



**SchoolMoney**  
Payments Made Easy



## **Introduction**

The ideal solution for making online payments to schools.

SchoolMoney offers a cost effective way of handling payments. Each day more schools take advantage of our easy to use online secure payment system. SchoolMoney enables parents to pay online using debit or credit cards.

You can use SchoolMoney to collect payments for dinner money, after-school clubs, uniforms, music lessons, school trips, - any number of school activities. We've made the system easy for parents and time-saving for schools. SchoolMoney will instantly send notifications, receipts as well as reminders for outstanding payments.

## The Benefits

- Integrates with your school MIS
  - Secure online payment system
- Parents can pay online using a debit or credit card
  - Provides clear, concise income reports
    - Set up multiple instalments
- Remind parents of outstanding payments in seconds
  - Reduces hours of paperwork for the admin office
    - Parents receive texts and emails automatically
- Parent's money goes directly to the school account and/or the council account
  - Parents can pay through their PC or by text message
    - Takes the pressure off school admin staff
      - Helps schools manage late payments
  - Assists in reducing cash related crime amongst young people
- Significantly reduces errors and ensures an audit trail is available
  - Reduces cash held in schools and increases staff security

# Payments Tab



## Create New Payment

1. Click on the **New** button in the bottom left hand corner of your screen
2. From the little pop up window that appears in the middle of the screen select the **Payment Type** you would like to create from the drop down list
3. Select **Create Payment**

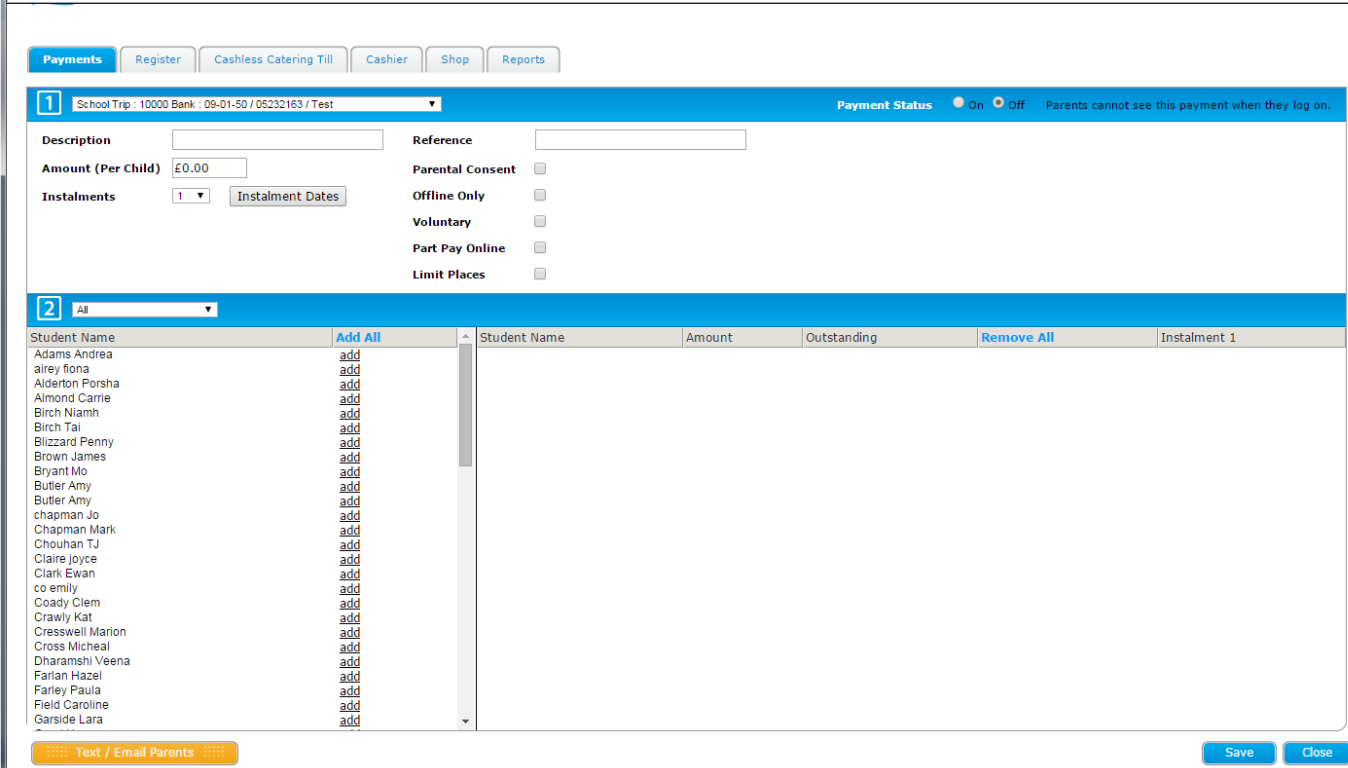
The screenshot shows the 'Payments' tab interface. At the top, there are navigation buttons: Payments, Register, Cashless Catering Till, Cashier, Shop, and Reports. Below these is a filter dropdown set to 'All Payment Types'. The main area displays a table of 'Payment Items (1 - 30 / 30)'. The table has columns for Date Created, Type, Live, Description, Last Message Date, Reference, Instalments, Parents, Amount Per Child, Total, Outstanding, and Due Date. A 'Choose Payment Type' dropdown menu is open, showing a list of options: School Trip, Milk, Swimming, Music, Uniform, Residential, Other, School Fund, Donations, and School Fees. At the bottom left, there is a 'New' button and a 'Text / Email Parents' button. At the bottom right, there are buttons for 'Show archived payments', 'Archive All', and 'Archive'.

Date Created	Type	Live	Description	Last Message Date	Reference	Instalments	Parents	Amount Per Child	Total	Outstanding	Due Date
Thu 04 Jun 2015	School Trip	Y	The Sea Life Centre	Thu 04 Jun 2015	Summer trip 2015	2	23	£21.00	£483.00	£462.00	Mon 20 Jul 2015
Mon 08 Jun 2015	School Trip	N	Wisley Gardens		Yr 2 Wisley 22.7.15	1	16	£10.00	£160.00	£160.00	Wed 01 Jul 2015
Thu 04 Jun 2015	School Trip	N	Everton		Rec Trip	1	16	£10.00	£160.00	£160.00	Tue 30 Jun 2015
Mon 08 Jun 2015	Milk	Y	Milk Payment	Mon 08 Jun 2015	Rec Trip	1	1	£6.00	£6.00	£6.00	Tue 30 Jun 2015
Thu 04 Jun 2015	School Trip	N	UKSA		UKSA	3	16	£400.00	£6400.00	£6266.67	Thu 18 Jun 2015
Fri 05 Jun 2015	School Trip	Y	London zoo	Fri 05 Jun 2015	London zoo 04/7/15	2	2	£12.00	£24.00	£24.00	Fri 11 Jun 2015
Fri 05 Jun 2015	School Trip	Y	London	Fri 05 Jun 2015	Londonsummer15	2	1	£300.00	£300.00	£150.00	Fri 11 Jun 2015
Mon 08 Jun 2015	Dinner Money	N	Break		WIC 08 Jun 2015	1	16	£0.00 to £4.00	£52.00	£52.00	Fri 11 Jun 2015
Mon 08 Jun 2015	Dinner Money	N	Demo Dinners Lauren		WIC 08 Jun 2015	1	27	£0.00 to £2.10	£21.00	£14.70	Fri 11 Jun 2015
Thu 04 Jun 2015	School Trip	Y	Hall Place	Thu 04 Jun 2015	Hall Place 05/06/15	2	1	£14.00	£14.00	£7.00	Thu 18 Jun 2015
Wed 03 Jun 2015	School Trip	Y	farm	Wed 03 Jun 2015	farm year 2 10th june	2	1	£5.00	£5.00	£2.50	Wed 10 Jun 2015
Tue 09 Jun 2015	Other	Y	Sammy Test 09/06/2015	Tue 09 Jun 2015	Sammy Test	1	1	£0.01	£0.01	£0.00	Tue 09 Jun 2015
Mon 01 Jun 2015	Club / Extended	N	Owls Book Club			1	1	£0.00	£0.00	£0.00	Fri 11 Jun 2015
Wed 03 Jun 2015	Club / Extended	N	After School 24/09/2014			1	2	£2.50 to £5.00	£7.50	£7.50	Fri 11 Jun 2015
Mon 01 Jun 2015	Dinner Money	N	Break		WIC 01 Jun 2015	1	16	£0.00 to £6.00	£82.00	£82.00	Fri 11 Jun 2015
Fri 05 Jun 2015	School Trip	Y	Yr 3 Trip - London Zoo		Yr 3 Trip - London Zoo	1	3	£15.00	£45.00	£45.00	Fri 11 Jun 2015
Tue 17 Feb 2015	School Trip	Y	Harry Potter Studio Tour		Year 7	1	3	£35.00	£105.00	£105.00	Sat 12 Jun 2015
Mon 18 May 2015	Dinner Money	N	Demo Dinners Lauren		WIC 18 May 2015	1	27	£0.00 to £2.10	£18.90	£12.60	Fri 11 Jun 2015
Mon 18 May 2015	Dinner Money	N	Break		WIC 18 May 2015	1	16	£0.00 to £4.00	£26.00	£26.00	Fri 11 Jun 2015
Mon 18 May 2015	Dinner Money	N	Kelly Test Cred		WIC 18 May 2015	1	3	£0.00 to £1.00	£1.00	£1.00	Fri 11 Jun 2015
Mon 11 May 2015	Dinner Money	N	Demo Dinners Lauren		WIC 11 May 2015	1	26	£0.00 to £2.00	£4.00	£4.00	Fri 11 Jun 2015
Tue 12 May 2015	Dinner Money	N	Kelly Test Cred		WIC 11 May 2015	1	3	£0.00 to £1.00	£1.00	£1.00	Fri 11 Jun 2015
Wed 06 May 2015	Dinner Money	N	Demo Dinners Lauren		WIC 04 May 2015	1	26	£0.00 to £2.10	£21.00	£12.60	Fri 11 Jun 2015
Thu 07 May 2015	Dinner Money	N	Break		WIC 04 May 2015	1	16	£3.20 to £8.00	£117.80	£115.80	Fri 11 Jun 2015
Wed 29 Apr 2015	Dinner Money	N	Break		WIC 27 Apr 2015	1	16	£0.00 to £4.00	£50.00	£45.00	Fri 11 Jun 2015
Tue 31 Mar 2015	Dinner Money	Y	Demo Dinners Lauren		WIC 27 Apr 2015	1	26	£0.00 to £2.10	£4.20	£4.20	Fri 11 Jun 2015
Tue 21 Apr 2015	Dinner Money	N	Break		WIC 20 Apr 2015	1	16	£0.00 to £4.00	£54.00	£46.00	Fri 11 Jun 2015
Fri 10 Apr 2015	Dinner Money	Y	Demo Dinners Lauren		WIC 06 Apr 2015	1	29	£0.00 to £4.40	£26.20	£22.00	Fri 11 Jun 2015
Tue 03 Feb 2015	Dinner Money	Y	Demo Dinners Lauren		WIC 30 Mar 2015	1	26	£0.00 to £9.90	£41.40	£37.20	Fri 11 Jun 2015
Tue 17 Feb 2015	Dinner Money	Y	Demo Dinners Lauren		WIC 23 Mar 2015	1	25	£0.00 to £10.50	£86.20	£29.40	Fri 11 Jun 2015

## Payment Screen - split in to 2 sections

### Section 1

1. Type in **Description** you would like parents to see
2. **Amount** (per child)
3. **Instalments** (up to 10 instalments)
4. **Instalment Date** (due date - when you want the payment to be in by)
5. **Reference** - for schools use (help when doing reporting)
6. **Parental Consent** (if required online consent)
7. **Offline only** - do not wish to take online payments
8. **Voluntary** - Happy to receive voluntary contributions - if does not pay full amount, it will be written off
9. **Part Pay Online** - Flexible option for parents to as and when they can
10. **Limit Places** - set up how many places available which will accept on a first come first serve basis.



The screenshot shows the 'Payments' screen with a navigation bar at the top containing 'Payments', 'Register', 'Cashless Catering Till', 'Cashier', 'Shop', and 'Reports'. Below the navigation bar, there is a dropdown menu for 'School Trip : 10000 Bank : 09-01-50 / 05232163 / Test'. The 'Payment Status' is set to 'On'.

**Section 1** (Form Fields):

- Description:** [Text Input]
- Amount (Per Child):** £0.00
- Instalments:** 1 (dropdown) [Instalment Dates]
- Reference:** [Text Input]
- Parental Consent:**
- Offline Only:**
- Voluntary:**
- Part Pay Online:**
- Limit Places:**

**Section 2** (Table):

Dropdown: All

Student Name	Add All	Student Name	Amount	Outstanding	Remove All	Instalment 1
Adams Andrea	add					
airey fiona	add					
Alderton Porsha	add					
Almond Carrie	add					
Birch Niamh	add					
Birch Tai	add					
Blizzard Penny	add					
Brown James	add					
Bryant Mo	add					
Butler Amy	add					
Butler Amy	add					
chapman Jo	add					
Chapman Mark	add					
Chouhan TJ	add					
Claire Joyce	add					
Clark Ewan	add					
co emily	add					
Coady Clem	add					
Crawly Kat	add					
Cresswell Marion	add					
Cross Micheal	add					
Dharamshi Veeena	add					
Farlan Hazel	add					
Farley Paula	add					
Field Caroline	add					
Garside Lara	add					

Buttons: Text / Email Parents, Save, Close

### Section 2

1. Click on dropdown **All**
2. Select by **Year/Form Group**
3. Click **Add** next to childs name or **Add All**
4. Select **Save**
5. **Text/Email Parents**
6. Select whether message is to be sent by **Text/Email** or **Both**
7. Select **Message Type**
8. Select **Send Messages**

## Register Tab - Mark dinners

- Ensure **Dinner** is selected in the 1<sup>st</sup> dropdown
- **School Lunches** is selected in the 2<sup>nd</sup> dropdown
- Select **Date** to choose the date in the calendar for when you would like to mark the register
- Use **Filter** to mark register by year/form
- Click on the **M T W T F** dropdown in the grey bar and **Select All**
- This will give all the pupils a tick against there name. **Green** for Paid Meals, **Blue** for Government Free Meals, **Brown** for Universal Infant Free Meals and **Pink** for Sandwiches.
- You can mark a child as having Sandwiches manually by clicking on the **green, blue** or **brown** tick once so it goes **Pink**
- Or if the child is **absent** click on the tick twice so there is no tick against there name
- Once everything is correct Select **Save** in the bottom right.

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Alderton Porsha (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£2.00	£24.00	£10.00	-£14.00	
Almond Carrie (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£10.60	£0.00	-£10.60	
Crawly Kat (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£2.00	£16.00	£0.00	-£16.00	
Cresswell Marion (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£22.00	£0.00	-£22.00	
Farlan Hazel (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£26.00	£0.00	-£26.00	
Griffiths Sue (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	
Henderson Jane (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£26.00	£0.00	-£26.00	
Johnson Sally (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	
Jones Kelly Claire (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£5.00	-£23.00	
Leadbeater Julie (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	
Ledbeater Cath (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£5.20	£0.00	-£5.20	
Parkes Dan (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	
Pridmore Kelly (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£30.00	£0.00	-£30.00	
Small Jane (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	
Warren Robin (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	
Wyddell Ruth (test)	test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4.00	£28.00	£0.00	-£28.00	

## Cashier Tab - Manage Payments

- Where you see [Type Student Here](#), start typing the child's first name or last name to filter for their payment or simply find them in the drop down list
- All there [unpaid/uncollected](#) payments will be listed on the left hand side (you can filter for [paid/collected items](#) or [all](#) in the dropdown in the middle of the screen)
- The payment you wish to manage needs to be selected on the left hand side of the screen so that it is highlighted in grey
- On the right hand side [Manage Payments](#) window will appear where you would select the dropdown under [Status](#) and then select the method you have taken e.g. cash, cheque, vouchers etc
- If a payment has been paid incorrectly, again under the drop down [Status](#) you will be able to refund, write off, undo the last transaction or transfer the money to credit.

Payments
Register
Cashless Catering Till
Cashier
Shop
Reports

Total outstanding: **£2206.30**

Parent in Credit by: £40.00 Dinner Money: -£237.80

Strang Lauren (Year 7) Siblings Show Unpaid/Uncollected Items ▾

Description △	Type △	Instalments △	Due Date △	Outstanding / ▾
The Sea Life Centre	School Trip	2	Mon 20 Jul 2015	£21.00
Breakfast Club - Julie Wellington	Club / Extended Services	1	Fri 26 Jun 2015	£0.00
Breakfast Club - Julie Wellington	Club / Extended Services	1	Fri 26 Jun 2015	£0.00
Demo Dinners Lauren	Dinner Money	1	Fri 12 Jun 2015	£2.10
After School 24/09/2014	Club / Extended Services	1	Fri 05 Jun 2015	£2.50
Harry Potter Studio Tour	School Trip	1	Sat 30 May 2015	£35.00
Demo Dinners Lauren	Dinner Money	1	Fri 22 May 2015	£2.10
Demo Dinners Lauren	Dinner Money	1	Fri 15 May 2015	£2.00
Demo Dinners Lauren	Dinner Money	1	Fri 08 May 2015	£2.10
Demo Dinners Lauren	Dinner Money	1	Fri 17 Apr 2015	£1.80
Demo Dinners Lauren	Dinner Money	1	Fri 10 Apr 2015	£4.40
Demo Dinners Lauren	Dinner Money	1	Fri 03 Apr 2015	£9.90
Year 6 Trip	School Trip	5	Fri 03 Apr 2015	£430.00
Demo Dinners Lauren	Dinner Money	1	Fri 27 Mar 2015	£10.50
Demo Dinners Lauren	Dinner Money	1	Fri 20 Mar 2015	£8.90
Demo Dinners Lauren	Dinner Money	1	Fri 13 Mar 2015	£4.40
Demo Dinners Lauren	Dinner Money	1	Fri 06 Mar 2015	£3.30
Demo Dinners Lauren	Dinner Money	1	Fri 27 Feb 2015	£2.00
Demo Dinners Lauren	Dinner Money	1	Fri 20 Feb 2015	£6.30
Demo Dinners Lauren	Dinner Money	1	Fri 13 Feb 2015	£3.70
Demo Dinners Lauren	Dinner Money	1	Fri 06 Feb 2015	£2.10
Demo Dinners Lauren	Dinner Money	1	Fri 30 Jan 2015	£6.20
P3 trip to zoo	School Trip	1	Thu 29 Jan 2015	£3.00
Demo Dinners Lauren	Dinner Money	1	Fri 23 Jan 2015	£4.10
Owls Book Club	Club / Extended Services	1	Fri 23 Jan 2015	£2.00
Owls Book Club	Club / Extended Services	1	Fri 16 Jan 2015	£2.00
Demo Dinners Lauren	Dinner Money	1	Fri 16 Jan 2015	£4.50
Alton Towers	School Trip	2	Wed 31 Dec 2014	£7.50
Demo Dinners Lauren	Dinner Money	1	Fri 19 Dec 2014	£2.30
Demo Dinners Lauren	Dinner Money	1	Fri 12 Dec 2014	£8.00
Swimming Lessons	Swimming	8	Tue 09 Dec 2014	£80.00
Demo Dinners Lauren	Dinner Money	1	Fri 05 Dec 2014	£2.10
Demo Dinners Lauren	Dinner Money	1	Fri 28 Nov 2014	£5.00
Demo Dinners Lauren	Dinner Money	1	Fri 21 Nov 2014	£2.10
Demo Dinners Lauren	Dinner Money	1	Fri 14 Nov 2014	£2.00
Demo Dinners Lauren	Dinner Money	1	Fri 07 Nov 2014	£10.00
Demo Dinners Lauren	Dinner Money	1	Fri 31 Oct 2014	£2.00
Brighton	Club / Extended Services	2	Mon 27 Oct 2014	£50.00
Demo Dinners Lauren	Dinner Money	1	Fri 24 Oct 2014	£2.00
Dinner Payments	Other	1	Fri 24 Oct 2014	£70.00
Owls Book Club	Club / Extended Services	1	Fri 24 Oct 2014	£2.00
Owls Book Club	Club / Extended Services	1	Fri 17 Oct 2014	£4.00
St Peters School	Dinner Money	1	Fri 17 Oct 2014	£2.20
Demo Dinners Lauren	Dinner Money	1	Fri 17 Oct 2014	£10.00

**Manage payments**

No	Amt	Due Date	Status	Due	Print
1	£6.00	01 Jun 2015	<input type="text" value="Unpaid"/>	£6.00	
2	£15.00	20 Jul 2015	<input type="text" value="Unpaid"/>	£15.00	

Credit: £40.00

Parental Consent

**Total Outstanding: £21.00**

Print Receipt
Buy Shop Item

• You can [Manage any Credit](#)

• You can choose to [Print](#) or [Email Receipt](#) by selecting the relevant option

• You can select [Parental Consent](#) if parent already in the office

• You will also be able to purchase any items you are selling in school by selecting [Buy Shop Item](#)

## Reports Tab

- There are several reports available which are split into sections to help manage Payments Made, Payments Overdue, Payment Adjustments, Dinner and Catering, Analysis and Receipts and History. You can Filter the reports to show you the information you require.
- [Money Received](#) shows all money that's has been received whether that be online or cash or cheques in school
- [Money Overdue](#) shows you all the payments that have gone past its due date are now overdue
- [Static Banking Reconciliation](#) help you reconcile against your bank statement

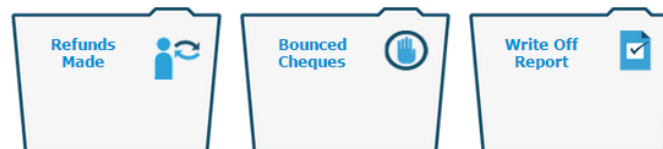
### Payments Made



### Payments Overdue



### Payment Adjustments







- Payments
- Register
- Cashless Catering Till
- Cashier
- Shop
- Reports**

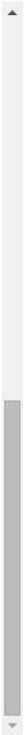
- Dinner Money Council Banking
- Free School Meals Report

### Analysis

- Static Banking Reconciliation
- Banking Reconciliation Report
- Forecast
- Shop Stock Report
- Missing Details Report
- Credit Report

### Receipts & History

- Receipts
- Student Statements
- Sent Message Report



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SchoolMoney

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