

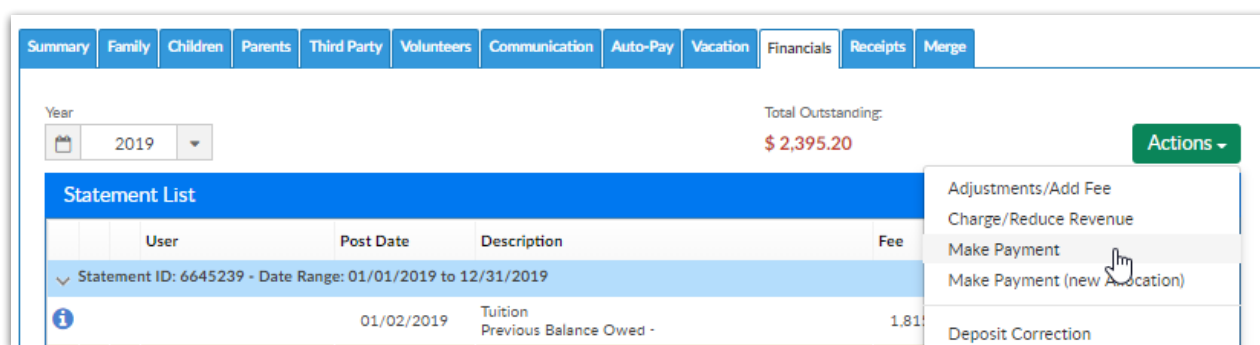
Financial- Receipting Prepay Deposits from the Make Payment Screen

Last Modified on 05/03/2019 12:37 pm EDT

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):



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.

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

Payment Allocation

Family:
Baggins Family

Payment Amount: *
\$ 400 Do not auto allocate

Payment Type:
\$ Check Deposit Date: *
01/31/2019

Is this a Prepay Deposit?
 Security Deposit

Deposit For Schedule:
Baggins, Frodo - AM, Before School Care (Recurring Billing Room, Monthly);07/01/2018 to 05/31/2019

Check #:
1254

Apply to Center:
 DCW Transactional- CENTER 1

Notes:

Save

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

dcw_kgass	01/31/2019	Check Nbr: 1254 - 8:53 AM	400.00	1,813.20	X
dcw_kgass	01/31/2019	Frodo Baggins - Security Deposit - DCW Transactional-CENTER 1 Security Deposit	400.00	2,213.20	X
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

- 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.

Pre-Payments / Deferred Revenue										Actions -
Student	Room	Amount	Payment Type	Revenue Type	Begin Date	End Date	Status			
Baggins, Frodo	Infants B	200.00	Check	Tuition	01/01/2019	12/31/2019	Open			
Baggins, Frodo	AM, Before School Care (Recurring Billing Room, Monthly)	400.00	Check		07/01/2018	05/31/2019	Open			

Edit 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 Transactional- CENTER 1

Room Semester:
 ..

Payment Type: *
 Check

Payment Amount: *
 \$ 400.00

Parent Sponsor: *
 Balbo Baggins

Prepay Start Date: *
 07/01/2018

Prepay End Date: *
 05/31/2019

Revenue Type: *
 Tuition

Allocations

Apply As: *
 Payment

Type of Payment: *
 Check

Prepay Type

Prepay Type: *
 Prepay on Child Withdrawal

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

Prepay Type

Prepay Type: *
 Prepay on Child Withdrawal

[Show More Fields](#) [Save](#)

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:
<input type="text" value="0"/>	<input type="text"/>

Once complete, press Save.
