How do I confirm bank transfers from parents?

Parents can tell the school they paid by bank transfer, with a receipt or screenshot. The school checks it against the bank statement and confirms it before it counts.

1. Turn it on in **Settings › Money › Bank transfer**: switch on **Let parents pay by bank transfer**, tick the **Accounts shown to parents**, and choose **Save**.
2. Open **Money › Payments** and the **Waiting to confirm** tab. Each transfer shows the children, amount, date paid, reference and who sent it.
3. Choose **View proof** and check it against your bank statement.
4. Choose **Confirm**, then the account it went **Into** and the **Date received**; a receipt is issued. Or choose **Decline...** and give the reason.

Good to know

- The parent is told either way, and can send a declined transfer again.
- If you've brought your bank statement into **Accounts**, a transfer that matches a statement line says so.

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