

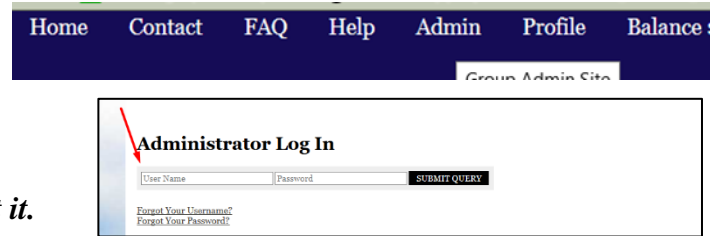
FCCT Tutor Instructions

Accounting Procedures to Filter View of Payments

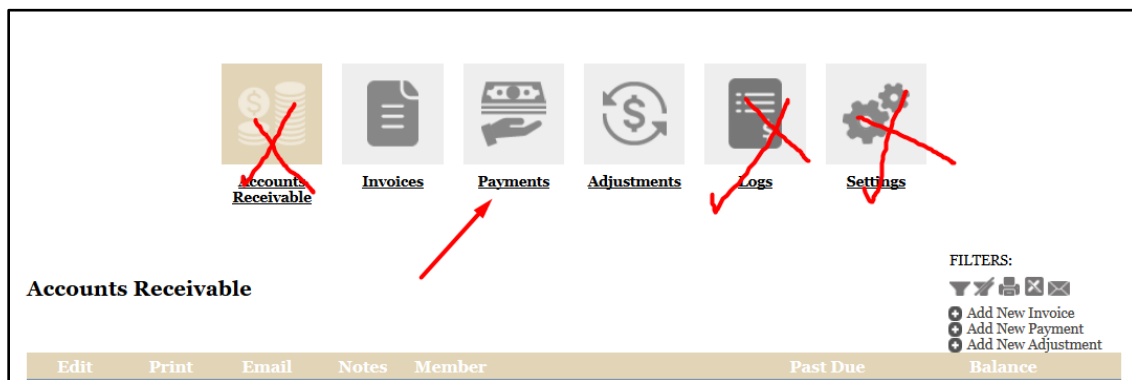
To Filter out a Member account to confirm if you processed a payment, follow these steps.

1. **Login to your FCCT Tutor or Family account**
(firstclassclackamasteens.org)

- Click the **Admin** button at the very top navigation bar to open the Admin Log In page.
- User Name: **TADMIN** (same for all tutors)
- Password: will be *sent separately or please request it.* (this gives access to the Class Registration and Accounting sections of FCCT's Admin side).
- Click Submit Query



2. After the Accounting page opens, put your mouse over and click the **Payment** button. This opens the Payment logs for ALL members.



3. From here put your mouse over and click the **Filter** button. This will open the filter dialog box and allow you to filter out your students by family/member to see if you have documented a payment you received.



Add Filter

Filter Criteria

Family = VanWetten, Theresa

Pay/Adjust ID (# only) =

Date = mm / dd / yyyy

Category =

Account = Wright, Samantha

Type =

Class ID Number Contains

Description Contains

CANCEL APPLY FILTER

4. At this point in the Filter Criteria box, select the student's **Family account**, then you will need to select your Tutoring **Account**. Then click the **Apply Filter** button.

5. The Payment page is now filtered (see below). Notice in the spreadsheet page that the title headers match the fields that you filled in when documenting a payment.

From this page you may also use the **Remove All Filter button**, **Print button**, or **Export to Excel button** (a CSV file that can open in Excel). You may also change the Fiscal Year by filtering.

Accounts Receivable Invoices Payments Adjustments Logs Settings

Fiscal Year: Current (FY2019) UPDATE

FILTERS: [Filter Icon] [Print Icon] [Close Icon]

+ Add New Payment

Payments

— FILTERED —

Edit	Payment	Member	Account	Date	Description	Type	Transaction ID	Invoices	Amount	Delete
	CRRP-608758	VanWetten, Theresa	Petchell, Laura	01/07/2019	PayPal Payment: Class Registration for Abigail VanWetten - (s) High School Biology (payment #5)	PayPal	9KR24769M9963001H		\$32.50	
	CRRP-608757	VanWetten, Theresa	Petchell, Laura	01/07/2019	PayPal Payment: Class Registration for Isabelle VanWetten - (s) High School Biology (payment #5)	PayPal	9KR24769M9963001H		\$32.50	