

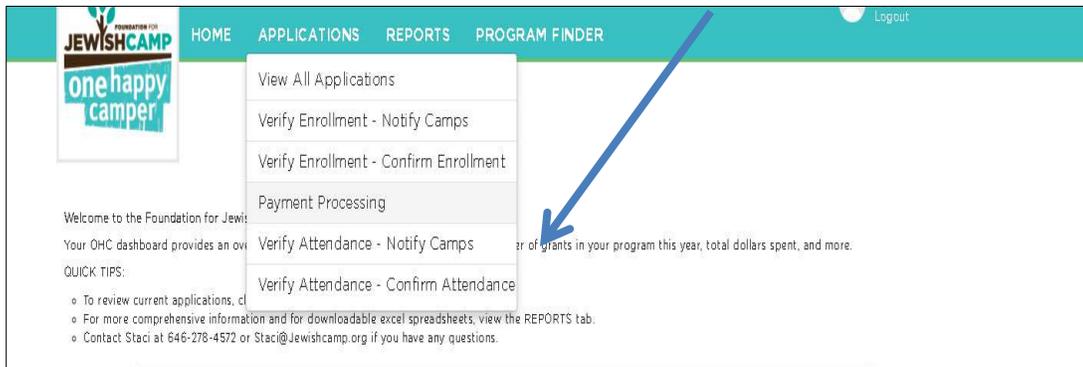


## PROCESSING PAYMENT

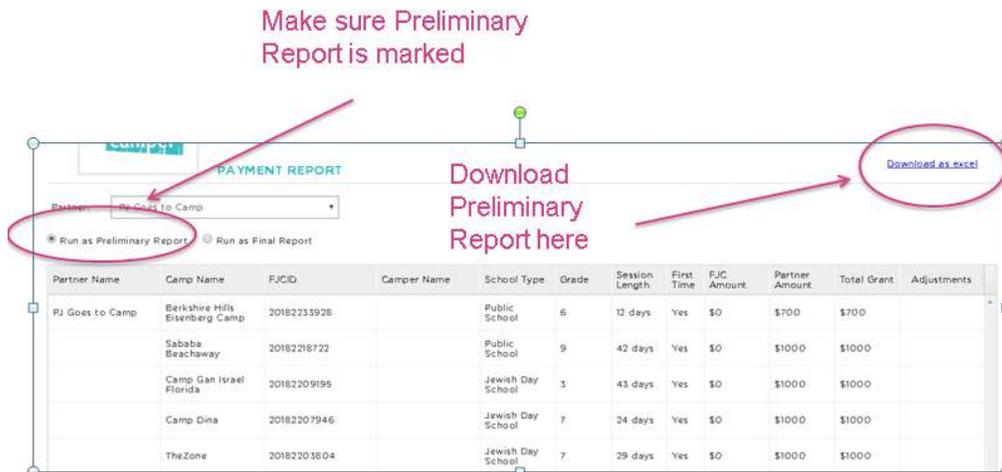
When the time comes to begin sending One Happy Camper funds to the camps you will need to update all of your eligible applications in the OHC system to the status of “Payment in Process.” This will allow you to identify which campers’ payments have already been sent to camps and which have existing outstanding payments. By updating a camper’s status to “Payment in Process” parents that log in to their account will see that payment has been made for their child. We recommend starting this process in March. Please follow the steps below:

**Warning:** Only begin this process when your organization is entirely prepared to begin sending OHC payments to camp.

1. Scroll over to “Applications.”
2. Click on the option “Payment Processing.”



3. Download a preliminary report to review the data
  - a. Select “Run as Preliminary Report” on the left hand side
  - b. Click on the blue letters at the top right that say “Download as Excel.”



- Open the downloaded excel and review it to ensure that all of the information is correct. Each camp will appear on a different tab with a summary on the last tab.

### Sample of a Camp Tab

	A	B	C	D	E	F	G	H	I
1									
2	<b>Partner Name:</b>	Jewish Federation of Cleveland and the Jewish Education Center			<b>Camp Year:</b>	2018			
3	<b>Generated by:</b>	One Happy Camper			<b>Generated On:</b>	03/01/2018			
4									
5	<b>Camp Name:</b>	Camp Wise							
6	<b>Camper Name</b>	<b>School Type</b>	<b>Grade</b>	<b>Session Length(in days)</b>	<b>1st / 2nd Time?</b>	<b>FJC Amount</b>	<b>Partner Amount</b>	<b>Total Grant</b>	<b>Adjustment</b>
7	Staci Myer-Klein	Public School	4	22 days	Yes	\$0	\$1000	\$1000	
8	Rebecca Kahn	Public School	5	29 days	Yes	\$0	\$1000	\$1000	
9	Marisa Brainstein	Public School	4	22 days	Yes	\$0	\$1000	\$1000	
10	Staci Myer-Klein	Public School	6	29 days	Yes	\$0	\$1000	\$1000	
11	Rebecca Kahn	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
12	Marisa Brainstein	Public School	3	22 days	Yes	\$0	\$1000	\$1000	
13	Staci Myer-Klein	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
14	Rebecca Kahn	Public School	3	22 days	Yes	\$0	\$1000	\$1000	
15	Marisa Brainstein	Public School	6	29 days	Yes	\$0	\$1000	\$1000	
16	Staci Myer-Klein	Public School	6	29 days	Yes	\$0	\$1000	\$1000	
17	Rebecca Kahn	Home School	3	22 days	Yes	\$0	\$1000	\$1000	
18	Marisa Brainstein	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
19	Staci Myer-Klein	Public School	4	29 days	Yes	\$0	\$1000	\$1000	
20	Rebecca Kahn	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
21									
22	TOTAL:		32			\$0	\$14,000	\$14,000	
23									
24									
25									
26									
27									
28									
29									
30									
<span>←</span> <span>→</span> <span>↶</span> <span>↷</span> <b>Camp Wise</b> / Camp Zeke / URJ Crane Lake Camp / URJ Goldman Union Camp Institut / Camp Ramah in Canada / BBYO Chapter Leader									

### Sample Summary Tab

2	<b>Partner Name:</b>	Jewish Federation of Cleveland and the Jewish Education Center		
3	<b>Camp Year:</b>	2018		
4	<b>Generated by:</b>	One Happy Camper		
5	<b>Generated On:</b>	03/01/2018		
6				
7	<b>Camp Name</b>	<b>Total Campers</b>	<b>FJC Total Dollars</b>	<b>Partner Total Dollars</b>
8	Camp Wise	32	0	32000
9	Camp Zeke	1	0	1000
10	URJ Crane Lake Camp	1	0	1000
11	URJ Goldman Union Camp Institute (GUCI)	3	0	3000
12	Camp Ramah in Canada	1	0	1000
13	BBYO Chapter Leadership Training Conference (CLTC)	2	0	1400
14	Camp Stone	1	0	1000
15				
16	TOTAL:	41	\$0	\$40400
17				

5. If you need to make any changes to any of the applications, go to the “View Applications” page and update relevant application information. Do not run the final payment until you feel confident that *all* of the information is correct.
6. Once you are ready to run the final payment select “Run as Final Report” (on the left hand side) and then click on “Run Payment” on the top right.
  - Before you run payment please note: If there are more than 25 campers in a given report, please scroll down to the bottom of the screen and increase the number of items per page. If there are more than 100 campers in a report you will need to repeat this process more than once.

Make sure “Run as Final Report” is marked

Click here to change camper’s status to “Payment in Process”

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	First Time	FJC Amount	Partner Amount	Total Grant	Adjustments
Jewish Federation of Greater El Paso	Camp Young Judaea Texas	201710219242		Public School	4	23 days	Yes	\$0	\$1000	\$1000	
	Camp Young Judaea Texas	201710187969		Public School	4	23 days	Yes	\$0	\$1000	\$1000	
	Camp Young Judaea Texas	201710181791		Public School	4	23 days	Yes	\$0	\$1000	\$1000	
Total:	3							\$0	\$3000	\$3000	

7. A final payment report will download in Excel, and the camper will be in the status of “Payment in Process”. At this point, we recommend that you follow these last few steps:
  - a. Save this document as it will be useful for many tasks.
  - b. Use this document as supporting documentation when submitting a check request to your accounting department to pay the camps.
  - c. Once you have a check for each camp, use this document to print out a list of the corresponding campers to mail out along with it.

**Please note that this report will only download *once* so please be sure to save it for your records right away.**