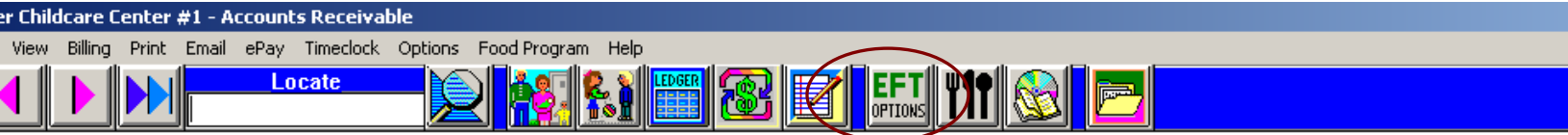




ePay is easy to set up in Office Center

Click on the EFT Options icon to open the ePay Options Screen.
Enter in the information from the voided check.



Family Enrollment Form

Parent Information: Anthony, Susan B
1 Liberty Lane
Rights: AZ 80254

Second Parent Information: Bob Anthony

ePay Options

Parent Information: Anthony, Susan B | Second Parent: Bob Anthony | Agency Balance: 0.00 | Balance: 0.00

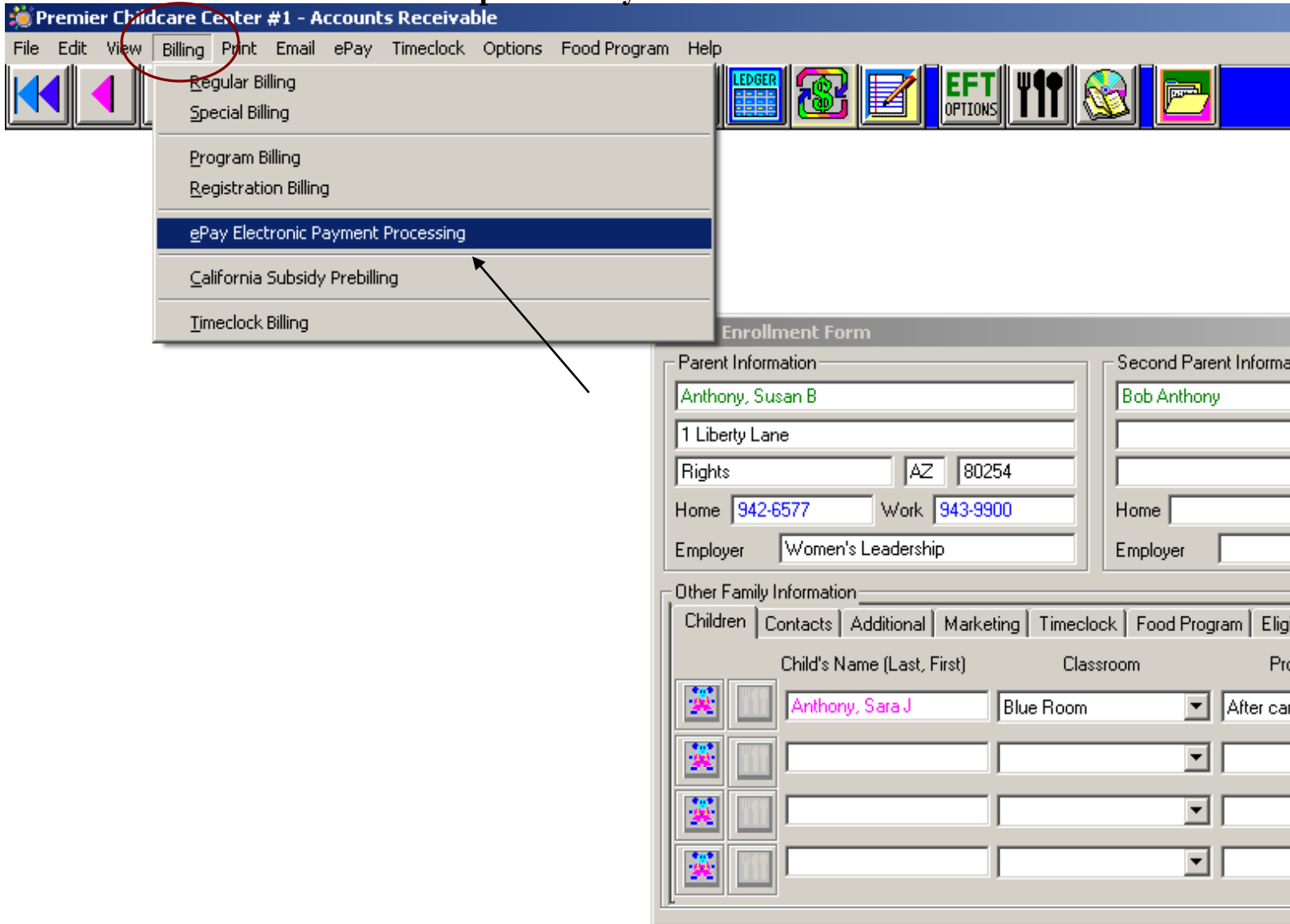
Account Information: Checking Account | Savings Account

Payer Information:
Name On Bank Account: Susan B. Anthony | Routing Number: 1234567 | Account Number: 1234567
Payer Phone Number: (222) 777-0077 | Bank Name: United American Bank

Payment Options:
Maximum Amount: 250.00 | Start Date: 08/23/13
Disable Processing For This Account: | ePay Status Of Account: Enrolled & Approved
Comments: | ePay Account Number: 00000001000003000001

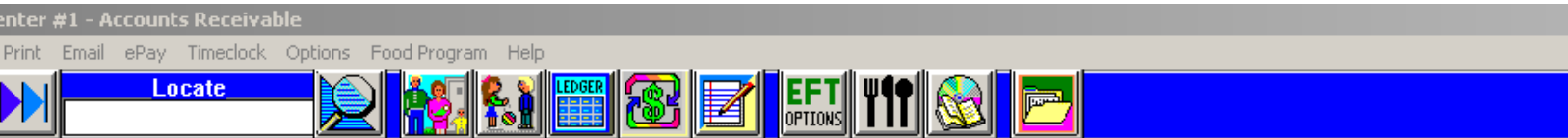
The “maximum amount” safeguards the amount that can ever be billed at one time.

To process ePay, go to billing and “ePay Electronic Payment Processing”. The new charges on the family’s ledger card will be automatically paid. If the amount exceeds the “maximum” amount, it will process only the maximum.



After you click to process ePay, and before Office Center processes to collect money, A screen list will show you all participating families. If you only want to collect payments for a certain group Office Center gives you the options to sort by group, classroom etc. Otherwise click to process all in the center.

When you are ready to process ePay, the EFT Payment Processing screen will give you a final look at the list for each family ePayments. On this screen, you can unselect a family by clicking the asterisk to the left of their name.



EFT Payment Processing

Account Name	EFT Amount	Balance Due	Maximum
* Susan B Anthony	125.00	125.00	250.00
* Sandy Beach	425.00	425.00	500.00
* Alexander Graham Be	700.00	1450.00	700.00
* John Bradley	300.00	300.00	500.00
* Thomas Edison	200.00	200.00	400.00

Date: 05/12/14
Total Despoit: 1750.00

Double Click On Individuals To Remove Them From The EFT Payment List.

After you press the green check mark to process payments, all the new ePay payments will be automatically posted to each family's ledger card.

Ledger Card

Parent Information: Anthony, Susan B
 Bob Anthony
 1 Liberty Lane
 Rights: AZ 80254

Children: Anthony, Sara J

Balance Information: Customer Balance 0.00, Agency Balance 0.00, Deposit 0.00
 2nd Statement Receipt

Accounting Activity

Date	Description	Comment	Amount	Balance
04/04/13	Payment By EFT		-120.00	0.00
05/01/13	Agency Tuition	DHS	100.00	0.00
05/01/13	Agency Payment	Batch Ck#00435	-100.00	0.00
05/02/13	Tuition	Sara	120.00	120.00
05/04/13	Payment By EFT		-120.00	0.00
06/02/13	Tuition	Sara	120.00	120.00
01/23/14	Tuition	1.50 Total Hours	5.25	125.25
01/23/14	Payment By EFT		-125.25	0.00

Date: 02/12/14 Description: Payment By Check Amount: 0.00

Buttons: Statement, Receipt, Calculate, Edit Entry, Delete, Post Entry

**For your ePay deposit report, go to
 Print > ePayment reports > Deposit Reports.**

Premier Childcare Center #1 - Accounts Receivable

File Edit View Billing **Print** Email ePay Timeclock Options Food Program Help

Accounting Reports
 Database Reports
 Marketing Reports
 Timeclock Reports
 Food Program Reports
ePayment Reports
 Subsidy Reports
 User Defined Reports

EFT Enrollment Report
Deposit Reports

Single Statement
 Multiple Statements
 Single Family Agency Statement
 Multiple Agency Statements

Print Daily Receipts
 Letters And Forms

Accounting Activity

Date	Description	Comment	Amount	B
	Payment By EFT		-120.00	
05/01/13	Agency Tuition	DHS	100.00	
05/01/13	Agency Payment	Batch Ck#00435	-100.00	
05/02/13	Tuition	Sara	120.00	
05/04/13	Payment By EFT		-120.00	
06/02/13	Tuition	Sara	120.00	
01/23/14	Tuition	1.50 Total Hours	5.25	
01/23/14	Payment By EFT		-125.25	

Date: 02/12/14 Description: Payment By Check Comment: