Import BACS Payments

Many parents prefer to make payments online using ***bank automated payments (BACS).***
These payments will then be credited to the designated bank account for the school.

To process these payments***,*** a bank statement for a selected date range must be ***exported to Excel as a CSV file.*** The export file will normally have 4 columns:

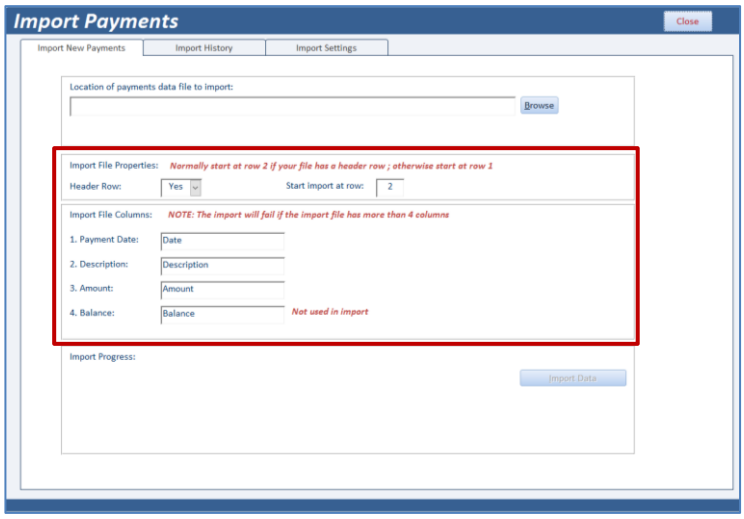
Date	Description	Amount	Balance
10/10/2016	12570 Stephen YOUNG 8EN	£28.00	£1,400.00
10/10/2016	12580 Mark WICKS 8MS	£28.00	£1,428.00
10/10/2016	12590 Rhianna WARD 8BN	£28.00	£1,456.00
10/10/2016	12610 Daisy SUTTON 8MS	£28.00	£1,484.00
10/10/2016	Caitlin SPRY 8QN	£28.00	£1,512.00
10/10/2016	12630 Harry SMALL 8BN	£28.00	£1,540.00
10/10/2016	12640 Scott SHEPPARD 8EN	£28.00	£1,568.00
10/10/2016	12650 Jimmy RICHARDSON 8QN	£28.00	£1,596.00
10/10/2016	12660 Becky PRESTON 8QN	£28.00	£1,624.00
10/10/2016	12670 Natasha PERRY 8MN	£28.00	£1,652.00

NOTE: If the bank statement does not contain the first 3 columns above, please contact program support for advice before proceeding.

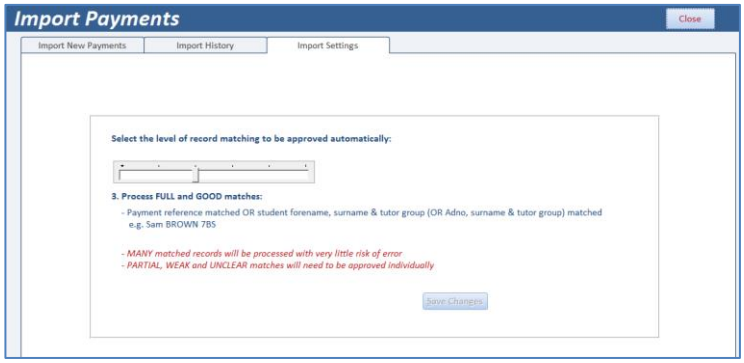
The ***CSV*** file is then imported into the program.
From the ***Main Menu*** screen, select ***Payment Transfers*** then ***Import BACS Payments from Excel***.

NOTE: If this is the first time the import payments form has been used, please check:

- the items in the sections ***Import File Properties / Import File Columns***

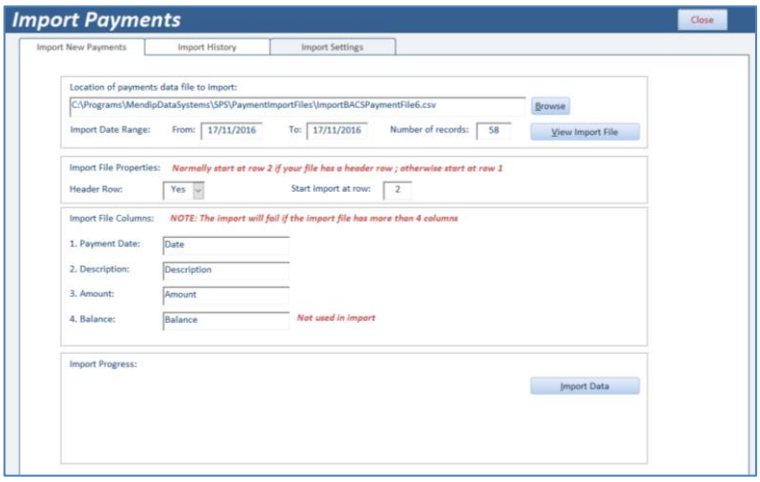


- the import settings tab (see section 3 for details)



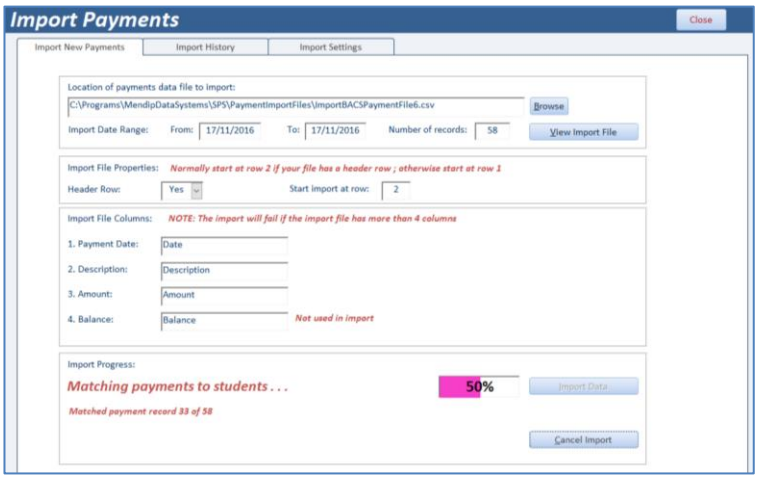
1. *Import New Payments*

Use the ***Browse*** button to select the ***CSV*** file to be imported then click ***Import Data:***

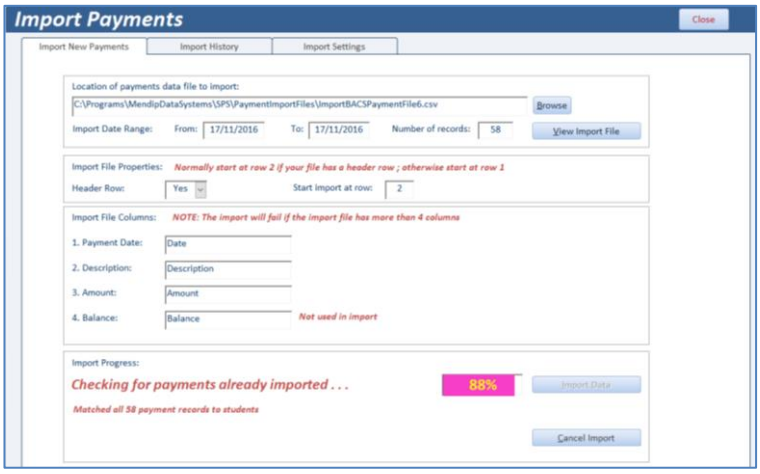


The ***Description*** (payment reference) column is used to match the payment to the correct student record. This is done by checking the payment reference for the student admission number, name and tutor group.

The process may take several minutes depending on the number of records in the import file. A progress bar will be displayed during the payment matching process:

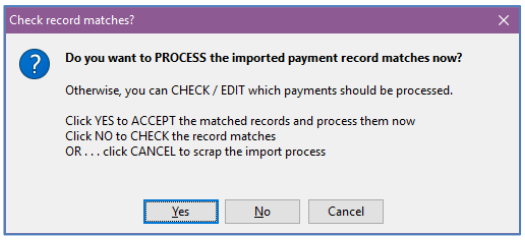


When all records have been checked, the program will review each record to determine whether any payment records have already been imported.
If so, those payments are NOT used again.



Where the payment has been matched, it will be credited to the student record.
Where the payment cannot be matched with certainty, it will be rejected.
Such records can then be checked manually and a decision made.

You will be asked whether you want to check / edit the record matches before these are processed.

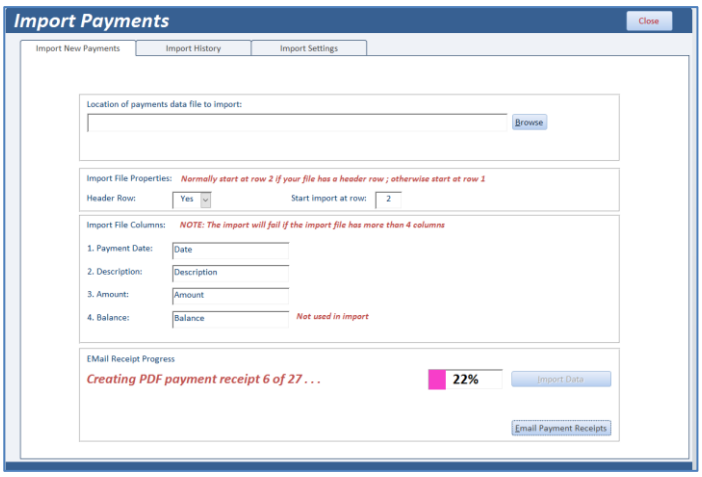


- Click ***CANCEL*** to scrap the import process
- Click ***YES*** to process all matched records automatically
- Click ***NO*** to check the record matches. This will open a new form:

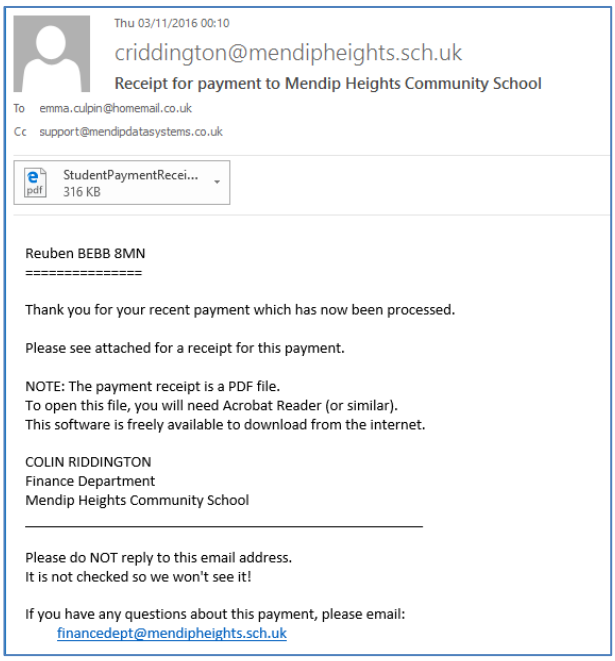
If any payments could not be matched, the ***Reject Match*** checkbox will be ticked.
If you can identify the student for this payment, edit the record then 'untick' the checkbox.

If you do not wish to accept any record match, tick the ***Reject Match*** checkbox.
When you are happy with the results, click ***Process Payments.***

After the matched payments have been processed, receipts will be created as PDF files:

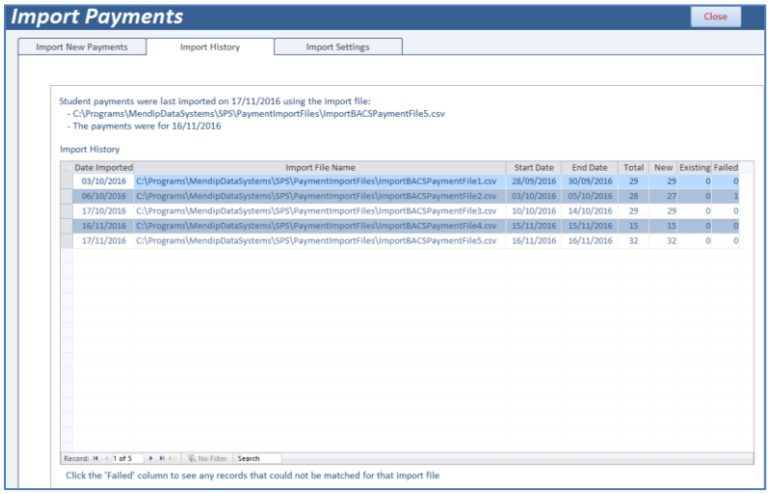


Click the ***Email Payment Receipts*** button to email receipts as a PDF file attachment to parents & carers

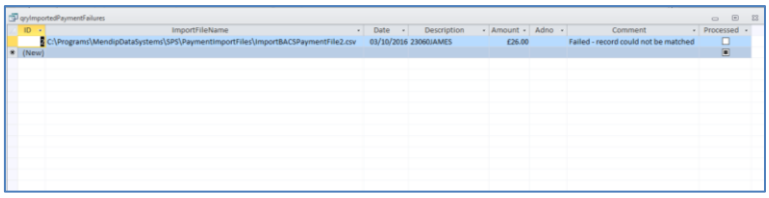


2. *Import History*

This shows a history of all imported payment files and the number of records processed:

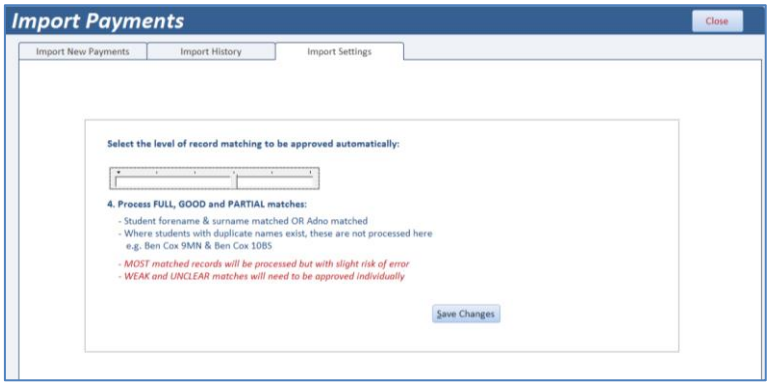


Click an entry in the '***Failed***' column to see details of records that were not matched:



3. *Import Settings*

Use this screen to modify the level of record matching that is approved automatically:



Moving the slider to the right will allow more records to be processed automatically However, this also results in an increased risk of error.

There are 6 record matching options.
It is STRONGLY recommended that schools use import setting option 2, 3 or 4:

1. **Do NOT process any record matches automatically:**
   ALL record matches must be individually approved
2. **Process FULL matches only:**
   Payment reference matched
   OR student admission number (Adno), name & tutor group all matched
3. **Process FULL and GOOD matches:**
   Payment reference matched
   OR student forename, surname & tutor group matched
   OR Adno, surname & tutor group matched
4. **Process FULL, GOOD and PARTIAL matches:**
   Payment reference matched
   OR student forename & surname matched OR Adno matched
   NOTE: students with duplicate names are NOT processed
5. **Process FULL, GOOD, PARTIAL and WEAK matches: (NOT RECOMMENDED)**
   Payment reference matched OR student initial, surname & tutor group matched
   NOTE: Possible error if students in same tutor group have same initial & surname
6. **Process FULL, GOOD, PARTIAL, WEAK and UNCLEAR matches: (NOT RECOMMENDED)**
   All matched records are processed including any duplicates
   NOTE: Significant risk of error where several students have the same name