

Importing Parent Mail +Pay Transactions into Fund Manager

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

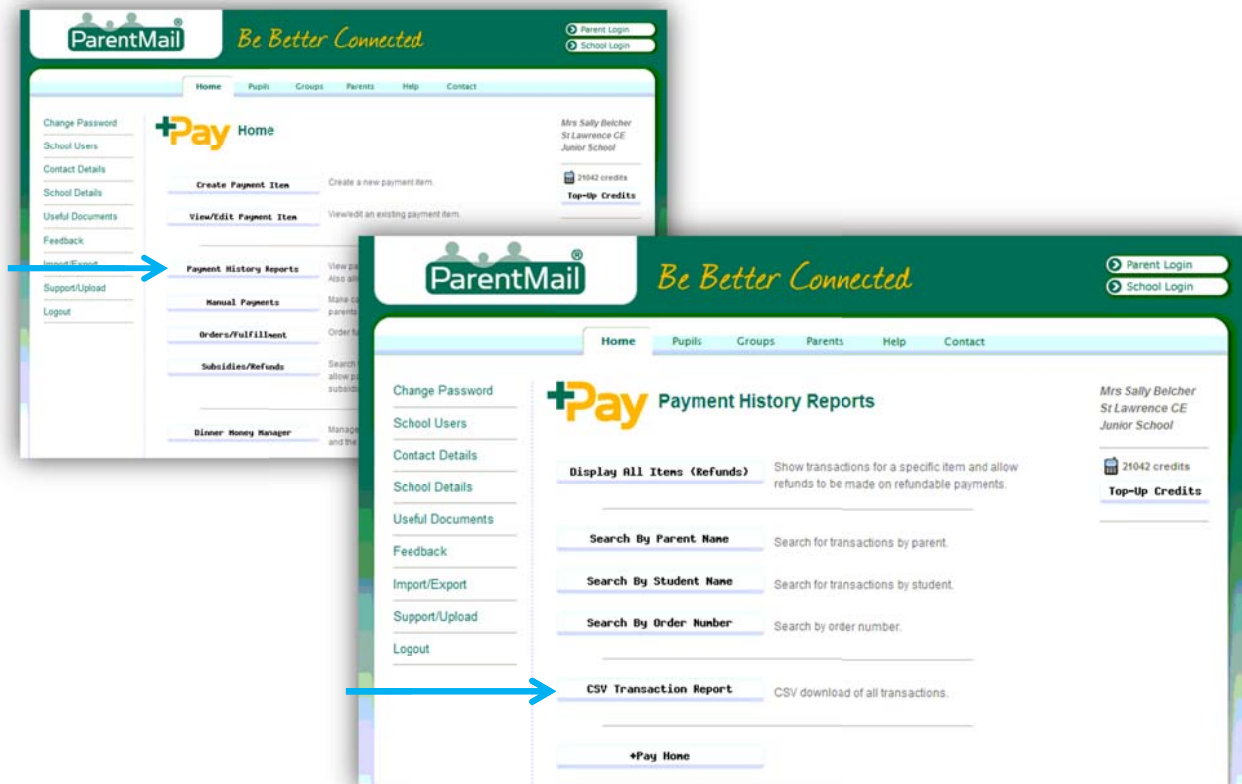
1. Generating a file within Parent Mail +Pay of all the transactions that you want to import
2. Checking the file so the data and column headers are correct
3. Importing the file into Fund Manager

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”.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Date	Parent Name	Student ID	Student Name	Class	Order Number/Reference	Item	Item Title	Instalment No	Amount	Payment Type	Cheque Number	NETBANK Reference	Payment Reference	Gift Aid Name	Gift Aid Address	Gift Aid Postcode	Subsidised	Subsidised Date		
1	06/11/2012 15:22	Mrs Dionysia Morgan	c22b5a87-587d-4b80-97f1-948afe9e57ea	Thomas Morgan	07C	1144/69380/28983	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		6182450	No			No			
2	06/11/2012 15:58	Mrs Loraine Robinson	cfc0636d-9825-4589-aa85-93e033c1700a	Ieuan Robinson	07A	1144/636825/28911	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		4664291	No			No			
3	06/11/2012 17:05	Mrs Louise Baigent	32119a62-26fc-4e1c-97f1-5a8a4482b543	William Baigent	07D	1144/549173/28989	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		4675311	No			No			
4	06/11/2012 21:26	Mrs Bonnie Gomersall	0189b0f0-33fe-4269-97f7-9edba5a8a8a8	Edward Gomersall	07E	1144/265660/29293	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		6222587	No			No			
5	07/11/2012 07:56	Miss Daphne Steptoe	355e8086-e8c1-499b-843a-afe87472ba10	Christopher Ibbotson	07C	1144/389098/29475	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		4439601	No			No			
6	07/11/2012 09:27	Mrs Claire Alborough	9cc7b2f6-d5d8-49dc-922b-cac705a5104	Jack Alborough	07B	1144/616747/29602	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		4445285	No			No			
7	07/11/2012 09:56	Mrs Kay Jeffery	79e12324-08c5-4eaa-a16f-34b39301c3a2	Ewen Jeffery	07A	1144/541704/29651	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		6242084	No			No			
8	07/11/2012 12:32	Mrs Jo Chapman	10b00f0c-c15d-495d-b15e-f1219aef179aa	Matthew Chapman	07C	1144/544450/29964	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		4469278	No			No			
9	08/11/2012 10:44	Mrs Michelle Lane	a5e3e4c1-43fa-4e8a-8f0c-5cd7554908a	Samuel Lane	07F	1144/569747/11082	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		6361267	No			No			
10	08/11/2012 11:36	Mrs Kim Pincott	41f9e6d7-788a-4b75-9d0f-a81c55d4c656	Euan Pincott	07A	1144/539160/11165	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD		4843746	No			No			
11	08/11/2012 12:58	Mrs Cheryl McGroarty	af335262-5c0b-45d6-bf98-90bb3fbf5a68	Cameron Wardrop	07G	1144/944820/11261	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CHEQUE	100825		8601	No			No		
12	08/11/2012 13:01	Mrs Cheryl McGroarty	72257192-ea65-4707-988e-03b78406cd27	Dylan Taylor-Dennehy	07D	1144/944820/11270	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CHEQUE	501089		8602	No			No		
13	08/11/2012 13:02	Mrs Cheryl McGroarty	f4e08e2a-52aa-4474-9c0b-dc8313697843	Thomas Sarr	07A	1144/944820/11274	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CHEQUE	269888		8603	No			No		
14	08/11/2012 13:03	Mrs Cheryl McGroarty	2703/2e0-3c3a-4f75-ae0a-c19f2501a00c	Benjamin Robinson	07G	1144/944820/11280	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CHEQUE	100690		8604	No			No		
15	08/11/2012 13:04	Mrs Cheryl McGroarty	954623de-1026-46e5-bc3f-980e147afe52	Harry Bradshaw	07B	1144/944820/11283	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CHEQUE	400283		8605	No			No		
16	08/11/2012 13:04	Mrs Cheryl McGroarty	eeefee2b8-958a-4d01-85c6-c0746a89f209	Will Amos	07C	1144/944820/11285	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CHEQUE	100784		8606	No			No		
17	08/11/2012 13:24	Mrs Michelle Austin	7e43318a-c063-4726-8792-c50b0f617eab	Benjamin Austin	07A	1144/608129/11307	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD			6389213	No			No		
18	08/11/2012 17:00	Ms Justina Russell	81e7861c-e926-4d25-b730-6434eabdb311	Oliver Beadie	07F	1144/540986/11554	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD			4891867	No			No		
19	08/11/2012 22:24	Mrs Samantha Feakes	5a007877-551c-4628-b492-d0327b9ec8a	Joshua Feakes	07D	1144/567849/11752	ST	TGMT 'GOODNIGHT MR TOM'	1	25	CARD			4236622	No			No		
20																				
21																				

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.

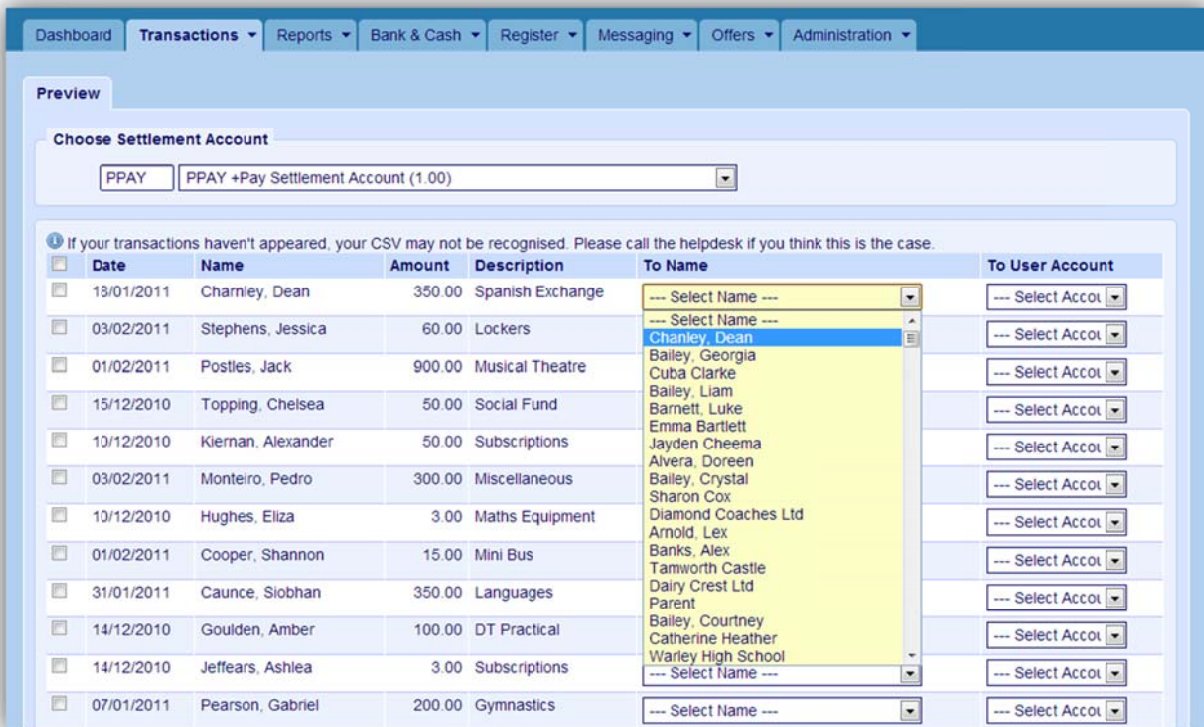
NB - If you do not already have one, create a suitable Settlement Account from within Fund Manager (Administration, Manage Bank Accounts, Create New Bank Account) and select the Settlement Account tick box.

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.



Preview

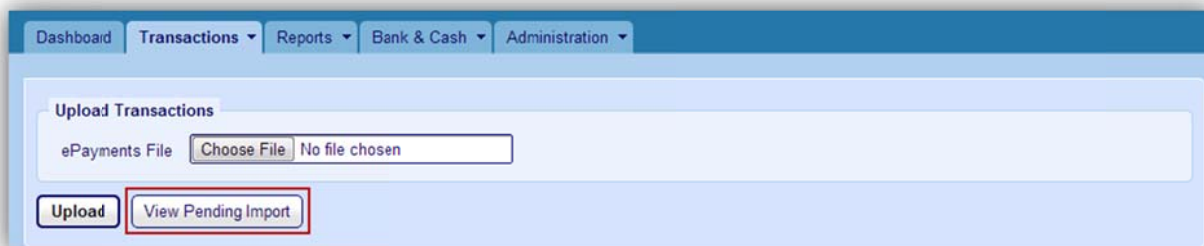
Choose Settlement Account

PPAY PPAY +Pay Settlement Account (1.00)

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
13/01/2011	Charnley, Dean	350.00	Spanish Exchange	--- Select Name ---	--- Select Accou ---
03/02/2011	Stephens, Jessica	60.00	Lockers	--- Select Name ---	--- Select Accou ---
01/02/2011	Postles, Jack	900.00	Musical Theatre	Charnley, Dean	--- Select Accou ---
15/12/2010	Topping, Chelsea	50.00	Social Fund	Bailey, Georgia	--- Select Accou ---
10/12/2010	Kierman, Alexander	50.00	Subscriptions	Cuba Clarke	--- Select Accou ---
03/02/2011	Montero, Pedro	300.00	Miscellaneous	Bailey, Liam	--- Select Accou ---
10/12/2010	Hughes, Eliza	3.00	Maths Equipment	Barnett, Luke	--- Select Accou ---
01/02/2011	Cooper, Shannon	15.00	Mini Bus	Emma Bartlett	--- Select Accou ---
31/01/2011	Caunce, Siobhan	350.00	Languages	Jayden Cheema	--- Select Accou ---
14/12/2010	Goulden, Amber	100.00	DT Practical	Alvera, Doreen	--- Select Accou ---
14/12/2010	Jeffears, Ashlea	3.00	Subscriptions	Bailey, Crystal	--- Select Accou ---
07/01/2011	Pearson, Gabriel	200.00	Gymnastics	Sharon Cox	--- Select Accou ---

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.



Upload Transactions

ePayments File Choose File No file chosen

Upload View Pending Import

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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