

# LEDGERS UNLEASHED

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## RESOURCES TO TAKE YOUR FINANCE LEARNING FURTHER



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Explore our **New Provider Toolkit**, a valuable resource for both seasoned professionals and rookies. Whether you're onboarding or seeking information on health resources, tags, rosters, and more, this tool is your go-to guide.

Click [here](#) to check out this reference manual!

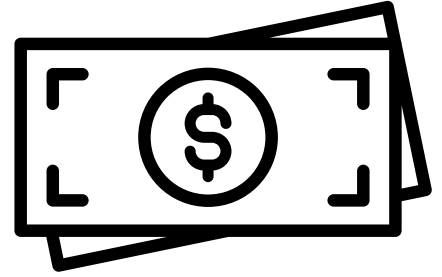


# PARTICIPANT ACCOUNT

## »»» RESOURCES

If your organization utilizes our online registration system, you can manage a participant's [payments](#), [refunds](#), [payment plans](#), [transaction voids](#), and other tasks via the Accounts tab within a participant's profile.

Please be aware that the Accounts feature is exclusively accessible to organizations utilizing our CampDoc/SchoolDoc registration system.



## PAYMENT PLANS

[SET UP](#), [DEACTIVATE](#), AND REQUIRE [PAYMENT PLANS](#) WITH SPECIFIED COMPLETION DATES. A SAVED PAYMENT METHOD IS NEEDED TO CREATE A PLAN. PLANS CAN'T BE EDITED; DEACTIVATE AND SET UP A NEW ONE INSTEAD.

PARTICIPANTS CAN MANAGE PLANS UNLESS REQUIRED, IN WHICH CASE ONLY PROVIDERS CAN DEACTIVATE. CONTACT YOUR CLIENT SUCCESS MANAGER FOR PLAN SETTINGS.

[Miscellaneous line items](#) track financial transactions beyond Tuition, Add-Ons, and Coupons, encompassing scholarships, replacement fees, and corrections like refunds to the wrong account. These entries serve solely for record-keeping and don't trigger electronic bank transactions.

Additionally, you can [attribute transactions](#), as you have the option to assign payment, refund, external payment, and external refund transactions to particular line items in a participant's account, enabling precise tracking of funds allocated to each Tuition, Add-On, Donation, Miscellaneous, and Adjustment item. Otherwise, transaction amounts are automatically applied to the oldest outstanding line item first, followed by the next oldest, until all balances are cleared.

## »»» LEDGER OVERVIEW

The Finance Menu offers two ledgers - the [Participant Ledger and the Organization Ledger](#).

The Participant Ledger tracks transactions between participants and your organization, including tuition, add-ons, refunds, and adjustments. The Organization Ledger records exchanges between your organization and CampDoc/SchoolDoc, covering payments, refunds, and more. Both ledgers hold historical data, spanning multiple seasons, with Debits encompassing refunds and chargebacks, Credits reflecting payments, and Balance indicating the net difference between Credits and Debits.

Financial Ledgers		
<b>PARTICIPANT LEDGER</b>  Transactions between participants and your organization Tuition payments External Payments Add-on purchases Coupons Refunds Adjustments 	<b>FINANCES OVERVIEW</b> <b>WHO</b> Organizations using CampDoc / SchoolDoc registration <b>WHAT</b> -View Debits, Credits, & Balance -Edit organizational payout methods -Process refunds -View and export financial reports <b>WHERE</b> Provider Portal • Finances <b>HOW</b> Check out our <a href="#">Support Site!</a>	<b>ORGANIZATION LEDGER</b>  Transactions between your organization and CampDoc/SchoolDoc Payments Org. Payouts* Refunds Chargebacks ACH-refunds <small>*Transactions processed through the provider portal</small> 
<b>DOC NETWORK</b>		

# LEDGERS

## ➤➤ PARTICIPANT LEDGER

The participant ledger offers providers comprehensive insights into transactions and [line items](#) across all profiles. Users can filter results to view balances, payments, outstanding balances, and refund needs. These lists can be further refined for specific groups and easily printed or downloaded. Providers can create customized financial reports based on selected filters within the Participant Ledger, with options to export data into a spreadsheet format for detailed analysis.

## ORGANIZATION LEDGER <<<

The [organization ledger](#) exclusively displays financial transactions, such as payments, refunds, and payouts, after deduction of merchant fees. Users can [filter](#)

results and easily print or download the ledger. Additionally, customized [financial reports](#) can be generated based on selected filters within the Organization Ledger, offering options to [export](#) data into a spreadsheet format for detailed analysis. This ledger provides insights into various transaction details, including credit or debit transactions, processing fees, payout

history, and line items associated with payouts, facilitating comprehensive monitoring of interactions between your organization and CampDoc/SchoolDoc.

## ➤➤ GENERAL LEDGER CODES

GL codes are your organization's financial superheroes, [directing funds](#) precisely where needed within CampDoc or SchoolDoc. They enable effective resource allocation and precise revenue tracking in [reports](#).

## PAYOUTS

In your Provider Portal, you have the option to add or modify your payout method. Once configured, [payouts](#) are scheduled daily if the balance exceeds \$500.00.

