amount enter the total that should be added to the family ledger