

## 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 either 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.

**LocHist - Finance Summary**

Brought Forward From Previous Year £0.00  
Group Cash In Hand £0.00  
Standard Session Fee £1.20  
Prepay Fee £1.00

Previous Group Returns Financial Year: 2020-21

TYPE	DATE	MEETING ATTENDEES	SESSION FEES	BANK REMITTANCE		CASH IN HAND	ONLINE OR CARD	
				AMOUNT	REFERENCE		PAYEES	RECEIPTS
	17 Sep 2020		£0.00	£118.00	12345	£0.00	0	£0.00
	16 Sep 2020	15	£6.00	£0.00		£118.00	0	£0.00
	09 Sep 2020	15	£6.00	£0.00		£112.00	0	£0.00
	02 Sep 2020	15	£106.00	£0.00		£106.00	0	£0.00
Brought Forward:						£0.00		

**Guidance Notes:**

- Meeting Attendees:** Total attendees at the meeting regardless of when or how they paid
- Session Fees:** Total cash or cheques received at the meeting. PayPal or card-reader payments are not included here
- Online or Card - Payees & Receipts:** Paid by PayPal or by card on or before the date shown, but after the previous date (Click the amount to see the details)

### 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.)

Online Payments

MEMBER	PAYMENT REQUEST VALUE	PAYMENT REQUEST EMAIL DATE	NO OF MEETINGS (THIS REQUEST)	TOTAL PAID	EMAIL? <input type="checkbox"/>
122 - Gord Banks				£0.00	<input type="checkbox"/>
48 - Gord Bennett				£0.00	<input type="checkbox"/>
3391 - Reg Blackburn				£0.00	<input type="checkbox"/>
14 - Fred Bloggs				£0.00	<input type="checkbox"/>
74 - Willie Flintstone				£0.00	<input type="checkbox"/>
67 - Alice Johnson				£0.00	<input type="checkbox"/>
68 - Doris Jones				£0.00	<input type="checkbox"/>

Select a member (or several members) in the list above, enter the payment required and the number of meetings this payment covers in the boxes below and then click the "Send Email to Selected" button. A pre-written email will be sent to all those selected. It provides a link which they can click on to pay the amount by PayPal. Alternatively, if they do not wish to pay by PayPal, it asks them to bring the money to the first meeting.

**Send Email Payment Request**

Payment Required:

No Of Meetings:


Send Email To Selected

### 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)



### Online Payments

MEMBER	PAYMENT REQUEST VALUE	PAYMENT REQUEST EMAIL DATE	NO OF MEETINGS (THIS REQUEST)	TOTAL PAID	EMAIL? <input type="checkbox"/>
122 - Gord Banks				£0.00	<input checked="" type="checkbox"/>
48 - Gord Bennett				£0.00	<input checked="" type="checkbox"/>
3391 - Reg Blackburn				£0.00	<input type="checkbox"/>
14 - Fred Bloggs				£0.00	<input checked="" type="checkbox"/>
74 - Willie Flintstone				£0.00	<input type="checkbox"/>
67 - Alice Johnson				£0.00	<input checked="" type="checkbox"/>
68 - Doris Jones				£0.00	<input type="checkbox"/>




Select a member (or several members) in the list above, enter the payment required and the number of meetings this payment covers in the boxes below and then click the "Send Email to Selected" button. A pre-written email will be sent to all those selected. It provides a link which they can click on to pay the amount by PayPal. Alternatively, if they do not wish to pay by PayPal, it asks them to bring the money to the first meeting.

#### Send Email Payment Request

Payment Required:

No Of Meetings:



### Email Recipients

Here four names have been selected

### Email Recipients

Drag the slider-bar down to view/select other members

### Enter the Request Details

- Payment Required
- Number of meetings this will cover them for

(These details will automatically be inserted into the email)

### Send Email(s)

Click the 'send' button. The emails provide a PayPal link which will enables those who receive it to pay the amount you have shown in the box above.

Online Payments					
MEMBER	PAYMENT REQUEST VALUE	PAYMENT REQUEST EMAIL DATE	NO OF MEETINGS (THIS REQUEST)	TOTAL PAID	EMAIL? <input type="checkbox"/>
122 - Gord Banks	£10.00	08 Feb 2022	10	£0.00	<input type="checkbox"/>
48 - Gord Bennett	£10.00	08 Feb 2022	10	£0.00	<input type="checkbox"/>
3391 - Reg Blackburn				£0.00	<input type="checkbox"/>
14 - Fred Bloggs	£10.00	08 Feb 2022	10	£0.00	<input type="checkbox"/>
74 - Willie Flintstone				£0.00	<input type="checkbox"/>
67 - Alice Johnson	£10.00	08 Feb 2022	10	£0.00	<input type="checkbox"/>
68 - Doris Jones				£0.00	<input type="checkbox"/>

### Email Details

After the emails have been sent the form shows the date sent and the amount requested from each member


Further emails can be sent to the same person, but the form will only show details of the latest.

Select a member (or several members) in the list above, enter the payment required and the number of meetings this payment covers in the boxes below and then click the "Send Email to Selected" button. A pre-written email will be sent to all those selected. It provides a link which they can click on to pay the amount by PayPal. Alternatively, if they do not wish to pay by PayPal, it asks them to bring the money to the first meeting.

#### Send Email Payment Request

Payment Required: £10.00

No Of Meetings: 10.00

 Send Email To Selected


Online Payments					
MEMBER	PAYMENT REQUEST VALUE	PAYMENT REQUEST EMAIL DATE	NO OF MEETINGS (THIS REQUEST)	TOTAL PAID	EMAIL? <input type="checkbox"/>
122 - Gord Banks				£10.00	<input type="checkbox"/>
48 - Gord Bennett				£10.00	<input type="checkbox"/>
3391 - Reg Blackburn				£0.00	<input type="checkbox"/>
14 - Fred Bloggs				£10.00	<input type="checkbox"/>
74 - Willie Flintstone				£0.00	<input type="checkbox"/>
67 - Alice Johnson				£10.00	<input type="checkbox"/>
68 - Doris Jones				£0.00	<input type="checkbox"/>

Select a member (or several members) in the list above, enter the payment required and the number of meetings this payment covers in the boxes below and then click the "Send Email to Selected" button. A pre-written email will be sent to all those selected. It provides a link which they can click on to pay the amount by PayPal. Alternatively, if they do not wish to pay by PayPal, it asks them to bring the money to the first meeting.

#### Send Email Payment Request

Payment Required:

No Of Meetings:

 Send Email To Selected

### Total Payments in the Current Year

After an email recipient makes an online payment, the email details are cleared from the form and the amount paid is added to the total in the Total Paid column. The form can be used to send further requests as the year progresses.



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

Group Finance - History - Local History

**LocHist - Finance Summary**

Brought Forward From Previous Year **£0.00**  
 Group Cash In Hand **£68.00**  
 Standard Session Fee **£1.20**  
 Prepay Fee **£1.00**

Previous Group Returns Financial Year: 2021-22

TYPE	DATE	MEETING ATTENDEES	SESSION FEES	BANK REMITTANCE		CASH IN HAND	ONLINE OR CARD	
				AMOUNT	REFERENCE		PAYEES	RECEIPTS
							0	£0.00
	24 Feb 2022	15	£6.00	£0.00		£68.00	1	£10.00
	17 Feb 2022	15	£6.00	£0.00		£62.00	4	£40.00
	10 Feb 2022	15	£56.00	£0.00		£56.00	0	£0.00
Brought Forward:						£0.00		

**Guidance Notes:**

- Meeting Attendees:** Total attendees at the meeting regardless of when or how they paid
- Session Fees:** Total cash or cheques received at the meeting. PayPal or card-reader payments are not included here
- Online or Card - Payees & Receipts:** Paid by PayPal or by card on or before the date shown, but after the previous date (Click the amount to see the details)

### Cash & Cheque Receipts

The group leader has entered these details using "Add Meeting Report"

### Online Receipt Totals

Here is the summary of all the online payments made by the group members in the current year.

### Online Receipt Totals

Clicking any of the figures in the Receipts column, for example the £40, opens the "View Online Payments" form displaying which members payments are included in the one that was clicked.



## 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.

The screenshot shows a web browser window titled "Group Finance - History - Local History". Inside the window, there is a section titled "Online Payment Transactions". To the left of this title is a green left-pointing arrow icon, and to the right is a magnifying glass icon over a document. Below the title is a table with the following data:

DATE	MEMBER	VALUE	TYPE	REFERENCE	ACTIONS
16 Feb 2022	67 - Alice Johnson	£10.00	PayPal	2RM01845699803513	
12 Feb 2022	14 - Fred Bloggs	£10.00	PayPal	0K036197XA2798548	
12 Feb 2022	48 - Gord Bennett	£10.00	PayPal	14593487VF6013145	
12 Feb 2022	25 - Simple Simon	£10.00	PayPal	8FP89753NX550812J	
		Total: £40.00			

Three callout boxes provide additional information:

- Green "Back" Arrow:** Click to return to the summary page
- Print Button:** Click to print the form
- Online Payments:** Click to open a version of this form listing all online payments in the current year.

## 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.

Group Register: Local History Group				Start Date:		End Date/No of Meetings:													
		Pre-Payments		Meeting Attendance/Payments															
				Dates:															
Member		PayPal	Cheque	Cash															
25	Simple Simon																		
3511	Chris Bailey																		
122	Gord Banks																		
354	Shirley Banks																		
139	Brenda Cowslip																		
130	Betty Nelson																		
63	Fred Oldbody																		
133	Jill Ratcliffe																		
528	David Smith																		
104	James Watt																		
3511	Chris Bailey																		

### 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.