

Auto Balance between modules

You want to auto balance the debit of 45.00 with the credit of 25.00- (see black arrows).

First select the radio buttons under the column labeled Auto. (see yellow arrow)

Then select the auto balance modules/deposits/visits. (green arrow)

DO NOT SELECT THE NETS PAIDS BUTTON

SELECT OK

Global Payment Update For ==> John Doe

Prev Balance 20.00 Point of Sale Credit Bal Split Payment Detail Delete Split Pmt

New Fees 0.00 Pay Code 1 Check Pay Type Amt Paid Reference Line 1 Reference Line 2

Net Amt Due 20.00 Pay Amt 0.00 Add Split Pmt

Pay Reference 1

Pay Reference 2

Pay User

Pay Date

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Bal	Dep/Visit Fees	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	45.00	0.00	45.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Fac Rsvn:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Pass Mgt:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
POS:	25.00	0.00	25.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Rentals:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Lockers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Trips:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Courts:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Trainers:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
League:	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>					
Total:	20.00	0.00	20.00	0.00		0.00	0.00	0.00	0.00	

Auto Balance Modules/Deposits/Visits

Net Paid

View Prev

OK Cancel

Activity Registration

Point of Sale

Utility Sponsor/Spouse Switch Daily User Session Review Utility HH Balance Recalc Utility Unlock "In Use" Household

My Home

Daily Visit Processing

Current Attendance Inq.

Program Sections

Household Inquiry

HH & Member Update

End of Day

Positions/PCS

Hourly Care

My Staff

Reports

My Apps

unlock user

Launch Help

ONCE YOU SELECTED OK

Leave the pay code set to the default this is usually check. Some locations require 99 (Black Arrow)

IMPORTANT -Pay amount is 0.00 you are only auto balancing money has already been received, you are not taking a payment.

Pay reference- type in the reason you are auto balancing between modules. You can use both reference lines if needed. (Green Arrow)

Select Process

The screenshot shows a software interface for a payment update. The title bar reads "Global Payment Update For ==> John Doe". The main form area contains the following fields and values:

- Prev Balance: 20.00
- New Fees: 0.00
- Net Amt Due: 20.00
- Pay Code: 1 (with a black arrow pointing to it)
- Pay Amt: 0.00
- Pay Reference 1: applying POS balance
- Pay Reference 2: paid to activity due (with a green arrow pointing to it)
- Pay User: ZDMP
- Pay Date: 07/17/2023
- Pay Drawer: 804

A "Process" button is highlighted in green. Below the form is a table with the following columns: Mod, Transaction Description, Fee/Disc, Tax Amt, Deposit, Net Paid, and Net Fee. The table is currently empty. At the bottom of the interface, there are several utility buttons: "Pass Transfer", "Pass Renewal", "Pass Registration", "Activity Registration", and "Point of Sale". A right sidebar contains a "My Home" menu with options: "Visit Processing", "Current Attendance Inq.", "Program Sections", "Household Inquiry", and "HH & Member Update".