
Electronic Payments to Schools

❖ **Two types of electronic payments will be received by schools each month and will need to have a receipt processed in eFunds to record the payment within our records.**

➤ *Clover*

- Point of Sale Terminal Payments
- Collect all information at the time of receipt just like you would for a cash payment as this information is not available within the Clover website to check back on later, only the date and amount is reported within our Clover account. I have included a sample Clover Payment Received form that you can use if you like and attached with the clover sales slip to the eFunds receipt you will issue.
- Enter these receipts as a cheque using the reference number POS##### (POS & the transaction number) as the cheque number for these payments.

➤ *Bambora*

- School Website Payments
- You are all now setup to receive emails when a Bambora payment has been made. These emails will now have all of the payment information included so you can process a receipt using these as the support document.
- Enter these receipts as a cheque using the reference number ONL##### (ONL and the transaction number) for these payment.

❖ **eFunds Process**

- Issue an eFunds receipt dated the same day as the transaction slip with the following exception. Any funds received on the last two days of the month need to be dated the 1st day of the next month (these will deposit into your bank in the next month).
- Open a new deposit dated the last day of the month in eFunds and attach the Clover receipt. Record this deposit number and use it for all Clover receipts for the month (up to the last two days that will post to the next month). ***Do not print this deposit until the end of the month and you have reconciled this total to your bank account as once you do you will not be able to edit. The total of this deposit should match the total Clover payments on your bank statement.***
- Open another new deposit dated the last day of the month in eFunds and attach the Bambora receipt. Record this deposit number and use it for all Clover receipts for the month (up to the last two days that will post to the next month). ***Do not print this deposit until the end of the month and you have reconciled this total to your bank account as once you do you will not be able to edit. The total of this deposit should match the total Clover payments on your bank statement.***
- Once you are ready to process the bank rec you can check that the total of all Clover receipts and all of the Bambora receipts match the payments received on the bank statement. All Clover payments will have the same unique 11 digit number on the bank statement, all Bambora will have another unique 11 digit number.

❖ **Printing and Reconciling Clover and Bambora Reports**

- Log into the Clover and Bambora accounts and print a report for the month for each account and reconcile to your two Clover and Bambora deposit listings. These reports can be included with the appropriate deposit as supporting documentation. Transactions take two days to be received in the bank account so you will need to adjust your report dates to reconcile.
- I have attached a quick chart at the end of this package to help with dates.

- Printing a Clover report for the month.
 - Go into transactions and then click payments.
 - Change “Payment Results” to successful payments only
 - Select your report date range for the month and click search
 - Go to the top left of the webpage and click “Export Payments from this page”
 - This will export to an excel page that you can total and this should match your Clover deposit for the month
- Printing a Bambora report for the month
 - Go to reporting/analysis and click transaction report
 - Select your dates
 - Change the “Show” dropdown from All Transactions to Approved Only.
 - Click “Refresh” and the bottom of the page
 - You can highlight and select the text and right mouse click and select print to print this basic report that you can total manually or you can click download, save as type Excel Workbook and click ok. This will open a spreadsheet with many columns. You can delete or hide the ones you don’t need. Total this report and it should match your Bambora deposit total.
- You can compare your Clover and Bambora deposits to the reports printed above to determine what receipts are missing or recorded in the incorrect month.
- You can also check the last transaction number you processed in the previous month to ensure you have not missed any transactions. Ie. Nov 30 we deposited transaction 000007 so I will start with 000008 in December.

❖ **Reversals Processed**

- For audit purposes we need include support documentation for any transactions that have appeared on the bank statement and then have been reversed. Please attach a copy of the Bambora or Clover monthly report showing the charge and reversal and include this with your monthly bank reconciliation reporting.

Clover Payment Received	
Date	
Name of Payer	
Student Name	
Email/Phone Number	
Fee Type	
Payment Description & Notes	
Amount	

Clover Payment Received	
Date	
Name of Payer	
Student Name	
Email/Phone Number	
Fee Type	
Payment Description & Notes	
Amount	

Clover Payment Received	
Date	
Name of Payer	
Student Name	
Email/Phone Number	
Fee Type	
Payment Description & Notes	
Amount	

Clover Payment Received	
Date	
Name of Payer	
Student Name	
Email/Phone Number	
Fee Type	
Payment Description & Notes	
Amount	

Depositing Clover & Bambara Funds			
<i>(Separate these transactions into 2 deposits)</i>			
All Clover/Bambara Transactions Dated			Deposit Date
Dec 30/19	To	Jan 29/20	31-Jan-20
Jan 30/20	To	Feb 27/20	29-Feb-20
Feb 28/20	To	Mar 29/20	31-Mar-20
Mar 30/20	To	Apr 28/20	30-Apr-20
Apr 29/20	To	May 29/20	31-May-20
May 30/20	To	Jun 28/20	30-Jun-20
Jun 29/20	To	Jul 29/20	31-Jul-20
Jul 30/20	To	Aug 29/20	31-Aug-20
Aug 30/20	To	Sep 28/20	30-Sep-20
Sep 29/20	To	Oct 29/20	31-Oct-20
Oct 30/20	To	Nov 28/20	30-Nov-20
Nov 29/20	To	Dec 29/20	31-Dec-20