

Group Finance Reporting – Online Payments

There are two group finance reporting systems:

- A. **Group Finances Excluding Online Payments**. This is the original finance reporting system, and the instructions are covered by the group leaders' guide: "SWISH Instructions for Group Leaders". The system will remain available for those wishing to use it, but the members of those groups will not be able to pay their attendance fees online.
- B. **Group Finances Including Online Payments**. This system is optional for group leaders and allows the individual group members to pay their attendance fees <u>either</u> offline by cash or cheque or online using PayPal and provides the group leader with full visibility of all payments made.

This guide describes the use of system B above and is intended to be used in conjunction with the group leaders' guide: "SWISH Instructions for Group Leaders".

Please Note:

- Online payments are only to be used for making pre-payments for blocks of group meetings rather than for individual meetings.
- Leaders may find it useful to use the email facility described below, to advise all their group members when the next prepayments are due, regardless of how individual members intend to make those prepayments.



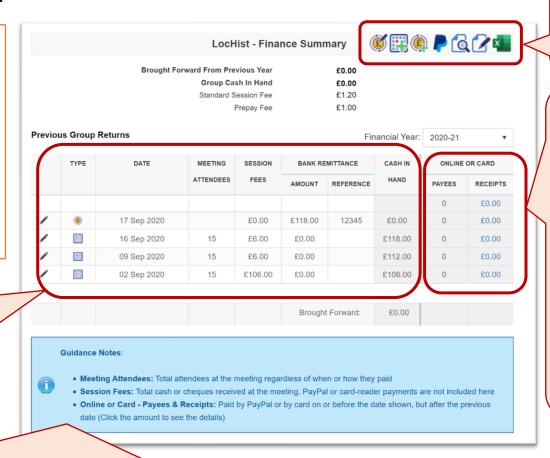
The New Finance Summary Form

This form optionally replaces the one described in "SWISH Instructions for Group Leaders". The Groups Coordinator can switch your system to use whichever you prefer.

If you switch back to the previous form, having used this one, any online payments made while this form was in use will remain allocated to your group but will not then be visible to you.

Cash & Cheque Receipts

This section is essentially the same as the previous form. A column has been added to record the calculated cash-in-hand after each entry.



Extra Icons

These are explained on the next page

Online Receipt Totals

This is where you will see the total money paid online by your members each week. It shows the total paid after the date of the previous entry, up to and including the date of the current entry.

The online income does not actually come to you. It is paid directly into the u3a account but is allocated to your group.

Guidance Notes (Clarifying Some of the Table Column Headings)

- Meeting Attendees: Please record the total number of attendees at the meeting regardless of when or how they paid
- Session Fees: This is the total cash or cheques received at that meeting. PayPal payments are not included in this column
- Online or Card Receipts: The information in this column is to inform you of the PayPal payments received so far, or since the date of the previous entry. If you click on the amount another form will appear showing you the individual payments included in that total.



Extra Icons

Edit Finance Details

At the time of writing, this icon is in the process of being removed from this view as it is no longer required.

Online Payment

This is one of two icons introduced with this form. Clicking it opens the Online Payment form which is used to invite group members to pay online.

Create Paper Register

These icons are the same as the two also available on the View Group Member Details page (See "SWISH Instructions for Group Leaders") and will download either the pdf or Excel version of your group register.

Note: The .pdf version now has a new format to accommodate prepayments (see details on the last page in this guide).



Add Meeting Report

This icon is the same as on the previous form. See "SWISH Instructions for Group Leaders" for details of its use.

Add Bank Payment

This icon is the same as on the previous form. See "SWISH Instructions for Group Leaders" for details of its use.

View Online Payments

This is one of two icons introduced with this form. Clicking it opens the Online Payment Transactions form, where you can see details of all the payments already made by your group members.



Online Payments Form

Click the "Online Payment" icon to open this form



Group Member Names

Your group members' names are displayed on the left-hand side. (The slider bar on the right allows you to view them all.)

MEMBER	PAYMENT	PAYMENT REQUEST EMAIL DATE	NO OF MEETINGS (THIS REQUEST)	TOTAL PAID	EMAIL?
	REQUEST VALUE				
22 - Gord Banks				£0.00	
8 - Gord Bennett				£0.00	
391 - Reg Blackburn				£0.00	
4 - Fred Bloggs				£0.00	
4 - Willie Flintstone				£0.00	
7 - Alice Johnson				£0.00	0
8 - Doris Jones				£0.00	
					0.0
covers in the boxes below selected. It provides a link PayPal, it asks them to brit	and then click the "Send I which they can click on to ng the money to the first n	ove, enter the payment requir Email to Selected" button. A p pay the amount by PayPal. A neeting.	re-written email will b	pe sent to a	III those
covers in the boxes below selected. It provides a link PayPal, it asks them to brit Send Email Payment Reque	and then click the "Send I which they can click on to ng the money to the first n	Email to Selected" button. A p	re-written email will b	pe sent to a	III those
covers in the boxes below selected. It provides a link	and then click the "Send I which they can click on to ng the money to the first n	Email to Selected" button. A p	re-written email will b	pe sent to a	III those

Email Recipients

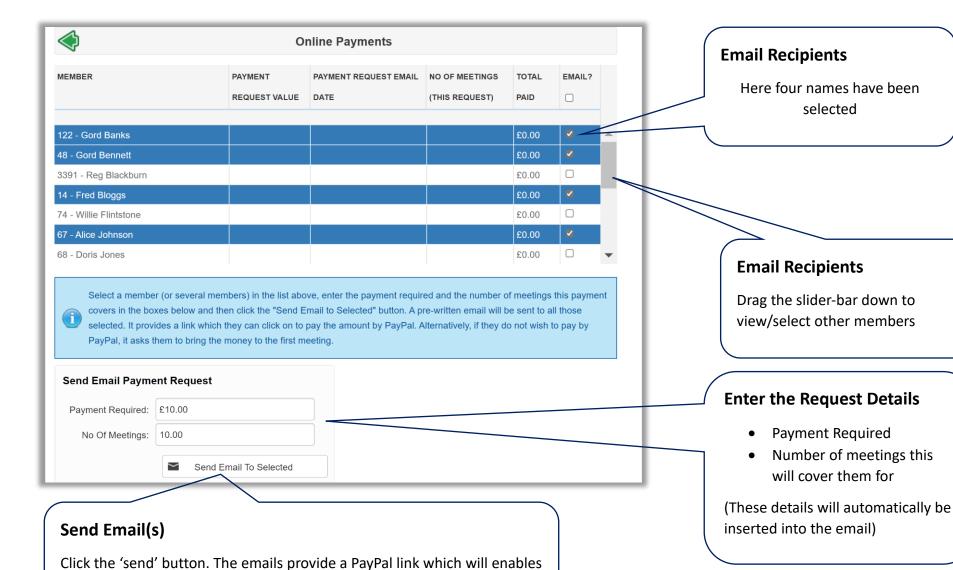
Click the small checkbox at the top of the column on the right to select all group members.

Email Recipients

Alternatively click the checkboxes against the individual names of just the ones you wish to be included.

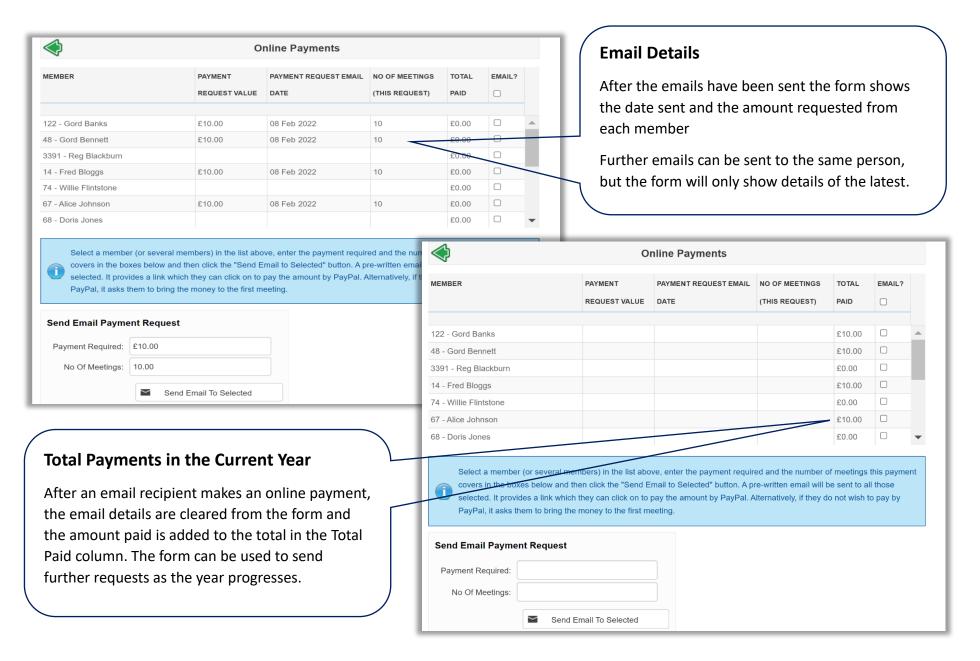
(A second click will de-select any)





those who receive it to pay the amount you have shown in the box above.









Dear Gordon,

Attendance payment is required for the History - Local History group. The amount due is £10.00 which will cover you for up to 10 sessions in a prepay period. You can pay online using the following link or if you'd prefer to pay by cheque or cash please bring this with you to your first meeting:

GroupPaymentLink

Regards,

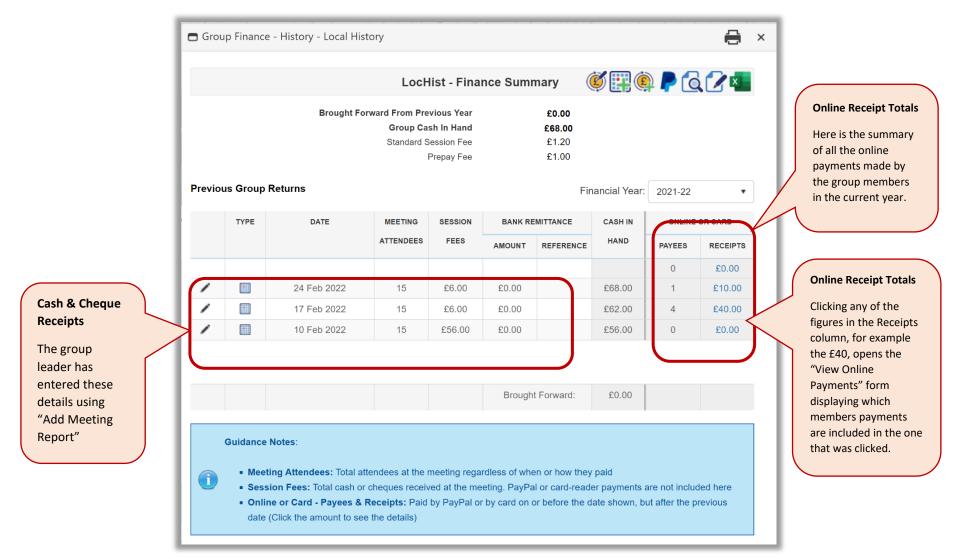
Group Leader

This is an automated message; please do not reply to it.

The email text. Typical details have been inserted and highlighted in this illustration



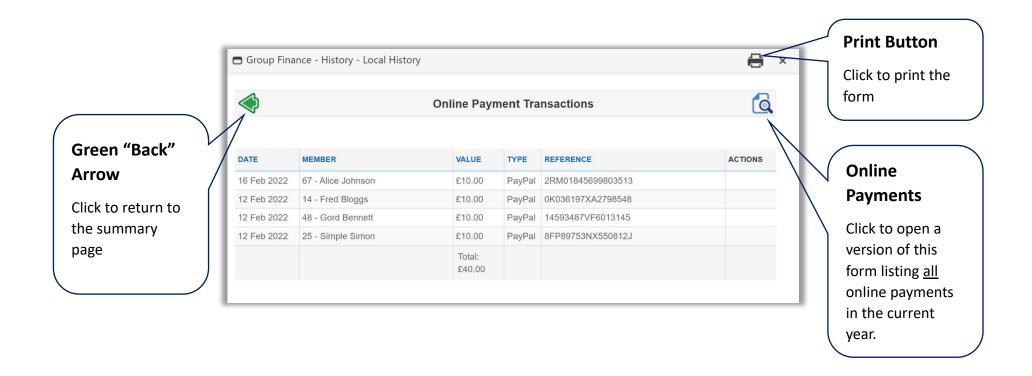
The Group Finance Summary Form After Payments Have Been Made





The Online Payment Transactions Form

This example shows how the form would appear if the £40 had been clicked on the Group Finance Summary Page shown above.





Group Attendance Register Downloads

Three Prepay Columns

This later version has three columns on the left where the amount paid by someone who is prepaying can be written in the column that is appropriate for their payment method, either by PayPal, Cheque or Cash.

Start Date

Enter the prepay period start date

End Date/No of Meetings

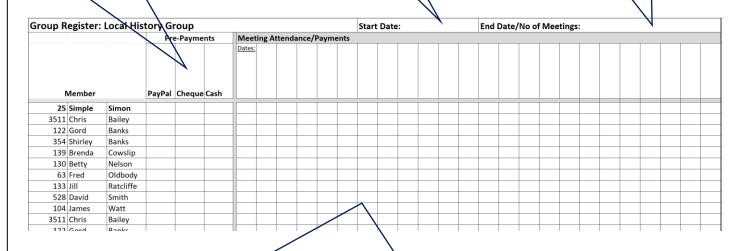
Enter the prepay period end date and the number of meetings

New Format

At the time of writing the .pdf version of the downloadable group attendance registers is being revised and will soon appear in a similar format to the image on the right.

It is anticipated that a separate paper register will be printed for each prepay period.

The Excel version will remain a simple list of group members for leaders to adapt to suit their own needs.



Pay on Attendance

The payments for those who are paying on attendance at each meeting should be recorded in the appropriate columns where the meeting dates can also be written at the top.