

The Payments Page

The screenshot shows the 'Payments' page with a green header. At the top left, there is a 'Siblings of:' dropdown menu set to 'Jett Cooley (3A)'. Below it, the 'Charge Status:' is set to 'Open' with a toggle switch. A 'Payments History' button is visible. The main content is divided into two sections: 'Mandatory Fees' and 'Optional Fees'. Each section contains a table of fees with columns for Fee ID, Charge Title, Fee Amount, Amount Paid, Paying Now, and Select for Payment. The 'Mandatory Fees' section lists three fees: one for Jett Cooley (Swimming Term 1 2019-20) and two for Lila Cooley (Croke Park Tour and Swimming Term 1 2019-20). The 'Optional Fees' section lists two fees: one for Jett Cooley (Voluntary Contribution 19/20) and one for Lila Cooley (Voluntary Contribution 19/20). At the bottom right, there is a summary of payments and a 'Pay Now' button.

Fee ID	Charge Title	Fee Amount	Amount Paid	Paying Now	Select for Payment
Mandatory Fees These are Fees that have been labeled as being Mandatory - i.e. payment is expected.					
Jett Cooley					
608	Swimming Term 1 2019-20	50.00	50.00	0.00	<input type="checkbox"/>
Lila Cooley					
955	Croke Park Tour	25.00	0.00	0.00	<input type="checkbox"/>
607	Swimming Term 1 2019-20	50.00	50.00	0.00	<input type="checkbox"/>
Optional Fees These are Fees that have been labeled as being Optional - i.e. payment is optional.					
Jett Cooley					
165	Voluntary Contribution 19/20	150.00	150.00	0.00	<input type="checkbox"/>
Lila Cooley					
164	Voluntary Contribution 19/20	150.00	50.00	0.00	<input type="checkbox"/>

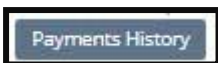
Total Payments: 0.00
+ Transaction Fee: 0.31
Total Paying Now: 0.00
[View Details](#)
[Pay Now](#)

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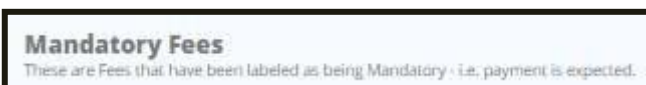
This screen is broken down as follows:



Use this button to toggle between Charges that are presently **Open** and available for payment and charges that have been closed and are no longer available for payment. The default is to show Open Charges.



Click on this button to see payments already made - they will be displayed on the right of the screen



Charges are created as either *Mandatory* or *Optional* and are listed under the appropriate heading on the Payments screen.

Lila Cooley					
955	Croke Park Tour ⓘ	25.00	0.00	0.00	<input type="checkbox"/>
607	Swimming Term 1 2019-20 ⓘ	50.00	<u>50.00</u>	0.00	<input type="checkbox"/>

The Charges assigned to each child are listed under their name and each give a description of the **Charge Title**, the **Fee Amount**, the **Amount Paid** and the **Paying Now** amount - this green box will be enabled once the charge is marked for payment by clicking on the black checkbox.

Total Paying Now: 0.00

[Pay Now](#)

When the charges that are being paid are marked and the amount being paid is entered into the green box, use the **Pay Now** button to make the card payment.

Please note that clicking on any **Amount Paid** figure (underlined amount) 50.00 will display a pop-up window giving detail of that payment as shown in this screen:

Fee History

Swimming Term 1 2019-20
dsch_lhNFHBK5MLUjyrf4wmlH

Applied to Cooley, Lila, as a member of 5B

	Amount
Initial Fee	50.00
Current Fee	50.00
Amount Paid	50.00
Balance Owed	0.00

- A card payment to the value of 50.00 by Maureen Cooley on 06-09-2019

Ok
View Statement