

Collection Service Settlement Statements

ParentPay settle funds to bank accounts for customers on the Collection Service twice monthly. Payments received between 1st and 15th of each month are settled into bank accounts on the 16th of each month and payments received between 16th and End of Month are settled into bank accounts on the 1st of the following month.

The ParentPay Collection Service settlement statements give you a clear break down of:

- Refunds that have been applied against the settlement you have received
- The VAT applied to the transaction fees for each line item
- The opportunity to have payments filtered by accountancy code, payment item and so on with sub totals

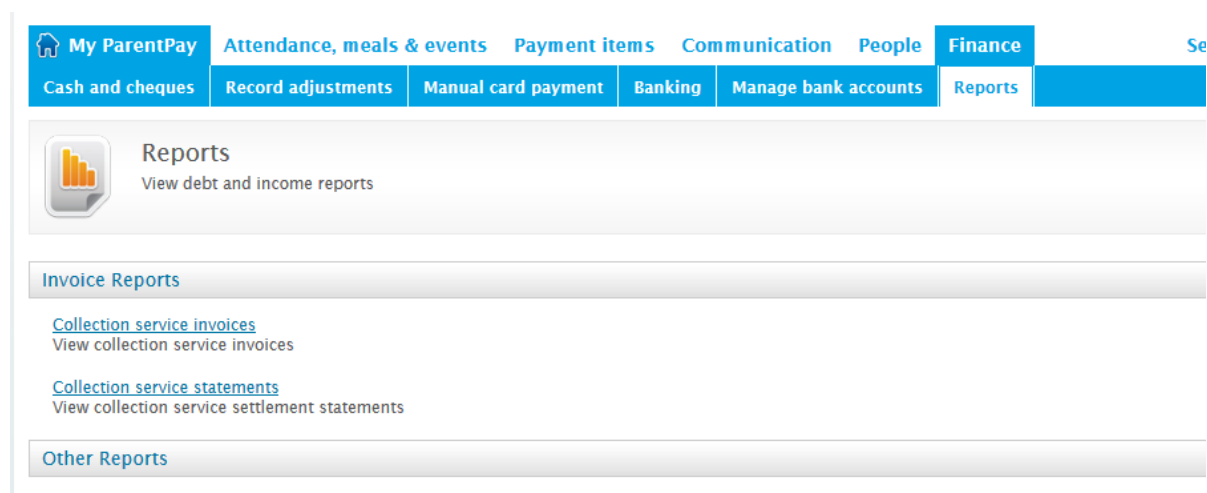
In addition, where schools are collecting funds for a 3rd party supplier, such as a Local Authority or caterer, the provider is able to give a school permission to access settlement statements for payments collected via ParentPay. Where permission is given, our Support Team will enable this for you.

Viewing the Collection Service Settlement Statements

You can access your settlement statements via the **Finance > Reports** tab.




Select **Collection service statements** from the **Invoice Reports** section



The collection service statement screen will be displayed. You can change the criteria to suit your requirements

My ParentPay Attendance, meals & events Payment items

Cash and cheques Record adjustments Manual card payment Bank

 **Collection service statements**
View collection service settlement statements

[Return to reports](#)

Payee details

Period
01 Jan 2014 - 15 Jan 2014

Statement type
☒ ParentPay online
☐ PayPoint

Filter by bank account
All

Filter by service
All

Totals broken down by
Organisation

Then broken down by
Service

Then broken down by
No further breakdown

Show report Download to excel

Period: select the period of settlement you need to view a statement for

Statement type: ParentPay online or PayPoint

Filter by bank account: select the bank account or leave as All

Filter by service: select an individual payment item or leave as All

Totals broken down by: use the drop down menus to define what your report will contain and how it will group the payments

Once you have made your selections click **Show report** or **Download to Excel**

Oceania Primary School - 01 Apr 2014 - 15 Apr 2014

Bank account
Statement type
Cardnet

Organisation	Service	Total paid	Total refunds	Paid less refunds	Txn fees	Vat on fees	Net settlement
Oceania Primary School	1 School Meals	£5,202.24	£0.00	£5,202.24	£89.66	£17.91	£5,094.67
	Amsterdam Visit 2014	£100.00	£0.00	£100.00	£0.32	£0.06	£99.62
	Cranedale Biology Trip 2014	£395.00	£0.00	£395.00	£5.51	£1.09	£388.40
	Duke of Edinburgh Bronze Award	£170.00	£0.00	£170.00	£2.26	£0.44	£167.30
	Lake Garda Tour 2015	£450.00	£0.00	£450.00	£4.95	£0.98	£444.07
	London Design Technology Trip 2014	£1,800.00	£0.00	£1,800.00	£13.31	£2.65	£1,784.04
	Poetry Live Trip	£25.00	£0.00	£25.00	£0.16	£0.03	£24.81
	Poland Trip 2014	£1,980.00	£0.00	£1,980.00	£5.88	£1.16	£1,972.96
	Total	£10,122.24	£0.00	£10,122.24	£122.05	£24.32	£9,975.87
Total		£10,122.24	£0.00	£10,122.24	£122.05	£24.32	£9,975.87

VAT on Transaction Fees

Due to the way the service is operated and payments are processed through the banking system, VAT is charged on the transaction fee.

The VAT amount is shown alongside each line item and at the bottom of your settlement statement.

VAT invoices are available for you to download once payment has been settled.

Accessing your VAT Invoices

Go to **Finance > Reports**



Choose: **ParentPay collection service invoices**

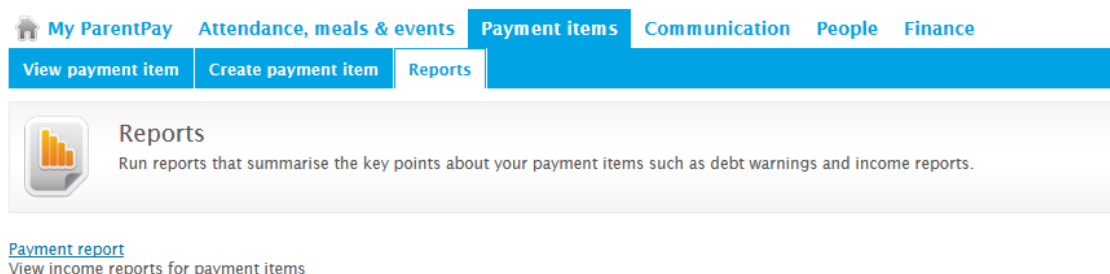
Click **Show**

Click on the **link** to access the invoice you require

Reconciling your settlement statements

You can run a payments report in ParentPay to show the 'gross' amount collected in the settlement period, this will match the 'Total paid' column in the settlement report

Go to **Payment Item > Reports** and select the **Payment Report**



Report options

Payment item
All

From date
01/01/2015

To date
15/01/2015

Group by payment item
☒ Tick to group payments by payment item

Advanced options

Search Open in Excel Excel full report

Selected period: Press search to show payment report for selected period

Payment Item: choose an item or leave as All

From date: 1st or 16th of the month

To date: 15th or last day of the month

Click on **Advanced options**

Advanced options

Payment status
Processed

Payment method
ParentPay online

☒ Exclude 3rd party payments (e.g. revaluation payments from cashless systems.)

☒ Payment item

☐ Amount due

☐ ID values

☒ Name details

☐ Settled amount

☐ Auth code

☒ Amount paid

☐ Processed date

☐ Consent

☒ Date Paid

☒ Means

☐ Payee

☐ Quantity

☐ Notes

☐ Accountancy codes

☐ Operator

☐ Comments

☐ Bank account

Search Open in Excel Excel full report

Payment status: select **Processed** in order to only capture payments that have been settled to you

Payment method: choose **ParentPay Online** or **PayPoint** according to the settlement statement you are reconciling

Use the other tick box options to define what information you want included in your report. For example the bank account name.

Click **Search** to view the report to screen or alternatively you can **open the report in Excel**

The Total amount shown should match the **Gross** amount listed on your **Collection Service Settlement Statement**.