Importing Parent Pay Transactions into Fund Manager

The principle of this exercise is broken down into 3 stages:

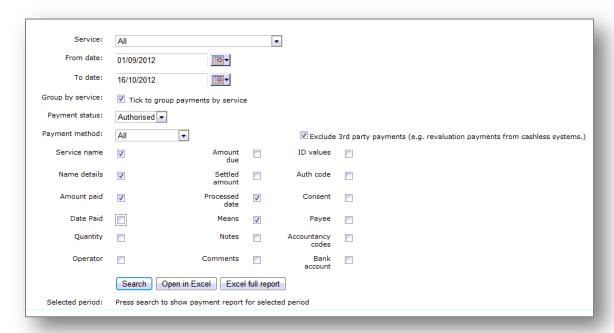
- 1. Generating a file within Parent Pay of all the transactions that you want to import
- 2. Adjusting the file so the data and column headers are correct
- 3. Importing the file into Fund Manager

It is important to note that this process can only be used for importing ePayment transactions. Although cash and cheque transactions can be recorded in Parent Pay they cannot be imported into Fund Manager using this process. If you have any transactions in the file that should not be imported use the guidelines in stage 2 to remove these transactions.

1. Generating a file within Parent Pay of all the transactions that you want to import

Within Parent Pay go to the Reports menu and choose Payments. The screen below should appear. Make sure to tick only the relevant boxes as displayed in the image. Define the date range of the transactions you wish to import. Once complete click the button "Open in Excel"

NB - in order not to import duplicate transactions always select the day before the current date as the "To date".



2. Adjusting the file so the data and column headers are correct

When you initially open the file in Excel it should appear like the image below. You will need to manually edit the file so only the transactions you want to import remain and the column headers are correctly labelled. Cash and cheque transactions should <u>not</u> be imported through this method. The column headers that should remain will be:-

Service name

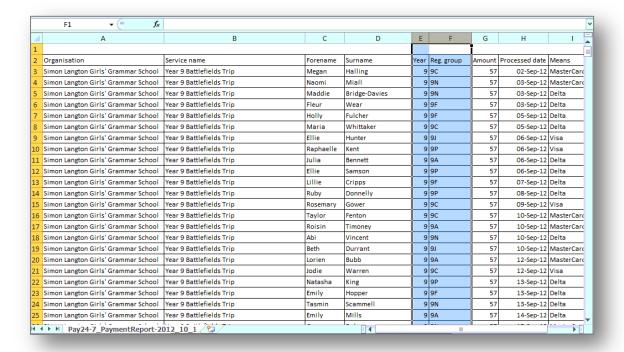
Forename

Surname

Amount

Process date

NB – remove columns and rows of data by selecting the column or row and right clicking the mouse to select "delete"



Once you have removed the irrelevant columns and rows you then need to change the column headers Service name to "Item Title" and Processed Date to "Date". This will allow the import routine to understand where the information should be placed against records in the database. If your dates appear in a different format please adjust this using the Excel options. Once complete go to File > Save As and save the file to your chosen folder making sure to choose the file type CSV.

Your corrected and updated file should look like the image below. Save it and note its location.

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4	А	В	С	D	E
1	Item Title	Forename	Surname	Amount	Date
2	Year 9 Battlefields Trip	Megan	Halling	57	02-Sep-12
3	Year 9 Battlefields Trip	Naomi	Miall	57	03-Sep-12
4	Year 9 Battlefields Trip	Maddie	Bridge-Davies	57	03-Sep-12
5	Year 9 Battlefields Trip	Fleur	Wear	57	03-Sep-12
6	Year 9 Battlefields Trip	Holly	Fulcher	57	05-Sep-12
7	Year 9 Battlefields Trip	Maria	Whittaker	57	05-Sep-12
8	Year 9 Battlefields Trip	Ellie	Hunter	57	06-Sep-12
9	Year 9 Battlefields Trip	Raphaelle	Kent	57	06-Sep-12
10	Year 9 Battlefields Trip	Julia	Bennett	57	06-Sep-12
11	Year 9 Battlefields Trip	Ellie	Samson	57	06-Sep-12
12	Year 9 Battlefields Trip	Lillie	Cripps	57	07-Sep-12
13	Year 9 Battlefields Trip	Ruby	Donnelly	57	08-Sep-12
14	Year 9 Battlefields Trip	Rosemary	Gower	57	09-Sep-12
15	Year 9 Battlefields Trip	Taylor	Fenton	57	10-Sep-12
16	Year 9 Battlefields Trip	Roisin	Timoney	57	10-Sep-12
17	Year 9 Battlefields Trip	Abi	Vincent	57	10-Sep-12
18	Year 9 Battlefields Trip	Beth	Durrant	57	10-Sep-12
19	Year 9 Battlefields Trip	Lorien	Bubb	57	12-Sep-12
20	Year 9 Battlefields Trip	Jodie	Warren	57	12-Sep-12
21	Year 9 Battlefields Trip	Natasha	King	57	13-Sep-12
22	Year 9 Battlefields Trip	Emily	Hopper	57	13-Sep-12
23	Year 9 Battlefields Trip	Tasmin	Scammell	57	13-Sep-12
24	Year 9 Battlefields Trip	Emily	Mills	57	14-Sep-12
25	Year 9 Battlefields Trip	Grace	Dabson	57	15-Sep-12
Pay24-7_PaymentReport-2012_10_1					

3. Importing the file into Fund Manager

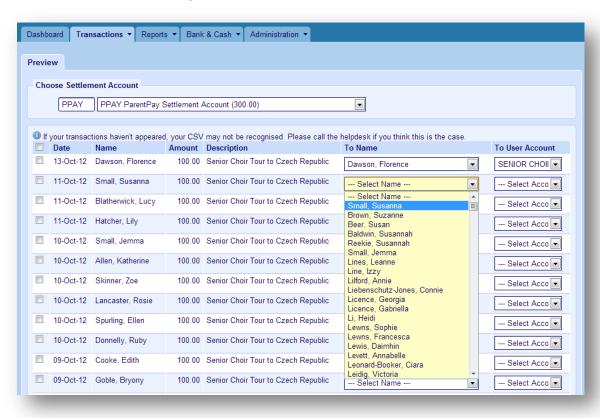
Within Fund Manager go to the *Transactions menu* and select *Import ePayments*. Upload the CSV file you have just saved by choosing the file and clicking the *Upload* button. A list of all the transactions that you have imported should appear similar to the screen below. From this screen you will need to select from the drop-down list the *Settlement Account* you wish to allocate the transactions against. If you do not already have one, create a suitable Settlement Account from within Fund Manager (Administration, Manage Accounts, Create New Account).

Work through each of the transactions selecting the matching name and account from the 2 drop-down lists. The closest matching name should appear at the top of the names list. Accounts are displayed in alphabetical order. Click the box to the left of the Date column in the table to confirm each matched name and account.

NB - if the name or account does not appear then you may need to create a new name or account via Manage Names or Manage Accounts in Fund Manager and return to this screen to complete the import process

Once you have matched the transactions you can import them by selecting the tick box on the left and clicking the *Import* button at the bottom of the screen.

NB – You will not be allowed to import any transactions that you have not matched or if you have not chosen a Settlement Account to place these



IMPORTANT: If you have already imported a file and have had to navigate away to another screen within Fund Manager do not re-import the file if you wish to return to the import screen. Click *View Pending Import* and continue from where you left off.



There is no end to this document? Suggest something like......

A message will appear to confirm that your file has successfully been imported.

It would be also useful to put this into context by indicating a) the frequency we suggest they do it b) what they then go on to do (if anything)