

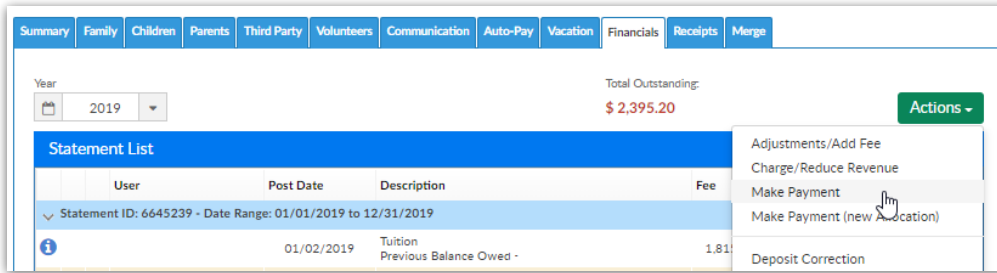
Financial- How to record a prepay (security) deposit payment

Last Modified on 12/07/2020 7:20 am EST

Receiving a payment from the admin side:

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

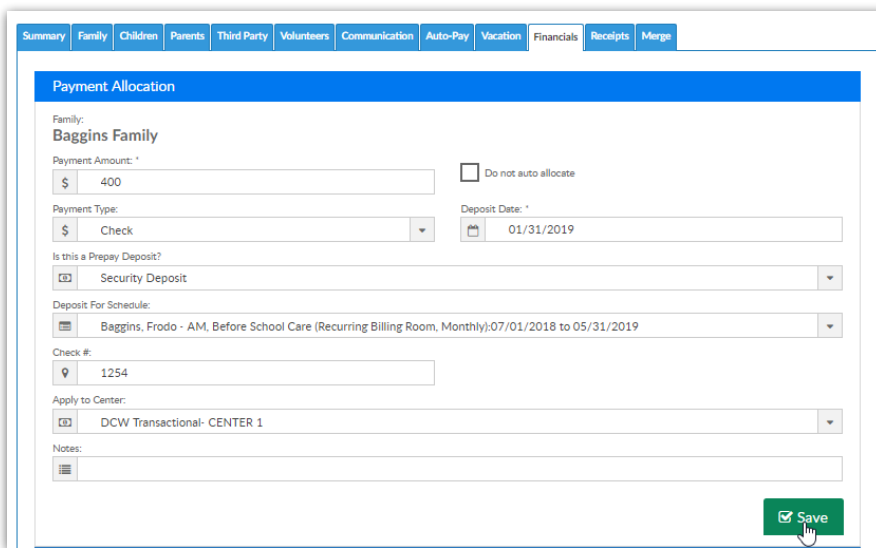
On the family financial screen select the actions button and press make payment (or online payment):



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

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

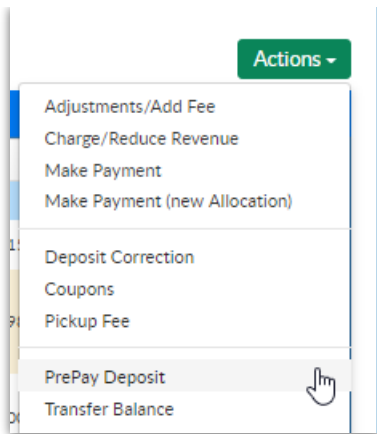
Press Save when fields are completed.



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

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



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

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

Select the show more fields to display the assigned batch number and DCW Batch Number 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: <input type="text" value="0"/>	Assigned Batch Number: <input type="text"/>
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Once complete, press Save.
