

# ENTERING PAYMENTS RECEIVED



We need to record the payments received from families before invoicing.

**Go > Home > Family Accounts > Payments Received >**

To enter a payment received:

- Click on the next blank 'Current Payments' row.
- Enter the details of the payment in the Add New data section below.
- Click 'Save' to save the payment received.

**View Current Payments**  Include Payments waiting for Bank / Voucher Runs (in addition to Payments waiting for Invoice)

Day	Date	Name	Type	Amount	Company	Inv.	Invoice Date	B/V	Run Date	Notes
Wed	12 Dec 2012	Dolphin, Mrs Cath...	Cash	£8.00		<input type="checkbox"/>		<input type="checkbox"/>		
Wed	12 Dec 2012	Fox, Mrs Alison (1...	DD	£168.00		<input type="checkbox"/>		<input type="checkbox"/>		
Mon	17 Dec 2012	Anteater, Mr Pete...	Cheque	£48.00		<input type="checkbox"/>		<input type="checkbox"/>		
Mon	17 Dec 2012	Cod, Mrs Tracey (...)	Voucher	£220.00	Busy Termites	<input type="checkbox"/>		<input type="checkbox"/>		
Wed	19 Dec 2012	Barracuda, Mrs Lo...	BACS	£102.00		<input type="checkbox"/>		<input type="checkbox"/>		
Wed	19 Dec 2012	Cod, Mrs Tracey (...)	Cheque	£282.00		<input type="checkbox"/>		<input type="checkbox"/>		
Thu	01 Nov 2012		Cheque	£0.00		<input type="checkbox"/>		<input type="checkbox"/>		

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**Add New Data**

Date: << Thursday 20 December 2012 >>

Choose account by name of:

Acc. Holder: Porpoise, Mrs Fiona (FH)

By Child: [ ]

Amount: £123.00  Make this a Refund  Reconciled

Notes: Part payment as agreed

Payment type:

- Cash
- Cheque
- Voucher
- Standing Order
- Direct Debit
- BACS
- Other: [ ]

Company: [ ]

Buttons: Reconcile and Transfer, Delete, Save, Help

Ignore the **Reconcile and Transfer** button for now.

You should read the 'Setting Finances Tutorial before clicking this button, it is used to reconcile the payments received and transfer them to the management accounts.

## Refunds

If you want to record a refund (giving money to the family, rather than a making a credit) tick **'Make this a Refund'**. Enter the refund as a normal positive amount. SuperFox will apply the '-' sign.

## The View Current Payments List

Current payments only appear in the displayed list until they have appeared on an invoice. This keeps the list short and relevant to the payments still being processed. When a payment has appeared on an invoice, bank summary or voucher summary you will not be able to edit it. You can still see all of the payments received using:

**Home > Family Accounts > View A Family's Accounts >**

## Bank Paying-In Summary

You can produce a summary of the payments received to help with your trip to the bank. When you need to fill in the paying-in slip run this report:

**Go > Home > Family Accounts > Bank Paying In Summary >**

Bank Runs	Bank Run Details
Cut-off Date	Notes
30 Nov 2012	Paid into Floyd's Bank by Peter Panda
31 Oct 2012	
30 Sep 2012	
<input type="button" value="View"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Help"/>	

Click on the Add button and enter your bank run date together with a short description. This finds all of the payments received that have not yet been on a paying-in report up to and including your chosen date.

This is a handy way to check the payments received agree with the money going to the bank. There is a section below this that has a summary of other payments received (BACS, etc) for to help with bank reconciliation.

(Vouchers are not included here, they have their own report.)

<b>Bank Run Report</b>			
Kidspace		Paid into Floyd's bank by Peter Panda	
		Report date: 18 June 2012 14:01:04	
Bank Run Date: 21 December 2012		Page 1 of 1	
Cash			
Date	Name	Description	Amount
07-Dec-2012	Dr S. Coral (Rocky Bottom)		£8.00
12-Dec-2012	Mrs S. Bear (15 River Dale)		£32.00
12-Dec-2012	Mrs D. Dingo (Old Kennel)		£8.00
12-Dec-2012	Mrs C. Dolphin (99 Seaview Lane)		£8.00
			<b>Subtotal:</b> £56.00
Cheques			
Date	Name	Description	Amount
06-Dec-2012	Miss M. Ant (1 The Hill)		£48.00
17-Dec-2012	Mr P. Anteater (4 Hillside Drive)		£48.00
19-Dec-2012	Mrs T. Cod (109 Main Street)		£282.00
			<b>Subtotal:</b> £378.00
<b>Total Cash and Cheques:</b>			<b>£434.00</b>
<b>Total Number of Cheques:</b>			<b>3</b>

## Voucher Summary

You can produce a similar summary of vouchers received to help you reconcile them to your bank statement.

**Home > Family Accounts > Voucher Summary >**

## If You Never Collect Your Own Fees

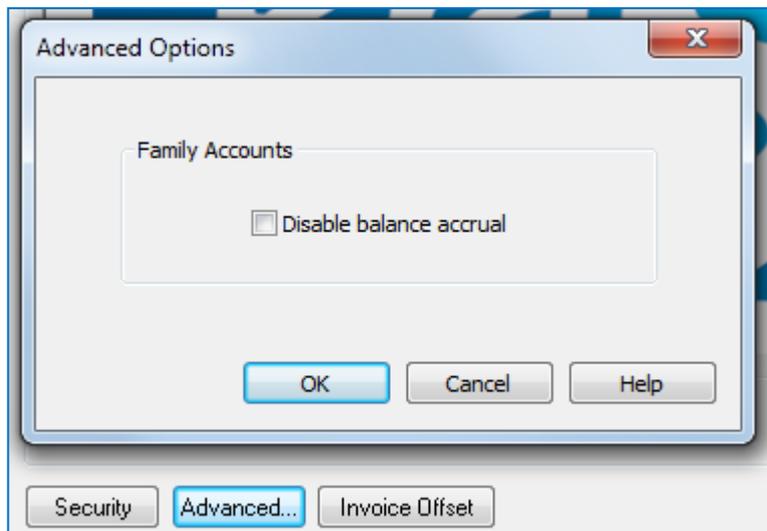
In some settings the fees are collected and handled by a third party rather than the setting manager. If you charge for your services but don't collect the money yourselves you can produce invoices but with the balances carried forward disabled.

This option is switched on from:

**Go > Setting Details > Setting Details > Advanced button >**

Only tick this option if you really need it and always make a backup first.

This erases all of the balances brought forwards between invoices.



## Money Received For The Free Entitlement

The payments Received form is just for recording cash, cheque, vouchers, etc. received from parents. When you receive you money for the Free Entitlement from your Local Authority you do not enter it here.

If you are using the Setting Finances functions you should enter the Free Entitlement payments in:

**Go > Management Reports > Setting Finances > Setting Transactions >**

When you do this you should use a Fee Income type income category. See the Setting Finances tutorial for details.

**End**