

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**

Import Payments [Close]

Import New Payments | Import History | Import Settings

Location of payments data file to import: [Browse]

Import File Properties: *Normally start at row 2 if your file has a header row ; otherwise start at row 1*

Header Row: Yes Start import at row: 2

Import File Columns: *NOTE: The import will fail if the import file has more than 4 columns*

1. Payment Date: Date
2. Description: Description
3. Amount: Amount
4. Balance: Balance *Not used in import*

Import Progress: [Import Data]

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

Import Payments [Close]

Import New Payments | Import History | Import Settings

Select the level of record matching to be approved automatically:

3. Process FULL and GOOD matches:

- Payment reference matched OR student forename, surname & tutor group (OR Adno, surname & tutor group) matched e.g. Sam BROWN 7BS
- MANY matched records will be processed with very little risk of error.

- PARTIAL, WEAK and UNCLEAR matches will need to be approved individually

[Save Changes]

1. Import New Payments

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

Import Payments [Close]

Import New Payments | Import History | Import Settings

Location of payments data file to import:
C:\Programs\MendipDataSystems\SPS\PaymentImportFiles\ImportBACSPaymentFile6.csv [Browse]

Import Date Range: From: 17/11/2016 To: 17/11/2016 Number of records: 58 [View Import File]

Import File Properties: *Normally start at row 2 if your file has a header row ; otherwise start at row 1*
Header Row: Yes Start Import at row: 2

Import File Columns: *NOTE: The import will fail if the import file has more than 4 columns*
1. Payment Date: Date
2. Description: Description
3. Amount: Amount
4. Balance: Balance *Not used in import*

Import Progress:

[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:

Import Payments [Close]

Import New Payments | Import History | Import Settings

Location of payments data file to import:
C:\Programs\MendipDataSystems\SPS\PaymentImportFiles\ImportBACSPaymentFile6.csv [Browse]

Import Date Range: From: 17/11/2016 To: 17/11/2016 Number of records: 58 [View Import File]

Import File Properties: *Normally start at row 2 if your file has a header row ; otherwise start at row 1*
Header Row: Yes Start Import at row: 2

Import File Columns: *NOTE: The import will fail if the import file has more than 4 columns*
1. Payment Date: Date
2. Description: Description
3. Amount: Amount
4. Balance: Balance *Not used in import*

Import Progress:
Matching payments to students... 50%
Matched payment record 33 of 58

[Import Data] [Cancel Import]

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.

Import Payments [Close]

Import New Payments | Import History | Import Settings

Location of payments data file to import:
C:\Programs\MendipDataSystems\SPS\PaymentImportFiles\ImportBACSPaymentFile6.csv [Browse]

Import Date Range: From: 17/11/2016 To: 17/11/2016 Number of records: 58 [View Import File]

Import File Properties: *Normally start at row 2 if your file has a header row ; otherwise start at row 1*
Header Row: Yes Start Import at row: 2

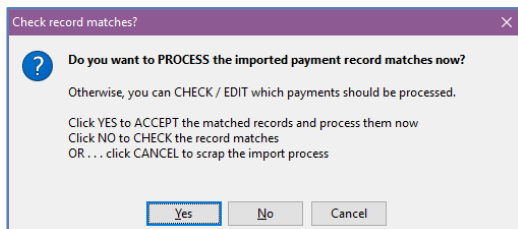
Import File Columns: *NOTE: The import will fail if the import file has more than 4 columns*
1. Payment Date: Date
2. Description: Description
3. Amount: Amount
4. Balance: Balance *Not used in import*

Import Progress:
Checking for payments already imported... 88%
Matched all 58 payment records to students

[Import Data] [Cancel Import]

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.



Check record matches?

Do you want to **PROCESS** the imported payment record matches now?
Otherwise, you can **CHECK / EDIT** which payments should be processed.

Click **YES** to **ACCEPT** the matched records and process them now
Click **NO** to **CHECK** the record matches
OR ... click **CANCEL** to scrap the import process

- 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:



Imported Payments - Record Match

Depending on your import settings, some record matches may be marked as 'REJECTED'. These payments will not be processed.
Edit this column if you wish to alter which payments should be processed

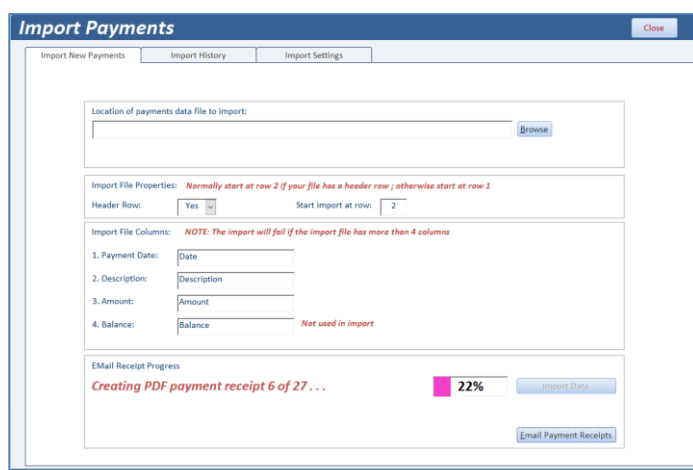
BACS Import File: C:\Programs\MendipDataSystems\SPS\PaymentImportFiles\ImportBACSPaymentFile.csv

ID	Date	Amount	BACS Payment Description	Record Match Comment	Matched Advice	Matched Student	Match Type	Reject Match
185	17/11/2016	£5.00	1226WILLIAMS	Matched - using payment reference value	12266	Matthew WILLIAMS SRN	Full	<input type="checkbox"/>
191	17/11/2016	£5.00	1226WALLACE	Matched - using payment reference value	12266	Joan WALLACE SRN	Full	<input type="checkbox"/>
194	17/11/2016	£5.00	1226TODDER	Matched - using payment reference value	12266	James TODDER SRN	Full	<input type="checkbox"/>
195	17/11/2016	£5.00	1226TAYLOR	Matched - using payment reference value	12276	James TAYLOR SRN	Full	<input type="checkbox"/>
196	17/11/2016	£5.00	1226TANLEY	Matched - using payment reference value	12266	James TANLEY SRN	Full	<input type="checkbox"/>
197	17/11/2016	£5.00	1226RODER	Matched - using payment reference value	12306	Joshua RODER SRN	Full	<input type="checkbox"/>
198	17/11/2016	£5.00	1226PRICE	Matched - using payment reference value	12318	James PRICE SRN	Full	<input type="checkbox"/>
199	17/11/2016	£5.00	1226PARSONS	Matched - using payment reference value	12318	Kate PARSONS SRN	Full	<input type="checkbox"/>
200	17/11/2016	£5.00	1226PALMER	Matched - using payment reference value	12336	Kevin PALMER SRN	Full	<input type="checkbox"/>
201	17/11/2016	£5.00	1226POGSON	Matched - using payment reference value	12346	Jack INGLAN SRN	Full	<input type="checkbox"/>
202	17/11/2016	£5.00	1226MOGGS	Matched - using payment reference value	12354	Karen MOGGS SRN	Full	<input type="checkbox"/>
204	17/11/2016	£5.00	1226MATHIEWS	Matched - using payment reference value	12366	Hayden MATHIEWS SRN	Full	<input type="checkbox"/>
204	17/11/2016	£5.00	1226LITTLE	Matched - using payment reference value	12378	Alexander LITTLE SRN	Full	<input type="checkbox"/>
205	17/11/2016	£5.00	1226KINGSTON	Matched - using payment reference value	12388	Harry KINGSTON SRN	Full	<input type="checkbox"/>
206	17/11/2016	£5.00	1226INGERSSENT	Matched - using payment reference value	12356	Hannah INGERSSENT SRN	Full	<input type="checkbox"/>
207	17/11/2016	£5.00	1246HOLLISTON	Matched - using payment reference value	12456	Stephen HOLLISTON SRN	Full	<input type="checkbox"/>
208	17/11/2016	£5.00	1246HARRIS	Matched - using payment reference value	12454	Stacia HARRIS SRN	Full	<input type="checkbox"/>
209	17/11/2016	£5.00	1246GILLES	Matched - using payment reference value	12426	Paige GILLES SRN	Full	<input type="checkbox"/>
210	17/11/2016	£5.00	1246GIMMAN	Matched - using payment reference value	12438	Elizabeth GIMMAN SRN	Full	<input type="checkbox"/>
211	17/11/2016	£5.00	1246FERGUSON	Matched - using payment reference value	12486	Angela FERGUSON SRN	Full	<input type="checkbox"/>
212	17/11/2016	£5.00	1246FERGUSON	Matched - using payment reference value	12458	Devon FERGUSON SRN	Full	<input type="checkbox"/>
213	17/11/2016	£5.00	1246DODDER	Matched - using payment reference value	12496	Laura DODDER SRN	Full	<input type="checkbox"/>
214	17/11/2016	£5.00	1246DODSON	Matched - using payment reference value	12478	Watson DODSON SRN	Full	<input type="checkbox"/>
215	17/11/2016	£5.00	1246CARROLL	Matched - using payment reference value	12506	Jodie CARROLL SRN	Full	<input type="checkbox"/>
216	17/11/2016	£5.00	1256BOWDEN	Matched - using payment reference value	12518	Danielle BOWDEN SRN	Full	<input type="checkbox"/>
217	17/11/2016	£5.00	1256BENNETT	Matched - using payment reference value	12536	Ben BENNETT SRN	Full	<input type="checkbox"/>
218	17/11/2016	£5.00	1256ALDRIDGE	Matched - using payment reference value	12536	Ruby ALDRIDGE SRN	Full	<input type="checkbox"/>
219	17/11/2016	£5.00	1256BAFFITT	Matched - using payment reference value	12556	Clayton BAFFITT SRN	Full	<input type="checkbox"/>
220	17/11/2016	£5.00	1256GREEN	Matched - using payment reference value	12556	Stephen GREEN SRN	Full	<input type="checkbox"/>
221	17/11/2016	£33.00	1266WOODS	Matched - using payment reference value	12606	Jade WOODS SRN	Full	<input type="checkbox"/>
222	17/11/2016	£33.00	1266WILKINSON	Matched - using payment reference value	12618	Charlotte WILKINSON SRN	Full	<input type="checkbox"/>
223	17/11/2016	£33.00	1266WELLS	Matched - using payment reference value	12626	George WELLS SRN	Full	<input type="checkbox"/>

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:



Import Payments

Import New Payments | Import History | Import Settings

Location of payments data file to import:

Import File Properties: *Normally start at row 2 (if your file has a header row; otherwise start at row 1)*

Header Row: ☐ Yes ☒ No Start import at row:

Import File Columns: *NOTE: The import will fail if the import file has more than 4 columns*

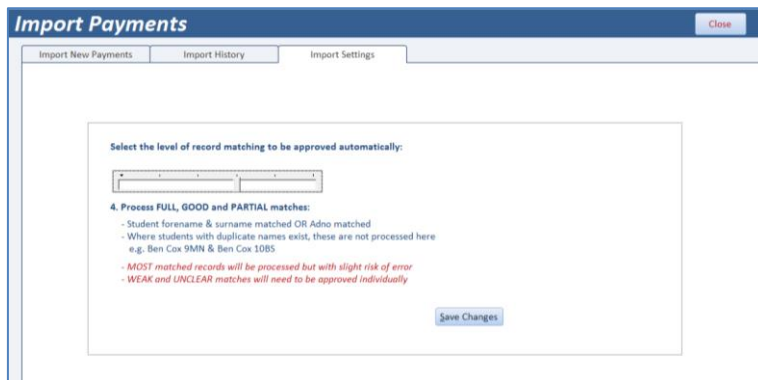
1. Payment Date:	<input type="text" value="Date"/>
2. Description:	<input type="text" value="Description"/>
3. Amount:	<input type="text" value="Amount"/>
4. Balance:	<input type="text" value="Balance"/> <i>Not used in import</i>

E-Mail Receipt Progress

Creating PDF payment receipt 6 of 27 ... 22%

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