

Checkout

Introduction

SwimSoft's **Checkout** page makes it quick and easy to record payments, manage receipts and transfer fees into **Family Accounts**.

The page is divided into three sections: the **Header**, **Body** and **Filters**.

The Header

The header contains four key options:

Current Selected Total

The **Current Selected Total** automatically calculates the total value of the invoices selected in the table.

This provides a quick way to check that the amount being paid matches the amount due. If the amounts do not match, you can transfer the invoices to the client's **Family Account** and record the payment received separately.

Payment Date

Use **Payment Date** when reconciling payments received directly into your bank account. Set the date once, then reconcile all payments received on that date.

Showing all Terms

Use this toggle to switch between:

- Invoices for the selected **Location, Activity and Term**
- **All invoices**

Showing Top Ups

Top Ups are invoices created to collect funds that will be paid directly into a client's Family Account. Use this toggle to show or hide Top Up invoices.

The Body

The Body is a table containing invoices. Each row represents an individual invoice.

Working from left to right, the columns are:

- **Selectors** Use these if you want to process several invoices at the same time.

- CDS Quick access to a Client's Data Sheet.
- Account Manager Opens the client's Family Account.
- Payment Due Date Shows when the payment is due. For direct debit payments, this is the date the payment will be collected.
- Forename The client's first name.
- Surname The client's last name.
- Amount The fee being charged.
- Type These come in two types...
 - Charges An invoice the client is expected to pay.
 - Collection An invoice created to top up a client's account.
- Fam Ref Short for Family Reference, pressing this button will focus the page on the selected family, a second press will remove the focus.
- Review Opens the invoice so you can review and edit the due date, fee and credits.
- Payment buttons Used to record payments. See Record Payments below.
- Account Shows whether the client has a Family Account and allows the invoice to be transferred to it.
- Manage Allows orders to be Cancelled and Enabled

Recording Payments

The **Bank Transfer, Cash, Card and Cheque** buttons work in the same way. They are used to reconcile payments received from a client.

When a payment button is pressed, a pop-up allows you to:

Check

Confirm that you have selected the correct invoice. If you have selected the wrong invoice, press **Cancel**.

View Receipt

Review the receipt before sending it. Once reviewed, you can send it immediately or save it to send later.

Send Receipt

Send the receipt without reviewing it first.

Save

Save the receipt so it can be sent at a later date.

Delete

Discard the receipt.

Paying Multiple Invoices

Use the **Selectors** to select multiple invoices.

When multiple invoices are selected, the payment buttons change to a **link symbol**. Pressing any of these buttons will pay off the selected invoices.

If the client has a Family Account, the selected invoices will be transferred into the account and the payment will also be recorded against the account.

Invoice Types

There are two invoice types:

- **Charge** – an invoice the client is expected to pay.
- **Collection** – an invoice created to collect funds to **Top Up** a client's Family Account.

Account Button

The **Account** button indicates whether the client has a Family Account:

- **Green** – the client has a Family Account. Pressing the button transfers the fee into the account.
- **Orange** – the client does not have a Family Account. Pressing the button allows you to create one, after which the invoice is transferred into it.
- **Red** – the invoice is a **Collection/Top Up** invoice. These invoices **cannot be transferred** into a Family Account.

Search

You can search by:

- **Forename** – enter all or part of the client's first name.
- **Surname** – enter all or part of the client's last name.

- **Order Ref** – enter the order number to find a specific order.

Press **Search** to apply your search.

Clear Search removes the search information but does **not** reset the filters.

Filters

The Checkout has seven filters:

- **Payment Status** – by default, the page shows **Outstanding** and **Part Paid** orders. You can also select **Cancelled** or **Paid** orders.
- **Location** – shows orders for a selected location.
- **Membership Types** – shows orders for clients with the selected membership type.
- **Account Types** – shows orders for clients with the selected account type.
- **Payment Methods** – shows orders using the selected payment method.
- **Activities** – shows orders connected to the selected activities.
- **Order Between** – shows orders with a payment due date between the selected dates. By default, the date range is three months before and three months after the current due date.

Clear Filter removes all filter selections but does **not** clear the search.

Table Settings

The **Table Settings** button allows you to hide columns that you do not need.

For example, if you do not accept cheques, you can hide the **Cheque** column.

Bottom of the Page

Three buttons are available at the bottom of the page:

- **Exit** – returns you to the page you came from.
- **Ledger** – opens the **Ledger**.
- **Transfer to Account** – transfers all selected invoices to the clients' Family Accounts.

Transfer to Account

When using **Transfer to Account**, the system checks whether the selected clients already have Family Accounts.

If all clients have a Family Account:

The funds are transferred directly into their existing accounts.

If none of the clients have a Family Account:

You will be asked to select the required **Account Type**. SwimSoft will create the accounts and transfer the funds into them.

If some clients have a Family Account and others do not:

You will be asked to select the required **Account Type**. SwimSoft will create accounts for the clients who do not have one, while funds for clients who already have an account will be transferred into their existing account.

Important: Existing Account Types are not changed.