

Financials

Overview

The **Financials** section of the **CDS** allows you to manage the client's payment method, view their invoices (current and past), create an invoice schedule, view all payments received and manage credits applied against the account.

Payment Method

Under **Financials** in the left-hand column, you will see the **Payment Method** section. Clicking on this will allow you to view the **Payment Method** that the client is currently signed up to. The options are **Cash/Cheque/Card/Other**, which is set by default, **Payments Online** if the client uses the PayPal link to pay for their invoices, and finally **Direct Debit** if the client has used the DDM Authorisation Request link to sign up to GoCardless. If the client has successfully signed up to GoCardless, the page will look like the below and have a **DDM Ref** with the status **Authorised**. SwimSoft Online will change the payment to Direct Debit once the client has completed their mandate.

Please ensure the **Generate Invoice** tick box is always selected (this is done by default so do not remove it).

Invoices

The invoices page is universal across the whole family, so you will see all family members invoices. Invoices will have one of the following Status':

- **Paid** – The full amount for the invoice has been received.

- **Outstanding** – The invoice has not been paid off.
- **Cancelled** – The invoice has been cancelled by a member of staff or due to the child being removed from the corresponding course.
- **Part Paid** – Some money has been received to contribute towards the invoice, there is still an amount outstanding.
- **Allocated** – When the invoice has been released for collection to GoCardless and you are awaiting to receive the fund. Once funds have been received the invoice status will change to **Paid**.

Master Nobby Clarke - Child
Miss Veronica Clarke - Child

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Info Centre - Invoices

No	Description	Details	Amount
+ Create Comm 117750	Veronica Clarke - CN: 48509; Due: 01-Sep-2022; Term: Sept/Oct 2022		£58.50 Outstanding
+ Create Comm 117653	Veronica Clarke; Due: 31-Aug-2022; Term:		£10.00 Paid
+ Create Comm 117636	Veronica Clarke; Due: 31-Jul-2022; Term:		£10.00 Paid
- Create Comm 117579	Veronica Clarke - CN: 48457; Due: 31-Jul-2022; Term: August 2022		£32.50 Cancelled
	Swimming - August 2022 - STA Beginners 5+ - Your Instructors Name - CN: 48457	£0.00	Cancelled
	Lesson 1 - Monday 01-Aug-2022 - 04:00:00 PM - 30 mins	£6.50	Cancelled
	Lesson 2 - Monday 08-Aug-2022 - 04:00:00 PM - 30 mins	£6.50	Cancelled
	Lesson 3 - Monday 15-Aug-2022 - 04:00:00 PM - 30 mins	£6.50	Cancelled
	Lesson 4 - Monday 22-Aug-2022 - 04:00:00 PM - 30 mins	£6.50	Cancelled
	Lesson 5 - Monday 29-Aug-2022 - 04:00:00 PM - 30 mins	£6.50	Cancelled
+ Create Comm 117575	Marilyn Clarke - CN: 48456; Due: 31-Jul-2022; Term: August 2022		£102.50 Outstanding
+ Create Comm 117400	Veronica Clarke - CN: 48412; Due: 30-Jun-2022; Term: July 2022		£26.00 Outstanding

Invoices include line items, these may be courses if you have the **Create Orders** function turned **On** in the **Location & Activity Settings**, or manually entered descriptions if the Create Order Group Action is used.

Create Invoice

Manage Invoices

DDM Manager

At the bottom of the Invoices page, you will see the three buttons above. The **Create Invoice** will allow you to generate a manual invoice for the selected student, the **Manage Invoices** will take you to the **Current Orders** page where you can search and pay off any invoices and finally the **DDM Manager** will take you to the **Review and Release page** for the relevant Location and Activity.

Invoice Schedules

The **Invoice Schedules** page allows you to manage existing schedules or create new ones.

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Miss Veronica Clarke - Child

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Info Centre - Invoice Schedules

Ref	Student	Description	Type	Amount	Status	
+ 213	Veronica Clarke	Monthly Fees	Fixed - Order	£23.00	Authorised	Delete
+ 220	Nobby Clarke	Monthly Fees	Fixed - Order	£23.00	Authorised	Delete
+ 279	Nobby Clarke	Date	Fixed - Order	£3.25	Authorised	Delete
+ 280	Veronica Clarke	V Date	Fixed - Order	£2.00	Authorised	Delete
+ 460	Marilyn Clarke	Swimming fees	Fixed - Order	£38.00	Authorised	Delete
+ 465	Veronica Clarke	Swimming fees	Fixed - Order	£38.00	Authorised	Delete
+ 514	Veronica Clarke	Test	Fixed - Order	£10.00	Authorised	Delete

Create New

NOTE: Variable direct debits (DDM) have moved to a new home.
You can find it now under the 'Payment Method' section of the CDS

For more information on creating an invoice schedule, please go to the **Help** button found on the **Invoice Schedules** page in the **CDS**.

Please note you cannot delete invoice schedules that have already been paid.

Payments

The **Payments** section keeps a history of all payments received for the family. It has the receipt number, order details (Invoice number and course number if applicable), the date and time received and the amount.

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Miss Veronica Clarke - Child

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Info Centre - Payments

	Receipt	Details	Date	Amount
+	Create Comm Delete	15063 Order details - 117653: Veronica Clarke; 117636: Veronica Clarke	05-Sep-2022 13:45:43	£20.00
+	Create Comm Delete	14862 Order details - 107875: Marilyn Clarke	26-Aug-2020 14:55:34	£77.50
+	Create Comm Delete	14856 Order details - 107309: Marilyn Clarke	06-Aug-2020 15:18:51	£50.00
+	Create Comm Delete	14839 Order details - 105949: Marilyn Clarke	11-Jun-2020 08:43:02	£15.06
+	Create Comm Delete	14667 Order details - 101094: Marilyn Clarke	28-Mar-2019 10:01:56	£3.50

Pressing the **Create Comm** button relevant to a payment will generate an email receipt which you can send out to the client to say you have received their payment.

You can use the **plus** button on the left to expand the payment to view more details, these include: the payment method the payment was received by, what staff member the payment was taken by and if applicable the lesson details of the course and what ones have been paid.

Please do not press the **Delete** button next to any payments, this may only be used if you have issued a refund by your own means.

Credits

Use the credits section to manage existing and create new credits.

Manage Credits - Smith Family

Please note that Faye Smith is the active family member so any new credits created will be allocated to them

Show entries

Search:

	Credit Ref	Reason	Amount	Issue Date	Issued To	Status	Invoice No	
Edit	6735	Faye Smith - Cancelled Lesson - 05/09/2022	£10.00	05-Sep-2022	Faye Smith	Available		Delete

Showing 1 to 1 of 1 entries

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Details include the **Credit Ref**, the **reason** for the credit (this is generated automatically if due to a cancellation of invoice etc, you can specify a reason if the credit is issued manually), the **amount**, the **issue date**, what family member it was **issued to**, the **status** of the invoice and if relevant, the **invoice number**.

To create a new credit for the family member's CDS you are currently on, press the green **New Credit** button. You will be asked for the **Reason** and the **Amount**; you will then need to press **Save**. If the credit has been applied against an invoice which is not yet paid off fully, the status will be '**Allocated**'. If the credit hasn't been applied to anything, it will have the status '**Available**' and if it has been applied to an invoice that has been paid off fully, it will have the status '**Used**'.

Create New Credit For Faye Smith

The reason for the credit must be 80 characters or less

Reason

Amount £

Cancel Save