

User - Payments Tab

The **Payments** tab allows administrators to process user payments for one or all payment types due (lockers, parking permits, temporary permits, access card, violations). This page also shows any financial adjustments that have been made to a user account.

- [Select Items to Apply Payment](#)
- [View More Details](#)
- [Make a Payment](#)
- [Transaction Details](#)
- [Process a Payment](#)
- [Related Content](#)



Visit the Payments & Transaction Flow for a description of the payment and transaction flow.

Select Items to Apply Payment

Enable the check boxes for the items that you wish to make the payment on.

In the example below, only lockers are included in the payment.

Payments Due

Locker Payments

Submit Date	Locker	Amount	
<input checked="" type="checkbox"/> Dec. 13, 2019		2 \$100.00	Remove
		Taxes:	\$13.00
		Total:	\$113.00

Invoice Payments

No pending invoices.

Parking Permit Payments

No pending permit payments.

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

No pending deposit payments.

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

View More Details

Administrators can click on items in [blue](#) to link to more information about that item.

If you make changes, always click the **'Update'** button to save the new information.

Current Locker Information

Locker Number: [2](#)
Building: Arena
Area: Men's Locker Room
Cost: \$100.00
Condition:

Current Status: Rented (awaiting payment)
Locker Reuseability:

Permanent Comment:

Current Renter: [✉ Doe, John](#) [👤 johndoe](#)
Payment Amount: \$113.00(incl. tax)
Process Date: [Unprocessed](#)
Building:

Items can also be removed by clicking the **'Remove'** link, however **there is no undo option to reverse this action.**

Make a Payment

Click the **'Proceed to Payment'** button.

Another **'Payments Due'** screen is displayed.

Confirm the details for the payment and choose the payment method from the drop-down list.

Click the **'Submit Payment Information'** button.

Payments Due

Locker Payments

Submit Date	Locker		Amount
Dec. 13, 2019		2	\$100.00
		Taxes:	\$13.00
		Total:	\$113.00

Adjustments

Submit Date			Amount
Dec. 11, 2019	Unprocessed Adjustment		-\$15.00
		Total:	-\$15.00

Total: \$98.00

Make Payment Online

In person payments can be made at Security Services.

92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Payment Method Cash

Submit Payment Information

The 'Payments Due' confirmation screen is displayed.
 Verify all payment information and click the 'Confirm Payment Information' button.

Payments Due

Locker Payments

Submit Date	Locker		Amount
Dec. 13, 2019		2	\$100.00
		Taxes:	\$13.00
		Total:	\$113.00

Adjustments

Submit Date			Amount
Dec. 11, 2019	Unprocessed Adjustment		-\$15.00
		Total:	-\$15.00

Total: \$98.00

Make Payment Online

Cash, Cheque, Money Order payments can be delivered to Parking Services.

92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Payment Method Cash

Confirm Payment Information

Transaction Details

This brings you to the 'Transaction Details' screen where administrators have a final opportunity to make any additional changes to the payment.

You can click the 'Cancel Transaction' button to cancel the promise to pay and release the items back into the inventory.

Transaction Details

Receipt header beside HST in a table HST #1234556789

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Confirmation Number: 22328c3989114

User: John Doe [johndoe]
Amount: \$50.00
Submit Date: Nov. 25, 2019 @ 11:04am [View Snapshot ?](#)
Comment:

Payment Method: [Change](#)

Tax Exemption Code: TOMAHAWK-TX-3984

[Process Manually](#) [Cancel & Keep](#) [Cancel & Release](#)

Lockers:

	Submit Date	Locker	Amount
[ADJUST]	Test Annual [Nov. 25, 2019]	111053	\$50.00
View User Info		Total:	\$50.00

Total: \$50.00

Payment Notes ?

[Add Note](#)

Administrators can also use the [Adjust link](#) to make adjustments to the cost of the item.

This can also be done after the transaction has been completed.

Process a Payment



Systems connected to a payment provider (gateway) will be shown as processed automatically in the case of credit card payments.

Generally this is configured only on the user side while the admin side has broader level of control for incoming payments.

Click the 'Process Manually' button.

Transaction Details

Receipt header beside HST in a table HST #1234556789

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Confirmation Number: 22328c3989114

User: John Doe [johndoe]
Amount: \$50.00
Submit Date: Nov. 25, 2019 @ 11:04am [View Snapshot ?](#)
Comment:

Payment Method: [Change](#)

Tax Exemption Code: TOMAHAWK-TX-3984

[Process Manually](#) [Cancel & Keep](#) [Cancel & Release](#)

Lockers:

	Submit Date	Locker	Amount
[ADJUST]	Test Annual [Nov. 25, 2019]	111053	\$50.00
View User Info		Total:	\$50.00

Total: \$50.00

Payment Notes [?](#)

[Add Note](#)

The final payment confirmation displays a transaction confirmation number.

The options to make adjustments or to refund a payment are also on this screen.



In the payment process, there are three types of reimbursements:

- [Cancel Transactions](#)
- [Refunds](#)
- [Adjustments](#)

Related Content

- [What does a refund look like in the system?](#)
- [Adjustments](#)
- [Paying a Violation Anonymously on the Administrator Interface](#)
- [Admin Portal Payments with Credit Card](#)
- [Failed Payments Report](#)
- [Setting Payment Types by User Type](#)
- [Payroll Deduction Workflow](#)
- [Permit Invoicing](#)
- [Payment Type Subscriptions](#)
- [Electronic Fund Transfer Configurations](#)
- [Make Payments with a User Profile](#)
- [Payments and Transaction Flow](#)
- [Payment Data Export via Banner SFTP](#)