

## How to Make a Payment for a Charge (Website Only)

- 1) Login to your Account via <https://app.kindertales.com/login/> (won't work on mobile devices [phones, tablets, etc])
- 2) Go to Billing -> Payment

Dashboard **Payment** Tax Receipt Balance: \$4.50

Child & Program Details

Aaron Young Infant

Program Schedule: Monthly Program Cost: \$1000.00 Next Charge: 6 Days

Next Charge 09/01/19 Include Applicable Taxes

Attendance Statistics

- Days Attended: 157
- Days Absent: 4
- Additional Days: 0
- Late Days: 0

Your Next Charge

Date: Sep 1/19 Amount: \$854.50

Primary Payment Method: No Method Added

Unarranged Program Fees: 0 Number of Charges, \$0.00 Amount

Security Deposits: 3 Number of Deposits, \$540.00 Amount

- 3) Select Outstanding/Upcoming Payments for the charge category, then click on the charge you want to pay. Then Payment button

Dashboard **Payment** Tax Receipt Balance: \$4.50

Outstanding Payments

Charges that have not been paid in full can be found here for payment.

Aaron Young

Charged	Description	Amount	Arranged	Owing	
08/12/2019	Program Fee	\$200.00	\$0	\$200.00	
	Payer	Method	Amount	Paid	Action
	-	-	\$200.00	\$0.00	Payment
08/05/2019	Field Trip	\$25.00	\$0	\$25.00	
08/01/2019	Security Deposit	\$25.00	\$0	\$25.00	
07/31/2019	Program Fee	\$6.00	\$6.00	\$6.00	
06/03/2019	Program Fee	\$240.00	\$0.00	\$48.00	
06/01/2019	Program Fee	\$1200.00	\$0	\$1200.00	
04/02/2019	Program Fee	\$100.00	\$0.00	\$45.00	

4) Select the Payer -> Payment Method -> Apply Payment.

### Apply A Payment

The following payment/credit will be applied to this debit:

Charged On	Description	Amount	Owing
2019-08-30	Moved to new program	\$125.00	\$125

### Payment Details

<input type="text" value="Danette Rosa"/>	<input type="text" value="-Payment Method-"/>	<input type="text" value="08/26/2019"/>	<input type="text" value="125"/>
Paid By	Payment Method	Paid On	Amount