



# HeadMaster:

Online Payments

**Friday**

**06/03/16**

**10:50am-12:00pm**

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## Introduction to This Guide

HeadMaster is offering online payments through HeadMaster Online. You need to have HeadMaster Online with HeadMaster Billing, HeadMaster Lunch and/or ACS Accounts Receivable for this feature. This feature allows parents to make payments (tuition and lunch) via ACH (automatic draft) or credit card. If you are using ACS Accounts Receivables for your billing, your parent's tuition payments can be imported into Accounts Receivables from HeadMaster Online.

This guide will help you with:

- Setting up online payments
- Guiding parents through online payments
- Reporting

## Unit 1: Online Payments Set Up

HeadMaster lets parents pay tuition and make lunch deposits online via HeadMaster Online (Parent Portal). Before you can begin taking online payments, you must first set up a Merchant Account and enter that information in to HeadMaster Online.

Before you begin the set up process, you need to have these items on hand:

- a voided check to verify your organization's routing and account numbers
- a copy of the first page of your organization's bank statement
- Your organization's **Federal Tax ID** number and **Legal Name** as it appears on current IRS records

To set up a Merchant Account:

1. Using your HeadMaster Login that has Administrator rights, log in to HeadMaster Online.
2. Once in HeadMaster Online, mouse-over **Options**.
3. Click **Online Payments Setup**.
4. In **Step 1**, enter your **First Name**, **Last Name**, and **Email**.
5. If you do not have an existing Merchant Account, follow the instructions in **Step 2**.

**Overview** **Locate Student** **Themes** **Calendar** **Options** **Web Links** **Enrollment** **Reports** **Locate Parent**

Save

**Online Payment Setup**

Setting up a new or pre-existing merchant account with Vanco Services® enables you to conveniently process online credit card and ACH (Electronic Check) transactions. Begin with Step 1 below to get started.

**Merchant Account Setup**

**Step 1** Who should the HeadMaster team contact regarding your online payment transactions?

Online Payment Contact

First Name  Last Name  E-mail

**Step 2** Set up or designate a merchant account

To sign up for Online Payments, select the following option:

I agree to be additional charges: [price fees](#) for Online Payments.

Click [Vanco Online Application](#) to set up a new merchant account or submit a pre-existing Vanco merchant account. You will need:

- Federal Tax ID
- Legal name as it appears on current IRS records

After your Vanco merchant account application is approved, your account is set up, and your account information is automatically updated for your site. You will receive a confirmation email from the Headmaster team.

**Figure 1: Setting up Online Payments**

6. Once your application for a Merchant Account is approved, Vanco will send an email to you. Vanco will also send an email to ACS to activate the online payment feature for your site.

7. Once you have been approved by Vanco, you return to HeadMaster Online > Options > Online Payment Set up. In **Step 3**, enter the necessary information.
8. Under **Online Payments Accepted**, select **Family Payments**, **Lunch Payments** or both.
9. Under **Online Payments Forms**, select **Credit Card**, **Electronic Check** or both.
10. Select a **Deposit Account**.
11. Under **Online Payment Contact**, enter contact information of whom parents can contact if they have any questions.
12. Under **Payment Processed Receipt**, enter what you want to appear in the email that parents receive when they have successfully made an online payment.
13. You can send a test email if needed.
14. To save your information, in the top left corner, click **Save**.

**Save**

**Online Payment Setup**

---

**Online Payments Accepted**

Family Payments     Lunch Payments

---

**Online Payments Forms**

Credit Card     Electronic Check

Deposit Account:

---

**Online Payment Contact**

First Name:     Last Name:     E-mail:

**Payment Processed Receipt**

This message will be e-mailed after the parent has successfully made payment online.

**Subject**

To single space, press Shift+Enter.  
**Message Header**

Font:  Size:  **B** ***I*** **U**       ABC ABC    A<sub>1</sub> A<sub>2</sub>

Thank you for your payment.

**Reply-To E-mail Address**

**Signature**

Font:  Size:  **B** ***I*** **U**       ABC ABC    A<sub>1</sub> A<sub>2</sub>

Sincerely,

**Figure 2: Setting up Online Payments**

Now that online payments are set up, the parents can begin posting payments via HeadMaster Online.

## Unit 2: Online Payments – Parents

This is how parents enter online payments:

1. Log in to HeadMaster Online.
2. Under **Family Balances**, click **Make Payment**.

**HeadMaster**<sup>®</sup> ONLINE  
Welcome Banning, Theodore Buster (Ted)

Overview **My Profile** Homework Academics Attendance

**Parent Page**

I Want to View ...

<a href="#">My Complete Profile</a>	<a href="#">My Children's Attendance</a>
<a href="#">My Children's Homework</a>	<a href="#">My Children's Behavior</a>
<a href="#">My Children's Academics</a>	<a href="#">My Children's Schedule</a>

**School Announcements**

No Announcements at this time

**Events**

No Events at this time

**Family Balances**

<b>Family Balance</b>	\$726.00	<a href="#">My Statement</a>
Brison	\$226.00	
Michelle	\$500.00	
<b>Lunch Balance</b>	(\$11.00) available for lunch	

E-mail questions about your balance - [Click Here!](#) **Make Payment**

Figure 3: HM Online - Online Payments

3. Enter the total payment amount.
4. Click **Continue**.

**HeadMaster**<sup>®</sup> ONLINE  
Welcome Banning, Theodore Buster (Ted) [My Account](#) | [Preferences](#) | [Print](#) | [Sign Out](#)

Overview **My Profile** Homework Academics Attendance Behavior Schedule Calendar Reports Enrollment Lunch

**Payment** Accounts Payment Method Review & Process Receipt

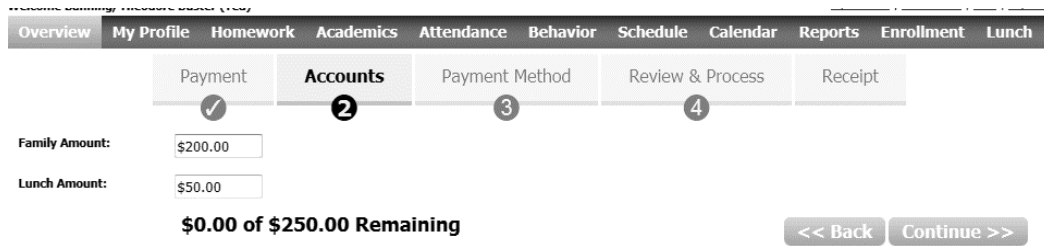
1 2 3 4

How much would you like to pay? ex: 50.00

**Continue >>**

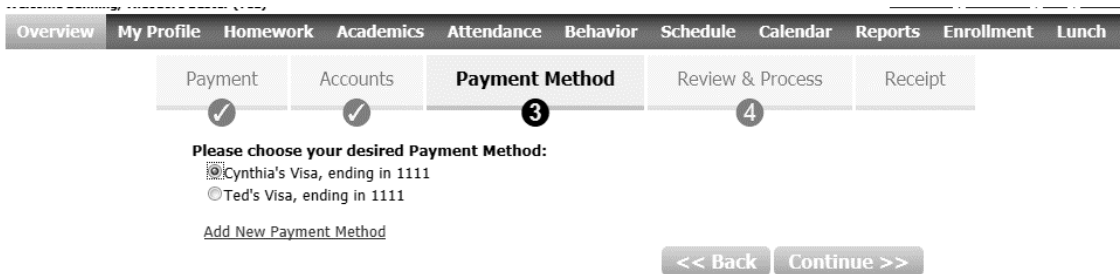
Figure 4: Enter Total Payment Amount

5. Divide the payment between the **Family Amount** and **Lunch Amount** if needed.
6. Click **Continue**.



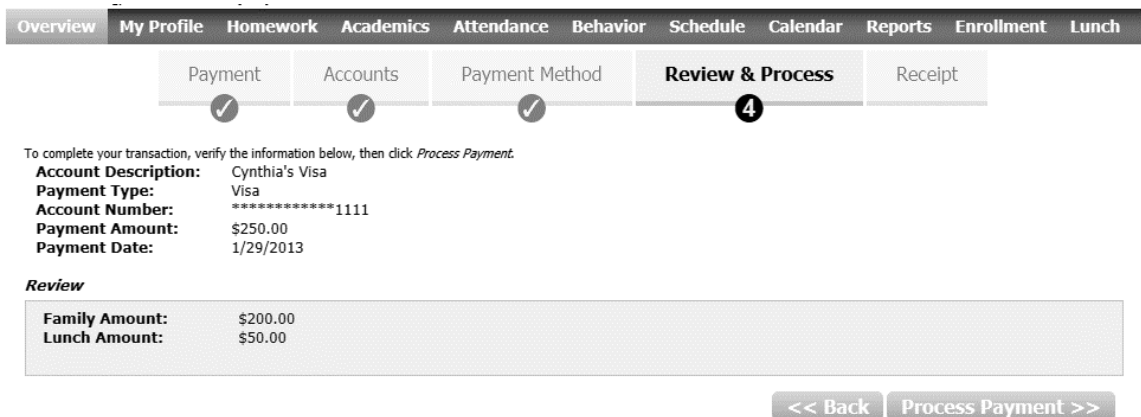
**Figure 5: Making a Payment**

7. Select a **Payment Method** or **Add New Payment Method**.
8. Click **Continue**.



**Figure 6: Selecting a Method of Payment**

9. Verify the payment information and then click **Process Payment**.
10. Once the payment has been processed, print the receipt by clicking **Print**.



**Figure 7: Verifying Payment**

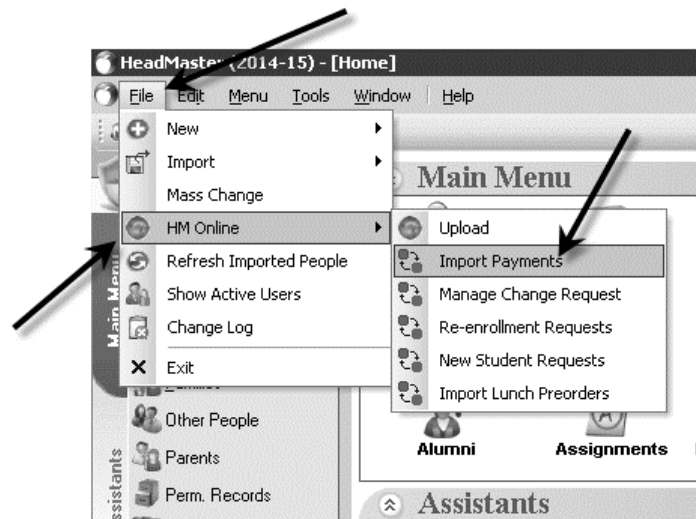


## Unit 3: Online Payments – Administrative Usage

Once your online payments are set up and parents are making payments in Headmaster Online, you can begin importing the payments in to HeadMaster and access payment reports.

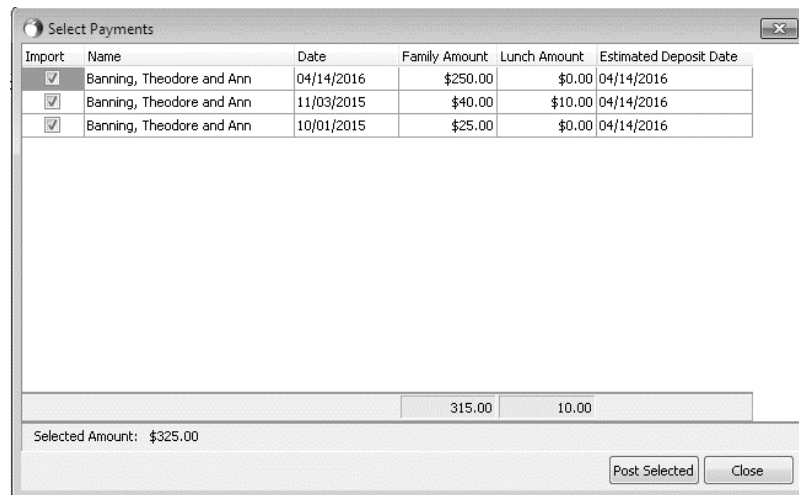
To import online payments:

1. On the **Home** screen, click **File**.
2. Click **HM Online**.
3. Click **Import Payments**.



**Figure 8: Import Online Payments**

4. Once the window opens, click **Post Selected**.



**Figure 9: Import Online Payments**

All payments are applied to the oldest invoice first.

To access the Online Payment Report:

1. Log in to HM Online with your Administrative Log in.

Figure 10: HM Online Admin Login

2. Go to Reports and select Online Payment Report.

Figure 11: HM Online Payment Reports

3. Select a date range and click Go.
4. You can print or export the report.

Payment Date From  To  Types

Name ^	Payment Date	Payment Type	Receipt/ Ref #	Family Amount	Lunch Amount
Banning, Ann 567 Oriole Drive Florence, SC 29505	4/22/2015	Visa, 0798	97418157	\$3.00	\$0.00
Banning, Ann 567 Oriole Drive Florence, SC 29505	11/24/2015	Visa, 1907	111599151	\$0.00	\$3.00
Banning, Ann 567 Oriole Drive Florence, SC 29505	11/24/2015	Visa, 1907	111600707	\$0.00	\$3.00

Grand Total: \$9.00

Figure 12: HM Online Payment Report

To access the Bank Deposit Report:

1. Log in to HM Online with your Administrative Log in.

**Figure 13: HM Online Admin Login**

2. Go to **Reports** and select **Bank Deposit Report**.

**Figure 14: HM Online Bank Deposit Report**

3. Select **From** and **To Dates** and other options if needed and click **Go**.
4. You can **Print** or **Export** the report.

## Unit 4: Online Payments Import to Accounts Receivable

If you use ACS Accounts Receivable (ACS A/R) as your choice for tuition management, you can still use Online Payments and import payments in to ACS A/R. If you also accept HeadMaster Lunch deposits, these deposits do not get posted in ACS A/R. You need to import those payments in to HeadMaster on a regular basis.

To Import Payments into Accounts Receivable from HeadMaster Online Import:

1. Under **Manage Records**, click the **Transactions** tab.
2. From the drop-down list, select **Accounts Receivable Payments**
3. Click **Go**.



Figure 15: AR Payments

- Click **Add/Edit Payments**.

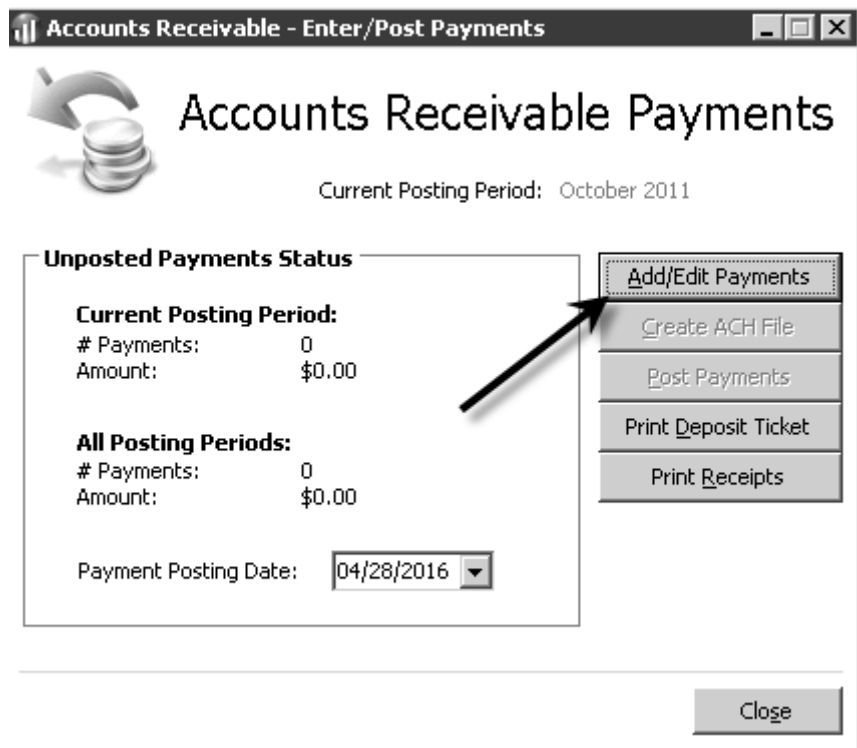


Figure 16: Add/Edit Payments

- Click **Import Payments**.
- Click **HeadMaster Online Import**.

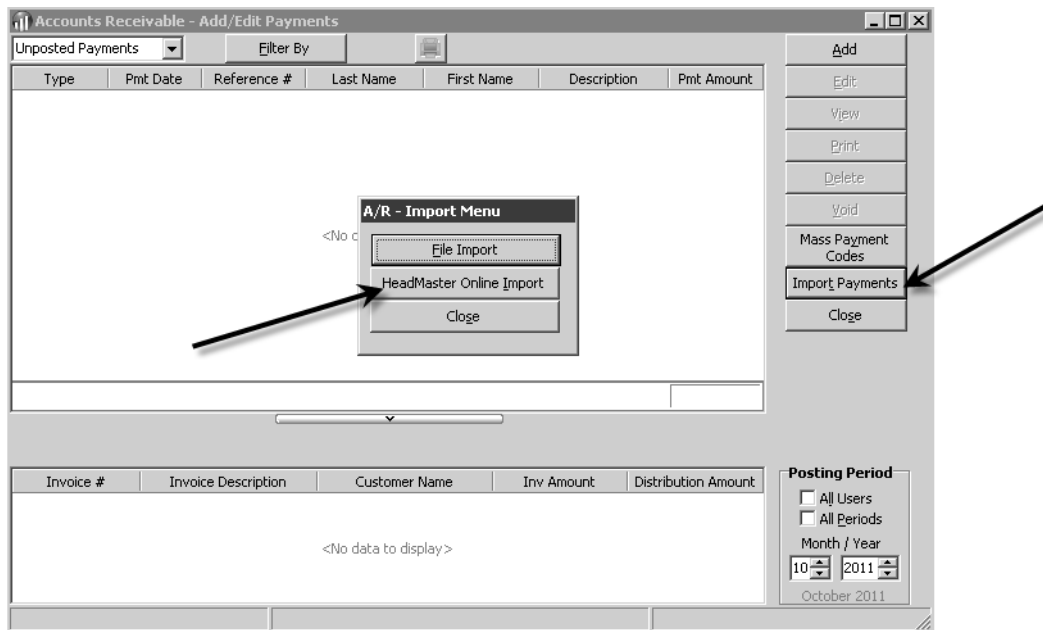
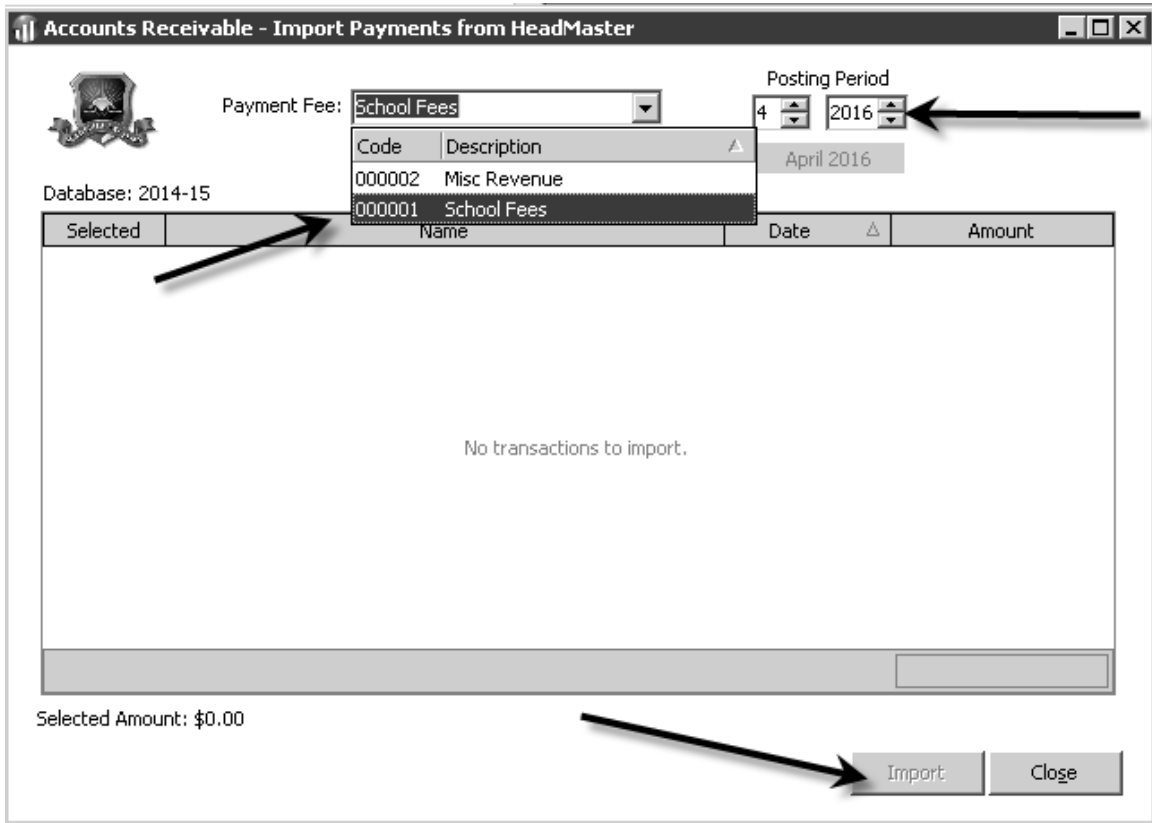


Figure 17: Import Payments

7. Select the **Payment Fee** type you want to import.
8. Select the **Posting Period**.
9. Select the transactions you want to import, and then click **Import**.



**Figure 18: Importing Payments to AR**

10. Select **HeadMaster Online Import**.



All payments from the HeadMaster Online Import will import as online payments, but you still need to post them. The imported payments will be assigned the Payment Fee type of Miscellaneous and will apply to the oldest invoice first. You can edit the entries before posting them if you need to make changes.