

Electronic Payments Memo

Hello everyone,

Most of you have started using your POS terminals to receive credit card and debit card payments. If anyone else has a terminal that has been connected by IT and needs some help getting started using it please let me know and I can arrange a time to call and talk you through this. It is quite easy to get started and will be about a 30 minutes phone session.

We are also in the process of setting up online payment pages on your school websites. We will be in contact with your school once your website page is ready and help get you started. Some of you have already been setup and have started receiving payments through your school website.

I am summarizing the process below to hopefully help get everyone started receiving these two new types of payments. Please note any Void transactions or Refunds will need to be processed by the district office at this time so please contact me if you need to refund a transaction. Everyone should have their login information for the Clover.com accounts now but please let me know if you do not have this login information. I am sending out login information for Bambora accounts once your school is getting ready to setup Online Payments through the school website.

1. Receiving payments

a. Point of Sale payments (Clover Online Account)

- i. Tap the clover screen and enter your passcode
- ii. Tap the Sale App at the bottom of the screen
- iii. Enter the amount of the payment including cents.
- iv. Click green charge button at the bottom
- v. The customer can tap or insert their credit or debit card to make the payment.
- vi. A school receipt will automatically print and you can choose to print a customer copy if needed. (Don't forget to order more paper rolls, I sent this info in an earlier email)
- vii. Keep a copy of the printout tape and write any relevant information about the payment on the slip to help you with the receipt entry later, ie. Payee name, Student name, payment description and amount of payment. This will also be attached to your receipt as support documentation.
- viii. You will be able to login to your Clover.com account (POS terminal transactions) to monitor and keep track of each payment you receive and issue an eFunds receipt for each payment.
- ix. Clover Help is available on your online account and has many great topics, you can look through the topics or call the support line at 1-888-263-1938 if you need to contact them directly.
- x. I am attaching a copy of the Clover manual for your reference.

b. Online Website payments (Bambora Online Account)

- i. Login to your Bambora account (Online Website payments) to keep track of each payment you receive and issue an eFunds receipt for each payment.
- ii. Print a copy of the transaction report and or slip for each payment which will provide you with the student name, fee, amount and comments for each payment.
- iii. These receipt slips can be used as a support document for your receipts and used to reconciled to your bank statement.
- iv. You will not be notified by email when these transactions occur, you will need to login in frequently and monitor this account for payments.

2. Issue eFunds receipt
 - a. Payments received from POS terminals and Online Website payments will need to be receipted in eFunds.
 - b. Indicate the payment received as cheque.
 - c. Enter a cheque number for point of sale transactions as POS##### (POS and then the transaction slip number) from the POS slip
 - d. Enter a cheque number for online website transactions as ONL##### (ONL and then the transaction slip number) for the online website payments.
2. Process a deposit (We will be processing 3 separate deposit types)
 - a. Cash/cheque deposit that will need to be taken to the bank, Point of sale (credit card transactions) deposit that has already directly deposited to the school bank account, Online payments made through the school website that has also already directly deposited to the school bank account.
 - b. You will need to process these three deposit types separately.
 - i. I might suggest depositing any receipts for cash and cheques first and this deposit goes to the bank.
 - ii. Then issue receipts and process a deposit for the Clover Terminal transactions and these funds automatically deposit to your bank account in two days.
 - iii. Lastly, issue receipts and process a deposit for Online Website Payments received and these funds are also automatically deposited to your bank account in two days.
3. Bank Reconciliation
 - a. We haven't been through a bank reconciliation process yet so I will send out more information and tips once we have been through this. We do know that the transactions are deposited to our bank accounts two days after we take the transaction. So for example Monday receipts will deposited into your bank account on Wednesdays etc. These deposits will be a daily subtotal by credit card.

Please login and monitor your payments received regularly and especially your first few transactions to ensure everything is running smoothly for your account. You can contact me if I have missed anything, or if you have questions, concerns or helpful tips. I am happy to help J

I did a quick price check and found POS Terminal paper rolls from Grand and Toy for \$34.45 for a box of 50 rolls. You can contact Scott at Grand and Toy at scottmentiply@grandandtoy.com and order item 9078-0567. He quoted \$34.45 box of 50 rolls and they don't come in smaller packs. Feel free to price around, Clover.com was about \$1/roll.

You are all doing a fantastic job implementing electronic payments for our schools! Thank you!!!!

Penny Bash,

Purchasing/Accounting Coordinator