User - Payments Tab

Select Items to Apply Payment

Enable the check boxes for the items that you wish to make the payment on.

In the example below, only lockers are included in the payment.

Payments Due			

Locker Payments

	Submit Date	Locker	Amount	
☑	Dec. 13, 2019	2	$100.00	Remove
		Taxes:	$13.00	
		Total:	$113.00	

Invoice Payments

No pending invoices.

Parking Permit Payments

No pending permit payments.

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

No pending deposit payments.

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

View More Details

Administrators can click on items in <u>blue</u> to link to more information about that item.

If you make changes, always click the **'Update'** button to save the new information.

Current Locker Information

Locker Number:	2
Building:	Arena
Area:	Men's Locker Room
Cost:	$100.00
Condition:	Good ▼
Current Status:	Rented (awaiting payment)
Locker Reuseability:	Available ▼
Permanent Comment:	

Update Locker

Current Renter:	✉ Doe, John 👥 johndoe
Payment Amount:	$113.00(incl. tax)
Process Date:	Unprocessed
Building:	Make Payment

Close Window

Items can also be removed by clicking the '**Remove**' link, however **there is no undo option to reverse this action**.

Make a Payment

Click the **'Proceed to Paymen**t' button.

Another **'Payments Due'** screen is displayed.

Confirm the details for the payment and choose the payment method from the drop-down list.

Click the **'Submit Payment Information'** button.

Payments Due

Locker Payments

Submit Date	Locker		Amount
Dec. 13, 2019		2	$100.00
		Taxes:	$13.00
		Total:	$113.00

Adjustments

Submit Date		Amount	
Dec. 11, 2019	Unprocessed Adjustment	$-15.00	
	Total:	$-15.00	

Total: $98.00

Make Payment Online

In person payments can be made at Security Services.

92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Payment Method   Cash   ▼

Submit Payment Information

The '**Payments Due**' confirmation screen is displayed.

Verify all payment information and click the '**Confirm Payment Information**' button.

Payments Due

Locker Payments

Submit Date	Locker		Amount
Dec. 13, 2019		2	$100.00
		Taxes:	$13.00
		Total:	$113.00

Adjustments

Submit Date		Amount	
Dec. 11, 2019	Unprocessed Adjustment	$-15.00	
	Total:	$-15.00	

Total: $98.00

Make Payment Online

Cash, Cheque, Money Order payments can be delivered to Parking Services.

92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Payment Method   Cash

Confirm Payment Information

Transaction Details

This brings you to the '**Transaction Details**' screen where administrators have a final opportunity to make any additional changes to the payment.

You can click the 'Cancel Transaction' button to cancel the promise to pay and release the items back into the inventory.

Transaction Details

Reciept header beside HST in a table   HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number: 22328c3989114

User: John Doe [johndoe]
Amount: $50.00
Submit Date: Nov. 25, 2019 @ 11:04am   View Snapshot ❓
Comment:
> Online Payment

Payment Method: Cash ▾   **Change**
Tax Exemption Code: TOMAHAWK-TX-3984

Process Manually   **Cancel & Keep**   **Cancel & Release**

Lockers:

	Submit Date	Locker	Amount
[ADJUST]	Test Annual [Nov. 25, 2019]	111053	$50.00
View User Info		Total:	$50.00

Total: $50.00

Payment Notes ❓

Add Note

Administrators can also use the Adjust link to make adjustments to the cost of the item.

This can also be done after the transaction has been completed.

Process a Payment

Systems connected to a payment provider (gateway) will be shown as processed automatically in the case of credit card payments.

Generally this is configured only on the user side while the admin side has broader level of control for incoming payments.

Click the '**Process Manually**' button.

Transaction Details

Reciept header beside HST in a table   HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number: 22328c3989114

User: John Doe [johndoe]
Amount: $50.00
Submit Date: Nov. 25, 2019 @ 11:04am   View Snapshot ❓
Comment:
Online Payment

Payment Method: Cash ▾ [Change]
Tax Exemption Code: TOMAHAWK-TX-3984

[Process Manually]   [Cancel & Keep]   [Cancel & Release]

Lockers:

	Submit Date	Locker	Amount
[ADJUST]	Test Annual [Nov. 25, 2019]	111053	$50.00
View User Info		**Total:**	$50.00

Total: $50.00

Payment Notes ❓

[Add Note]

The final payment confirmation displays a transaction confirmation number.

The options to make adjustments or to refund a payment are also on this screen.

In the payment process, there are three types of reimbursements:

- Cancel Transactions
- Refunds
- Adjustments