



**Vision Computer Programming Services, Inc.**  
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## Charges and Payments – Apply Credit to Sibling

Siblings can frequently have money that needs to be re-distributed.  
The first child has a charge and payment with a credit balance that you want to use on another child in the household.

This member has a \$25 Credit balance.

Members  
Unit: 01 **Brandon Clark - 76** Status: Non-Active [Search Form] Last Viewed

Member Info Contacts Medical General Household Custom Photo Outcome Measurements/Surveys Calendars / Activities  
Groups Guidance/Accidents/Mentoring Member Stars Charges / Payments Misc. Academics Medications Notes/Msgs

Only show transactions within last: 90 Days Only show charges for: [All]  Do Not Show Voids  Hide Transactions  
[\\* Double Click a payment to view more Details](#)

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
05/30/18	MEMB		\$25.00				SS	
05/30/18	MEMB			\$50.00	Check	5324	SS	5

Charges  Payments  All Transactions **Member Credit: \$25.00**

Add Charge Add Payment Void Charge View Member's "PersonSCD" value Print Statement Payment Coupons

New Member Delete Member Change Member Name Move Member Member History Hardcopy Member ID Card Chg/Pay Return to Search Close to Main Menu

This member has a \$25 charge that needs to be paid with the \$25 credit from the sibling.

Members  
Unit: 01 **Brianna Clark - 18** Status: Non-Active Last Name, First Quick Find: Last Viewed

Member Info Contacts Medical General Household Custom Photo Outcome Measurements/Surveys Calendars / Activities  
Groups Guidance/Accidents/Mentoring Member Stars Charges / Payments Misc. Academics Medications Notes/Msgs

Only show transactions within last: 90 Days Only show charges for: [All]  Do Not Show Voids  Hide Transactions  
[\\* Double Click a payment to view more Details](#)

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
05/30/18	MEMB		\$25.00				SS	

Charges  Payments  All Transactions **Balance Due: \$25.00**

Add Charge Add Payment Void Charge View Member's "PersonSCD" value Print Statement Payment Coupons

New Member Delete Member Change Member Name Move Member Member History Hardcopy Member ID Card Chg/Pay Return to Search Close to Main Menu

Go back to the first members record and double click on the payment

Members

Unit: 01 **Brandon Clark - 76** Status: Non-Active

Quick Find: Last Name, First Last Viewed

Member Info Contacts Medical General Household Custom Photo Outcome Measurements/Surveys Calendars / Activities

Groups Guidance/Accidents/Mentoring Member Stars Charges / Payments Misc. Academics Medications Notes/Msgs

Only show transactions within last: 90 Days Only show charges for: {All}  Do Not Show Voids  Hide Transactions

\* Double Click a payment to view more Details

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
05/30/18	MEMB		\$25.00				SS	
05/30/18	MEMB			\$50.00	Check	5324	SS	5

To see this screen, then click the Delete Payment Distribution(s) button at the bottom left.

View Payment

Receipt #: 5 Paying Member: Clark, Brandon Memb #: 76

Date: 05/30/2018

Payment Amount: \$50.00

MOP: Check Check #: 5324

Earmark Unapplied Money for This Account\*:  \* Currently, the 'Earmark Unapplied Money for this Account' feature only applies when using the Auto-Bill by Household procedure.

Comment:

Current Payment Distribution

Date	Account	Comment	Distribution Amnt	Memb Charged
05/30/18	MEMB		\$25.00	Clark, Brandon

Refunds of Payment

Refund Date	MOP	Refund Comment	Amnt Refunded

If this payment has been improperly distributed, click below to delete the distributions for this payment. This DOES NOT delete the payment itself. Then use 'Fix Account Imbalance' on the bottom right of Charges/Payments tab, or 'Apply Payment to an Existing Charge' here to re-distribute the payment.

Apply Payment to an Existing Charge

Amount Currently Distributed: \$25.00

Amount Refunded: \$0.00

Amount Available to Apply: \$25.00

Primary Contact's Email: {none on file}

Delete Payment Distribution(s) Receipt Settings Reprint Receipt Email Receipt Close

This will remove the distribution of the \$25 payment from the original charge and allow you to redistribute the payment to both members. Answer Yes below and then Close the View Payment screen.

Delete Payment Distribution

? You are about to delete all Distributions for this Payment. You are not deleting the Payment itself. You will need to re-distribute the Payment via the 'Fix Imbalance' procedure.

Do you want to continue?

Yes No

Click the Fix button on the bottom right next to the **Account Imbalance!**

Members

Unit: 01 **Brandon Clark - 76** Status: Non-Active

Quick Find: Last Name, First Last Viewed

Member Info Contacts Medical General Household Custom Photo Outcome Measurements/Surveys Calendars / Activities  
 Groups Guidance/Accidents/Mentoring Member Stars Charges / Payments Misc. Academics Medications Notes/Msgs

Only show transactions within last: 90 Days Only show charges for: [All] \* Double Click a payment to view more Details

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
05/30/18	MEMB		\$25.00				SS	
05/30/18				\$50.00	Check	5324	SS	5

Do Not Show Voids  Hide Transactions

Charges  Payments  All Transactions **Member Credit: \$25.00** **Account Imbalance!** **Fix**

Add Charge Add Payment Void Charge View Member's "PersonSCD" value Print Statement Payment Coupons

New Member Delete Member Change Member Name Move Member Member History Hardcopy Member ID Card ? Chg/Pay Return to Search Close to Main Menu

Click the Apply Payment Button.

Unspent Payments

Unit: 01 Member Name: **Clark, Brandon** Member #: 76

Original Payment Date	Payment Amount	Unspent Amount
05/30/2018	\$50.00	\$50.00

This screen shows the Original Payment Date, Payment Amount and the Unspent Amount.

If there is no money listed here, then this member's account is cleaned up.

If there is money listed here and there are no Unpaid Charges in the bottom left box on the next screen, then this member's account is cleaned up and the member will have a credit balance.

Click on the Apply Payment button below to apply the unspent payment to this member's outstanding charges.

Apply Payment Close

Click the Household bullet to see all members in the household and their outstanding charges.

Apply Payments to Charges

Unit: 01

Payer: Clark, Brandon

Payment Date: 05/30/2018

Comment:

MOP: Check

Pay Amount: \$50.00

Distribution: \$0.00 ←

Unspent: \$50.00

Existing Distribution

Date	Distribution	Payee

Refund Date	Amt Refunded

Show Unpaid Charges for:

Member  Household  All Note: The list of Members will only include those Members in Units you are allowed to Modify.

Member	Charge Date	Account	Unpaid	Amnt to Pay
Clark, Brandon	05/30/2018	MEMB	\$25.00	\$0.00

Total Designated Above: \$0.00    Still Available: \$50.00

**This screen shows the original payment, the distribution and any unspent money above**

**To the left are the unpaid charges**

1. Click on the Auto-Distribute Unspent Payments button to apply unspent payments to unpaid charges
2. Click on the Apply Payment to Charge(s) button below.

**IF there are no Unpaid Charges, then click Cancel and this member will have a credit balance.**

Click the Auto-Distribute Unspent Payments button and the system will apply the payment across both siblings.

Apply Payments to Charges

Unit: 01

Payer: Clark, Brandon

Payment Date: 05/30/2018

Comment:

MOP: Check

Pay Amount: \$50.00

Distribution: \$0.00 ←

Unspent: \$50.00

Existing Distribution

Date	Distribution	Payee

Refund Date	Amt Refunded

Show Unpaid Charges for:

Member  Household  All Note: The list of Members will only include those Members in Units you are allowed to Modify.

Member	Charge Date	Account	Unpaid	Amnt to Pay
Clark, Brandon	05/30/2018	MEMB	\$25.00	\$0.00
Clark, Brianna	05/30/2018	MEMB	\$25.00	\$0.00

Total Designated Above: \$0.00    Still Available: \$50.00

**This screen shows the original payment, the distribution and any unspent money above**

**To the left are the unpaid charges**

1. Click on the Auto-Distribute Unspent Payments button to apply unspent payments to unpaid charges
2. Click on the Apply Payment to Charge(s) button below.

**IF there are no Unpaid Charges, then click Cancel and this member will have a credit balance.**

Click the Apply Payment to Charge(s) button.

Apply Payments to Charges

Unit: 01  
 Payer: Clark, Brandon  
 Payment Date: 05/30/2018  
 Comment:  
 MOP: Check  
 Pay Amount: \$50.00  
 Distribution: \$0.00 ←  
 Unspent: \$50.00

Existing Distribution

Date	Distribution	Payee

Refund Date	Amnt Refunded

Show Unpaid Charges for:  Member  Household  All Note: The list of Members will only include those Members in Units you are allowed to Modify.

Member	Charge Date	Account	Unpaid	Amnt to Pa
Clark, Brandon	05/30/2018	MEMB	\$25.00	\$25.00
Clark, Brianna	05/30/2018	MEMB	\$25.00	\$25.00

Total Designated Above: \$50.00    Still Available: \$0.00

Buttons:

**This screen shows the original payment, the distribution and any unspent money above**

**To the left are the unpaid charges**

1. Click on the Auto-Distribute Unspent Payments button to apply unspent payments to unpaid charges
2. Click on the Apply Payment to Charge(s) button below.

**IF there are no Unpaid Charges, then click Cancel and this member will have a credit balance.**

Close this screen.

Unspent Payments

Unit: 01    Member Name: Clark, Brandon    Member #: 76

Original Payment Date	Payment Amount	Unspent Amount

**This screen shows the Original Payment Date, Payment Amount and the Unspent Amount.**

**If there is no money listed here, then this member's account is cleaned up.**

**If there is money listed here and there are no Unpaid Charges in the bottom left box on the next screen, then this member's account is cleaned up and the member will have a credit balance.**

**Click on the Apply Payment button below to apply the unspent payment to this member's outstanding charges.**

Buttons:

The first members record will look like this:

Members  
Unit: 01 **Brandon Clark - 76** Status: Non-Active

Quick Find: Last Name, First Last Viewed

Member Info Contacts Medical General Household Custom Photo Outcome Measurements/Surveys Calendars / Activities  
Groups Guidance/Accidents/Mentoring Member Stars Charges / Payments Misc. Academics Medications Notes/Msgs

Do Not Show Voids  Hide Transactions

Only show transactions within last: 90 Days Only show charges for: [All] \* Double Click a payment to view more Details

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
05/30/18	MEMB		\$25.00				SS	
05/30/18	MEMB			\$50.00	Check	5324	SS	5
05/30/18	MEMB	---CHG FROM Clark, Brianna---	\$25.00				SS	

Charges Payments All Transactions Balance Due: \$0.00

Add Charge Add Payment View Member's "PersonSCD" value Print Statement Payment Coupons

New Member Delete Member Change Member Name Move Member Member History Hardcopy Member ID Card Chg/Pay Return to Search Close to Main Menu

The second members' record will look like this:

Members  
Unit: 01 **Brianna Clark - 18** Status: Non-Active

Quick Find: Last Name, First Last Viewed

Member Info Contacts Medical General Household Custom Photo Outcome Measurements/Surveys Calendars / Activities  
Groups Guidance/Accidents/Mentoring Member Stars Charges / Payments Misc. Academics Medications Notes/Msgs

Do Not Show Voids  Hide Transactions

Only show transactions within last: 90 Days Only show charges for: [All] \* Double Click a payment to view more Details

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
05/30/18	MEMB		\$25.00				SS	
05/30/18	MEMB	---PAID BY Clark, Brandon (PayDt 5/30)		\$25.00		5324	SS	5

Charges Payments All Transactions Balance Due: \$0.00

Add Charge Add Payment View Member's "PersonSCD" value Print Statement Payment Coupons

New Member Delete Member Change Member Name Move Member Member History Hardcopy Member ID Card Chg/Pay Return to Search Close to Main Menu

And a Household Statement would look like this:

Household Statement

Clark Household  
1221 Miller Lane  
Anytown, FL 12345

Starting Balance on 4/30/2018: \$0.00 Printed: 05/30/2018

Date	Acct	Charges	Payments	MOP	Chk/MO#	Receipt#	Memb Chgd
05/30/18	MEMB	25.00					Clark, Brianna
05/30/18	MEMB	25.00					Clark, Brandon
05/30/18	Split		50.00	Check	5324	5	

Ending Balance on 5/30/2018: \$0.00

0-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due
\$0.00	\$0.00	\$0.00	\$0.00