MOR Money Ledger

Introduction

The **MOR Money Ledger** is where you can view and manage client finances. MOR Money brings all orders and credits together in one place, regardless of term, activity or location, giving you a complete picture of each family's account.

When the page opens, you will see **one row per family** with their financial information.

Note: Ex-clients are not shown unless specifically requested.

The page is divided into the following sections:

1. **Filters** on the left-hand side.
2. **Actions:** Each family has several actions available:

   - Select – Selects the family for use with Group Actions.
   - CDS – A shortcut to the family's Client Data Sheet.
   - Account – Opens a detailed view of the family's account.
   - Quick Pay – Allows a payment to be taken quickly.

3. **Family information: T**his section displays the family name:

   - The family name
   - Children's names
   - The family's unique ID – to be quoted when requesting bank transfers.
   - The Target Value – sometimes referred to as the '**Top Up To'** value. See detailed information later in this documentation.

4. **Account Information:** This section provides an overview of the family's current and expected finances:

   - Balance – The family's current account balance.
   - Pending Collections – Money scheduled to be collected in the future.
   - Collections in Flight – Money currently being collected by GoCardless.
   - Balance After Collection – The predicted account balance once all current collections have been completed.

5. **Order: This section shows:**
   a. **Pending** – Items in SwimSoft that have not yet been transferred to the family's account. These will typically be invoices generated during re-enrolment.

6. **Predicted Balance**

   The **Predicted Balance** shows the expected state of the family's account after all relevant financial elements have been taken into consideration.

7. **Account Types**

   The **Account Type** button shows the family's current account type.
   An administrator can select the button to change the account type.

Additional Features

There are four additional buttons providing access to further features.

1. **Group Actions**

   - **Pay In full** : Creates a collection order to settle the selected client's accounts in full.
   - **Fixed Amount**: Creates a collection for the specified amount. This is useful when collecting deposits or fixed amounts.
   - **Pay Percentage**: Creates Collection(s) to pay off a percentage of the outstanding amount.
   - **Split Payment**: Creates a Collection for one part of the outstanding balance. e.g. if the family owed £90, splitting this collection into 3 would result in one collection for £30 being created. Leaving the remaining balance to be managed at a later date.
   - **Create statement**: Creates a statement (email) for the selected clients. The email will be found in the client communication section accessed by pressing **Main Menu – Client Communication - Manage Communication**

Buttons at the Bottom of the Page

2. The **Set Account Type** button, which allows an administrator to change account types in bulk.
3. The **Checkout** button, a shortcut to the **Checkout**.
4. And finally, a **DDM** button, a shortcut to the **DDM Review and Release** page.