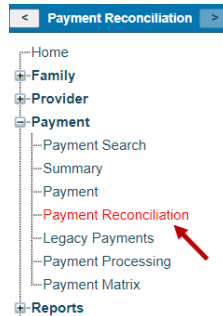


## KinderTrack – Payment Reconciliation

The **Payment Reconciliation** page is used to view payments processed in KinderTrack that have been reconciled with payments made by the Client's accounting system.

- A** Press **Payment Reconciliation** under **Payment**.



- B** Enter the search criteria, then press **Refresh**.

The screenshot shows the search criteria form. It includes fields for 'Start Date' (11/19/2023), 'End Date' (12/19/2023), 'Status' (Select >>), and 'Type' (Select >>). Below these fields is a 'Reconciliation List' section with a table. The 'Refresh' button is highlighted with a red arrow.

- C** Select the radio button corresponding to the desired payment amount. The payment details will be displayed below the table.

The screenshot shows the payment details form. It includes fields for 'Amount' (\$380.00), 'Status' (Printed), 'Status Date' (12/19/2023), 'Type' (EFT), 'Check Number', and 'Note'. The 'Amount' field is highlighted with a red box.

- D** Press **Edit** to enable the fields for editing.

Edit

- E** Make the necessary changes in the required fields, then enter a reason for the change, then press **Save**.

The screenshot shows the 'Save' button and the 'Change reason' field. The 'Save' button is highlighted with a red arrow. The 'Change reason' field contains the text 'Record updated' and a 'Select >>' button.

- F** Press **New** to create a new Payment Reconciliation.

New

- G** Enter the payment information in the required fields marked by a **red asterisk (\*)**.

The screenshot shows the 'Associated Payments' form. It includes fields for '\*Amount', '\*Status', '\*Status Date', '\*Type', 'Check Number', and 'Note'. The fields marked with red asterisks are highlighted.

- H** Press **Save**.