

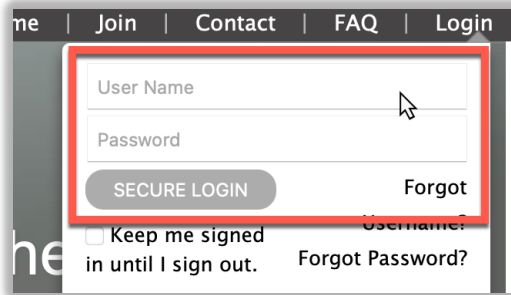


Accounting Tool - Family

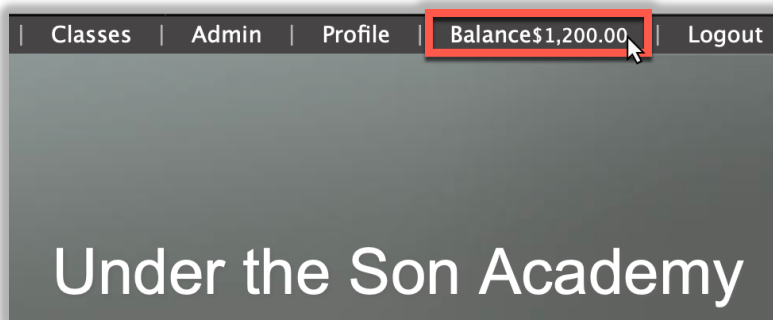
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I. **Log into your web site.**

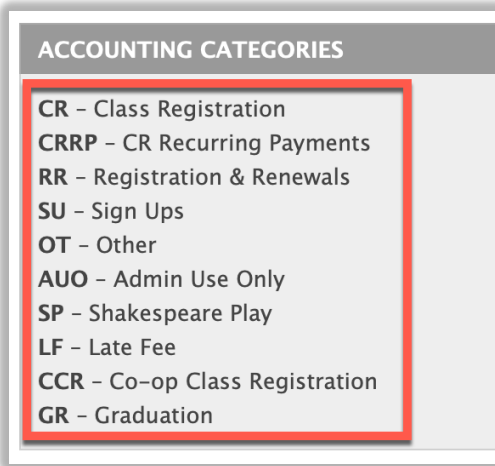


II. **Access Accounting** – There might be 2 ways to access accounting, but the most common way is through the Balance link in the top navigation on the homepage



III. **Statement of Account**

A. Invoice Prefixes – Represent Accounting Categories established by Admin – Key shown at the bottom



B. Outstanding Invoices – Sorted by Account

Outstanding Balances	
ACCOUNT: GENERAL	
Category / Invoice	Description
CR	[Class Registration Total Balance]
+ 4 INVOICES	
+ 3 INVOICES	
- 2 INVOICES	
CRRP-2185899	Class Registration for Jane Austin – Spring Art Class – Watercolors / Acry
CRRP-2504130	Class Registration for Dean Austin – Chemistry (payment #2: Tuition)
+ 2 INVOICES	
ACCOUNT: CASH ONLY	
Category / Invoice	Description
SU-2706723	Class Field Trip

IV. How to Pay Invoices – Only invoices linked to online payment processing (i.e., PayPal or Newtek) may be paid here. If there is no payment box next to an invoice, cash or check payment is required. These are recorded by system admin or treasurer.

	TOTAL: \$1,500.00	PAY NOW: \$50.00	PAYPAL
	Due Date	Amount	Pay
		\$300.00	0.00
	06/02/2021	\$350.00	
plies)	06/02/2021	\$50.00	<input checked="" type="checkbox"/>
	06/02/2021	\$50.00	<input type="checkbox"/>

- A. Box Where Amount Can Be Entered – Partial payment is accepted. Key in the amount of your desired payment.


TOTAL:	PAY NOW:	PAYPAL
\$1,500.00	\$100.00	
Due Date	Amount	Pay
	\$300.00	100.00
06/02/2021	\$350.00	

- B. Small Check Box – Payment is required in full (determined by Admin). Select the box next to an invoice(s) you wish to pay. Or select Pay All.

11/30/2021	\$250.00	
11/30/2021	\$125.00	<input type="checkbox"/>
11/30/2021	\$125.00	<input checked="" type="checkbox"/>
PAY ALL		<input type="checkbox"/>

- C. Authorize Payment – Click on **payment** link and follow the prompts to authorize payment.

TOTAL:	PAY NOW:	PAYPAL
\$1,500.00	\$50.00	
Due Date	Amount	Pay
	\$300.00	0.00
06/02/2021	\$350.00	


🛒 \$225.00 USD

Pay with PayPal

Enter your email or mobile number to get started.

Email or mobile number

- V. **Invoice & Payment Details** – Select to see a history of all invoices, payments, and adjustments to your account.

ACCOUNTING
Statement of Account **Invoice & Payment Details**

Fiscal Year: Current (FY2023) ▾

Invoice Summary
A detailed breakdown of all invoices.

INVOICE	ACCOUNT	DATE
SU-2706723	Cash Only	06/08/2022

- A. Separated Into Sections – Invoices, Adjustment, Payments

Invoice Summary
A detailed breakdown of all invoices.

INVOICE	ACCOUNT	DATE
SU-2706723	Cash Only	06/08/2022

Invoice Adjustment Detail
A detailed breakdown of any adjustments to your invoices.

ADJUSTMENT	ACCOUNT	DATE
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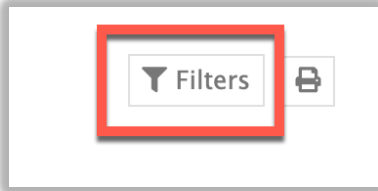
Payments Received Detail
A detailed breakdown of all payments received.

PAYMENT	ACCOUNT	DATE
CRRP-1728274	General	05/09/2022

- B. Accounting Categories – Shown at the bottom.
- C. Invoices – Paid status shown in Paid? column. (Status may include Yes, No, N/A, or ADJ)

PAID?	AMOUNT
No	\$10.00
TOTAL INVOICES	\$10.00

D. Filtering Options – Fiscal Year and Others

A screenshot of a dialog box titled 'Add Filter' with a close button (X) in the top right corner. Below the title is a yellow header 'Filter Criteria'. There are four rows of filter criteria:

- Date: = [dropdown] 06/15/2022
- Category: = [dropdown] [dropdown]
- Account: = [dropdown] [dropdown]
- Description: Contains [dropdown] [input field]

E. Print Option – Select the printer icon located under FILTERS.

