

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			
<input type="checkbox"/>	Submit Date	Locker	Amount
<input checked="" type="checkbox"/>	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 [blue](#) 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:	<input type="text"/>

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 Payment'** 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

[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

Receipt header beside HST in a table

HST #1234556789

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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:

Payment Method: [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

Receipt header beside HST in a table

HST #1234556789

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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:

Payment Method:

[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

Revision #2

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