

Family ePayment Listing Report

Last Modified on 11/03/2020 12:33 am EST

The **Family ePayment Listing** report under the *Reports* menu provides a list of families based on Membership Type, ePayment Method, ePayment Schedule and Credit Card Type as selected in the *Search Criteria*. This report can be further defined by location, family status, and family balance minimum.

★ Search for missing or expired credit cards and email the families directly from the report results.

To access this report go to *Reports (menu) > Find Reports > Families/Students (left menu) > Families (tab) > Family ePayment Listing*. Click on the ♥ to save the report as a frequently used report under the *Reports (menu)*.



To ensure all families are included in your ePayments batches, run the *Family ePayment Listing* with the *ePayment Method* set to **(no value, yet has a credit card or bank account on file)** before processing. When you run *Process Credit Cards/Bank Accts* you must select an ePayment Method; a family with nothing set (no value) for their ePayment Method will not be included in your batch.
