


# Family ePayment Listing Report

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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 > Families/Students Reports > Families (tab)*. Click on the  to save the report as a favorite.



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.

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