

# **Edinburgh Schools Fund Manager and ParentPay**

## **Integration Guide**

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Pebble, Media Exchange 3, Coquet Street, Newcastle, Tyne and Wear, NE1-2QB  
Tel: 0845 310 1788.

Publication Number: 90107

Date of Issue: 20/09/17

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# Chapter 1

## Starting Points

### **Please help us to help you resolve your query**

Do check out the following pages in this guide. You will find information sheets on many of the topics that new users need assistance with.

### **Do you have a query about a Fund Manager Process?**

We're dedicated to providing a range of content to help you get the most out of our products. If your query relates to one of the processes within Fund Manager (including Bank Reconciliations, Period End, Finding Unreconciled Items and Recording Unpresented Items from a Previous Version), access Pebble's support pages for our library of user guides, videos, FAQs and other documentation

### **Getting help on the Support Website**

You can find us by clicking the support link top right of your Fund Manager software or by going to;

<https://www.mypebble.co.uk/supportdocs/Content/support/fm/fm-home.htm>

### **Getting help on the screens**

You can use the screen help within Fund Manager to learn more about the screen and the fields on the screen.

To access this, click on the Help icon at the bottom right hand of the screen and then select View Help.



This opens a panel of help on the screen which helps you with the activity you are doing on the screen.

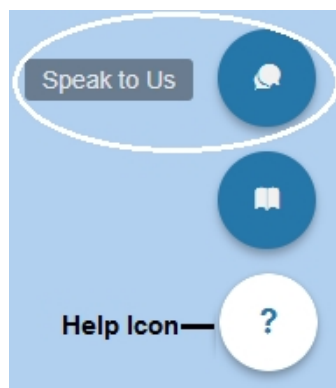
### **Have you checked the online documentation but still need to get in touch with us?**

Our support lines are likely to be extremely busy in September and you may experience some delays. If your query isn't urgent, but can't be resolved with our online documentation, then email us at [support@mypebble.co.uk](mailto:support@mypebble.co.uk) and we'll be in touch as soon as possible; usually within four hours of receiving your message.

### **If your query is of a technical nature**

If you have an urgent technical query that needs resolving and would like to speak to a Support Technician, please call us on 0845 310 1788. We're available to take your calls Monday to Friday from 8.30am to 4.30pm.

We also have an online support tool which you will find at the bottom right corner of Fund Manager. Click the Help Icon and select Speak to Us.



### **Need to configure your browser?**

Please go to the support site and search for [Configuring Browsers](#)

# Chapter 2

## Integration Overview

This chapter covers the daily, weekly, periodical, monthly and yearly tasks that you will do for a successful Integration although you may not need to do all tasks.

**Note:** FM refers to Fund Manager tasks while PP refers to ParentPay tasks.

Please see User Guides on the Support website for further information on these bullet points.

### Daily

1. PP **OR** FM - Enter Cash and Cheques received from Pupils in ParentPay or Fund Manager, not both
2. FM - Enter any other Cash and Cheques in Fund Manager (Transactions > Enter Receipt) not entered on ParentPay
3. FM - Record any Payments in Fund Manager (Transactions>Record a Payment)

### Weekly

1. FM - Go to Fund Manager > Bank & Cash > Pay Receipts to Bank and 'Bank' your Cash and Cheques entered via Fund Manager and any Cash and Cheques you have entered in ParentPay (please do not forget that these ParentPay entries should not be entered into Fund Manager as well if you have chosen this entry method).

## Periodically

1. PP - Create any new Payment Items in ParentPay.
2. FM - Mirror these ParentPay Payment Items in Fund Manager by creating any New Fund Manager Accounts as necessary.
3. FM - Map any new Payment Items in Fund Manager to Fund Manager Accounts in the ParentPay tab ParentPay > Map Accounts/Map Payment Items. Ignore any Payment Items that are not to be paid into your School Fund Bank Account in Fund Manager.
4. FM - Map any new Pupil Names in Fund Manager - go to ParentPay > Map Names.
5. PP - Archive any old 'Payment Items' in ParentPay no longer in use.
6. FM - Mark 'Out of Use' any Accounts in Fund Manager that are no longer in use.

## Monthly

1. PP - Check your Collection Service Statement monthly to make sure you have been paid the correct amount into your School Fund Bank Account.
2. FM - Transfer the Settled Amount you can see on your School Fund Bank Account Statement from ParentPay via Bank & Cash > Transfer Between Bank Accounts.
3. FM - Reconcile your Bank Account/s in Fund Manager.
4. FM - Process your Collection Service Invoices for ParentPay Transaction fees via Transactions>Record a Payment.

## Yearly

1. FM - You will need to do your 'Year End'.

### Tip:

A complete guide to closing down your period end can be found on our support site.

1. Click Support at the top right-hand side of Fund Manager.
2. The Fund Manager Support Library appears.
3. Click on the [Fund Manager Year End User Guide](#) (3rd item listed in the Support Library).



# Chapter 3

## Reconciling bank statements

You may encounter the following situations during integration:

- Recording credits and debits that were processed in a previous version.
- Dealing with unrepresented cheques.

Both of these can be resolved within Fund Manager in the following ways.

### Debits and Credits processed in a previous version

Use the accounts created in your Fund Manager setup called UPCS and UPDS to enter/record the necessary receipt/payments.

1. Within Fund Manager go to Reports > Search Account Balances.
2. Check to see if you have accounts called UPCS (Unpresented Credits) or UPDS (Unpresented Debits).

**Note:** If they are not on the accounts list but there are items on your bank statement that **don't** appear in the list of items to be reconciled, please contact Pebble Support at [support@mypebble.co.uk](mailto:support@mypebble.co.uk). Support will help you determine the value of these unreconciled transactions.

**Warning!** In Fund Manager you will need to record receipts and payments as and **only** when these entries appear on your Bank statements.

### To record Credits

Enter Receipt(s) that reflect the item(s) on your statement, this will increase the balance of UPCS accounts until it is eventually back to zero:

1. Choose (UPCS) Unpresented Credits as the account.
2. Enter the description as 'Unreconciled transaction from previous system'.
3. Enter the transactions as a direct credit, (this is because you have already paid these items into the bank in your previous version).
4. Choose the correct bank account, recording the date as the date on the statement, amount of the transaction and choose who the money was received from on the list of names. Create new names if necessary or create an organisation called 'Unpresented Items'.
5. To complete the process, click **Save** or **Save and Print**.

## To record Debits

Enter Payment(s) that reflect the item(s) on your statement, this will reduce the balance of UPDS accounts back to zero:

1. Choose (UPDS) Unpresented Debits as the account.
2. Enter the description as 'Unreconciled transaction from previous system'.
3. Enter the transactions as a direct debit or a cheque if it was a cheque.
4. Choose the correct bank account, recording the date as the date on the statement, amount of the transaction and choose who the money was paid to on the list of names. Create new names if necessary or create an organisation called 'Unpresented Items'.
5. To complete the process click **Save** or **Save and Print**.

You will see the balances of your UPDS and UPCS accounts reducing back to zero as you use up your balances.

Return to the reconciliation of your bank statement and tick these receipts/payments to reconcile them.

If you are left with a value in the UPDS or UPCS accounts at the end of the financial period this is most likely due to a cheque or credit that has never reached or been presented to your bank account.

You can choose to transfer any residual value of unpresented debits back to the account from which the original cheques were written.

## Dealing with unpresented cheques

How you deal with these depends on which financial period the cheque is presented in.

- If the cheque has been written in a previous financial period which is now closed, use Method 1.
- If the cheque has been written in the current financial period, use Method 2.

### Method 1 - for cheques written in a financial period now closed

1. Open Transactions > Enter a Receipt.
2. Select the User Account against which the cheque was written.  
**Note:** If this User Account is not available in the current year select an appropriate alternative.
3. Select the name of the payee.
4. In the Description field type: *Unpresented cheque timed out.*
5. Enter the amount of the cheque.
6. Choose type as a direct credit.
7. Select the bank account the cheque was drawn against.
8. Enter an appropriate date.
9. Both the direct credit transaction and the unpresented cheque must be reconciled, therefore go to Bank & Cash > Reconcile Bank Statement and reconcile them.

### Method 2 - for cheques written in the current financial period

1. Open Transactions > Cancel Receipt or Payment transaction,
2. Find the transaction for the cheque,
3. Click the radio button in the left column for the transaction and click Continue.
4. In the Reason for Cancellation field type *Unpresented cheque timed out.*
5. Cancelling the payment transaction will remove the item for the reconciliation list.

**Note:** You can view the details of this cancelled cheque payment from Reports > List of Cancellations.



# Chapter 4

## Managing Accounts

All the functions for setting up Accounts in Fund Manager are on the *Administration* tab and the details of some accounts may have been added during your setup. Other accounts can be added as and when required.

An Account (sometimes known as a cost centre) is equivalent to an individual column header in a manual ledger. Accounts can be created at any time. There is no effective limit to the number of Accounts you may have, but each one must have its own unique Code.

The Account Code is a combination of between 1 and 6 letters and/or numbers. Once saved, a code and an account name can be edited but can never be deleted; instead Accounts are taken *Out of Use* when you have no further need of them. This prevents them from appearing on the transaction screens. They may continue to appear on the report screens if they have a balance which is relevant to the open financial period. The accounts in the group will be reported individually and with a subtotal.

**Note:** When accounts are listed in Fund Manager, they are presented in Account Code order; numbers first and then alphabetically.

### To view and edit accounts

1. Open Dashboard (Organisation Summary) > Manage Accounts  
OR  
Open Administration> Manage Accounts.

Manage Accounts

Filter:  Show out of use

<input type="checkbox"/>	Code	Account	Groups	Budget	Unit Cost	Balance	S
<input type="checkbox"/>	BA	Butterfly park 3/4	trips	0.00	15.00	500.00	
<input type="checkbox"/>	BF	Schools Book Fairs		0.00	0.00	0.00	
<input type="checkbox"/>	BPAR	Bletchley Park	trips	0.00	65.00	0.00	
<input type="checkbox"/>	CHAR	Charities		0.00	0.00	0.00	
<input type="checkbox"/>	CHARIT	Charity Account		0.00	0.00	575.00	
<input type="checkbox"/>	CITYH	City Hall Performances	Music, trips	0.00	0.00	2705.00	
<input type="checkbox"/>	CLUB	Clubs		0.00	0.00	2385.80	

- By clicking on any of the Account names you can then edit the account details.

Update Account

Account Code:

Account Name:

☒ In Use ☐ Share Balances

Opening Balance:  Amend Opening Balance New O/Balance:

Budget:

Unit Cost:

Groups

Belongs To:

New Group:

## To edit account details

- The unique Account Code.
- Enter the Account Name.
- If required, you can amend the account Opening Balance (the amount of money the account owned or owed on the date the account was created) although we do not recommend this.

For example, if you have discovered that your user accounts and bank accounts don't balance, and have identified the reason why you can increase or decrease the user account opening balance so that the user accounts and bank accounts balance correctly.

**Note:** Don't use this option as a short-cut to entering a transaction on the system to get your accounts to balance. Entering a transaction - either anew if you had not entered it before, or as a contra-entry to cancel a mistaken entry - is the best way to get your accounts to balance as this provides traceability when you come to audit your accounts.

**Warning!** If you amend the user account opening balance so that your user accounts and bank accounts don't balance you will not be able to complete your period end close-down.

If you need to amend the opening balance, click Amend Opening Balance.

4. Enter a Budget value for the account, if required.

A negative value indicates an expected level of expenditure or loss. A positive value indicates an expected level of income or profit. This might be useful for budget holders to know their budget position by simply looking in Fund Manager for the funds that remain available.

5. If you want to use the report, Who's not paid, enter a Unit Cost (cost per pupil head).

**Note:** If you don't use a unit cost then the Who's Not Paid report won't generate any details for you to view.

6. If required, select which Groups the account Belongs to by clicking the group name in the left-hand window. Or if you need to create a new group, enter the name in the New Group field.
7. Click Save.

## Batch Actions

The options in these sections can be applied to more than one account at a time. Once an account is no longer required for daily use you can mark it Out of Use. Select the box next to the Account then select Out of Use. If you need to report on an archived account simply click Show Out of Use.

Show out of use

You will now see archived Accounts - they will appear in grey. To mark an account in use again, select the box next to the Account then select In Use in the Batch Actions section, Click the Update Account(s) button for the Account.

Update Account(s)

Then click the Hide out of use button again to return.

## Group Actions

You can create your own account groups for your Fund Manager accounts, e.g. trips, off site, overseas, sixth form, etc. Together with the filter options throughout Fund Manager, groups assist you in selecting accounts quickly within reports.

**Note:** Accounts can be assigned to more than one group, so you can design the groups to make your workday easier.

Once you have created the groups you want to use, you assign accounts to the groups. This includes the accounts in the group and you can then apply various actions to the groups.

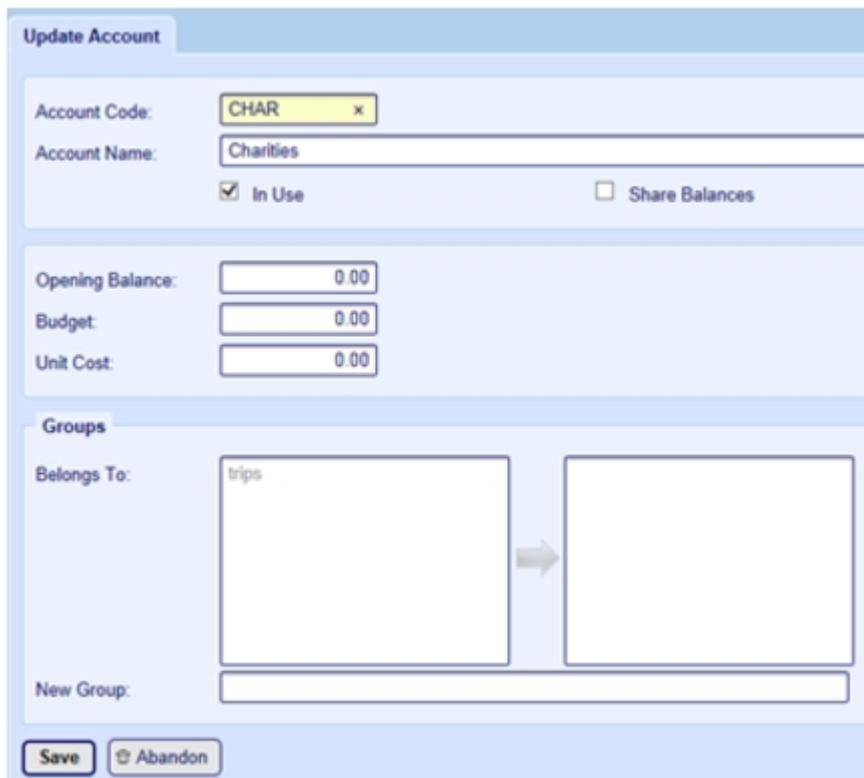
- Open Administration > Manage Accounts.



## To create a new account

To create a new account to pay receipts to and make payments from:

- Click Administration > Manage Accounts > Create New Account.





# Chapter 5

## Managing Names

You can import pupil Names from your school administration database using the ParentPay tab in Fund Manager.

**Note:** Pebble Support generally does this for you as part of your initial setup.

Each Pupil has their own entry within Fund Manager so you can register individual transactions against them. More options are available such as Staff, Contact details and Groups. Other names, including organisations etc., can be added as required using the Manage Names/Organisation option.

You will need to refresh your pupil and staff information in ParentPay from Seemis when you make changes, e.g. at the start of a new year or term or when pupils move from class to class or year to year. If you use MISapp or have an integration, pupils will automatically move from class to class, year to year once you refresh the data. New names for pupils or staff will appear in the ParentPay > Map Names screen ready for you to import into Fund Manager - don't forget to archive old pupils and staff when they leave school via Administration > Manage Names > Batch Actions. If you are not using MISapp or a third party integration, you will need to update names manually, with an imported CSV file.

In Administration > Manage Names, use the Filter box at the top of the Manage Names screen to find quickly the Name/Group/Year/Class etc. you are looking for.

Create New Name
Create New Organisation

Filter:

<input type="checkbox"/>	Name	Class	Year	Reg	Groups	GA
<input type="checkbox"/>	Abate, Ignazio	4Yas	4	Yas	FREE	
<input type="checkbox"/>	Abigail, Ellis	5KL	5		AFTER, FREE, Pupil Premium	
<input type="checkbox"/>	Abigail, Fox	3SH	3		Cooking	
<input type="checkbox"/>	Acerbi, Francesco	4Monza	4	Monza	Cooking	
<input type="checkbox"/>	Addison, Knight	5KL	5		AFTER	
<input type="checkbox"/>	Agbonlahor, Gabriel	1Spa	1	Spa	Pupil Premium	
<input type="checkbox"/>	Aidan, Davis	4PJ	4			
<input type="checkbox"/>	Aiden, Thomas	1PR	1		FREE, School Dinners	
<input type="checkbox"/>	Aiden, Ward	4PJ	4		FREE	
<input type="checkbox"/>	Alexander, Harris	RLW	R		FREE	
<input type="checkbox"/>	Alexander, Wilson	RLW	R		AFTER	
<input type="checkbox"/>	Alexandra, Lloyd	4PJ	4		AFTER	
<input type="checkbox"/>	Alexa, Reynolds	3SH	3		BREAK	
<input type="checkbox"/>	Alexis, Murray	6ST	6		FREE	
<input type="checkbox"/>	Allison, Jones	3SH	3		AFTER	
<input type="checkbox"/>	Alonso, Fernando	1Hockenheimring	1	Hockenheimring	FREE	
<input type="checkbox"/>	Alpha, Adam				Cooking	
<input type="checkbox"/>	Alpha, Steven	4PJ	4		AFTER, BREAK, MIDDIE	

## Batch Actions

The options in these sections can be applied to more than one name at a time. Once a name is no longer required you can mark it Out of Use. Select the box next to the name and then select Out of Use.

You can return a name to 'in use' by clicking Show out of use. You will now see 'out of use' names; they will appear in grey. Select the name(s) and then select In Use in Batch Actions. Refresh the page by clicking Administration > Manage Names for the Name(s) to be returned to 'In Use'.

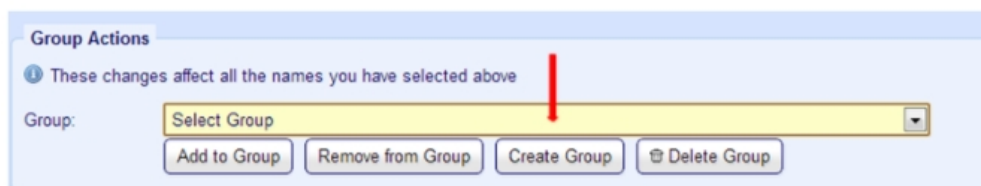
## Group Actions

Pupils are already usually imported by Class, Year or Registration group or create your own pupil group (User Defined) for your Fund Manager names, e.g. trips, off site, overseas, sixth form, etc. You can also set up groups for different groups of pupils e.g. universal infant free school meals, pupil premium, etc. Together with the filter options throughout Fund Manager, groups assist you in selecting names quickly when you want to assign transactions to the names in the group or include the names in the group within reports, such as the Who's Not Paid report.

**Note:** Names can be assigned to more than one group, so you can design the groups to make your workday easier.

Once you have created the groups you want to use, you assign names to the groups. This includes the names in the group and you can then apply various actions to the groups.

- Open Administration > Manage Names.



## Create New Names/Organisations

We would always suggest that you Import your pupil names from your administration database; this should avoid duplication. Names are imported via your ParentPay tab within Fund Manager. You will need to refresh your pupil and staff information in ParentPay from Seemis and then you will see the changes in Fund Manager the next day. Pupils will automatically move from class to class, year to year once you refresh the data. New pupils or staff will appear in the ParentPay > Map Names screen ready for you to import into Fund Manager.

Choose the entry (Create New Pupil or Create New Organisation) and enter the correct Title/Name and complete the fields below with any additional information you require.

**Note:** Don't forget to archive old pupils and staff when they leave school via Administration > Manage Names > Batch Actions.

New organisations can be created and only need creating once, using Create New Organisation. Input the organisation's name, you do not have to enter any other details unless you want to. Once you have filled in all the information you require click Save.

## Consolidating pupil names

If you have duplicate pupil names you can consolidate these into one and merge the associated contact details, transactions and taken items. Please ensure though that you keep the Name imported from ParentPay so online payments are receipted in Fund Manager.

1. On the Manage Names screen, click the pupil Name you want to use as the Primary Record. This opens the pupil Details screen.
2. On the Details screen, select the Consolidate Pupil tab.
3. Select the pupil in the list of names as the Secondary Record which you want to merge in with the Primary Record.
4. Click Preview Consolidation.

- Check the details of the consolidation.

These include Receipts, Payments, Transfers, Taken Items, Phone Numbers, Addresses, Email Addresses, Joinos Codes and sQuid Cards depending on what information is associated to each contact.

5. If you are sure you are merging the correct records, click **Confirm**.
6. Because you can't retrieve the two separate records once you complete this process, you must click **Consolidate Names** at the prompt to confirm that this is really what you want to do.

After clicking **Consolidate Names**, receipts, payments, transfers and taken items transferred from the **Secondary Records** will now be reported as belonging to the consolidated **Primary Record** and the **Secondary Record** will be marked **Out of Use**.

# Chapter 6

## Importing ParentPay Transactions

You can import pupil Names from your school administration database using the ParentPay Integration tab in Fund Manager. This is normally done as part of your initial setup by Pebble Support or by you during your training.

Note: Your ParentPay tab will need to be 'Authenticated' so it will communicate with Fund Manager. This process will be done for you before you complete your Training

We have received the authentication codes from ParentPay so we can start importing your transactions into Fund Manager just as soon as you start using ParentPay for Fund Manager transactions. We import all **ParentPay online, PayPoint, Refunds, Other Adjustments, Cash and Cheque Transactions etc. recorded via ParentPay**, and once we choose an import date, this is the date you will start seeing Transactions Imported without your intervention into Fund Manager.

Your new ParentPay integration tool is a one way flow of information, anything that you or your parents pay for or enter via ParentPay Imports into Fund Manager. Anything you enter in Fund Manager **does not** flow back into ParentPay, thus avoiding any duplication. It is vitally important that this is understood so that the information you have in both ParentPay and Fund Manager reflects what has actually happened with your Funds.

## Importing transactions includes 6 elements

### 1. How to match and map names of any pupils/staff members that have not mapped automatically

Names already in Fund Manager will map automatically from your MIS using the Pupil's unique MIS number in the same way as ParentPay uses the Pupil MIS number to collect payments. All you need to do is refresh your Seemis data in ParentPay for pupils to move from class to class, year to year automatically. ParentPay will then 'share' this pupil information with Fund Manager and will update overnight.

Names are not automatically Mapped, if Staff Names or Pupils are new to the school. These names will need importing in this mapping screen..

If this is the case you will be shown at Training how to match any Unmapped Names and manipulate any ones that do not match one Name in Fund Manager with the same/similar name in ParentPay.

This is done through ParentPay > Map Names - match the Name on the right to the drop down Name on the left and, this will automatically tick the box to the left of the left hand side Name for you. If there is no Name to match it to on the right then ignore that Name for the time being and move onto the next one, repeat the process through all of the pages then click Import Names.

**Note:** New names can be imported directly without checking eg. a new year group.

### 2. How to Map your Accounts and Payment Items

You will need to Map your Accounts in Fund Manager with your Payment Items (Accounts) in ParentPay in order for the Transactions to Import into the correct Names and Accounts

**Note:** Some Accounts might not need to be Mapped as the money may ultimately be going to a different Bank Account and these Transactions in ParentPay do not need to be Imported into Fund Manager at all. You can 'hide' these payment items.

This is done through ParentPay > Map Accounts/Payment Items - match the Account from ParentPay on the left with the Account in Fund Manager on the right, ignore Accounts that you do not want to Import Transactions into Fund Manager - you can 'hide' these. If you need to Create New Accounts in Fund Manager for any Payment Items (Accounts) in ParentPay on the left that do not

have a matching Account in Fund Manager, move onto the next Account and then once completed click Map Payment Items at the bottom of each completed page. You can then go to Administration > Manager Accounts > Create New Account to set up the new Account Code and return to ParentPay > Map Accounts/Payment Items to map these newly created Fund Manager Accounts, once completed click Map Payment Items to finish the mapping at the bottom of each completed page.

You will need to Map each new Account in Fund Manager every time you Create a new one in ParentPay if these Transactions need Importing into Fund Manager, however you will only see the new Payment Item in Fund Manager after the first transaction is processed, you will then be able to map this Payment Item to an Account in Fund Manager.

### 3. How to Map your Bank Accounts

**Note:** This is usually completed before Training, but if you add a further Bank Account to ParentPay and you wish to see these Transactions in Fund Manager then you will need to ask Pebble to map this Bank Account for you.

Fund Manager needs to place your Imported Transactions into a Virtual Holding Bank Account called a ParentPay Settlement Account until you are ready to Reconcile your Bank Statement/s. This is because Parents/Carers pay for Payment Items in Full and this needs to be reflected in both ParentPay and in Fund Manager as a complete Payment for an Item against a Pupil Name. However ParentPay Settles to your designated Bank Account/s once a week as a **net** Transaction **not gross**. The difference between the net amount paid to your designated Bank Account and gross figure is the Transaction Invoice/s that ParentPay supplies you with online via: ParentPay site>Finance>Reports>Collection Service Invoices

**Note:** You can also check via ParentPay site > Finance > Reports > Collection Service Statements that your Settlements to your designated Bank/s balances with the Transactions taken Online and through PayPoint (if used).

### 4. How to identify any Un-Mapped transactions

Any transactions that have not or do not need to be Mapped will be seen in the Un-Mapped Transactions tab, once the initial Integration has taken place the most recent Transactions will appear at the top of this list. If you identify a Payment Item that you cannot see in Fund Manager it might be because you

have not Mapped a Name and/or Account to this Transaction type. If this is the case you will need to do this by repeating the necessary steps of 1 and/or 2 above.

## **5. How to Transfer Money so you can Reconcile your Bank Statements**

Once your ParentPay Transactions have started Importing into Fund Manager you will see the ParentPay Settlement Bank Account credited with 'Virtual' money. Once you have received your Bank Statement you will be able to Transfer the Total Transaction net amount credited on your Bank Statement from the ParentPay Settlement Account to your chosen Bank Account so you can Reconcile the Bank Account in Fund Manager;

1. Go to Bank & Cash.
2. Transfer between Bank Accounts.
3. Transfer from Settlement Account.
4. Transfer to Chosen Bank Account.
5. Enter Amount.
6. Enter Date.
7. Transfer.

## **6. You can then Record a Payment in Fund Manager for your fees**

ParentPay uploads to your ParentPay portal invoices and settlement service statements so you can record the invoices in Fund Manager and check in ParentPay that ParentPay have credited the correct amounts to your Bank Account/s.

If you wish to record these transaction fees in Fund Manager then you will need to login to ParentPay and print out:

- a. your collection service invoices from ParentPay > Finance > Reports - at the bottom of the page you will find a 'Reports' > Collection service invoices for school fund - please print out these for your school fund and retain or save.
- b. your collection service statements from ParentPay > Finance > Reports - at the bottom of the page you will find a 'Reports' > Collection service



statements > filter for recent date ranges at the top and in the drop down box > 'Filter for bank account'>choose your school fund > 'Show report'.

You can then 'Record a Payment' in Fund Manager for the debited fees, the difference between the net amount paid to you and the gross amount paid by the parents on your Bank Account Statement to balance your ParentPay Settlement Account.

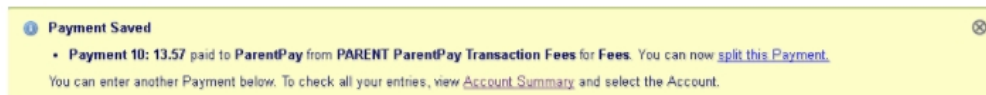
- Go to Record a Payment.
- Enter the Transaction details and use Type Direct Debit against the Settlement Bank Account.

Once you Save this Transaction you can Split the Payment to the different Accounts if you want.

### Split Transaction Fees to different Account Codes

When you have entered a Receipt by Cheque/Direct Credit or Recorded a Payment by Cheque/Direct Debit and saved the transaction you can split the amount by following the onscreen prompts if you wish to.

From the yellow bar at the top of your screen there is the option to 'split this Receipt/Payment';



- Click split this Receipt or split this Payment
- Select the Account over which the Amount is being split
- If a Receipt Select the Name the Amount is to be recorded against
- Enter the Amount you wish to split from the original Receipt/Payment
- Click Split Receipt - To split further if necessary
- Continue Splitting until the Balance is shown as Zero.
- Click Finished - To complete the action.



# Chapter 7

## Processing Oracle Transactions

*Pebble has been asked to give advice on how to do this. Please contact your Finance Officer at City of Edinburgh if you need any further clarification.*

When you need to process Oracle transactions on your bank statement to reconcile your bank account, you can choose one of the following three solutions that is best suited to your school.

### Solution 1

Wait until the Oracle debit is taken from your bank account before you record a payment for each individual item so you can accurately reflect each debit against each account code, using *Oracle* or similar as the Name.

### Solution 2

Wait until the Oracle debit is taken from your bank account before you Record a total Payment and then split this across the different accounts as necessary.

#### Method:

- Create a new Account to Record the Payment to, if necessary.
  1. Create a new Account in Administration > Manage Accounts > Create New Account.
  2. Name the Account e.g. *City of Edinburgh Oracle*.
  3. Save the new Account.
- Create a new Organisation Name, if necessary.

1. Create a new Organisation Name in Administration > Manage Names > Create New Organisation.
  2. Name the Organisation e.g. *Oracle Payments*.
  3. Save the new Organisation.
- Record the Payment.
    1. Record the whole Oracle Payment from your Bank Statement against the new Account and Name.  
Use *Direct Debit* as the Type and the Date should be the date from the Bank Statement.
    2. Click Save.
  - Split the Payment.
    1. Using the yellow bar Split this Payment feature at the top of the saved transaction, split the payment across the different Account Codes that the payment is made up of.  
**Tip:** You can use plus and minus figures to do this as appropriate.
    2. With the last split payment clicked, confirm all the actions you have done by clicking Finished.

**Note:** Split Payment must be clicked at least once before you click Finished.

## Solution 3

Before you submit Oracle, gather together the details of the Oracle transaction so you can Record a Payment and then split this across the different accounts as necessary.

### Method:

- Create a new Account to Record the Payment to if necessary.
  1. Create a new Account in Administration > Manage Accounts > Create New Account.
  2. Name the Account e.g. *City of Edinburgh Oracle*.
  3. Save the new Account.
- Create a new Organisation Name, if necessary.
  1. Create a new Organisation Name in Administration > Manage Names > Create New Organisation.

2. Name the Organisation e.g. *Oracle Payments*.
  3. Save the new Organisation.
- Record the Payment.
    1. Record the whole Oracle Payment from your Bank Statement against the new Account and Name.  
Use *Direct Debit* as the Type and the Date should be the date from the Bank Statement.
    2. Click Save.
  - Split the Payment.
    1. Using the yellow bar Split this Payment feature at the top of the saved transaction, split the payment across the different Account Codes that the payment is made up of.  
**Tip:** You can use plus and minus figures to do this as appropriate.
    2. With the last split payment clicked, confirm all the actions you have done by clicking Finished.

**Note:** Split Payment must be clicked at least once before you click Finished.

If when the Oracle Debit is processed and then debited it is more or less than expected you can adjust each account by transferring the difference from the account (positive or in reverse for a negative) using Transactions > Transfer between accounts.