Linking Parentmail +PayTransactions into Private Funds Manager

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

Configuring Parentmail +Pay to link with Private Funds Manager

It is very simple to configure +Pay to link with PFM, as long as you are aware of how the link works.

PFM needs two linking fields – **short code description**– ie trip / item being paid for; and the **student ID**.

Description –

PFM looks at the **description** used in +Pay to identify the shortcode. So when a new item for payment is created in +Pay the description used, must be the same as the description on PFM. If you want additional detail you can introduce a DOT on the +Pay code, and anything after the dot will be ignored when it links to PFM.

Eg – the Ski Trip Feb 2012 to Colorado might look like this :

PFM – Short code SKI12COL Description Ski Trip Feb 2012 Colorado

+Pay - Description - Ski Trip Feb 2012 Colorado
Ski Trip Feb 2012 Colorado. Yr 11 would also work (extra details after dot)

Students -

PFM also needs a student identifier for each payment.

+Pay assigns an index number, so you will need to link the student index number on +Pay with the admission number used by PFM. You will need an alphabetical list of all students with both +Pay index and admission number- this can be produced in Parentmail as follows:

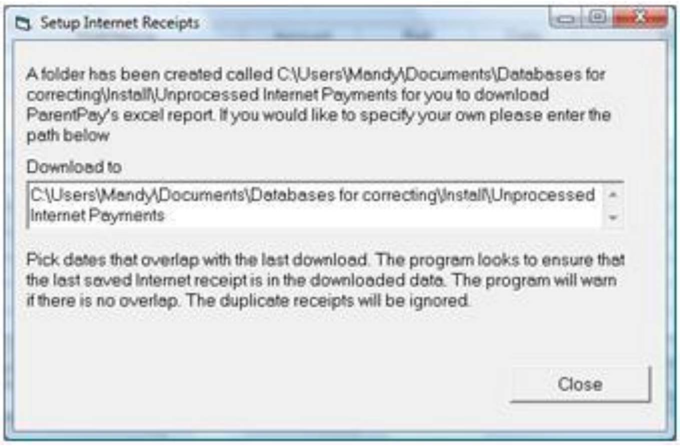
Please open file in Excel – minimise and maximise PFM

Go to TOOLS – +Pay

COPY and PASTE the list of Admission numbers from the spreadsheet onto column 1
COPY and PASTE the list of Unique numbers from the spreadsheet onto column 2.
Click on CHECK to confirm all values are correct. If so, click on SAVE.

Configuring Private Funds Manager

To configure PFM you simply need to confirm the folder that you will use to store +Pay 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 **IF** payments from parents sit online and are only transferred to you bank account once a fortnight or another time period. We would recommend creating a bank account that holds all the individual payments, from which a lump transfer is made into your main bank account. If each payment from a student goes directly and individually into your bank account, then a dummy would not be required.

Exporting Internet Payment Details from +Pay

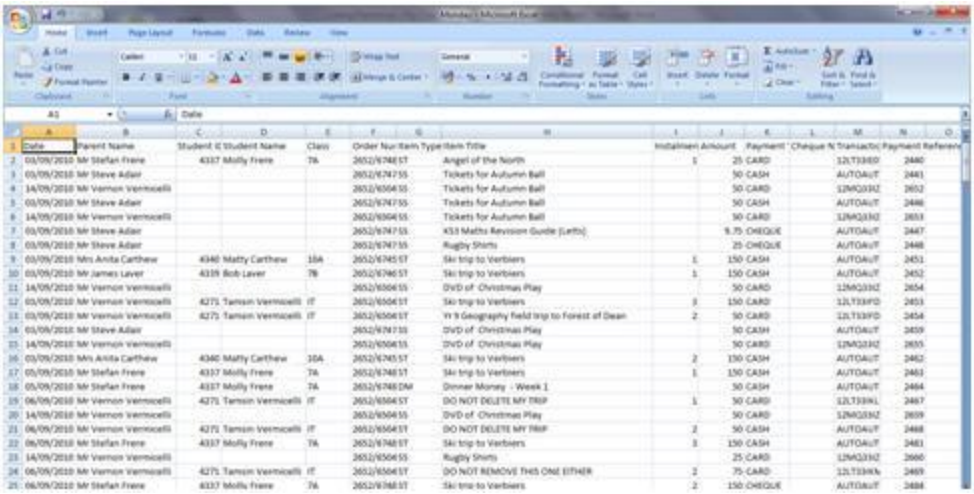
There are just 2 steps to processing the internet payments – the first is to run a report in +Pay and the second is to import that report into PFM.

Go to +Pay and run a report of payments received.

IMPORTANT – make sure you pick a date range that OVERLAPS the previous report run. So if your last report went from 1/4/11 up to 12/4/11, make sure that the next report goes from 12/4/11 and not 13/4/11. 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 12/4/11 up to the date 12/4/11, there could of course be transactions coming in up to midnight on that date, and if you started your next report from the date 13/4/11 then transactions would be lost.

Save the report as an Excel spreadsheet 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 –



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 the description created in +Pay does not tie up with a short code description in PFM 3 choices will be offered :

Choose the correct short code that this item relates to - SAVE
Cancel – check the descriptions, amend in PFM or +Pay as necessary
Ignore – do not import any transactions from this item on +Pay **EVER**

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 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 +Pay, you will be informed if any have been downloaded, and these will appear on your 'normal' receipts – By 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 +Pay invoices

Paying +Pay charges will occur in one of two way – either payments will be received net or charges, or an invoice will be issued and paid as a lump. Either way you will probably want to create a new short code called something like +Pay charges.

To process invoices -

Enter this amount on PFM in Transaction Entry – Direct Postings – Payments. Select the short code to use for +Pay charges and enter the amount. Select the appropriate bank account to take the money from - either the new dummy bank account if you are receiving payments net of charges, or from your normal bank account if you are paying invoices separately. Save.

Transfering money from +Pay account to School Bank Account

ONLY if you receive fortnightly money transfers : Once a fortnight, when a lump of money is transferred from +Pay to your bank account, use Transaction entry – Transfers – Bank Transfers. The 'FROM' bank account with be the +Pay bank account, and the TO will be your school fund account.

Reconciling the Dummy +Pay Bank Account

ONLY if you receive fortnightly money transfers and have created a dummy bank account : You will probably want to reconcile the amount of money that +Pay have transferred to your bank account, with the payments received from parents up to that date MINUS the invoice for the amount +Pay have charged you.

Go to Transaction Entry – Bank Statements – select the +Pay bank account at top left Reconcile money received in and the +Pay invoice relating to the period. 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.