PP Hot Tip 2
Take a payment for anything and from anyone

There are times when you need to collect a payment but it’s not linked to pupils or staff at the school. Here’s a tip on how you can take these payments.
(Available to ALL Collection Service users but it may not be available to direct settlement schools)

Overview
You will need to create an ‘all-purpose user’ which can be assigned to an existing service or alternatively you can create an ‘all-purpose’ payment item! You can take payments over the phone too – see Hot Tip 1

Create an ‘all-purpose user’
To create an all-purpose user log into MIS:Sync
Go to the Others tab
Click Manage data
Click Import
If there are any users in Others they will now be ‘brought down’ from the ParentPay web site
Click OK, all existing users will be displayed
Click Add
Create a user similar to the one below
Click Save
ParentPay web site should be ticked
Click Export
In ParentPay this new user will now appear in the Other group

All-purpose user in MIS:Sync

Create an ‘all-purpose’ payment item
The ‘all-purpose user’ may be assigned to existing payment items in the normal way.
It is very useful to create one payment item which can be used to collect ‘adhoc’ payments.
Create a Repeatable/Variable payment item in the normal way.
Make sure you enable the Mandatory notes field. This will ensure you enter additional details to provide an audit trail and remind you at a later date what the payment was for
- Do not Globally Assign this payment item – only assign the ‘All Purpose User’ to this payment item
- Never select to remember the payers card details when taking payments against the ‘All Purpose User’ account