Importing Parent Mail +Pay Transactions into Fund Manager

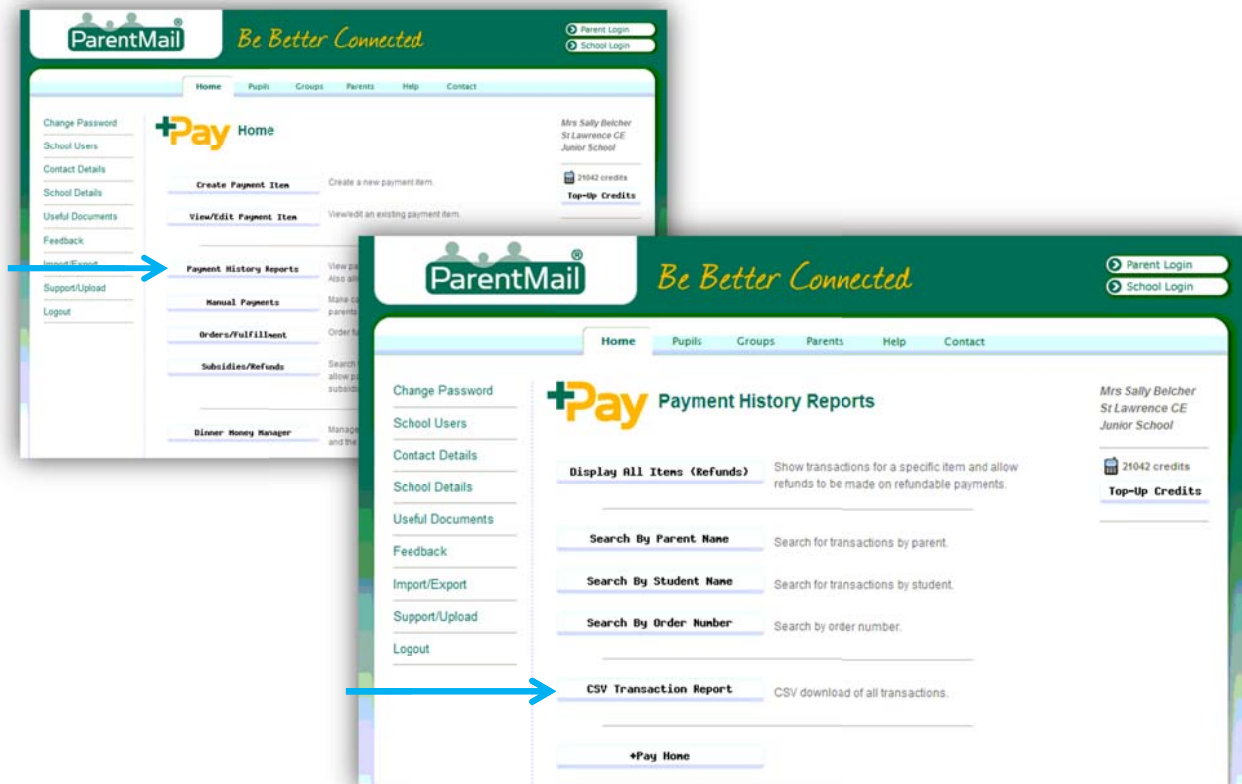The principle of this exercise is broken down into 3 stages:
1. Generating a file within Parent Mail +Pay of all the transactions that you want to import
2. Checking the file so the data and column headers are correct
3. Importing the file into Fund Manager

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 Mail +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 Mail +Pay of all the transactions that you want to import

Within Parent Mail go to the School Home menu and select the +Pay button. The +Pay Home screen should appear. Now select the button marked "Payment History Reports" followed by "CSV Transaction Report". Define the date range of the transactions you wish to export and click the button "Download CSV" button.

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

2. Checking 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. Cash and cheque transactions should not be imported via the Import ePayment option in Fund Manager.

NB – To remove rows of data by selecting the row and right clicking the mouse to select "delete".

Once you have removed the irrelevant rows go to File > Save As and save the file to your chosen folder making sure to choose the file type CSV.

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.
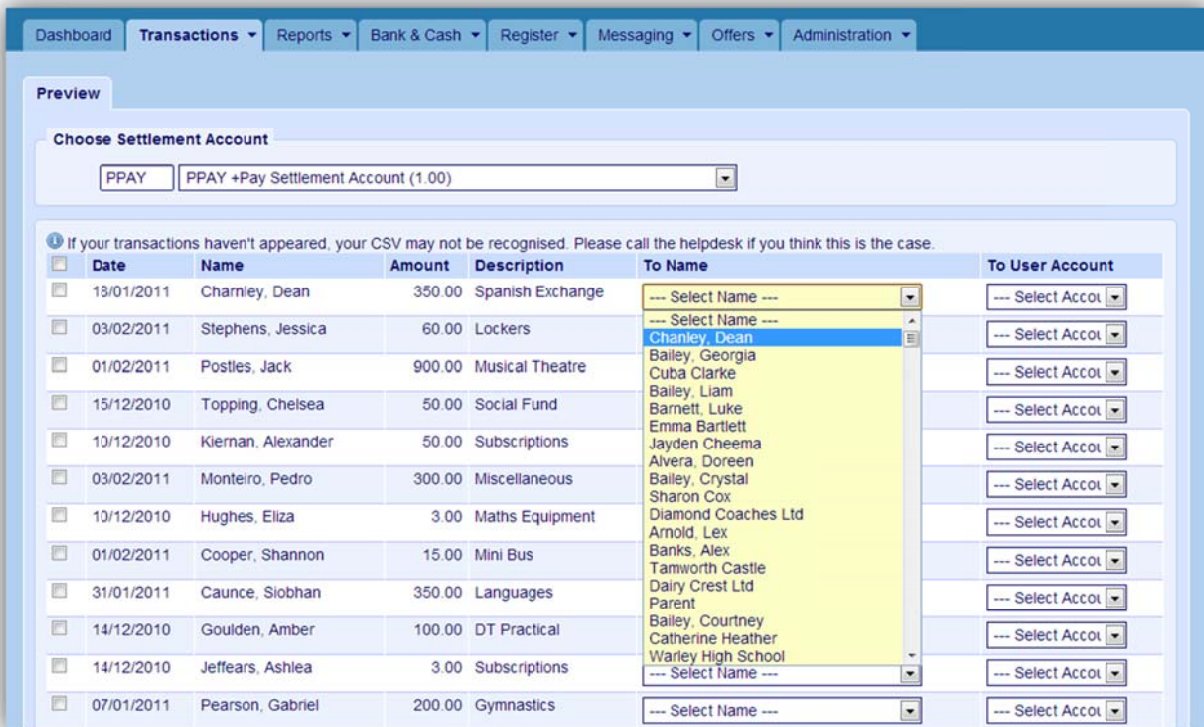
NB - If you do not already have one, create a suitable Settlement Account from within Fund Manager (Administration, Manage Bank Accounts, Create New Bank Account) and select the Settlement Account tick box.

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 against.

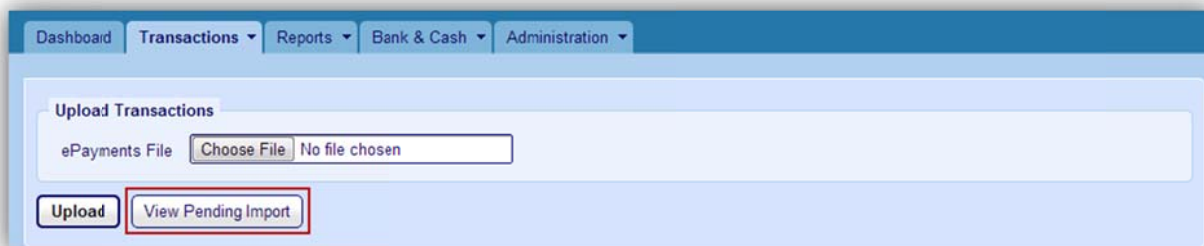**IMPORTANT:** If you have already imported a file and have had to navigate away to another screen within Fund Manager do not re-import the file if you wish to return to the import screen. Click *View Pending Import* and continue from where you left off.

We hope this document helps. As always we look to improve everything we do. If you have any comments please leave your feedback via the tab in the mypebble.co.uk site or in your Fund Manager system.

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