

# **Reports User Guide**



# Introduction

This user guide takes you through the various reports that are available on **SchoolMoney.** Each report is explained step by step, so that you can decide which reports you will need to use within your school and how to get the most out of them.

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# **1. Introduction to Reports**

When you click on the reports tab it will take you to a page with a number of folders that are available.

😔 schoolmoney	Support Academy	News: Pay	<u>ment Provider Change</u> - Thu 04 Ju	2019	Help: 0207 237 8456	$\swarrow$	S	111	() S
Payments Dinner Register Club Register	Cashless Catering Till Cashle	er Shop	Reports Admin						
			Payments Mad	e					<b>^</b>
	Money Recei	red £	PayPoint	£ Shop Purchases	1				
			Payments Overd	ue					
		Money Ov	verdue Ot	Trip Itstanding ayments					
			Payment Adjustm	ents					
	Refunds Mo	de <b>1</b> 2	Bounced Cheques	Write Orr Report	1				*

These folders are organised into a number of headings for ease of use:

- Payments Made
- Payments Overdue
- Payment Adjustments
- Dinner & Catering
- Club & Extended Services
- Analysis
- Receipts & History
- App

Click on any folder to open a report.

# 2. Payments Made

#### 2.1 Money Received

The Money Received report shows you everything that has been paid by the parents to the school during the last seven days. This report is a real-time update of what the parents have paid, whether that be by cash/cheque in school or online via debit/credit card.

🔶 so	hoo	Imc	ney s	upport Academy		News: <u>Paym</u>	ient Prov	<u>vider Change</u> - Th	u 04 jul 2019		Help: 0207 237 8456	$\swarrow$	S	111	() S
Payments	Dinner Reg	ister	Club Register	Cashless Catering Till	Cashier	Shop	Repor	ts Admin						Total Receiv	red £47.98
Money Receiv	ved Breakdo	wn													
Dinner Residential School Fun	£0.00 £0.00 nd £0.00	Shop Item Swimming Milk	s £15.98 Ext £0.00 Mu £0.00 Ott	tended £0.00 Trips isic £0.00 Donati her £0.00	£12.00 ons £0.00	Uniform School Fee	£0.0 s £20.0	00							
Received Payn	nents (1 - 4	( 4)													
Student 🛆		Year Gro	up △ Form △	Payment Method 🛆	Amount $ riangle$	Parent Paid	On 🛆	Paid By △		Payment Details 🛆	Running Total 🛆				
Strong Louren Strong Louren	(Hogwarts) (Hogwarts) (Hogwarts)	Year 3 Year 3 Year 3	Hogwart Hogwart Hogwart	s Voucher s Cosh s Cosh	£10.00 £10.00 £15.99	Mon 12 Au Mon 12 Au Mon 12 Au	9 2019 9 2019 9 2019	Debra Strang () Debra Strang () Debra Strang ()	uuren strong@eduspot.co.u auren strong@eduspot.co.u uuren strong@eduspot.co.u		23598 22598 £1598				
***** Filter ****	Show	w transact	ion breakdown	Paid on = Last 7 D	ays, Genero	ited on Mon	iday the	e 12th of Augu	st 2019 at 12:57			Pri	nt	Export	Back

You will see listed information such as:

- Child's name
- Payment method
- Amount
- Parent paid on

In this report you will be able to see:

- A breakdown of all money that has been received by payment type
- The total amount received during the chosen date range
- A filters button that allows you to change the report to reflect any information you may need to generate
- Print and export buttons

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If you would like to see a breakdown of where the money is allocated, select the amount in blue.

	demy News: <u>Payment Provider Change</u> - Thu 04 jul 2019	Help: 0207 237 8-	456 📈 🗞 🗐 🚺 S
Payments Dinner Register Club Register Cashless	Catering Till Cashier Shop Reports Admin		Total Received £259.43
Dinner         £0.00         Shop Items         £15.98         Extended           Residential         £125.00         Swimming         £0.00         Music           School Fund         £0.00         Milk         £0.00         Other	255.00 Trips £33.45 Uniform £0.00 £0.00 Donations £0.00 School Fees £20.00 £0.00 Transaction Breakdown		
Received Payments (1 - 5 / 5)       Student △     Year Group △       Form △     Pay       Mitchell Richard (Pride Rock)     Year 3       Hogwarts     Year 3       Hogwarts     Year 3       Strang Lauren (Hogwarts)     Year 3       Strang Lauren (Hogwarts)     Year 3       Hogwarts     Case	Transactions (1 - 8/ /8)           Student △         Payment Type △         Description △           Mitchell Richard (Pride Rock)         School Trip         Trip to the Lake           Mitchell Richard (Pride Rock)         Residential         residential trip           Mitchell Richard (Pride Rock)         School Trip         Trime Club           Mitchell Richard (Pride Rock)         School Trip         Alton towers trip with coach payr           Mitchell Richard (Pride Rock)         Club / Extended Services         Lunch Time Club	Amount △         Method           £12.00         Cheque         55.943           £50.00         Cheque         55.96           £25.00         Cheque         25.96           £25.00         Cheque         15.98           £40.00         Cheque         15.98	Δ
IIII Filter IIII Show transaction breakdown Paid or	Close = Last 7 Days, Generated on Monday the 12th of August 2019 at 13:01		Print Export Back

A popup box will appear showing you exactly where the money has been attached. Once you are finished, select Close and the box will disappear.

Support Academy News: Payment Provider Change - Thu 04 jul 2019 Help: 0	207 237 8456	K Q		() <b>S</b>
Payments     Dinner Register     Club Register     Cashless Catering Till     Cashless Catering Eastless       Dinner     £0.00     Shoot Fund     £0.00     Muaic     £85.00     Tites     £93.45     Linters     Payment     Payment     Payment     Payment     Payment     Payment     Payment     Account     Aat     ▼       Received Payments (1 - 57.5)     Student ∆     Yeor Group ∆ Form ∆     Poyment Type Alt     ▼     Payment Type Alt     ▼       Student ∆     Yeor Group ∆ Form ∆     Poyment Cash     Poyment Type Alt     ▼     Parent Paid On     List7 days     ▼       Student (Hogwardts)     Yeor 3     Hogwardts Cash     Yeor 3     Hogwardts Cash     Payment Cash     Payment Cash	nning Total △ 259 43 47.98		Total Receive	£259.43
Strang Lauren (Hogwarts) Year 3 Hogwarts Vou Strang Lauren (Hogwarts) Year 3 Hogwarts Casi Strang Lauren (Hogwarts) Year 3 Hogwarts Casi Year All V Form All V Group All V OK Cancel	35.98 25.98 15.98			
ann Filter nnn  Show transaction breakdown Paid on = Last 7 Days, Generated on Monday the 12th of August 2019 at 13:01		Print	Export	Back

Click on the filters button and it will open up a new box in the centre of the screen. This allows you to filter for things such as:

- Payment method (debit card, credit card, cash, cheque)
- Parent paid on (the date range of the report)
- Name (the child's name)

Eg. If you want to see how much money was paid for the whole of January:

- Click on filters
- Select Parent Paid On
- Choose the option of Date Range
- Input the date range for January
- Select OK
- The report will now have been generated.

If you would like your report to be more detailed, you can click the Show transaction breakdown in the bottom left-hand corner of your screen.

🔶 so	hool	money	upport Academy		News: <u>Paym</u>	ent Provider Chang	2 - Thu 04 Jul 2019		Help: 0207 237 845	i6 📈	s I	() <b>S</b>
Payments	Dinner Registe	r Club Register	Cashless Catering Till	Cashier	Shop	Reports Adm	in				Total Receiv	ed £259.43
Money Receiv Dinner Residentia School Fun	Money Received Breakdown           Dinner         £0.00         Shop Items £15.98         Extended £65.00         Trips         £33.45         Uniform         £0.00           Residential £125.00         Swimming         £0.00         Music         £0.00         School Fees £20.00           School Fund         £0.00         Other         £0.00         School Fees £20.00											
Received Payn	nents (1 - 15 / 1	15)										
Student & Mitchell Richar Mitchell Richar Mitchell Richar Mitchell Richar Mitchell Richar Mitchell Richar Mitchell Richar Mitchell Richar Strang Louren Strang Louren Strang Louren Strang Louren	d (Pride Rock) d (Pride Rock) (Hogwarts) (Hogwarts) (Hogwarts) (Hogwarts) (Hogwarts)	Year Group ∠ Form Year 6 Pride Year 3 Hogy Year 3 Hogy Year 3 Hogy Year 3 Hogy Year 3 Hogy Year 3 Hogy Year 3 Hogy	A Type A     Type A     Type A     Club / Extended See     Rock: Club / Extended See     Rock: Pacidential     Rock: Residential     School Fees     School Fees     School Fees     School Item     arts School Item     arts School Item     Schop Item     arts Schop Item     arts Schop Item	De vvices Lu vvices Lu rei rei rei rei Tri Tri Tri Tri Tri Bo	escription A unch Time Club unch Time Club ton towers trip sidential trip sidential trip sidential trip sidential trip pi to the Lake heatre Trip den project trip den project trip den nick Bottle book Bog	with coach paymen	Reference Δ WKC 05 Aug 2019 WKC 06 May 2019 WKC 06 May 2019 A fanto twore this ju with coach payment Year 2 residential tip Year 2 residential tip Year 2 residential tip Year 2 residential tip Summer 2019 Summer 2019	Instalment △ 1 1 4 4 of 5 3 of 5 3 of 5 1 of 5 1 1 1 1 1 1 2 of 3	Payment Method △ Cheque Cheque Cheque Cheque Cheque Cheque Cheque Cash Cash Cash Cash Cash Cash	Amount △ £2500 £40.00 £9.45 £25.00 £25.00 £25.00 £12.00 £12.00 £12.00 £12.00 £10.00 £0.49 £2.59 £10.00	Parent Paid On A Mon 12 Aug 2019 Mon 12 Aug 2019	Paid By △ Primary Contact Primary Contact Primary Contact Primary Contact Primary Contact Primary Contact Primary Contact Primary Contact Primary Contact Debra Strang (Ia Debra Strang (Ia Debra Strang (Ia Debra Strang (Ia Debra Strang (Ia
•												F
::::: Filter :::::	mini Filter mini 🕑 Show transaction breakdown Paid on = Last 7 Days, Generated on Monday the 12th of August 2019 at 13:01 Print Export Back											

This will then show and allow you to filter for more information such as:

- Payment type
- Description
- Reference



#### 2.2 PayPoint

The PayPoint report shows you a list of all PayPoint transactions that have been processed on the **SchoolMoney** System.



In the top left-hand corner, you can filter for specific children if you need to see a list of their transactions. In the bottom left-hand corner, you can also print or export the report.

#### 2.3 Shop Purchases Report

The Shop Purchases Report shows all of the items purchased by parents whether they have been paid for online or within the school. It will outline the details of the item, as well as if it has been collected or if it is still waiting to be picked up.

Payment	ts Dinner Register (	Club Register	Cashless Ci	stering Til 0	ashier 5	Shop Reports	Admin						Total Amo	ount £15.98
Shop Pu	rchase Report-													
Shop	Item All	۲	Show uncollect	ed items only	1									
hop Pure	chases (1 - 4 / 4) Select All.	None												
elect △	Student Name 🛆	Form △	Year Group △	$ItemName\ \bigtriangleup$	Amount 🛆	Payment Method $\triangle$	Quantity $\triangle$	Purchased On $ riangle$	Collected On $\triangle$	Collection Note 🛆	Last Contact D	ate 🛆		
	Strang Lauren (Hogwarts)	Hogworts	Year 3	Book Bag	£10.00	Cosh	1	Mon 12 Aug 2019	Mon 12 Aug 2019	Dad collected				
	Strang Lauren (Hogwarts)	Hogworts	Year 3	Drinks Bottle	£2.99	Cosh	1	Mon 12 Aug 2019	Mon 12 Aug 2019	Dad collected				
	Strang Lauren (Hogwarts)	Hogwarts	Year 3	Pencil Case	£2.50	Cash	1	Mon 12 Aug 2019	Mon 12 Aug 2019	1				
	Strang Lauren (Hogwarts)	Hogwarts	Year 3	Ruler	£0.49	Cash	1	Mon 12 Aug 2019	Mon 12 Aug 2019	Dad collected				



From the report, you can filter for specific items using the drop-down box in the top lefthand corner. You can also filter on specific date ranges and children.

At the top of the report, there is a tick box that enables you to see uncollected items only. You can then use the button in the bottom left-hand corner to send collection reminders.

💮 schoolmoney	Support Academy	News: <u>Paym</u>	ent Provid	<u>er Change</u> - Thu 04 Jul 2019		Help: 0207 237 8456	$\swarrow$	S	
Poyments     Dinner Register     Club Register       Shop Purchase Report     Shop Purchase Report       Shop Item     All       Shop Purchases (1 - 1 / 1) Select All, None       Select △ Student Nome △ Form 4       Strong Lauren (Hogwarts)	Coshless Cotering TII Coshle Send Collection Reminder Messo Request By Text Messoge and Em Send parents the collection reminder m tems. Text Message (86/160) Hello, Your purchase of #ITEM (#QUAN #DATE is now ready for collection.	ge ail  Incl essage for shop	Reports	Admin tional Parents send 1 email reminder(s) ar Student △ Strang Lauren (Hogworts	id 1 message reminder(s). Email Address △ Iauren.strang@eduspot.co.uk	Phone Number △ Parent △ +447500667015 Debra Str	4	To	tol Amount £10.00
	Emoil Helia, Your purchose of mTEM (#QUA) #DATE is now ready for collection.	ITITY units), on	4						
Collection Densider C. Red	Formert Parid on a Lorent	7 Day Show	Key:	Warning - Missing Phone Error - No Contact Inform	Number or Email Address ation Ser	id Messages Close			Parte

You will only be able to do this for items that haven't been collected.

When you select the button, it will pop up with a box in which you can choose your method of communication and add any extra details. When you are ready, select Send Messages.

### 3. Payment Overdue

#### 3.1 Money Overdue

The Money Overdue report will detail any children who may have arrears on **SchoolMoney**. They will show up in the report once a payment has passed its due date and the parent has not cleared the outstanding balance.

The report outlines:

- The total overdue
- When it should have been paid
- The child's name
- The child's year group
- The payment type
- The description
- The reference
- When they were last contacted

Payments	Dinner Regist	er Club Registe	er Cashless Cat	ering Till	Cashier	Shop	Reports	Admin				То	tal Overdue £	3718.
oney Overd	ue (1 - 261 / 26	1) Select <u>All, None</u>												
ase 🛆 Tot	tal Overdue 🛆	Running Total 🛆	Due Date 🛆	Student N	lame ∆		Form 2	2	Year Group 🛆	Payment Type △	Description △	R	eference $\triangle$	
£1	12.00	£12.00	Wed 23 Jan 2019	Naik Ann	a (Pride Rock)		Pride R	ock	Year 6	School Trip	Trip to the Lake			
£1	12.00	£24.00	Wed 23 Jan 2019	Taylor Jes	ssica (Narnia)		Namia		Year 2	School Trip	Trip to the Lake			
£1	12.00	£36.00	Wed 23 Jan 2019	Banister I	Billy (Pride Roo	ck)	Pride R	lock	Year 6	School Trip	Trip to the Lake			
£1	12.00	£48.00	Wed 23 Jan 2019	Strang Zo	ac (OZ)		OZ		Year 3	School Trip	Trip to the Lake			
£1	12.00	£60.00	Wed 23 Jan 2019	Potterton	Steve (Hogwo	arts)	Hogwo	irts	Year 4	School Trip	Trip to the Lake	ip to the Lake		
£1	12.00	£72.00	Wed 23 Jan 2019	Chouhan	Tejash (Tortug	ga)	Tortuge	2	Year 4	School Trip	Trip to the Lake			
£1	12.00	£84.00	Wed 23 Jan 2019	Patel Raj	(OZ)		OZ		Year 3	School Trip	Trip to the Lake			
£1	12.00	£96.00	Wed 23 Jan 2019	Patel Sac	hin (Hogwarts	5)	Hogwarts		Year 2	School Trip	Trip to the Lake			
£1	12.00	£108.00	Wed 23 Jan 2019	Bhandari	Aakanksha (T	Tortuga)	Tortuga		Year 6	School Trip	Trip to the Lake			
£1	12.00	£120.00	Wed 23 Jan 2019	Simpson	Bart (Namia)		Namia		Year 3	School Trip	Trip to the Lake			
£1	12.00	£132.00	Wed 23 Jan 2019	McFly Mo	irty (OZ)		OZ		Year 4	School Trip	Trip to the Lake			
£1	12.00	£144.00	Wed 23 Jan 2019	Moore Ja	mes (Staff)		Staff		Staff	School Trip	Trip to the Lake			
£1	12.00	£156.00	Wed 23 Jan 2019	Walker Je	ess (Hogwarts)	)	Hogwo	irts	Year 2	School Trip	Trip to the Lake			
£1	12.00	£168.00	Wed 23 Jan 2019	Darkins A	Andrew (Hogw	(arts)	Hogwo	irts	Year 2	School Trip	Trip to the Lake			
£1	12.00	£180.00	Wed 23 Jan 2019	Darkins L	uke (Hogwart	s)	Hogwo	irts	Year 6	School Trip	Trip to the Lake			
£2	2.00	£182.00	Wed 23 Jan 2019	Wowzers	s James (Hogw	/arts)	Hogwo	irts	Year 6	School Trip	Trip to the Lake			
£1	12.00	£194.00	Wed 23 Jan 2019	Bloggs Jo	e (Staff)		Stoff		Staff	School Trip	Trip to the Lake			
£1	12.00	£206.00	Wed 23 Jan 2019	Brooks D	an (Hogwarts)	)	Hogwo	irts	Year 3	School Trip	Trip to the Lake			
£1	12.00	£218.00	Wed 23 Jan 2019	Strang N	oah (Pride Roc	:k)	Pride R	lock	Year 2	School Trip	Trip to the Lake			
£3	8.50	£221.50	Mon 04 Mar 2019	Bloggs Jo	e (Staff)		Staff		Staff	Dinner Money	School Lunches	N	V/C 22 Apr 201	.9
£1	.20	£222.70	Mon 04 Mar 2019	Brooks D	an (Hogwarts)	)	Hogwo	irts	Year 3	Dinner Money	School Lunches	N N	V/C 22 Apr 201	.9
£2	2.50	£225.20	Mon 04 Mar 2019	Brooks D	an (Hogwarts)	)	Hogwo	irts	Year 3	Club / Extended Services	Afterschool Club	N	V/C 22 Apr 201	.9
£5	5.00	£230.20	Mon 11 Mar 2019	Guest Gle	en (Hundred A	cre Wood)	Hundre	d Acre Wood	Year 6	Other	Football Training	F	ootball Training	y Yr 4-6
£0	.90	£231.10	Sat 16 Mar 2019	Howard P	Russel (Visitor)	)	Visitor		Visitor	Dinner Money	School Lunches	N N	V/C 11 Mar 201	.9
£2	20.00	£251.10	Fri 22 Mar 2019	Strang Zo	ac (OZ)		OZ		Year 3	Swimming	swimming club	s	wimming club :	19

The Chase Overdue button allows you to send texts/emails to parents to notify them of the amount they owe the school.

• Click on the Chase Overdue button so that the message window appears

$\bigcirc$	schoo	olmonei	Support Academy News: Paym	nent Provid	l <u>er Change</u> - Thu 04 jul 2019	Help: 0	207 237 8456	<u>~</u>	S		() <b>S</b>
Paym	ents Dinner F	tegister Club Regist	ter Cashless Catering Till Cashler Shop	Reports	Admin			_	Total (	Overdue <b>£</b>	3718.00
Money	Overdue (1 - 261	/ 261) Select <u>All</u> , <u>Non</u>									
Chase	△   Total Overdue	e △ Running Total △	Request By Message and Email 🔻 🗌 Include Ad	Iditional Po	arents				Refer	ence 🛆	
	£12.00	£12.00	Only parents with overdue payments will be sent a	Ma							<u></u>
	£12.00	£24.00	message.	Tou Wil	i sena 20 emails ana 29 messages.						
<b>Z</b>	£12.00	£36.00	Text (129/160)		Student 🛆	Email Address 🛆	Phone Num				
	£12.00	£48.00	Hello, You have an overdue payment of #AMOUN1 due for #DESCRIPTION		Bhandari Aakanksha (Tortuga)	1@schoolmoney.co.uk	+44700( ^				
	£12.00	£60.00			Bloggs Joe (Staff)		+44				
	£12.00	£72.00			Brooks Dan (Hogwarts)	SUPPOR I@schoolm.co.uk	+44/000				
	£12.00	£84.00			Chouhan Tejash (Tortuga)	support@shoolmoney.co.uk	+44				
	£12.00	£96.00	To pay please go to edsp.co/sm-login with the password #PASSWORD		Darkins Andrew (Hogwarts)	darkins@icloud.com	+44/3/8				
	£12.00	£108.00	E		Darkins Luke (Hogwarts)		+44				
	£12.00	£120.00	Email		Dunn Daniel (O2)	daniel.dunn@eduspot.co.uk	+44/565				
	£12.00	£132.00	due for #DESCRIPTION. To pay please go to		Guest Glen (Hundred Acre Wood)	2@schoolmoney.co.uk	+44				
	£12.00	£144.00	edsp.co/sm-login with the password #PASSWORD		Harry Prince (Tortuga)		+44				
	£12.00	£156.00			Hook Lydia (Namia)	3@schoolmoney.co.uk					
	£12.00	£168.00			Howard Russel (Visitor)	russel43@blanblan.com	+44				
	£12.00	£180.00			Jakeman Alex (Hundred Acre Wood)	4@schoolmoney.co.uk	+44				
	£2.00	£182.00			Jones Sarah (Staff)	40.1.1	+44				
	£12.00	£194.00			Lodnia Hari (Namia)	1@schoolmoney.co.uk	+44/000				
	£12.00	£206.00			McFly Marty (02)	bttf55@hillvalley.com	+44				
	£12.00	£218.00			Mitchell Richard (Pride Rock)	richard.mitchell@eduspot.co.uk	+44/83				
	£3.50	£221.50		<	MAAVE JOMES ISTOTT				W/C	22 Apr 20	19
	£1.20	±222.70		Key:	Warning - Missing Phone Number or E	mail Address			VV/C	22 Apr 20	19
	£2.50	£225.20		- I	Error - No Contact Information				W/C	22 Apr 20	19
	£5.00	£230.20				Send Reminders	Cancel		Foot	bail Irainir	1g 1r 4-6
	£0.90	£231.10	5100 H 0010 CH 7 (07)						W/C	11 Mar 20	19
	£20.00	£251.10	Fil 22 Mar 2019 Strang Zac (OZ)	0.	2 Year 3 Swi	mming swimming clu	a		swin	iming club	19 +
Fil	ers ::::: 🔲 Gr	oup by student Due d	date = Academic Year 2018 / 2019, Generated on	n Monday	the 12th of August 2019 at 14:39	Chase O	verdue P	rint	Ехро	rt	Back

• Choose whether to send the message by text, email, or both

**Please Note**: you can change the wording of the message if you wish but the #AMOUNT, #DESCRIPTION, and #PASSWORD will all be automatically filled out for you.

• Click Send Reminders and the messages will be sent out to the parents.

#### **3.2 Trip Outstanding Payments**

This report is a very brief overview of all the money that is still outstanding for any trip payments. In the top left-hand corner click on the drop-down menu and select the trip you would like more information about. The details will appear below and include:

- A list of children's names
- Their year and form groups
- How much they have paid to date
- How much they still owe
- If the parent has given their consent or not

🔶 schoolm		News: Payment F	P <u>rovider Change</u> - Thu 04 Jul 2019	Help: 0207 237 8456 📈 🗞 🗐 🚺
Payments Dinner Register	Club Register Cashless Catering	Till Cashier Shop Re	ports Admin	
Trip Outstanding Payments Sum Trip IOW Year All	Group All Form All	Show All Students      T		Amount Per Student: £100.00 Total Paid: £0.00 Total Written Off: £0.00 Total Outstanding: £1600.00
Trip Outstanding Payments (1 - 1 Student A	16 / 16) Year Group A Form A	Gender A Medical Information 4	A Paid To Date A Amount Outstanding A	
Bhandari Apkanksho (Tortuga) Chauhan Tejash (Tortuga) Darkinas Luke (Hagwarts) Dunn Daniel (OZ) Guest Glen (Hundred Acre Wood) Harry Prince (Tortuga) Holmes Leigh (Pride Rock) Hok Lydia (Nomia) Mortiy Jamy (OZ) Marthal Richard (Pride Rock) Morris Jamy (OZ) Morris Paul (Hogwarts) Naik Anan (Pride Rock) Potterton Steve (Hogwarts) Virdi Nina (Tortuga) Wowzers James (Hogwarts)	Year 6 Tortuga Year 6 Hogwarts Year 7 OZ Year 7 OZ Year 6 Hundred Acre Wood Year 6 Tortuga Year 6 Pride Rock Year 4 OZ Year 6 Pride Rock Year 6 Pride Rock Year 6 Pride Rock Year 6 Hogwarts Year 6 Hogwarts Year 6 Hogwarts Year 6 Hogwarts Year 6 Hogwarts Year 6 Hogwarts Year 6 Hogwarts	Female Male Male Male Male Male Female Male Female Female Female Male Male Male Athma	£0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00           £0.00         £100.00	
Print Export Tr	ip = IOW, Shown Students = Outs	tanding Payments, Generated o	on Monday the 12th of August 2019 at 1	14:49 Bock

In the top right-hand corner of the screen you will be able to see:

- The amount per student
- The total amount paid
- The total that has been written off for the trip
- The total outstanding amount

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# 4. Payment Adjustments

#### 4.1 Refunds Made

If you process any refunds on the **SchoolMoney** system, whether by cash, cheque, or straight onto the parent's card, then this will appear in the 'Refunds Made' report.

Poyments Dinner R	gister Club R	egister Cosh	iless Catering Till Cashi	er Shop Repo	rts Admin					
efunded Payments (1 -	27 / 27)									
udent Name 🛆	Year Group		Description A	Reference A	Type △	Instalment A	Poyment Method A	Amount Refunded A	Detoils 🛆	Refund Date 🛆
ylor Sue (Hogwarts)	Year 3	Hogwarts	Calculator		Shop Item		Cash	£10.00	not working	Fri 05 Jul 2019
ylor Sue (Hogwarts)	Year 3	Hogwarts	Credit Refund		Dinner Money		Cash	£0.20		Fri 17 May 2019
rang Lauren (Hogwarts	Year 3	Hogwarts	Credit Refund		Dinner Money		Cheque	£20.00	Moved to packed lunch	Mon 13 May 201
vior Sue (Hogwarts)	Yeor 3	Hogwarts	Credit Refund		School Fees		Cash	£5.00		Wed 08 May 201
ylor Sue (Hogwarts)	Year 3	Hogwarts	harry potter studio tours	spring 2019	School Fees	1	Cash	£10.00		Tue 07 May 2019
nn Daniel (OZ)	Year 4	OZ	Trip to the Loke		School Trip	1	Cosh	£10.00		Wed 17 Apr 201
dhia Hari (Namia)	Yeor 2	Namia	Robinwood	RW 18/19	School Trip	1	Cash	£130.00	overpayment	Thu 04 Apr 2019
word Russel (Visitor)	Visitor	Visitor	Football Trip	December 19 All YRs	School Trip	1	Cash	£50.00		Fri 15 Mar 2019
ooks Dan (Hogwarts)	Year 3	Hogwarts	Credit Refund		Club / Extended Services		Cash	£6.00	not attended	Thu 14 Mar 2019
ioks Dan (Hogwarts)	Year 3	Hogwarts	Afterschool Club	W/C 18 Mar 2019	Club / Extended Services	1	Cash	£6.00	not attended	Thu 14 Mar 2019
alker Jess (Hogwarts)	Year 2	Hogwarts	Credit Refund		Club / Extended Services		Cash	£10.00		Fri 08 Mar 2019
alker Jess (Hogwarts)	Year 2	Hogwarts	Credit Refund		Dinner Money		Cash	£10.00		Fri 08 Mar 2019
chell Richard (Pride Ro	k) Year 6	Pride Rock	Credit Refund		Club / Extended Services		Cash	£10.00		Thu 07 Mar 2019
chell Richard (Pride Ro	k) Yeor 6	Pride Rock	Credit Refund		Club / Extended Services		Cash	£10.00		Thu 07 Mar 2019
chell Richard (Pride Ro	k) Year 6	Pride Rock	Credit Refund		Club / Extended Services		Cash	£10.00		Thu 07 Mar 2019
chell Richard (Pride Ro	k) Year 6	Pride Rock	Credit Refund		Dinner Money		Cash	£7.30		Thu 07 Mar 2019
ooks Dan (Hogwarts)	Year 3	Hogwarts	Credit Refund		Dinner Money		Cash	£15.00		Thu 07 Mar 2019
andari Aakanksha (Tor	uga) Year 6	Tortuga	Credit Refund		Dinner Money		Cash	£10.00		Thu 07 Mar 2019
andari Aakanksha (Tor	uga) Year 6	Tortuga	Credit Refund		Dinner Money		Cash	£10.00		Thu 07 Mar 2019
rris Paul (Hogwarts)	Year 4	Hogwarts	Credit Refund		Club / Extended Services		Cash	£11.75		Wed 06 Mar 201
rris Paul (Hogwarts)	Year 4	Hogwarts	Credit Refund		Dinner Money		Cash	£100.00	overpayment	Wed 06 Mar 201
k Anna (Pride Rock)	Year 6	Pride Rock	Barcelona Trip	6th March Yr 6	School Trip	1	Cash	£60.00	wrong trip paid for	Wed 06 Mor 201
owzers James (Hogwa	s) Year 6	Hogwarts	Credit Refund		School Trip		Cash	£60.00	Barcelona trip	Wed 06 Mar 201
owzers James (Hogwa	s) Year 6	Hogwarts	Credit Refund		Dinner Money		Cash	£3.40	school lunches	Wed 06 Mor 201
wzers James (Hogwa	s) Year 6	Hogwarts	Credit Refund		Dinner Money		Cash	£6.60	school lunches	Wed 06 Mar 201
owzers James (Hogwa	s) Year 6	Hogwarts	Credit Refund		Club / Extended Services		Cash	£10.00	afterschool club	Wed 06 Mar 201
wzers James (Hogwa	s) Year 6	Hogwarts	School Lunches	W/C 04 Feb 2019	Dinner Money	1	Debit Card	£0.05	Merge student transaction test	Mon 28 Jan 2019

This report gives you details of any payment that has been refunded back to the parents, the date of the refund, how much was refunded, and the details as to why the refund was made.

#### **4.2 Bounced Cheques**

If a parent has paid by cheque but the bank has told you that this has bounced back, then you can mark that onto the **SchoolMoney** system.

The bounced cheque report will show you a list of all cheques that have previously bounced, including any details you have marked; the school can then keep track of any transactions on the system that might not have gone through correctly.

In the top right-hand corner of the screen, there is a total 'Bounced Amount' during the date range chosen and you can filter, print and export this information as with the rest of the reports.

🖂 scho	oolma	onei	Support	Academy	N	ews: <u>Payr</u>	ment Provid	er Change -	Thu 04 jul 2019			Help: 020	7 237 8456	$[\mathcal{N}]$	S	111	() <b>(</b>
Poyments Dinn	er Register	Club Regist	ter Cash	less Catering Till	Cashier	Shop	Reports	Admin	•						1	fotal Bound	ed £30.0
Bounced Cheques ()	- 4 / 4)																
Student 🛆	Year Group 🛆	Form △	Type △	Description $\triangle$	Reference A	Instalme	nt ∆ Amo	unt 🛆 Po	irent Paid On 🛆	Paid By △	Received In School	Bank On 🛆	Running Tot	ol∆ Det	ails 🛆		
More jones (Suff) Moore jones (Suff) Moore jones (Suff) Moore jones (Suff)	Stoff Stoff Stoff	Stoff Stoff Stoff Stoff	School Trip Other School Trip Other	Trip to the Lole voluntary Trip to the Lole voluntary		1 1 1	£12 £3.0 £12 £3.0	.00 W 10 W .00 W	Ved 24 Apr 2019 (ed 24 Apr 2019) (ed 24 Apr 2019) (ed 24 Apr 2019) (ed 24 Apr 2019)	Pinnary Contact Pinnary Contact Pinnary Contact Pinnary Contact	Wei 24 Apr 2019 Wei 24 Apr 2019 Wei 24 Apr 2019 Wei 24 Apr 2019		£12.00 £15.00 £27.00 £30.00				
nun Filters nun	Print	Export	Student =	Moore James (	Staff), Paid a	n = Acad	lemic Year	2018/20	019, Generater	d on Monday the	12th of August 2	019 at 14:	57				Back

#### 4.3 Write off Report

This report details any write offs that have been completed on **SchoolMoney**. You will be able to see the specific payment, the write off date and any extra details you may have added yourself.

Payments Dinner Re	gister Club R	Register Cashles	s Catering Till Cashie	r Shop Reports	Admin				Tot	tal Written O	# £40.4
Write Off Breakdown —											
Dinner £0.00 Swimming £16.00	Trips £14.45 Uniform £0.00	5 Extended £0 School Fees £1	00 Other £0.00 0.00 Donations £0.00	School Fund £0.00 Music £0.00	Residential £0.00 Milk £0.00						
rite Off (1 - 8 / 8)											
uident & A trang Louren (Hogwarts trang Louren (Hogwarts trang Louren (Hogwarts trang Louren (Hogwarts trang Louren (Hogwarts trang Louren (Hogwarts	Yeor Toroup A Yeor 3 Yeor 3 Yeor 3 Yeor 3 Yeor 3 Yeor 3 Yeor 3 Yeor 3 Yeor 3	Fern A Type Hagwarts Schoe Hagwarts Schoe Hagwarts Schoe Hagwarts Swim Hagwarts Swim Hagwarts Swim Hagwarts Swim	A Description A Hese: Eden project trip ITrip Alton towers trip swimming club swimming club swiming club swimming club swimming club swimming	with coach payment	Reference A Summer 2019 with coach payment Alton towers trip with coach payment Alton towers trip - own travel arrange swimming club 19 swimming club 19 swimming club 19 swimming club 19	Instants A 30/03 3 1 1 1 of 5 2 of 5 3 of 5 4 of 5 4 of 5	Amount △ £10.00 £9.45 £5.00 £4.00 £4.00 £4.00 £0.00	Written Off On a Mon 12 Aug 2019 Mon 12 Aug 2019	Running Total £1000 £19.45 £24.45 £24.45 £32.45 £32.45 £30.45 £40.45 £40.45	A Reason	

E.g. If you have a pupil premium child and the school is covering the cost of a trip, you can write off this amount. It will then show as balanced on the child's account so that the parent doesn't pay but you have a record on the system of how the trip was covered.

# 5. Dinner and Catering

#### **5.1 Dinner Arrears**

Dinner Arrears will show you the amalgamated arrears that a child has accumulated on the Dinner Register.

Payments	Dinner Regist	ter Club Register Cashless (	atering Till	Cashier Shop	Reports Admin		Total Overdu	e £157.4
-Dinner Arre	ar Report ——							
Dinner Week	Please Select	t T						
Dinner Arrea	rs (1 - 35 / 35)	Select <u>All, None</u>						
Chase △ To	tal Arrears 🛆	Student △	Year Group 🛆	Form △	Description A			
✓ <u>£1</u>	10.10	Bloggs Joe (Staff)	Staff	Stoff	School Lunches			
✓ <u>£6</u>	5.90	Brooks Dan (Hogwarts)	Year 3	Hogwarts	School Lunches			
✓ <u>£8</u>	3.10	Howard Russel (Visitor)	Visitor	Visitor	School Lunches			
✓ <u>£7</u>	7.00	Potterton Steve (Hogwarts)	Year 4	Hogwarts	School Lunches			
✓ <u>£7</u>	7.20	Bhandari Aakanksha (Tortuga)	Year 6	Tortuga	School Lunches			
✓ <u>£5</u>	5.00	Chouhan Tejash (Tortuga)	Year 4	Tortuga	School Lunches			
✓ <u>£1</u>	12.70	Darkins Luke (Hogwarts)	Year 6	Hogwarts	School Lunches			
✓ <u>£1</u>	16.60	Dunn Daniel (OZ)	Year 4	OZ	School Lunches			
✓ <u>£7</u>	7.60	Strang Zac (OZ)	Year 3	OZ	School Lunches			
✓ <u>£0</u>	0.60	Guest Glen (Hundred Acre Wood)	Year 6	Hundred Acre Wood	School Lunches			
✓ <u>£</u> 4	4.70	Morris jenny (OZ)	Year 6	OZ	School Lunches			
✓ <u>£5</u>	5.00	Morris Paul (Hogwarts)	Year 4	Hogwarts	School Lunches			
✓ <u>£4</u>	<u>4.70</u>	Patel Raj (OZ)	Year 3	OZ	School Lunches			
✓ <u>£2</u>	2.10	Banister Billy (Pride Rock)	Year 6	Pride Rock	GF Lunches			
✓ <u>£0</u>	0.40	Brooks Dan (Hogwarts)	Year 3	Hogwarts	GF Lunches			
✓ <u>£4</u>	4.20	Chouhan Tejash (Tortuga)	Year 4	Tortuga	GF Lunches			
✓ <u>£0</u>	0.60	Darkins Andrew (Hogwarts)	Year 2	Hogwarts	GF Lunches			
✓ <u>£(</u>	0.40	Darkins Luke (Hogwarts)	Year 6	Hogwarts	GF Lunches			
✓ <u>£</u> 4	4.20	Dunn Daniel (OZ)	Year 4	oz	GF Lunches			
✓ <u>£4</u>	4.20	Guest Glen (Hundred Acre Wood)	Year 6	Hundred Acre Wood	GF Lunches			
✓ <u>£</u> 4	4.20	Harry Prince (Tortuga)	Year 6	Tortuga	GF Lunches			
✓ <u>£2</u>	2.70	Hook Lydia (Narnia)	Year 4	Namia	GF Lunches			

This report runs in a very similar way to the Money Overdue report. The Money Overdue shows you the separate amounts owed for all payment types whereas the Dinner Arrears report will show an overall total of what a child owes.

Instead of sending out multiple texts asking for various weeks, the school will be able to send one text per child indicating the lump sum of what they owe.

#### **5.2 Catering Report**

The Catering Report is only used if you have the Cashless Catering module on the **SchoolMoney** system. This report gives you a breakdown of what the children in the school have eaten between any two dates of your choosing.

> schoolmoney

😁 scł	noolm	oney	Support Academy	News: Mo	ving away from SIMS? PI	ease contact us reg	garding an MIS Migration - Mee	n 16 May 2022	Help: 0207 237 8456	<u>[.ul</u>	Ľ	?	()	S
Poyments	Dinner Register	Club Registe	r Cashless Catering Till	Cashier	Shop Reports	Admin	Trust Setup User							
- Catering Report														
Group	All	✓ Ye	ar All	▼ F	Form	✓ SI	udent All	*						
Dinner Group	All	▼ D	inners From 23 Feb 2022	Date	Dinners To 28 Feb 2022	Date								
Dinners (1 - 7 / 7)														
Meal Selection 🛆	Paid For 2	Free Meals 🛆	Universal Infant Free Meals	△ Packed Lu	nch 🛆 Packed Lunch (F	SM) 🛆 Packed L	unch (UIFSM) 🛆 Total Meals	A Total Cost 🛆						
Chicken Wrap	0	1	1	0	0	0	2	£0.00						
Creamy Bacon Po	sta 1	1	0	0	0	0	2	£3.00						
Creamy Veg Past	a 0	1	0	0	0	0	1	£0.00						
Meat Pizza and C	hips 0	1	0	0	0	0	1	£0.00						
Selection of Pizza	0	1	1	0	0	0	2	£0.00						
Veg Pizza and chi	ps 0	0	1	0	0	0	1	£0.00						
TOTAL:	1	5	3	0	0	0	9	£3.00						

You can change the date range of the report using the 'Dinners From' and 'Dinners To' filters on the top left-hand side of the screen. You can also filter for group, year, and form.

The system will automatically create a report showing:

- How many of each individual meal option have been taken
- How many of those meal options are free, paid, or universal infant free
- The total cost

Poyments Dinne	er Register	Club Reg	jister Casi	nless Catering Till	Cashier Shop	Reports Admin	Trust Se	tup User			
Catering Report										 	 
Group		~	Year	All	✓ Form	All	Student All	~			
Dinner Group All		~	Dinners From	23 Feb 2022	Date Dinners To	28 Feb 2022 Date					
inners (1 - 10 / 10)											
tudent 🛆	Year	Group ∆	Form $ riangle$	Dinner Date 🛆	Item Description $ riangle$	Paid For 🛆	Items Bought	Total Cost 🛆			
haramshi Siya (Hogwo	arts) Year	4	Hogwarts	Wed 23 Feb 2022	Chicken Wrap	Universal Infant Free Meal	1	£0.00			
haramshi Siya (Hogwo	arts) Year	4	Hogwarts	Thu 24 Feb 2022	Selection of Pizza	Universal Infant Free Meal	1	£0.00			
haramshi Siya (Hogwo	arts) Year	4	Hogwarts	Fri 25 Feb 2022	Veg Pizza and chips	Universal Infant Free Meal	1	£0.00			
haramshi Veena (Pride	e Rock) Year	3	Pride Rock	Wed 23 Feb 2022	Chicken Wrap	Free Meal	1	£0.00			
haramshi Veena (Pride	e Rock) Year	3	Pride Rock	Thu 24 Feb 2022	Selection of Pizza	Free Meal	1	£0.00			
haramshi Veena (Pride	e Rock) Year	3	Pride Rock	Fri 25 Feb 2022	Meat Pizza and Chip	s Free Meal	1	£0.00			
haramshi Veena (Pride	e Rock) Year	3	Pride Rock	Mon 28 Feb 2022	Creamy Bacon Pasto	Free Meal	1	£0.00			
itchell Richard (Button	n Moon) Year	4	Button Moon	Mon 28 Feb 2022	Creamy Veg Pasta	Free Meal	1	£0.00			
sylor Sue (Pride Rock)	Year	3	Pride Rock	Mon 28 Feb 2022	Creamy Bacon Pasto	Paid for	1	£3.00			
						TOTAL:	9	£3.00			

In the bottom left-hand corner, there is a tick box next to 'Show Breakdown By Student.' If you select this, it will show a breakdown of all of the different meals each student has taken during this period of time. This can be useful if you ever need to know which student is having what meal.

You have the option to show dietary requirements by ticking the box in the bottom left-hand corner if the kitchen needs to know anything about specific students (such as nut allergies). When ticked, this will appear as an extra column.

### 5.3 Dinner Money Weekly Report and Dinner Money Council Banking Report

These reports both show:

- The number of meals for that date range
- If they are paid, free or universal infant free
- The total cost

With the Dinner Money Weekly report, the 'Amount Received' represents all of the money that has been assigned to that week. E.g. If a parent has paid in advance for dinners that are taken in June, then the money will appear against this report in June.

This report will only allow you to filter from a Monday to Friday date range.



With the Dinner Money Council Banking report, the 'Amount Received' is all of the money that has come in during that week regardless of what week it is meant for. E.g. If you paid in June it would appear against June, even if it is meant for July or to pay off past arrears.

The report automatically defaults to the last seven days, however, it allows you to change specific dates rather than weeks. If you select either of the 'Date' buttons it will pop up with a calendar, meaning that you can search for the number of dinners taken for one day or for one month.

	News: Payment Provider Change - Thu 04 jul 2019	Help: 0207 237 8456	~	S	III	() S
Payments Dinner Register Club Register Cashless Catering Till Cashles	r Shop Reports Admin					
Oinner Money Council Banking Report           Group         All           Dinner Group         All           Dinner Group         All             Dinner Strom         I5 juli 2019   Date	Form All     Dinners To     19 Juli 2019     Dote					
Dinners (1 - 1 / 1)						
Cost △         Paid Meals △         Amount Received △         Free Meals △         Universal Infant Free Meals △           €22.00         9         €0.00         0         2	als A   Packed Lunches A   Balance A					
Export Print Exclude Staff Exclude Tuck Shop Items	reakdown by: None    Dinners from Monday the 15th of July 2019 to Frida;	the 19th of July 2019				Back

Both of these reports have the standard print and export functions in the bottom right-hand corner and a filter button along the top of the page. This allows you to filter for specific year groups or classes, depending on the information that you need.

The reports also allow you to exclude staff. If you have any staff on the system that take meals, but you do not want to include them in the report, you can tick 'Exclude Staff' in the bottom left-hand corner of the report.

#### **5.4 Free School Meals Report**

The Free School Meal report will give you a list of all of the children that are marked as pupil premium on **SchoolMoney**.

You will be able to see:

- The child's name
- Year group
- Form group
- Entitlement dates

You can filter at the top for students, year groups, and form groups.

😁 schoolm	oney	Support Academy	News: Payment	t <u>Provider Change</u> - Thu 04 Jul 2019	Help: 0207 237 8456	$\swarrow$	s =	() S
Payments Dinner Register	Club Register	Cashless Catering	Till Coshier Shop F	Reports Admin				
Free School Meals Report								
Student All	Year All	• Fo	rm All •					
Students (1 - 8 / 8)								
Student A Bondoni Autonshia (Tontuga) Darkina Luke (Hogwants) Garkina Luke (Hogwants) Kala Kana (Privé Rock) Naka Anan (Privé Rock) Samag Zau (20) Samag Zau	Yeor Group A Yeor G Yeor G Yeor G Yeor G Yeor G Yeor 3 Yeor 3 Yeor 2	Form ∆ Tertuga Hogworts Hundred Acre Wood Pride Rock OZ OZ OZ Namia	Free School Meels Stort Dote & A son 10 Mar 2019 Wed 17 Apr 2019 Thw 31 Aug 2017 Thw 24 Aug 2017 Son 2018 Son 2018 Son 2018 Son 2018 Son 2018	Free School Medis End Dote A. Fr 15 Mar 2010 Fr 17 Apr 2020 Thru 24 Aug 2017 Thru 24 Aug 2017 Thru 24 Aug 2017 Fr 10 Mar 2018 Mon 20 May 2019 Mon 20 May 2019 Wed 28 Feb 2018				
Evenent Detect								Dark

#### 5.5 Medical and Dietary Details

This report gives a brief list of all medical and dietary details that have been marked onto **SchoolMoney** in the Admin/Students section.

You can filter at the top for students (including those who have already been off-rolled), year groups, and form groups.

🖂 schooln		ademy	News: Payment Provider Change - Thu	04 jul 2019	Help: 0207 237 8456	$\swarrow$	S	() <b>S</b>
Payments Dinner Register	Club Register Cashless	s Catering Till Cashier	Shop Reports Admin					
Medical and Dietary Informati	on Report-	11						
Student Name	Group	All	Form All	•				
Include Off Rolled Students	Year Gro	All	Y					
Medical and Dietary Informatio	n (1 - 9 / 9)							
Student △	Year Group △ Form △ Di	lietary Information △ Med	dical Information 🛆					
Bhondon Askankaha (Tortuga) Matcell Richard (Pinde Rock) Naki Anna (Pinde Rock) Potentro Bere (Pisquardi) Storng Zar (Ol) Taylor Jessica (Namia) Wowzers James (Hogwardi)	Yeor 6 Tortuga N Year 6 Pinde Rock P Year 6 Pinde Rock P Year 3 Hogwarts 4 Year 3 Hogwarts 4 Year 3 Hogwarts 7 Year 6 Hogwarts	lo pork Vill not edipork Ast Vill not edipork Mengic to presunts Ast heese intolerance Ast	thma, Hoyfever thma thma					
Export Print								Back

#### 5.6 Dinner Weekly Summary

The Dinner Weekly Summary report gives a simplified breakdown of the number of meals taken on a daily basis and the costs that these have accumulated by form/year group.

The report splits the meals into daily paid and free meals. It allows you to filter to specific dinner groups as well as switch between the different weeks you have set up.

$\bigcirc$	scho	olma	oney	Support Ac	ademy	Ne	ews: <u>Pgyment P</u>	rovider Chan	9g - Thu 04 Jul	2019			Help: 0207 2	37 8456	S		(j)	S
Poyments Dinner W Dinner Gro	Dinner reekly Summer	Register ary	Club Register	Cashles	s Catering Till	Cashier School L 🔻	Shop Rep Show Archive	oorts Ac	dmin Display By	Form	Ŧ							
Dinner We Form △ Hogwarts OZ Pride Rock Stoff Tortugo Totals	ekty Summa Mon Poid 1 5 : 1 0 0 0 7	ry (1 - 6 / 6) △ Mon Free 2 0 0 0 2 2	▲ Tue Poic 0 0 1 1 2	d △ Tue Free 0 0 0 0 0 0 0	A Weed Poid A O	Wed Free 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	△ Thu Poid △ 0 0 0 0 0 0 0 0	Thu Free 0 0 0 0 0 0 0 0	Fri Poid J 0 0 0 0 0 0 0 0	△ Fri Free △ 0 0 0 0 0 0 0	Totol Poid △ 1 5 1 1 1 9	Totol Free △ 2 0 0 0 2 2	Weekly Cost ∆ £3.00 £4.40 £2.20 £2.20 £2.20 £22.40	Amount Field & 60.20 £1.00 £0.00 £0.00 £0.00 £1.00 £1.00	Amount W £0.00 £0.00 £0.00 £0.00 £0.00	Off a	7	
Print	Ехро	rt															Bo	ck

#### **5.7 Dinner Balance**

The dinner balance report will clearly state the dinner balances for each child.

You can filter at the top for students, year groups, and form groups. You can also show balances more than or balances less than by typing in an amount and excluding FSM/UIFSM/Pack lunch students. You can also send messages from the report in the bottom left corner. If you send a message to parents with a negative balance, they will receive the arrears message, and if the balance is £0 or positive they will receive an encouraging top-up message.

6		schoo	Imoney	Support Aca	demy	News: Moving away from SIMS? Please contact us regarding an MIS Migration - Ken 16 May 2022 Help: 0207 237 8456	Ľ	0	i	S
	Раул	nents Dinner F	Register Club Regi	ster Cashle	ess Catering Ti	ill Coshier Shop Reports Admin Trust				
Ē	Dinne	r Balance Report-								
5	Studer	at All	Year	All	▼ For	m All V				2
5	show	Balance More T	Than 🗸	Go		Exclude FSM/UIFSM/Packed Lunch				
D	inner	Balance (1 - 34 / 3	4) Select <u>All, None</u>							
4	A S	tudent △	Form $ riangle$	Year Group 🛆	Balance $\triangle$	Balance Updated 🛆				
C	В	ains David	Staff	Staff	-£13.70	20 Jun 2022 12:16 PM				^
0	B	anister Billy	Pride Rock	Year 6	£0.00	20 Jun 2022 12:16 PM				- 1
0	в	arr Chrissy	Hundred Acre Wood	Year 1	£6.10	20 Jun 2022 12:16 PM				- 1
0	) B	arr Christopher	Staff	Staff	£0.00	20 Jun 2022 12:16 PM				- 1
0	в	loggs Joe	Button Moon	Year 6	£43.60	20 Jun 2022 12:16 PM				- 1
0	в	loggs Josephine	Visitor	Visitor	-£2.40	20 Jun 2022 12:16 PM				- 1
0		aniels Shane	Middle Earth	Year 6	-£6.40	20 Jun 2022 12:16 PM				
0		arkins Andrew	Middle Earth	Year 1	-£1.20	20 Jun 2022 12:16 PM				
0		arkins Luke	OZ	Year 3	-£10.20	20 Jun 2022 12:16 PM				
0		haramshi Siya	Hogwarts	Year 4	-£3.20	20 Jun 2022 12:16 PM				
0		haramshi Veena	Pride Rock	Year 3	£0.00	20 Jun 2022 12:16 PM				
0		unn Daniel	OZ	Year 4	£0.00	20 Jun 2022 12:16 PM				
0	G	iuest Glen	Hundred Acre Wood	Year 1	-£3.30	20 Jun 2022 12:16 PM				
0	н	larry Prince	Pride Rock	Year 3	-£10.20	20 Jun 2022 12:16 PM				
	··· Se	nd Message :::::	Print Expo	ort				Reset Filter	s E	Back

# 6. Clubs/Extended Services

#### 6.1 Club Arrears

Club Arrears will show you the amalgamated arrears that a child has accumulated on the club register.

	5 Dinner Regi	ster Club Register Coshles	s Catering Till	Cashier Shop	Reports Admin		Total Overdu	e £146.5
Club Arr	ar Report ———							
Club: A	I							
ub Arre	ars (1 - 17 / 17) S	elect All. None						
nase ∆	Total Arrears	Student 🛆	Year Group 🛆	Form $\triangle$	Description A			
1	£2.50	Brooks Dan (Hogwarts)	Year 3	Hogwarts	Afterschool Club			
1	£6.00	Banister Billy (Pride Rock)	Year 6	Pride Rock	Afterschool Club			
	£10.00	Bhandari Aakanksha (Tortuga)	Year 6	Tortuga	Afterschool Club			
1	£12.00	Guest Glen (Hundred Acre Wood)	Year 6	Hundred Acre Wood	Afterschool Club			
	£2.00	Harry Prince (Tortuga)	Year 6	Tortuga	Afterschool Club			
	£14.00	Holmes Leigh (Pride Rock)	Year 6	Pride Rock	Afterschool Club			
	£15.00	Banister Billy (Pride Rock)	Year 6	Pride Rock	Breakfast Club			
	£19.00	Bhandari Aakanksha (Tortuga)	Year 6	Tortuga	Breakfast Club			
	£9.00	Brooks Dan (Hogwarts)	Year 3	Hogwarts	Breakfast Club			
	£13.00	Darkins Luke (Hogwarts)	Year 6	Hogwarts	Breakfast Club			
	£6.00	Dunn Daniel (OZ)	Year 4	OZ	Breakfast Club			
	£6.00	Guest Glen (Hundred Acre Wood)	Year 6	Hundred Acre Wood	Breakfast Club			
	£6.00	Harry Prince (Tortuga)	Year 6	Tortuga	Breakfast Club			
	£8.00	Jones Sarah (Staff)	Stoff	Stoff	Morning Club			
	£10.00	Simpson Bart (Namia)	Year 3	Namia	Afterschool Club			
	£4.00	Jones Sarah (Staff)	Stoff	Stoff	Afterschool Club			
	£4.00	Taylor Jessica (Narnia)	Year 2	Namia	Afterschool Club			

This report runs in a very similar way to the Money Overdue report. The Money Overdue shows you the separate amounts owed for all payment types, whereas the Club Arrears report will show an overall total of what a child owes. Instead of sending out multiple texts asking for various weeks, the school will be able to send one text per child indicating the lump sum of what they owe.

If you need to see a breakdown of these arrears by Club, you can use the filter in the top left-hand corner to switch between each one you have set up.

#### 6.2 Club Weekly Report

The Club Weekly report shows all sessions taken for the weeks chosen in the drop-down box available. These are broken down into daily figures and indicate how many children took each session available on that day.



As with other reports you can filter by year/form/group and specific club types if needed. Tick the weeks you want to see the information for in the drop-down box on the left-hand side of the page. You can include more than one type of club at a time if you wish.

🔶 se	choolm	noney	Support Academy	News: E	ayment Provider	<u>r Change</u> - Thu O	4 jul 2019		Н	elp: 0207 237 8456	$[\mathcal{M}]$	S	() <b>S</b>
Payments	Dinner Register	Club Register	Cashless Catering Till	Cashier Shop	Reports	Admin							
Club Money	Weekly Report												
Year Group	All		Form All		Group All		٣						
Clubs	Wk: Mon 05 Aug 20	19 Lunch Time Clu	b 🍟 Day All										
Clube (1 - 7/	7)												
Club Date 🛆	Session 1 △	Session 2 🛆 Se	ssion 3 △ Session 4 △	Session 5 △ Sessio	n 6 ∆ Session	7 △ Session 8	B △ Session 9	△ Session 10 △	Total Sessions Pe	r Day ∆			
Mon 05 Aug 2	2019 1		-						1				
Tue 06 Aug 2	019 1	- 1	-			-	-		2				
Fri 09 Aug 20	19 -	2	-		-	-		-	2				
Totals	2	2 1	-		-	-	-		5				
Cost	£70.00												
Balance	£0.00												
													_
Export	Print	Show breakdow	wn by student Generate	ed On Monday the	L2th of August	t 2019, Clubs	= Wk: Mon 05	Aug 2019 Lun	ch Time Club				Back

#### 6.3 Club Weekly Summary

The Club Weekly Summary report gives a simplified breakdown of the number of sessions taken on a daily basis and the costs that these have accumulated by form/year group.

<del>@</del> s	choo	omic	oney s	upport Academ	у		News: <u>Payr</u>	nent Provid	<u>er Change</u> -	Thu 04 jul 2019	Help: 0207 237 8456	$\swarrow$	C	11	(j)	S
Payments	Dinner R	legister	Club Register	Cashless Cate	ring Till	Cashier	Shop	Reports	Admin							
Club Week	ly Summary															
Club Group	All		<ul> <li>Club Week</li> </ul>	Wk: Mon 05	Aug 2019	Lunch 🔻	Show Archi	ved Weeks	Displa	y By Form 🔻						
Club Weekly	Summary (	(1 - 3 / 3)														
Form $ riangle$	Monday △	Tuesday	△ Wednesday △	Thursday 🛆	Friday 🛆	Total 🛆	Weekly Co	st ∆ Amo	unt Paid 🛆	Amount Written Off 🛆						
Pride Rock	1	1	0	0	1	3	£35.00	£35	.00	£0.00						
Tortuga	0	1	0	0	1	2	£35.00	£35	.00	£0.00						
lotals	1	2	0	0	2	5	£70.00	£/0	.00	£0.00						
Print	Export	t													Bo	ack

The report allows you to filter to a specific Club you have set as well as switch between different weeks.

# 7. Analysis

#### 7.1 Static Banking Report and Banking Reconciliation Report

We suggest that you use Static Banking Reconciliation to reconcile your money. The Banking Reconciliation will show any credit movements that have been made on the system, whereas Static Banking Reconciliation will show the exact amount of money that was paid to the school on that date.

The Static Banking Reconciliation report helps you to reconcile with the lump sum that appears on your bank statement under the heading 'Smart Payments.'



At **SchoolMoney**, our weeks work from Monday to Sunday. Anything that is paid by the parents during that time will be deposited into your bank account the following Friday in one lump sum.

Once you know how much that lump sum is, you will need to come into the Static Banking Reconciliation report to see this breakdown. E.g. If you receive £100 into your bank you will be able to see that £20 was for a school trip, £10 was from a student for dinners, £5 was from another student for dinners, and so on.

You can use the filter along the top of the screen for:

- Bank accounts (if you have more than one on the system)
- Reference
- Payment type
- Date

23

• Student

You also have the option to print this report or export it to excel. Many schools will print the report off and attach it to their bank statement.

#### 7.2 Forecast

This report is used for monitoring how much cash flow is likely to come into the school at any given time based on the due date of the payment.

Poyments	Dinner Register	Club Register	Cashless Catering	та	Coshier	Shop	Reports	Admin					Forecast Total £1	548.4
ayments For	ecast (1 - 23 / 23)													
tudent A.		Year Group	Form A	Type .			Description &	Reference .5	Instalment A	Total due &	Due Date 🚓	Running Total A		
Iharamshi ver	ena (Staff)	Stoff	Stoff	Club /	Extended Ser	vices	Afterschool Club	W/C 02 Sep 2019	1	£4.00	Thu 05 Sep 2019	£4.00		
handori Aak	anksha (Tortuga)	Year 6	Tortuga	Schoo	Trip		IOW	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£94.00		
houhan Teja:	sh (Tartuga)	Year 4	Tortugo	Schoo	Trip		IOW	10W	2 of 2	£90.00	Thu 12 Sep 2019	£184.00		
arkins Luke	Hogwarts	Year 6	Hogworts	Schoo	Trip		IOW	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£274.00		
unn Daniel (	DZ)	Year 4	OZ	Schoo	Trip		IOW	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£364.00		
uest Glen (H	undred Acre Wood)	Year 6	Hundred Acre Wood	Schoo	Trip		IOW	10W	2 of 2	£90.00	Thu 12 Sep 2019	£454.00		
any Prince (	Tortugo)	Year 6	Tortuga	Schoo	I Trip		IOW	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£544.00		
olmes Leigh	(Pride Rock)	Year 6	Pride Rock	Schoo	Trip		IOW	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£634.00		
ook Lydia (N	amia)	Year 4	Namia	Schoo	Trip		10W	10W	2.of 2	£90.00	Thu 12 Sep 2019	£724.00		
Fly Marty (	DZ)	Year 4	OZ	Schoo	Trip		IOW	10W	2 of 2	£90.00	Thu 12 Sep 2019	£614.00		
tchell Richo	rd (Pride Rock)	Year 6	Pride Rock	Schoo	Trip		10W	IOW .	2 of 2	£90.00	Thu 12 Sep 2019	£904.00		
orris jenny (C	(SC	Year 6	OZ.	Schoo	Trip		IOW	10W	2 of 2	£90.00	Thu 12 Sep 2019	£994.00		
orris Paul (H	ogwarts)	Year 4	Hogwarts	Schoo	Trip		IOW	IOW.	2 of 2	£90.00	Thu 12 Sep 2019	£1084.00		
aik Anna (Pr	ide Rock)	Year 6	Pride Rock	Schoo	Trip		10W	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£1174.00		
otterton Stev	e (Hogwarts)	Year 4	Hogworts	Schoo	Trip		IOW	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£1264.00		
irdi Nina (Tor	tuga)	Year 4	Tortuga	Schoo	Trip		IOW	10/W	2 of 2	£90.00	Thu 12 Sep 2019	£1354.00		
lowzers Jam	es (Hogwarts)	Year 6	Hogwarts	Schoo	Trip		10W	IOW	2 of 2	£90.00	Thu 12 Sep 2019	£1444.00		
arkins Andre	w (Hogwarts)	Year 2	Hogwarts	Dinner	Money		School Lunches	W/C 09 Sep 2019	1	£2.20	Fri 13 Sep 2019	£1446.20		
tooks Dan (H	logwarts)	Yepr 3	Hogworts	Dinner	Money		School Lunches	W/C 09 Sep 2019	1	£2.20	Fri 13 Sep 2019	£1448.40		
arkins Andre	w (Hogwarts)	Yepr 2	Hogwarts	Reside	initial		residential trip	Year 2 residential trip	5 of 5	£25.00	Tue 31 Mar 2020	£1473.40		
stel Sochin (	-logwarts)	Year 2	Hogwarts	Reside	Initial		residential trip	Year 2 residential trip	5 of 5	£25.00	Tue 31 Mar 2020	£1498.40		
itchell Richa	rd (Pride Rock)	Year 5	Pride Rock	Reside	Initial		residential trip	Year 2 residential trip	5 of 5	£25.00	Tue 31 Mar 2020	£1523.40		
haramshi ver	ena (Staff)	Stoff	Stoff	Reside	Initial		residential trip	Year 2 residential trip	5 of 5	£25.00	Tue 31 Mar 2020	£1548.40		

If you want to see a different date range or how much you are expecting in for a specific trip, then you can use the filter in the bottom left-hand corner.

#### 7.3 Shop Stock report

This report gives you a brief overview of the stock levels that you have in your shop.

🔶 scho	oolmoi	ney supp	ort Academy		News: <u>Po</u>	ement Provider	Change - Thu 64 jul 2	019	Help: 0207 237 8456	$[\mathcal{M}]$	S	list	(j)	S
Payments Dinn	er Register Cl	ub Register C	Cashless Catering 1	fill Coshier	Shop	Reports	Admin							
Shop Items Show Available	items T													
Shop Stock (1 · 17 / 1	17)													_
Mem C Book Boy Book Boy Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Footboll Lubory Card Lubory Fand Footboll Footboll Lubory Card Lubory Fand Footboll Foo	(quanty 2) Sector 110 57 212 20 60 11 25 0 99 5 97 10 99 5 97 10 99 5 97 10 99 5 97 10 10 30 5 55 0	ament Loveid () Pr 2 2 3 4 4 5 4 5 5 5 6 6 6 6 6 6 6 6 7 7 7 8 7 8 7 8 7 8 8 8 8	ter _ Available 1000 Y 1000	۵										
Export P	rint												в	lack



schoolmoney

It shows:

- Item name
- Quantity (which automatically reduces as the parents purchase items)

• Stock alert level (when your quantity reaches this number the system will email you to let you know you need more stock)

• Price

#### 7.4 Missing Details Report

The Missing Details Report will show you a list of children who are missing their mobile numbers, email addresses or both.

Name Nu Kurikan Kana Kana Kana Kana Kana Kana Kana K	🖂 schoolm	oney	Support Academy		News: <u>Poyment Provider C</u>	Thu 04 jul 2019	Help: 0207 237 8456	$[\mathcal{A}]$	S	lin	(i)	9
Name ( Mar)     Nor Grange ( Mar)     From ( Mar)       State ( Mar)     Nor Grange ( Mar)     From ( Mar)       State ( Mar)     State ( Mar)     From ( Mar)       State ( Mar)     State ( Mar)     From ( Mar)       State ( Mar)     State ( Mar)     From ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)       State ( Mar)     State ( Mar)     State ( Mar)	Payments Dinner Register	Club Register	Cashless Catering Ti	I Coshie	r Shop Reports	Admin						
Bunker         All           Started         1 Section           Started         Section           Section         Section           Section <td<< td=""><td>Missing Details Report</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td></td<<>	Missing Details Report											_
Stang Johnson         Toma Group J. Form A         Mask J. Eval J.           Stang J. Stand         Stand Stan	Student All	•	Year Group All	Form	AJI •							
Under L         Versity Lift Ord         Versit Ord         VersitOrd         Versi	Missing Details (1 - 12 / 12)											
Loga Jacobili     Carl     Self     -44       Loga Jacobili     Varia     Self     -44       Loga Loga Carl     Self     -44       Loga Carl     Self     Self       Loga Carl     Self     -44       Loga Carl     Self     Self       Loga Carl     Varia	Student 🛆	Year Group	∆ Form △	Mobile △	Emoil 🛆							
unkan Lake Propertial Ward Brogenstal + 44 Shore Descape 144 Shore D	Bloggs Joe (Staff)	Stoff	Stoff	+44								
tony Prior Endografia Vice Parkar - 4-4 Endografia Vice Parkar - 4-4 Endografia Vice Parkar - 4-4 Endografia Vice Parkar - 4-4 Engolation Park	Darkins Luke (Hogwarts)	Year 6	Hogwarts	+44								
rear Gene Goldini, Ganti, Balti, 4-4 Gene Gene Magouriti, Vari J. Goldini, S. Baltinotanov, ca.uk sens Gene Magouriti, Vari J. Bigunotinov, ca.uk Sens Gene Magouriti, Vari J. Bigunotinov, ca.uk Sens Gene Magouriti, Vari J. Bigunotinov, ca.uk tem (Nam) Nak Roal, Vari V. P. Panihok, 4-4 tem (Nam) Nak Roal, Vari V. P. Panihok, 4-4 Sens Jano Magouriti, Vari J. Bigunotinov, ca.uk Sens Jano Magouriti, Vari J. Bigunotinov, ca.uk	Harry Prince (Tortuga)	Year 6	Tortuga	+44								
contraction     res     a 2gebrahamoy cs.4       opendia thipsychic     res     a 2gebrahamoy cs.4       opendia thipsychic     res     b Gebrahamoy cs.4       opendia thipsychic     res     res	Jones Sarah (Staff)	Stoff	Stoff	-44								
om Borden Hysourski Wei 2 Miguerts Bigeholdmonry os úl mog Del Krieni Viele Viel Viel Anderson Viel 4 Migueri Krieni Viel Viel Viel Anderson Viel 4 Migueri Krieni Viel Viel Viel Viel Viel Viel 4 Migueri Krieni Viel Viel Viel Viel Viel Viel Viel Vie	Moore James (Staff)	Stoff	Stoff	+44	1. Contraction of the second second							
menom Bart (Fannel) Yen 1 Karna +4 teng Nata (Fannel) Yen 2 Kana (Fannel) Yen 2 teng Nata (Fannel) Yen 2 Kana (Fannel) Yen 2 jerzen@schwarker(Senel) Yen 2 Ver 2 Hegwerts +4 Mar (Fannel) Yen 2 Yen 2	Poter Hoj (02) Reven Greath (Menunete)	Year 3	U2		9/Dechoolmoney.co.uk							
hteng Sach Monard Ana Weel Yer 2 Hunder Ana Wino 444 by Nam Minis Mannard Ana Weel Yer 2 Nama pisationg bootshoreey ca.uk by Digator Mannal Yer 2 Nama pisationg bootshoreey ca.uk bilan jara Physion til Yer 2 Nagwariti 44	Simonon Bart (Namia)	Year 3	Nomin	-44	og school honey court							
tong fision finise Root Was 2. Priot Root - +44 gestand Remain Verz 2. Namin - pessadguboohoneyes.uk cike jus Hageneti Verz 2. Nageneti +44	Strong Jarob (Hundred Arre Wood	Very 2	Hundred Acre Wood	+44								
nyo fension Romai Yeo 2 Numa pesan@potoineney.co.k Ubbar /en 9 feguenti Yeo 2 Heguerti +4	Strang Nooh (Pride Rock)	Year 2	Pride Rock	-44								
Inder jes pisponeiti Ver 2 Hopwerts +44	Taylor Jessico (Namia)	Year 2	Nomio		jessico@schoolmonev.co.uk							
	Walker Jess (Hogwarts)	Year 2	Hogwarts	+44								
New Former   Bu												
Bud Front Bo												
Bit Front Bo												
								Dete		Depart	R.	

#### 7.5 Credit Report

The credit report will show you a breakdown of any credit that a child may have on the system, be that for dinners, clubs or any other payment type.

The report will show:

- Child's name
- Year/form group
- What specific payment types they have credit for

In the bottom left-hand corner, you can tick the box 'Include off roll students.' This will then show you a list of all students, including past pupils, who have credit on the system. This is quite useful for leavers you may need to refund money to.

Owner Hangter         Oute Registr         Oute Registr         Oute Registr         Outer Hangter           Statuter         All International Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         All International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         International Statuter         International Statuter           Statuter         International Statuter         International Statuter         Internater         Internater			1							
Case Martin         Year         A         Perm         A         Type         A           Is Aug 2015         Dete         Is         Is Aug 2015         Dete         France         Is Aug 2015         Dete         Dete <tdd< th=""><th>Poyments Dinner Register</th><th>Club Register</th><th>Cashless Catering T</th><th>ill Cashier Shop</th><th>Reports</th><th>Admin</th><th></th><th></th><th></th><th></th></tdd<>	Poyments Dinner Register	Club Register	Cashless Catering T	ill Cashier Shop	Reports	Admin				
Instance         Instance         Instance         Instance         Instance         Instance           Instance         Instance         Instance         Instance	Credit Report-								 	
Tem         I sharp 2010         Desk         Tem         A regulation           tablett         A         New Grapp         Fam         Charle Starte         Star	itudent 🕼	Year All	Form		Type All					
The Mark 2018         Desk         The Mark 2018         Desk           balance Create         Veran Group, A         Stand A         Stand A         Stand A           Stand A         Veran Group, A         Stand A         Stand A         Stand A           Stand A         Veran Group, A         Stand A         Stand A         Stand A           Stand A         Veran Group, A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A           Stand A         Stand A         Stand A         Stand A         Stand A					- All and a second s					
based         Vero         Vero         Cable / Extended Services         South Top         Diver Money         South Top	From 15 Aug 2018 Dote	To 13 Aug	2019   Date							
Value Grange         Film A         Clark Entended Serves         Dense Manay A         Dense Manay A <thdense a<="" manay="" th="">         Dense Ma&lt;</thdense>	tudent Credit (1 - 24 / 24)									
Biogn De Borthing         Start         El Alono         -         -           Biogn De Borthing         Word         Fartage         EL Alono         -         -           Biodnam Tigath Tomany         Word         Fartage         EL Alono         -         -           Biodnam Tigath Tomany         Word         Fartage         EL Alono         -         -           Biodnam Tigath Tomany         Word         Private EL Alono         -         -         -           Biodnam Tigath Tomany         Word         Marka         EL Alono         -         -         -           Schurd Martin         Word         Word         EL Alono         -         -         -           Schurd Martin         Start         EL Alono         -         -         -         -           Schurd Martin         Start         EL Alono         -         -         -         -           Schurd Martin         Start         EL Alono         -         -         -         -           Schurd Martin Martin         Start         EL Alono         -         -         -         -           Schurd Martin Martin         Start         EL Alono         -         -         -	tudent 🛆	Year Group △	Form △	Club / Extended Services △	School Trip 🛆	Dinner Money A	Swimming △			
Nambus Transmit         Nambus Tra	loggs joe (Staff)	Stoff	Stoff	£14.00						
Variant Service         Variant Se	houhan Teiash (Tortuga)	Year 4	Tortuga	£3.00						
Instant Lag (Private Private)         Word B         Private Price Acc         Image Private	larkins Andrew (Hogwarts)	Year 2	Hogwarts	£3.00	£100.00		-			
Visit Junit         Visit Visit Visit         L15.00         -         -           versi Sund Nucli Visit V	folmes Leigh (Pride Bock)	Year 6	Pride Bock			£2.80				
Noverificate/Victory         Victory         Victory         E1000         -	look Lydia (Namia)	Year 4	Namia	£15.00						
Instrum         Buff         Buff         Form         E1000         -         E300         -           Grip Morty ODC         Word V         OC         -         E300         -         E300         -           Grip Morty ODC         Word V         OC         -         E300         -         E300         -           Grip Morty ODC         Word V         OC         -         E300         -         -           Grip Morty ODC         Word V         OC         -         E500         -         -           Grip Morty ODC         Word V         Borty ODC         -         -         -         -           Grip Morty ODC         Word V         Norty ODC         -         -         -         -           Grip Morty ODC         Word V         E000         -	ioward Russel (Visitor)	Visitor	Visitor	£10.00	-		-			
John Honning         Ver 2         Norming         £10.00         -         £0.90         -           More Jones (South)         Ver 4         0.2         -         £50.00         -         -           More Jones (South)         Ver 4         0.2         -         £50.00         -         -           More Jones (South)         Ver 4         South         £10.00         -         -         255.00           Ver 50 More Jones (South)         Ver 2         Hogwords         £10.00         -         E0.50         -           Ver 50 More Jones (South)         Ver 2         Hogwords         £10.00         -         -         -           Ver 50 More Jones (South)         Ver 2         Hogwords         £10.00         -         -         -           Ver 50 More Jones (South)         Ver 2         Hogwords (£10.00         -         -         -         -           Ver 50 More Jones (South)         Ver 2         Hogwords (£10.00         -         -         20.00         -           Ver 50 More Jones Jones (South)         Ver 2         Hounde Aler Vivol (\$10.00         -         -         20.00         -           Ver 50 More Jones Jones (South)         Ver 2         Hounde Aler Vivol (\$10.00	ones Sarah (Staff)	Stoff	Stoff		£5.00					
Merginant (JCI)         Work 4         O.Z         -         Etc.         -         -           Merginant (Marganetic)         Badit         Staft         E.0.0         -         -         -           Marganetic (Marganetic)         Badit         Badit         E.0.0         -         -         -           Marganetic (Marganetic)         Badit         Badit         -         -         E.0.5500         -           Marganetic (Marganetic)         Ward         Marganetic (Marganetic)         E.0.00         -         E.0.00         -           Marganetic (Marganetic)         Ward         Hogoratit         E.0.00	odhia Hari (Namia)	Year 2	Namia	£10.00	-	£9.80	-			
Identify         Start         EL         EL         -         -           Bark Ance Triphen Rock)         Yend & Hogovorts         -         -         25.00         -           Bark Ance Triphen Rock)         Yend & Price Rock         -         -         25.00         -           Bark Ance Triphen Rock)         Yend & Price Rock         -         -         25.00         -           Vertex Triphen Rock         Yend & Rock         -         20.00         -         -           Vertex Triphen Rock         Yend & Rock         10.00         -         E0.00         -           Vertex Triphen Rock         Yend & Rock         10.00         -         E0.00         -           Vertex Triphen Rock         Yend Rock         10.00         -         E0.00         -           Vertex Triphen Rock         Yend Rock Arev Yood         Yend Rock Arev Yood         10.00         -         E0.00         -           Vertex Triphen Rock         Yend Rock Arev Yood         Yend Rock Arev Yood         E0.00         -         E0.00           Vertex Triphen Rock         Yend Rock Arev Yood         E0.00         -         E0.00         -           Vertex Yend Rock         Yend Yend Rock Arev Yood         Yend Yend Yend Yend Y	(cFly Marty (OZ)	Year 4	OZ	-	£50.00					
Johns Faul (Hogwarts)         Work 4         Hogwarts         -         -         E550         -           Weth Soch (Hogwarts)         Work 2         Hogwarts         £600         -         £520         -           Weth Soch (Hogwarts)         Work 2         Hogwarts         £1000         -         £280         -           Weth Soch (Hogwarts)         Work 2         Hogwarts         £1000         -         -         -           Weth Soch (Hogwarts)         Work 2         Hogwarts         £200         -         -         -           Weth Soch (Hogwarts)         Work 2         Hogwarts         £200         -         -         -           Weth Soch (Hogwarts)         Work 2         Hogwarts         £200         -         -         -           Weth Soch (Hogwarts)         Work 3         Hogwarts         -         £200         -         -           Weth Soch (Hogwarts)         Work 3         Kange Ka	foore James (Staff)	Stoff	Stoff	£8.00						
Bits Anno Friend Rocki         War 6         Private Rock         -         -         C 0.20         -           Viteto Schnip Hogwardti         War 2         Hogwardti         £ 0.00         - <td>forris Paul (Hogwarts)</td> <td>Year 4</td> <td>Hogwarts</td> <td>-</td> <td>-</td> <td>£65.00</td> <td>-</td> <td></td> <td></td> <td></td>	forris Paul (Hogwarts)	Year 4	Hogwarts	-	-	£65.00	-			
Viete Social Mongoorti         Viera 2         Hogwarts         £ 600         -         £ 200         -           Vieterin Stave Hogwarts         Viera 2         Hogwarts         £ 1000         -         -         -         -           Vieturin Stave Hogwarts         Viera 2         Hogwarts         £ 1000         -         2.600         -         -           Vieturin Stave Hogwarts         Viera 2         Hogwarts         £ 1000         -         2.6000         -         -           Zimag Jaam Hogwarts         Viera 3         Hogwarts         2.000         -         E 2.400         -         -           Zimag Jaam Hogwarts         Viera 3         E 2.500         -         E 2.200         -         -           Zimag Jaam Hogwarts         Viera 3         E 1.200         -         -         -         -           Zimag Jaam Hogwarts         Viera 3         E 1.200         -         -         -         -         -           Zimag Jaam Hogwarts         Viera 3         E 1.200         -         -         -         -         -           Zimag Jaam Hogwarts         Viera 3         E 1.200         -         -         -         -         -         -         -<	laik Anna (Pride Rock)	Year 6	Pride Rock	-		£0.20				
Vitetuto Steve Hoppworth         Vier 4         Hoppworth         £10.00         -         -         -           Wine Goeth Hoppworth         Vier 3         Monar         -         -         26.00         -           Wine Goeth Hoppworth         Vier 3         Nomin         -         -         26.00         -           Wine Goeth Hoppworth         Vier 3         Nomin         -         -         26.00         -           Monard Line Monard Microsoft Monard         Vier 3         Hold Active Monard Monard         -         26.00         -           Monard Line Monard Microsoft Microsoft Microsoft Monard Microsoft Monard Monard Microsoft Microsoft Monard Microsoft Monard Microsoft Micr	atel Sachin (Hagwarts)	Year 2	Hogwarts	£6.00	-	£9.80	-			
Unew Gourden   Vero 2         Hogwards         £2,00         -         £2,60           Browng Date   Hourden Adar Wool         Vero 2         Hourden Adar Wool         10,00         -         £4,00           Browng Date   Hourden Adar Wool         Vero 2         Hourden Adar Wool         10,00         -         £6,00           Browng Date   Hourden Adar Wool         Vero 2         L,00         -         £6,00         -           Browng Date   Hourden Adar Wool         Vero 2         E,00         -         £6,00         -           Browng Date   Hourden Adar Wool         Vero 2         E,00         -         £2,00         -           Browng Date   Hourden Adar Wool         Vero 3         C,2         £1,00         -         £2,00           Browng Date   Hourden Adar Wool         Vero 3         C,2         £1,00         -         £2,00           Browng Date   Hourden Adar Mound Date   Hourden Adar MoundDate  Hourden Adar Mound Date   Hourden Adar Mound Date	otterton Steve (Hogwarts)	Year 4	Hogwarts	£10.00	-		-			
ImpanD Burk Humide Aver Wood         Nominia         -         -         -         E4.00           Manual Mang Jake Humide Aver Wood         10.00         -         £10.00         -           Mang Jake Humide Aver Wood         10.00         -         £10.00         -           Mang Jake Humide Aver Wood         10.00         -         £12.00         -           Mang Jake Humide Aver Wood         10.00         -         £12.00         -           Mang Jake Humide Aver Wood         10.00         -         £12.00         -           Mang Jake Jumide Aver Wood         10.00         -         £12.00         -           Mang Jake Jumide Aver Wood         10.00         -         £12.00         -           Mang Jake Jumide Aver Jumide Jumi	laven Gareth (Hogwarts)	Year 2	Hogwarts	£2.00	-	£9.60				
None         24         Hunderd Acta Wood         10:00         -         £00:00         -           None         Construction         Vers 3         Hogwards         -         £2:40         -           None         None         None         7:50         -         £2:40         -           None         None         None         2:50         -         £2:20         -           None         None         None         2:50         -         £2:20         -           None         None         None         -         £2:00         -         -           None         None         -         £2:00         -         -         -           None         None         -         £2:00         -         -         -           None         None         -         £2:00         -         -         -           None         None         £2:00         -         -         2:00         -         -           None         None         £2:00         -         £2:00         -         -         -	impson Bart (Namia)	Year 3	Nomia	-	-		£4.00			
Homy Guard         Yers 3         Hoppworts         -         -         £2.40         -           Homy Guard         Yers 3         Finde Rock         £2.65         -         £2.20         -           Homy Zacio CDJ         Yers 3         OZ         £10:00         -         -         -           More Zacio CDJ         Yers 3         OZ         £10:00         -         -         -           More Zacio CDJ         Yers 3         Norma         -         £20:00         -         -           Myle Sacio Reportant         Yers 3         Hora 3         Hoppworts         £20:00         -         -           Myle Sacio Reportant         Yers 3         Formator         -         £20:00         -         -           Myle Sacio Reportant         Yers 3         Formator         -         £20:00         -         -           More Totago         -         -         £20:00         -         -         -         -	trang Jake (Hundred Acre Wood)	Year 2	Hundred Acre Wood	£10.00	-	£60.00	-			
Monog Tackoff Prick Rock         Frick Rock         E280         -         E120         -           Monog Tack (DD         Yers 3         0.2         £1000         -         -         -           More Factor Nermal         Yers 2         Namin         -         £2000         -         -           More Factor Nermal         Yers 2         Namin         -         £2000         -         -           More Sack (DD         Yers 4         Nongo         -         £5000         -         -           Unit Non (Druhga)         Yers 4         Tongo         -         £400         -	trang Lauren (Hogwarts)	Year 3	Hogwarts	-	-	£2.40	-			
Newsy 3         O.Z         £10.00         -         -         -           Syle#sisce1Phorman         Year 3         Namia         -         £20.00         -         -           Syle#sisce1Phorman         Year 3         Hoppworts         £20.00         -         £5.00         -           Syle#sisce1Phorman         Year 4         Tortuga         -         £5.00         -           Syle#sisce1Phorman         Year 4         Tortuga         -         £6.00         -	trang Noah (Pride Rock)	Year 2	Pride Rock	£26.50	-	£2.20	-			
gylor Jessico Nominal Yen 2 Nomina - £20.00 gylor San (Hogwant E 20.00 - 25.00	itrong Zac (OZ)	Year 3	oz	£10.00	-					
aylor Sae Hogwarts) Year 3 Hogwarts £2.00 - £5.00 - Tidd Ning (Tontga) Year 4 Tartuga £4.00 - Valar Law Honowart V Key 2 Honowart 7 (10.00 - £0.80 -	aylor Jessica (Namia)	Year 2	Namia	-	£20.00	-	-			
Virdi Ning (Tortugg) Yen 4 Tortugg - ELOO - Virdi Ning (Virdie Neur Mount) Yen 4 Tortugg - ELOO - EDOO -	aylor Sue (Hogwarts)	Year 3	Hogwarts	£2.00	-	£5.00	-			
Volker Less (Homworts) Vacs 2 Homworts £10,00 - £9,80 -	firdi Nina (Tortuga)	Year 4	Tortuga		-	£4.00				
	Valker Jess (Hogwarts)	Year 2	Hogwarts	£10.00	-	£9.80	-			

#### 7.6 Static Banking Summary

The Static Banking Summary shows online payments that you have received into your bank account broken down by week. Now instead of looking through each week in the Static Banking Reconciliation, you have all of this information in one report.

Environ     Down Register     Cold Register     Cold Register     Cold Register     Cold Register     Total Received E   Setter Book A Annuett A Running Total A	姎 scl	hoolm	oney	Support Academy	New	is: <u>Payment Provi</u>	<u>der Change</u> - Thu	04 jul 2019			Help: 0207 237 8456	 S	11	() S
Starts Rowing Summary Report Revente Ad   Sector Lat  Project Type  Sector Date  Sector Date Sector Date Se	Poyments	Dinner Register	Club Register	Cashless Catering T	Coshier S	Shop Report	Admin						Total Rei	eived £0.00
Basek Account     Adi     •     Start Date     (07 jul 2019)     Date       Bretence     Adi     •     •     Ford Date     (13 Aug 2019)     Date       Starts     Basek Account     Account     (-0 / 0)     •     •     •	Static Banking	Summary Report												
Retenux     All       Statc Banking Summary (0 - 0/0)       Received in Bonk △ Annunt △ Running Total △	Bank Account	it All		<ul> <li>Stort I</li> </ul>	Date 07 Jul 2019	Date	End Date 13 A	Aug 2019 Dote						
Statt Banking Summary (8 - 0 / 0) Received in Banki △   Amount △ Running Total △	Reference	All		<ul> <li>Poyme</li> </ul>	ent Type All	•								
Received in Bonk 🛆   Ansunt 🛆   Running Total 🛆	Static Banking S	iummary (0 - 0 / I	0)											
	Received in Bank	△ Amount △	Running Total 🛆											
Const. Developments Associate	E	Delet	Reedeleure bu	Account Direct	Indours Du Reference	Davanante a	ade between	Sup 07 kd 2019	and Tue 12 Aug 2	2019				Deeb

You can filter the report for specific bank accounts and date ranges, as well as using the tick boxes at the bottom of the page to show breakdowns; this will include your bank account and references in the information.

## 8. Receipts and History

#### 8.1 Receipts

Any receipts that are sent out from the **SchoolMoney** System (whether they pay online or in school) will appear in the Receipts report so that you always have access to them, in case a parent should ever ask or you need proof of payment.

The report will show you important details such as:

- Receipt reference
- Date of payment
- Child's name
- Payment method

Payments	Dinner R	egister Club R	egister Cashl	ess Catering Till Cashier	Shop Re	ports A	dmin			
Receipts	Report									
From Ref.		o Ref.								
ayments	(1 - 25 / 25) S	elect <u>All, None</u>								
∆ Date	$\triangle$	Receipt Number	△ Instalment △	Student Name 🛆	Year Group △	Form $ riangle$	Payment Type △	Description △	Payment Reference △	Payment Method
Mon	12 Aug 2019	11378020		Strang Lauren (Hogwarts)	Year 3	Hogwarts	Shop Item	Book Bag		Cash
Mon	12 Aug 2019	11377839	1 of 1	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	School Trip	Trip to the Lake		Cheque
Mon	12 Aug 2019		1 of 5	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	Residential	residential trip	Year 2 residential trip	Cheque
Mon	12 Aug 2019		2 of 5	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	Residential	residential trip	Year 2 residential trip	Cheque
Mon	12 Aug 2019		3 of 5	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	Residential	residential trip	Year 2 residential trip	Cheque
Mon	12 Aug 2019		4 of 5	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	Residential	residential trip	Year 2 residential trip	Cheque
Mon	12 Aug 2019		1 of 1	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	School Trip	Alton towers trip with coach payment	Alton towers trip with coach payment	Cheque
Mon	12 Aug 2019		1 of 1	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	Club / Extended Services	Lunch Time Club	W/C 06 May 2019	Cheque
Mon	12 Aug 2019		1 of 1	Mitchell Richard (Pride Rock)	Year 6	Pride Rock	Club / Extended Services	Lunch Time Club	W/C 05 Aug 2019	Cheque
Mon	12 Aug 2019	11377777	1 of 1	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Trip	Trip to the Lake		Cash
Mon	12 Aug 2019	11377767	1 of 2	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Fees	Theatre Trip	Summer 2019	Voucher
Mon	12 Aug 2019	11377764	2 of 3	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Fees	Eden project trip	Summer 2019	Cash
Mon	12 Aug 2019	11377757		Strang Lauren (Hogwarts)	Year 3	Hogwarts	Shop Item	Book Bag		Cash
Mon	12 Aug 2019			Strang Lauren (Hogwarts)	Year 3	Hogwarts	Shop Item	Drinks Bottle		Cash
Mon	12 Aug 2019			Strang Lauren (Hogwarts)	Year 3	Hogwarts	Shop Item	Pencil Case		Cash
Mon	12 Aug 2019			Strang Lauren (Hogwarts)	Year 3	Hogwarts	Shop Item	Ruler		Cash
Mon	12 Aug 2019	10786704	1 of 1	Strang Lauren (Hogwarts)	Year 3	Hogwarts	Club / Extended Services	Afterschool Club	W/C 20 Nov 2017	Cheque
Mon	12 Aug 2019		2 of 2	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Fees	Theatre Trip	Summer 2019	Cheque
Mon	12 Aug 2019	10786700	1 of 3	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Fees	Eden project trip	Summer 2019	Cheque
Mon	12 Aug 2019		2 of 2	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Fees	Theatre Trip	Summer 2019	Cheque
Mon	12 Aug 2019		1 of 2	Strang Lauren (Hogwarts)	Year 3	Hogwarts	School Trip	Zoo Trip - 16th May	Year 3 - Summer 19	Cheque
Mon	12 Aug 2019	5454549	2 of 2	Strang Lauren (Hogwarts)	Year 3	Hoowarts	School Trip	Zoo Trin - 16th May	Year 3 - Summer 19	Cheque

There is a tick box at the start of the information. This allows you to select specific receipts and print them off using the button in the bottom right-hand corner.

You can email a copy of the receipt if the parent requests it. Once you have selected the receipt you want to send, click 'Send Receipt.' An email will be sent to the parent and a popup box will appear to confirm delivery.

#### 8.2 Student Statements

The Student Statements report allows you to filter by student and see that specific student's history in the **SchoolMoney** system.

To view a statement:

• Click on the 'Student Statements' folder and you will be sent to a screen with a list of student's names

• Type the child's name you need in the 'Student Name' filter in the top left-hand corner of your screen. This will bring up the child

• Double click on the child and it will open up their record



Once you have selected the child's name, you will be able to see 'All Payments' relating to this child.

🥑 schoo	Imoney	Support Academy	Ne	ews: <u>Payment Provid</u>	<u>er Change</u> - Thu 04 J	ul 2019		Help: (	0207 237 8456	<u>//</u> (	S E (i	
ayments Dinner Reg	gister Club Register	Cashless Catering Till	Cashler	Shop Reports	Admin							
atement for:Strang Lau	uren-											
ew Statement: All Payr	ments	•										?
Provments (1 - 310 / 31	0)											
- A	Description A	Defer	A		Instalments A	Total Dail A	Tetal Outstanding A	Tetal Amount A	Due Dete A	Decisit2 A	Data Paid A	
L / E des de d Cassieres	Description 25	Mellere	hell Class Chaf	,	instainents A	Total Paid 23		CO.00	The 10 May 2010	Polor A	Date Faid A	
by extended Services	School Luncher	Volley	10 Sep 2010		1		£4.40	£0.00	Fri 12 Cap 2019	Raid		
her Money	Cookers Club	W/C C	79 Sep 2019		1	60.00	£4.40	£0.00	Thu 05 Sep 2019	Paid		
/Extended Services	Reakfast Club	W/C C	12 Sep 2019		1	60.00	60.00	60.00	Thu 05 Sep 2019	Raid		
/Extended Services	Lunch Time Club	W/C C	5 Aug 2019		i.	60.00	60.00	£0.00	Fri 00 Aug 2010	Paid		
Wenned Services	Cabaal Lunahaa	10/00	2010 Mug 2010		1	60.00	60.00	60.00	Thu 01 Aug 2010	Decid		
er Money	School Lunches	W/C 2	15 Jul 2019		1	£0.00	620.40	£0.00	Thu 19 Jul 2019	Raid		
/Extended Services	Breakfast Club	WIC	18 Jul 2019		1	£0.00	£11.50	£0.00	Thu 11 Jul 2019	Paid		
/Extended Services	Breakfast Club	W/C (	11 Jul 2019		1	60.00	£11.50	60.00	Thu 04 Jul 2019	Raid		
ner Money	School Lunches	WICO	1 101 2019		î	£0.00	£0.00	£0.00	Thu 04 Jul 2019	Paid		
ner Money	School Luncher	W/C 1	24 Jun 2019		1	60.00	60.00	£0.00	Thu 27 Jun 2019	Paid		
ool Trip	Zoo Trip + 16th May	Verr 7	s Summer 19		2	£20.00	£47.00	£20.00	Mon 24 Jun 2019	Paid	Mon 12 Aug 2019	
aer Money	School Lunches	W/C	7 lun 2019		1	£0.00	£0.00	£0.00	Thu 20 Jun 2019	Paid	11011 12 Hog 2010	
/Extended Services	Breakfast Club	W/C I	17 Jun 2019		1	£0.00	£0.00	£0.00	Thu 20 Jun 2019	Paid		
ool Trip	Bobinwood	RW 1	8/19		ĩ	£130.00	£0.00	£130.00	Eri 14 Jun 2019	Poid	Tue 05 Mar 2019	
/Extended Services	Breakfast Club	W/C 1	0 lun 2019		1	£0.00	£0.00	£0.00	Thu 13 Jun 2019	Paid		
/Extended Services	Netboll Club	W/C 1	10 Jun 2019		i	£0.00	£0.00	£0.00	Thu 13 Jun 2019	Poid		
ner Money	School Lunches	W/C 1	10 Jun 2019		1	£0.00	£4.60	£0.00	Thu 13 Jun 2019	Paid		
/Extended Services	Morning Club	W/C 1	10 Jun 2019		1	£0.00	£0.00	£0.00	Thu 13 Jun 2019	Paid		
ner Money	School Lunches	W/C (	03 Jun 2019		1	£0.00	£0.00	£0.00	Thu 06 Jun 2019	Paid		
/Extended Services	Cookery Club	W/C (	03 Jun 2019		1		£0.00	£0.00	Thu 06 Jun 2019	Paid		
er Money	School Lunches	W/C 7	27 May 2019		1	£0.00	£6.00	£0.00	Thu 30 May 2019	Paid	Fri 24 May 2019	
er Money	GF Lunches	W/C 2	27 May 2019		1	£0.00	£0.00	£0.00	Thu 30 May 2019	Paid	.,	
ool Fees	Eden project trip	Summ	ner 2019		3	£30.00	£450.00	£30.00	Mon 27 May 2019	Paid	Mon 12 Aug 2019	
ner Money	School Lunches	W/C 2	20 May 2019		1	£2.20	£13.40	£2.20	Fri 24 May 2019	Paid	Fri 31 May 2019	
	Deally and the	14//00	20 May 2019		1	£0.00	£3.00	£0.00	Thu 23 May 2019	Paid	· · · ·	



It will show:

- If the child has paid (the date they paid, what for and how much money it was)
- If there are any payments outstanding
- If there are any payments overdue
- If there are any partial payments

In the bottom left-hand corner, you can print off the statement, email it to the parent, or export the report to excel. In the top left-hand corner of the screen, there is a drop-down box which allows you to filter on specific sections of the statement.

**Pending Payments**: this will show you all of the payments on the system that are currently unpaid for the child. It does not take the due date into account. E.g. a payment that is two weeks overdue will show as unpaid, as will a payment that is not due for three weeks.

**Overdue Payments**: this does take into account the due date and will show you everything that the child owes that should have already been paid.

**Payments Paid Late**: this statement lists the payments that the parent has made for the child after the due date.

**Payments Made**: it gives you an overview of all the payments made for that child on the system. You will be able to see what the payment is for and the date it was paid to the school.

**Dinner and Club History**: These reports will show you the different dinners/sessions that the child has attended over the weeks that they have been in the school. It is useful if a parent ever wants to see an overview of what dinners/sessions their child has had.

🦳 scł	noolma	oney 🛛	upport Academy	Ne	ws: <u>Pay</u>	nent Provider (	<u>Change</u> - Thu 04	jul 2019		Help: 0207 237 8456	$\mathcal{N}$	S	(j)	s
Poyments	Dinner Register	Club Register	Cashless Catering Till	Coshier	Shop	Reports	Admin							
Statement for:S	itrang Lauren													
View Statement:	Dinner History	•	Key: Paid Dinne	r 📕 No Dinner	Free	Meal San	dwiches 📕 Sc	hool Holiday 📕 Universa	Infant Free					2
			,	_	_	_	_							
Dinner History (1	1 - 64 / 64)													
Dinner Week 🛆	Stort Date 🛆	End Date 🛆	Mon △ Tue △ Wea	d ∆ Thu ∆ F	ni ∆ W	eekly Total 🛆	Amount Paid	△ Amount Due △						
School Lunches	Mon 27 May 2019	Fri 31 May 2019	9 📕 📕 📕		£	0.00	£0.00	£0.00						
School Lunches	Mon 20 May 2019	Fri 24 May 2019	9 📕 📕		£	2.20	£2.20	£0.00						
ichool Lunches	Mon 13 May 2019	Fri 17 May 2019	9 📕 📕 📕		£	2.20	£2.20	£0.00						
3F Lunches	Mon 13 May 2019	Fri 17 May 2019	9		£	2.20	£2.20	£0.00						
ichool Lunches	Mon 06 May 2019	Fri 10 May 2019	9		£	0.00	£0.00	£0.00						
ichool Lunches	Mon 22 Apr 2019	Fri 26 Apr 2019			£	2.20	£2.20	£0.00						
ichool Lunches	Mon 15 Apr 2019	Fri 19 Apr 2019			£	0.00	£0.00	£0.00						
ichool Lunches	Mon 08 Apr 2019	Fri 12 Apr 2019			£	0.00	£0.00	£0.00						
ichool Lunches	Mon 18 Mar 2019	Fri 22 Mar 2019			£	0.00	£0.00	£0.00						
ichool Lunches	Mon 11 Mar 2019	Fri 15 Mar 2019	e 📕 📕 📕		£	2.00	£2.00	£0.00						
ichool Lunches	Mon 04 Mar 2019	Fri 08 Mar 2019			£	0.00	£0.00	£0.00						
ichool Lunches	Mon 04 Feb 2019	Fri 08 Feb 2019			£	2.20	£2.20	£0.00						
ichool Lunches	Mon 28 Jan 2019	Fri 01 Feb 2019			£	2.20	£2.20	£0.00						
ichool Lunches	Mon 26 Nov 2018	Fri 30 Nov 2018	8 🔳 🔳 📕		£	0.00	£0.00	£0.00						
School Lunches	Mon 05 Nov 2018	Fri 09 Nov 2018	3		£	0.00	£0.00	£0.00						
ichool Lunches	Mon 22 Oct 2018	Fri 26 Oct 2018			£	0.00	£0.00	£0.00						
ichool Lunches	Mon 01 Oct 2018	Fri 05 Oct 2018			£	0.00	£0.00	£0.00						
School Lunches	Mon 24 Sep 2018	Fri 28 Sep 2018			£	0.00	£0.00	£0.00						
School Lunches	Mon 17 Sep 2018	Fri 21 Sep 2018			£	0.00	£0.00	£0.00						
School Lunches	Mon 02 Jul 2018	Fri 06 Jul 2018			£	0.00	£0.00	£0.00						
					-								_	_



Poyments I	Dinner Register	Club Register	Coshless C	otering Till	C	shier	Shop	Reports	Admin					
Statement for:S	trang Lauren												 	_
View Statement:	Club History	٠	Key:	Attende	d 🗌 Se	ssions	Not At	ttended 📕 Holid	ay - Inset - Trip					
Description:	All	•												1
llub History (1 -	36 / 36)													
Association $\Delta$	Stort Date 🛆	End Date 🛆	Mon 🛆	Tue 🛆	Wed △	Thu ∆	Fri 🛆	Weekly Total 🛆	Amount Poid $ riangle$	Amount Due 🛆				
Afterschool Club	Mon 18 Mar 2019	Fri 22 Mor 2019						£0.00	£0.00	£0.00				
Afterschool Club	Mon 04 Mar 2019	Fri 08 Mar 2019						£0.00	£0.00	£0.00				
fterschool Club	Mon 18 Feb 2019	Fri 22 Feb 2019	1	1	1	1	1	£10.00	£10.00	£0.00				
Afterschool Club	Mon 21 Jan 2019	Fri 25 Jan 2019		1		1		£4.00	£4.00	£0.00				
Afterschool Club	Mon 14 Jan 2019	Fri 18 Jan 2019		1		1		£4.00	£4.00	£0.00				
Afterschool Club	Mon 10 Sep 2018	Fri 14 Sep 2018	2		2	1		£9.50	£9.50	£0.00				
Afterschool Club	Mon 03 Sep 2018	Fri 07 Sep 2018	1	1	2	1	2	£13.50	£13.50	£0.00				
Breakfast Club	Mon 04 Jun 2018	Fri 08 Jun 2018						£0.00	£0.00	£0.00				
Afterschool Club	Mon 04 Jun 2018	Fri 08 Jun 2018					2	£3.75	£3.75	£0.00				
Afterschool Club	Mon 28 May 2018	Fri 01 Jun 2018						£10.00	£10.00	£0.00				
Afterschool Club	Mon 07 May 2018	Fri 11 Moy 2018						£6.00	£6.00	£0.00				
Afterschool Club	Mon 19 Mar 2018	Fri 23 Mor 2018						£2.00	£2.00	£0.00				
Afterschool Club	Mon 05 Mar 2018	Fri 09 Mor 2018						£10.00	£10.00	£0.00				
Afterschool Club	Mon 26 Feb 2018	Fri 02 Mor 2018						£10.00	£10.00	€0.00				
Holiday Club	Mon 26 Feb 2018	Fri 02 Mor 2018						£0.00	£0.00	£0.00				
Breakfast Club	Mon 05 Feb 2018	Fri 09 Feb 2018						£4.00	£4.00	£0.00				
Afterschool Club	Mon 29 Jan 2018	Fri 02 Feb 2018						£0.00	£0.00	£0.00				
Afterschool Club	Mon 15 Jan 2018	Fri 19 Jan 2018						£0.00	£0.00	£0.00				
Afterschool Club	Mon 08 Jan 2018	Fri 12 Jan 2018	3					£13.00	£13.00	£0.00				
Afterschool Club	Mon 20 Nov 2017	Fri 24 Nov 2017	1	1	2	2		£16.00	£16.00	£0.00				

#### 8.3 Sent Message Report

The Sent Message report shows you all of the messages that you have sent out to the parents via text and email, whether that be for a payment request, a password reminder or an arrears text.

Paynetti,     Deter Flagter:     Out Regiter:     Cather Strip:     Deter Strip:       Proventi,     Deter Strip:     Deter Strip:     Deter Strip:       Strip:     Deter Strip:     Deter Strip:     D	🔶 schoolm		News: Payment Provider Change - Thu 04 Jul 2019	Help: 0207 237 8456	K &	e () (s
Start Dir         Dir Julia         Start Dir         Start Dir Julia         Amount Dir Julia         Start Dir Julia         Start Dir Julia         Amount Dir Julia         Start Dir Julia         Start Dir Julia         Amount Dir Julia         Start Dir Julia         Amount Dir Julia         Amount Dir Julia         Start Dir Julia         Start Dir Julia         Amount Dir Julia         Amount Dir Julia         Amount Dir Julia         Amount Dir Julia         Start Dir Julia         Amount Dir Julia         Amount Dir Julia         Start Dir Julia         Amount Dir Julia         Amount Dir Julia         Amount Dir Julia         Start Dir Julia         Amount Dir Dir Julia	Payments Dinner Register Sent Message Report Recipient All	Club Register Coshiess Cotering Til	1 Coshier Shop Reports Admin			
Message 11-5/19         Messa         Context A         Context A         Context A         Status A         Athenment A           sapportExchammery stat         SchoolMarry Status Leva Alart         Nore         Nore         Nore           sapportExchammery stat         SchoolMarry Status Leva Alart         Nore         Nore         Nore           sapportExchammery stat         SchoolMarry Status Leva Alart         Nore         Nore         Nore           wend dhormshijteligestaget stat         Ammunity wend Primetel Acry Wood         SchoolMarry Status Leva         Nore         Nore           wend dhormshijteligestaget stat         Mitchell Richard Prior Rod         SchoolMarry V-Spreent Repert         Nore         Nore	Sent From 07 Jul 2019 Choi Messages from Sunday the 7th o	ose Date Sent To 13 Aug 2 of July 2019 to Tuesday the 13th of Augu	019 Choose Date Show lotest 100 T at 2019 sent by email only			
sappolitikationanoo sa ka sappolitikationanoo sappolitikationanoo sappolitikationao sappolitikationao sa	Messages (1 - 5/5)	Nome A	Content A Create Time A Status A Attachment A			
	supportigischoolmony as uk popertigischoolmony as uk versa alkaronnoù gedugat ca uk richad mittheliged uppt ca uk	dhaamah xeesa Munded Ace Wood Mitabel Richard Pride Rods	SchoolMarry, Statu Level Akrr. Min 12 Aug 2013 14:34-20 Sett. None SchoolMarry, Statu Level Akr. Min 12 Aug 2013 14:36-39 Field. None SchoolMarry, Age Download Weil 31 Jul 2019 13:56-42 Sett. None SchoolMarry, Age Download Weil 31 Jul 2019 13:56-42 Sett. None			

In the bottom left hand corner you will see the option to print and export the report, as well as view the message if you need to see it in more detail.

On the top half of the screen there are options to filter the report by:

- The date range
- The recipient
- Whether it is text/email

To view a message, double click on the appropriate message and it will pop up in another window. From here, you can resend the message if the parent needs another copy.



#### 8.4 Letter Generator

The Letter Generator report enables you to print out any template letters that you have written for multiple students. To see how to create these letter templates please see the Admin Guide.

On the left-hand side you will see a list of your pupils. You can filter this list down to specific year groups and form groups as well as tick a box to include off roll pupils. Tick the children you want to send a letter out to using the boxes on the left, next to their names.

$\overline{\ }$	schoolm	ioney	Support Academy	News: Payme	ent Pro	ovider Chan	9 <b>1</b> - Thu 04 Jul 2019			Help: 0207 237	8456	$[\mathcal{M}]$	S	()	S
Poyment	s Dinner Register	Club Register	Coshiess Cotering Ti	I Coshier Shop	Rept	rts Ad	imin								
-Select st	udents for the letter ge	neration			_	Template	options								_
Year Grou	P AI		Form All	•		Templote	Select	×	Report (Option	0 None	•				0
Group	Al														-
Include Of	# Rolled Students 📃	Include Addition	al Parents 📃												
						-Preview-									
Students	(1 · 36 / 36) Select AL	blane													
Select △	Student A	Year Group △	Form △	Email Address 🛆											
	Bhondori Aokonksho	Year 6	Tortugo	1@schoolmoney.co.uk	<u> </u>										
×	Bloggs joe	Staff	Staff												
<b>x</b>	Brooks Dan	Year 3	Hogwarts	SUPPORT@schoolm.co.uk											
1	Chouhan Tejash	Year 4	Tortugo	support@shoolmoney.co.ul											
×	Darkins Andrew	Year 2	Hogworts	darkins@icloud.com											
1	Darkins Luke	Year 6	Hogwarts												
1	dharamshi veena	Year 3	Hundred Acre Wood	veena.dharamshi@eduspo											
	Dunn Daniel	Year 4	OZ	daniel.dunn@eduspot.co.ul											
1	Guest Glen	Year 6	Hundred Acre Wood	2@schoolmoney.co.uk											
	Harry Prince	Year 6	Tortugo												
2	Hook Lydia	Year 4	Namia	3@schoolmoney.co.uk											
2	Howard Russel	Visitor	Visitor	russel43@blahblah.com											
	Jakeman Alex	Year 3	Hundred Acre Wood	4@schoolmoney.co.uk											
2	Jones Sarah	Stoff	Stoff												
	Lodhia Hari	Year 2	Nomio	1@schoolmoney.co.uk											
2	McFly Marty	Year 4	oz	bttf55@hillvolley.com											
	Mitchell Richard	Year 6	Pride Rock	richard.mitchell@eduspot.c											
	Moore James	Stoff	Staff												
-															
													(1 mm)		

Once you have chosen the child you want to print the letter for, chose the template you want to use from the drop-down box in the top right-hand corner. The template will appear in the preview pane below.

Payment	a Dinner Register	Club Register	Coshless Cotering Till	Coshier	Shop	Reports Admin							
Select st	udents for the letter ger	neration				Template optic	ons-					 	 
Year Grou	P All	•	Form All	•		Templote Ov	verdue payments	Report (Optional)	None				2
Group	All	•											
Include Of	ff Rolled Students	Include Additiona	I Porents										
itudents	(1 - 36 / 36) Select All. 1	None				Preview							
elect A	Student A	Year Group A	Form ()	Email Address	- A	1							
	Bhandari Askanksha	Year 6	Tortuga	1@schoolmon	revcouk		schoolm	00011					
	Bloggs loe	Stoff	Stoff				Schoolin	oneg					
*	Brooks Don	Yeor 3	Hogwarts	SUPPORTES	choolm.co.uk								
	Chouhan Tejash	Year 4	Tortuga	support@sho	olmoney.co.s	Suppo P 084	ist Academy IS3885510						
*	Darkins Andrew	Yeor 2	Hogwarts	darkins@iclos	id com	E supp	part@schoolmoney.co.uk						
	Darkins Luke	Year 6	Hogworts			Tue 13	Aug 2019						
*	dharamshi veeno	Yeor 3	Hundred Acre Wood	veeno.dhoran	nshi@edusp								
2	Dunn Daniel	Year 4	OZ	daniel.dunn@	eduspot.co.u	YOUR	TEXT HERE, E.G.						
	Guest Glen	Yeor 6	Hundred Acre Wood	2@schoolmor	ey.co.uk	Li Don	ant / Gunerian of Bert namel Bort	enmal					
1	Harry Prince	Year 6	Tortuga				ent i desiraran er beschrand besc	Sum und					
1	Hook Lydio	Yeor 4	Nomio	3@schoolmon	wy.co.uk	Your ch	hid (first_name) has accumulated t	the following debt					
2	Howord Russel	Visitor	Visitor	russel43@blo	hblah.com	Please	log on to www.schoolmoney.co.uk	and log in using your d	Ad's password to m	nake the poyme	int.		
	Jakeman Alex	Yeor 3	Hundred Acre Wood	4@schoolmon	wy.co.uk								
×	Jones Sarah	Stoff	Stoff			hi (first	t_name][last_name]						
	Lodhia Hari	Yeor 2	Nomia	1@schoolmor	wy.co.uk								
*	McFly Marty	Yeor 4	OZ	ber/55@hillvo	ley.com	VOLID	TEXT HERE E.G.						
2	Mitchell Richard	Yeor 6	Pride Rock	richard.mitche	Beduspot	1004	Carlo Carlo Anno						
			C+ 11			Thomas	s for using the Support Academy.						



You can also add extra information to the letter in the form of the Money Overdue report. If you select this from the drop-down box in the top right, you will then be prompted to choose a date range for the overdue amounts to cover. You can also 'skip students without data' which, when ticked, will only print pupils with overdue amounts.

9	schoolm	oney	Support Academy	News: Payment Pro	vider Change - Thu 04 Jul 2019		ŀ	lelp: 0207 237 8456	$\swarrow$	S	111	(j)			
Payment	s Dinner Register	Club Register	Cashless Catering Ti	I Cashier Shop Repo	rts Admin										
elect st	udents for the letter ger	ieration			Template options										
ar Grou	P All	-	Form All		Template Overdue payments	M Rep	oort (Optional) Ove	rdue Paymen 🔻							
iclude O	f Rolled Students	Include Addition	al Parents 📃		From Date 13 Aug 2019 Choose Skip students without data	Date To Date	13 Aug 2019 C	hoose Date							
udents	(1 - 36 / 36) Select All. N	lone			Preview										
ect ∆	Student △	Year Group 🛆	Form △	Email Address 🛆	~										
	Bhandari Aakanksha	Year 6	Tortuga	1@schoolmoney.co.uk ^	schoo	nomle	<u>eu</u>					Â			
	Bloggs Joe	Stoff	Staff				~g								
	Brooks Dan	Year 3	Hogwarts	SUPPORT@schoolm.co.uk								- 1			
	Chouhan Tejash	Year 4	Tortuga	support@shoolmoney.co.ul	Support Academy P: 08453885510										
	Darkins Andrew	Year 2	Hogwarts	darkins@icloud.com	E: support@schoolmoney.co.	ık									
	Darkins Luke	Year 6	Hogwarts		Tue 13 Aug 2019										
	dharamshi veena	Year 3	Hundred Acre Wood	veena.dharamshi@eduspo											
	Dunn Daniel	Year 4	OZ	daniel.dunn@eduspot.co.ul	YOUR TEXT HERE, E.G.										
	Guest Glen	Year 6	Hundred Acre Wood	2@schoolmoney.co.uk	Hi Darent ( Guardian of Mert -	amel llast namel									
	Harry Prince	Year 6	Tortuga		The dence doubter of pills of	ionnel (rosc_norne)									
	Hook Lydia	Year 4	Namia	3@schoolmoney.co.uk	Your child [first_name] has ac	cumulated the follow	ving debt:								
	Howard Russel	Visitor	Visitor	russel43@blahblah.com	Please log on to www.schoolr	noney.co.uk and log	in using your child's p	assword to make the pa	/ment.						
	lakeman Alex	Year 3	Hundred Acre Wood	4@schoolmonev.co.uk											
	Jones Sarah	Stoff	Stoff	- /	hi (first_name)(last_name)										
	Lodhia Hari	Year 2	Namia	1@schoolmonev.co.uk											
	McFly Marty	Year 4	oz	bttf55@hillvalley.com	You can find all the required in	formation in the tab	ole below. Please take	a moment to review ther	n.						
1	Mitchell Richard	Year 6	Pride Rock	richard.mitchell@eduspot.c	Header 1	Header 2	н	leoder 3	He	oder 4					
1	Moore lames	Stoff	Staff	0	Volue 1	Volue 2	v	olue 3	Vol	ue 4		*			
	-			÷											

Once you have selected all of the options you needed, click on 'Generate Letter' in the bottom right-hand corner. This will open your browser printing options and enable you to print the letters as needed.

Print Letter - Google Chrom	e						—		×
sm1.schoolmoney.co.u	k/client/school_mo	ney/html/reports	s/letter_ge	nerator/p	rint_letter	.html.n	с		_
Print Total: 35 sheets of paper	Print	Cancel							
Destination	Pit Printer	*	Please log on to we hi josifilogge You can find all the Payment Type Ditre	ve schoolmoneyca uk ond required information in the Description peri lowin errors Alter teams tips - sees team arrangements	l log in using your child's p e table below. Piecee take Reference John Schulldorey Alter Internitierey Alter Internet, important	a mament to review Denter for review Denter Ament 22.00 ELCO	the poyment. Where, Develop Defer Test 30 Mar 2019 West 38.8gr 2019	Last Carried Date	
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# 9. App Users

The App Users report will show you a list of all pupils in your school and will detail whether they have signed up for the **SchoolMoney** App or not.

-	schoolm	noney su	pport Academy		News: <u>Payment Provider</u>	Change - Thu 04 Jul 2019		Help: 0207 237 8456	$\swarrow$	S	111	í	S
Paymen	binner Register	Club Register	Cashless Caterin	g Till Cashier	Shop Reports	Admin							
- App Use	rs												
Student	All Students	*	Year All		Form All	~							
Students	(1 - 41 / 41) Select All.	None											
Select △	Student Name △	Form △	Year Group 🛆	Contact Name 🛆	Phone Number 🛆	Email Address 🔺	Registered with App? △						
	Bart Simpson	Namia	Year 3	Primary Contact	+44		N						
	Jacob Strang	Hundred Acre Wood	Year 2	Primary contact	+44		N						
	James Moore	Stoff	Staff	Primary Contact	+44		N						- 1
	Jess Walker	Hogwarts	Year 2	Primary contact	+44		N						- 1
	Joe Bloggs	Stoff	Staff	Primary Contact	+44		N						- 1
	Luke Darkins	Hogwarts	Year 6	Primary contact	+44		N						- 1
	Noah Strang	Pride Rock	Year 2	Primary contact	+44		N						- 1
	Prince Harry	Tortuga	Year 6	Primary contact	+44		N						- 1
	Sarah Jones	Stoff	Staff	Primary Contact	+44		N						- 1
	Aakanksha Bhandari	Tortuga	Year 6	Primary Contact	+447000000001	1@schoolmoney.co.uk	N						- 1
	Hari Lodhia	Namia	Year 2	Primary Contact	+447000000001	1@schoolmoney.co.uk	N						- 1
	Glen Guest	Hundred Acre Wood	Year 6	Primary Contact	+44	2@schoolmoney.co.uk	N						- 1
	Lydia Hook	Namia	Year 4	Primary Contact		3@schoolmoney.co.uk	N						- 1
	Raj Patel	OZ	Year 3	Primary Contact		3@schoolmoney.co.uk	N						
	Alex Jakeman	Hundred Acre Wood	Year 3	Primary Contact	+44	4@schoolmoney.co.uk	N						
	Sachin Patel	Hogwarts	Year 2	Primary Contact		6@schoolmoney.co.uk	N						
	Gareth Raven	Hogwarts	Year 2	Primary Contact		8@schoolmoney.co.uk	N						
	Anna Naik	Pride Rock	Year 6	Aarti Naik	+44	aarti.naik-kotadia@eduspot.co.uk	N						
	Marty McFly	OZ	Year 4	Primary contact	+44	bttf55@hillvalley.com	Ν						
	Daniel Dunn	OZ	Year 4	Primary contact	+44	daniel.dunn@eduspot.co.uk	Y						
	Andrew Darkins	Hogwarts	Year 2	Primary contact	+44	darkins@icloud.com	N						
	Marty McFly	OZ	Year 4	George McFly	+44222222222222	gmcfly@googemail333.com	N						
		KI T	V 2	D: 0 · · ·			- KI		Sand		100	Back	

In the bottom right-hand corner, you will see a 'Send App Message' button. You can tick the pupils who have not signed up to the App using the tick boxes on the left-hand side and then select the 'Send App Messages' button to contact them and advise them to sign up for the app.



# **10. Contact Details**

We hope this user guide has helped you to use the **SchoolMoney** system. If you have any questions or require further assistance, please get in contact with us and we will be more than happy to help.

Telephone number: 02072378456

Online: www.eduspot.co.uk/support

We look forward to hearing any ideas or feedback you have about **SchoolMoney**, so let us know what you think!



