ISTEK UK LIMITED **Support FAQ Fax/Email**

FAQ Number : O1 **Latest Update: 04/02/11**

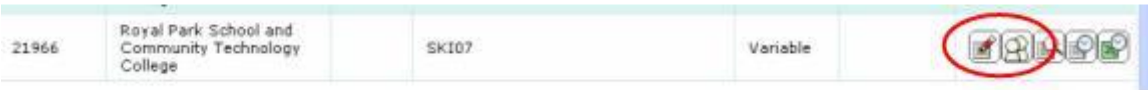
Linking Parent Pay Transactions into Private Funds Manager

Processing parental payments received through Parent Pay couldn't be easier! There is a dedicated import area in the package that will read transactions in with all their necessary details, provide a screen and report for checking and then allow you to post the transactions at the touch of a button!

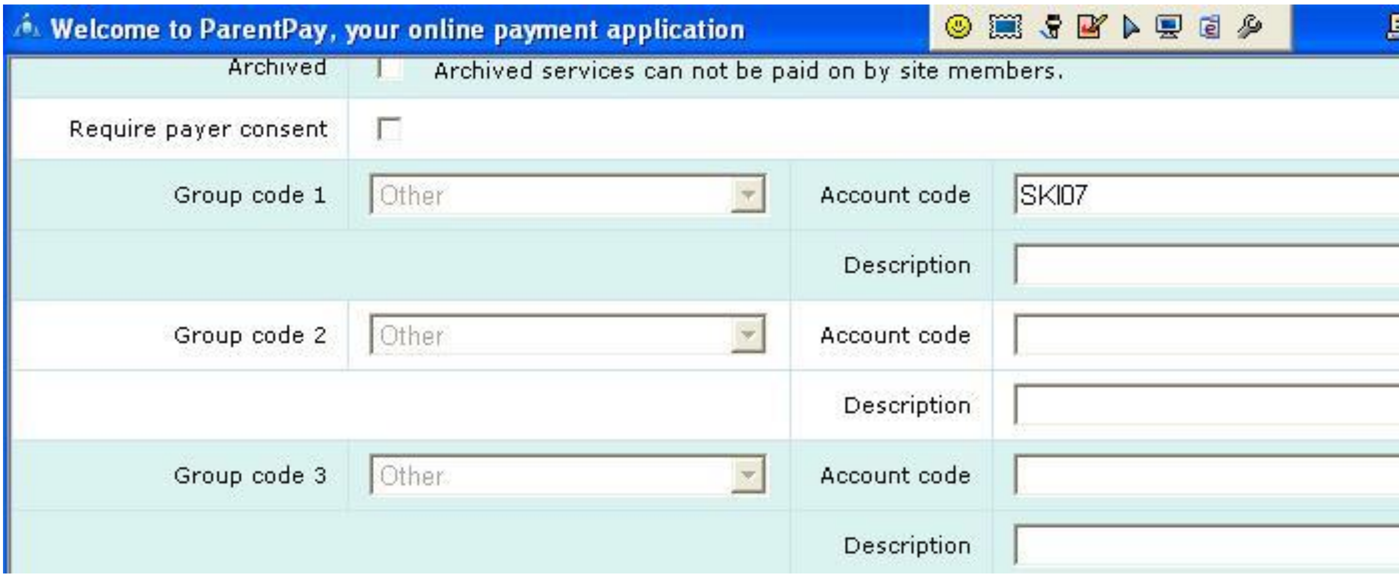
Configuring Parent Pay to link with Private Funds Manager

There is a small amount of preparation required within ParentPay. You will need to log into Parent Pay and go to the **Services tab** – and choose option to amend items for payment – this is where all the different accounts are set up that you are collecting money for, such as trips, uniform etc.

For each account in ParentPay that needs to link to PFM, go to the Edit Account option – this is the first icon in the set of 5 buttons as shown below.



As you scroll down the Edit Account area, you will come to a field called **Group Code 1**.

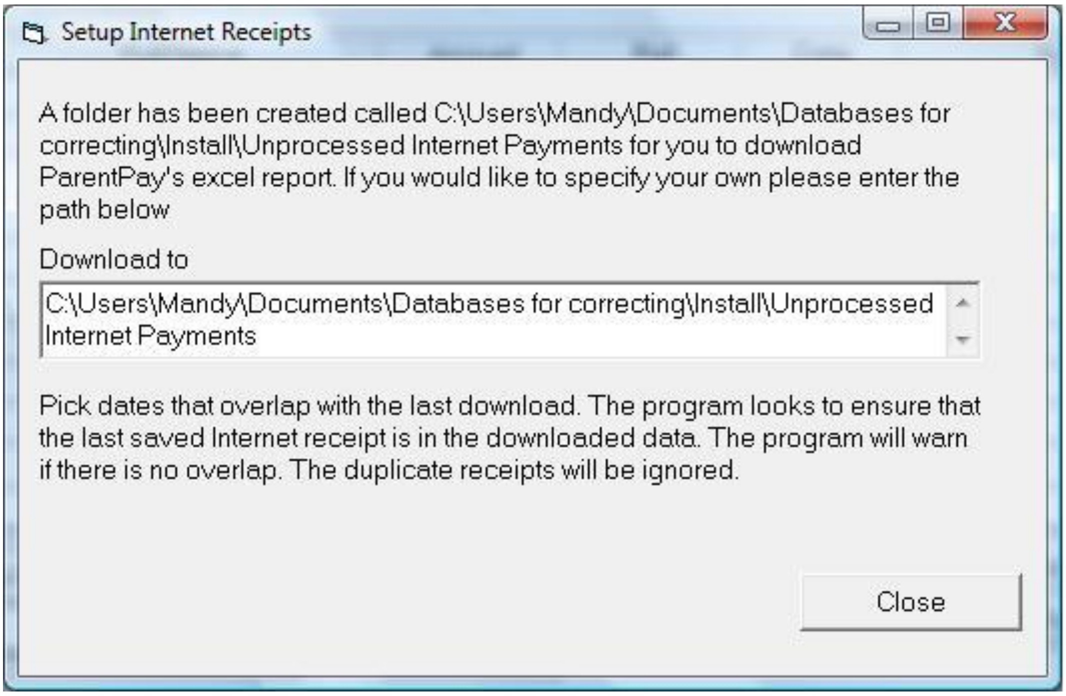


This is where you must enter the Short Code used in the Private Funds Manager in the box marked Account Code. This is the only field required to create the link with

PFM. Now press Save. Repeat this operation for each account used in Private Funds Manager.

Configuring Private Funds Manager

To configure PFM you simply need to confirm the folder that you will use to store ParentPay reports. PFM needs to know this, to look in the right place for the necessary import file. Go to TRANSACTION ENTRY – RECEIPTS – INTERNET RECEIPTS. Click on the button SETUP INTERNET RECEIPTS. The following screen will appear.



As a default, PFM will look to the file called Unprocessed Internet Payments for import files.

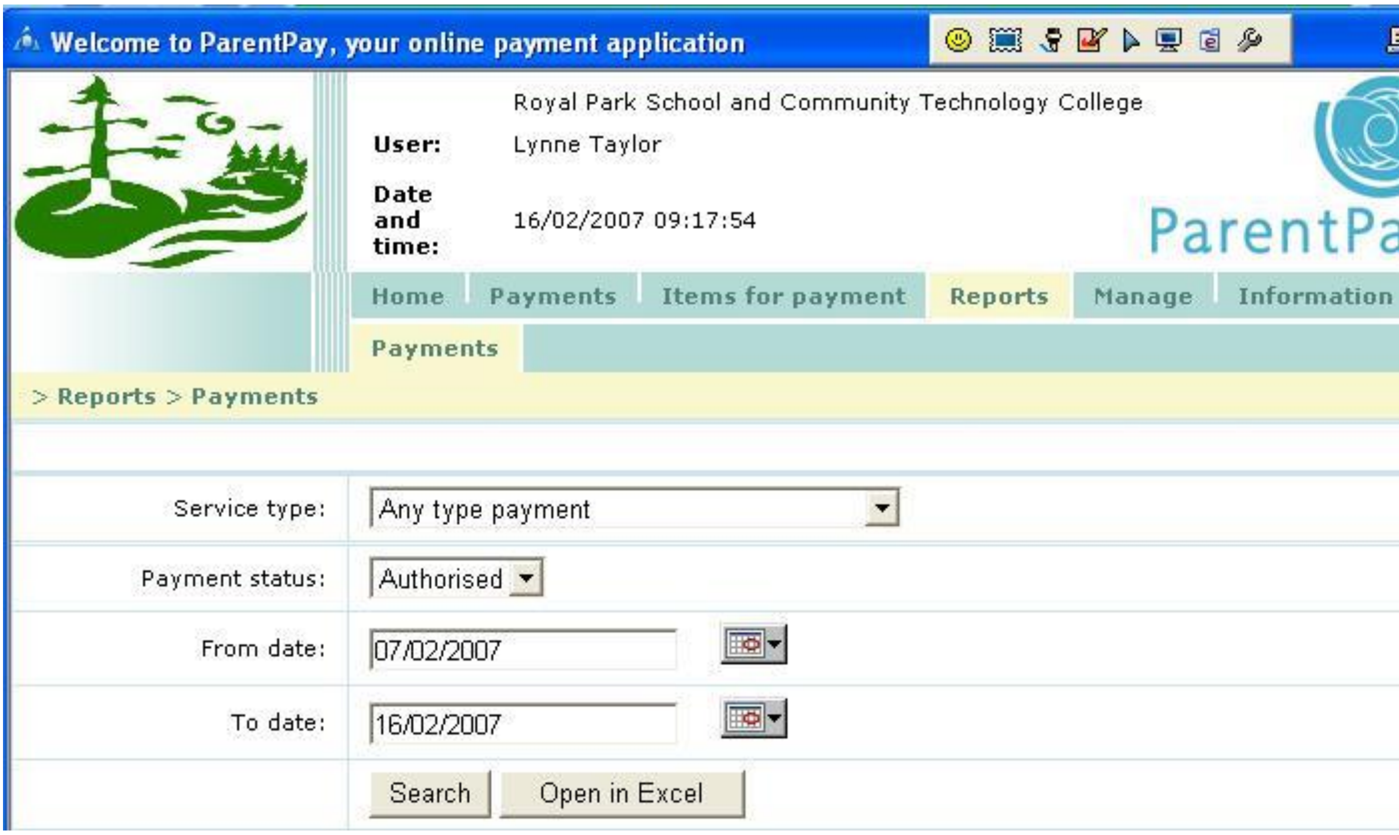
The only other configuration would be to create a new bank account on PFM as payments from parents sit online and are only transferred to you bank account once a fortnight. We therefore need to create a bank account that holds all the individual payments, from which a lump transfer is made into your main bank account.

Exporting Internet Payment Details from ParentPay

There are just 2 steps to processing the internet payments – the first is to run a report in ParentPay and the second is to import that report into PFM.

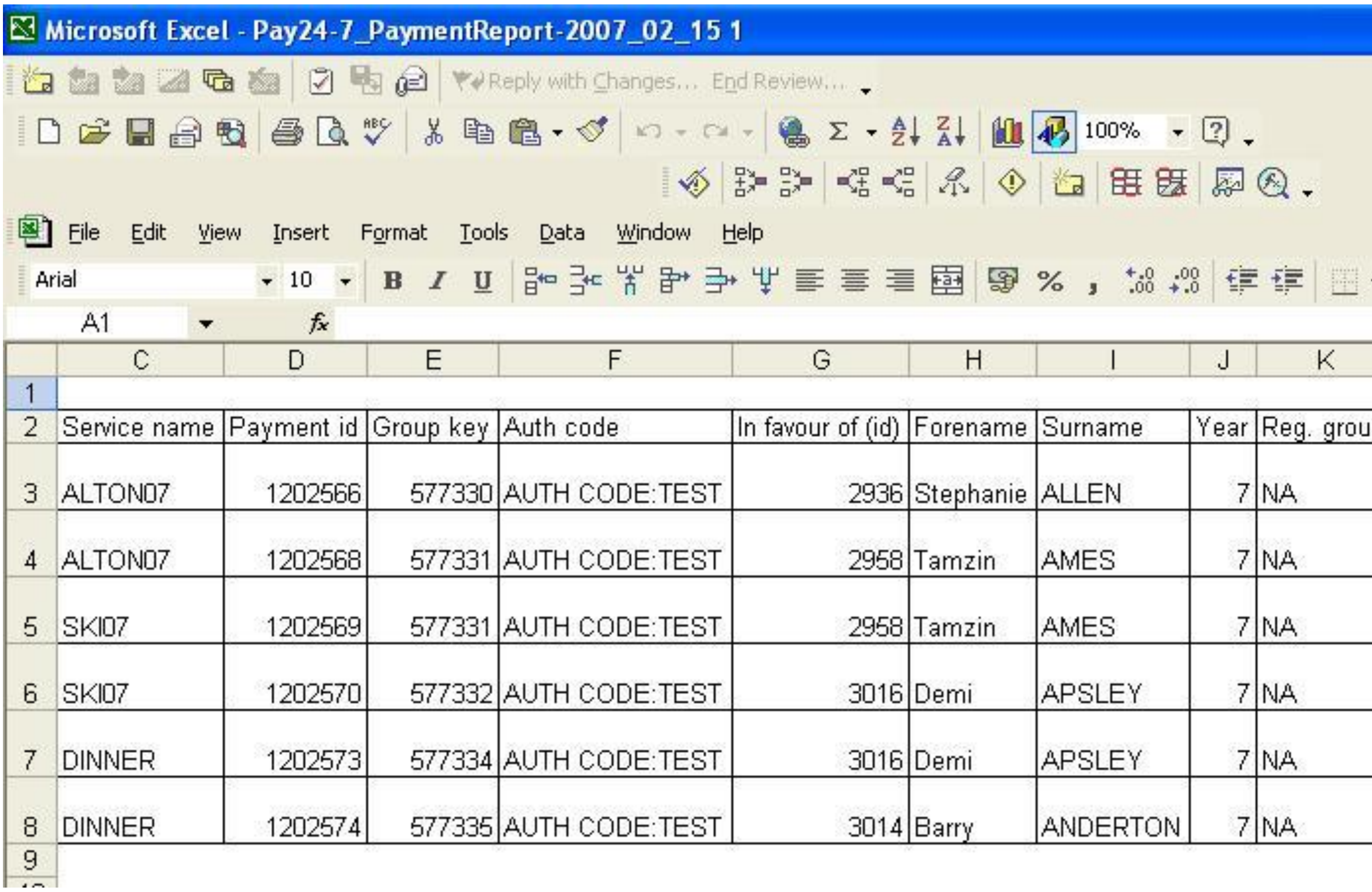
To run the report in ParentPay go to the REPORTS tab – into PAYMENTS sub tab. Make sure the Payment Status says Authorised and select a date range for the report. This could be one day, a week, a fortnight – whatever is appropriate for your quantity of transactions.

IMPORTANT – make sure you pick a date range that OVERLAPS the previous report run. So if your last report went from 1/4/7 up to 12/4/7, make sure that the next report goes from 12/4/7 and not 13/4/7. This makes sure that no payments are missed, and any duplicates in the overlap are automatically removed. This is important because if you ran a report at 4pm on 12/4/7 up to the date 12/4/7, there could of course be transactions coming in up to midnight on that date, and if you started your next report from the date 13/4/7 then transactions would be lost.



Choose the THIRD button the FULL EXCEL REPORT and once the report is generated in Excel, simply save into the folder called UNPROCESSED INTERNET PAYMENTS (or other folder as specified in earlier setup) and close.

It will create a report something like this –



	C	D	E	F	G	H	I	J	K
1									
2	Service name	Payment id	Group key	Auth code	In favour of (id)	Forename	Surname	Year	Reg. grou
3	ALTON07	1202566	577330	AUTH CODE:TEST	2936	Stephanie	ALLEN	7	NA
4	ALTON07	1202568	577331	AUTH CODE:TEST	2958	Tamzin	AMES	7	NA
5	SKI07	1202569	577331	AUTH CODE:TEST	2958	Tamzin	AMES	7	NA
6	SKI07	1202570	577332	AUTH CODE:TEST	3016	Demi	APSLEY	7	NA
7	DINNER	1202573	577334	AUTH CODE:TEST	3016	Demi	APSLEY	7	NA
8	DINNER	1202574	577335	AUTH CODE:TEST	3014	Barry	ANDERTON	7	NA
9									

Importing transactions into Private Funds Manager

Our final step is to import the Excel file into PFM. Go to TRANSACTION ENTRY - RECEIPTS – INTERNET PAYMENTS.

Click on Read Internet Receipts file. If any students listed on the payments received report are unidentified within PFM, you will be asked to select a student from the PFM pupil list. If any account does not have a Group Code 1 allocated to it in ParentPay, it will be ignored and not appear on this screen. If the Group Code 1 does not tie up with a PFM code, then you will be asked to select a valid one. If there is not a date overlap, you will be warned and asked to re-run the report.

The receipts screen will then be populated with the internet payments, for you to check and then bank. If you have manually entered cash and cheques on ParentPay, you will be informed if any have been downloaded, and these will appear on your ‘normal’ receipts – Bu Short Code – screen. Once banked, the Excel report is automatically moved from the UNPROCESSED INTERNET PAYMENTS folder to the PROCESSED INTERNET PAYMENTS folder in case you need to look back at.

Entering ParentPay invoices

Each time money is transferred from ParentPay into your school bank account, an amount will have been deducted by ParentPay for their fee. To print out the details of this, go into ParentPay, to REPORTS – REPORTS – select the ParentPay Collection Service Invoice – and print the appropriate invoice.

Enter this amount on PFM in Transaction Entry – Direct Postings – Payments. Select the short code to use for ParentPay charges (you may want to create a new short code for this) and enter the amount, **making sure you select the new ParentPay bank account**. Save.

Transfering money from ParentPay account to School Bank Account

Once a fortnight, when a lump of money is transferred from PP to your bank account, use Transaction entry – Transfers – Bank Transfers. The ‘FROM’ bank account with be the ParentPay bank account, and the TO will be your school fund account.

Reconciling the ParentPay Bank Account

We now need to reconcile the amount of money that ParentPay have transferred to your bank account, with the payments received from parents up to that date MINUS the invoice for the amount ParentPay have charged you.

Go into ParentPay – REPORTS tab – REPORTS – choose the ParentPay Reconciliation report. Change the PAYEE to the appropriate bank account, and choose to Show the Report in Excel. Delete any transactions beyond the date the bank transfer was made, as these cannot be part of the amount transferred. Total up all the figures and then deduct the amount you have been charged by ParentPay on their invoice. This should total the amount that was transferred into your bank account by ParentPay.

Now go into PFM – Transaction Entry – Bank Statements – select the ParentPay bank account at top left. We will now reconcile PFM to ParentPay.

Find the first unreconciled transaction – note its date – look to the bottom right of the PFM screen and a total for this date is shown. This must be exactly the same as the total for the date on the ParentPay Reconciliation Report. If it is, press F1. This will tick all items on that date. Repeat for all the other dates that appear on the report.

Finally, find the ParentPay invoice relating to the period and tick this.

The reconciled total should equal the amount transferred to your bank account. There will always be items left, that came in after the transfer point. Commit Changes to accept.