Vision Computer Programming Services, Inc.

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Charges and Payments – Apply Credits

If you have credit balances and want to apply then to a charge follow these steps:

This member has a $20 Credit balance. To use this credit click Add Charge.

You will see this screen indicating a credit balance in the middle of the screen.
Fill in the Account, Amount and Comment (optional).
Click the Use Credit button.

Your screen will look like this.
Click the Auto-Distribute Unspent Payments button.

The Auto-Distribute will fill in the Amnt Allocated.
Then click the Apply Charge (Pay Later).

And your screen will look like this.

Members

Unit: 01   **Edward Woods - 69**   **Status: 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

☐ Do Not Show Voids   ☐ Hide Transactions

☑ Only show transactions within last: 100 Days   Only show charges for: {All} ▼   * Double Click a payment to view more Details

	Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
	02/27/17	Weekly Fees		$20.00				SS	
	03/06/17	Weekly Fees		$20.00				SS	
	03/06/17	Weekly Fees			$60.00	Check	452	SS	258
	03/13/17	Weekly Fees		$20.00				SS	

○ Charges   ○ Payments   ◉ All Transactions   **Balance Due: $0.00**

[Add Charge] [Add Payment] [Void Charge]   [Print Statement] [Payment Coupons]

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