

Linking Parentmail2 +PayTransactions into Private Funds Manager

Payments received from parents via Parentmail +Pay can be easily imported into PFM without the need for re-entry. There are a couple of bits of setup that need to be done, and after that it should be quite straightforward on a day to day basis.

a. Setting up pupils in PFM to accept +Pay transactions.

PFM uses the SIMS admission number as a unique identifier for students. +Pay2 assigns its own special index to identify students, so before starting to import payments from +Pay we need to tell PFM what the +Pay index is for each child.

If we do not do this process, then every time a pupil pays for the first time on +Pay2 you will have to manually select the pupil on PFM - it will then learn who it is for future use. However, it is better to import the +Pay IDs in advance to save this.

Before importing the +Pay IDs into PFM, you need to check that ALL students on the system have a Date of Birth showing. Please go to SETUP - Students - View/Amend/Add and select any student from the pull down arrow at the top. Check the DOB is showing and scroll through a few to confirm.

If it is not, you will need to run a Sims import before continuing. Once we know the DOBs are present, go to +Pay.

Go to Community - and choose DATA MANAGEMENT

Choose COMMUNITY DATA EXPORT

Open file in Excel – you will see the pupils listed with the long Parent Pay ID. SAVE this file somewhere and record where you have saved it - CLOSE the file.

Click on BROWSE - browse to the file created above, click on IMPORT.

If any of students do not match exactly, you will be offered possibilities. Accept or Scroll through to the next one until the correct student is identified.

The +Pay2 IDs are now in PFM.

b. Creating/amending services in +Pay

For PFM to recognise payments from parents, the Payment Item Title as set up in +Pay must be the same as the PFM code **description**. Log into +Pay and go to the TRIPS tab. If the trip does not already exist you will need to create it, otherwise edit an existing item.

Click on NEW in the top right to create a new item or double click an existing item to amend.

The NAME must be EXACTLY the same as the Description box in Private Funds Manager.

PFM looks at the Item Title 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)

Set up trip on +Pay as required, adding appropriate students.

c. Adding cash/cheques through +Pay

If parents make all their payments through +Pay, then the balance they owe will show correctly on +Pay. However, if they pay some money through +Pay and some as cash/cheques, then the +Pay balance will not be up to date. A way round this is to use the option in +Pay for entering Cash/Cheques as a batch. This will update the +Pay balance, and the transactions will then appear in PFM as cash/cheques waiting to be banked.

Clearly, you should not ALSO enter them into PFM in the usual way, and this will lead to duplicates. Enter them into +Pay and then import entries from +Pay ready for banking along with other cash/cheques not related to trips on +Pay.

It is much more straightforward if parents do not mix and match online payments with cash and cheques for any given trip, but of course we can't stop this happening.

Click on MANUAL PAYMENTS

Select the student

Enter amounts next to appropriate trips etc., and tick the box.
Click on BUY NOW and enter payment details.

d. Downloading the list of payments received from +Pay

You will be receiving payments from parents for trips etc., on an on-going basis. Depending on the quantity, and how frequently you wish to update PFM with this information, you will need to download the report showing the payments received. If you want PFM to be up to date, then this will need to be done pretty regularly.

To download the report, go into +Pay and then click the FINANCE REPORTS button.

Select TRANSACTIONS

DATE RANGE – this needs to **overlap** the previous report run. PFM needs to find at least one item it has already processed, to know where to start the new download from. It will not duplicate any entries. If there is no overlap, PFM will warn you, and you may have missing transactions. Click on DOWNLOAD

SAVE the report into the UPROCESSED INTERNET PAYMENTS folder within the PFM folder. Make sure there are NO other files in this folder.

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e. Import the payments into PFM

Go into PFM – to Trans Entry – Receipts – Internet Receipts. Click on the button bottom left to READ INTERNET RECEIPTS FILE

PFM may find information in the file that it does not understand. If there is a short code that has been entered in +Pay and is different on PFM, you will see a screen telling you the Group Code 1 is not valid. You will be able to select the Short Code that it should be showing.

PFM may find a pupil who is not on PFM – maybe a new starter, or pupil from another school. Again, you will be able to manually pick the student this money should be allocated to.

You can also choose to CANCEL the import, for example if you need to create a new short code for a new trip, or add a new student to the system.

Once complete, the grid onscreen will be populated with all the online payments received since your last download. The Trans Entry –Receipts – By Short Code will also have entries added for any cash/cheque you entered onto +Pay. You can now BANK IT

f. Enter +Pay's service invoice

Periodically +Pay will issue a charges bill. You will receive email notification of this bill. The invoice will need to be reflected on PFM. You will probably need to create a new short code for +Pay Charges.

Enter the transaction through Trans Entry – Direct Postings – Payments. Select the short code, and use the appropriate bank account (as it will be automatically deducted from here)

g. Reconciliation –the final stage!

The last step is to reconcile the dummy +Pay transactions. They will appear on your bank statement as they are cleared, which should be more or less in line with the Payments report. There may be some differences because certain credit cards take longer than others to clear e.g. MasterCard.

Each transaction has a unique identifier and this should enable reconciliation with the bank statement.

With internet payments, you can use the F1 and F5 function keys for 'mass ticking'.