

# How do I manage Ezi Debit payments?

1. The first step in managing Ezi Debit payments is to have the Ezi Debit form completed, signed and sent to Ezi Debit. To begin this process go to the **Site Map** and click on **Ezi Debit Accounts**, listed under *Finances*.



2. Select the account that the Ezi Debit payment is being setup for using the list on the right hand side of the screen. Click on the **Printer** icon to print the Ezi Debit application form and post to Ezi Debit Australia, address (PO Box 1388 MILTON QLD 4064).

The image shows the 'EziDebit Accounts' form. At the top left is the EziDebit logo. The main heading is 'Direct Debit Request New Customer Form'. The business name is 'XYZ - Happy Kids' with address '148 Palmwoods Rd Palmwoods Qld 4555' and phone '07 5499 9999'. The customer name is 'HAP KID'. There is a field for 'Ezi Debit Account Ref:'. The form is divided into sections: 'Customer Ref:' with fields for Surname (Batson), Address (99/97 Marlow Street, 4555), and Phone (3790 0739); 'CRN:' (607917758J); 'Given Name:' (Jessica); 'Suburb:' (Palmwoods); 'Phone (W):' (3290 0738); and 'Mob:' (0433673044). The 'Payment Details' section includes 'First Debit Date', 'Admin Fee', 'Set Up Fee', and 'Frequency of Payments' (with 'Until further notice' selected). The 'Ezi Debit From Bank or Cheque Account' section has fields for Financial Institution, BSB Number, Account Number, and Account Name (AAA\_Batson, Jessica). The 'Ezi Debit From Credit Card' section has fields for Card Number, Expiry Date, and Card Holder Name. On the right side, there is a list of 'Ezi Debit Accounts' with 'Batson, Jessica' highlighted. A printer icon is highlighted with a red box in the top right corner.

## How do I manage Ezi Debit payments?

3. Once Ezi debit has been established for the centre they will send you regular payment updates in an electronic file which can then be imported into the Heartbeat4Kidz program. To import this electronic data go to the **Site Map** and click on **Ezi Debit Import** listed under *Finances*.

Finances
Accounts
Open Balance
Bulk Account
Bonds
Receipts
<b>Ezi Debit Import</b>
Ezi Debit Export
Ezi Debit Accounts
BPay
BPay Accounts
Direct Debit
Expenses (incl Petty Cash)
Discount Planner

4. Enter **Edit Mode** and click on the **Import Ezi Debit File** button.

**EziDebit Payments**

Show All Records  
Ezi Debit Accounts

Payment = Amount due to Centre for Client Invoice  
Collected = Payment + Parent Fee  
Client Fee + Setup Fee = Fee payable by Centre to EziDebit for managing collections

**EXIT EDIT MODE** ? Policy

**Import Ezi Debit File** Export Ezi Debit File

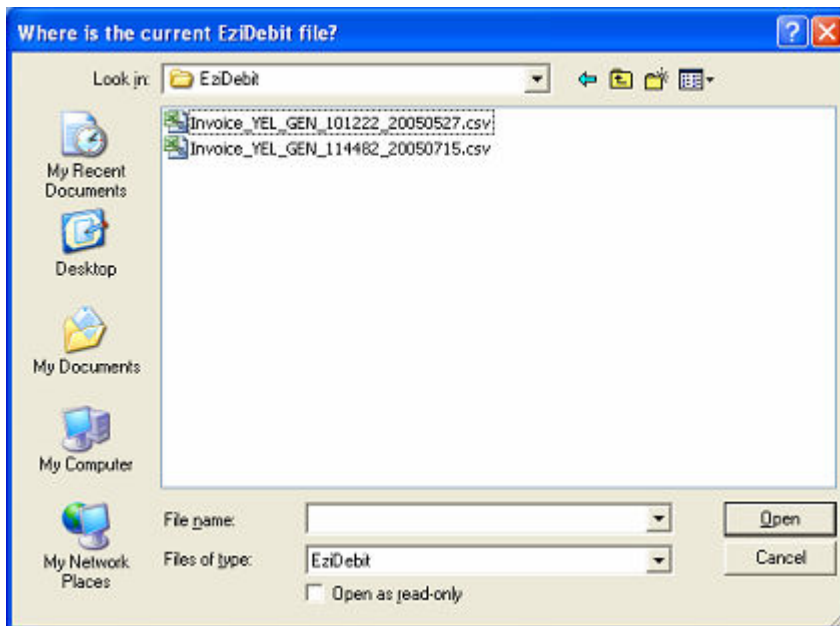
Ezi Debit File	Account Name	Date	EDA Ref	Account	Family CRN	Payment	Parent Fee	Collected	Client Fee	Setup Fee
DishonourList_HAP_KID_58030_20050914	AAA_Addison, Fiona	14/03/2006	111222	Addison, Fiona	805776580C	-\$27.33	\$0.00	-\$27.33	-\$0.88	\$0.00
Invoice_HAP_KID_101222_20050909	AAA_Addison, Fiona	9/03/2006	111222	Addison, Fiona	805776580C	\$27.33	\$0.00	\$27.33	\$0.88	\$0.00

Totals: \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Home Site Map Reports How Do I... Action Notes Requiring Attention **Potential Problems** Relink Tables Quick Backup Backup to... Exit

## How do I manage Ezi Debit payments?

5. You will be asked for the location of the Ezi Debit file that you wish to import. Once you have located the file sent by Ezi Debit click on it and then click on the **Open** button.



6. The EziDebit screen is now populated with the imported data and can be filtered by *Ezi Debit file name*, *Date*, or *Account*. It also shows totals at the bottom of the screen.

**EziDebit Payments**

[Show All Records](#)      Payment = Amount due to Centre for Client Invoice  
[Ezi Debit Accounts](#)      Collected = Payment + Parent Fee  
 Client Fee + Setup Fee = Fee payable by Centre to EziDebit for managing collections

ENTER EDIT MODE      Policy

Ezi Debit File	Account Name	Date	EDA Ref	Account	Family CRN	Payment	Parent Fee	Collected	Client Fee	Setup Fee
DishonourList_HAP_KID_S8030_2005091+AAA_Addison, Fiona	AAA_Addison, Fiona	14/03/2006	111222	Addison, Fiona	805776580C	-\$27.33	\$0.00	-\$27.33	-\$0.88	\$0.00
Invoice_HAP_KID_101222_20050909	AAA_Addison, Fiona	9/03/2006	111222	Addison, Fiona	805776580C	\$27.33	\$0.00	\$27.33	\$0.88	\$0.00