

How to Make an ACED or Cafeteria Payment in Sycamore

Step 1: You must add your checking or debit/credit information. You may choose to add both types of payment options. Go to My Accounting/Summary. The screen sample is below. My Accounting is located toward the bottom of the Navigation Menu.

The screenshot shows the 'My Accounting / Summary' page. On the left is a navigation menu with items like 'Front Desk', 'Family Directory', 'Employee Directory', 'Info Center', 'Library', 'Cafeteria', 'Online Auctions', 'Databases', 'Online Forms', 'Event Registration', 'Knowledgebase', and 'System Help'. The main content area has tabs for 'Summary', 'Invoices', 'Billing', and 'Payment Methods'. Below the tabs are three sections: 'Accounts', 'Childcare Account', and 'Cafeteria Account'. Each section contains a table with columns for 'Account', 'Description', and 'Balance'. The 'Childcare Account' table shows a balance of 70.00 with a 'Payment' button. The 'Cafeteria Account' table shows a balance of 1.92 with a 'Payment' button. A 'Support Statement' button is located in the top right corner.

Step 2: Select the Payment Methods tab, then Add Method. In the pop up box, choose to add credit card or echeck. Once information is added, click the accept button.

This screenshot shows the 'Payment Method' pop-up form overlaid on the 'Payment Methods' tab of the 'My Accounting / Summary' page. Red arrows point to the 'Payment Methods' tab and the 'Add Method' button. The pop-up form has a title bar 'Financial / Accounting Mgr / Family / Payment Method' and two radio buttons: 'Credit Card' (selected and circled in red) and 'eCheck'. Below the radio buttons are input fields for 'Credit Card #', 'Expire' (with 'Choose' and 'Year' dropdowns), 'CSC', 'Name On Card', 'Address', 'City', 'State', and 'Zip'. At the bottom of the form, there is an 'Accept' button (circled in red) and a 'Close' button.

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Step 3: Payment Method will only need to be entered one time. Return to Summary tab. Choose the account you wish to make a payment by clicking the green payment button. A pop up screen will appear, make appropriate selections and select Make Payment.

The screenshot displays a web interface for account management. At the top, a dark blue header contains the text "My Accounting / Summary". Below this, a navigation bar includes tabs for "Summary", "Invoices", "Billing", "Payment Methods", and "Super State".

The main content area is divided into sections for different accounts:

- Accounts:** A table with columns "Account", "Description", and "Balance". The balance for this section is 0.00.
- Childcare Account:** A table with columns "Account", "Description", and "Balance". The balance is 70.00. A green "Payment" button is visible to the right of the balance, with a red arrow pointing to it.
- Cafeteria Account:** A table with columns "Account", "Description", and "Balance". The balance is 1.92. A green "Payment" button is visible to the right of the balance, with a red arrow pointing to it.

A modal window titled "My Accounting / Cafeteria / Payment" is overlaid on the screen. It contains the following fields and options:

- Family:** A dropdown menu with a redacted selection.
- Student:** A dropdown menu with a red arrow pointing to it.
- Account:** A dropdown menu with "Cafeteria" selected.
- Payment Method:** A dropdown menu with "Choose Method" selected and a red arrow pointing to it.
- Amount:** A text input field.
- I understand that the amount entered above, plus the appropriate convenience fee, will be withdrawn from the selected Payment Method today.
- Convenience Fees Apply:** Credit Card: 2.5% or Electronic Check: 2.5%
- Buttons:** "Make Payment" (blue) and "Cancel" (grey), with a red arrow pointing to "Make Payment".