

# 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".*

Service: All

From date: 01/09/2012

To date: 16/10/2012

Group by service: ☒ Tick to group payments by service

Payment status: Authorised

Payment method: All

☒ Exclude 3rd party payments (e.g. revaluation payments from cashless systems.)

Service name	<input checked="" type="checkbox"/>	Amount due	<input type="checkbox"/>	ID values	<input type="checkbox"/>
Name details	<input checked="" type="checkbox"/>	Settled amount	<input type="checkbox"/>	Auth code	<input type="checkbox"/>
Amount paid	<input checked="" type="checkbox"/>	Processed date	<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>
Date Paid	<input type="checkbox"/>	Means	<input checked="" type="checkbox"/>	Payee	<input type="checkbox"/>
Quantity	<input type="checkbox"/>	Notes	<input type="checkbox"/>	Accountancy codes	<input type="checkbox"/>
Operator	<input type="checkbox"/>	Comments	<input type="checkbox"/>	Bank account	<input type="checkbox"/>

Search Open in Excel Excel full report

Selected period: Press search to show payment report for selected period

## **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 not 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"*

	A	B	C	D	E	F	G	H	I
1					Year	Reg. group	Amount	Processed date	Means
2	Organisation	Service name	Forename	Surname					
3	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Megan	Halling	9 9C		57	02-Sep-12	MasterCard
4	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Naomi	Miall	9 9N		57	03-Sep-12	MasterCard
5	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Maddie	Bridge-Davies	9 9N		57	03-Sep-12	Delta
6	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Fleur	Wear	9 9F		57	03-Sep-12	Delta
7	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Holly	Fulcher	9 9F		57	05-Sep-12	Delta
8	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Maria	Whittaker	9 9C		57	05-Sep-12	Delta
9	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Ellie	Hunter	9 9J		57	06-Sep-12	Visa
10	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Raphaelle	Kent	9 9P		57	06-Sep-12	Visa
11	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Julia	Bennett	9 9A		57	06-Sep-12	Delta
12	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Ellie	Samson	9 9P		57	06-Sep-12	Delta
13	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Lillie	Cripps	9 9F		57	07-Sep-12	Delta
14	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Ruby	Donnelly	9 9P		57	08-Sep-12	Delta
15	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Rosemary	Gower	9 9C		57	09-Sep-12	Visa
16	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Taylor	Fenton	9 9C		57	10-Sep-12	MasterCard
17	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Roisin	Timoney	9 9A		57	10-Sep-12	MasterCard
18	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Abi	Vincent	9 9N		57	10-Sep-12	Delta
19	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Beth	Durrant	9 9J		57	10-Sep-12	MasterCard
20	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Lorien	Bubb	9 9A		57	12-Sep-12	MasterCard
21	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Jodie	Warren	9 9C		57	12-Sep-12	Visa
22	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Natasha	King	9 9P		57	13-Sep-12	Delta
23	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Emily	Hopper	9 9F		57	13-Sep-12	Delta
24	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Tasmin	Scammell	9 9N		57	13-Sep-12	Delta
25	Simon Langton Girls' Grammar School	Year 9 Battlefields Trip	Emily	Mills	9 9A		57	14-Sep-12	Delta

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.

	A	B	C	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

### 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*

Dashboard Transactions Reports Bank & Cash Administration

Preview

Choose Settlement Account

PPAY PPAY ParentPay Settlement Account (300.00)

If your transactions haven't appeared, your CSV may not be recognised. Please call the helpdesk if you think this is the case.

	Date	Name	Amount	Description	To Name	To User Account
<input type="checkbox"/>	13-Oct-12	Dawson, Florence	100.00	Senior Choir Tour to Czech Republic	Dawson, Florence	SENIOR CHOI
<input type="checkbox"/>	11-Oct-12	Small, Susanna	100.00	Senior Choir Tour to Czech Republic	--- Select Name ---	--- Select Acco ---
<input type="checkbox"/>	11-Oct-12	Blatherwick, Lucy	100.00	Senior Choir Tour to Czech Republic	--- Select Name ---	--- Select Acco ---
<input type="checkbox"/>	11-Oct-12	Hatcher, Lily	100.00	Senior Choir Tour to Czech Republic	Small, Susanna	--- Select Acco ---
<input type="checkbox"/>	10-Oct-12	Small, Jemma	100.00	Senior Choir Tour to Czech Republic	Brown, Suzanne	--- Select Acco ---
<input type="checkbox"/>	10-Oct-12	Allen, Katherine	100.00	Senior Choir Tour to Czech Republic	Beer, Susan	--- Select Acco ---
<input type="checkbox"/>	10-Oct-12	Skinner, Zoe	100.00	Senior Choir Tour to Czech Republic	Baldwin, Susannah	--- Select Acco ---
<input type="checkbox"/>	10-Oct-12	Lancaster, Rosie	100.00	Senior Choir Tour to Czech Republic	Reekie, Susannah	--- Select Acco ---
<input type="checkbox"/>	10-Oct-12	Spurling, Ellen	100.00	Senior Choir Tour to Czech Republic	Small, Jemma	--- Select Acco ---
<input type="checkbox"/>	10-Oct-12	Donnelly, Ruby	100.00	Senior Choir Tour to Czech Republic	Lines, Leanne	--- Select Acco ---
<input type="checkbox"/>	09-Oct-12	Cooke, Edith	100.00	Senior Choir Tour to Czech Republic	Line, Izzy	--- Select Acco ---
<input type="checkbox"/>	09-Oct-12	Goble, Bryony	100.00	Senior Choir Tour to Czech Republic	Lilford, Annie	--- Select Acco ---
					Liebenschutz-Jones, Connie	--- Select Acco ---
					Licence, Georgia	--- Select Acco ---
					Licence, Gabriella	--- Select Acco ---
					Li, Heidi	--- Select Acco ---
					Lewns, Sophie	--- Select Acco ---
					Lewns, Francesca	--- Select Acco ---
					Lewis, Daimhin	--- Select Acco ---
					Levett, Annabelle	--- Select Acco ---
					Leonard-Booker, Ciara	--- Select Acco ---
					Leidig, Victoria	--- Select Acco ---
					--- Select Name ---	--- Select Acco ---

**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.

The screenshot shows a web application interface with a top navigation bar containing five tabs: 'Dashboard', 'Transactions', 'Reports', 'Bank & Cash', and 'Administration'. The 'Transactions' tab is currently selected. Below the navigation bar, there is a section titled 'Upload Transactions'. Inside this section, there is a label 'ePayments File' followed by a file selection button labeled 'Choose File' and a text field showing 'No file chosen'. At the bottom of the 'Upload Transactions' section, there are two buttons: 'Upload' and 'View Pending Import'. The 'View Pending Import' button is highlighted with a red rectangular border.

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)