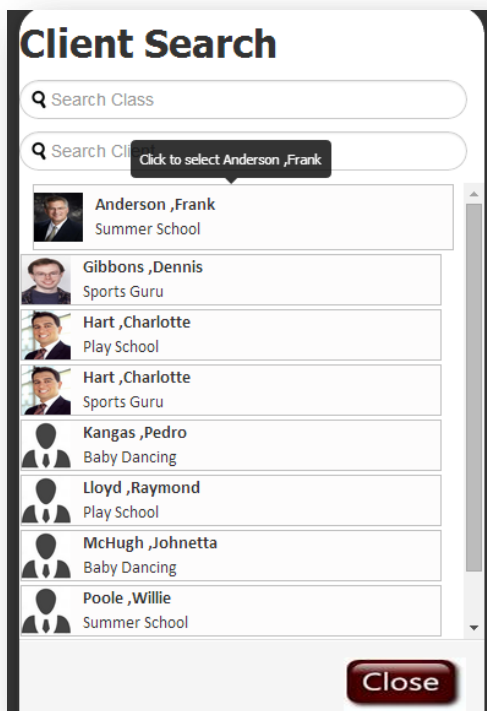


Make Payments – Internal By Admin.

This is the page from which the Payment can be done

On selecting this option, a search screen will popup which will show all the list of clients enrolled in the application. In the top there is a search facility by

- Search Class – by typing the class name in this all the clients enrolled for that class will be filtered out.
- Search Client – by typing the client name in this will filter out with those client having this alphabets in their names.
- By clicking – The client name can be directly selected by clicking on their name also.



After selecting the client, the Fee Payment screen will be displayed which contains all the classes enrolled by the client along with their Invoice details, Payments made and the Balance.

Studio Pulse

Fee Payment Search Return

[View Payment Details](#)

Hart@info.com

Invoice Details
Charlotte Hart

Subscribed Class	Invoice No	Invoice Date	Charged \$	Paid \$	Adjusted \$	Balance \$	Due \$	
Play School	1	05/30/2014	\$2,250.00	\$250.00	\$0.00	\$2,000.00	\$0.00	Pay Now
Sports Guru	9	05/30/2014	\$5,260.00	\$5,260.00	\$0.00	\$0.00	\$0.00	Pay Now
Total			\$7,510.00	\$5,510.00	\$0.00	\$2,000.00	\$0.00	

Invoice Details:- Click on Charged \$ [[\\$2,250.00](#)] hyperlink which will load the Invoice Details Screen

Invoices ×

Invoice #: 1

Fees	Due Date	Charged \$
Performance Fee	05/30/2014	\$100.00
Registration Fee	05/30/2014	\$50.00
Uniform	05/30/2014	\$100.00
Tuition Fee	06/01/2014	\$250.00
Tuition Fee	07/01/2014	\$250.00
Tuition Fee	08/01/2014	\$250.00
Tuition Fee	09/01/2014	\$250.00
Tuition Fee	10/01/2014	\$250.00
Tuition Fee	11/01/2014	\$250.00
Tuition Fee	12/01/2014	\$250.00
Tuition Fee	12/01/2014	\$250.00
Total		\$2,250.00

Paid \$
\$250.00

Payment Details :- Click on the Paid amount link to view the full payment details.

Receipt #	Receipt Date	Receipt \$	Payment Mode
1	05/30/2014	\$250.00	Credit Card
Total		\$250.00	

Adjusted \$
\$0.00

Adjustment Details:- Click on the Adjusted \$ [\\$0.00](#) to view the full adjustment details.

On clicking the Pay now link will take you to the payment processing screen in which the full balance amount will be displayed which can be edited. Also all the saved card will be available on selecting the option and if payment to be made by a new credit/debit card it is also possible by selecting the “Credit/Debit card” option. After filling in the details click on “Pay now” button will process the payment.

Payment Information


Invoice #1 Balance \$2000

Payment \$:

Saved Cards

Credit/Debit Card

Credit Card



Expiry

CVV

Enter Credit Card CWV.

Mandatory Fields

- Payment \$
- Saved Credit Cards OR Credit / Debit Card Details.

Pre-load Fields

- Payment \$ - [Balance amount]
- Saved Cards [if Card is already Saved.]

Optional Fields

NIL