



Spider' Payment Portal V2

Receipting into Debtors

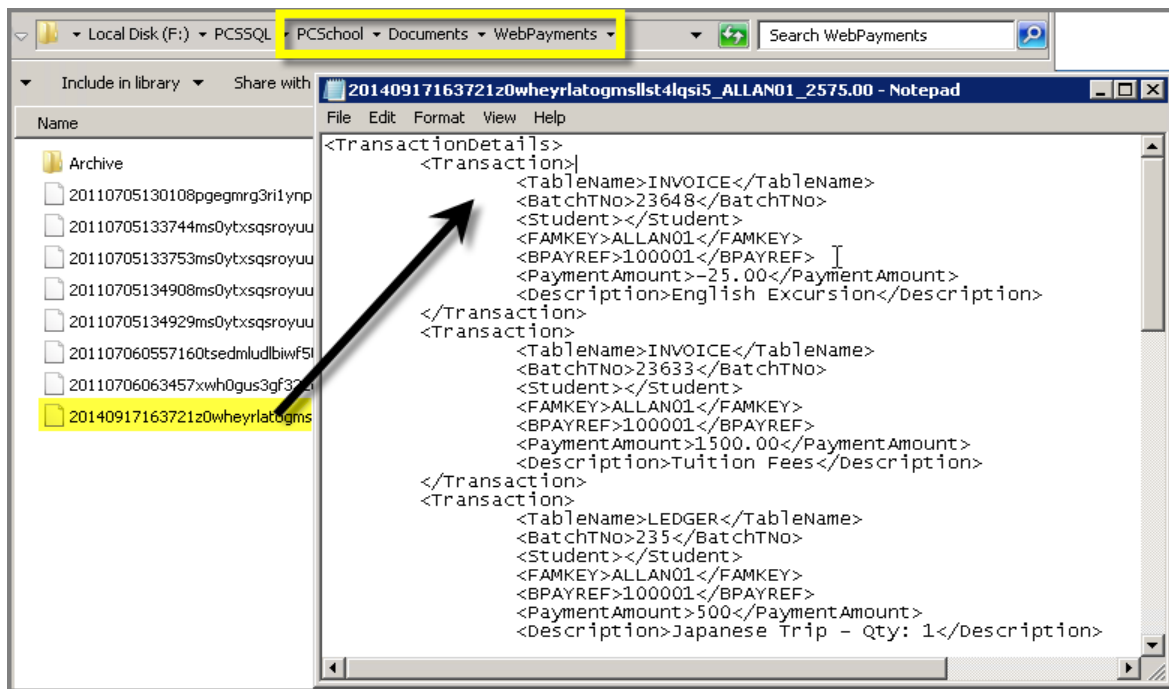
Table of Contents

<u>Receipting payments received from WebPayments.....</u>	<u>2</u>
Import the Spider Payments into PCSchool	2
<u>Repeat this process with a new batch for each day –.....</u>	<u>4</u>
<u>Troubleshooting:.....</u>	<u>4</u>
If lots of transactions in General Credits	4
To see what your payments are made up off see:	4
If already uploaded receipts	4
If you need to re-run batch again	4
**See the Setup manual for where your WebPayments will be stored	4

Receipting payments received from WebPayments

These payment details are stored in usually *PCSchool/Documents/WebPayments*** (this could be different for your school - see the 'Setup manual' to see where this is stored).

Each parent payment is saved as a separate xml. To apply these payments to the caregivers account in PCSchool Debtors you will need to import the xml files into a Debtors Receipt Batch.



Import the Spider Payments into PCSchool

Once you have received the amount on your bank statement from your Bank for the Web Payments.

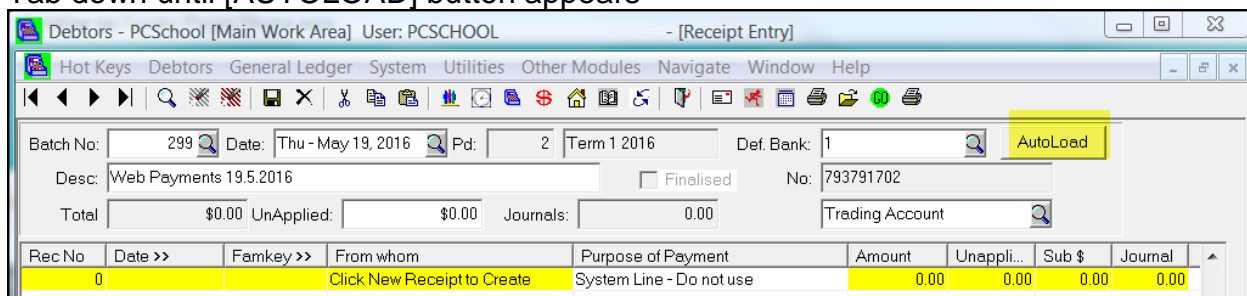
These now need to be receipted.

Path: Debtors > Receipt Entry

Create a new [Receipt batch]

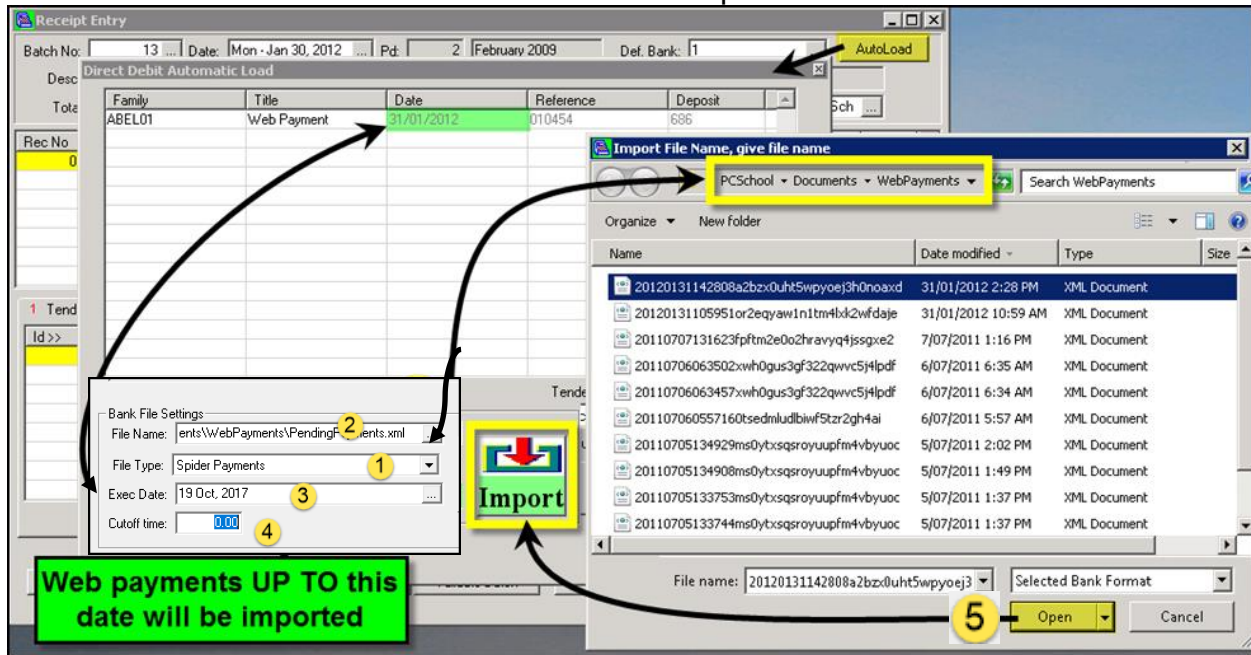
Select [Date] of payment and [Description] e.g.WebPayments and date

Tab down until [AUTOLOAD] button appears

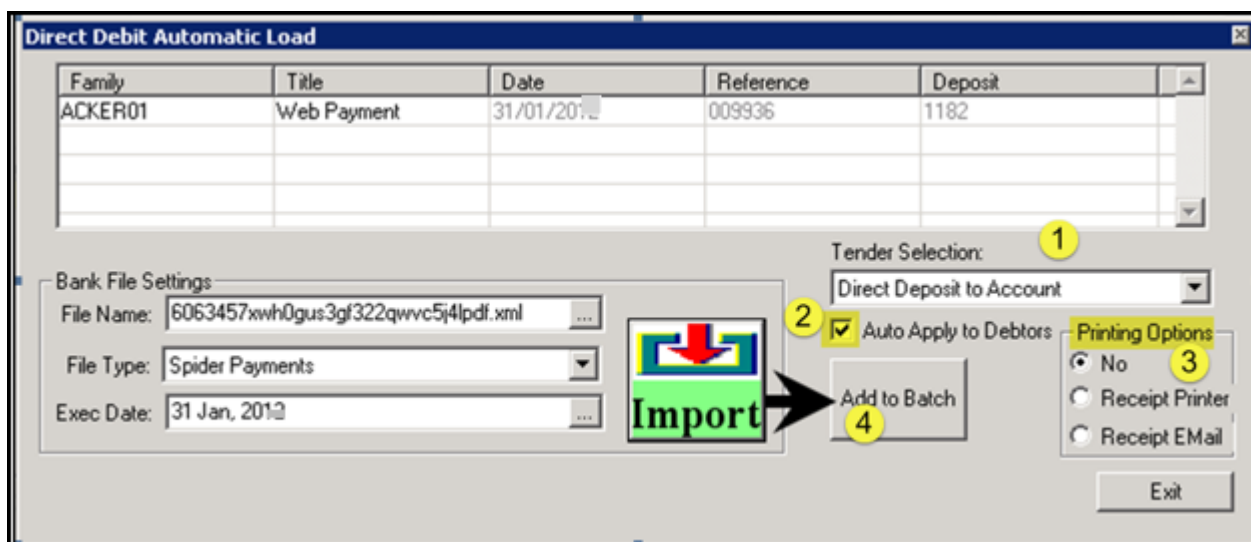


Select [Auto Load] button

In the **Direct Debit Automatic Load** screen that opens:



1. [File Type] – Select [Spider Payments]
2. [File Name] select and find your file select Spider Payments
In most cases this will default to the correct path for your file if not Select the **File Name** – e.g. on your Server\PCSchool\Documents\WebPayments**
3. [Exec. date] – select date of payment
4. [Cutoff time] – you can put the time your bank closes your payments for the day.
Example: 16.00(4pm) but you might receive payments after this time for the next day.
5. When you select [Import] any payment xml files up to the date selected will be brought into the Autoload screen.



1. [Tender Selection:] Usually **EL** (as you want one figure to appear on your bank statement -
DD – will put them as separate entries on your bank Statement)
2. [Auto Apply to Debtors] – tick this to auto apply to your debtors or you can manually go thru each entry once the file is read in an apply to fees or sundries.

3. [Printing Options] – select if you wish to Print or Email receipt at the same time as importing
4. [Add to Batch] then Exit –

This will then load the receipts into your receipt batch
Now finalise the receipt batch.

Repeat this process with a new batch for each day – this will ensure that each days receipts from the Spider payment portal will match your bank reconciliation.

Note: The system will automatically move payment xml's that have been imported via the AutoLoad from the *WebPayments* folder into the *WebPayments\Archive* folder**

Troubleshooting:

If lots of transactions in General Credits

Run housekeeping End of Period in Debtors to Consolidate Debtors
Consolidate Credits – absorb Credits in Date order or Discrete Cost Centre

To see what your payments are made up off see: *Server\PCSchool\Documents\WebPayment***

If already uploaded receipts see: *Server\PCSchool\Documents\WebPayments\Archive folder***

If you need to re-run batch again go to your server and find the Archive file and put back into the WebPayments – so you can reload again.

****See the Setup manual for where your WebPayments will be stored**