

SchoolMoney - Cheat Sheet

SchoolMoney Home Page

Payment Plan

Information on payment arrangement between SchoolMoney and Parents.

User Guides

View our comprehensive range of SchoolMoney guides.

Support Form

Raise a support ticket with SchoolMoney.

Online Support Centre

View FAQ's, training videos and help guides.

The screenshot shows the SchoolMoney home page with a navigation bar containing buttons for Payments, Dinner Register, Club Register, Cashless Catering Till, Cashier, Shop, Reports, and Admin. Below the navigation bar is a 'Payments List' section with a table of payment records. The table has columns for Status, Description, Reference, Type, Due Date, Students, Total Outstanding, Total Amount, and Last Message Date. The table contains 20 rows of payment data, including entries for school fund, IOW, Dudley Zoo, Legoland, and various school trips and dinners.

Status	Description	Reference	Type	Due Date	Students	Total Outstanding	Total Amount	Last Message Date
Online	school fund	P1	School Trip	Thu 17 Jun 2021	52	£1680.00	£1820.00	Wed 20 Jan 2021
Online	IOW	10/05/2021	School Trip	Mon 31 May 2021	4	£1200.00	£1200.00	Fri 26 Feb 2021
Online	Dudley Zoo	10/05/2021	School Trip	Wed 05 May 2021	23	£225.00	£230.00	Wed 03 Feb 2021
Online	Legoland	Y6	School Trip	Wed 31 Mar 2021	19	£320.00	£380.00	Thu 25 Feb 2021
Online	1 BreakfastClub	W/C 22 Mar 2021	Club / Extended Services	Mon 22 Mar 2021	19	£0.00	£0.00	Not Contacted
Offline	Dinner Money	W/C 15 Mar 2021	Dinner Money	Mon 15 Mar 2021	43	£0.00	£0.00	Not Contacted
Online	Farm Trip Year 4	1223456	School Trip	Tue 09 Mar 2021	18	£350.00	£360.00	Tue 02 Mar 2021
Offline	1 BreakfastClub	W/C 08 Mar 2021	Club / Extended Services	Mon 08 Mar 2021	17	£13.00	£20.80	Not Contacted
Online	The Zoo	The Zoo Mr Smith	School Trip	Mon 08 Mar 2021	22	£220.00	£220.00	Mon 01 Mar 2021
Online	Dinner Money	W/C 08 Mar 2021	Dinner Money	Mon 08 Mar 2021	52	£0.00	£0.00	Not Contacted
Offline	Edinburgh	Mrs Hegarty	School Trip	Fri 05 Mar 2021	4	£1400.00	£1400.00	Not Contacted
Online	The Zoo	13232323	School Trip	Fri 05 Mar 2021	18	£180.00	£180.00	Fri 26 Feb 2021
Online	seaside	Mr Teach	School Trip	Thu 04 Mar 2021	10	£50.00	£50.00	Thu 25 Feb 2021
Online	Seaside	Mrs A	School Trip	Thu 04 Mar 2021	4	£60.00	£60.00	Thu 25 Feb 2021
Online	Brighton Beach	13/09/21	School Trip	Thu 04 Mar 2021	3	£63.00	£63.00	Thu 25 Feb 2021
Online	Farm Trip Year 4	123456	School Trip	Thu 04 Mar 2021	17	£330.00	£340.00	Thu 25 Feb 2021
Online	Farm Trip Year 4	123456	School Trip	Wed 03 Mar 2021	18	£350.00	£360.00	Wed 24 Feb 2021
Offline	Big Farm	Class 2	School Trip	Tue 02 Mar 2021	3	£75.00	£75.00	Not Contacted
Online	Alton Towers	Whole School	School Trip	Tue 02 Mar 2021	48	£1440.00	£1440.00	Tue 23 Feb 2021
Online	Dinner Money	W/C 01 Mar 2021	Dinner Money	Mon 01 Mar 2021	52	£0.00	£18.10	Not Contacted
Online	Break Sales	W/C 01 Mar 2021	Dinner Money	Mon 01 Mar 2021	48	£0.00	£8.00	Not Contacted

1
Payments
Select to set up or view all payments across SchoolMoney.

2
Dinner Register
Allows you to see which students are having a hot meal or packed lunch.

3
Club Register
View students within a club or create a new register.

4
Cashless Catering Till
Allows you to visually identify (by student photo) which students are having a hot meal or packed lunch. This functionality is used in the classroom or dining hall.

5
Cashier
Here you can record manual transactions such as cash/cheques and create refunds.

6
Shop
View all shop items and costs for uniform, bags and water bottles.

7
Reports
View reports for any outstanding payments made, payments history and club payments.

8
Admin
You can control minor details of the system such as student details, creating groups and other information parents see when they log on.

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<input type="checkbox"/>	Online	The Zoo	13232323	School Trip	Fri 05 Mar 2021	18	£180.00	£180.00	Fri 26 Feb 2021
<input type="checkbox"/>	Online	seaside	Mr Teach	School Trip	Thu 04 Mar 2021	10	£50.00	£50.00	Thu 25 Feb 2021
<input type="checkbox"/>	Online	Seaside	Mrs A	School Trip	Thu 04 Mar 2021	4	£60.00	£60.00	Thu 25 Feb 2021
<input type="checkbox"/>	Online	Brighton Beach	13/09/21	School Trip	Thu 04 Mar 2021	3	£63.00	£63.00	Thu 25 Feb 2021
<input checked="" type="checkbox"/>	Online	Farm Trip Year 4	123456	School Trip	Thu 04 Mar 2021	17	£330.00	£340.00	Thu 25 Feb 2021
<input checked="" type="checkbox"/>	Online	Farm Trip Year 4	123456	School Trip	Wed 03 Mar 2021	18	£350.00	£360.00	Wed 24 Feb 2021
<input checked="" type="checkbox"/>	Offline	Big Farm	Class 2	School Trip	Tue 02 Mar 2021	3	£75.00	£75.00	Not Contacted
<input checked="" type="checkbox"/>	Online	Alton Towers	Whole School	School Trip	Tue 02 Mar 2021	48	£1440.00	£1440.00	Tue 23 Feb 2021
<input checked="" type="checkbox"/>	Online	Dinner Money	W/C 01 Mar 2021	Dinner Money	Mon 01 Mar 2021	52	£0.00	£18.10	Not Contacted

Action: Please Select Show archived payments Archive All

Please Select

Set Online / Offline

Send Parents Message

Archive / Unarchive

Copy Payment

Delete

Please Select

Archive All

Archive any selected payments that have no money outstanding.

Add

Click here to create a new payment request.

Edit

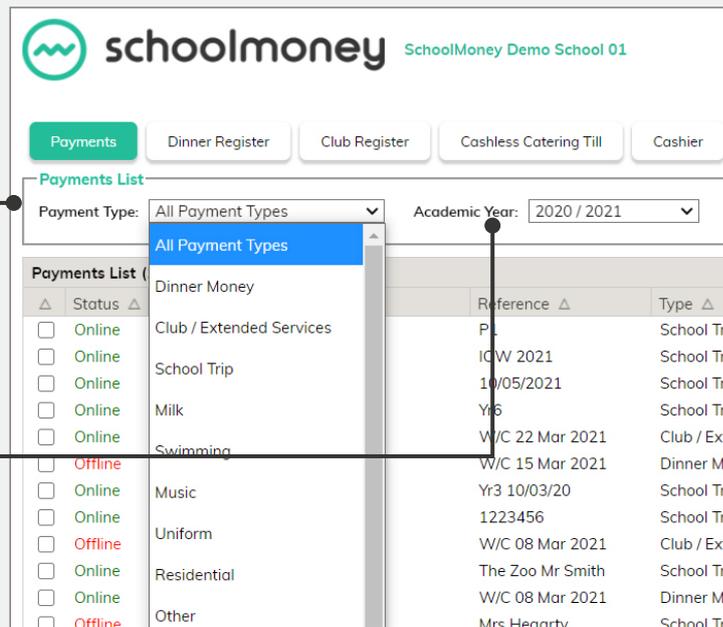
Click here to edit a payment request.

Action
From the drop down menu select the action for payments that are ticked blue.

Payments List

Payment Type
From the drop down menu view all your school payment types.

Academic Year
From the drop down menu view all payments from previous years.



Payments List

Payment Type: All Payment Types Academic Year: 2020 / 2021

Status	Payment Type	Reference	Type
<input type="checkbox"/>	Online	Club / Extended Services	School Trip
<input type="checkbox"/>	Online	School Trip	School Trip
<input type="checkbox"/>	Online	10/05/2021	School Trip
<input type="checkbox"/>	Online	Yr5	School Trip
<input type="checkbox"/>	Online	W/C 22 Mar 2021	Club / Extended Services
<input type="checkbox"/>	Offline	W/C 15 Mar 2021	Dinner Money
<input type="checkbox"/>	Online	Yr3 10/03/20	School Trip
<input type="checkbox"/>	Online	1223456	School Trip
<input type="checkbox"/>	Offline	W/C 08 Mar 2021	Club / Extended Services
<input type="checkbox"/>	Online	The Zoo Mr Smith	School Trip
<input type="checkbox"/>	Online	W/C 08 Mar 2021	Dinner Money
<input type="checkbox"/>	Offline	Mrs Hearty	School Trip