

Add a payment and remove a payment

Add a payment

1. Go to the Children's screen click on the drop down arrow of a child.
2. Select the 'Payments' tab.
3. Click on the 'Payment' button. The 'Add Parent Payment' panel appears below.
4. Enter the Date, Amount, Description and Payment Method
5. Option to add portion to bond
6. Click Save.

Add Parent Payment

Date:  29 April 2016

Amount:

Description:

Payment Method: 

Add portion to bond:

Remove a parent payment

1. On the Children page, locate the child and click the drop down arrow.
2. Select the 'Payments' tab.
3. Locate the parent payment that needs to be removed.
4. Click the red circle with the white line to remove the parent payment.
5. Click 'Delete' on the dialog box that appears.

Date	Description	Amount	
30/03/2016	FOOD Charge (#840532)	\$10.00	
9/12/2015	Parent Payment (#11357159)	\$20.00	

Refund a Payment

1. Go to the Children's screen click on the drop down arrow of a child.
2. Select the 'Payments' tab.
3. Click on the 'Payment' button. The 'Add Parent Payment' panel appears below.
4. Enter the Date, Amount with a minus (-), Description and Payment Method
5. Click Save.

Charge Payment Discount Create Invoice

Add Parent Payment

Date: 5 August 2018

Amount: -\$5.00

Description: Parent Payment

Payment Method: Other

Add portion to bond:

Cancel Save

You can see this on the statement as shown:

Total Due: \$5.00

Week Ending 5/08/2018		Debit	Credit
29/07/2018	Opening balance		
5/08/2018	Parent Payment (receipt #27112764)	\$0.00	\$-5.00