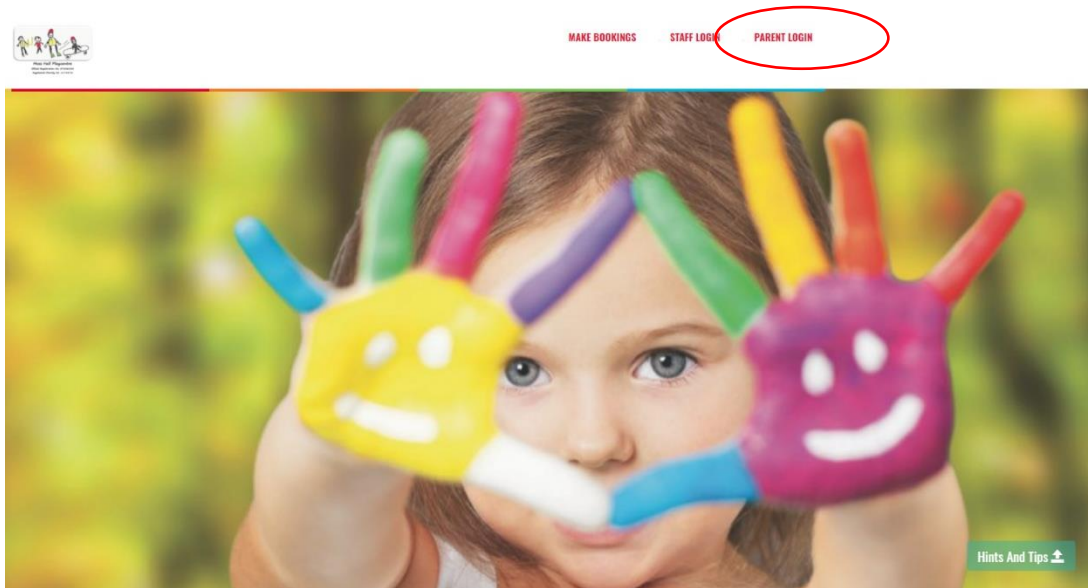


Payment Guide – Moss Hall Playcentre

Use this link to access iPal <https://mosshallplaycentre.schoolipal.co.uk/> and PARENT LOGIN



Bookings and Invoices

Once the Playcentre Manager has confirmed a place. The Parent/Carer uses the above link to create an account. The Playcentre Manager then books the slots for the terms ahead and you are invoiced. The screen in iPal will look a bit like below.

Screen Description

MAKE BOOKINGS (not applicable)

GREEN WALLET use this to add funds (see overleaf for more info)

PROFILE – Shows Parent/Carer info

CHILDREN- Shows your child's details

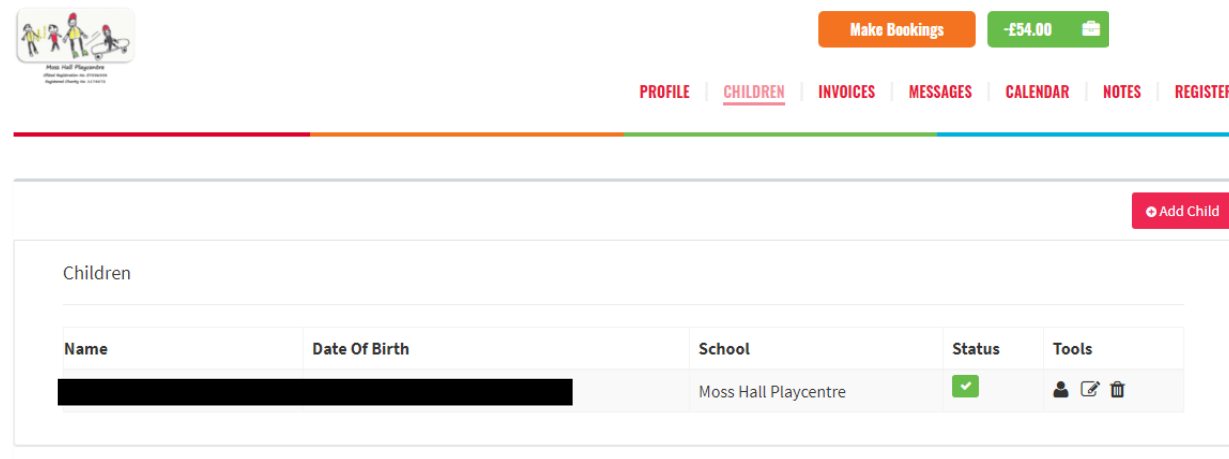
INVOICES – link to invoice (there could be more than one if you have booked holiday club/playcentre/amended dates

MESSAGES -shows all emails sent to you

CALENDAR- shows term dates & holiday club dates

NOTES – optional use to send message to centre

REGISTER – shows registration of attendance





Make Bookings £0.00

PROFILE CHILDREN **INVOICES** MESSAGES CALENDAR NOTES REGISTER

Invoices – may appear with more than one if each child attends on a different day or if changes have been made (iPal creates an additional invoice to the original, this is unavoidable)

Invoices

Schools: Select All Clubs/Activity: Select All From Date: To Date: Status: Not Archived Filter

Order ID	Schools	Clubs/Activities	Courses	Children	Date	Amount	Status	Actions	Cancel/Amend
	Moss Hall Playcentre,	Moss Hall Playcentre,	2020/2021 Moss Hall Playcentre After School Club		17-08-2020	£ 1710.00	success	Invoice Archive	Cancel/Amend



Make Bookings £92.00 Admin

PROFILE CHILDREN **INVOICES** MESSAGES CALENDAR NOTES REGISTER

Payments & Wallets

Payment is due by the 1st of each month. If payment is delayed, iPal automatically adds the debt to your wallet, Pay Now option disappears and instead it reads the word **Wallet**. The money is still owed, you must go to the wallet to pay the outstanding amount instead.

Click on **Add money to Wallet** to pay either by child care voucher or debit card. The wallet shows red figure as debt applied and green figure as payment made.

Invoice

Moss Hall Playcentre Date: 17-08-2020 From: Moss Hall Playcentre, Moss Hall Infant School, Moss Hall Grove, London N12 8PE Email: mhplaycentre2@gmail.com To: [Redacted]

Course	Details	Price	No. Of days	Children	Sub Total
2020/2021 Moss Hall Playcentre After School Club	[Redacted]				£702.00
					£ 702.00
					£ 576.00
					£ 648.00
					£ 72.00
					£ 126.00

Payment History

Course	Month	Dates reserved	Amount	Payment status	Date Paid
#3312-2020/2021 Moss Hall Playcentre After School Club,	Sep 2020	View all dates	£72.00	wallet	01-09-2020
#3312-2020/2021 Moss Hall Playcentre After School Club,	Oct 2020	View all dates	£54.00	wallet	01-10-2020
#3312-2020/2021 Moss Hall Playcentre After School Club,	Nov 2020	View all dates	£72.00	wallet	01-11-2020
#3312-2020/2021 Moss Hall Playcentre After School Club,	Dec 2020	View all dates	£54.00	wallet	01-12-2020
#3312-2020/2021 Moss Hall Playcentre After School Club,	Jan 2021	View all dates	£72.00	wallet	01-01-2021
#3312-2020/2021 Moss Hall Playcentre After School Club,	Feb 2021	View all dates	£54.00	wallet	01-02-2021
#3312-2020/2021 Moss Hall Playcentre After School Club,	Mar 2021	View all dates	£90.00	wallet	01-03-2021
#3312-2020/2021 Moss Hall Playcentre After School Club,	Apr 2021	View all dates	£36.00	wallet	01-04-2021
#3312-2020/2021 Moss Hall Playcentre After School Club,	May 2021	View all dates	£72.00	wallet	01-05-2021
#3312-2020/2021 Moss Hall Playcentre After School Club,	Jun 2021	View all dates	£72.00	pay now	
#3312-2020/2021 Moss Hall Playcentre After School Club,	Jul 2021	View all dates	£54.00	pay now	

Moss Hall Playcentre
mhplaycentre2@gmail.com
Claudette, Playcentre Manager (bookings)
evymhplaycentre2@hotmail.com
Evy, Office Manager (payment queries)



Make Bookings £92.00 Admin

PROFILE CHILDREN **INVOICES** MESSAGES CALENDAR NOTES REGISTER

Home - Parent - Wallet

MY WALLET BALANCE : £92.00

ADD MONEY TO WALLET -

Payment Types

ID	Comment	Type	Date	Time	Paid against booking
	Money added to wallet by credit/debit card.	CC	23-05-2021	07:08:03	
#299201	Minus payment added towards order: #299201 by admin -Evy Demetriou	W	16-05-2021	16:12:29	
	Money added to wallet by credit/debit card.	CC	10-05-2021	16:21:17	£400.00 £28.00
#229027	Minus payment added towards order: #229027- deducted automatically	W	01-05-2021	00:14:29	£54.00 £72.00
#172837	Minus payment added towards order: #172837- deducted automatically	W	01-05-2021	00:14:28	£72.00 £18.00
#229027	Paid from wallet for order: #229027- deducted automatically	W	01-04-2021	00:13:54	£18.00 £54.00