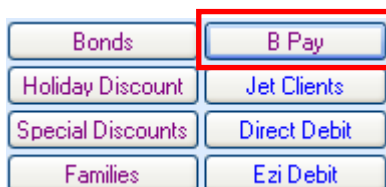


How do I manage BPay payments for an account?

1. To manage *BPay* and *BPay* payments go to the **Site Map** and click on **BPay** listed under **Finances**.



Or click on the **B Pay** button on the **Child Care Receipts** form on the top right-hand corner of the form

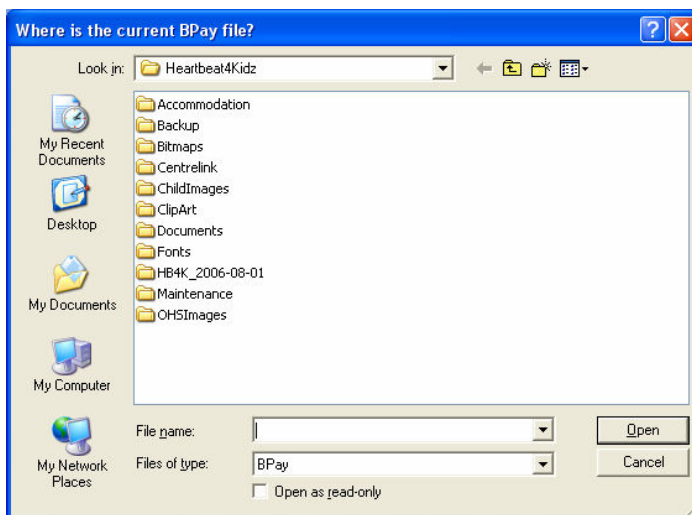


2. To Add *BPay Payments* go to **Edit Mode** and click on the **Import BPay** button.



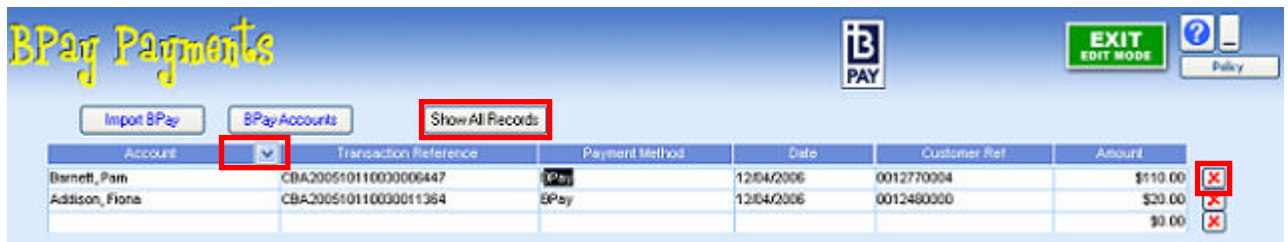
This will open a file browser window where we can navigate and select the *BPay* file that you want imported into *BPay payments*. This would have been sent to you by the bank. Click on the **Open** button will import the BPay file.

****Note:** Data cannot be manually entered into the BPay form.




How do I manage BPay payments for an account?

- Use the dropdown selector beside **Account** to select the Account that you wish to view *BPay* information for.



Click on the **Show All Records** button to show all *BPay* payments.

Click on the red cross  on the right-hand end of a payment record to delete a *BPay* payment.

- Click on the **BPay Accounts** button to bring up a list of all Account names and Customer Reference numbers for those Accounts that have a *BPay* customer reference number.



- Click on the **Print Account List** button to print a list of all accounts and BPay Customer Reference numbers.
- Go to **Edit Mode** to Add a BPay customer reference number to an account or edit a BPay Customer Reference number.
- Click on the column header **Account** to sort the list by Account name, or click on the column header **Customer Ref** to sort the list by BPay Customer Reference number.