

How do I manage Direct Debits?

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



| Finances |
|----------------------------|
| Accounts |
| Open Balance |
| Bulk Account |
| Bonds |
| Receipts |
| Ezi Debit Import |
| Ezi Debit Export |
| Ezi Debit Accounts |
| BPay |
| BPay Accounts |
| Direct Debit |
| Expenses (incl Petty Cash) |
| JET Summary |
| Discount Planner |

Or click on the **Direct Debit** button on the **Child Care Receipts** form on the top right-hand corner of the form.



2. To Add a *Direct Debit* Payment go to **Edit Mode** and use the dropdown beside **Add Account** to select an Account to add.



3. From this screen you can now manually enter the **Amount** and **Frequency** of the Direct Debit payments, the **Bank Account** that the money is being debited from, the **Bank BSB** number, the **Start Date** and **End Date** for these Direct Debit payments, and any **Notes** that may be relevant to the Direct Debit Payment.
4. Click on **Show All Records** to show all Direct Debit records. Click on **Show Current Records** to show only those records that have active/current Direct Debit records.
5. Use the Green arrow button  to duplicate a *Direct Debit* record, and then change the details for the new record. Use the red cross  to delete a record.
6. Type a name (First, last or both) in the **Find** box and press enter to locate any records with that name.
7. These direct debits will automatically appear on the account information as a payment according to the date information entered.