

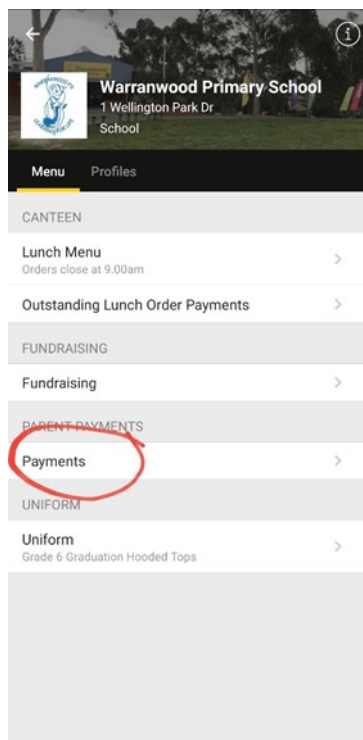
How to make a QKR payment when you have a Family Credit on your Statement

Scenario: I have received a family statement showing I have a credit for an excursion that my child did not attend; my term fees are due and I wish to allocate the credit but still use QKR to pay the amount due:

Term fees	\$40.00
Credit	-\$10.00
I need to pay the school	\$30.00

Open QKR

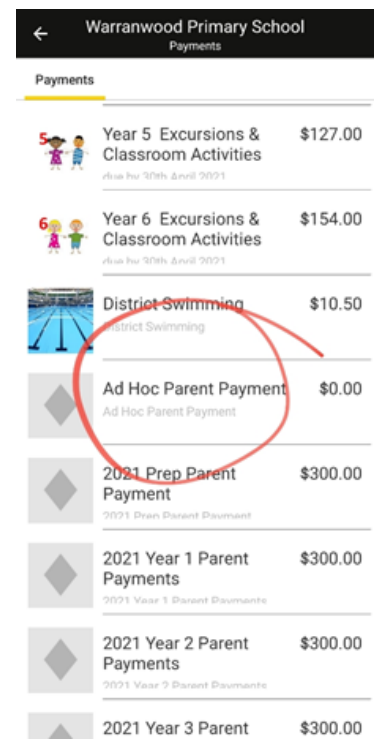
Select Parent Payments



Scroll Down



Select Ad Hoc



Enter the dollar amount as \$30.00, you will then be asked to enter a description for what the payment is, an example would be "balance of term fees".

Process payment as normal.

