# Denbigh Administration

# Denbigh Finance Module

## User's Documentation


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# OVERVIEW

The Denbigh Administration Finance Module was developed to integrate with MoneyWorks Gold, MYOB and other accounting packages. This documentation assumes integration with MoneyWorks Gold, though the majority of the documentation will translate to other products.

## Data and functions managed in Denbigh Administration

The debtor's portion of the Finance Module Denbigh Administration is the main point of data entry, and master database for:

1. Debtors information. Family data is typically entered by the Registrar or primary data entry staff in the school, including the billing address. This is the primary source of debtors' information, and will be pushed through to MoneyWorks, including changes to names, addresses and contact information for existing families, and the addition of new families.

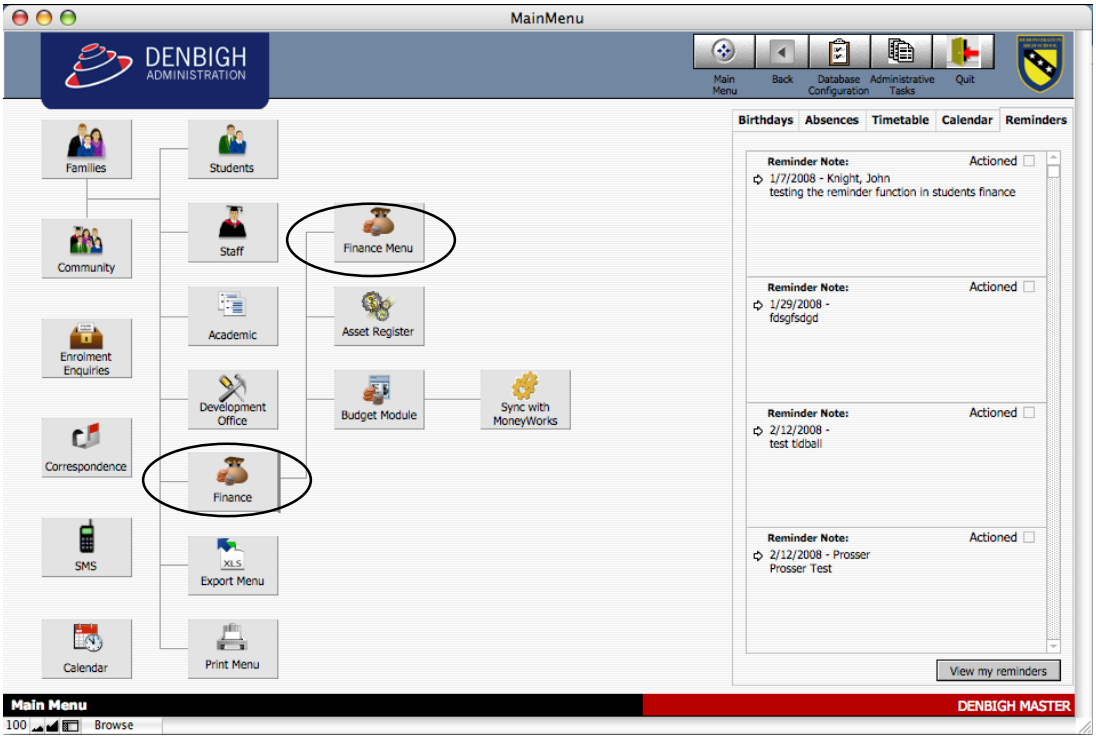
2. Products. Products / Resources (generally referred to as products) that are to be billed to debtors through Denbigh Administration are entered into Denbigh Administration Finance Module in the first instance. This will include a product code, account code, description, default amount, GST flag and GST amount.

3. Debtors Transactions. Products are charged to debtors through Denbigh Administration Finance Module – tuition fees, sibling discounts, ancillary charges etc. The method of processing these charges will be addressed further in this document. Transactions that are to appear on debtor invoices / statements are charged through Denbigh Administration, and then posted in full to MoneyWorks, MYOB or other accounting packages, where they will then be issued to debtors on invoices / statements as required.

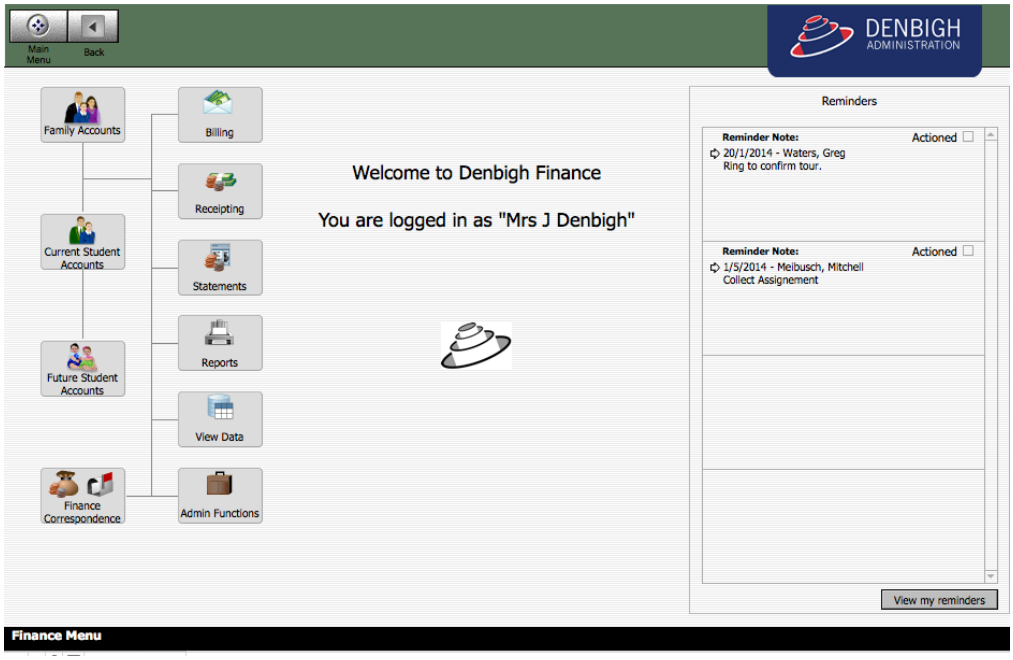
# ACCESSING THE FINANCE MODULE

## Launching

Launch Denbigh Administration. When in the Main Menu click on the Finance button, then the Finance Menu button in the sub-menu.

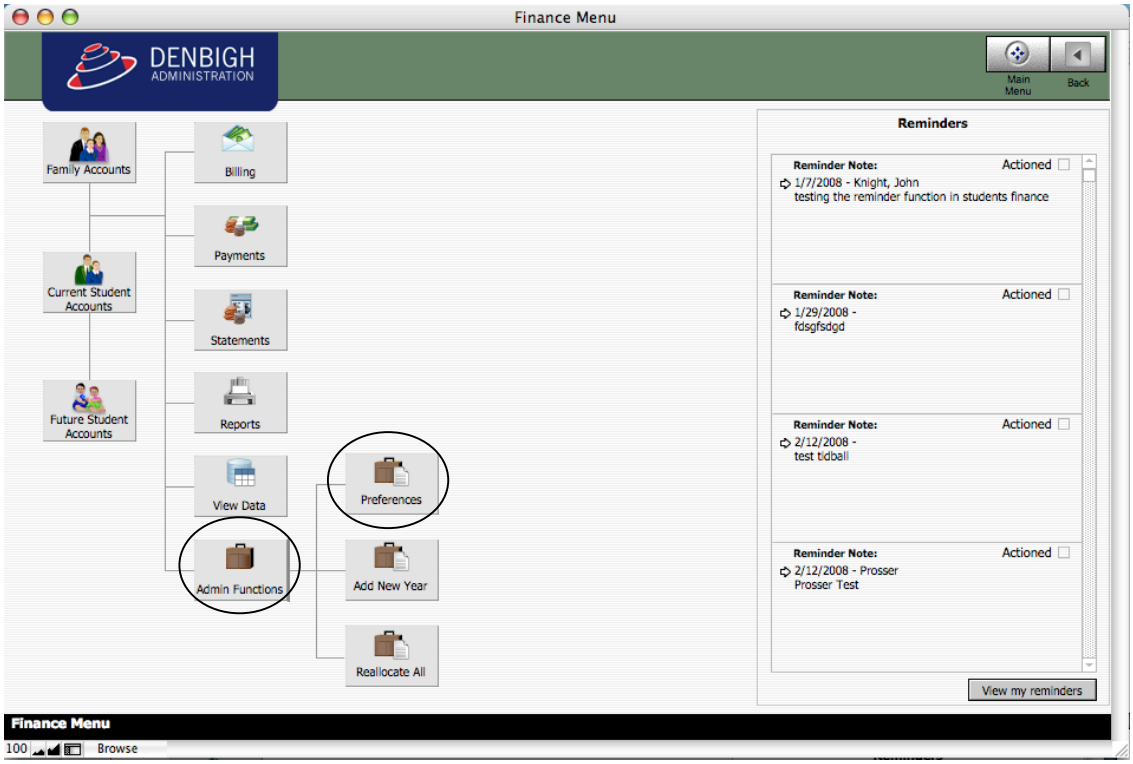



You will be presented with the Denbigh Finance menu.

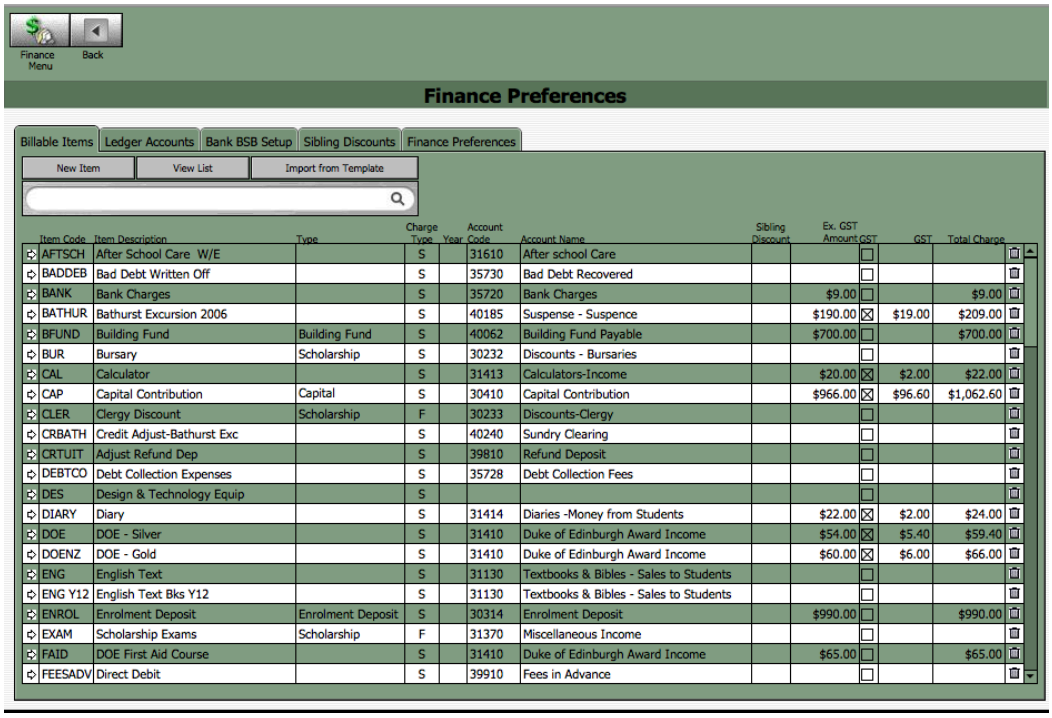


# SETUP PREFERENCES

To access the Preferences click on the Admin Function button.




Then click on the Preferences button in the sub-menu.




| Item Code | Item Description | Type | Charge Type | Year | Account Code | Account Name | Sibling Discount | Ex. GST Amount | GST | GST | Total Charge |
|---|---|---|---|---|---|---|---|---|---|---|---|
| AFTSCH | After School Care W/E | | S | | 31610 | After school Care | | | ☐ | | |
| BADDEB | Bad Debt Written Off | | S | | 35730 | Bad Debt Recovered | | | ☐ | | |
| BANK | Bank Charges | | S | | 35720 | Bank Charges | | $9.00 | ☐ | | $9.00 |
| BATHUR | Bathurst Excursion 2006 | | S | | 40185 | Suspense - Suspence | | $190.00 | ☒ | $19.00 | $209.00 |
| BFUND | Building Fund | Building Fund | S | | 40062 | Building Fund Payable | | $700.00 | ☐ | | $700.00 |
| BUR | Bursary | Scholarship | S | | 30232 | Discounts - Bursaries | | | ☐ | | |
| CAL | Calculator | | S | | 31413 | Calculators-Income | | $20.00 | ☒ | $2.00 | $22.00 |
| CAP | Capital Contribution | Capital | S | | 30410 | Capital Contribution | | $966.00 | ☒ | $96.60 | $1,062.60 |
| CLER | Clergy Discount | Scholarship | F | | 30233 | Discounts-Clergy | | | ☐ | | |
| CRBATH | Credit Adjust-Bathurst Exc | | S | | 40240 | Sundry Clearing | | | ☐ | | |
| CRTUIT | Adjust Refund Dep | | S | | 39810 | Refund Deposit | | | ☐ | | |
| DEBTCO | Debt Collection Expenses | | S | | 35728 | Debt Collection Fees | | | ☐ | | |
| DES | Design & Technology Equip | | S | | | | | | ☐ | | |
| DIARY | Diary | | S | | 31414 | Diaries -Money from Students | | $22.00 | ☒ | $2.00 | $24.00 |
| DOE | DOE - Silver | | S | | 31410 | Duke of Edinburgh Award Income | | $54.00 | ☒ | $5.40 | $59.40 |
| DOENZ | DOE - Gold | | S | | 31410 | Duke of Edinburgh Award Income | | $60.00 | ☒ | $6.00 | $66.00 |
| ENG | English Text | | S | | 31130 | Textbooks & Bibles - Sales to Students | | | ☐ | | |
| ENG Y12 | English Text Bks Y12 | | S | | 31130 | Textbooks & Bibles - Sales to Students | | | ☐ | | |
| ENROL | Enrolment Deposit | Enrolment Deposit | S | | 30314 | Enrolment Deposit | | $990.00 | ☐ | | $990.00 |
| EXAM | Scholarship Exams | Scholarship | F | | 31370 | Miscellaneous Income | | | ☐ | | |
| FAID | DOE First Aid Course | | S | | 31410 | Duke of Edinburgh Award Income | | $65.00 | ☐ | | $65.00 |
| FEESADV | Direct Debit | | S | | 39910 | Fees in Advance | | | ☐ | | |

## Billable Items

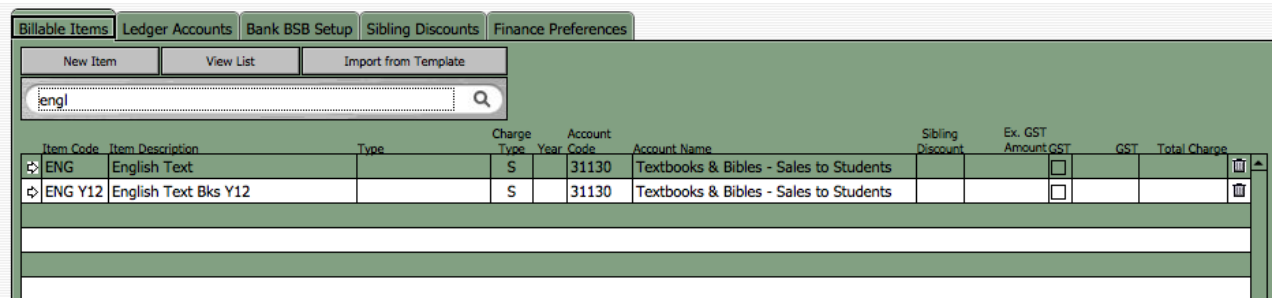
You will be presented with a list of all Billable Items (products that you sell) in a portal list.

### Quick Find

There is a quick find field showing above the portal list of the Billable Items.

If you want to view only a subset of Billable Items or to quickly find a particular Billable Item you can type, into the field, in some of the characters that are in the Billable Item description.

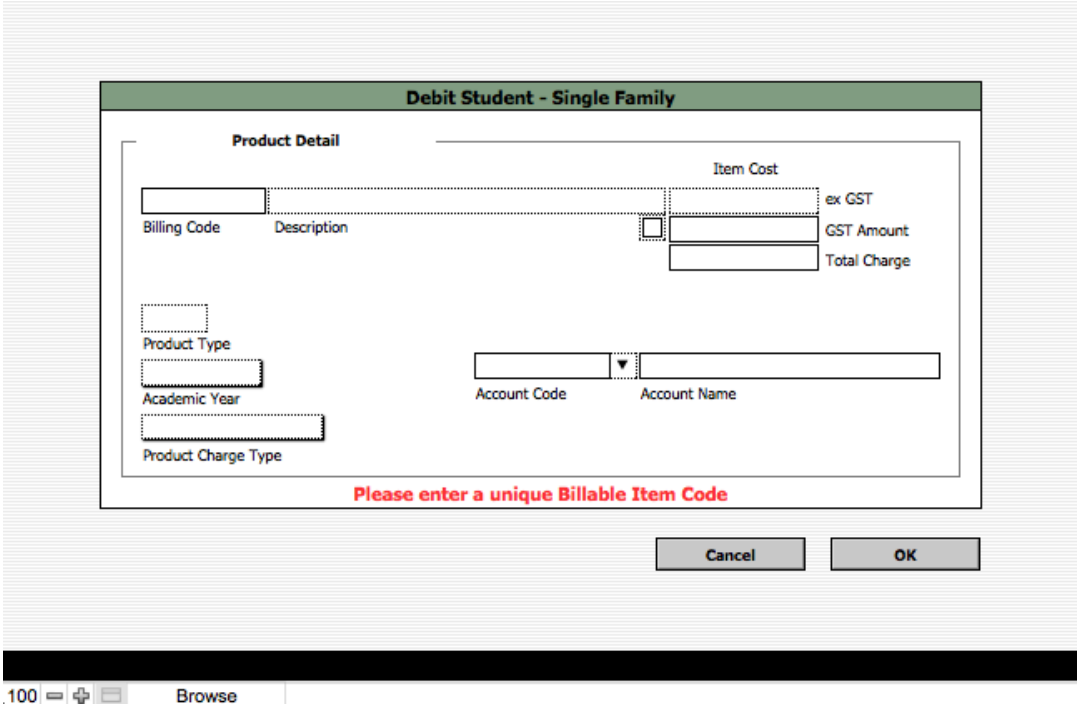
For example “engl” for items containing this configuration of letters.  Then click on the magnifying glass to the right hand side of the field, or press the Tab key of your keyboard.



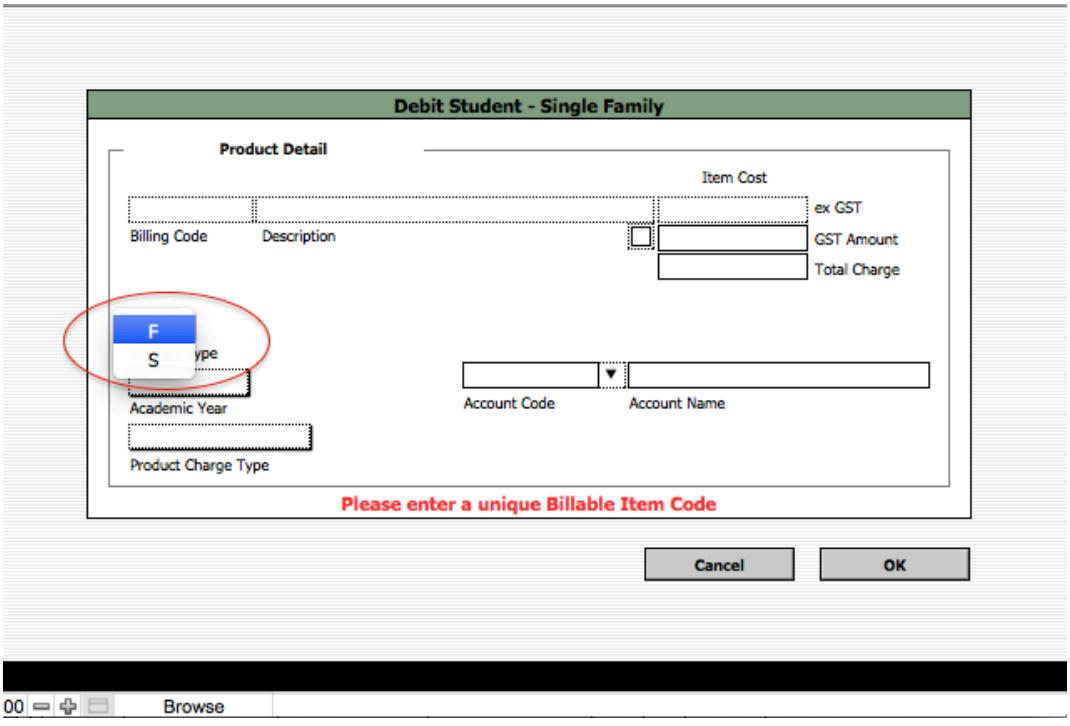

You are now presented with all the Billable Items that contain that combination of text in their description.  If there were no Billable Items containing that configuration the portal would be blank.  You would then remove the text from the Quick Find field, click on the magnifying glass or press the Tab key on your keyboard and you would be presented with all Billable Items.

New Item

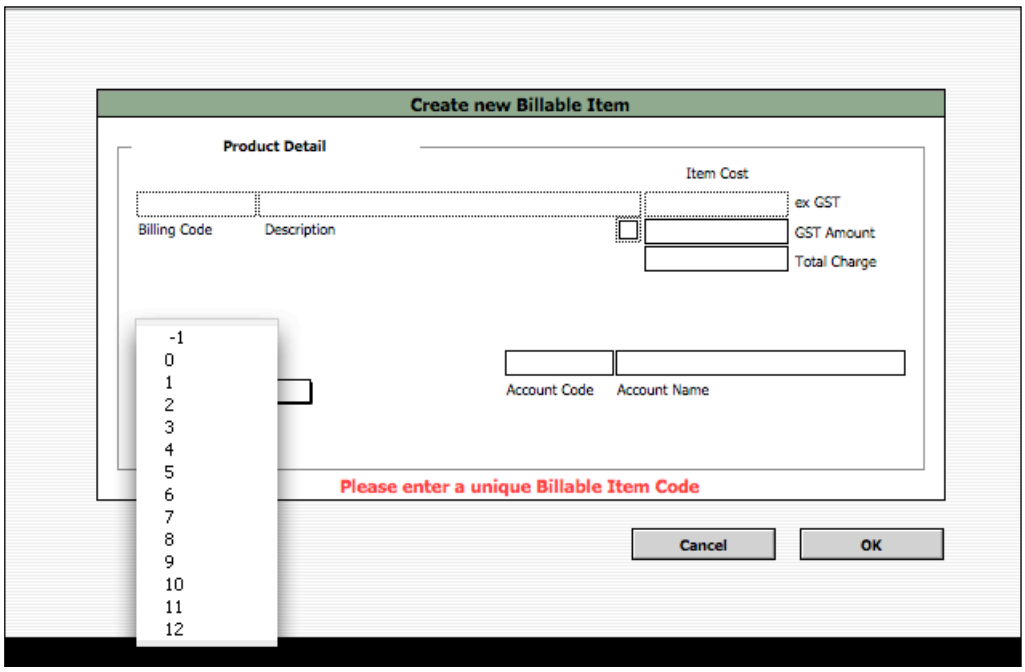
1. To create a new Billable Item click on the New Item button near the top of your screen.
2. You will be presented with a screen to allow you to enter a new Billable Item.
3. You can return to the Preferences Module, without creating a new record, by clicking on the Cancel button.
4. To create a new Billable Item enter a unique Billing Code
5. The description.
6. Ex GST amount
7. If GST is applicable click in the small box to the left of the GST Amount field, the GST will automatically be calculated as will the Total Charge amount.



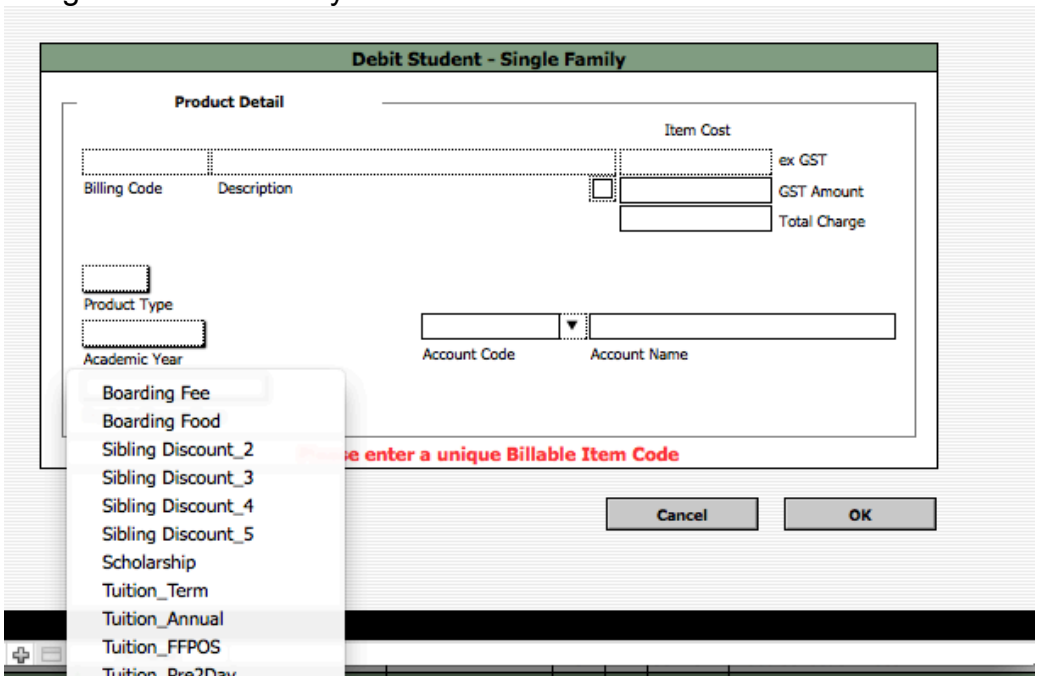

8. Choose if this Item is for the Fee “F” or the Sundry “S”.



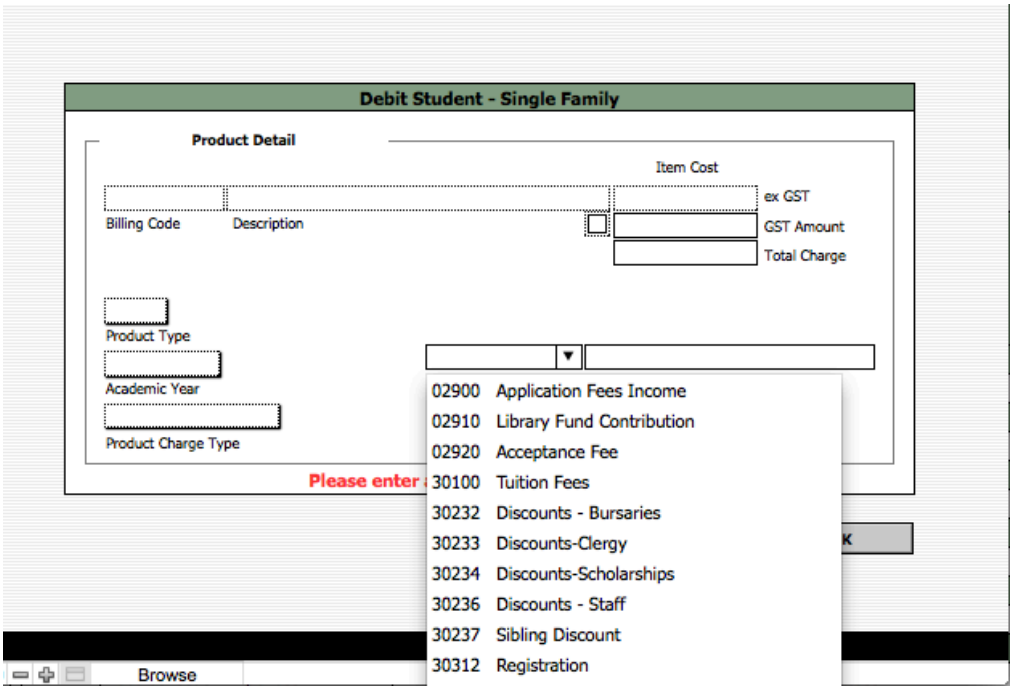
9. If the Billable Item is only applicable to a specific academic year then click on the Academic Year field and make you selection from the list (for example, Tuition Year 5)




10. The Product Charge Type field is normally only used by Denbigh when they are initially customising the database for your school.



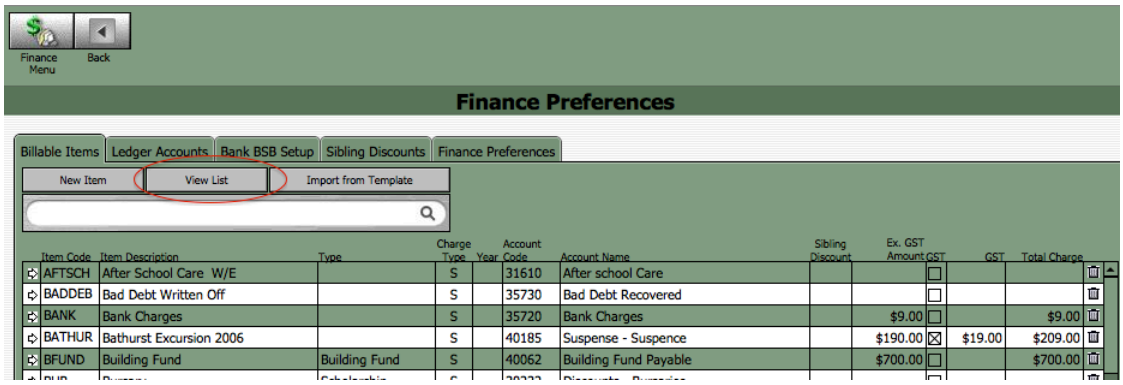

11. Each Billable Item must be attributed to the appropriate Account Code, click on the Account Code field and you will be presented with a list from which to make your selection. If you know the Account Code you can click in the Account Code box and type the code in. This field has a 'type ahead' feature and will move you through the list to the Account Code that you have entered.



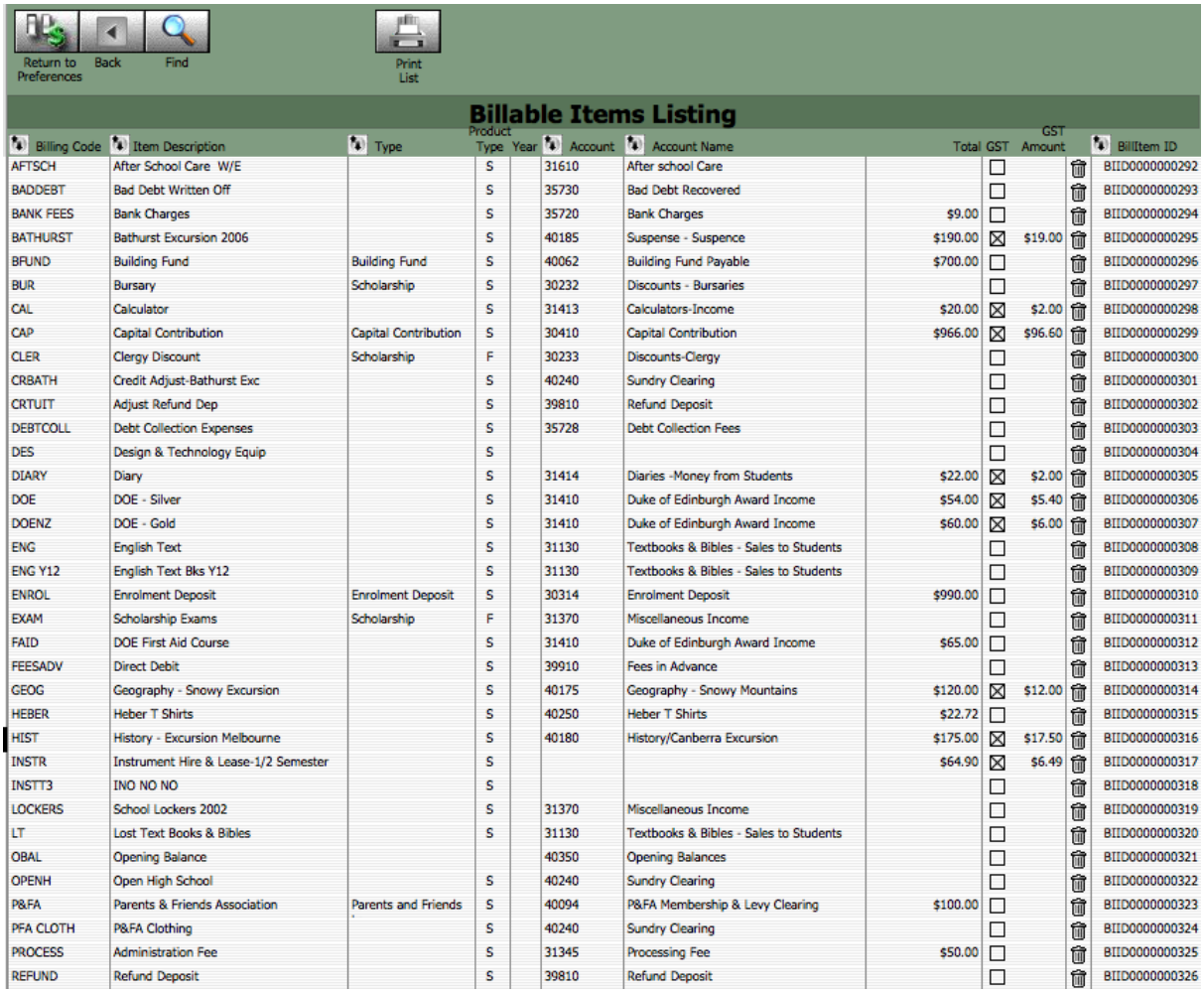

**12.** When you have finished your entry click on the OK button at the bottom of your screen and you will be returned to the Billable Items Tab that will now contain the new Billable Item.

## View List

Clicking on the View List button will present you with a List View of all Billable Items.

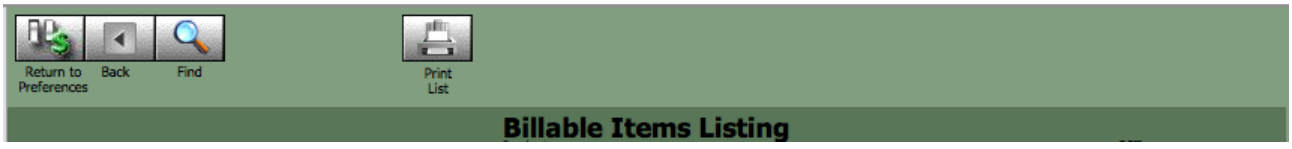


You can perform finds in this screen and/or print a list of all the found items.




| Billing Code | Item Description | Type | Product Type | Year | Account | Account Name | Total | GST | GST Amount | BillItem ID |
|---|---|---|---|---|---|---|---|---|---|---|
| AFTSCH | After School Care W/E | | S | | 31610 | After school Care | | ☐ | | BIID0000000292 |
| BADDEBT | Bad Debt Written Off | | S | | 35730 | Bad Debt Recovered | | ☐ | | BIID0000000293 |
| BANK FEES | Bank Charges | | S | | 35720 | Bank Charges | $9.00 | ☐ | | BIID0000000294 |
| BATHURST | Bathurst Excursion 2006 | | S | | 40185 | Suspense - Suspence | $190.00 | ☒ | $19.00 | BIID0000000295 |
| BFUND | Building Fund | Building Fund | S | | 40062 | Building Fund Payable | $700.00 | ☐ | | BIID0000000296 |
| BUR | Bursary | Scholarship | S | | 30232 | Discounts - Bursaries | | ☐ | | BIID0000000297 |
| CAL | Calculator | | S | | 31413 | Calculators-Income | $20.00 | ☒ | $2.00 | BIID0000000298 |
| CAP | Capital Contribution | Capital Contribution | S | | 30410 | Capital Contribution | $966.00 | ☒ | $96.60 | BIID0000000299 |
| CLER | Clergy Discount | Scholarship | F | | 30233 | Discounts-Clergy | | ☐ | | BIID0000000300 |
| CRBATH | Credit Adjust-Bathurst Exc | | S | | 40240 | Sundry Clearing | | ☐ | | BIID0000000301 |
| CRTUIT | Adjust Refund Dep | | S | | 39810 | Refund Deposit | | ☐ | | BIID0000000302 |
| DEBTCOLL | Debt Collection Expenses | | S | | 35728 | Debt Collection Fees | | ☐ | | BIID0000000303 |
| DES | Design & Technology Equip | | S | | | | | ☐ | | BIID0000000304 |
| DIARY | Diary | | S | | 31414 | Diaries -Money from Students | $22.00 | ☒ | $2.00 | BIID0000000305 |
| DOE | DOE - Silver | | S | | 31410 | Duke of Edinburgh Award Income | $54.00 | ☒ | $5.40 | BIID0000000306 |
| DOENZ | DOE - Gold | | S | | 31410 | Duke of Edinburgh Award Income | $60.00 | ☒ | $6.00 | BIID0000000307 |
| ENG | English Text | | S | | 31130 | Textbooks & Bibles - Sales to Students | | ☐ | | BIID0000000308 |
| ENG Y12 | English Text Bks Y12 | | S | | 31130 | Textbooks & Bibles - Sales to Students | | ☐ | | BIID0000000309 |
| ENROL | Enrolment Deposit | Enrolment Deposit | S | | 30314 | Enrolment Deposit | $990.00 | ☐ | | BIID0000000310 |
| EXAM | Scholarship Exams | Scholarship | F | | 31370 | Miscellaneous Income | | ☐ | | BIID0000000311 |
| FAID | DOE First Aid Course | | S | | 31410 | Duke of Edinburgh Award Income | $65.00 | ☐ | | BIID0000000312 |
| FEESADV | Direct Debit | | S | | 39910 | Fees in Advance | | ☐ | | BIID0000000313 |
| GEOG | Geography - Snowy Excursion | | S | | 40175 | Geography - Snowy Mountains | $120.00 | ☒ | $12.00 | BIID0000000314 |
| HEBER | Heber T Shirts | | S | | 40250 | Heber T Shirts | $22.72 | ☐ | | BIID0000000315 |
| HIST | History - Excursion Melbourne | | S | | 40180 | History/Canberra Excursion | $175.00 | ☒ | $17.50 | BIID0000000316 |
| INSTR | Instrument Hire & Lease-1/2 Semester | | S | | | | $64.90 | ☒ | $6.49 | BIID0000000317 |
| INSTT3 | INO NO NO | | S | | | | | ☐ | | BIID0000000318 |
| LOCKERS | School Lockers 2002 | | S | | 31370 | Miscellaneous Income | | ☐ | | BIID0000000319 |
| LT | Lost Text Books & Bibles | | S | | 31130 | Textbooks & Bibles - Sales to Students | | ☐ | | BIID0000000320 |
| OBAL | Opening Balance | | | | 40350 | Opening Balances | | ☐ | | BIID0000000321 |
| OPENH | Open High School | | S | | 40240 | Sundry Clearing | | ☐ | | BIID0000000322 |
| P&FA | Parents & Friends Association | Parents and Friends | S | | 40094 | P&FA Membership & Levy Clearing | $100.00 | ☐ | | BIID0000000323 |
| PFA CLOTH | P&FA Clothing | | S | | 40240 | Sundry Clearing | | ☐ | | BIID0000000324 |
| PROCESS | Administration Fee | | S | | 31345 | Processing Fee | $50.00 | ☐ | | BIID0000000325 |
| REFUND | Refund Deposit | | S | | 39810 | Refund Deposit | | ☐ | | BIID0000000326 |

There is a new navigation bar showing at the top of the screen.




***Return to Preferences***

The will return you to the Finance Preferences screen showing the Billable Items tab.

***Back***

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

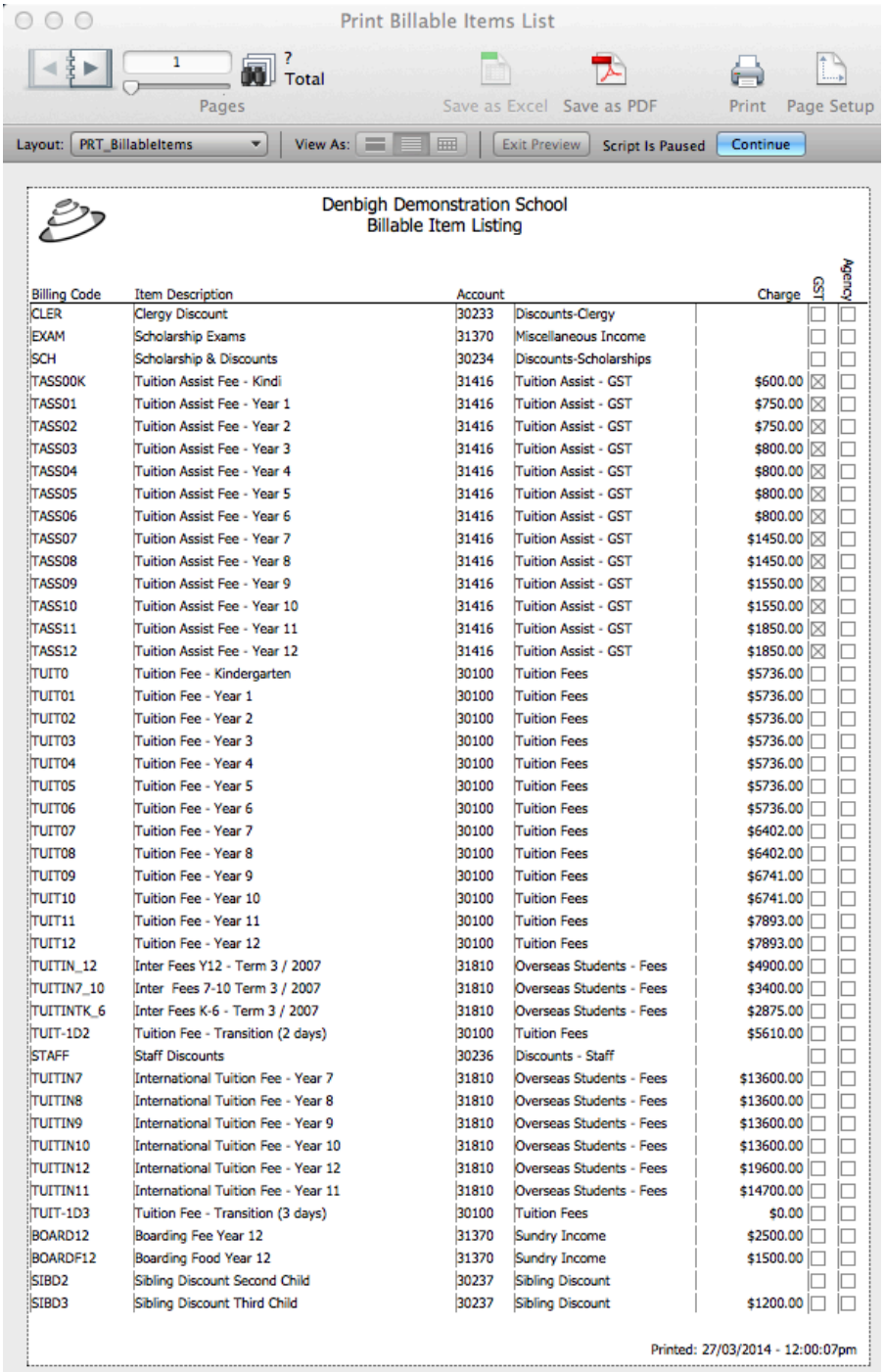
***Find***

This button puts you in Find Mode and allows you to enter your search criteria. To then click the 'Perform Find' button.

***Print List***

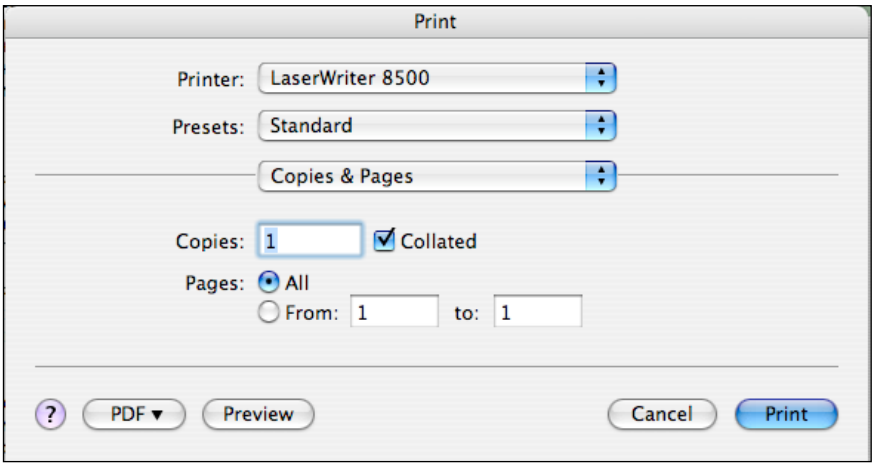
This button will print, in a list form, all records in the currently found set.

1. Click on the button and you will be presented with the information in Preview Mode.

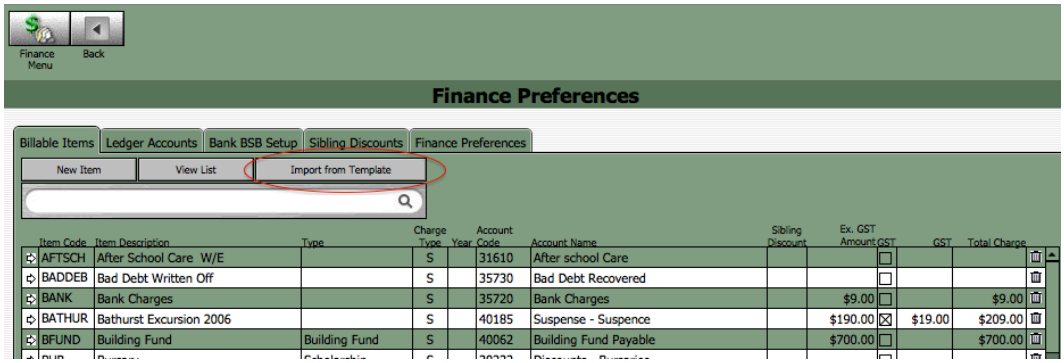



| Billing Code | Item Description | Account | | Charge | GST | Agency |
|---|---|---|---|---|---|---|
| CLER | Clergy Discount | 30233 | Discounts-Clergy | | ☐ | ☐ |
| EXAM | Scholarship Exams | 31370 | Miscellaneous Income | | ☐ | ☐ |
| SCH | Scholarship & Discounts | 30234 | Discounts-Scholarships | | ☐ | ☐ |
| TASS00K | Tuition Assist Fee - Kindi | 31416 | Tuition Assist - GST | $600.00 | ☒ | ☐ |
| TASS01 | Tuition Assist Fee - Year 1 | 31416 | Tuition Assist - GST | $750.00 | ☒ | ☐ |
| TASS02 | Tuition Assist Fee - Year 2 | 31416 | Tuition Assist - GST | $750.00 | ☒ | ☐ |
| TASS03 | Tuition Assist Fee - Year 3 | 31416 | Tuition Assist - GST | $800.00 | ☒ | ☐ |
| TASS04 | Tuition Assist Fee - Year 4 | 31416 | Tuition Assist - GST | $800.00 | ☒ | ☐ |
| TASS05 | Tuition Assist Fee - Year 5 | 31416 | Tuition Assist - GST | $800.00 | ☒ | ☐ |
| TASS06 | Tuition Assist Fee - Year 6 | 31416 | Tuition Assist - GST | $800.00 | ☒ | ☐ |
| TASS07 | Tuition Assist Fee - Year 7 | 31416 | Tuition Assist - GST | $1450.00 | ☒ | ☐ |
| TASS08 | Tuition Assist Fee - Year 8 | 31416 | Tuition Assist - GST | $1450.00 | ☒ | ☐ |
| TASS09 | Tuition Assist Fee - Year 9 | 31416 | Tuition Assist - GST | $1550.00 | ☒ | ☐ |
| TASS10 | Tuition Assist Fee - Year 10 | 31416 | Tuition Assist - GST | $1550.00 | ☒ | ☐ |
| TASS11 | Tuition Assist Fee - Year 11 | 31416 | Tuition Assist - GST | $1850.00 | ☒ | ☐ |
| TASS12 | Tuition Assist Fee - Year 12 | 31416 | Tuition Assist - GST | $1850.00 | ☒ | ☐ |
| TUIT0 | Tuition Fee - Kindergarten | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT01 | Tuition Fee - Year 1 | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT02 | Tuition Fee - Year 2 | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT03 | Tuition Fee - Year 3 | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT04 | Tuition Fee - Year 4 | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT05 | Tuition Fee - Year 5 | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT06 | Tuition Fee - Year 6 | 30100 | Tuition Fees | $5736.00 | ☐ | ☐ |
| TUIT07 | Tuition Fee - Year 7 | 30100 | Tuition Fees | $6402.00 | ☐ | ☐ |
| TUIT08 | Tuition Fee - Year 8 | 30100 | Tuition Fees | $6402.00 | ☐ | ☐ |
| TUIT09 | Tuition Fee - Year 9 | 30100 | Tuition Fees | $6741.00 | ☐ | ☐ |
| TUIT10 | Tuition Fee - Year 10 | 30100 | Tuition Fees | $6741.00 | ☐ | ☐ |
| TUIT11 | Tuition Fee - Year 11 | 30100 | Tuition Fees | $7893.00 | ☐ | ☐ |
| TUIT12 | Tuition Fee - Year 12 | 30100 | Tuition Fees | $7893.00 | ☐ | ☐ |
| TUITIN_12 | Inter Fees Y12 - Term 3 / 2007 | 31810 | Overseas Students - Fees | $4900.00 | ☐ | ☐ |
| TUITIN7_10 | Inter Fees 7-10 Term 3 / 2007 | 31810 | Overseas Students - Fees | $3400.00 | ☐ | ☐ |
| TUITINTK_6 | Inter Fees K-6 - Term 3 / 2007 | 31810 | Overseas Students - Fees | $2875.00 | ☐ | ☐ |
| TUIT-1D2 | Tuition Fee - Transition (2 days) | 30100 | Tuition Fees | $5610.00 | ☐ | ☐ |
| STAFF | Staff Discounts | 30236 | Discounts - Staff | | ☐ | ☐ |
| TUITIN7 | International Tuition Fee - Year 7 | 31810 | Overseas Students - Fees | $13600.00 | ☐ | ☐ |
| TUITIN8 | International Tuition Fee - Year 8 | 31810 | Overseas Students - Fees | $13600.00 | ☐ | ☐ |
| TUITIN9 | International Tuition Fee - Year 9 | 31810 | Overseas Students - Fees | $13600.00 | ☐ | ☐ |
| TUITIN10 | International Tuition Fee - Year 10 | 31810 | Overseas Students - Fees | $13600.00 | ☐ | ☐ |
| TUITIN12 | International Tuition Fee - Year 12 | 31810 | Overseas Students - Fees | $19600.00 | ☐ | ☐ |
| TUITIN11 | International Tuition Fee - Year 11 | 31810 | Overseas Students - Fees | $14700.00 | ☐ | ☐ |
| TUIT-1D3 | Tuition Fee - Transition (3 days) | 30100 | Tuition Fees | $0.00 | ☐ | ☐ |
| BOARD12 | Boarding Fee Year 12 | 31370 | Sundry Income | $2500.00 | ☐ | ☐ |
| BOARDF12 | Boarding Food Year 12 | 31370 | Sundry Income | $1500.00 | ☐ | ☐ |
| SIBD2 | Sibling Discount Second Child | 30237 | Sibling Discount | | ☐ | ☐ |
| SIBD3 | Sibling Discount Third Child | 30237 | Sibling Discount | $1200.00 | ☐ | ☐ |

2. Click on the blue Continue button showing in the Status Bar and you will be presented with the Print dialogue box.
3. If you wish to print the records click on the Print button and you will return to the List View.
4. If you do not wish to print click on the Cancel button and you will return to the List View.




**Import from Template**




This is a function that is normally only employed in the initial set up of your Denbigh Finance Module, it is used to import all Billable Item detail from a previous system.

You can import multiple product records by clicking on the Import From Template button. These records can be either new records, or updating existing records, or a mixture of both.

To Import From Template you must create a spreadsheet containing columns as listed below. The columns must be entered onto the spreadsheet in the order show in the list below. You must include a column for each of the fields listed below even if the fields contain no data (a total of 9 columns). Do not put column headings in the spreadsheet as the import does not allow for this.

Billing Code
Description
Cost excluding GST
GST Amount
Academic Year
Charge Type
Ledger Account
GST Flag
GST Type

NB. You must ensure that any Ledger Account Codes that are used already exist on the database.

Once you have your spreadsheet ready proceed with the import.

1. Click on the Import From Template button.
2. You will be presented with the Open File window.
3. Navigate to your spreadsheet and click on the Open button.
4. The records will be imported.

# Ledger Accounts

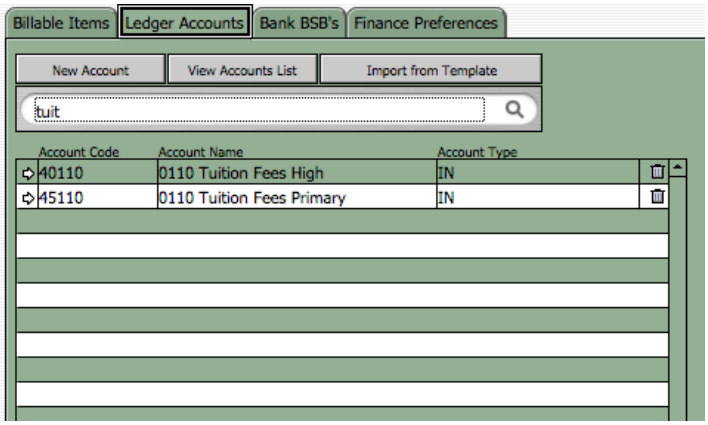
Click on the Ledger Accounts Tab and you will be presented with a list of all Ledger Accounts in a portal list.

**Quick Find**

There is a quick find field showing above the portal list of the Ledger Accounts.

If you want to view only a subset of Accounts or to quickly find a particular Account you can type, into the field, in some of the characters that are in the Account description.

For example “tuit” for accounts containing this configuration of letters.  Then click on the magnifying glass to the right hand side of the field, or press the Tab key of your keyboard.

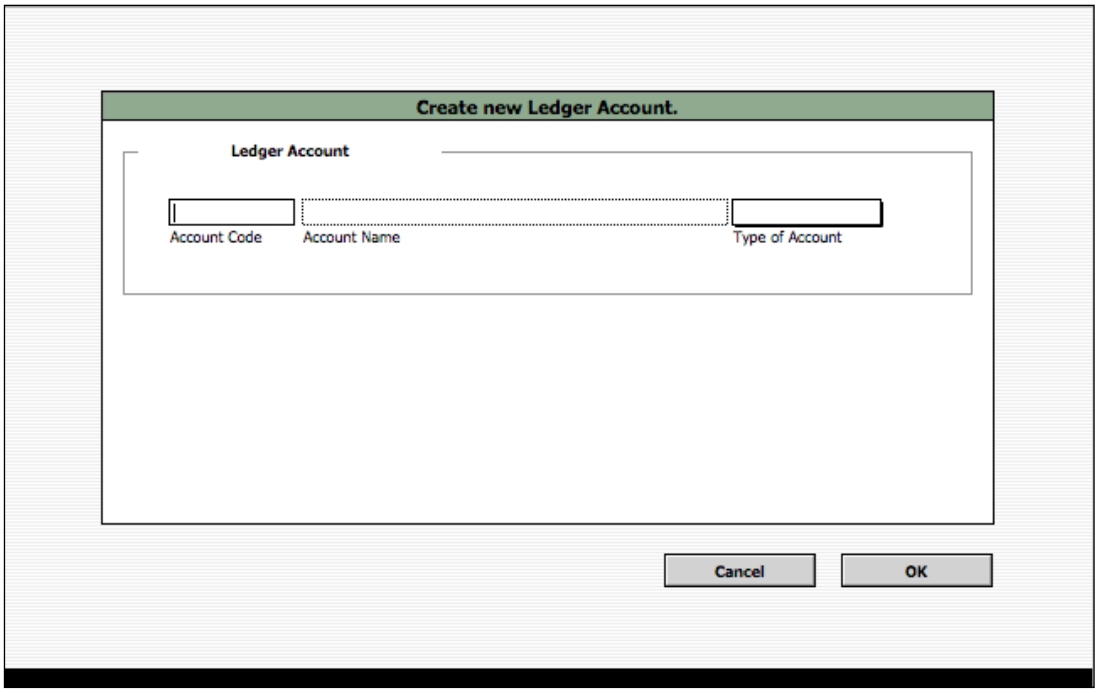



You are now presented with all the accounts that contain that combination of text in their description.  If there were no Ledger Accounts containing that configuration the portal would be blank.

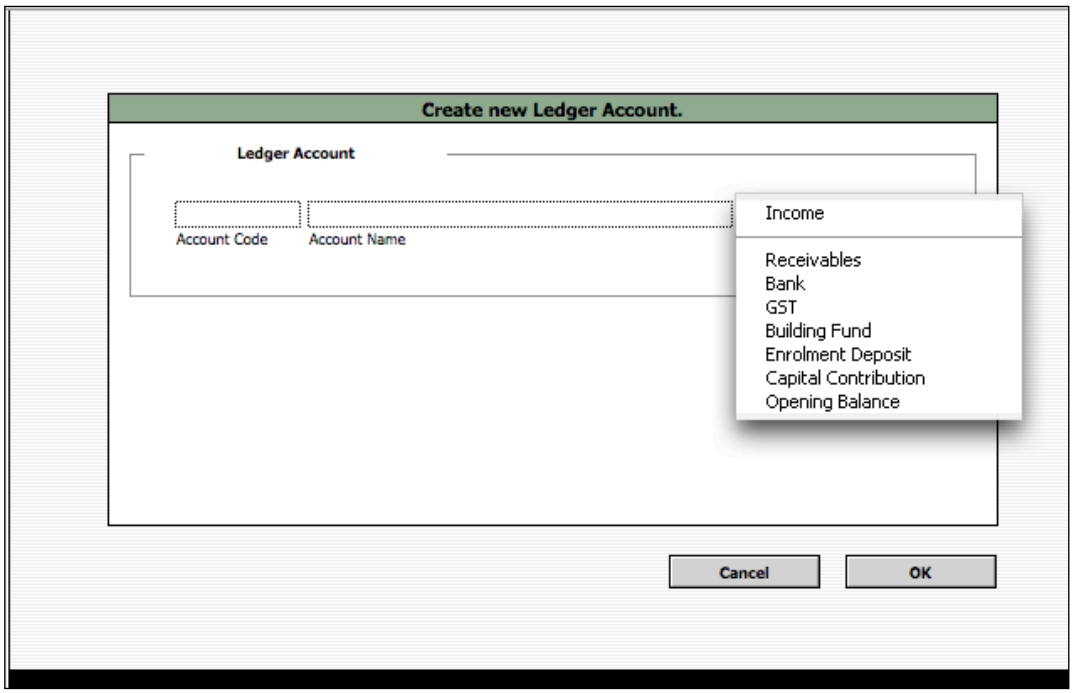
You would then remove the text from the Quick Find field, click on the magnifying glass or press the Tab key on your keyboard and you would be presented with all Billable Items.

## New Account

1. To create a new Ledger Account click on the New Account button near the top of your screen.
2. You will be presented with a screen to allow you to enter a new Leger Account.
3. You can return to the Preferences Module, without creating a new record, by clicking on the Cancel button.



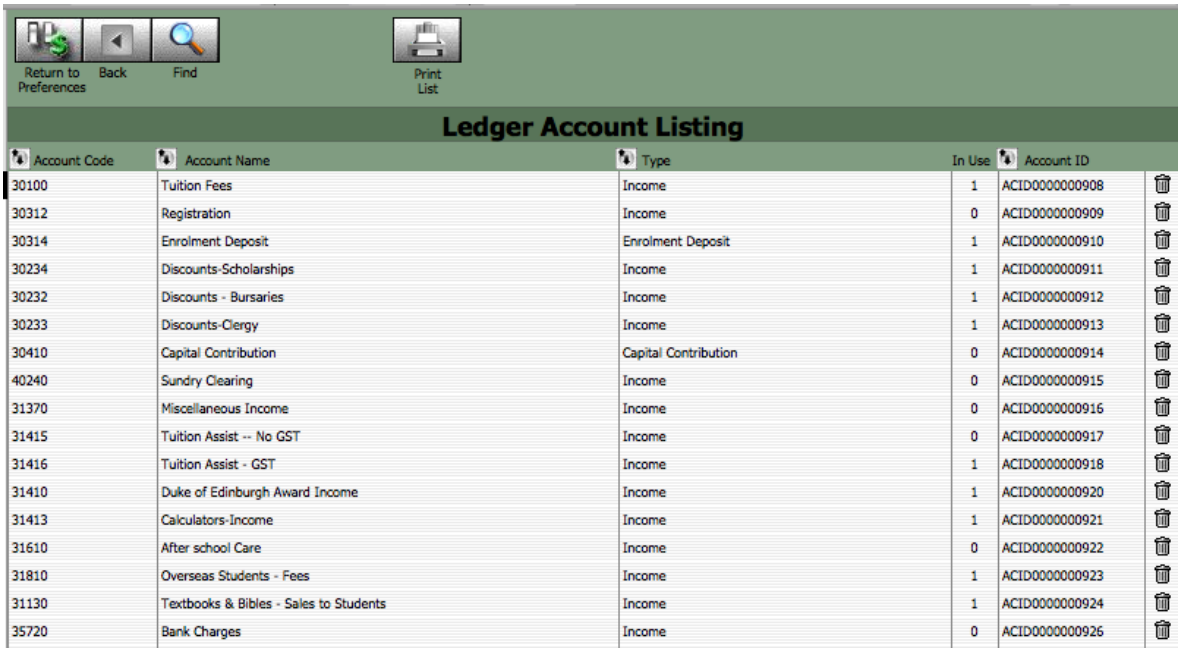

4. Enter the ledger Account Code (ensuring that it is a unique code).
5. Enter the ledger Account Name.
6. Click in the Type of Account field to be presented with a list of the account types from which to make a selection.



7. Once you have finished your entry click on the OK button at the bottom of your screen and you will be returned to the Ledger Accounts Tab that will now contain the new Billable Item.

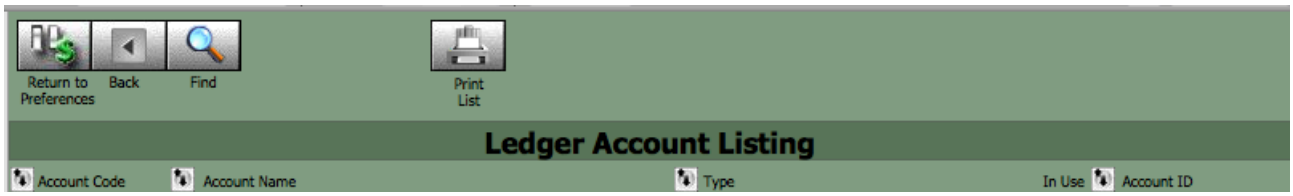
## View Account List

Clicking on the View List button will present you with a List View of all Ledger Accounts. You can perform finds in this screen and/or print a list of all the found items.




| Account Code | Account Name | Type | In Use | Account ID |
|---|---|---|---|---|
| 30100 | Tuition Fees | Income | 1 | ACID0000000908 |
| 30312 | Registration | Income | 0 | ACID0000000909 |
| 30314 | Enrolment Deposit | Enrolment Deposit | 1 | ACID0000000910 |
| 30234 | Discounts-Scholarships | Income | 1 | ACID0000000911 |
| 30232 | Discounts - Bursaries | Income | 1 | ACID0000000912 |
| 30233 | Discounts-Clergy | Income | 1 | ACID0000000913 |
| 30410 | Capital Contribution | Capital Contribution | 0 | ACID0000000914 |
| 40240 | Sundry Clearing | Income | 0 | ACID0000000915 |
| 31370 | Miscellaneous Income | Income | 0 | ACID0000000916 |
| 31415 | Tuition Assist -- No GST | Income | 0 | ACID0000000917 |
| 31416 | Tuition Assist - GST | Income | 1 | ACID0000000918 |
| 31410 | Duke of Edinburgh Award Income | Income | 1 | ACID0000000920 |
| 31413 | Calculators-Income | Income | 1 | ACID0000000921 |
| 31610 | After school Care | Income | 0 | ACID0000000922 |
| 31810 | Overseas Students - Fees | Income | 1 | ACID0000000923 |
| 31130 | Textbooks & Bibles - Sales to Students | Income | 1 | ACID0000000924 |
| 35720 | Bank Charges | Income | 0 | ACID0000000926 |

There is a new navigation bar showing at the top of the screen.




***Return to Preferences***

The will return you to the Finance Preferences screen showing the Billable Items tab.

***Back***

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

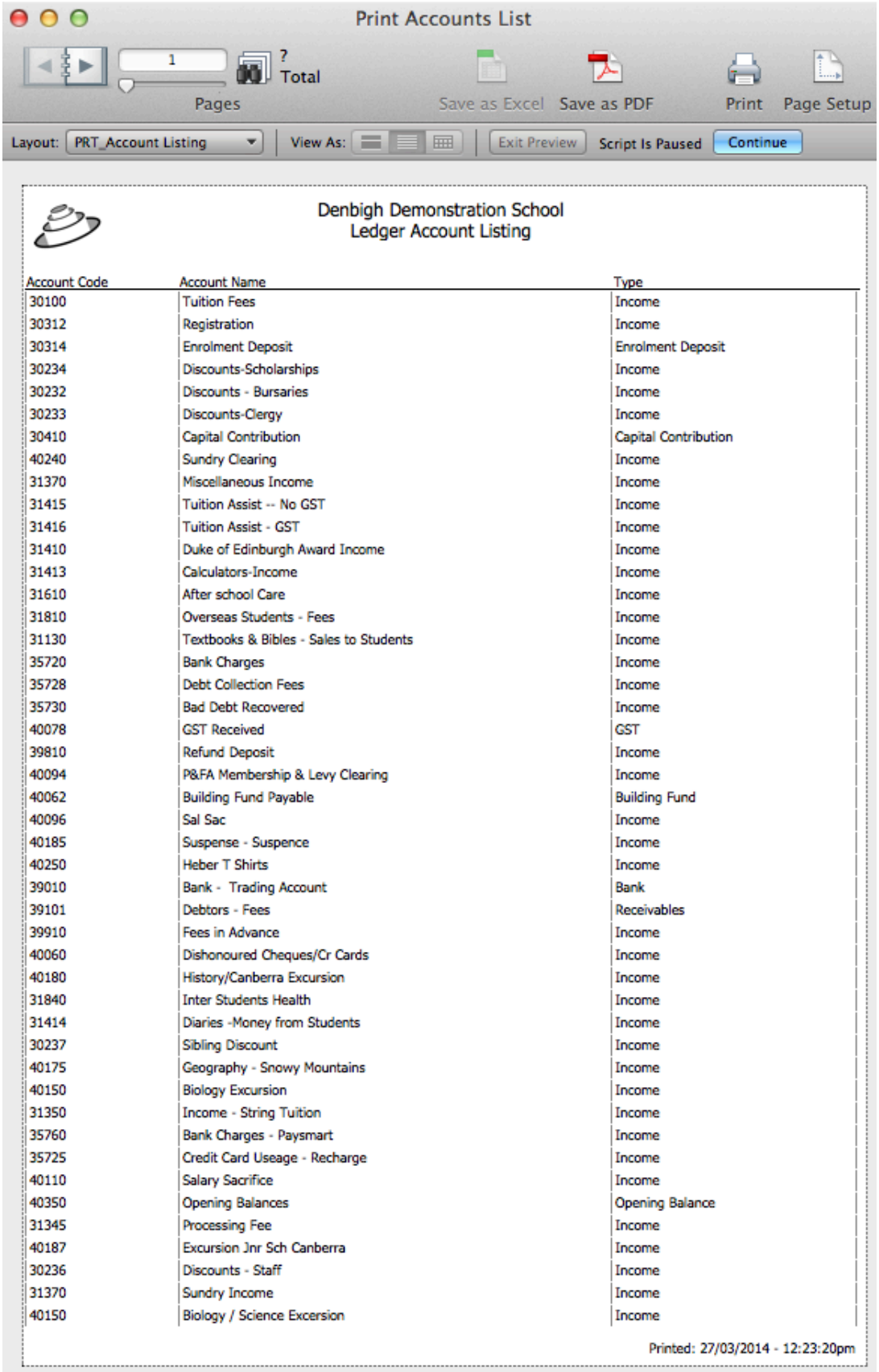
***Find***

This button puts you in Find Mode and allows you to enter your search criteria. Click the "Perform Find' in the Status Bar.

***Print List***

This button will print, in a list form, all records in the currently found set.

1. Click on the button and you will be presented with the information in Preview Mode.




Denbigh Demonstration School
Ledger Account Listing

| Account Code | Account Name | Type |
|---|---|---|
| 30100 | Tuition Fees | Income |
| 30312 | Registration | Income |
| 30314 | Enrolment Deposit | Enrolment Deposit |
| 30234 | Discounts-Scholarships | Income |
| 30232 | Discounts - Bursaries | Income |
| 30233 | Discounts-Clergy | Income |
| 30410 | Capital Contribution | Capital Contribution |
| 40240 | Sundry Clearing | Income |
| 31370 | Miscellaneous Income | Income |
| 31415 | Tuition Assist -- No GST | Income |
| 31416 | Tuition Assist - GST | Income |
| 31410 | Duke of Edinburgh Award Income | Income |
| 31413 | Calculators-Income | Income |
| 31610 | After school Care | Income |
| 31810 | Overseas Students - Fees | Income |
| 31130 | Textbooks & Bibles - Sales to Students | Income |
| 35720 | Bank Charges | Income |
| 35728 | Debt Collection Fees | Income |
| 35730 | Bad Debt Recovered | Income |
| 40078 | GST Received | GST |
| 39810 | Refund Deposit | Income |
| 40094 | P&FA Membership & Levy Clearing | Income |
| 40062 | Building Fund Payable | Building Fund |
| 40096 | Sal Sac | Income |
| 40185 | Suspense - Suspence | Income |
| 40250 | Heber T Shirts | Income |
| 39010 | Bank - Trading Account | Bank |
| 39101 | Debtors - Fees | Receivables |
| 39910 | Fees in Advance | Income |
| 40060 | Dishonoured Cheques/Cr Cards | Income |
| 40180 | History/Canberra Excursion | Income |
| 31840 | Inter Students Health | Income |
| 31414 | Diaries -Money from Students | Income |
| 30237 | Sibling Discount | Income |
| 40175 | Geography - Snowy Mountains | Income |
| 40150 | Biology Excursion | Income |
| 31350 | Income - String Tuition | Income |
| 35760 | Bank Charges - Paysmart | Income |
| 35725 | Credit Card Useage - Recharge | Income |
| 40110 | Salary Sacrifice | Income |
| 40350 | Opening Balances | Opening Balance |
| 31345 | Processing Fee | Income |
| 40187 | Excursion Jnr Sch Canberra | Income |
| 30236 | Discounts - Staff | Income |
| 31370 | Sundry Income | Income |
| 40150 | Biology / Science Excersion | Income |

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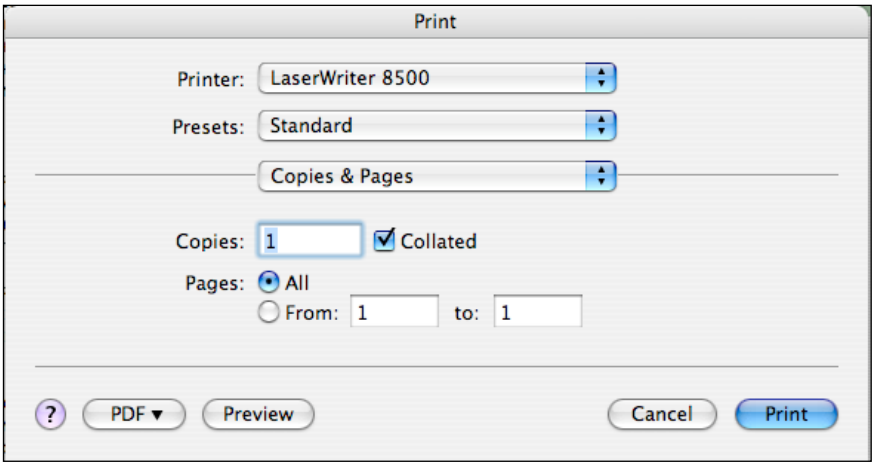
2. Click on the blue Continue button showing in the Status Bar on the top right hand side of the screen and you will be presented with the Print dialogue box.
3. If you wish to print the records click on the Print button and you will returned to the List View.
4. If you do not wish to print click on the Cancel button and you will returned to the List View.




**Import from Template**

You can import multiple ledger account records by clicking on the Import From Template button. You can only import new records.

To Import From Template you must create a spreadsheet with all columns as listed below. The columns must be entered onto the spreadsheet in the order show in the list below. You must include a column for each of the fields listed below even if the fields contain no data (a total of 2 columns). Do not put column headings in the spreadsheet, as the import does not allow for this.

Account Name
Account Type

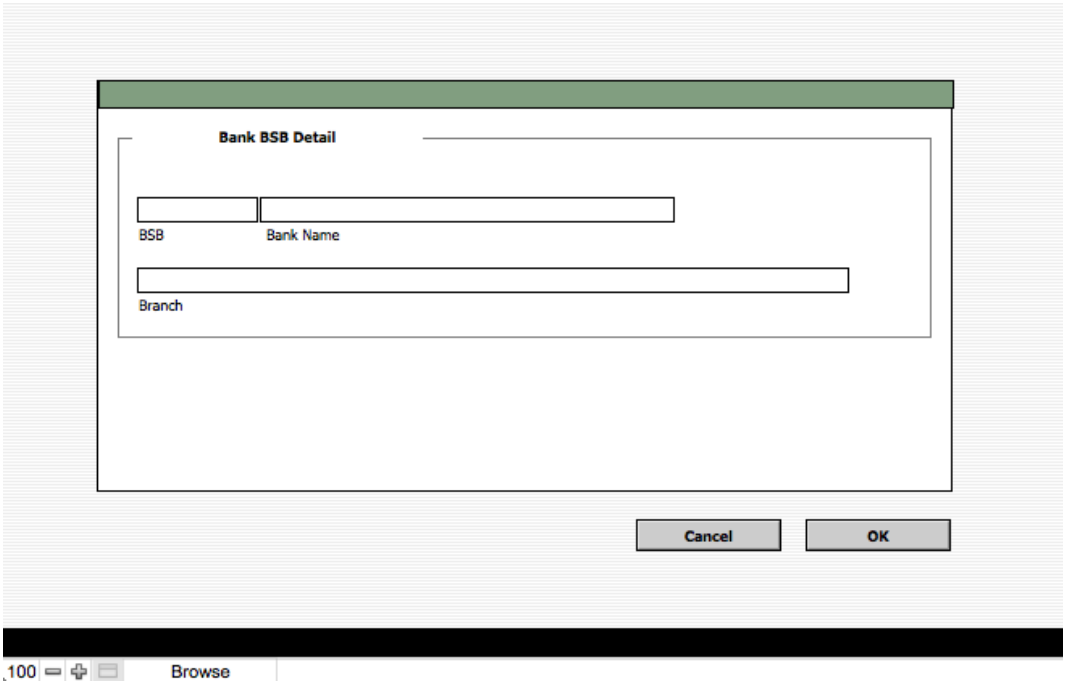
Once you have your spreadsheet ready proceed with the import.

1. Click on the Import From Template button.
2. You will be presented with the Open File window.
3. Navigate to your spreadsheet and click on the Open button.
4. Your records will be imported.

# Bank BSB Setup

**New Item**

1. To create a new Bank BSB record click on the New Item button near the top of your screen.
2. You will be presented with a screen to allow you to enter new Bank BSB details.
3. You can return to the Preferences Module, without creating a new record, by clicking on the Cancel button.




4. Enter the BSB number.
5. Enter the name of the Bank.
6. Enter the branch location
7. Once you have finished your entry click on the OK button.

# Sibling Discounts

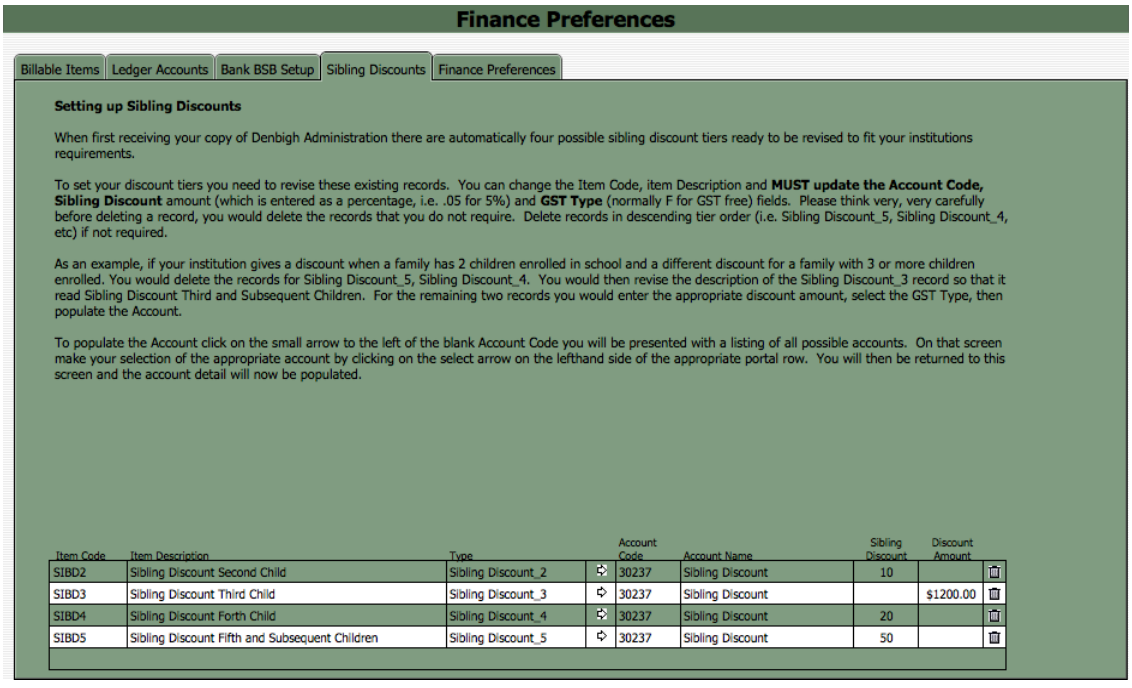
## Setting up Sibling Discounts

When first receiving your copy of Denbigh Administration there are automatically four possible siblings discount tiers ready to be revised to fit your institutions requirements.

To set your discount tiers you need to revise these existing records. You can change the Item Code, item Description and MUST update the Account Code, Sibling Discount amount (which is entered as a percentage, i.e. .05 for 5%) and GST Type (normally F for GST free) fields. Please think very, very carefully before deleting a record, you would delete the records that you do not require. Delete records in descending tier order (i.e. Sibling Discount_5, Sibling Discount_4, etc) if not required.

As an example, if your institution gives a discount when a family has 2 children enrolled in school and a different discount for a family with 3 or more children enrolled. You would delete the records for Sibling Discount_5, Sibling Discount_4. You would then revise the description of the Sibling Discount_3 record so that it read Sibling Discount Third and Subsequent Children. For the remaining two records you would enter the appropriate discount amount, select the GST Type, then populate the Account.

To populate the Account click on the small arrow to the left of the blank Account Code you will be presented with a listing of all possible accounts. On that screen make your selection of the appropriate account by clicking on the select arrow on the left hand side of the appropriate portal row. You will then be returned to this screen and the account detail will now be populated.



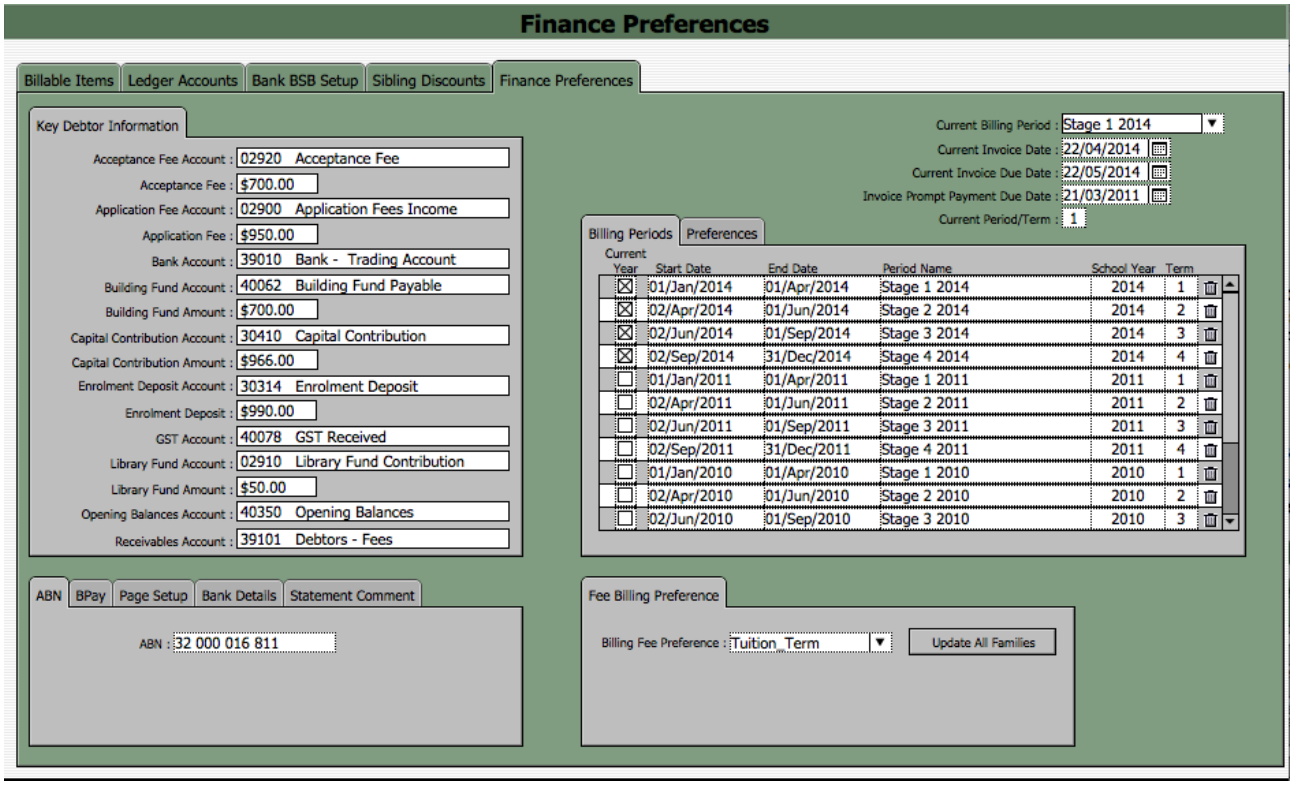

If your school only provides sibling discount for families with three or more children you would delete the products for Forth child Sibling Discount and Five or More Children Sibling Discount by clicking on the associated Trash Cans in the portal.

### Sibling Discount

To enter the percentage of discount attributed to each of the bill items click in the field under the heading of Sibling Discount, of the associated row. Enter the amount of discount as a whole number. For example to enter 5 percent, click on the field and type 5; to enter 25% percent click in the field and type 25. Or enter an actual amount in the Discount Amount field.

## Finance Preferences

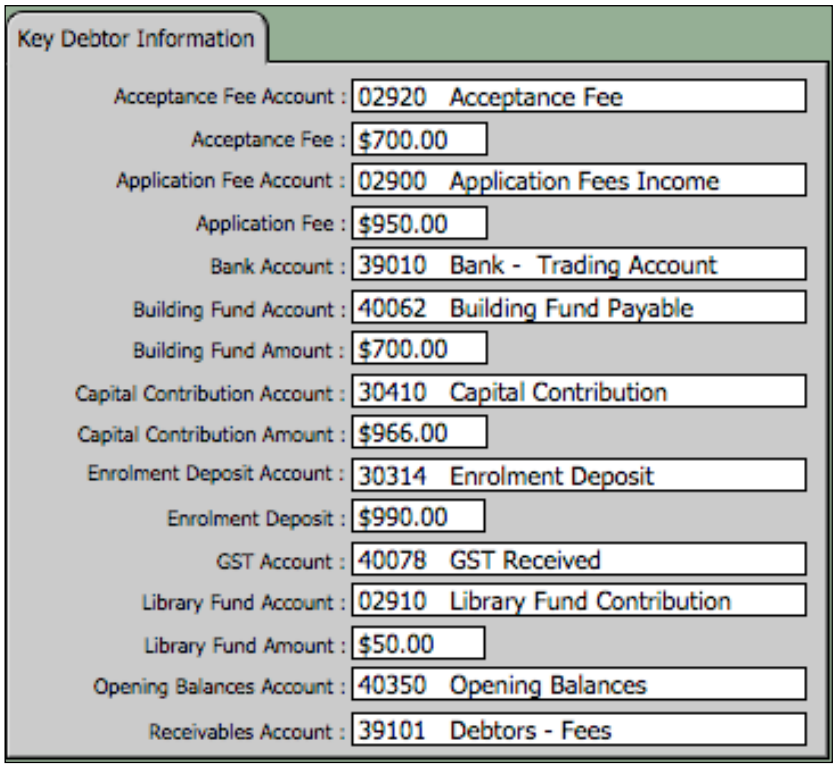
This screen presents, or allows the setup, of several pieces of detail that are used throughout the Finance Module.




### Key Debtor Information

These are fields that are automatically populated as part of the customisation of Denbigh Database and are based on information provided by the institution.

As stated previously, the visible fields are populated as part of the customisation process and your Institution may differ greatly from the examples included.




**Acceptance Fee Account**

This is an automatically populated field based on the Ledger Account Type of "Acceptance Fee", normally the Ledger Account of Acceptance Fee.

**Acceptance Fee**

This is an automatically populated field based on the Ledger Account Type of "Acceptance Fee", normally the Ledger Account of Acceptance Fee.

**Application Fee Account**

This is an automatically populated field based on the Ledger Account Type of "Application Fee", normally the Ledger Account of Application Fee.

**Application Fee**

This is the standard Application Fee charged.

**Bank**

This is an automatically populated field based on the Ledger Account Type of "Bank", normally the Ledger Account of Bank Trading Account.

**Building Fund Account**

This is an automatically populated field based on the Ledger Account Type of "Building Fund", normally the Ledger Account of Building Fund.

**Building Fund Amount**

This is that standard Building Fund charge.

**Capital Contribution Account**

This is an automatically populated field based on the Ledger Account Type of "Capital Contribution", normally the Ledger Account of Capital Contribution.

**Capital Contribution Amount**

This is that standard Capital Contribution charge.

**Enrolment Deposit Account**

This is an automatically populated field based on the Ledger Account Type of "Enrolment Deposit", normally the Ledger Account of Enrolment Deposit Payable.

**Enrolment Deposit Amount**

This is that standard Enrolment Deposit charge.

**GST Account**

This is an automatically populated field based on the Ledger Account Type of "GST", normally the Ledger Account of GST Received.

**Library Fund Account**

This is an automatically populated field based on the Ledger Account Type of "Library Fund", normally the Ledger Account of Library Fund Payable.

**Library Fund Amount**

This is that standard Library Fund charge.

**Opening Balances**

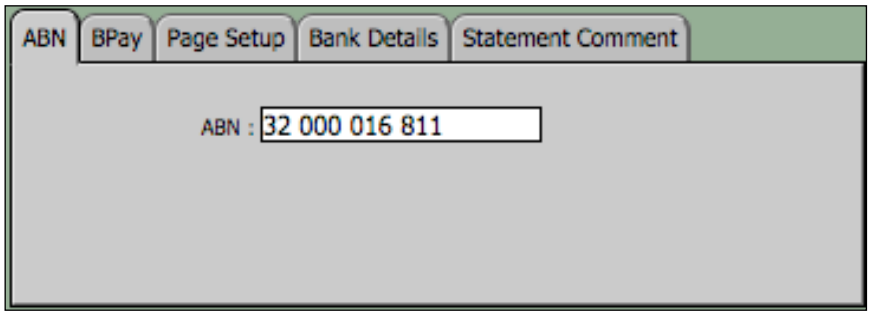
This is an automatically populated field based on the Ledger Account Type of "Opening Balance", normally the Ledger Account of Opening Balances.

**Receivables Account**

This is an automatically populated field based on the Ledger Account Type of "Receivables", normally the Ledger Account of Debtor Fees.

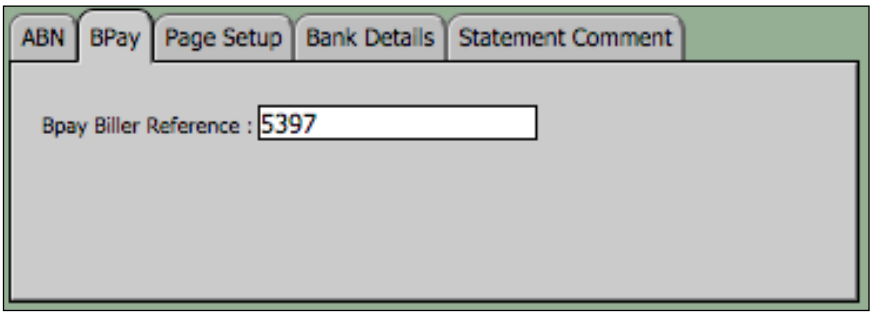
## Reference Detail

Reference fields that are presented on statements and receipts, etc.



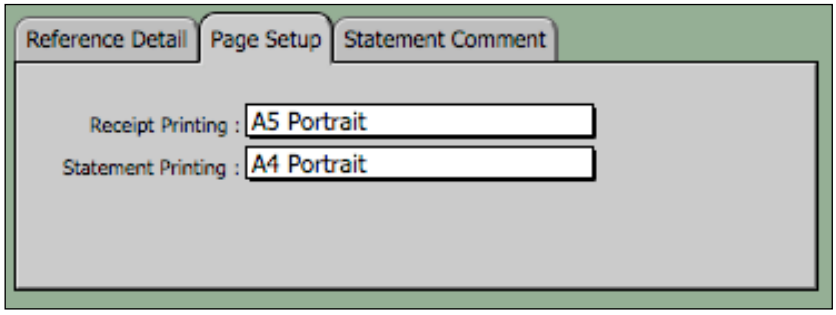

**ABN**

The School ABN that prints of statements and receipts, etc.




**BPay Biller Reference**

The School's BPay biller reference code.




**Page Setup**

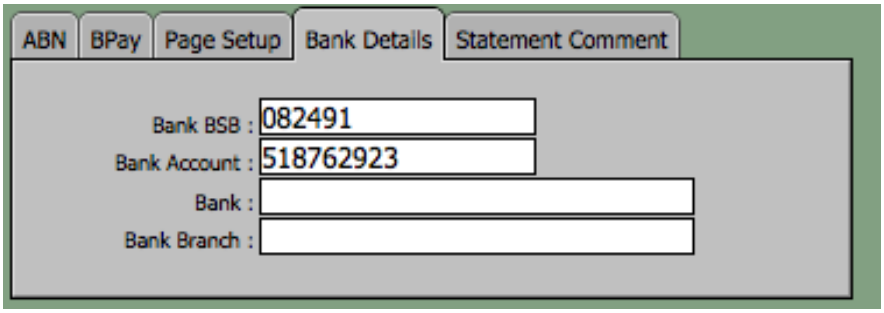
Presents detail that is set to print the appropriate size of the statement and receipt. To select a particular printing format click on the field and you will be presented with a dropdown menu.

**Recept Printing**

This is the printer set up for the standard printing of receipts.

**Statement Printing**

This is the printer set up for the standard printing of statements.




**Bank BSB**

The School's Bank BSB details for inclusion of statements, if necessary.

**Bank Account**

**The School's Bank Account details for inclusion of statements, if necessary.**

**Bank**

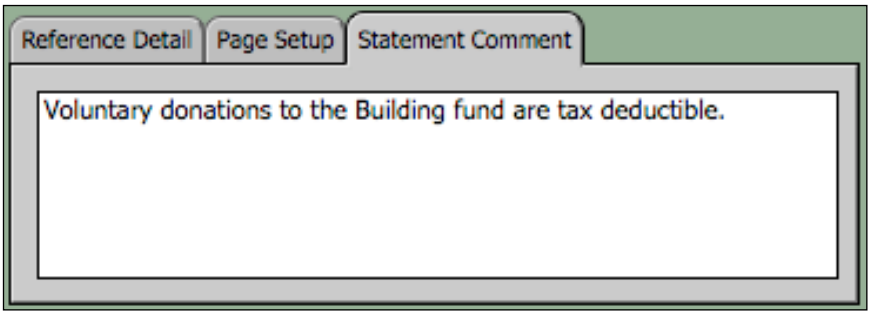
The School's Bank Name.

**Bank Branch**

The School's Bank Account Branch.

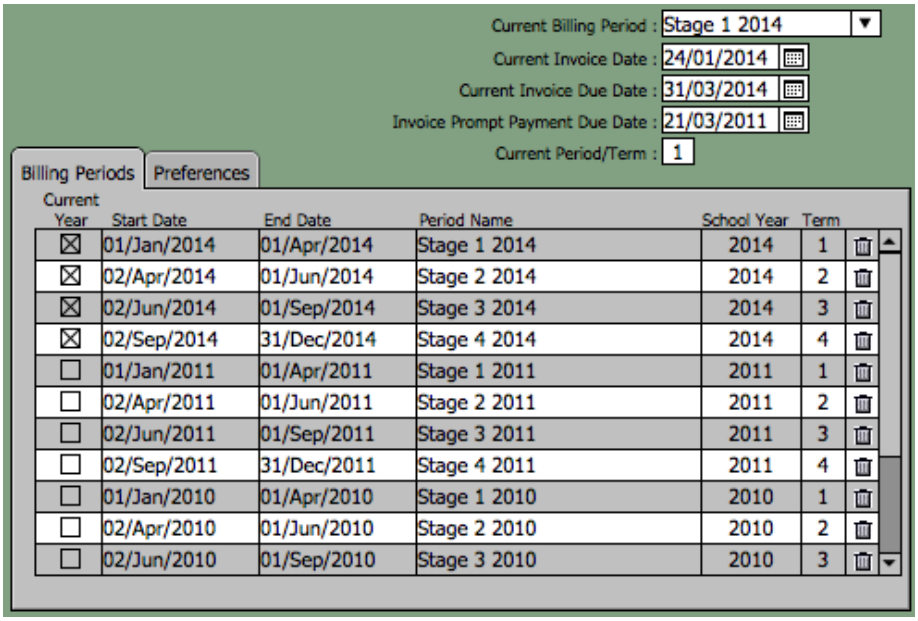
**Statement Comment**

This is a standard comment that is entered onto statements.




## Billing Period Information

The Billing Period detail (start and end dates) is the dates between which a specific billing period relates and is used when presenting Aged accounts. Normally a School has 4 billing periods per year, on the odd occasion there are only 3.




| Current Year | Start Date | End Date | Period Name | School Year | Term |
|---|---|---|---|---|---|
| ☒ | 01/Jan/2014 | 01/Apr/2014 | Stage 1 2014 | 2014 | 1 |
| ☒ | 02/Apr/2014 | 01/Jun/2014 | Stage 2 2014 | 2014 | 2 |
| ☒ | 02/Jun/2014 | 01/Sep/2014 | Stage 3 2014 | 2014 | 3 |
| ☒ | 02/Sep/2014 | 31/Dec/2014 | Stage 4 2014 | 2014 | 4 |
| ☐ | 01/Jan/2011 | 01/Apr/2011 | Stage 1 2011 | 2011 | 1 |
| ☐ | 02/Apr/2011 | 01/Jun/2011 | Stage 2 2011 | 2011 | 2 |
| ☐ | 02/Jun/2011 | 01/Sep/2011 | Stage 3 2011 | 2011 | 3 |
| ☐ | 02/Sep/2011 | 31/Dec/2011 | Stage 4 2011 | 2011 | 4 |
| ☐ | 01/Jan/2010 | 01/Apr/2010 | Stage 1 2010 | 2010 | 1 |
| ☐ | 02/Apr/2010 | 01/Jun/2010 | Stage 2 2010 | 2010 | 2 |
| ☐ | 02/Jun/2010 | 01/Sep/2010 | Stage 3 2010 | 2010 | 3 |

**Current Billing Period**

This is period to which charges/credits, etc are currently aged too.

**Current Invoice Date**

This is the date on which the last invoices were based (Invoice Date) and also the date that will be presented as the Invoice Date next time statements are created.

**Current Statement Due Date**

This is the due date that was used on the last statements generated and also the date that will be presented as the Due Date next time statements are created.

**Invoice Prompt Payment Due Date**

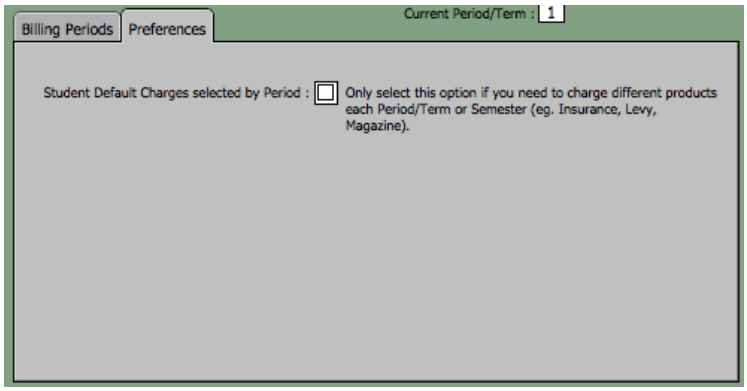
This is the date by which the Family can receive the Prompt Payment Discount. Payments made after this date will not receive the discount.

**Current Period/Term**

Only used occasionally to state what Term is current. This is usually handled in the billing period.

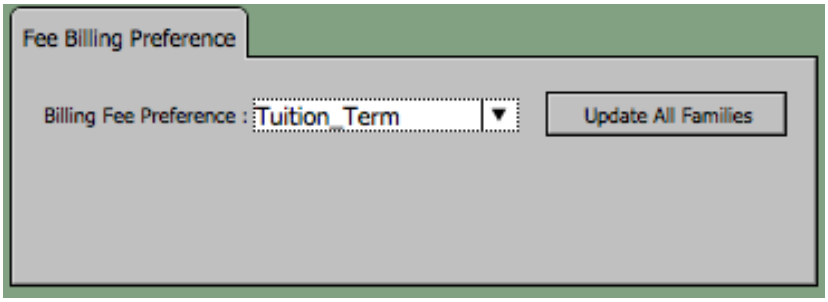
**Bill Periods Portal**

This presents all the Billing Periods that have been created since the database was first installed. Billing Periods that relate to the current year have a 'x' in the Current Year field on the left hand side of the portal.




**Preferences**

Select this option if you need to charge different products each Period/Term or Semester (eg. Insurance Levy, Magazine).

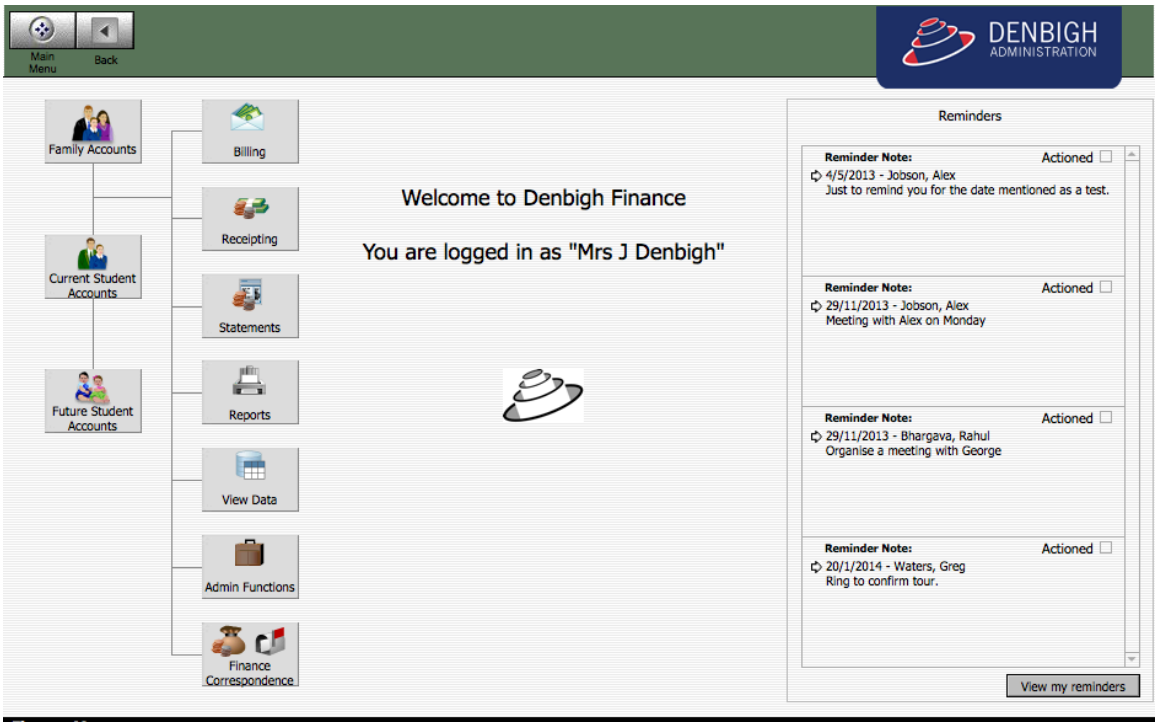



**Fee Billing Preference**

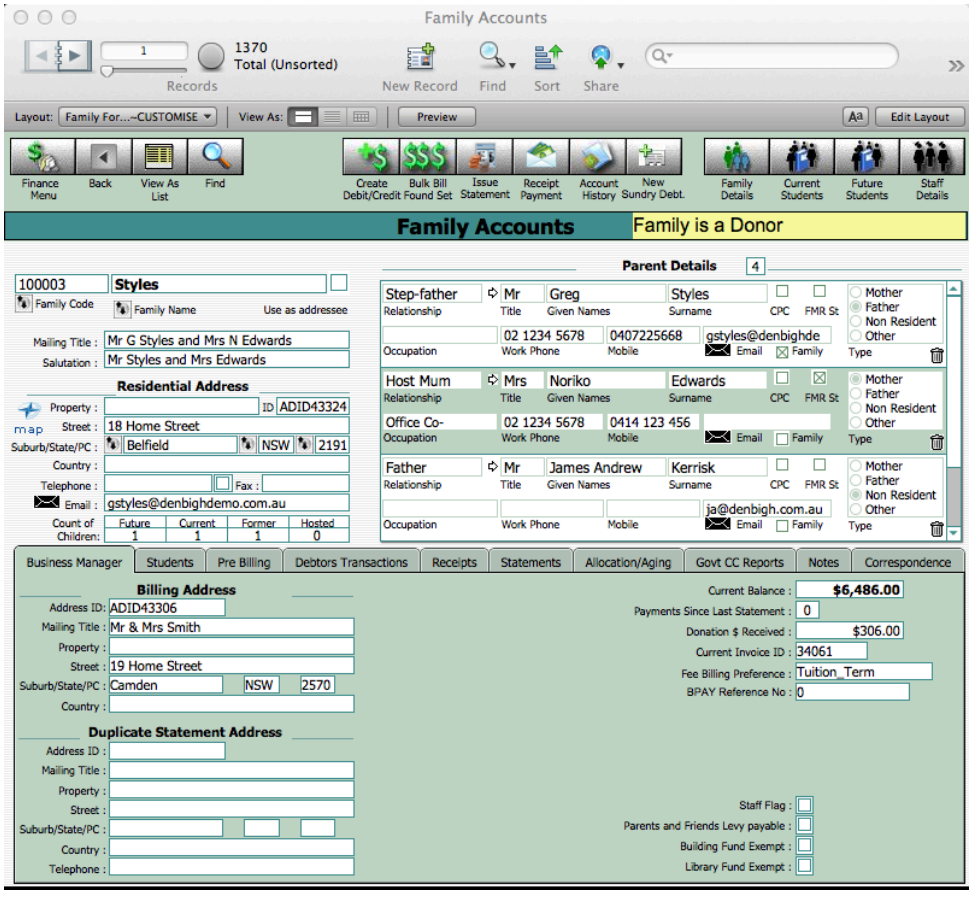
To preset when Families are billed, term or annually.

# FAMILY ACCOUNTS

To access the Family Accounts click on the Family Accounts button.




You will be presented with the Form View of the Family Accounts detail.



## Navigation

The following is a description of the various buttons on the standard navigation bar in the Family Accounts screen.

### *Finance Menu*

Returns you to the Finance Menu.

### *Back*

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

### *View As List*

Presents a list of all Family Debtors, including the current balance of their account and a sum of payments made since the last statement was issue an a record of any donations received.

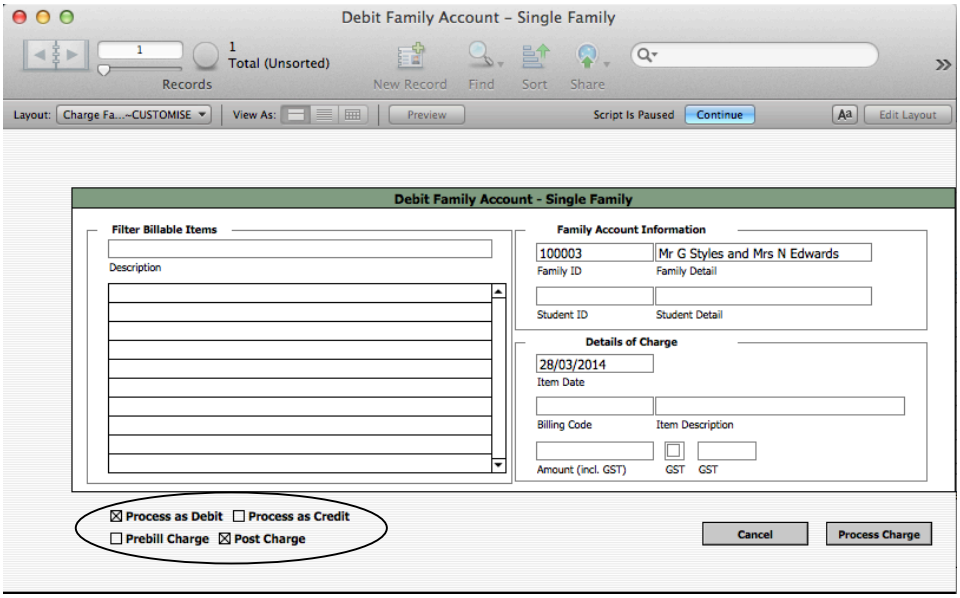
### *Find*

This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

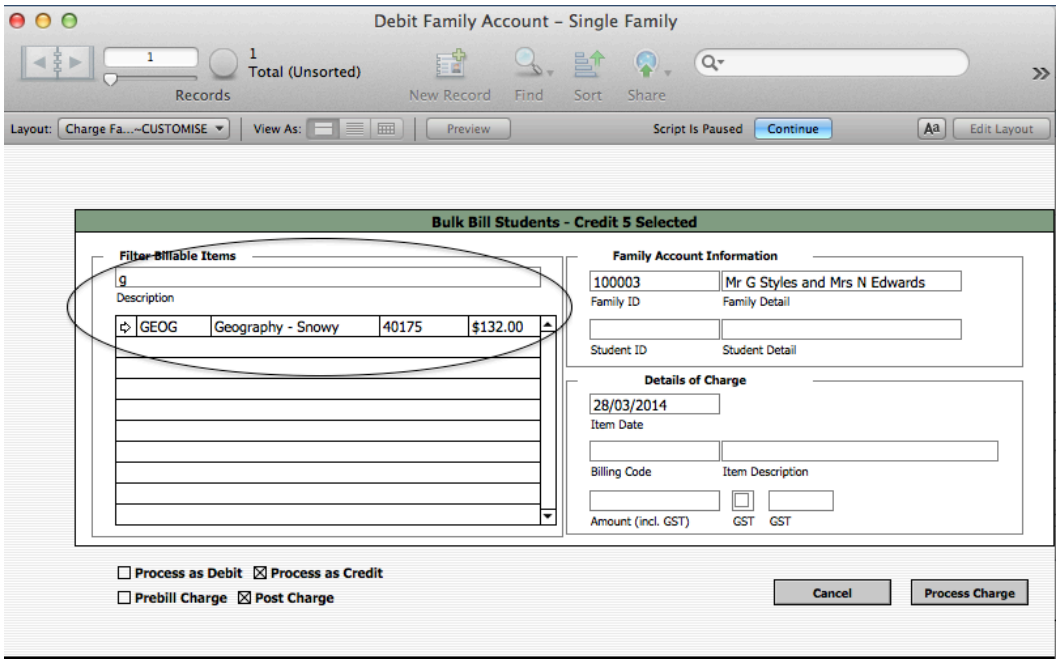
### *Create Debit/Credit*

You can create a Debit or a Credit for the family being viewed in the Family Accounts screen.

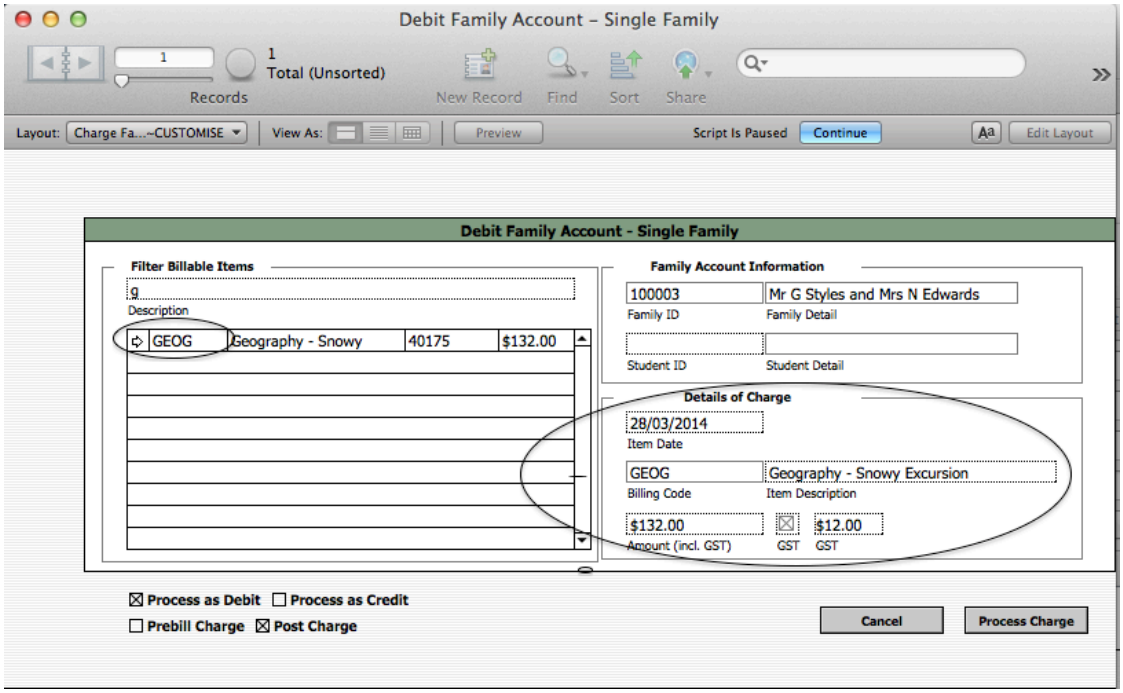
1. Click on the Create Debit/Credit button.
2. You will be presented with the 'Debit Family Account – Single Family' screen. The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Post as Credit' check box on the bottom left hand side of the screen.



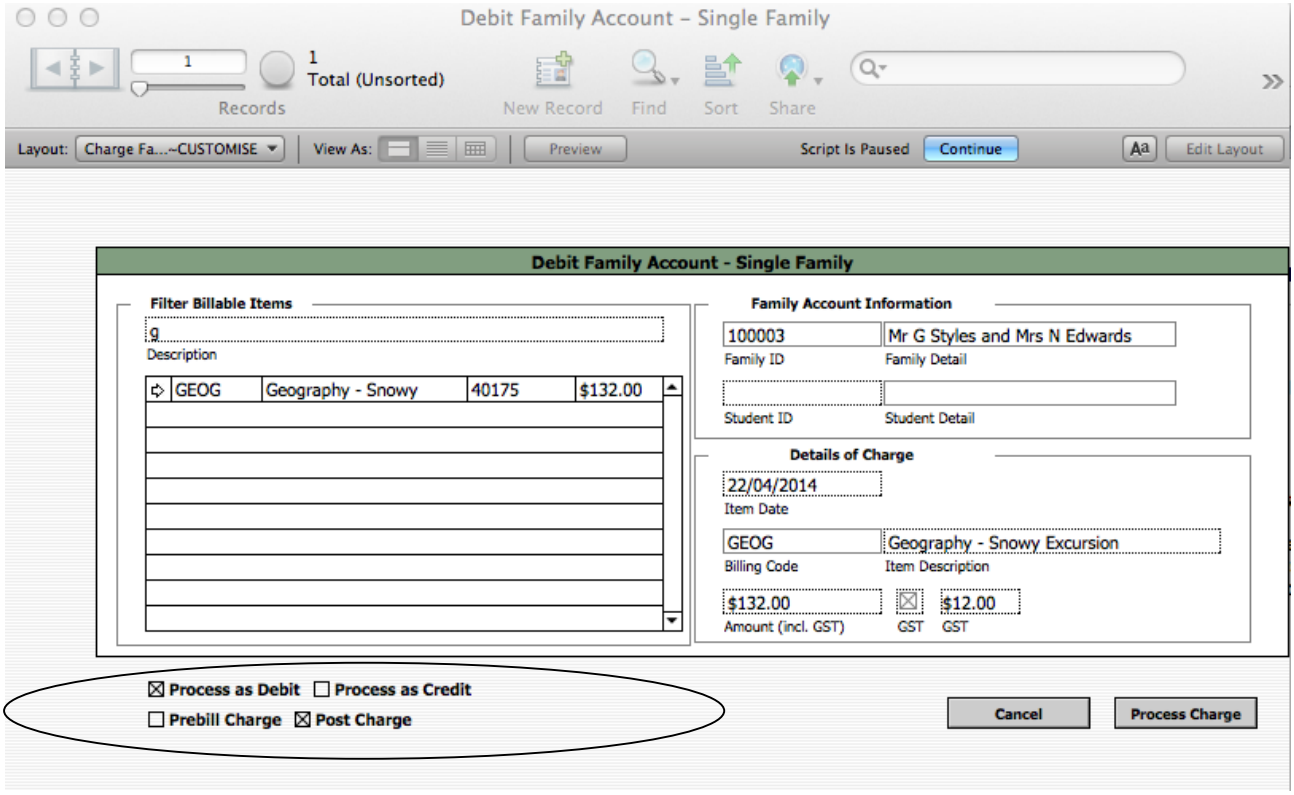
3. Enter some of the text for the billable item that you wish to charge in the Filter Billable Items field and either click the Tab Key on your keyboard of click with your cursor in the background of the layout.




4. You will be presented with a list of all Billable Items that have that configuration of text contained within their description.
5. Select the appropriate Billable Item by clicking on the small arrow to the left hand side of the Filter Billable Items portal.
6. The detail will now have populated the information in the Details of Charge portion of the screen.

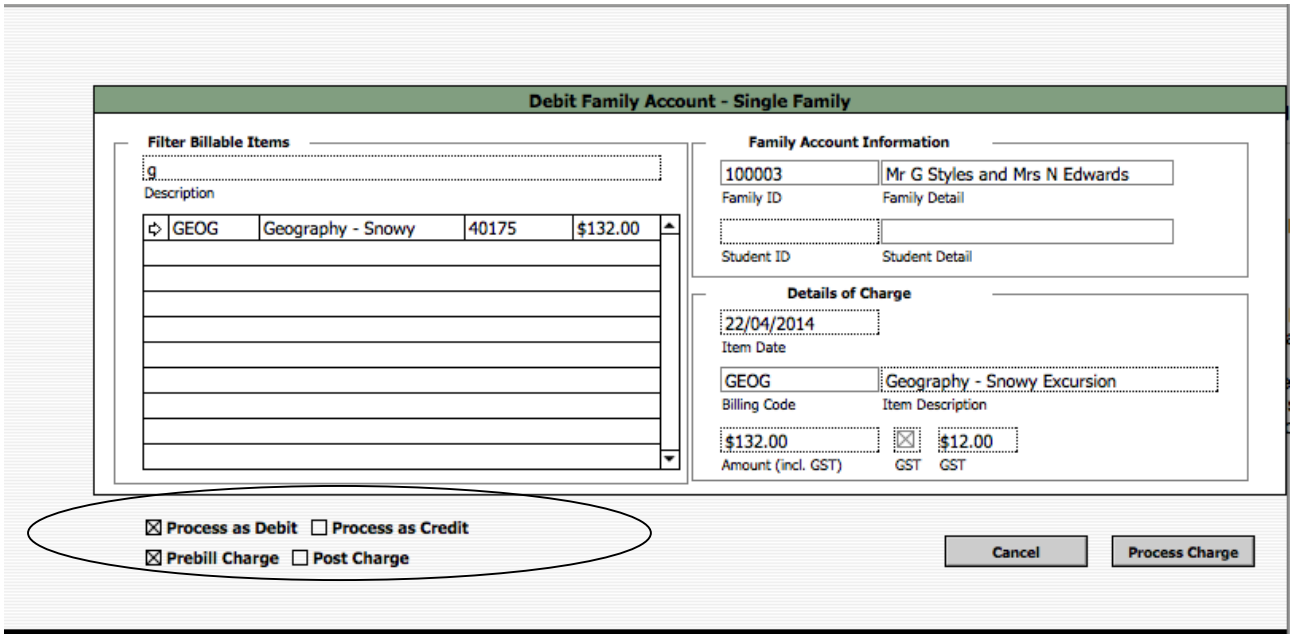



7. The default process posts this transaction straight through to the Debtors Ledger.




**8.** This is indicated by the check box “Post Charge”.

9. However, you can choose to “Prebill Charge” by checking the box at the button on the bottom left hand side of the screen.



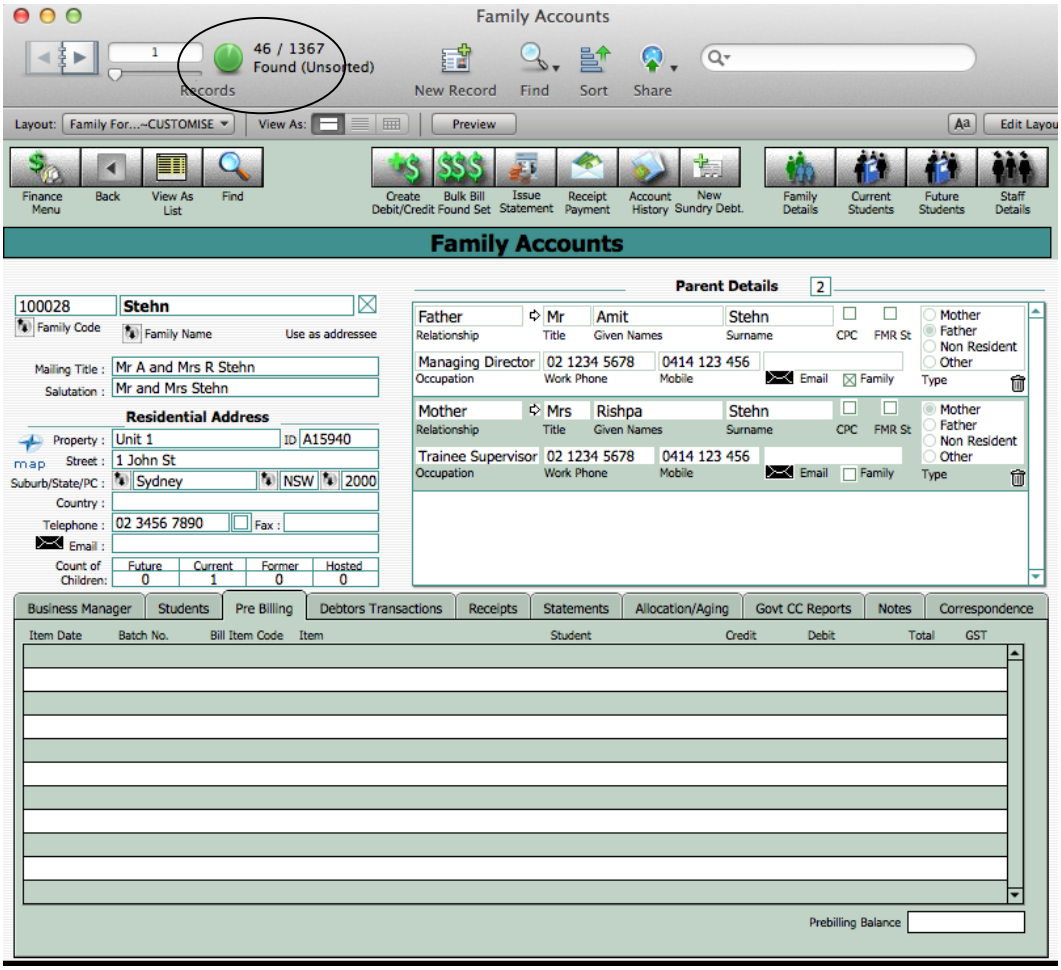

10. When you are happy with the charge click on the Post Transaction button on the right hand side.
11. If decide that you do not wish to create this transaction click on the Cancel button on the right hand side of the screen.
12. You will be returned to the Family Accounts screen.
13. If you have chosen to post the transaction as a charge to the Debtors ledger you will be able to view the Debit/Credit transaction in the Debtors Transactions Tab on the Family Accounts screen.

14. If you have chosen to post the transaction as a charge to the Prebilling ledger you will be able to view the Debit/Credit transaction in the Pre Billing Tab on the Family Accounts screen.

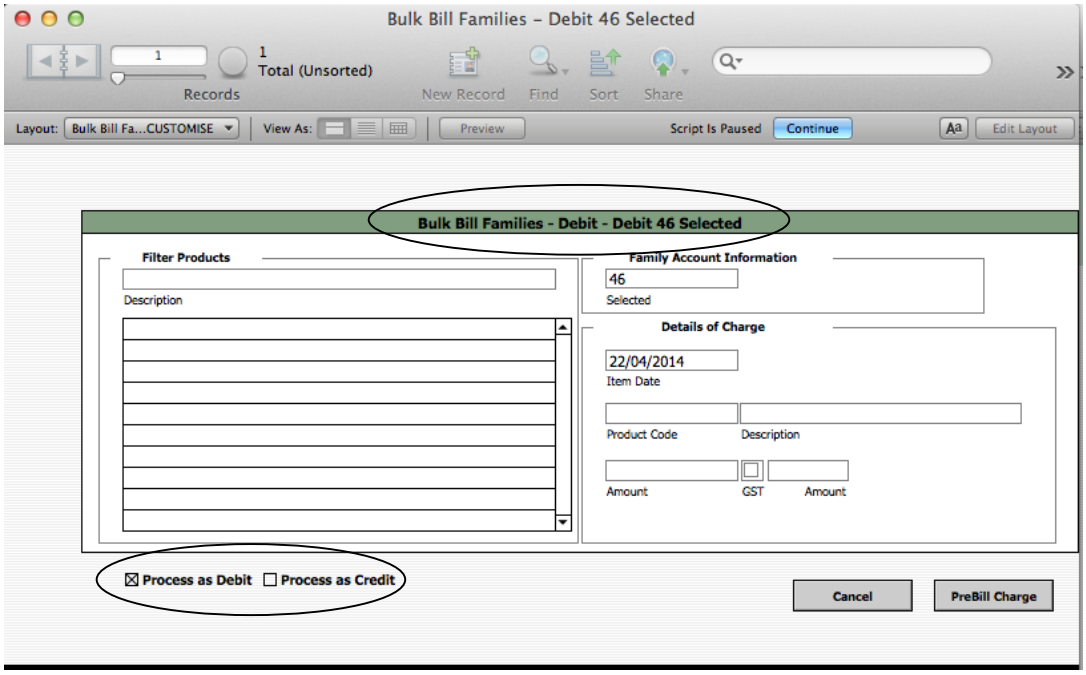
### *Bulk Bill Found Set*

You can create a Debit or a Credit the found set of Families by clicking on the Bulk Bill Found Set button in the navigation bar.

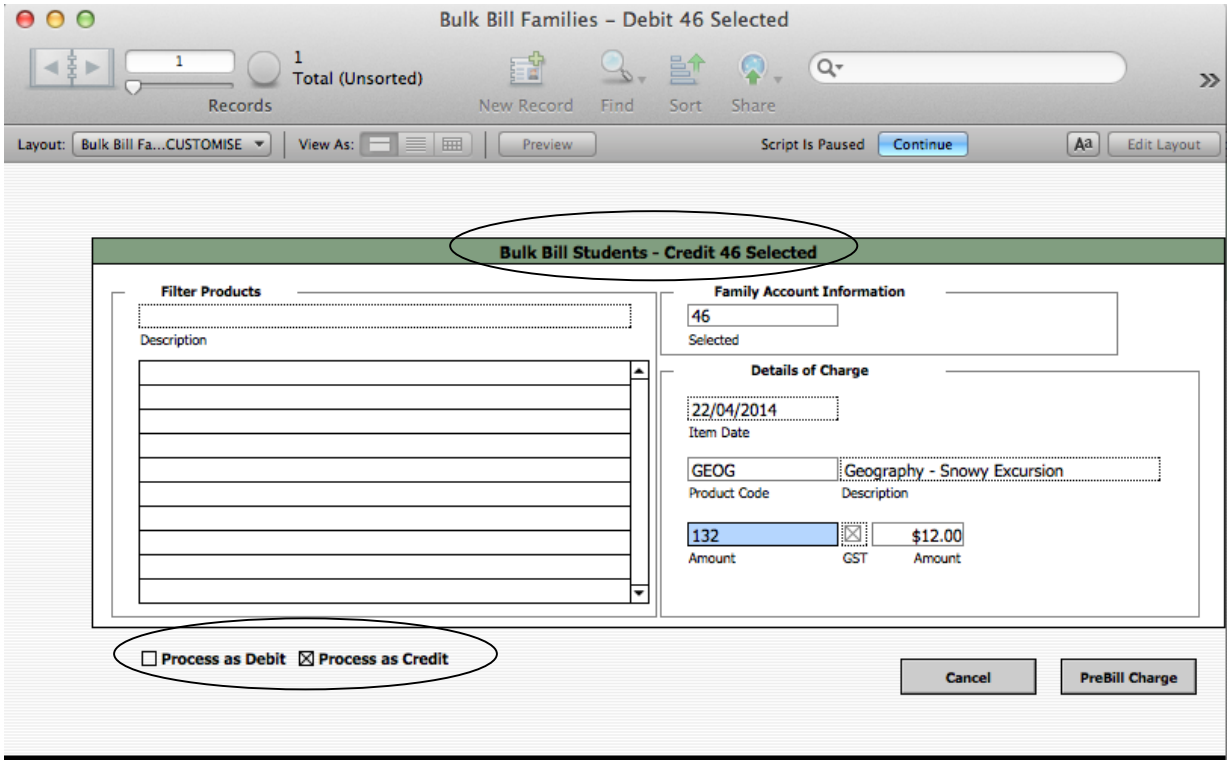
1. Find all the Families to which you wish to make the Debit/Credit.
2. In the example screen I have a found set of 46 Families. You can see this by looking at the records Found in the Status Bar




3. Click on the Bulk Bill Found Set button.

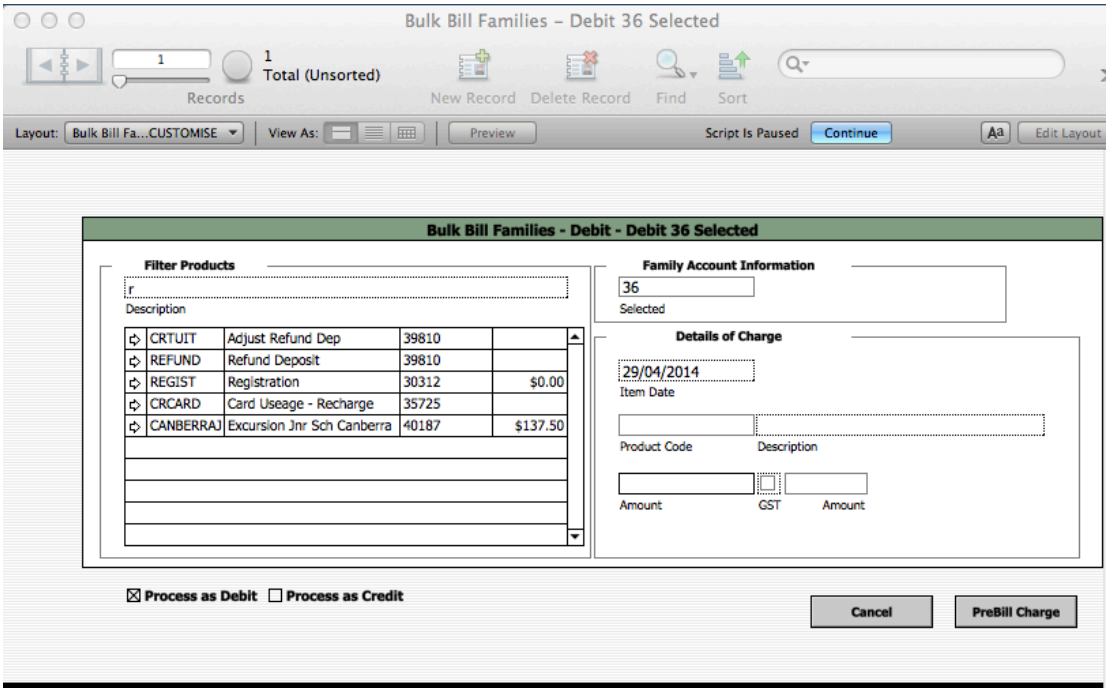



4. You will be presented with the 'Bulk Bill Families – Debit 46 Selected" (you will note that the numeric '46' represents the number of families currently found and that this is prefixed by either a Debit or Credit based on the type of transaction that you are creating) screen.

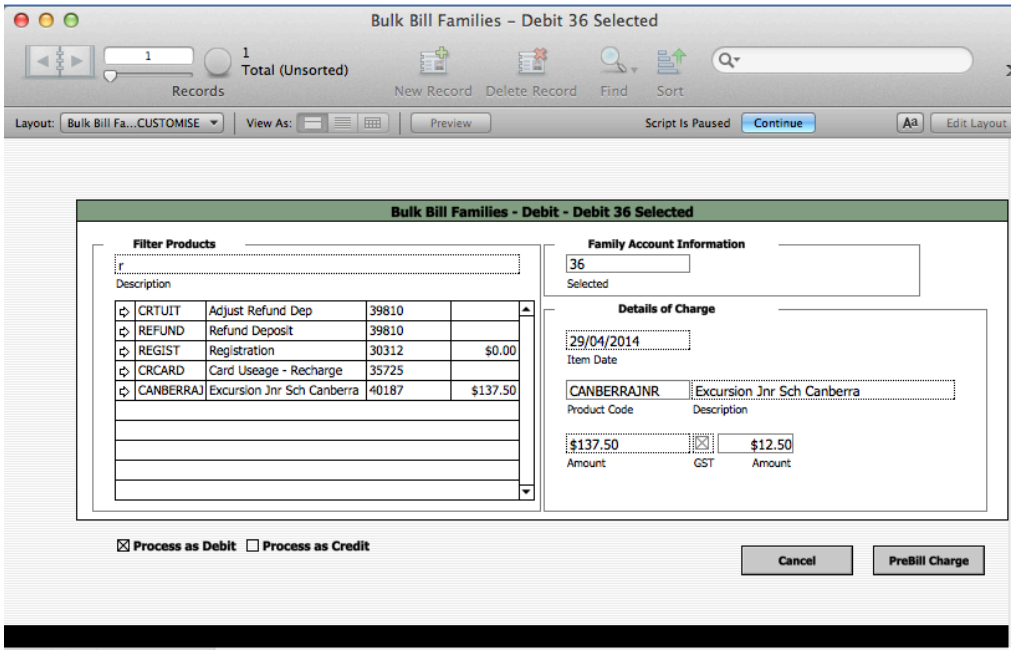



5. The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Process as Credit' check box on the bottom left hand side of the screen. The heading of the screed will have changed to "Bulk Bill Families – Credit 20 Selected and the button, on the bottom left hand side of your screen, that previously read Post as Credit now reads Post as Debit.
6. We are going to be creating Debits so I will toggle the screen back to Debit 20 Selected.

7. Enter some of the text for the billable item that you wish to charge in the Filter Billable Items field and either click the Tab Key on your keyboard of click with your cursor in the background of the layout.




8. You will be presented with a list of all Billable Items that have that configuration of text contained within their description.
9. Select the appropriate Billable Item by clicking on the small arrow to the left hand side of the Filter Billable Items portal.



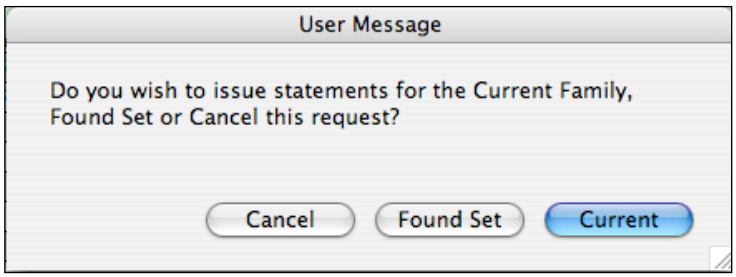

10. The detail will now have populated the information in the Details of Charge portion of the screen.
11. Click on the Pre Bill Charges button to process the charges, if you do not wish to proceed push the Cancel button.
12. You will be presented with the list of the charges in the PreBilling Items screen.

13. You can choose to review, then post all the transactions or to leave them there for posting at a later date.

***Issue Statement***

Statements can be issued in bulk by following the process from the Finance Menu, or you can issue statements from within the Family Accounts screen.

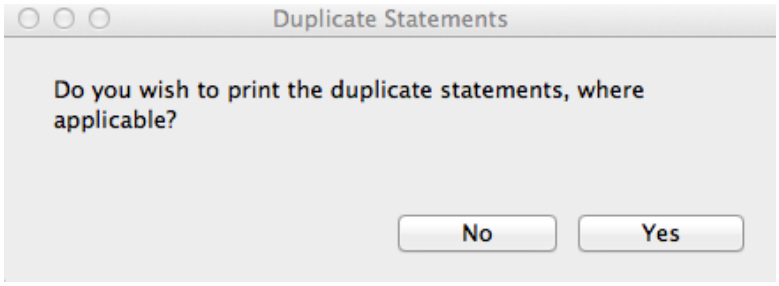
1. Click on the Issue Statement button.
2. You will be asked if you want to issue a statement for the Current Family [Current], the Found Set [Found Set] or Cancel [Cancel] the request.



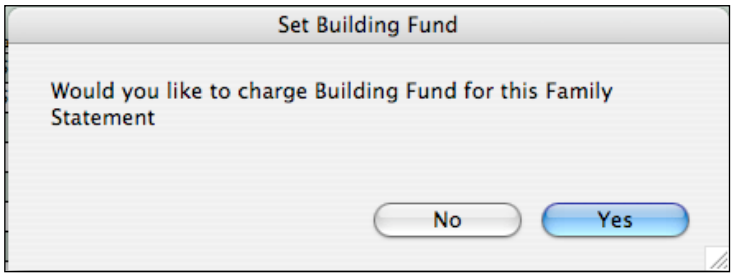

3. For this example we have clicked on the Current button.

***(Please note not all the following functionality is installed in every School)***

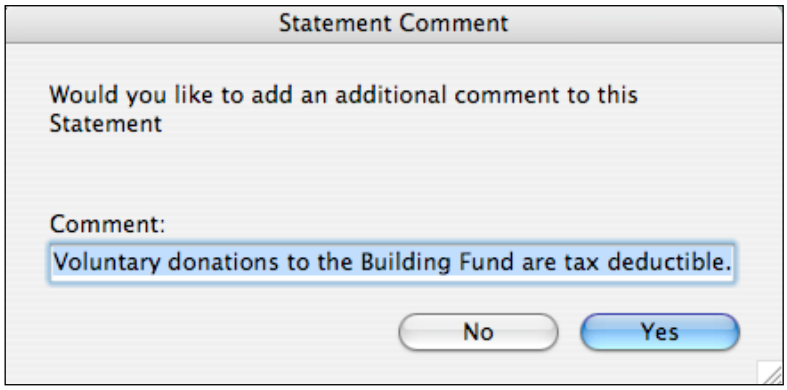
4. You are asked if you wish to issue statements to the 'Billing Address Copy' address (this means that there are two statements printed – one addressed to the Family and the other addressed to the Billing Address Copy).
5. We will select No.



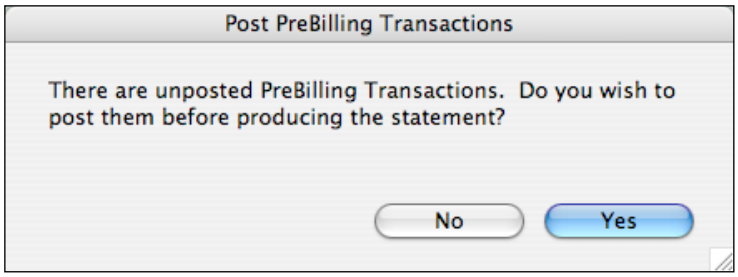

6. You are asked if you would like to charge the Building Fund for this statement.



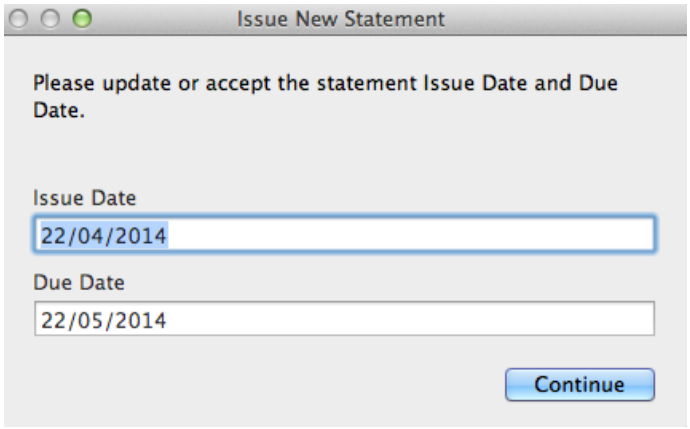

7. We have selected Yes.
8. You are asked if you wish to include an additional comment on the statement, we have selected Yes.



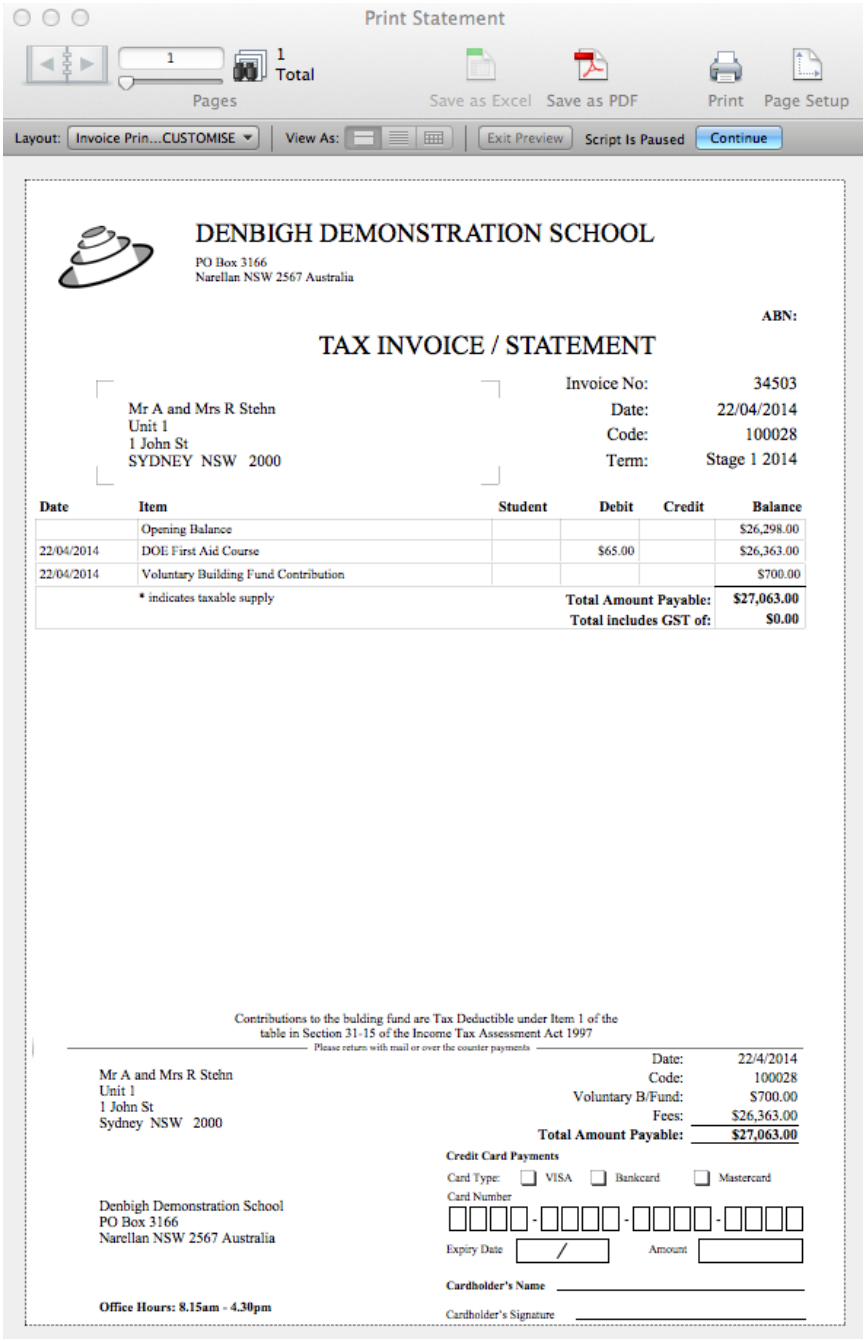

**9.** You are also advised if there are any unposted PreBilling Transactions associated with the family. If there are unposted transactions you are asked if you wish to post them before producing the statement.




**10.** We responded Yes.
**11.** You are then asked to either accept or update the statement Issue and Due Dates.




12. You are then presented with the statement in preview mode you can choose to Continue by click on the blue Continue button on the top right hand side in the Status Bar to print this document.

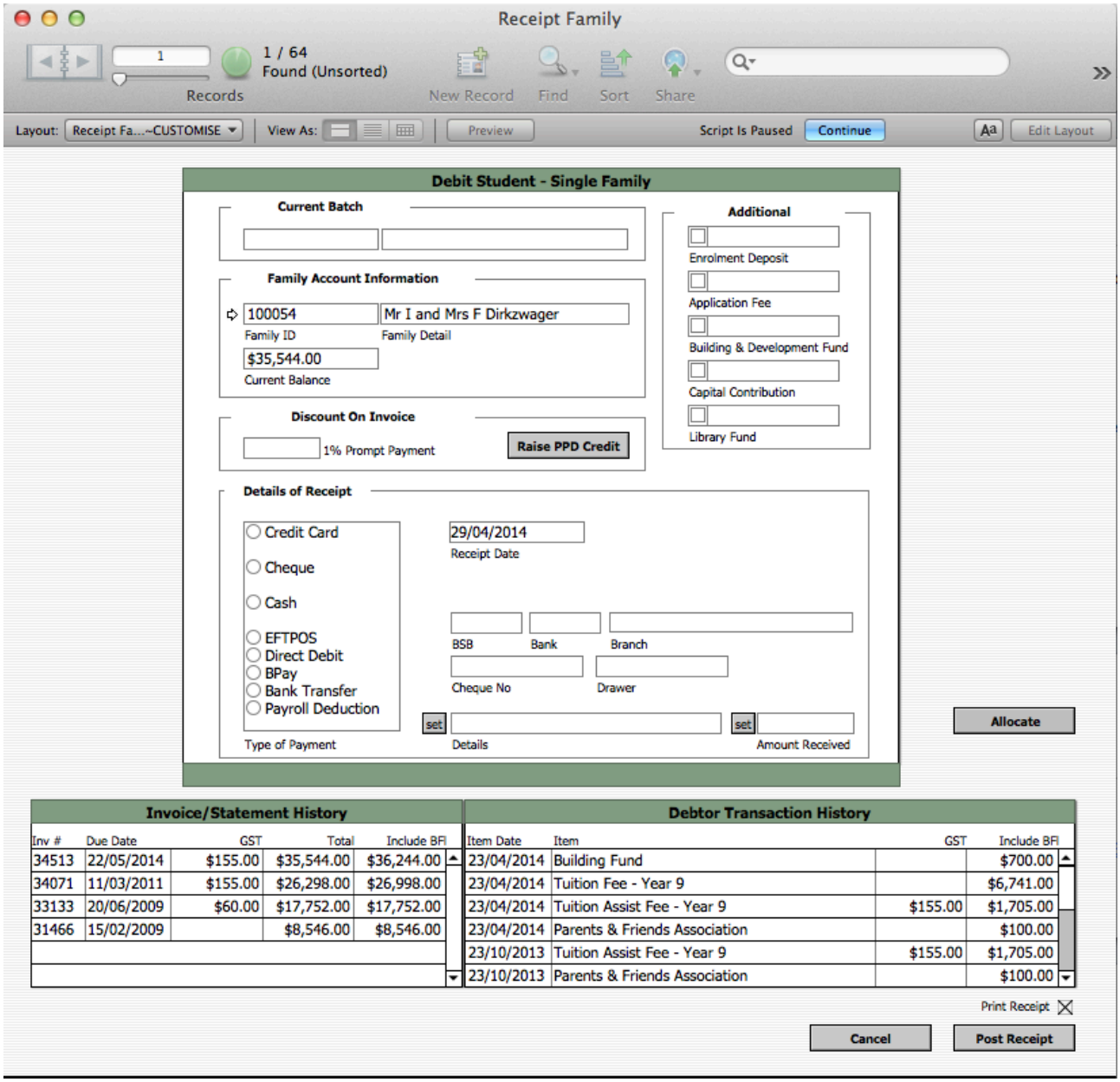



13. After printing the statement you will be returned to the Family Accounts screen on the Statements Tab. You will be able to view the details of the new statement in the first line of the portal.

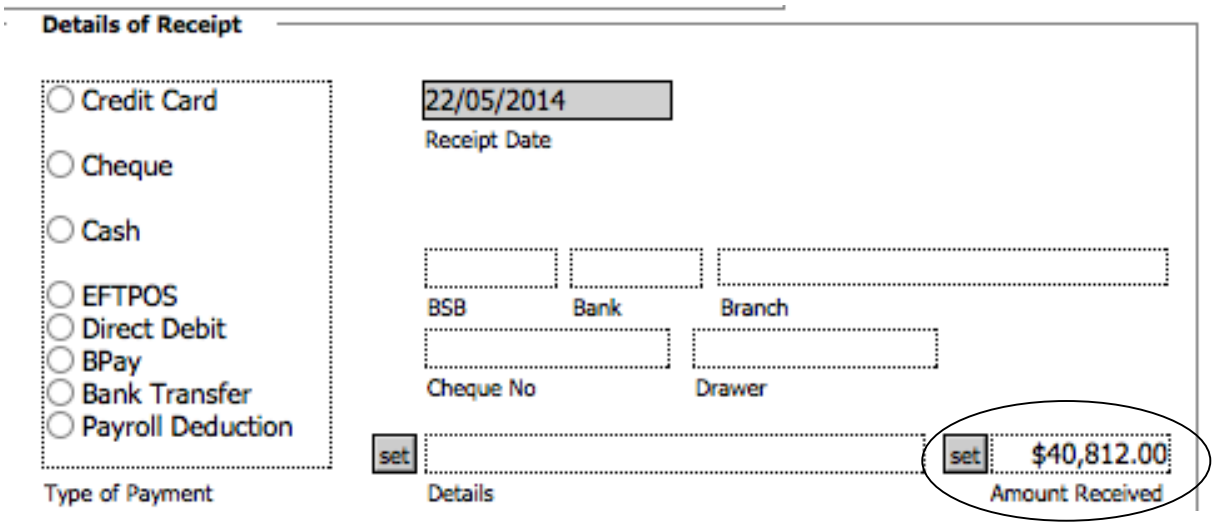
### *Receipt Payment*

You can receipt a payment from a family by clicking on the Receipt Payment button.

1. You will be presented with the Receipt Family screen populated with the details of the current family.



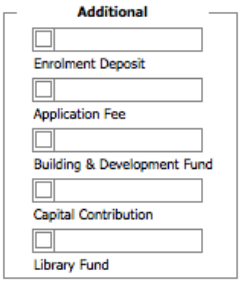

2. There is the Invoice/Statement History detail on the left hand portal and the Debtor Transaction History showing on the right hand portal.
3. Please note that the Family ID, Family Detail and Current Balance fields will have been automatically populated with the detail that relates to the current family.
4. The Date field is automatically populated with the current date, this can be changed if required.
5. Select the Type of Payment by clicking on the appropriate radio button in the details of Recept portion of the screen.
6. If the payment is made by cheque please populate the cheque details.



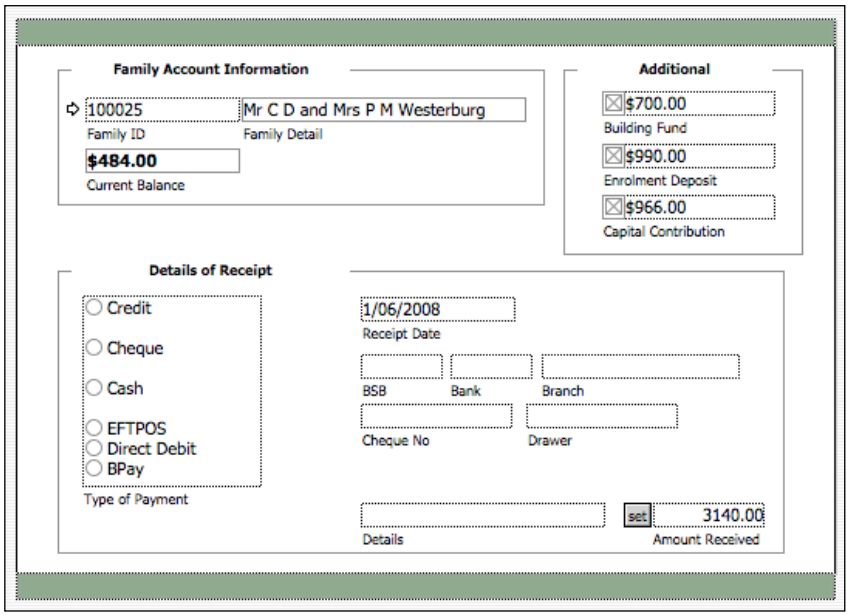

7. You can choose to automatically 'Set' the payment about to the current amount due by clicking on the Set button to the left hand side of the Amount Received field.
8. Please ensure that you populate the Details field, even if the method of payment is other than a cheque.

***The following functionality is not implemented on every system***

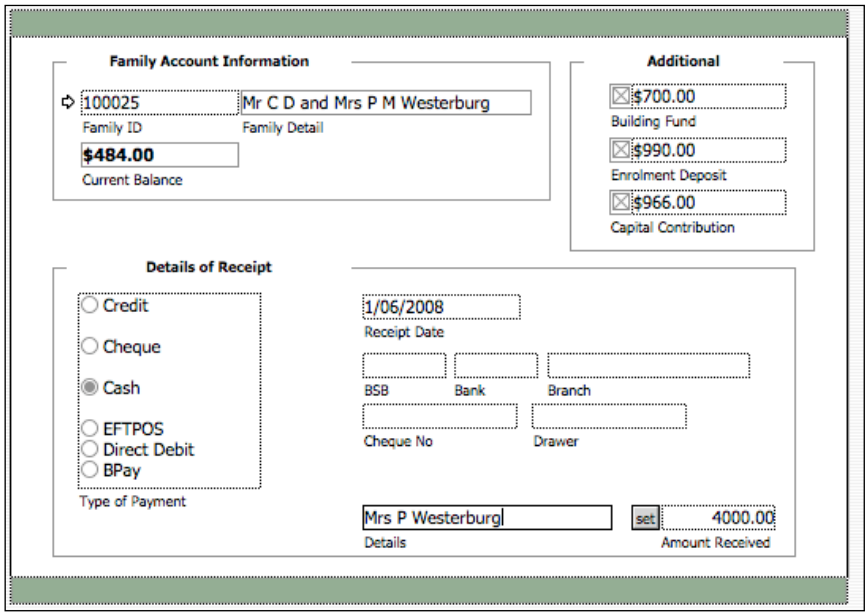
9. If the payment is for Building Fund, and/or Enrolment Deposit, and/or Capital Contribution, and/or Application Fee, and/or Library fund, click on the check box next to the fields and the amount will automatically be showing in the field.



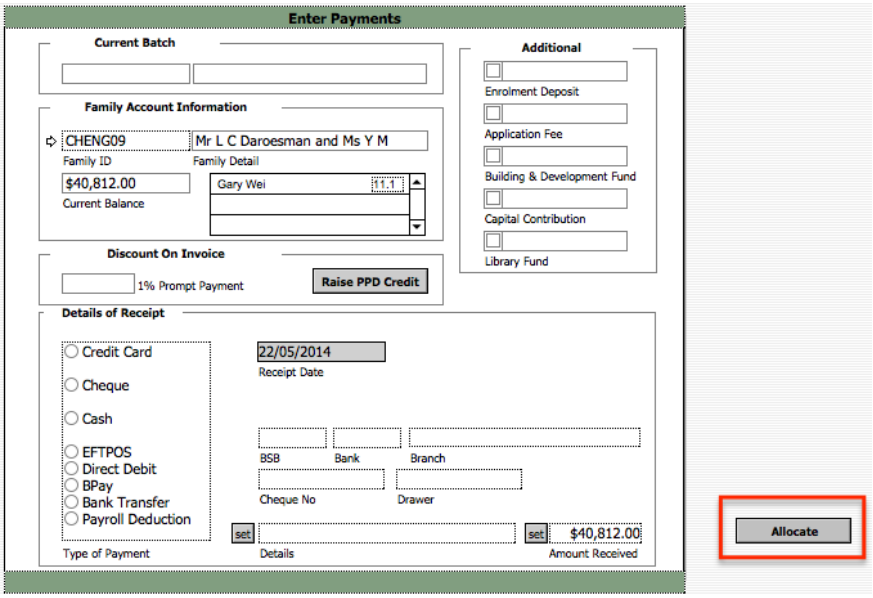

10. You can update the Amount Received field to automatically calculate the inclusion of the payments for these items by clicking on the Set button to the left hand side of the Amount Received field.

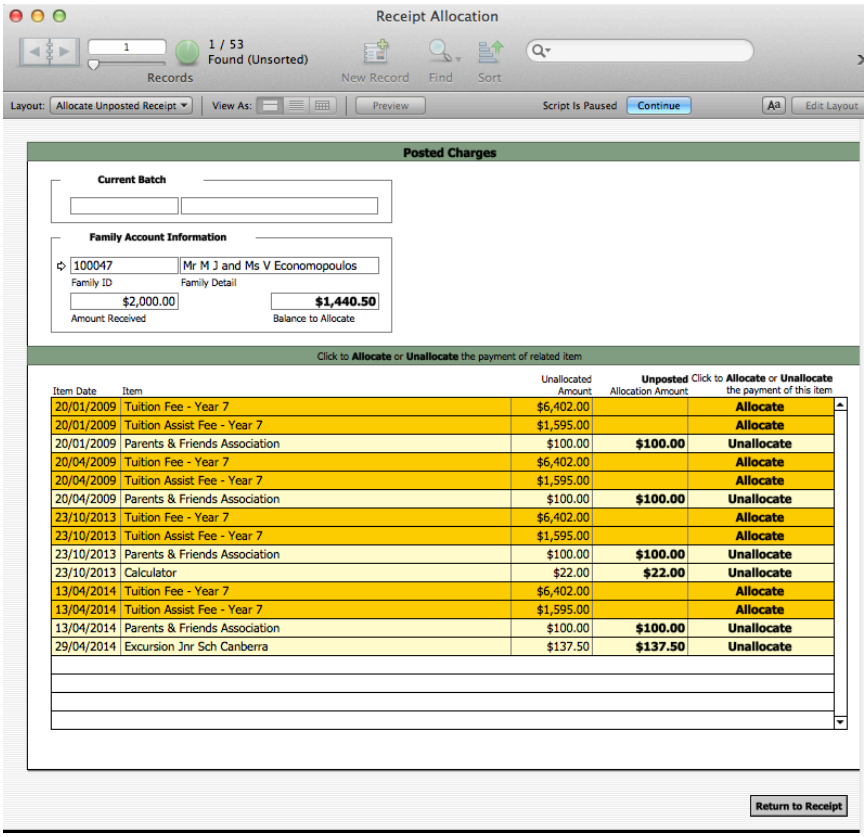



**11.** If the payment is for an amount other than these calculations you click your cursor into the Amount Received field and type in the amount of the payment.

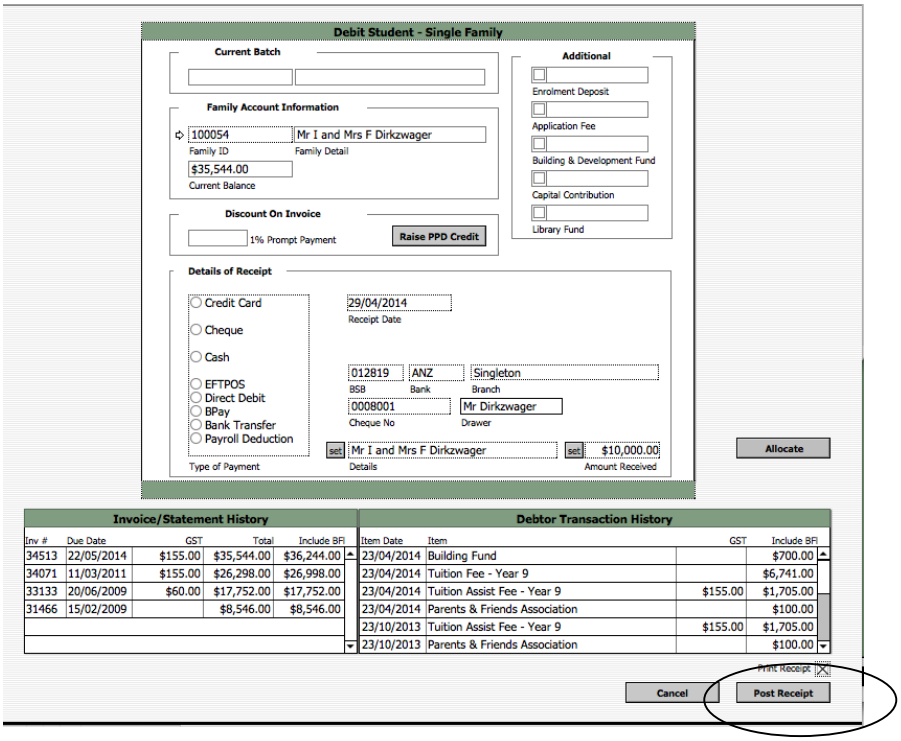



**12.** Allocate Button – Denbigh automatically allocates the monies to the oldest amount to the newest. But you can manually allocate any receipts.



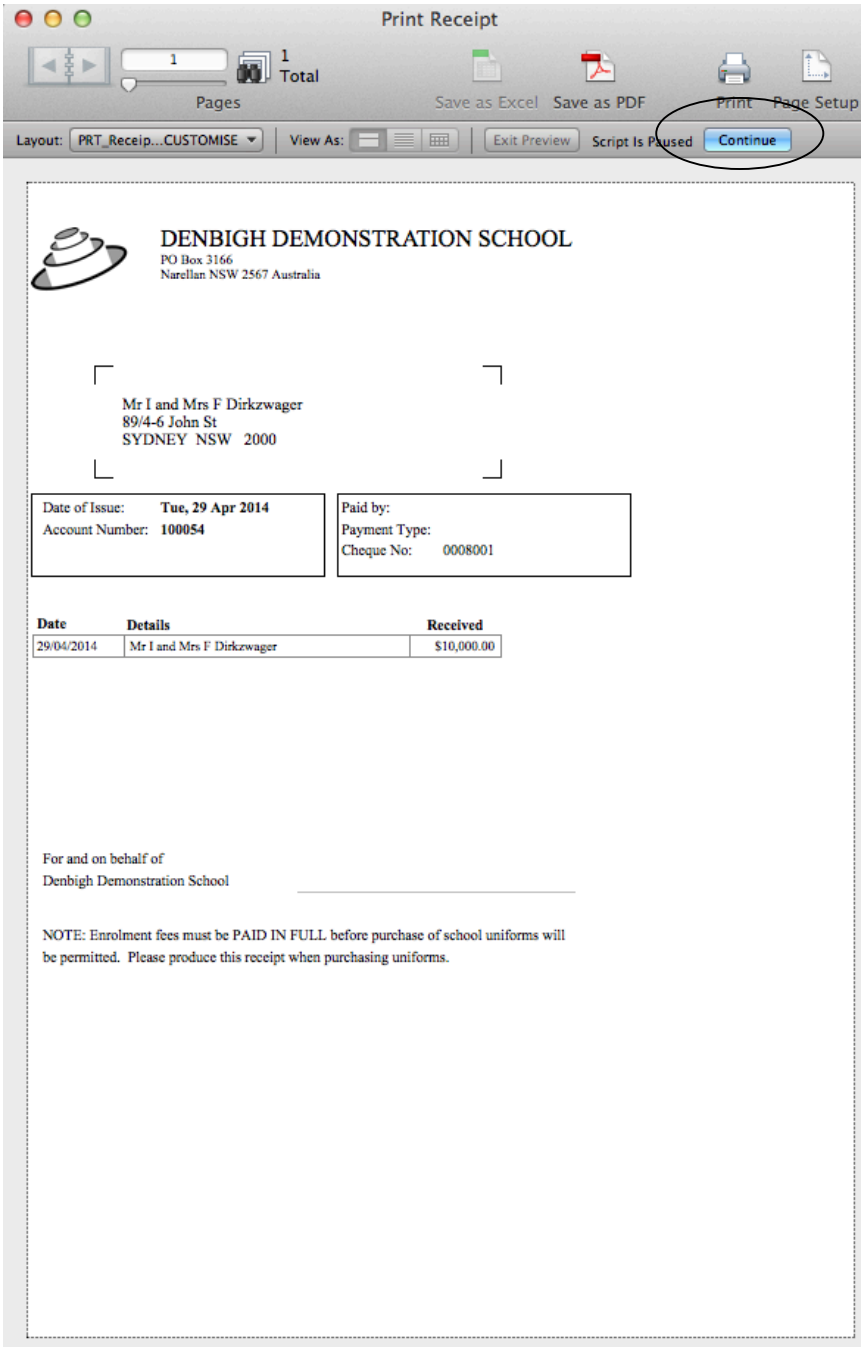




13. When you have finished entered the details of the payment click on the Post Receipt button on the bottom right hand side of the screen.
14. If you wish to Cancel the entry click on the Cancel button on the bottom right hand side of the screen.
15. You will note that there is a check box call Print Receipt on the bottom right hand side of the screen.

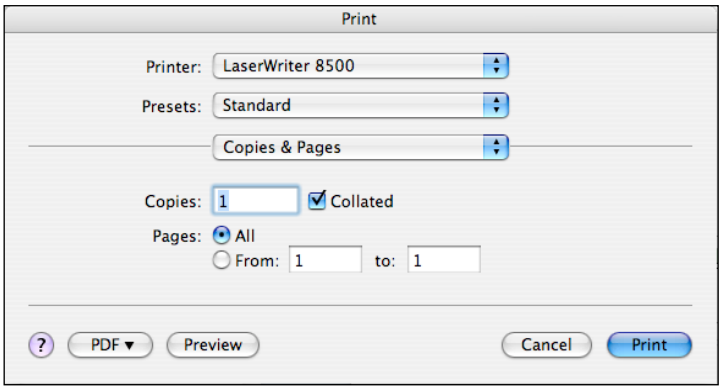



**16.** This check box is automatically set to checked when you enter the screen and means that a recept will be printed after you click on the Post Receipt button. If you do not wish to print a receipt on completion then click in the box with your cursor that will uncheck the box and no receipt will be printed.

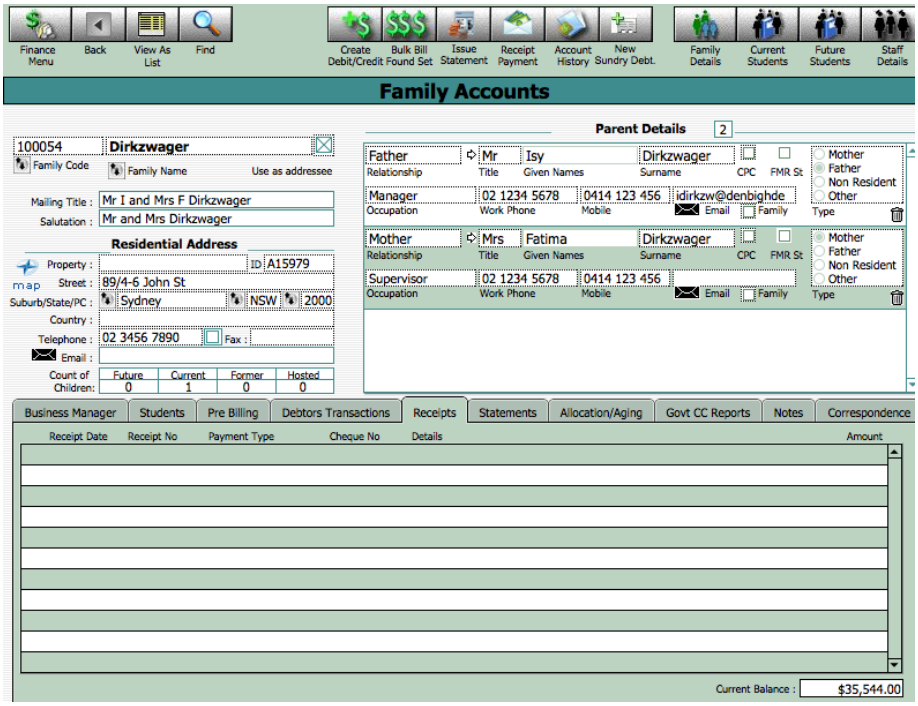
**17.** Click on the Process Receipt button and you will be presented with the receipt in Preview Mode.



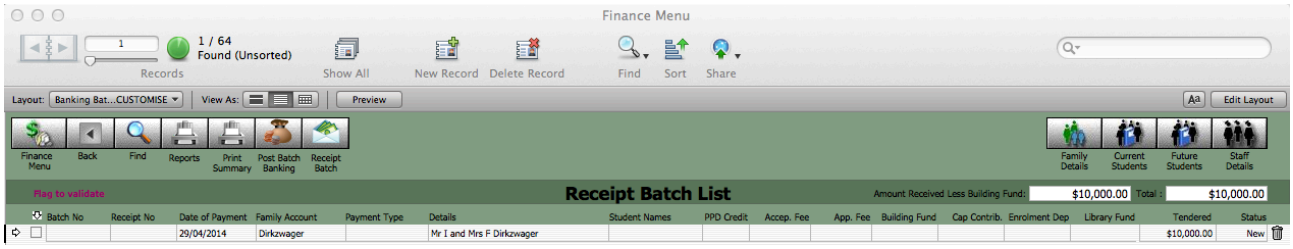

**18.** Click on the blue Continue button showing in the Status Bar on the top of the screen.
**19.** You will note that no Receipt Number has been issued for this record as the recept has note yet been posted.
**20.** You will be presented with the Print dialogue box.



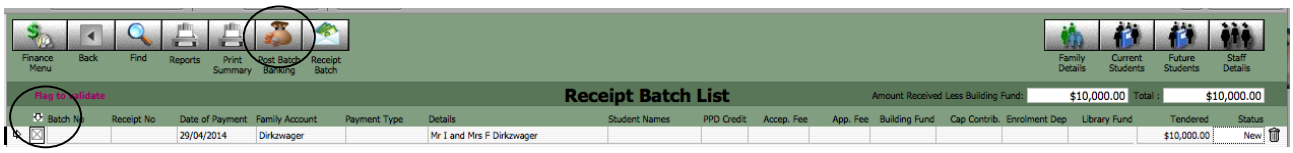

**21.** Click on the Print button to print the receipt, or Cancel to not print the receipt.
**22.** You will be returned to the Family Accounts screen.
**23.** You will note that if you go to the Receipts Tab there will be no entry for the amount that you receipted.



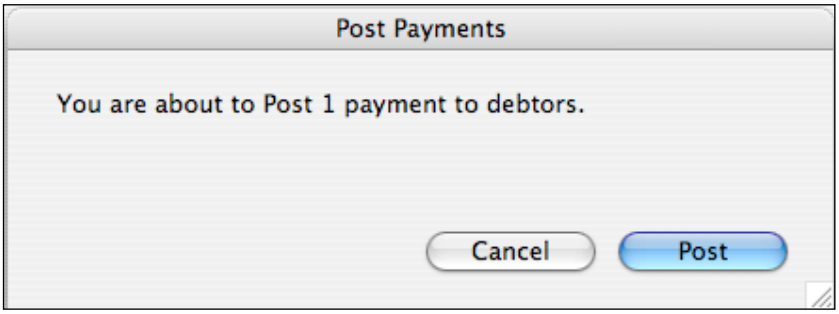

**24.** To complete the processing of the receipt go to the Finance Menu.
**25.** Click on the Receipting button, then the Review Batch button you will be presented with a list of the receipts that have not yet been posted.



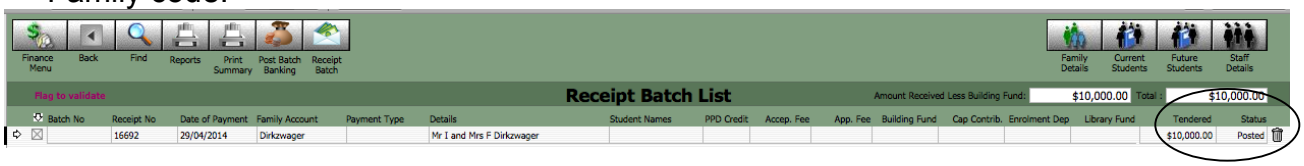

**26.** To post this receipt click on the check box under the 'Flag to validate' text on the top left hand side of the screen. The box will now be checked.



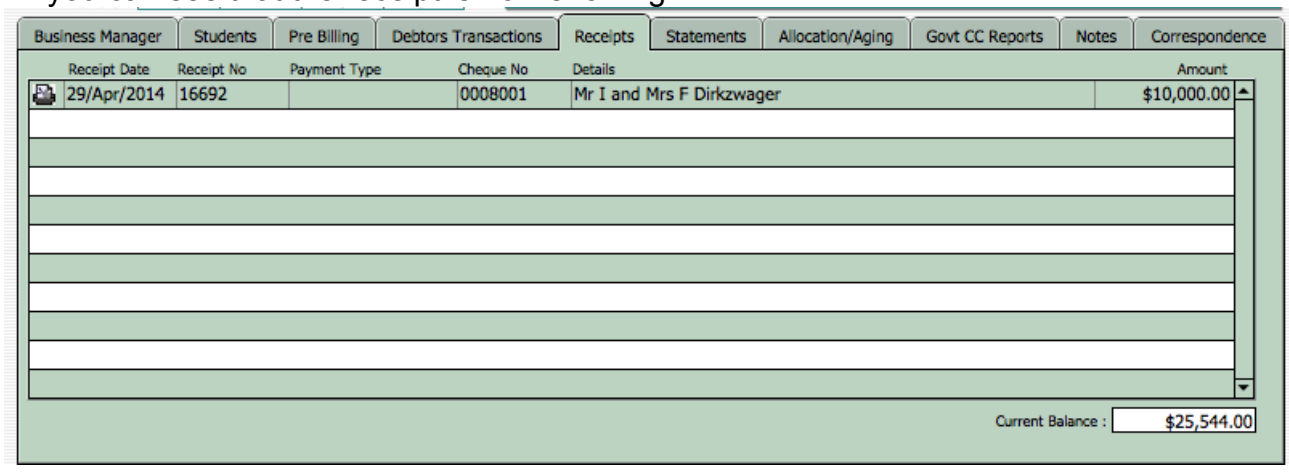

**27.** Click on the Post Batch Banking button on the top of the screen in the Navigation Bar.
**28.** You will receive a message advising that you are about to post 1 payment to the debtors.



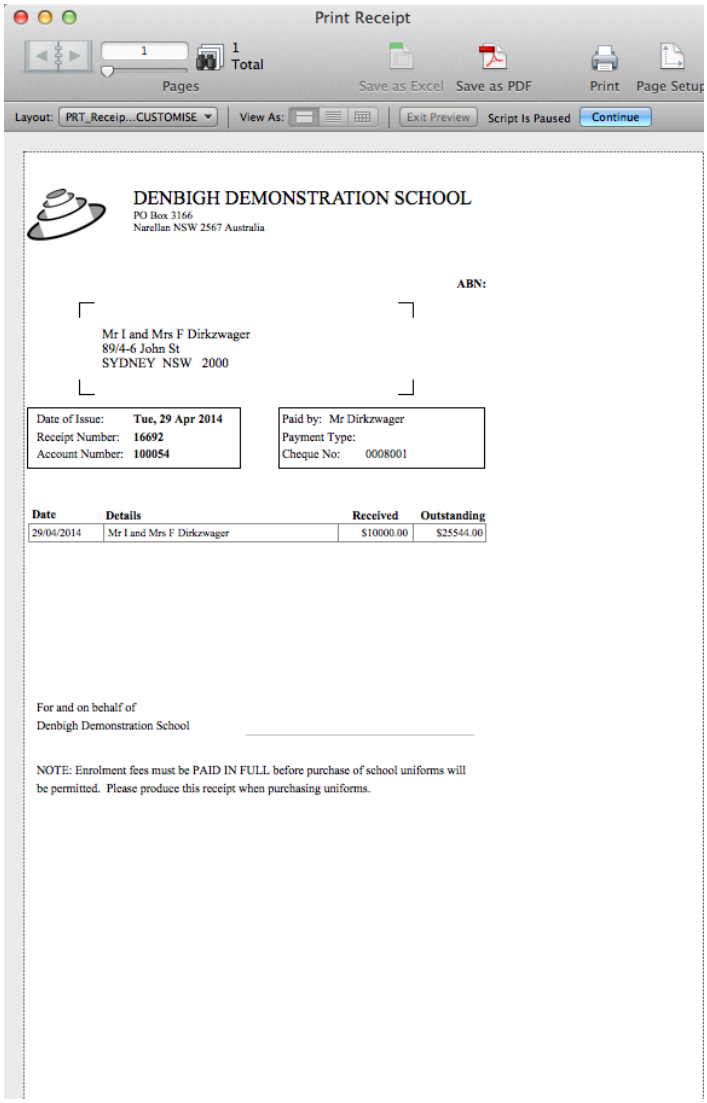

**29.** To post the record click on the Post button, to cancel the action click on the Cancel button.
**30.** After click on the posting button you will be presented with the Receipt Batch List screen showing 0 records.
**31.** If you wish to see the record that you have just posted you perform a Find on the Family code.



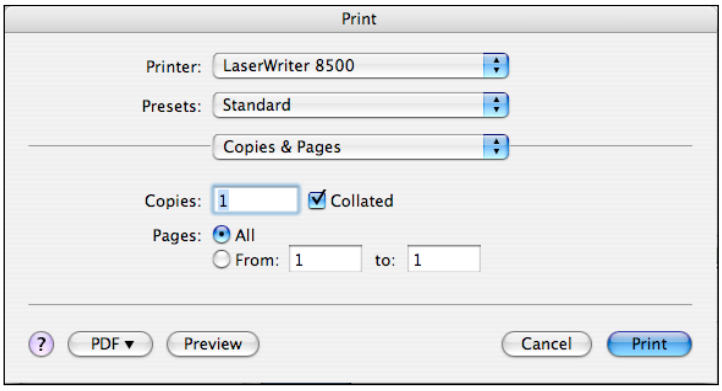

**32.** You can see that the Status of the record has changed from New to Posted.
**33.** Alternately, if you return to the Family Accounts screen and click on the Receipts Tab you can see that the receipt is now showing.




**34.** You will note that there is now a Receipt No (refer Receipt No. field) showing against this transaction.
**35.** To print a receipt with a receipt number click on the small printer icon to the left hand side of the related row.




**36.** Click on the blue Continue button showing in the Status Bar on the top of the screen.
**37.** You will be presented with the Print dialogue box.



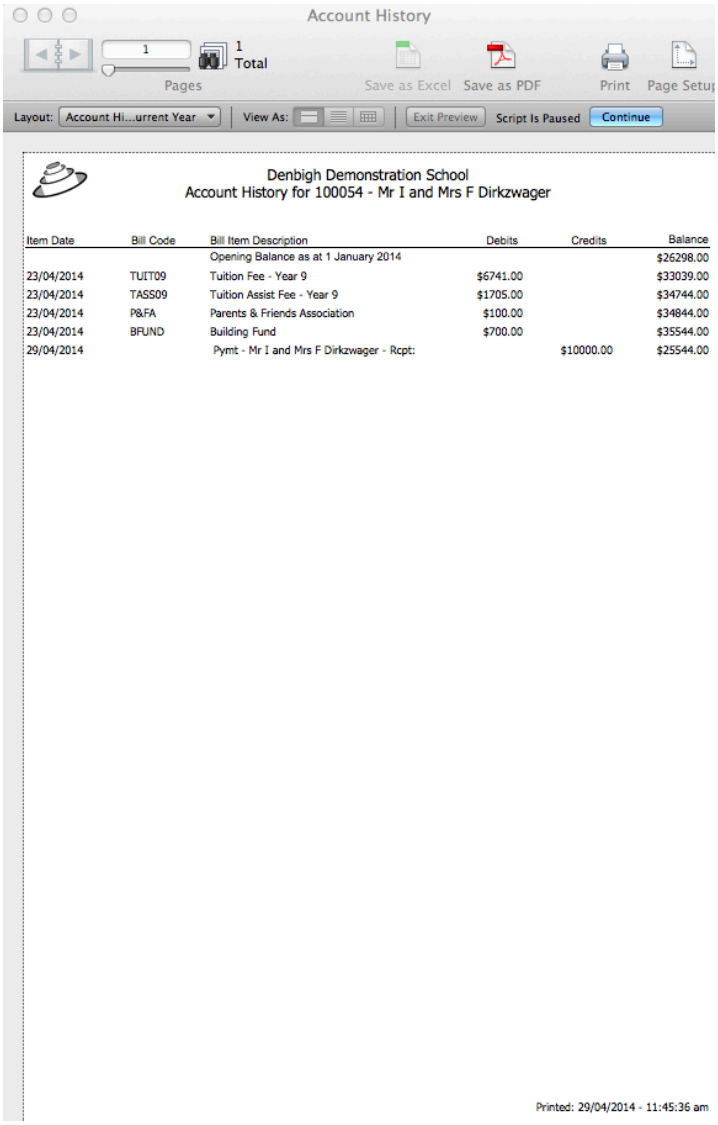

**38.** Click on the Print button to print the receipt, or Cancel to not print the receipt.
**39.** You will be returned to the Family Accounts Form View showing the Receipts Tab.

### *Account History*

This button will allow you to printout a history of this families transactions either for the current year or all transactions.

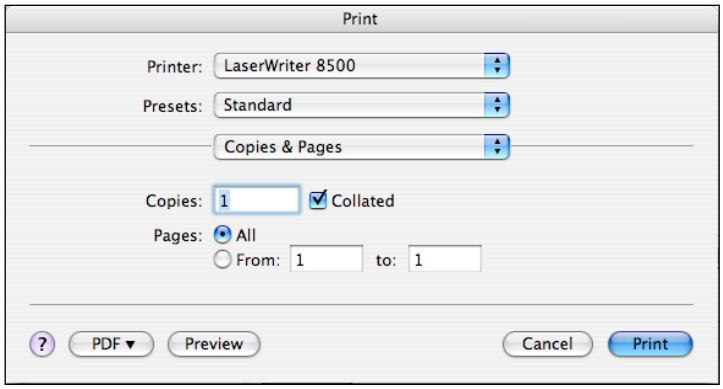
1. Click on the Account History button.
2. You will be asked if you wish to print a history of All [All] transactions or only those in the Current Year [Current].

3. In this example I have click on the Current button.
4. You will be presented with a list in Preview Mode, sorted by date, of all transactions for this family in the current year.



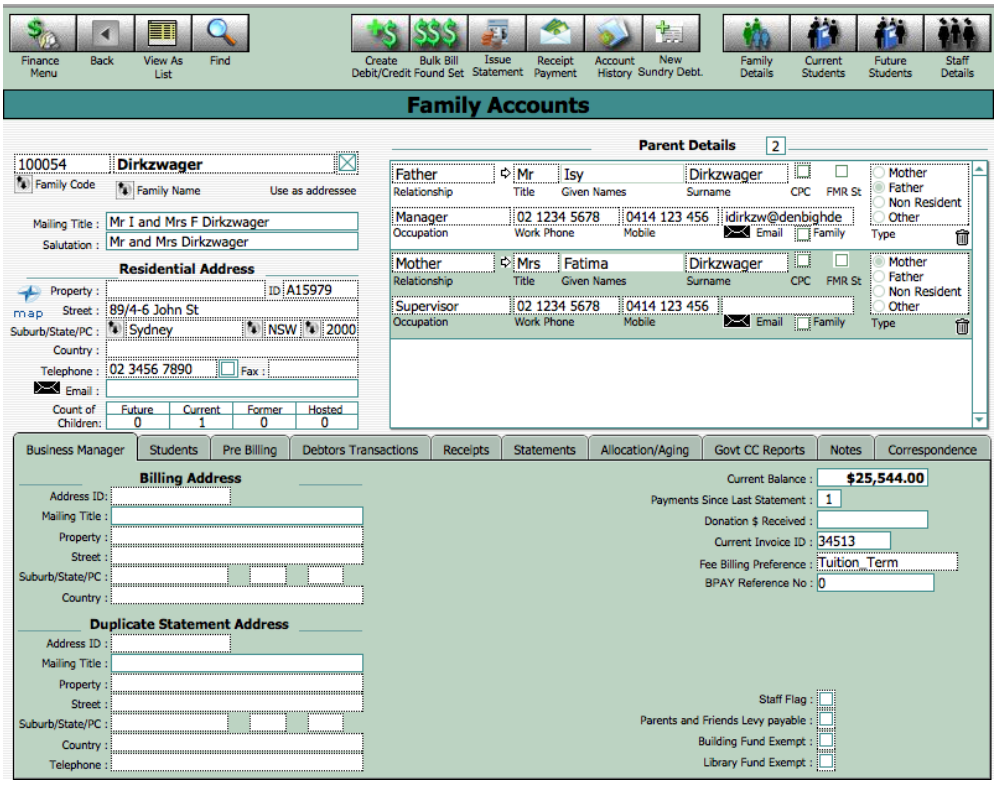

5. Click on the blue Continue button showing in the Status Bar on the top of the screen.

6. You will be presented with the Print dialogue box.




7. You will be returned to the Family Accounts Form View.

## Family Accounts




### *Family Details*

This button will present you with the related family details in the Family Detail Form View screen.

### *Current Students*

Presents the user with the Current Student Details Accounts form view screen.

### *Future Students*

Presents the user with the Future Student Details Accounts form view screen.

### *Staff Details*

Presents the user with the Staff  Details list view screen.

## Tabs

### *Business Manager*

The Business Manager's Tab contains information such as the Billing Address or the address if there is a Split Family billing process also preferences that relate to the billing for the family, such as Staff Flag, Parents and Friends Levy payable, etc.  This screen also shows a financial summary, such as the Current Balance of the family's account, payments since last statement, etc.

### *Students*

The Student's Tab shows 3 separate tabs for Future, Current and Former Students attached to the family.

### *Pre Billing*

The Pre Billing Tab shows a list of all transactions for the family that have not yet been posted to Debtors.

### *Debtor Transactions*

The Debtors Transactions Tab shows a list of all transactions for the family that have been posted to Debtors.

### *Receipts*

The Receipts Tab shows a list of all receipts for the family that have been posted to Debtors.

### *Statements*

The Statements Tab shows a list of all statements that have been issued to the family and an archive tab with any statements printed to PDF.

### *Allocation/Aging*

The Allocation/Aging Tab shows a list of posted transactions (Debits, Credits and Receipts) and any funds that have not yet been allocated; i.e. payments/credits offset against a charge.

### *Govt CC Reports*

The list of receipts for the Registered Child Care.

### *Notes*

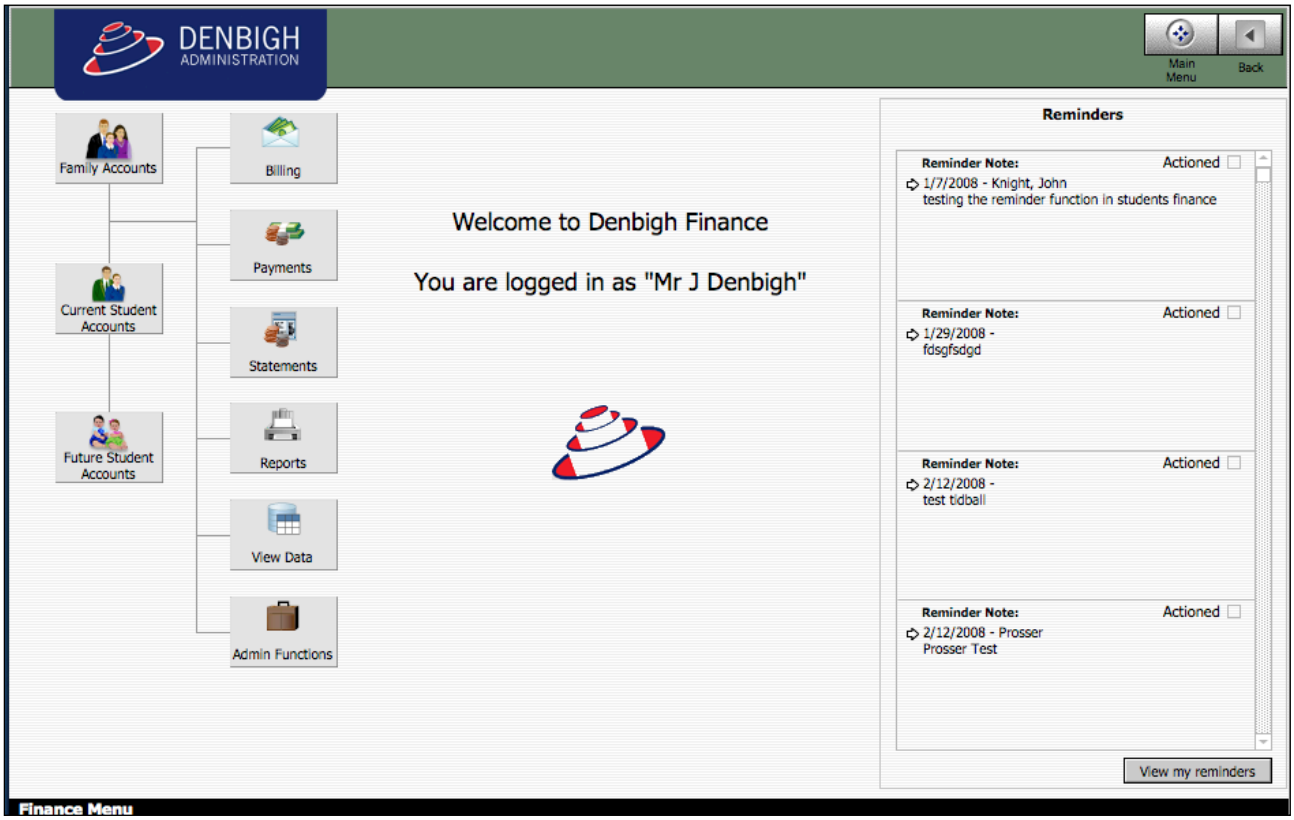
The Finance Notes Tab shows a list of all financial notes that have been made in relation to this family.

### *Correspondence*

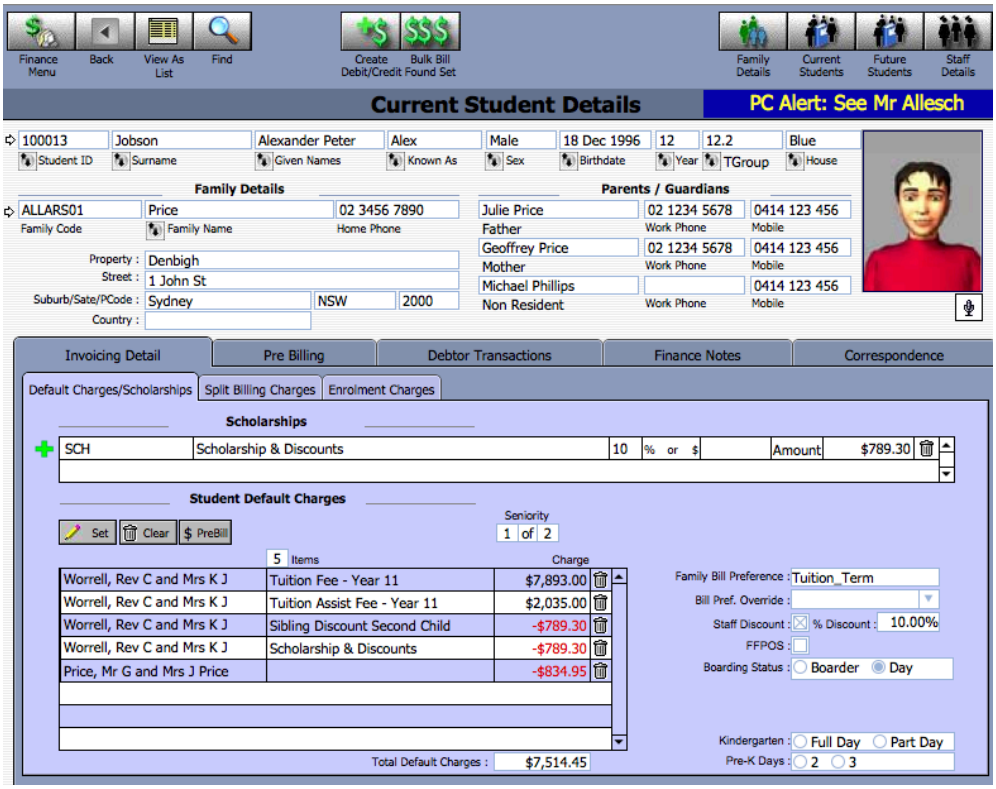
All Correspondence that have been sent in relation to this family.

# CURRENT STUDENT ACCOUNTS

To access the Family Accounts click on the Current Student Accounts button.

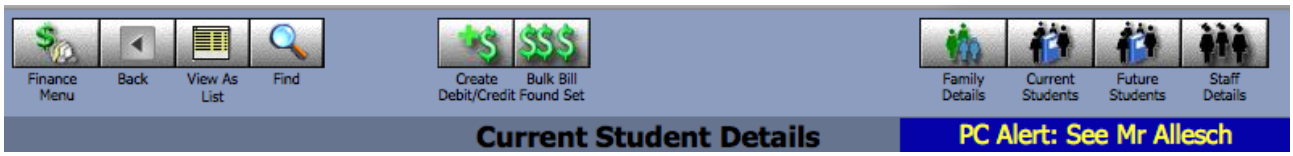



You will be presented with the Form View of the Current Student Accounts detail.



## Navigation

The following is a description of the various buttons on the standard navigation bar in the Family Accounts screen.




### *Finance Menu*

Returns you to the Finance Menu.

### *Back*

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

### *View As List*

Presents a list of all Student Debtors, including the a sum of any prebilling and a total of invoiced transactions.

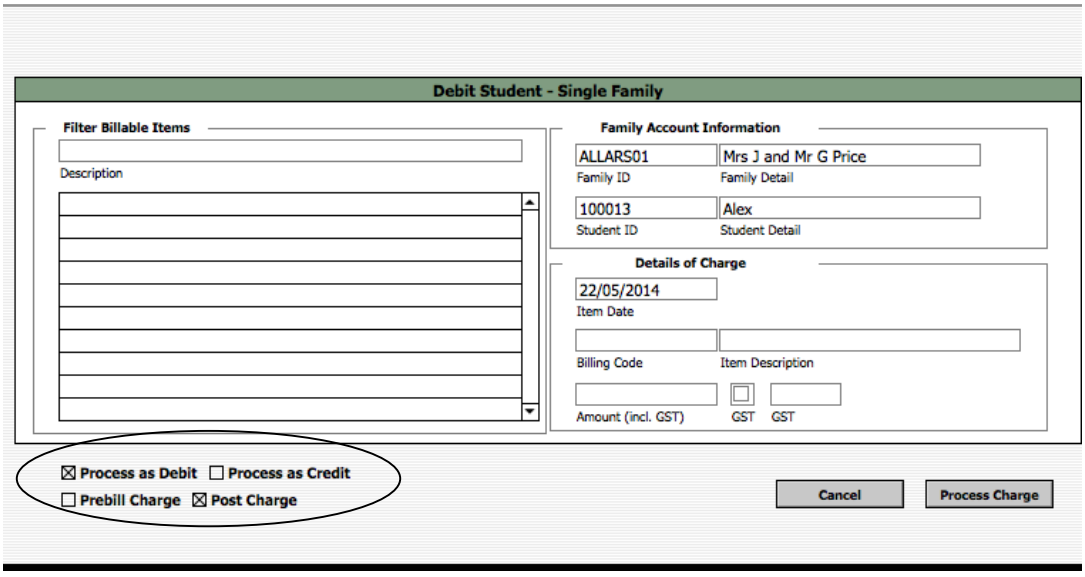
### *Find*

This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

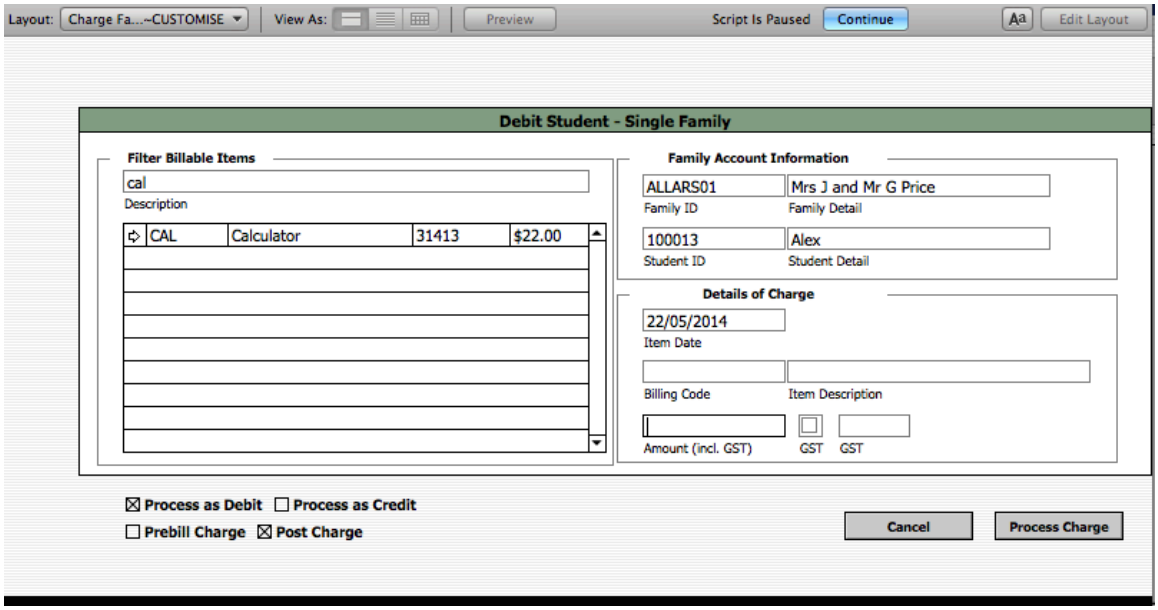
### *Create Debit/Credit*

You can create a Debit or a Credit for the family being viewed in the Family Accounts screen.

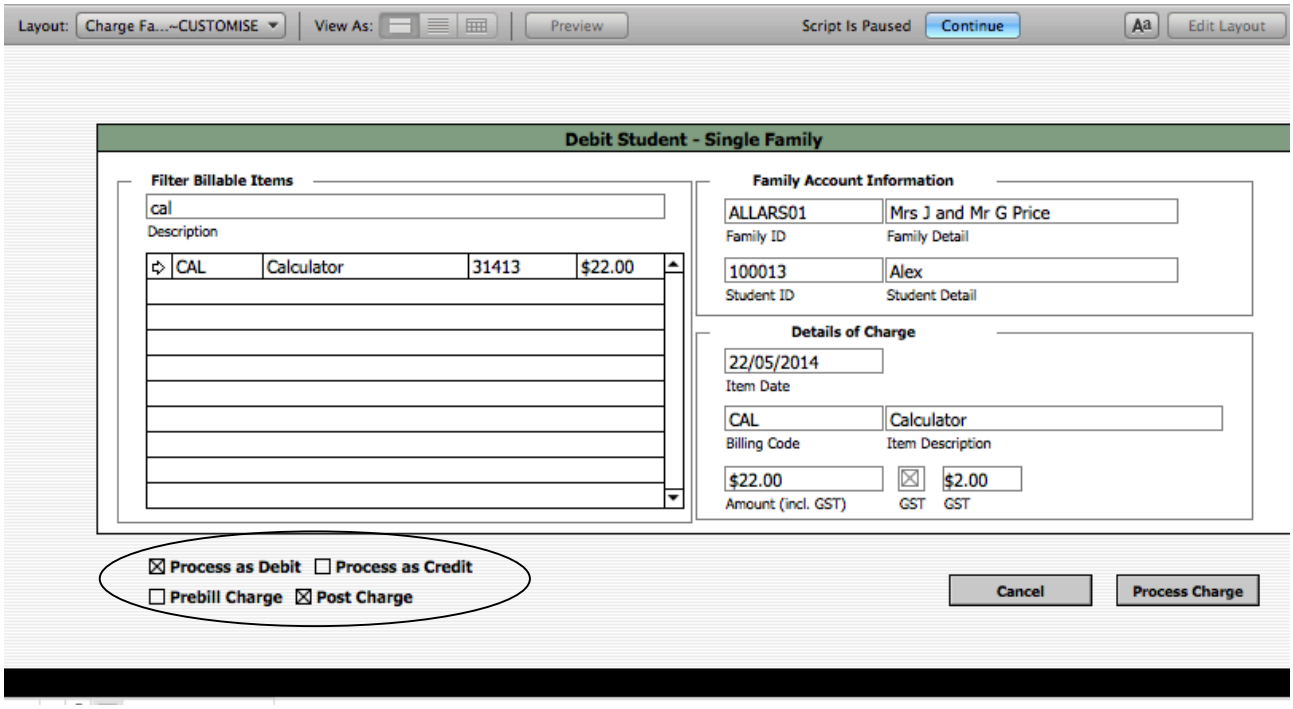
1. Click on the Create Debit/Credit button.
2. You will be presented with the 'Debit Student – Single Family' screen. The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Post as Credit' button on the bottom left hand side of the screen.



3. Enter some of the text for the billable item that you wish to charge in the Filter Billable Items field and either push the Tab Key on your keyboard of click with your cursor in the background of the layout.
4.




5. You will be presented with a list of all Billable Items that have that configuration of text contained within their description.
6. Select the appropriate Billable Item by clicking on the small arrow to the left hand side of the Filter Billable Items portal.
7. The detail will now have populated the information in the Details of Charge portion of the screen.
8. The default process posts this transaction straight through to the Debtors Ledger.



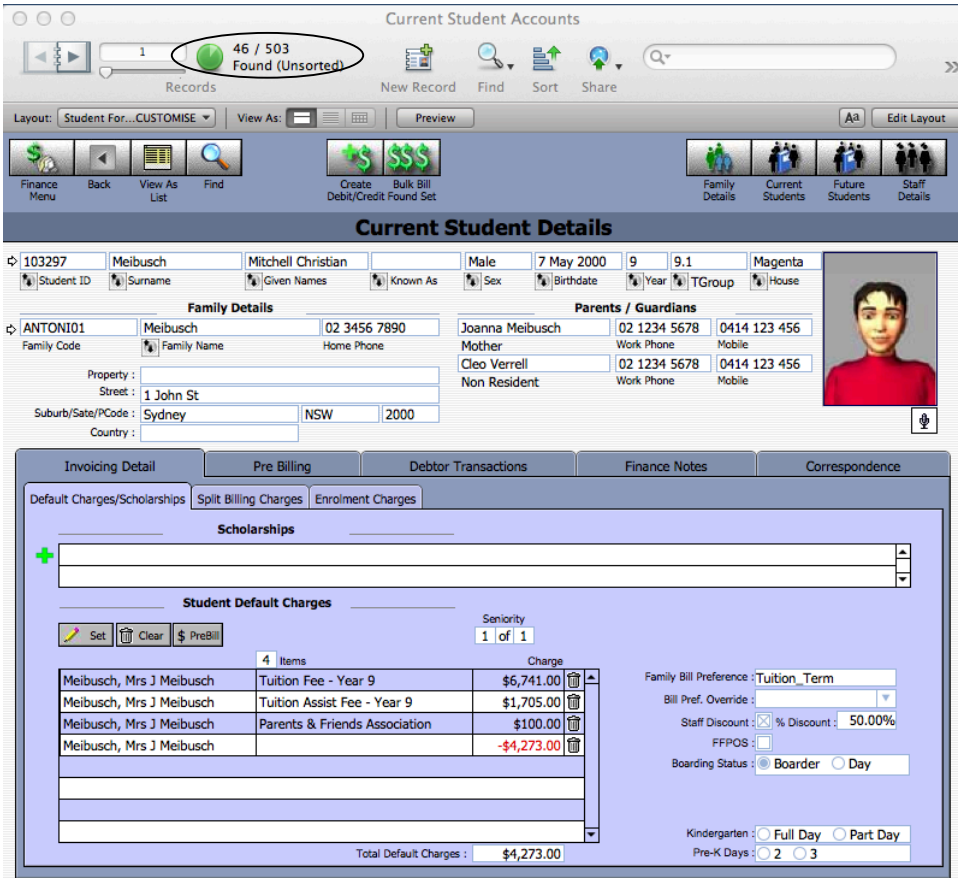

9. This is indicated in by the Check Box “Process as Debit”.

10. However, you can choose to ‘Post to Prebilling’ by clicking the ‘Prebill Charge” the button on the bottom right hand side of the screen.
11. When you are happy with the charge click on the “Process Charge” button on the right hand side.
12. If decide that you do not wish to create this transaction click on the Cancel button on the right hand side of the screen.
13. You will be returned to the Family Accounts screen.
14. If you have chosen to post the transaction as a charge to the Debtors ledger you will be able to view the Debit/Credit transaction in the Debtors Transactions Tab on the Family Accounts screen.
15. If you have chosen to post the transaction as a charge to the Prebilling ledger you will be able to view the Debit/Credit transaction in the Pre Billing Tab on the Family Accounts screen.

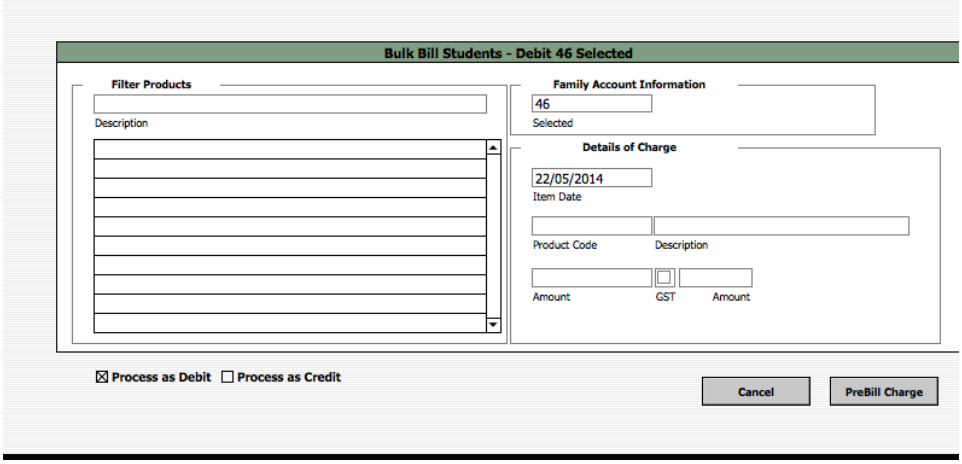
### *Bulk Bill Found Set*

You can create a Debit or a Credit the found set of Students by clicking on the Bulk Bill Found Set button in the navigation bar.

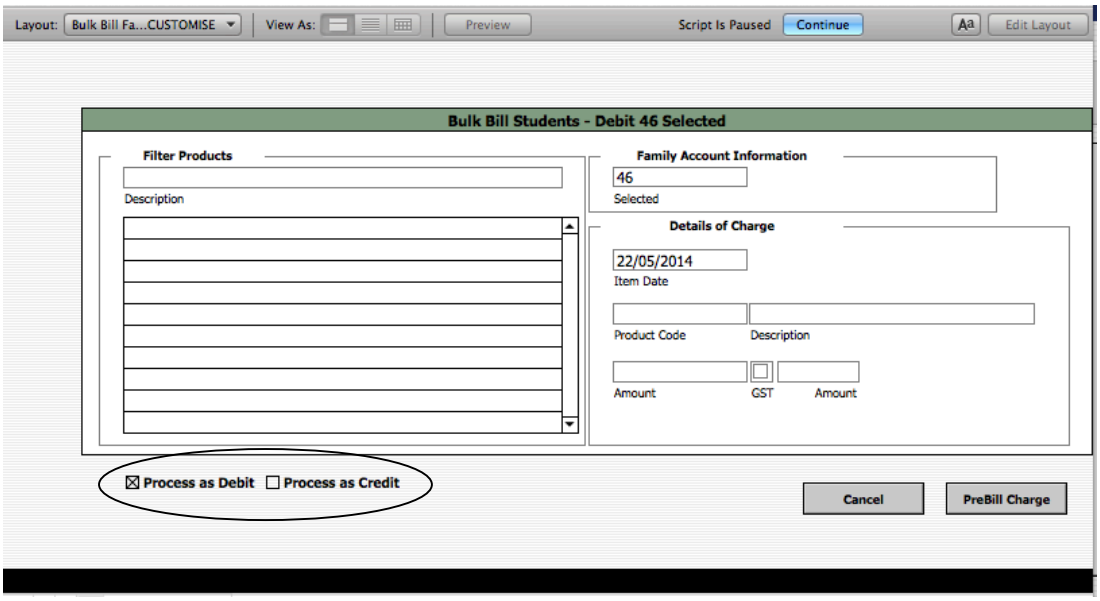
1. Find all the Students to which you wish to make the Debit/Credit.
2. In the example screen I have a found set of 46 Students. You can see this by looking at the records Found in the Status Bar



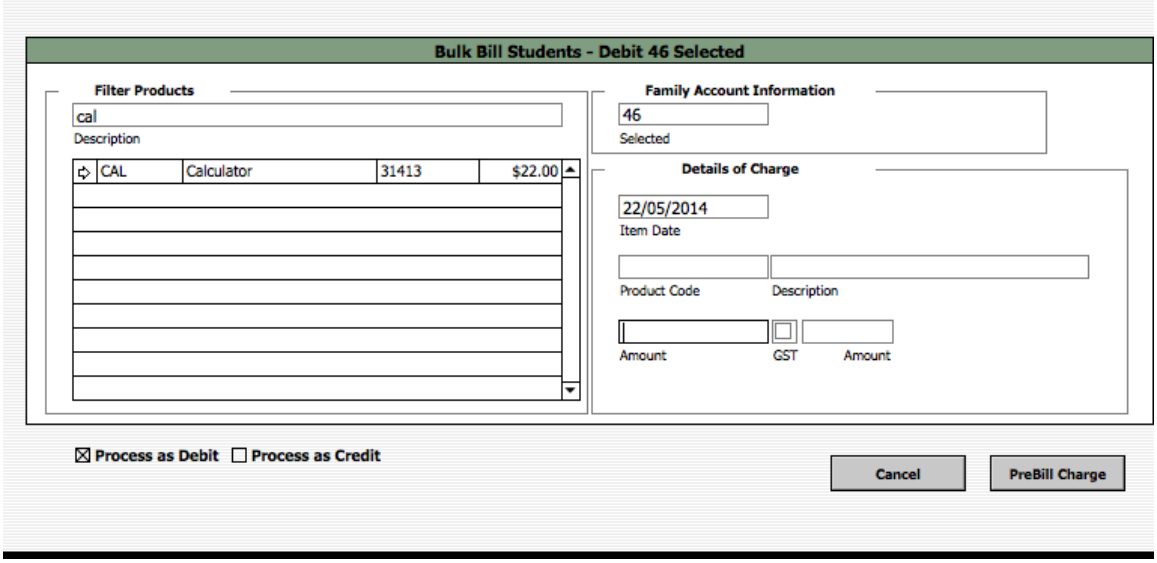

3. Click on the Bulk Bill Found Set button.




14. You will be presented with the 'Bulk Bill Students – Debit 46 Selected" (you will note that the numeric '46' represents the number of students currently found and that this is prefixed by either a Debit or Credit based on the type of transaction that you are creating) screen.

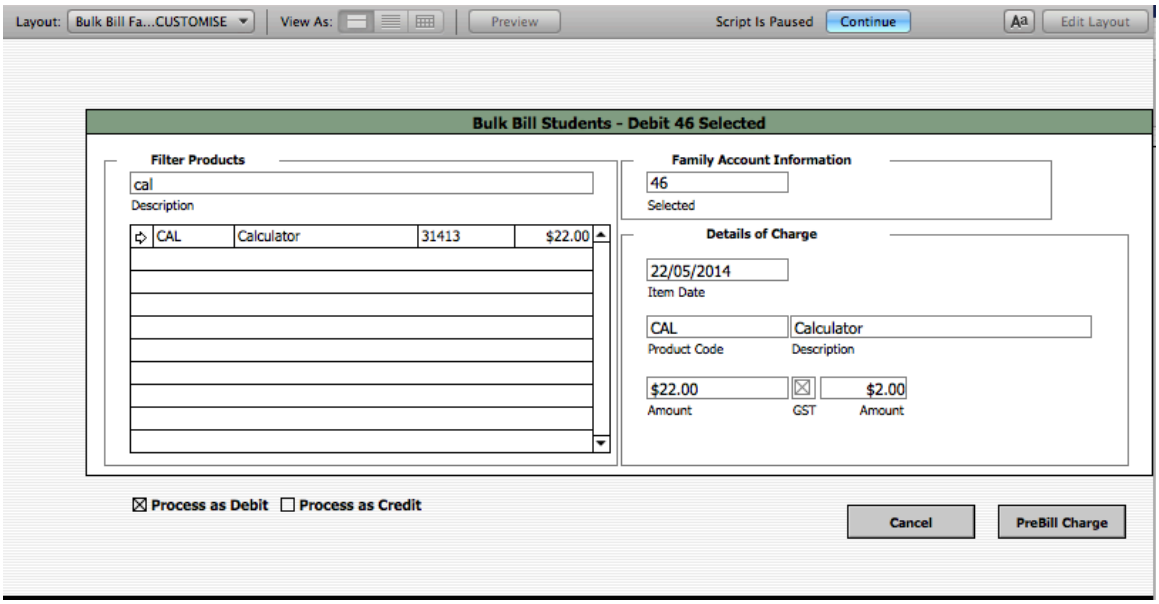



4. The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Process as Credit' button on the bottom left hand side of the screen. The heading of the screed will have changed to "Bulk Bill Students – Credit 46 Selected and the button, on the bottom left hand side of your screen, that previously read Post as Credit now reads Process as Debit.
5. We are going to be creating Debits so I will toggle the screen back to Debit 46 Selected.
6. Enter some of the text for the billable item that you wish to charge in the Filter Billable Items field and either push the Tab Key on your keyboard of click with your cursor in the background of the layout.

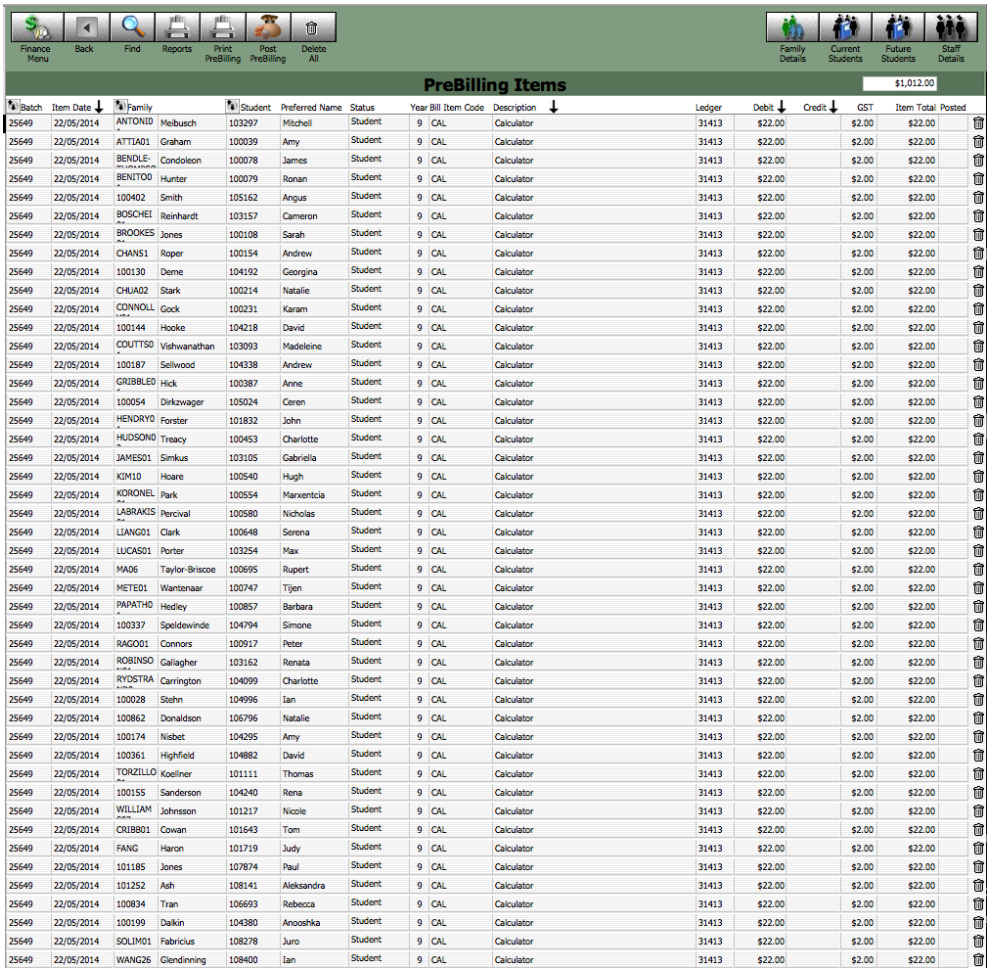



7. You will be presented with a list of all Billable Items that have that configuration of text contained within their description.

8. Select the appropriate Billable Item by clicking on the small arrow to the left hand side of the Filter Billable Items portal.




9. The detail will now have populated the information in the Details of Charge portion of the screen.
10. Click on the Prebill Charge button to process the charges, if you do not wish to proceed push the Cancel button.
11. You will be presented with the list of the charges in the PreBilling Items screen.




| Batch | Item Date | Family | | Student | Preferred Name | Status | Year | Bill Item Code | Description | Ledger | Debit | Credit | GST | Item Total | Posted |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25649 | 22/05/2014 | ANTONI0 | Meibusch | 103297 | Mitchell | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | ATTIA01 | Graham | 100039 | Amy | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | BENDLE- | Condoleon | 100078 | James | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | BENITO0 | Hunter | 100079 | Ronan | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100402 | Smith | 105162 | Angus | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | BOSCHEI | Reinhardt | 103157 | Cameron | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | BROOKES | Jones | 100108 | Sarah | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | CHAN51 | Roper | 100154 | Andrew | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100130 | Deme | 104192 | Georgina | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | CHUA02 | Stark | 100214 | Natalie | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | CONNOLL | Gock | 100231 | Karam | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100144 | Hooke | 104218 | David | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | COUTTS0 | Vishwanathan | 103093 | Madeleine | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100187 | Sellwood | 104338 | Andrew | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | GRIBBLE0 | Hick | 100387 | Anne | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100054 | Dirkzwager | 105024 | Ceren | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | HENDRY0 | Forster | 101832 | John | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | HUDSON0 | Treacy | 100453 | Charlotte | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | JAMES01 | Simkus | 103105 | Gabriella | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | KIM10 | Hoare | 100540 | Hugh | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | KORONEL | Park | 100554 | Manxentcia | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | LABRAKIS | Percival | 100580 | Nicholas | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | LIANG01 | Clark | 100648 | Serena | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | LUCAS01 | Porter | 103254 | Max | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | MA06 | Taylor-Briscoe | 100695 | Rupert | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | METE01 | Wantenaar | 100747 | Tijen | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | PAPATH0 | Hedley | 100857 | Barbara | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100337 | Speldewinde | 104794 | Simone | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | RAGO01 | Connors | 100917 | Peter | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | ROBINSO | Gallagher | 103162 | Renata | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | RYDSTRA | Carrington | 104099 | Charlotte | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100028 | Stehn | 104996 | Ian | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100862 | Donaldson | 106796 | Natalie | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100174 | Nisbet | 104295 | Amy | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100361 | Highfield | 104882 | David | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | TORZILLO | Koellner | 101111 | Thomas | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100155 | Sanderson | 104240 | Rena | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | WILLIAM | Johnsson | 101217 | Nicole | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | CRIB801 | Cowan | 101643 | Tom | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | FANG | Haron | 101719 | Judy | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 101185 | Jones | 107874 | Paul | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 101252 | Ash | 108141 | Aleksandra | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100834 | Tran | 106693 | Rebecca | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | 100199 | Dalkin | 104380 | Anooshka | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | SOLIM01 | Fabricius | 108278 | Juro | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |
| 25649 | 22/05/2014 | WANG26 | Glendinning | 108400 | Ian | Student | 9 | CAL | Calculator | 31413 | $22.00 | | $2.00 | $22.00 | |

12. You can choose to review, then post all the transactions or to leave them their for posting at a later date.

***Family Details***

This button will present you with the Family Accounts Form View.

***Current Students***

Presents the user with the related student details Form View screen.

***Future Students***

Presents the user with the Future Student Details Accounts form view screen.

***Staff Details***

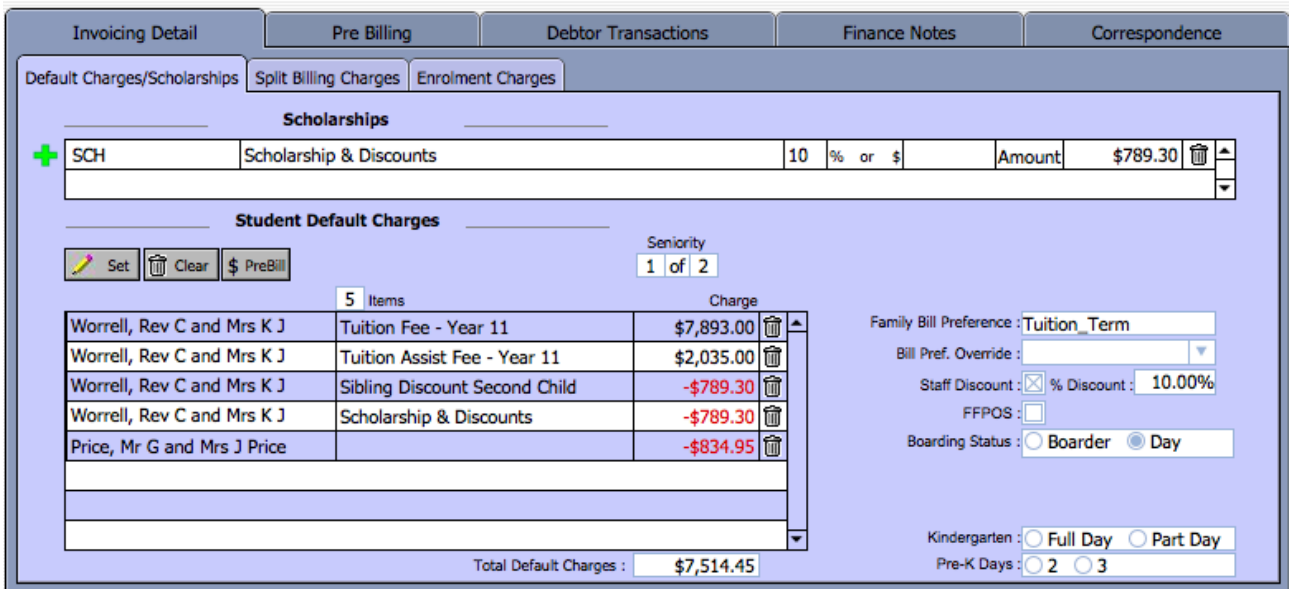
Presents the user with the Staff Details list view screen.

**Tabs**

***Invoicing Detail***

This Tab contains information such as scholarships, student defeat charges, bursaries, split family details, etc.

***Default Charges/Scholarships***

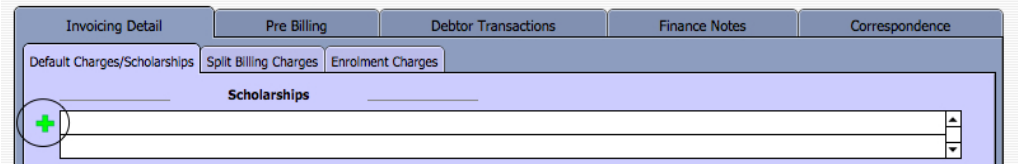



**Scholarships**

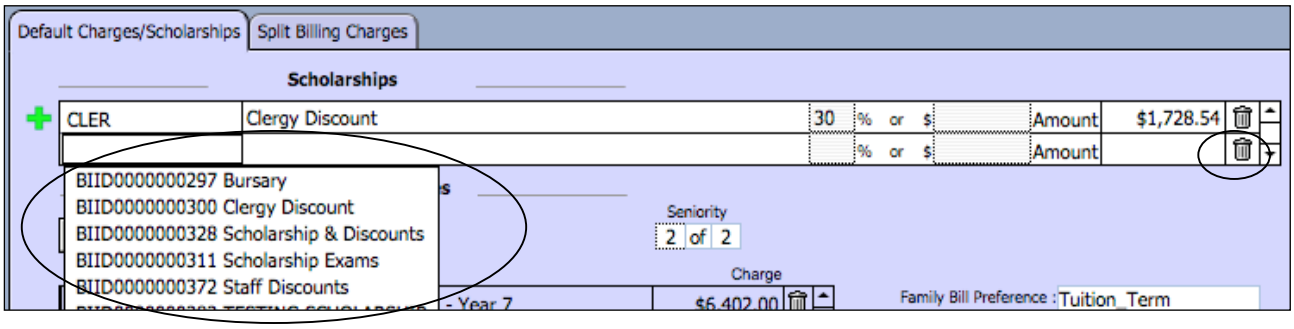
This portal is where any scholarship detail, that relates, to the student is entered. Be that a Clergy Discount, Bursary, etc. This scholarship can be in the form of a percentage discount of the tuition fee or a dollar value.

***New Scholarship***

1. To add a new scholarship click on the small green plus to the left hand side of the Scholarships portal.



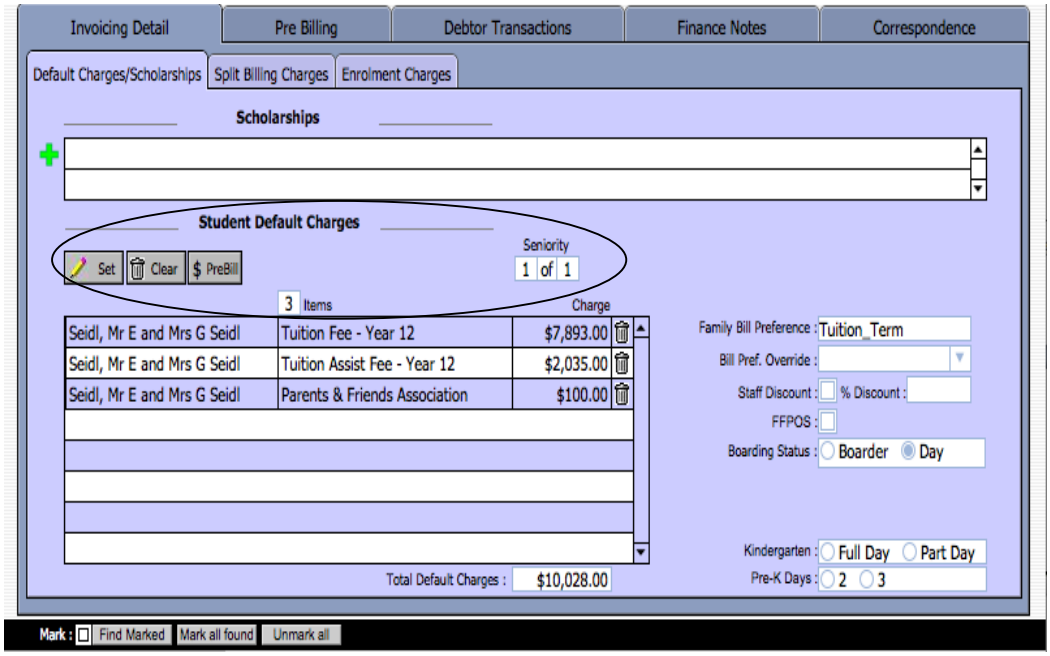

2. You will be presented with a new blank row in the Scholarships portal. You can tell there is a new row as there is now a Trash Can icon in the row.




3. Click in the first field with your cursor and you will be presented with a list of all products that have been setup as Scholarships. Make your selection.
4. Enter either the percentage discount (amount automatically calculated) or the dollar amount discount that is to be attributed to the student when the default charge process is run.
5. When the information in the Scholarships box is correct click the Set button in the Student Default Charges box and a new line containing the Scholarship figure will be entered.
6. To remove the Scholarship entry from the Student Default Charges box click on the trash can on the right hand side of the related row.
7. **NB.** This will delete the row without any user dialog, you will not get the opportunity to change your mind.

**Student Default Charges**

This portal, when populated, presents all the default charges that will be made for this student; including any that are split billed.




***Set***

To set the default charges so that they are presented in this portal click on the Set button.

***Clear***

Click on the Clear button will clear all the records that are presented in the Default Charges portal.

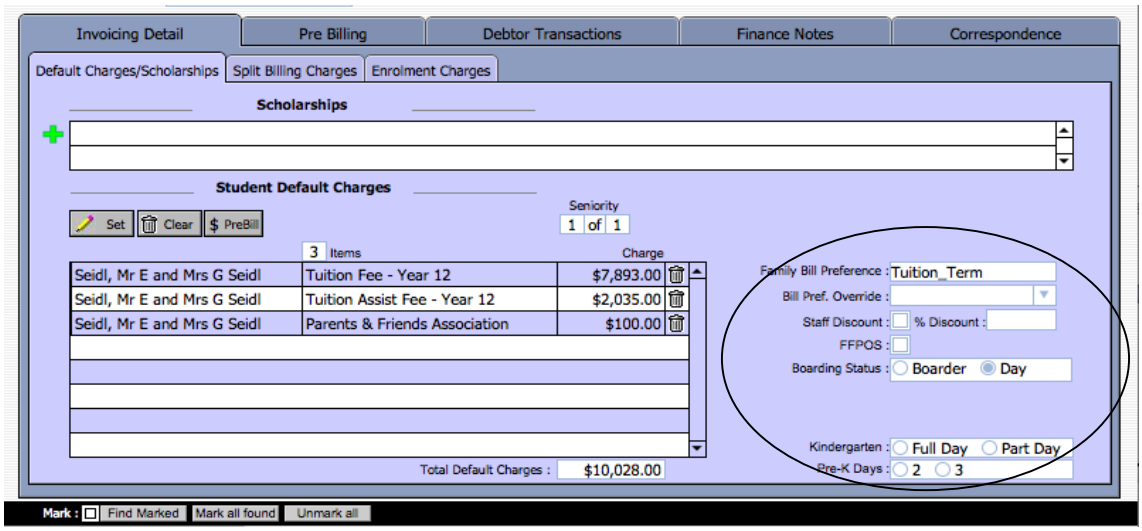
***$ PreBill***

Click on the PreBill button to transfer all the default charges that are visible in the portal into PreBilling. If there are no default charges showing in the portal nothing will happen.

## Set Status Flags

To set a status flag for a student, make the appropriate selection in the details below:

These details on this screen will change from School to School depending on the requirements. A description of the fields presented on the screenshot are as follows:



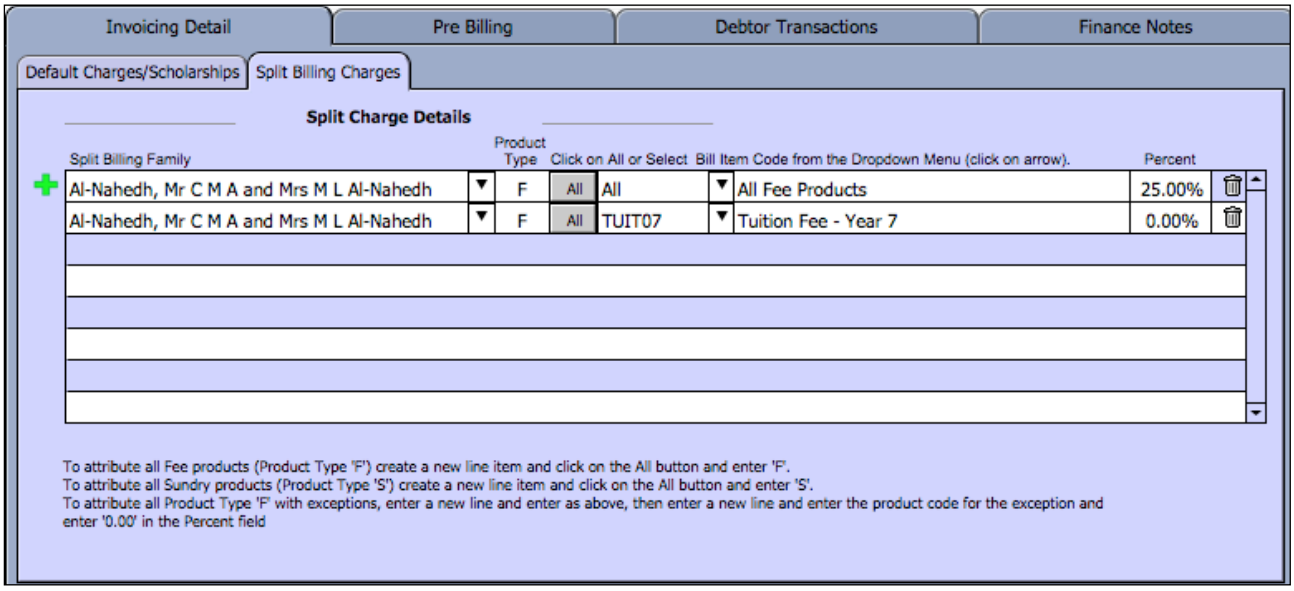

| | |
|---|---|
| Family Bill Preference | This field is set to allow tuition to be charged on a term basis, occasionally a School will require that tuition is charged annually. |
| Bill Pref. Override | Allow the previous field to be overwritten, if necessary. |
| Staff Discount | To indicate that one/or both of the students' parents are staff members, and as such the student will be entitled to a staff discount off their tuition fee. |
| % Discount | This is the percentage discount that a student is entitled to receive when a parent is a member of staff. |
| FFPOS | To indicate if the student is a Full Fee Paying Overseas Student. |
| Boarding status | Used to indicate if a student is a Boarder or Day student. |
| Kindergarten | To indicate if the student attends full or part day kindergarten. |
| Pre-K Days | To indicate how many days a student attends pre-K schooling. |

## ***Split Billing Charges***

There are instances where the fees associated with a students schooling are paid by two different families. This is where this split billing is set up.

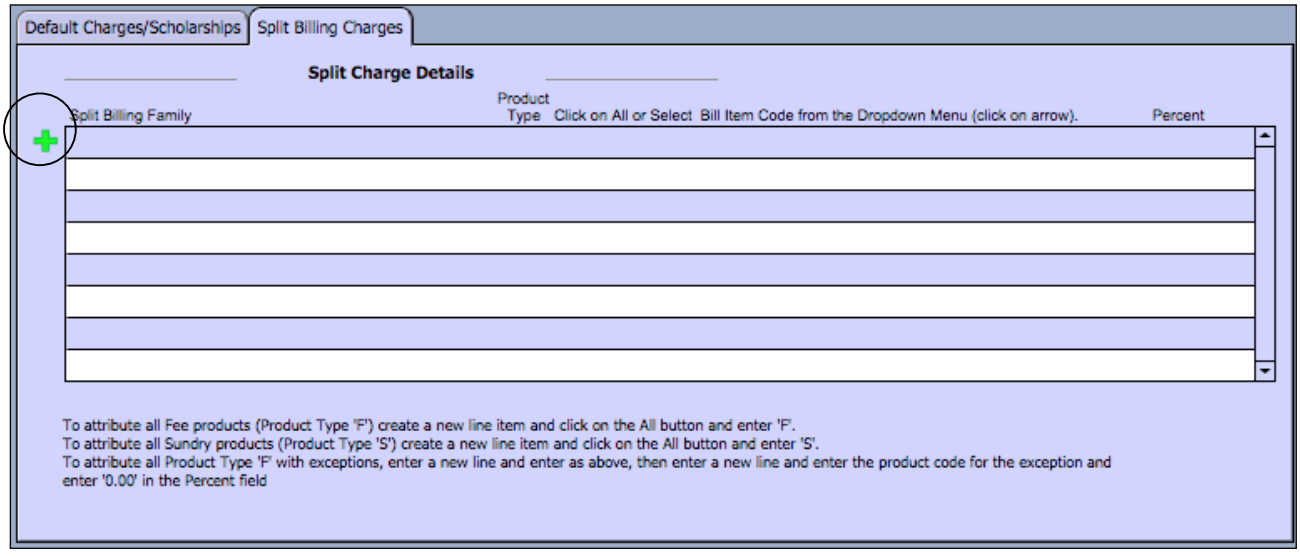
This is a very flexible and powerful tool. All fee products can be split between the primary family (the family that is named in the Family Details at the top of the screen) and a single or multiple other families, as can all other products. Specific products can be omitted from an All split and not be split at all or be split with another family. Rather than an All split, single products can be identified to be split.

Please note that split billing will work in all areas where students are charged for products – bulk billing, Create Debit/Credit, etc.



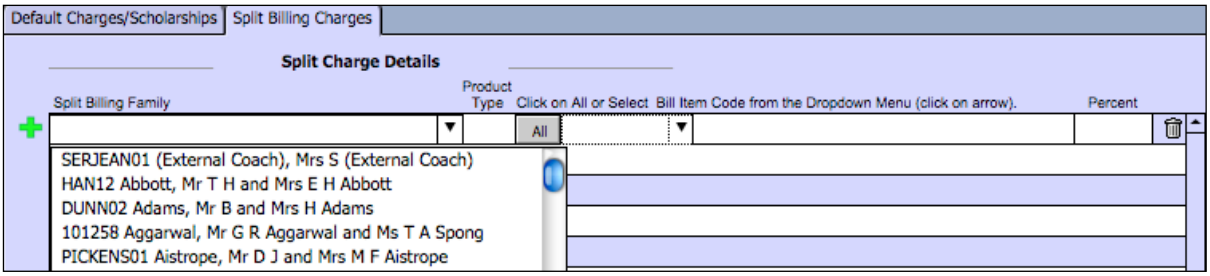

**Split All Fees with one other Family**

For this example I have cleared all previously entered split billing records so that we start with an empty portal.

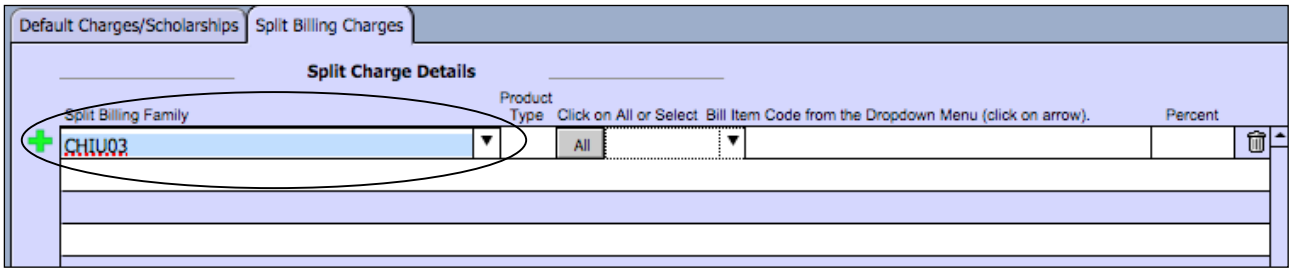


1. To split all fee products with another family click on the small green arrow to the left hand side of the Split Charge Details portal. You will be presented with a new blank row.

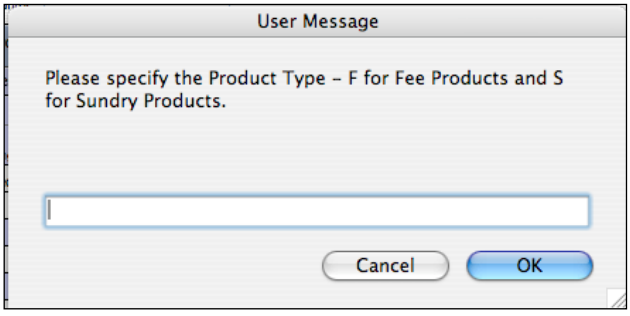
2. Click on the down arrow to the right hand side of the Split Billing Family field, you will be presented with a drop down menu of all the Families recorded on the database.



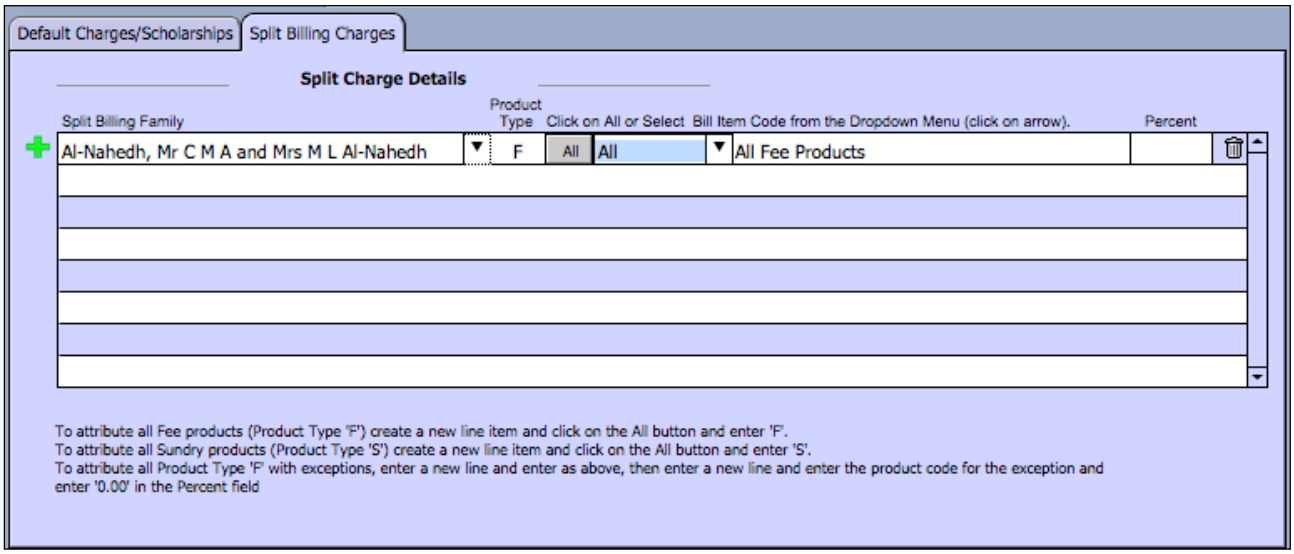

3. You can either scroll to select the appropriate family or, if you know the Family Code simply click in the field and enter the Family Code. Tab out of the field and the Family's Billing details will be populated.



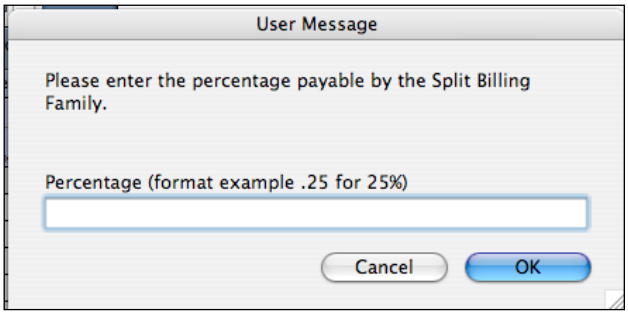

4. As we are splitting all fee charges click on the All button and you will be presented with a dialogue box.



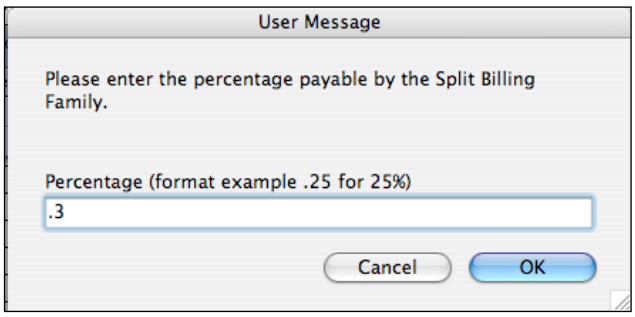

5. Enter F for Feed Products and click on the OK button.



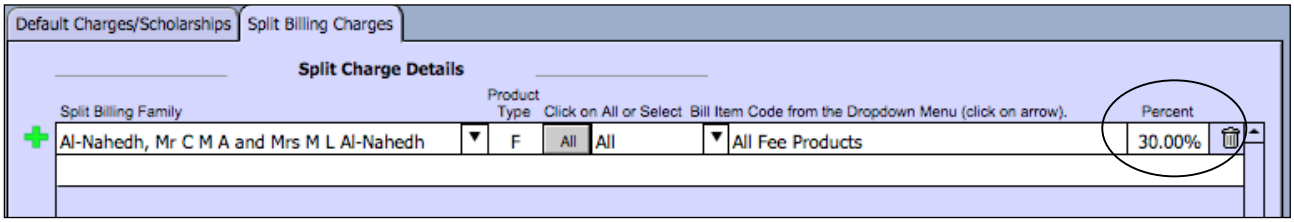

6. Finally you need to add the percentage of fee products that you wish to be billed to this family.
7. Click in the Percent field and you will be presented with a dialogue box.




8. Enter the percentage in the format as described, in this example I am attributing 30%.

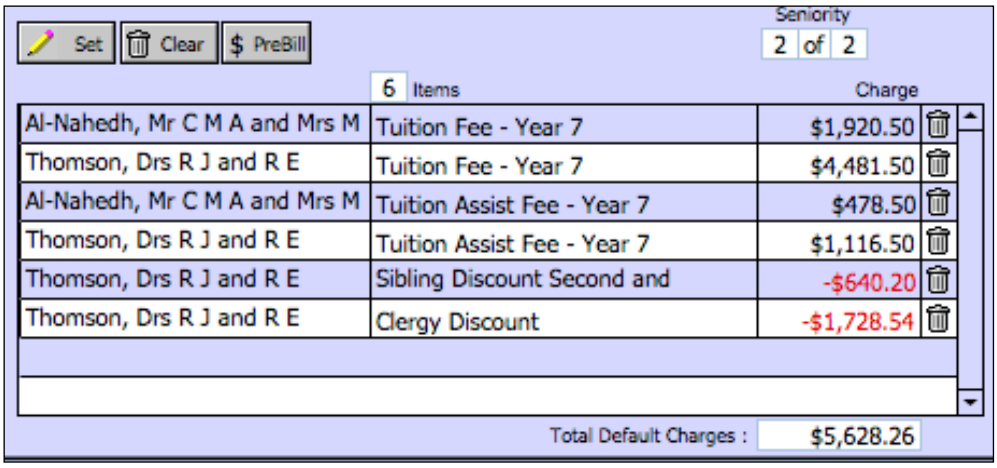



9. Click on the OK button and the percentage will have been entered into the field.




10. Please note that you cannot attributed more than 100% of a product to a single or multiple families.

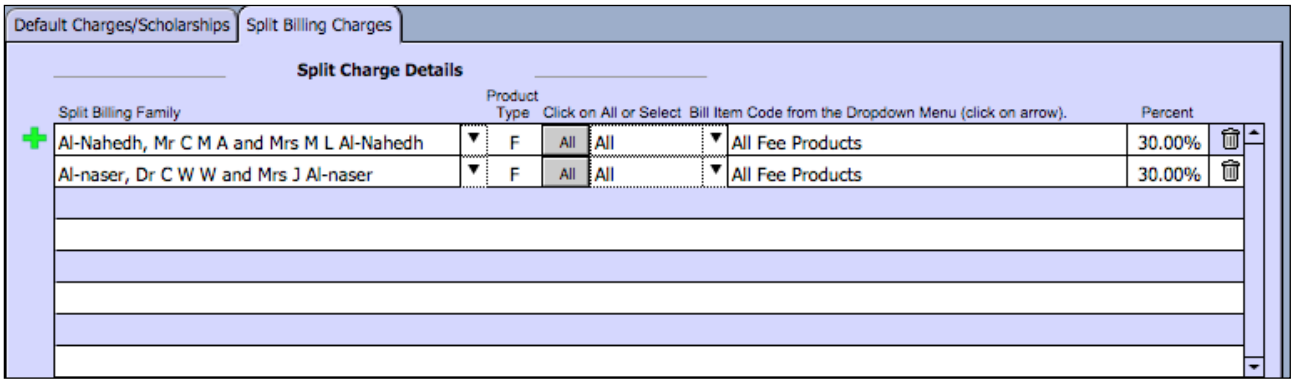
**11.** If you now go to the Default Charges/Scholarships tab and click the Set button in the Student Default Charges portal, the detail will be populated as follows.



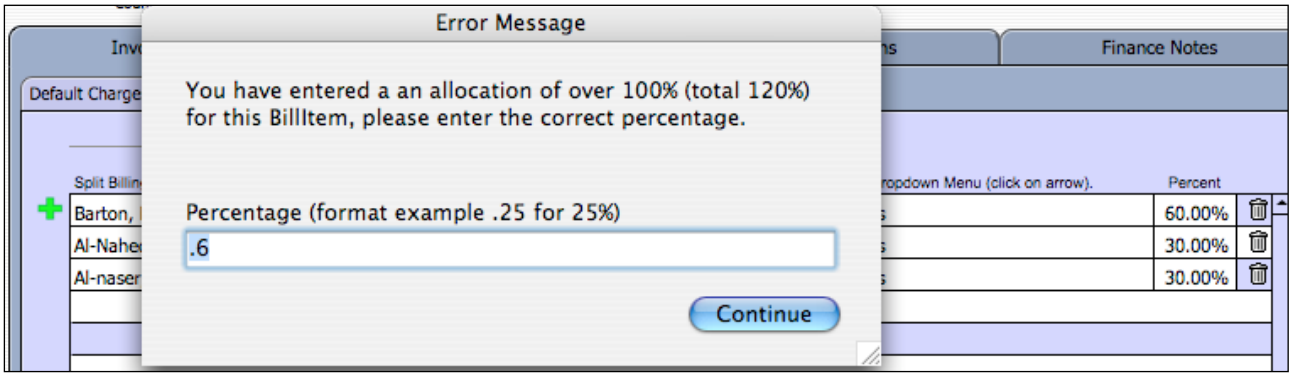

*It is worth noting that only Tuition Fees and Tuition Assistance Fees are identified as Tuition Products (product type F) in this example.*

**Split All Fees with Multiple Families**

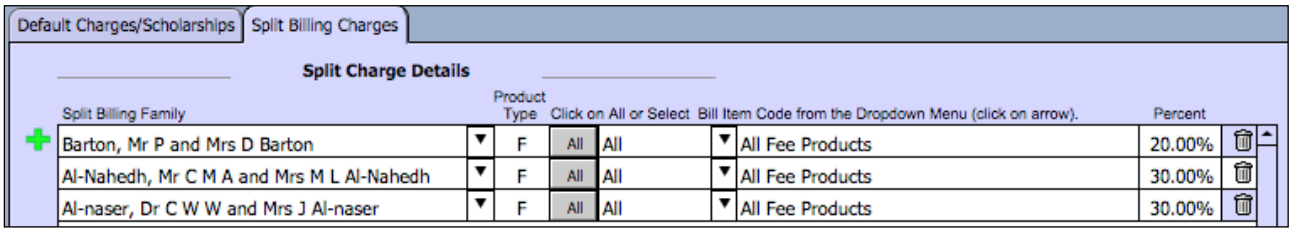
1. To split all fee products with three families, additional to the primary family, we will add three more Split Billing Families as per the previous instructions.
2. I have added two as you can see from the next graphic.



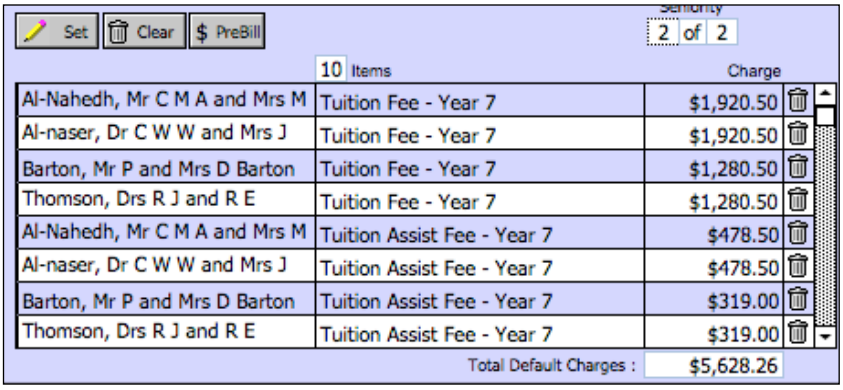

3. So far we have allocated a percentage of 60.
4. I will enter the next family and make a deliberate mistake and try to allocate 60%. The following is the error message that you will receive.



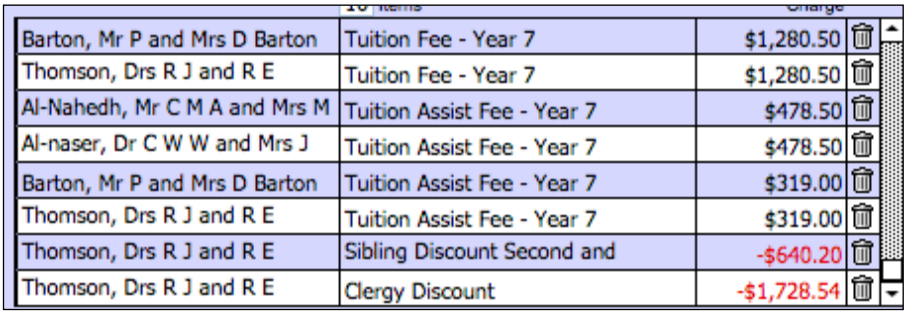
5. You will be unable to continue until you fix the problem by entering an appropriate percentage. Worst case scenario simply enter “0”.
6. We now have three families other than the primary one that will be paying a portion of all fee products.




7. We now have three families other than the primary one that will be paying a portion of all fee products.
8. If you now go to the Default Charges/Scholarships tab and click the Set button in the Student Default Charges portal, the detail will be populated as follows.



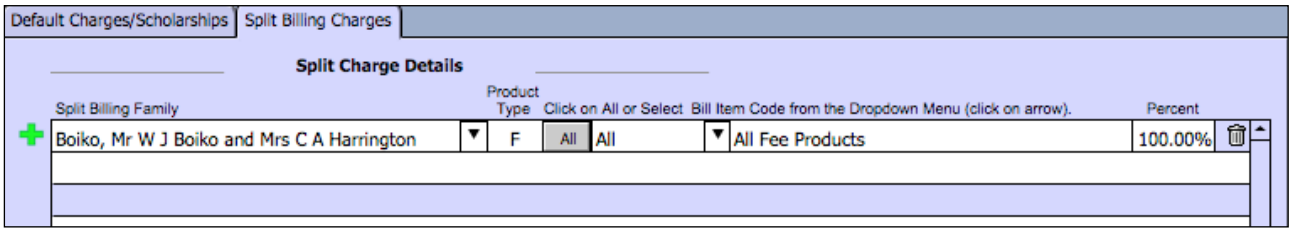

9. You will note that the scroll bar down the side of the portal is now active, it is a different colour.
10. To view the additional records scroll down and you will see that there are two discount records below those showing above.



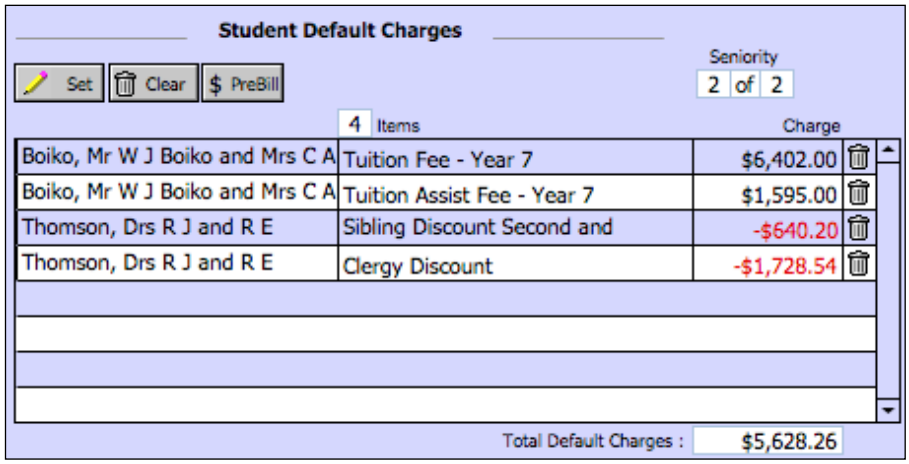

*It is worth noting that only Tuition Fees and Tuition Assistance Fees are identified as Tuition Products (product type F) in this example.*

**Attribute All Fees to a Split Billing Family**

1. To attribute all fee products to a split billing family and none to the primary family we would add a new family to the split charge details, as per the instructions above.
2. To attibute all fee products to this split billing family we would allocate 100% to them.




**3.** If you now go to the Default Charges/Scholarships tab and click the Set button in the Student Default Charges portal, the detail will be populated as follows.



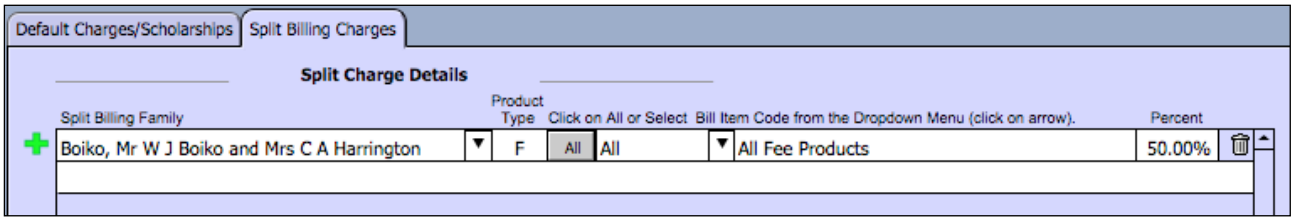

*It is worth noting that only Tuition Fees and Tuition Assistance Fees are identified as Tuition Products (product type F) in this example.*

**4.** No tuition charges have been attributed to the primary family.

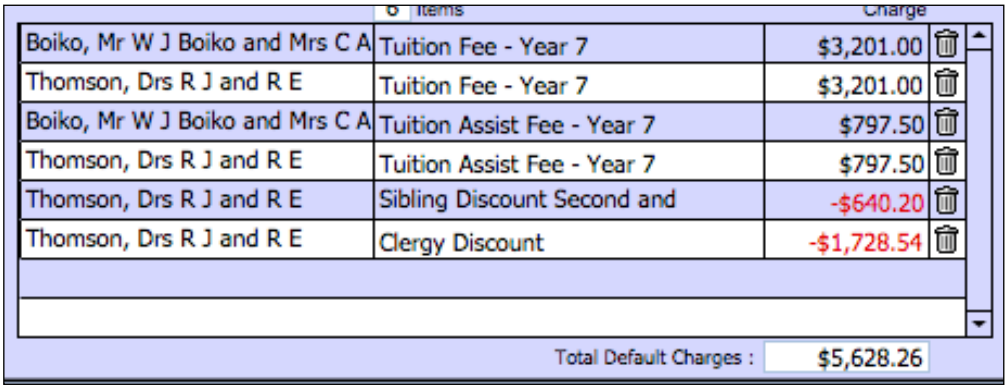
**Split All Fees with one other Family – excluding one product**

We can also set up the split billing so that all of a particular fee type (F = Fee Products or S = Other Products) are charged to the split billing family EXCEPT for one particular product.

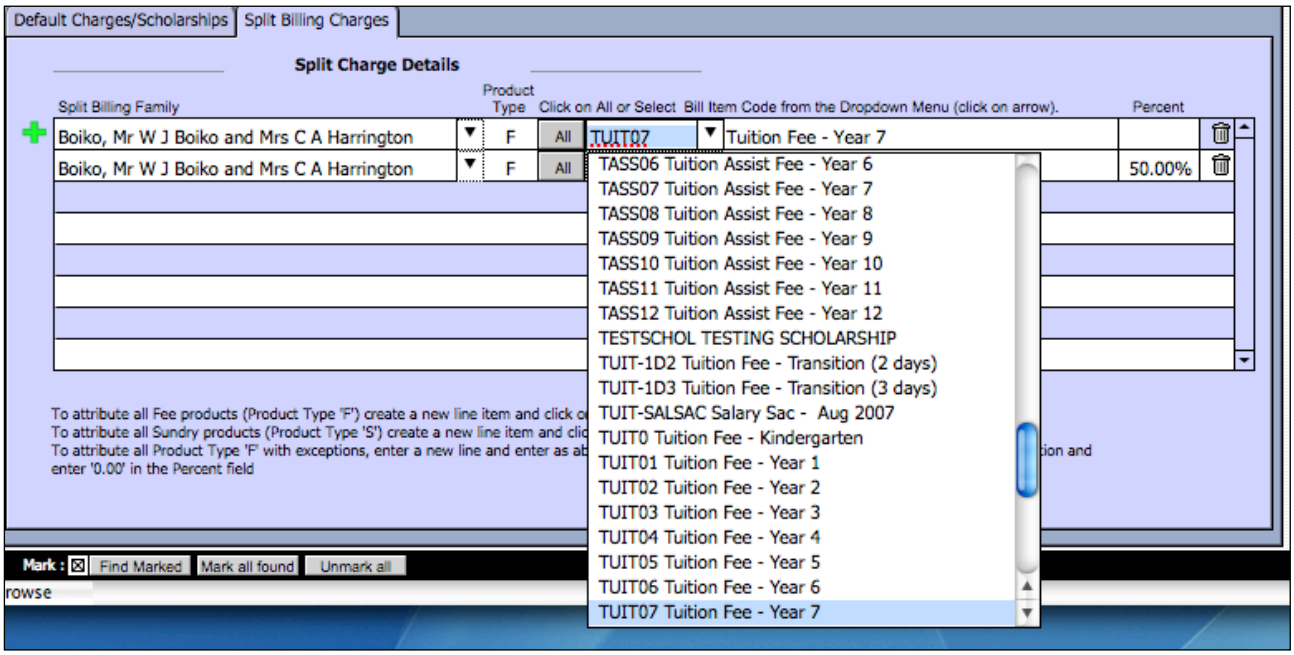
1. Enter a family that is to receive a portion of all Fee products as previously instructed.



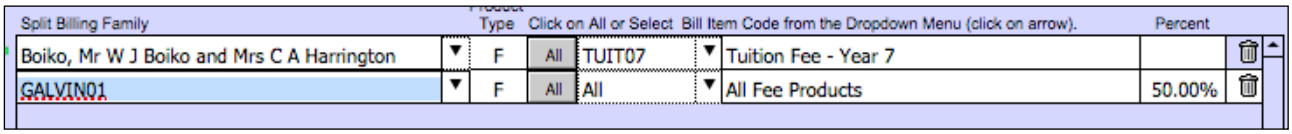

2. Set default charges you can see that this split billing family is charged 50% of all fee products.



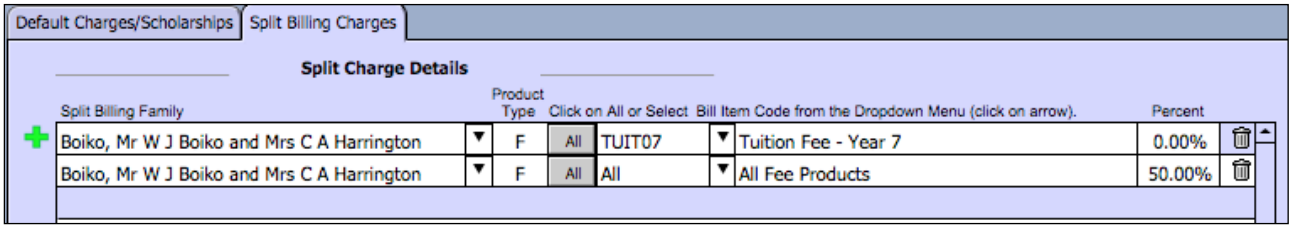

3. Now to allow a charge to the split billing family for all fee products EXCEPT Tuition Fee – year 7 we go back to the Split Billing Charges tab and make a new entry.
4. Populate the split billing family with the same name then click on the arrow to the right hand side of the Product list.



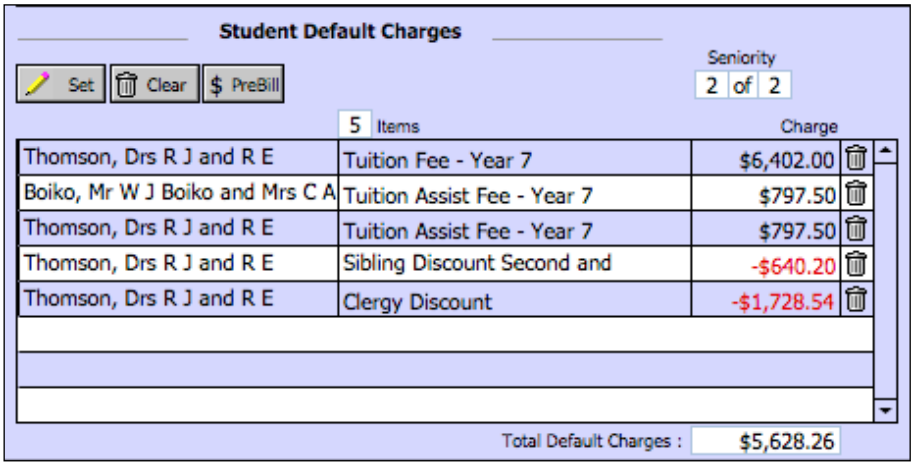
5. You will be presented with a list of all Billable Items.
6. Select the code for Tuition Fee – Year 7.




7. In the Percent field enter “0”.




8. If you now go to the Default Charges/Scholarships tab and click the Set button in the Student Default Charges portal, the detail will be populated as follows.



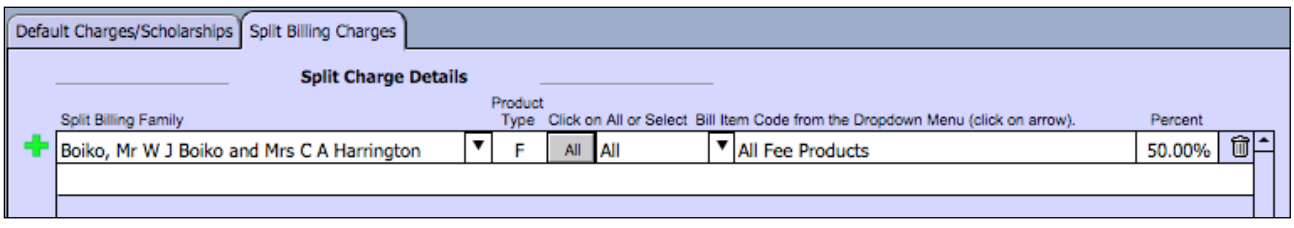

*It is worth noting that only Tuition Fees and Tuition Assistance Fees are identified as Tuition Products (product type F) in this example.*

9. You can see that the split billing family has been charged only for the Tuition Assist Fee – Year 7 and not the Tuition Fee – Year 7.

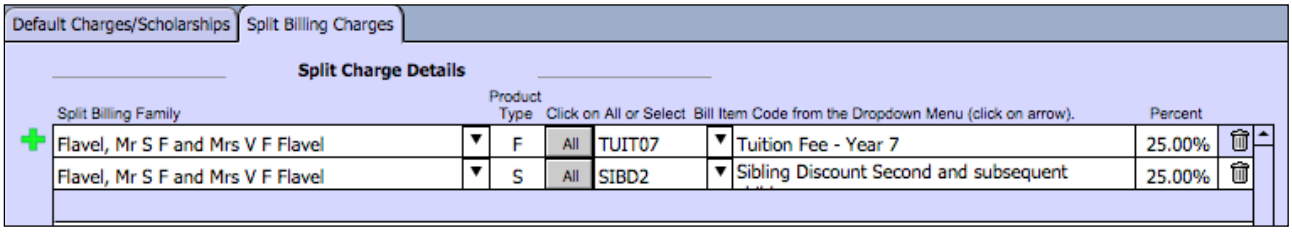
**Split a product with one other Family**

We can also set up the split billing so that only one product is charged to the split billing family.

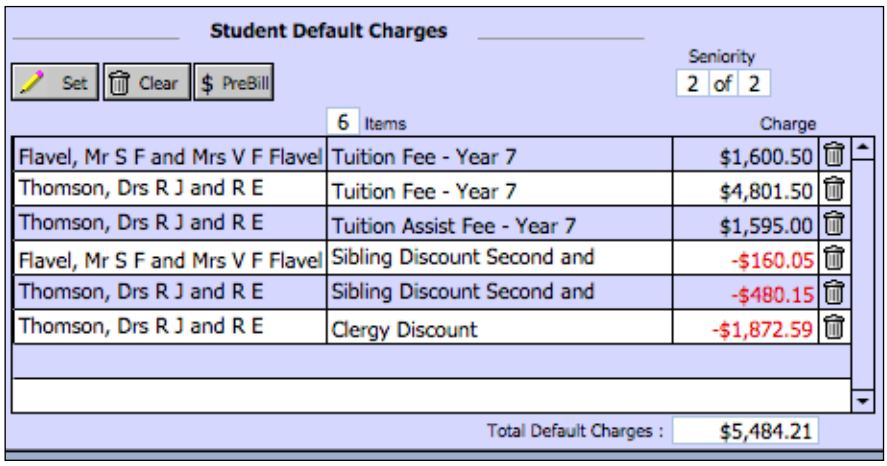
1. Enter a family that is to be charged a portion of the product as previously instructed.



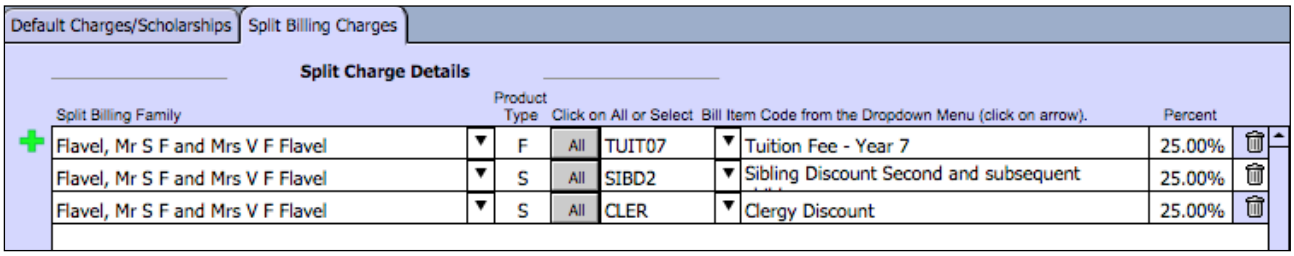
2. We will attribute 25% of the tuition charge to the split billing family and 25% of the sibling discount.



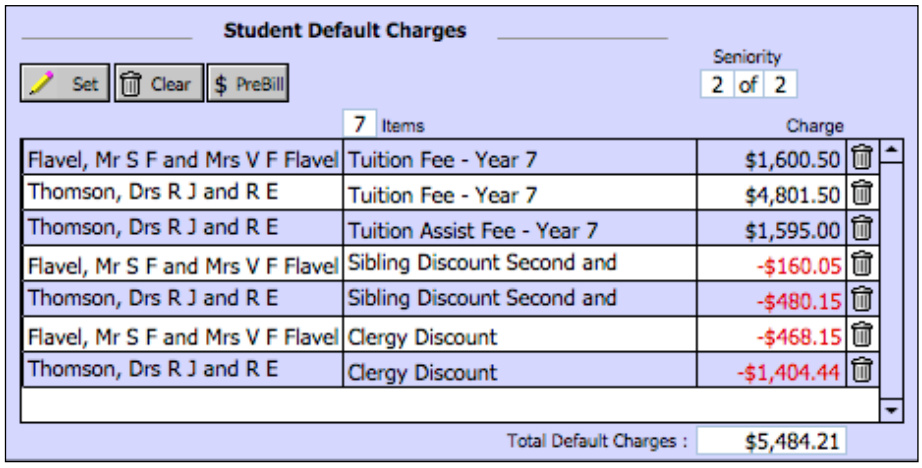

3. If you now go to the Default Charges/Scholarships tab and click the Set button in the Student Default Charges portal, the detail will be populated as follows.



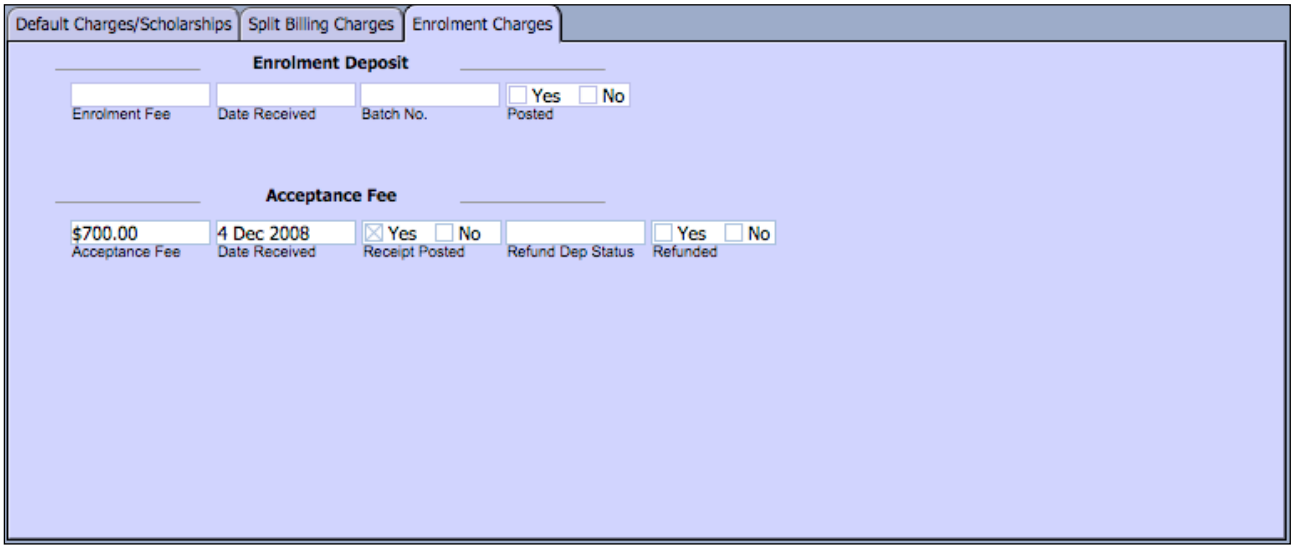

10. You can see that the split billing family has been charged for Tuition Fee – Year 7 and been attributed a portion of the Sibling Discount amount.
11. We could have also added a portion of the Clergy Discount Scholarship.
12. We would add another line item and select the Clergy Discount product and enter the appropriate percentage.




13. Return to the Default Charges/Scholarships tab and click on the Set button you will see that the percentage of the scholarship has now been attributed to the split billing family.




***Enrolment Charges***




**********

### *Pre Billing*

The Pre Billing Tab shows a list of all transactions for the family that have not yet been posted to Debtors.

### *Debtor Transactions*

The Debtors Transactions Tab shows a list of all transactions for the family that have been posted to Debtors.

### *Finance Notes*

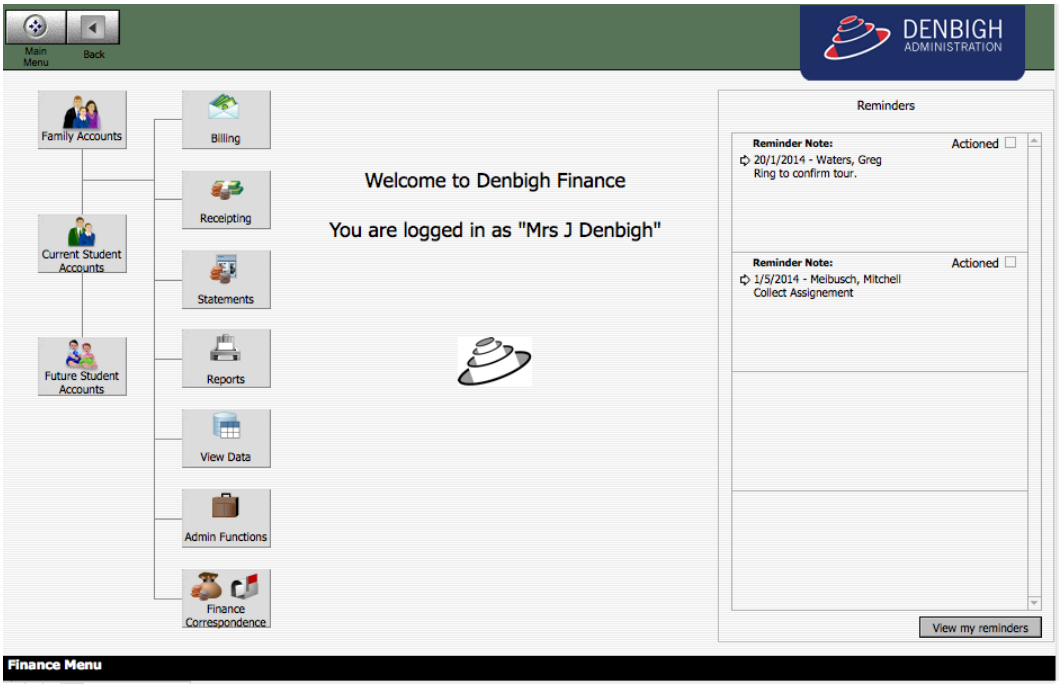
The Finance Notes Tab shows a list of all financial notes that have been made in relation to this` family.

### *Correspondence*

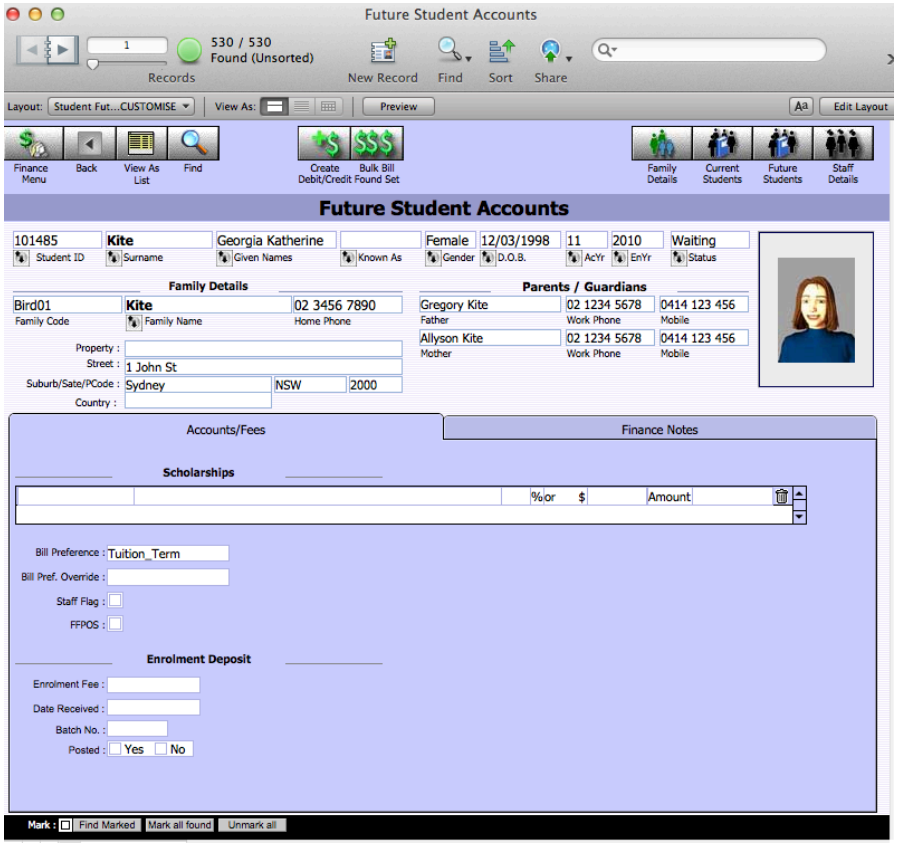
The Correspondence Tab is where letters can be created for the current parents or a found set of parents.

## FUTURE STUDENT ACCOUNTS

To access the Family Accounts click on the Future Student Accounts button.

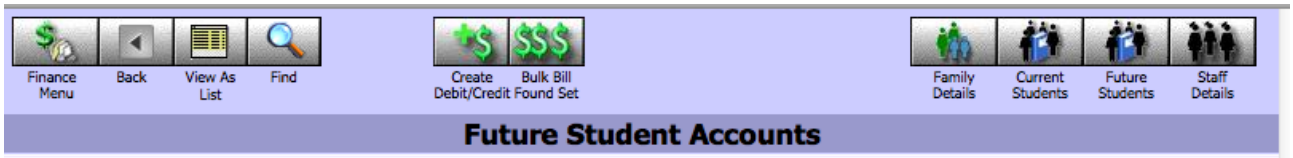



You will be presented with the Form View of the Future Student Details.



**Navigation**

The following is a description of the various buttons on the standard navigation bar in the Family Accounts screen.




***Finance Menu***

Returns you to the Finance Menu.

***Back***

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

***View As List***

Presents a list of all Future students.

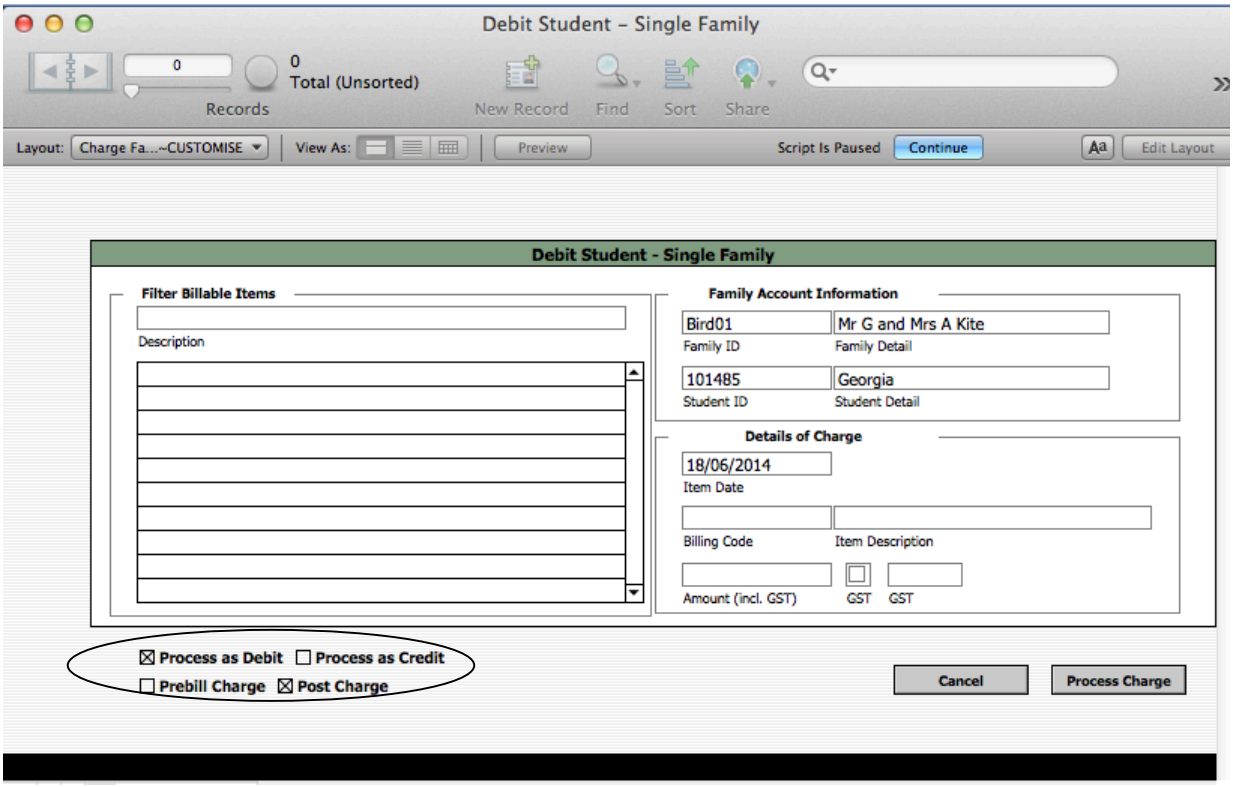
***Find***

This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

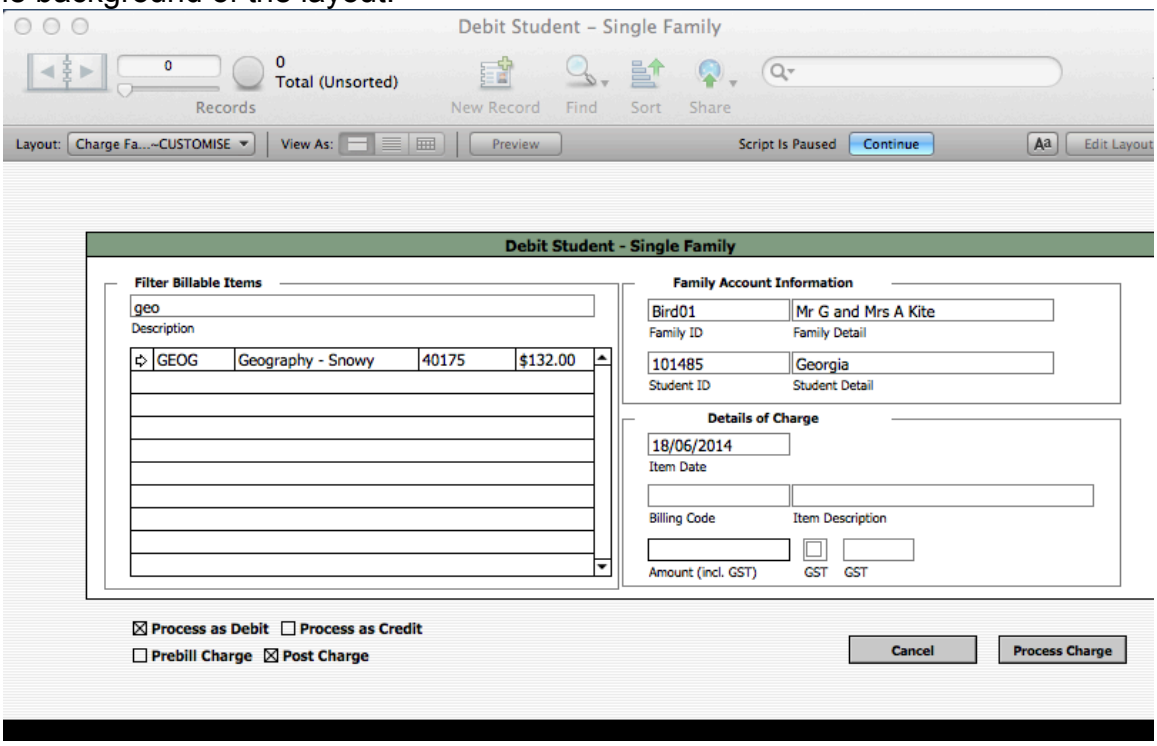
***Create Debit/Credit***

You can create a Debit or a Credit for the family being viewed in the Family Accounts screen.

1. Click on the Create Debit/Credit button.
2. You will be presented with the 'Debit Student – Single Family' screen. The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Process as Credit' button on the bottom left hand side of the screen.

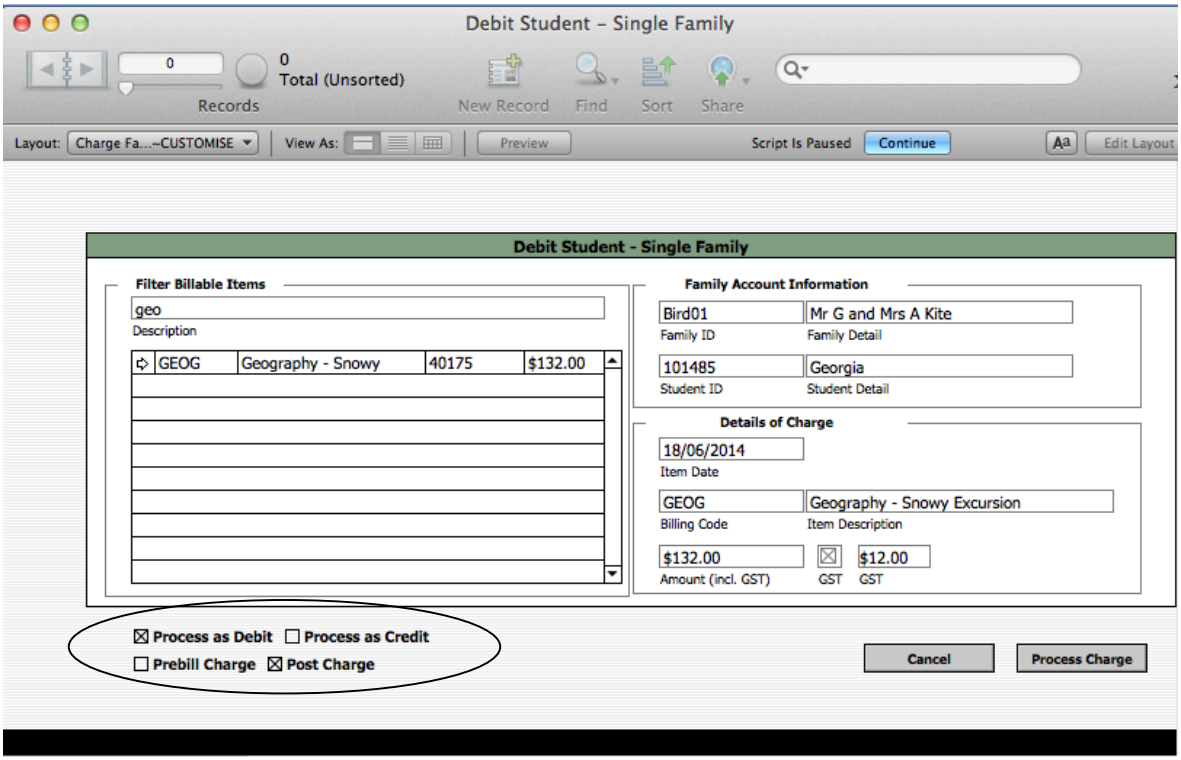



3. Enter some of the text for the billable item that you wish to charge in the Filter Billable Items field and either push the Tab Key on your keyboard of click with your cursor in the background of the layout.

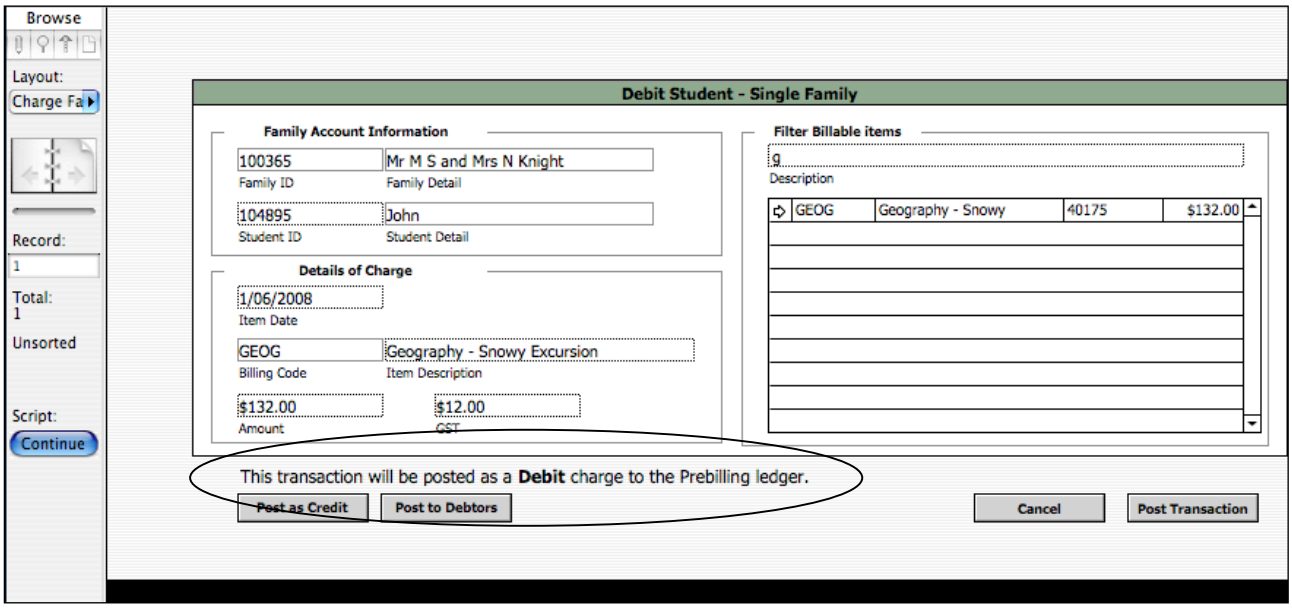



4. You will be presented with a list of all Billable Items that have that configuration of text contained within their description.
5. Select the appropriate Billable Item by clicking on the small arrow to the left hand side of the Filter Billable Items portal.

6. The detail will now have populated the information in the Details of Charge portion of the screen.
7. The default process posts this transaction straight through to the Debtors Ledger.



8. However, you can choose to ‘Prebill Charge” by clicking the ‘Prebill Charge’ the button on the bottom left hand side of the screen.

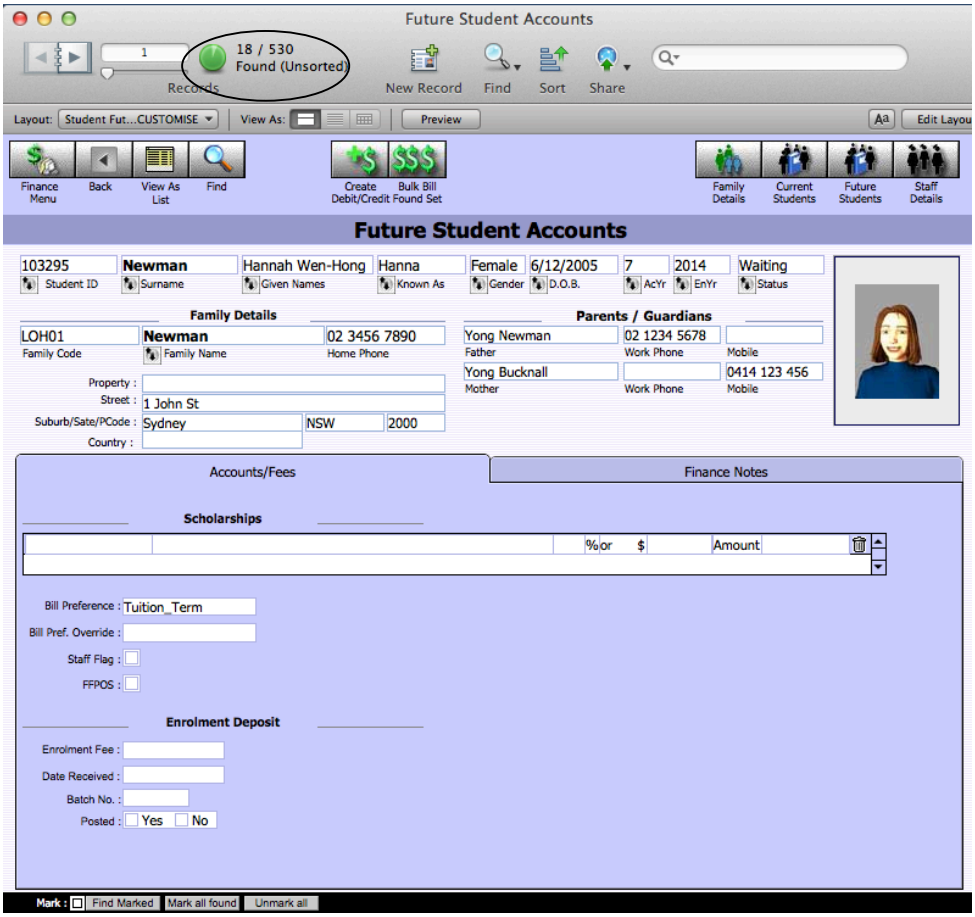



9. When you are happy with the charge click on the Process Charge button on the right hand side.
10. If decide that you do not wish to create this transaction click on the Cancel button on the right hand side of the screen.
11. You will be returned to the Family Accounts screen.
12. If you have chosen to post the transaction as a charge to the Debtors ledger you will be able to view the Debit/Credit transaction in the Debtors Transactions Tab on the Family Accounts screen.
13. If you have chosen to post the transaction as a charge to the Prebilling ledger you will be able to view the Debit/Credit transaction in the Pre Billing Tab on the Future Students Accounts screen.

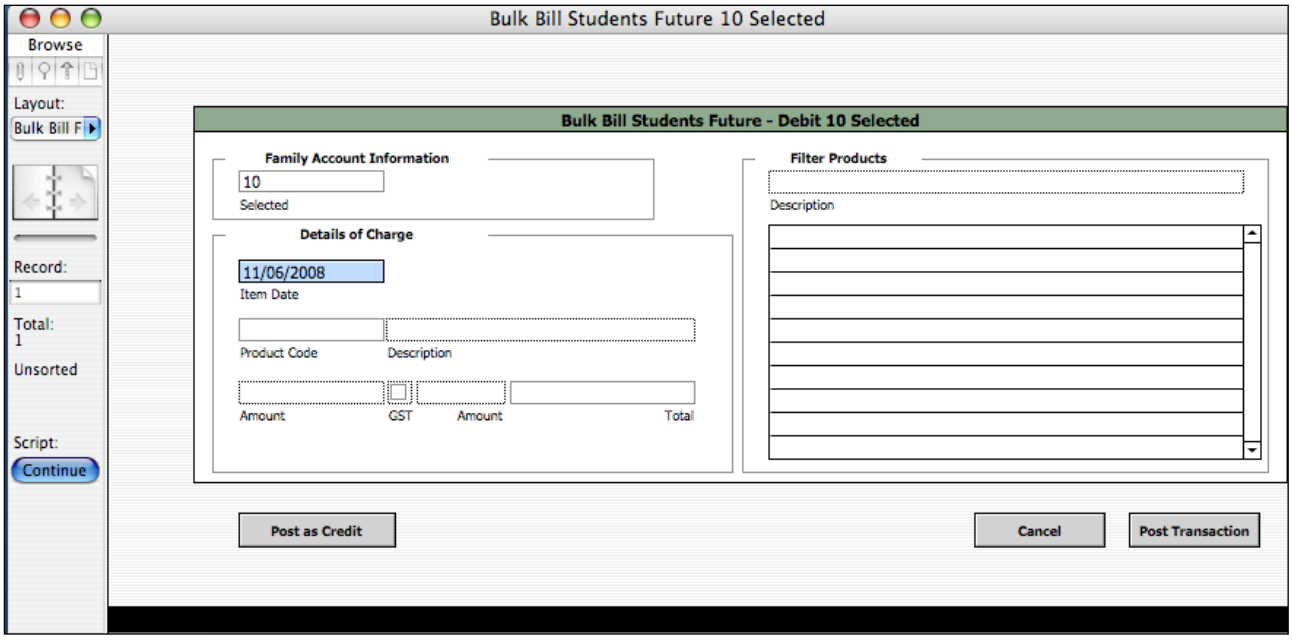
### *Bulk Bill Found Set*

You can create a Debit or a Credit the found set of Students by clicking on the Bulk Bill Found Set button in the navigation bar.

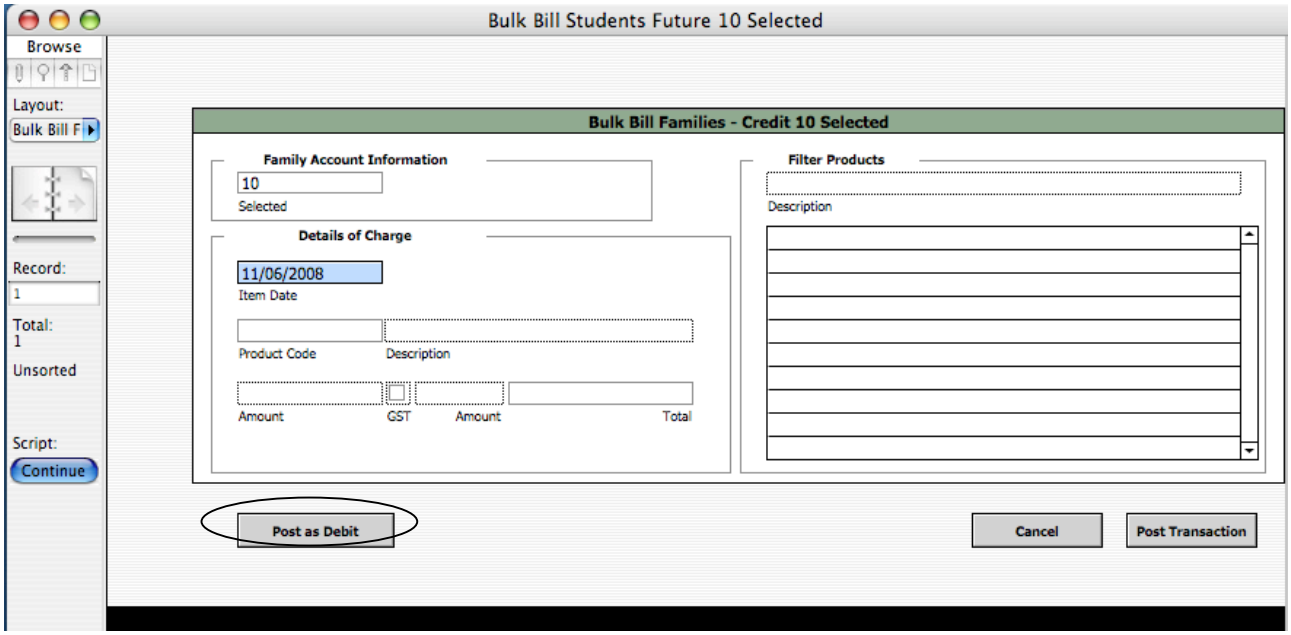
1. Find all the Students to which you wish to make the Debit/Credit.
2. In the example screen I have a found set of 20 Students. You can see this by looking at the records Found in the Status Bar




3. Click on the Bulk Bill Found Set button.

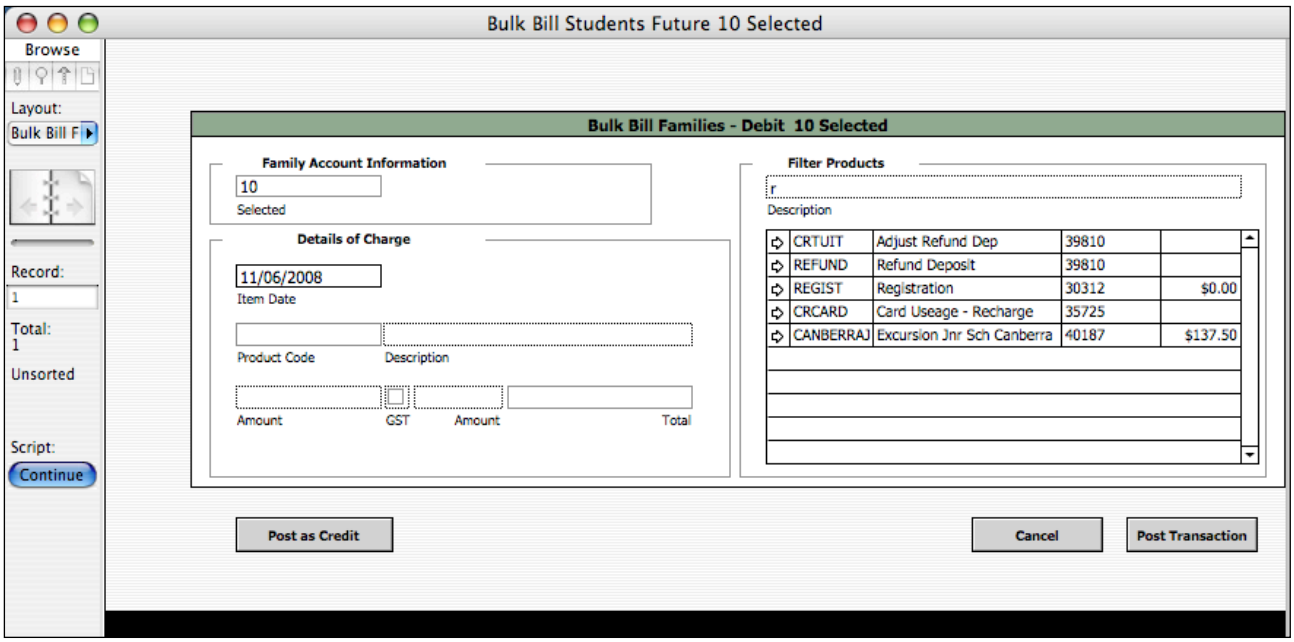


**15.** You will be presented with the 'Bulk Bill Students – Debit 10 Selected" (you will note that the numeric '20' represents the number of students currently found and that this is prefixed by either a Debit or Credit based on the type of transaction that you are creating) screen.

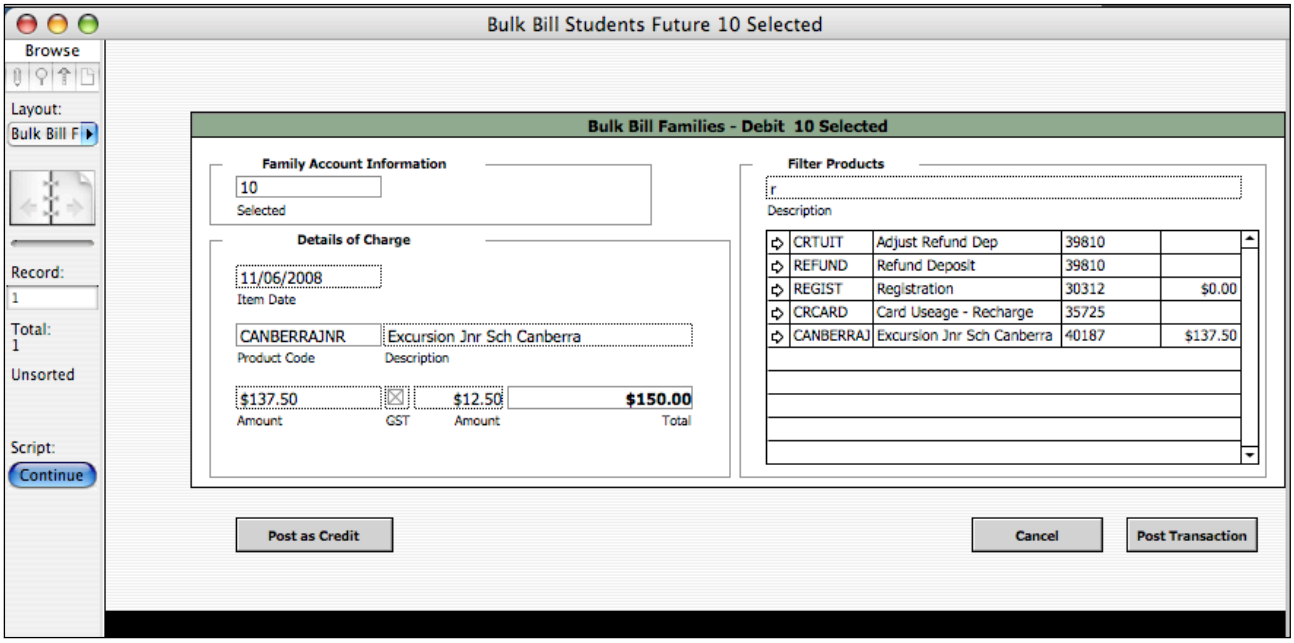



**4.** The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Post as Credit' button on the bottom left hand side of the screen. The heading of the screed will have changed to "Bulk Bill Students – Credit 20 Selected and the button, on the bottom left hand side of your screen, that previously read Post as Credit now reads Post as Debit.

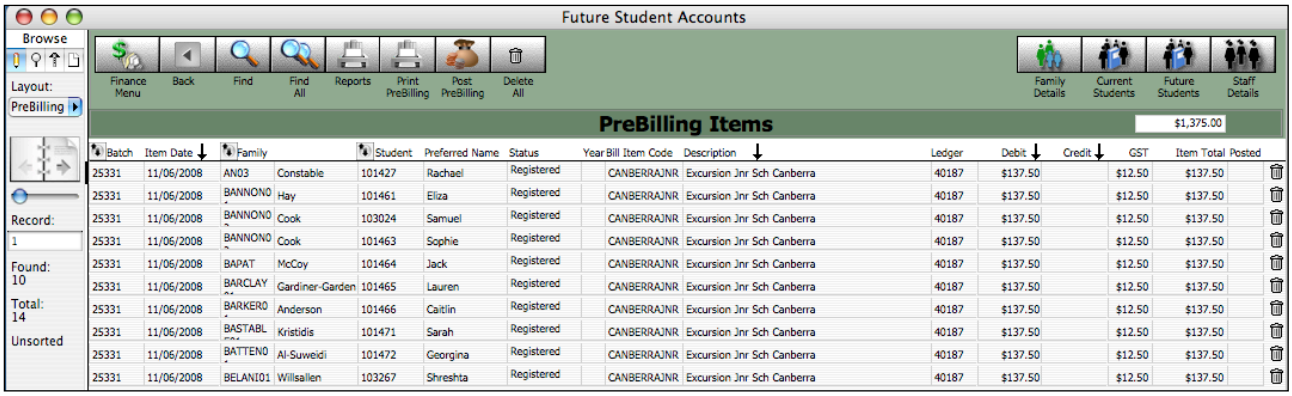
5. We are going to be creating Debits so I will toggle the screen back to Debit 20 Selected.
6. Enter some of the text for the billable item that you wish to charge in the Filter Billable Items field and either push the Tab Key on your keyboard of click with your cursor in the background of the layout.



7. You will be presented with a list of all Billable Items that have that configuration of text contained within their description.
8. Select the appropriate Billable Item by clicking on the small arrow to the left hand side of the Filter Billable Items portal.




9. The detail will now have populated the information in the Details of Charge portion of the screen.
10. Click on the Post Transaction button to process the charges, if you do not wish to proceed push the Cancel button.
11. You will be presented with the list of the charges in the PreBilling Items screen.




12. You can choose to review, then post all the transactions or to leave them their for posting at a later date.

### *Family Details*

This button will present you with the related Family Accounts Form View.

### *Current Students*

Presents the user with the related Student Detail Accounts Form View screen.

### *Future Students*

Presents the user with the related Future Student Details Form View screen.

### *Staff Details*

Presents the user with the Staff Details form view screen.

## Tabs

### *Accounts/Fees*

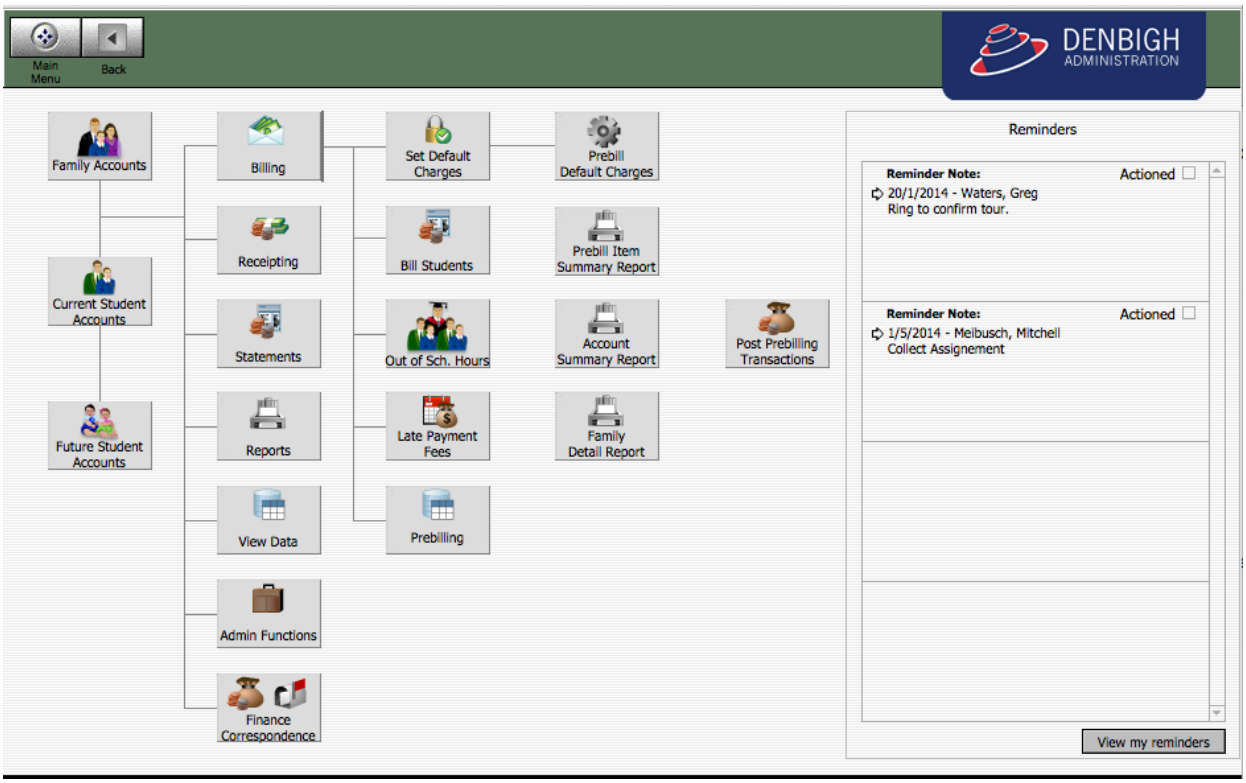
The Accounts/Fees tab will display list of Scholarships, Billing Preference, Bill pref. Override, Staff flag and FFPOS (Full fee Overseas Student).
Enrolment deposit details display if paid.

### *Finance Notes*

The Finance Notes Tab shows a list of all financial notes that have been made in relation to this student.

# BILLING

To access the Billing sub-menu click on the Billing button.




### *Set Default Charges*

Default Charges are a set of charges that were customized by Denbigh's staff specifically to match your fee and discount structure. These may be set individually on the Current Students Business Manager Tab, but should usually be done in bulk using the button on the Finance Menu.

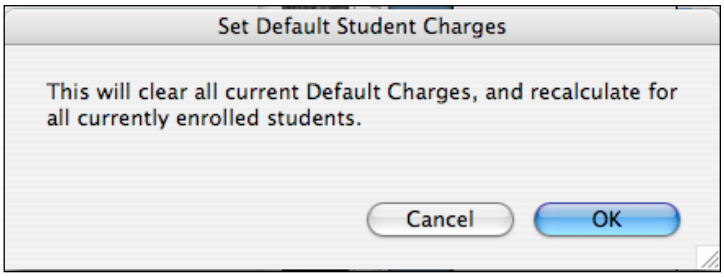
NB. Default charges are calculated when the process is run, and are NOT automatically updated at other times. This process needs to be run prior to each billing run.

You may choose to run a Default Charges report to confirm the amounts for those default charges correspond to expectations. See Chapter 7 on reports.

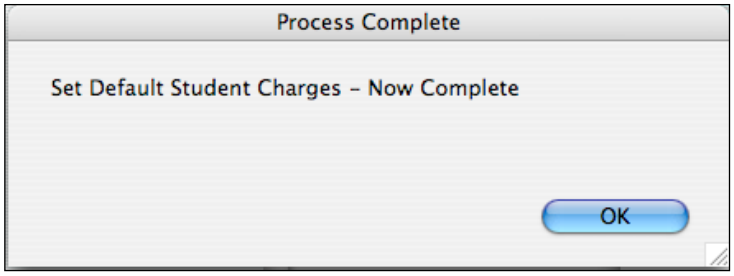
In order to process Default Charges at the appropriate billing time there is a four part process to be followed:

i. Set Default Charges
ii. Print Summary Report and Detailed Report
iii. Bill Default Charges
iv. Post Transactions.

1. To start a billing run click on the Set Default Charges button.
2. You will receive the following message.

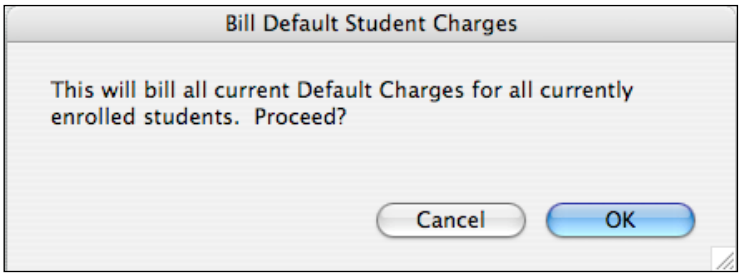



3. If you do not wish to proceed at this time click on the Cancel button and you will be returned to the Finance Menu.
4. To precede click on the OK button, this process will take a few minutes to complete.
5. When the process is finished you will receive the following message.

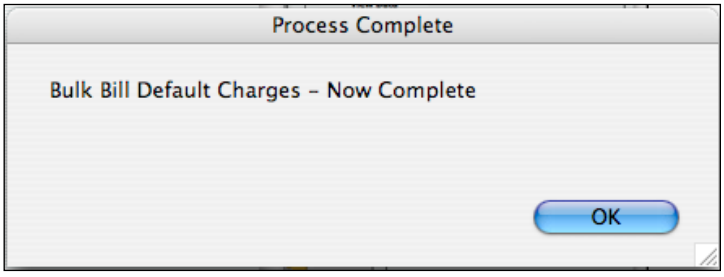



### *Prebill Default Charges*

1. Click on the Prebill Default Charges button.
2. You will receive the following message.



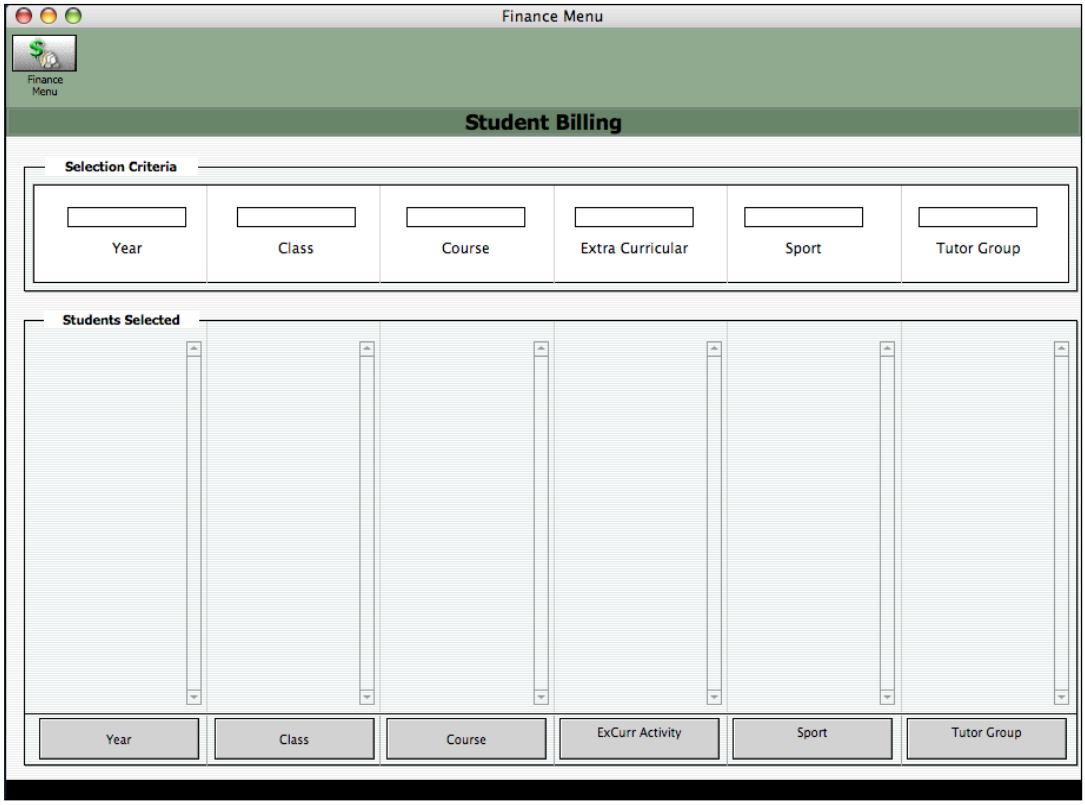

3. If you do not wish to proceed at this time click on the Cancel button and you will be returned to the Finance Menu.
4. To proceed click on the OK button.
5. When the process is finished you will receive the following message.



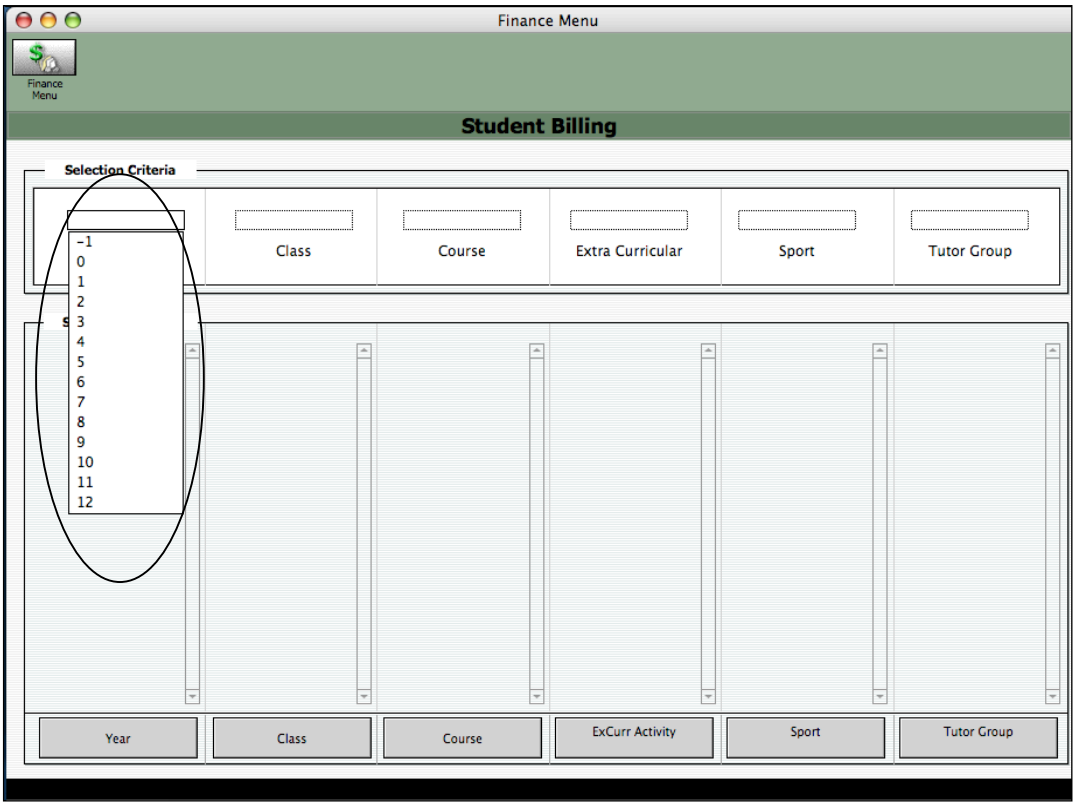
### *Bill students*

It is sometimes necessary to bill students for ad hoc charges to do this click on the Bill Students button.

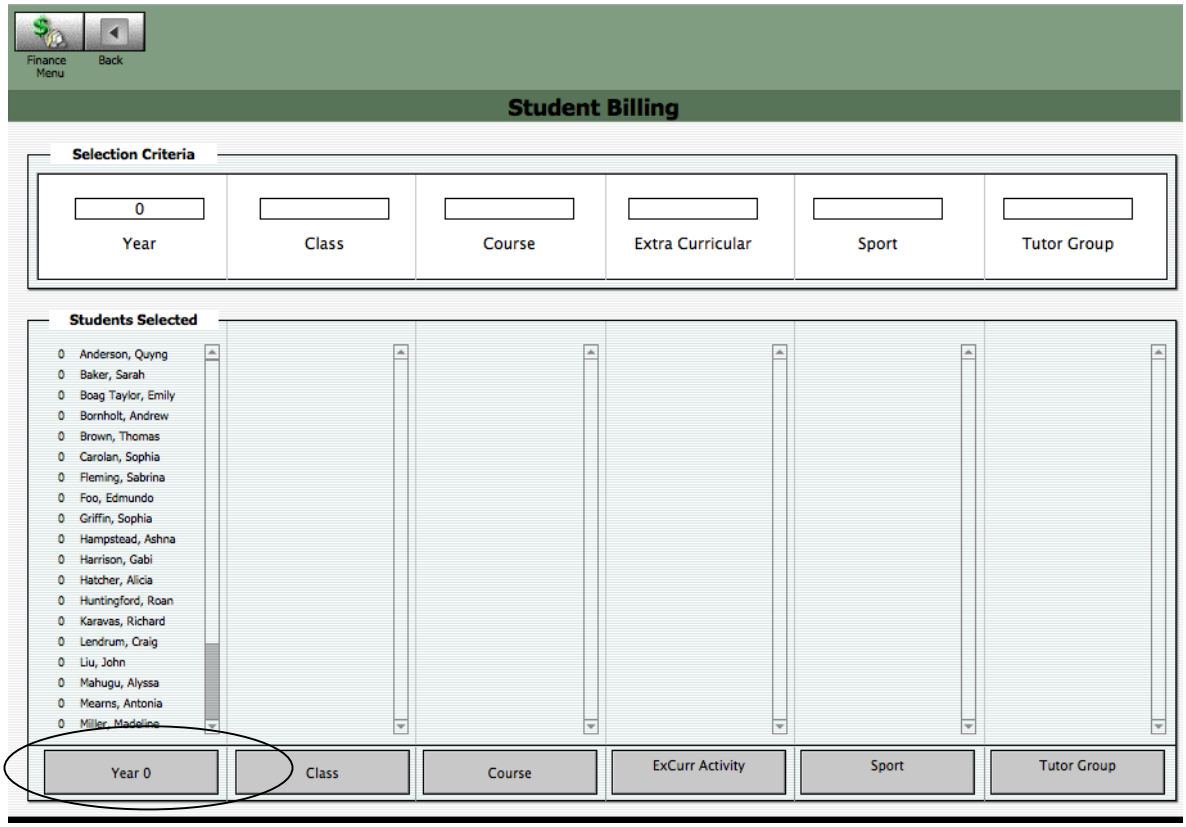
1. You will be presented with the Student Billing screen.



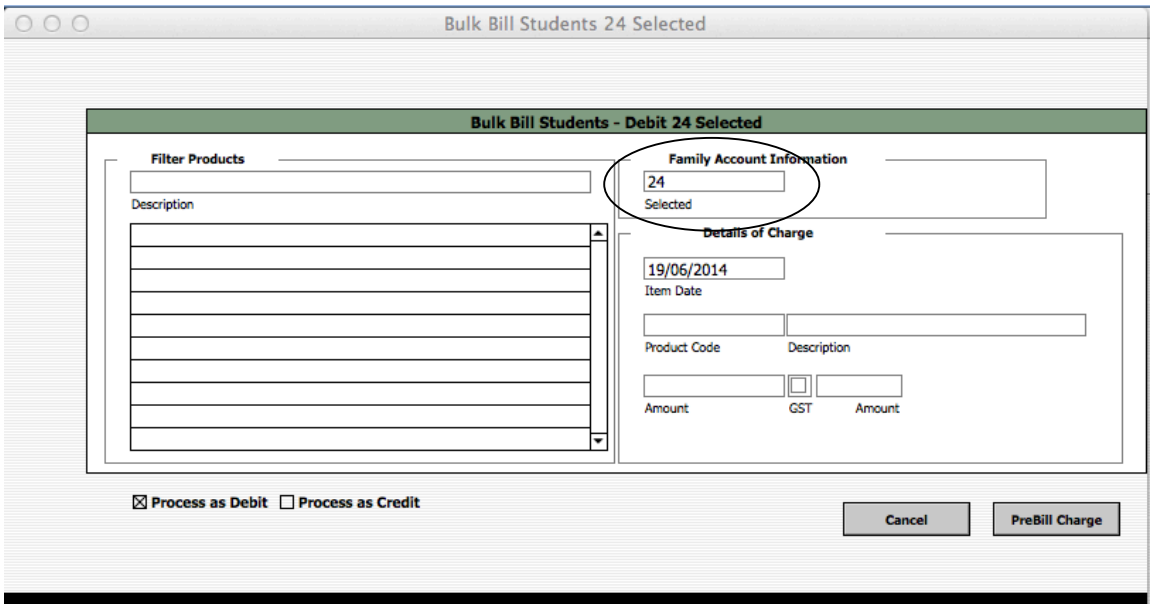

2. There are six (6) possible selection criteria; Year, Class, Course, Extra Curricular, Sport and Tutor group.
3. To bill all students in a specific year, click on the year field and you will be presented with a drop down menu from which to make your choice.



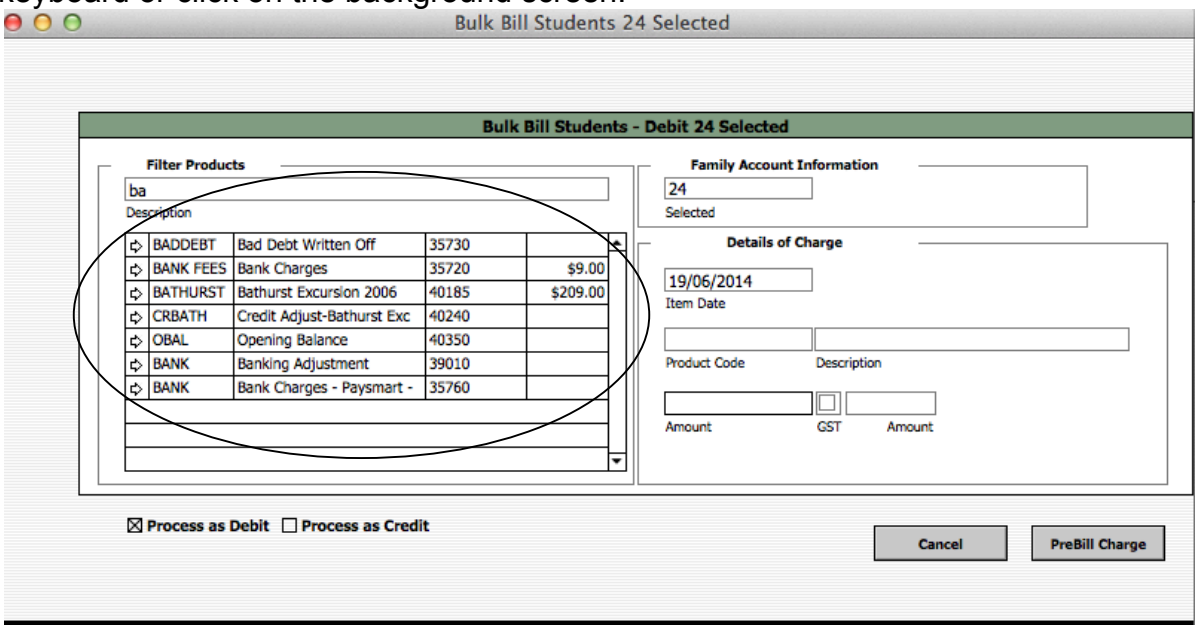

4. Make your selection and the Students Selected will be presented in the portal below.



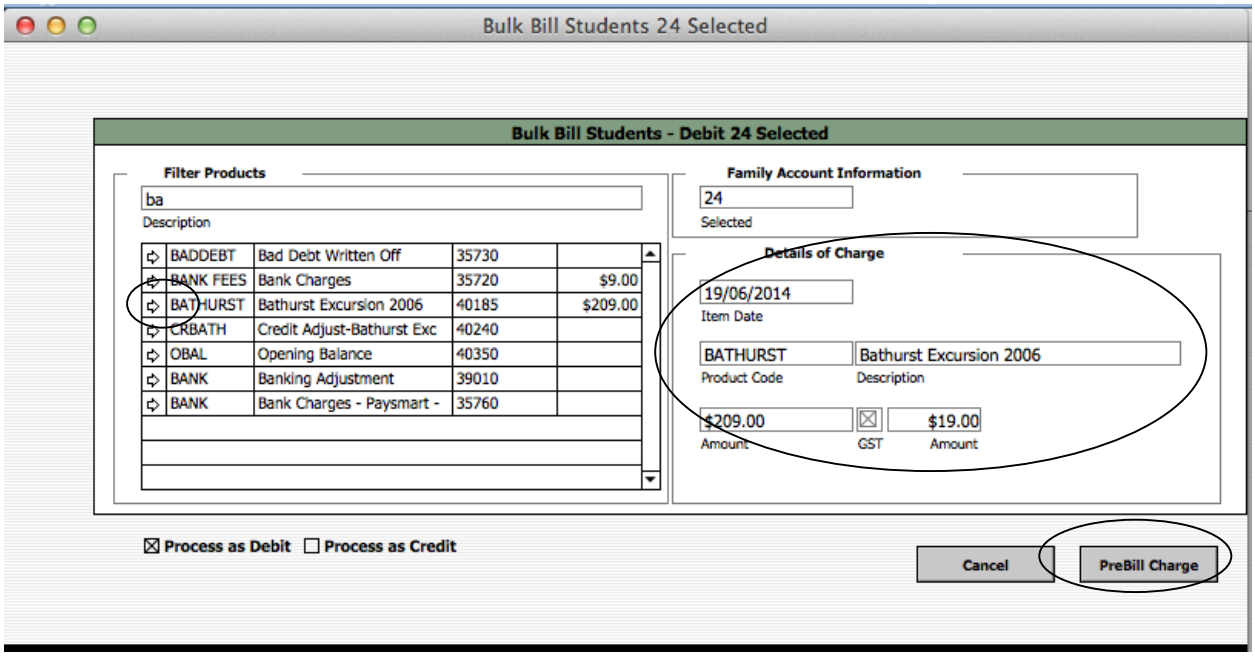

5. Click on the Year button below the portal which will have a suffix of the year that you have select, in this case ‘0’.
6. You will be presented with the following screen.




7. You can see the count of the number of students that have been selected in the field above the Selected label.
8. The Item Date field will be automatically populated with the current date, you can over-ride this date by selecting the field with your cursor and typing in the required date (format: dd/mm/yyyy).
9. To identify the particular product that is to be charged type in a word/or words/ or part of the product code into the Description field, then click on the Tab key of your keyboard or click on the background screen.

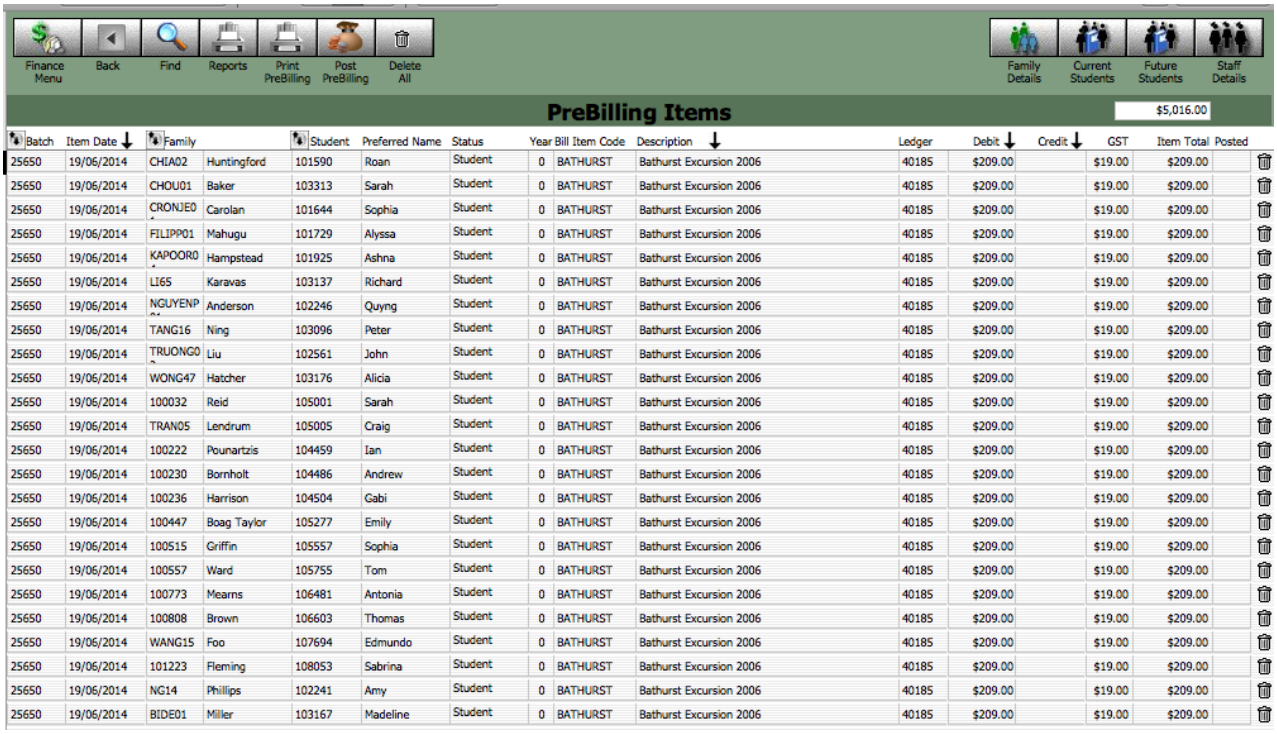



10. After the Description field is de-selected (Tab key or clicking on the screen background) a list of any products that contain the entered combination of alpha-numeric characters.
11. To select the appropriate product click on the small arrow to the left hand side of the portal row.




12. All the fields in the Details of Charge will now be populated.
13. If you wish to select another product, simply click on the related arrow in the portal row.
14. If you do not wish to continue click on the Cancel button.
15. When you have selected the correct product, click on the Post Transaction button.

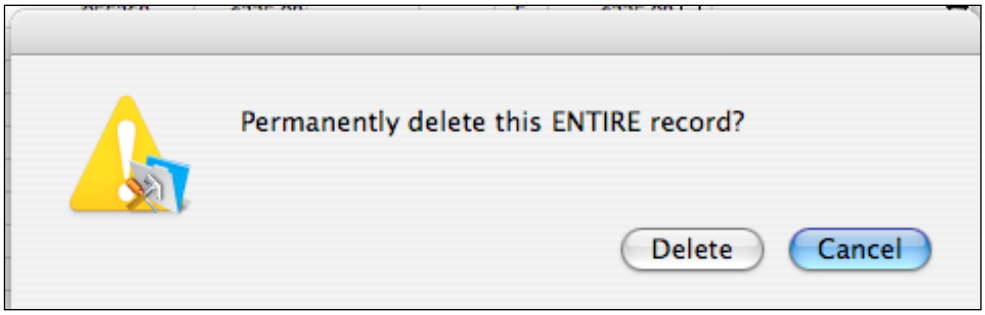
16. There will be a pause while the transactions are generated.
17. You will then be presented with the PreBilling Items screen that will list all the transactions just generated.



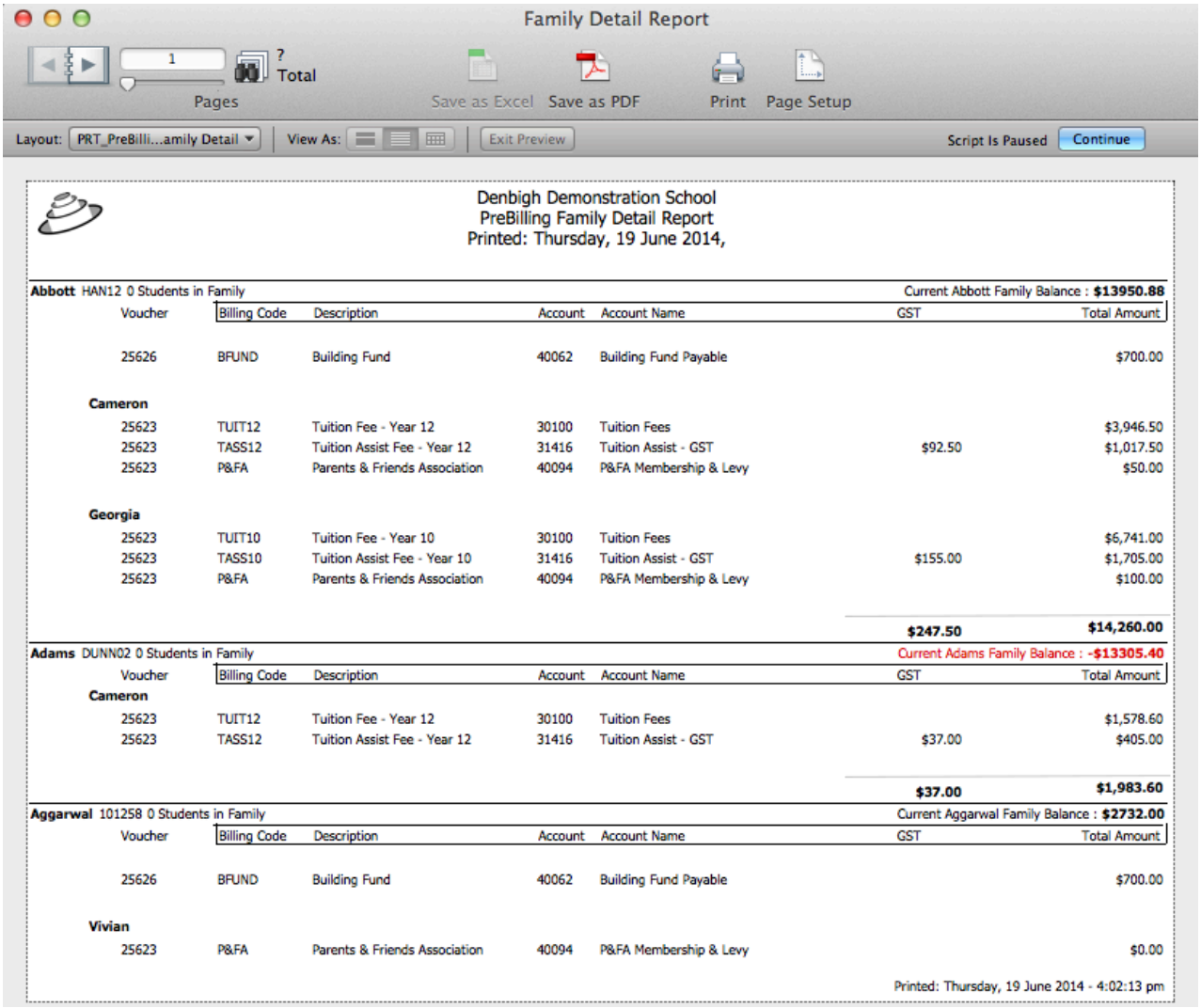

| Batch | Item Date | Family | | Student | Preferred Name | Status | Year | Bill Item Code | Description | Ledger | Debit | Credit | GST | Item Total | Posted |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25650 | 19/06/2014 | CHIA02 | Huntingford | 101590 | Roan | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | CHOU01 | Baker | 103313 | Sarah | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | CRONJE0 | Carolan | 101644 | Sophia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | FILIPP01 | Mahugu | 101729 | Alyssa | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | KAPOOR0 | Hampstead | 101925 | Ashna | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | LI65 | Karavas | 103137 | Richard | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | NGUYENP | Anderson | 102246 | Quyng | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | TANG16 | Ning | 103096 | Peter | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | TRUONG0 | Liu | 102561 | John | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | WONG47 | Hatcher | 103176 | Alicia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100032 | Reid | 105001 | Sarah | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | TRAN05 | Lendrum | 105005 | Craig | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100222 | Pounartzis | 104459 | Ian | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100230 | Bornholt | 104486 | Andrew | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100236 | Harrison | 104504 | Gabi | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100447 | Boag Taylor | 105277 | Emily | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100515 | Griffin | 105557 | Sophia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100557 | Ward | 105755 | Tom | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100773 | Mearns | 106481 | Antonia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 100808 | Brown | 106603 | Thomas | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | WANG15 | Foo | 107694 | Edmundo | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | 101223 | Fleming | 108053 | Sabrina | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | NG14 | Phillips | 102241 | Amy | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |
| 25650 | 19/06/2014 | BIDE01 | Miller | 103167 | Madeline | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | |

18. You can remove a charge to a specific student should this be necessary.
19. To delete a charge to a student click on the Trash bin at the right-hand side of the related portal row.

20. You will be presented with the following dialog box.




21. Click on the Delete button if you wish to delete the charge, or the Cancel button if you wish to cancel this action.
22. You can then print these records by click on the Print Prebilling button at the top of your screen.
23. This will produce a report [Prebilling Family Detail Report] of all the Prebilling records, including any records that have previously been posted but not deleted.




Denbigh Demonstration School
PreBilling Family Detail Report
Printed: Thursday, 19 June 2014,

**Abbott** HAN12 0 Students in Family — Current Abbott Family Balance : **$13950.88**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| 25626 | BFUND | Building Fund | 40062 | Building Fund Payable | | $700.00 |
| **Cameron** | | | | | | |
| 25623 | TUIT12 | Tuition Fee - Year 12 | 30100 | Tuition Fees | | $3,946.50 |
| 25623 | TASS12 | Tuition Assist Fee - Year 12 | 31416 | Tuition Assist - GST | $92.50 | $1,017.50 |
| 25623 | P&FA | Parents & Friends Association | 40094 | P&FA Membership & Levy | | $50.00 |
| **Georgia** | | | | | | |
| 25623 | TUIT10 | Tuition Fee - Year 10 | 30100 | Tuition Fees | | $6,741.00 |
| 25623 | TASS10 | Tuition Assist Fee - Year 10 | 31416 | Tuition Assist - GST | $155.00 | $1,705.00 |
| 25623 | P&FA | Parents & Friends Association | 40094 | P&FA Membership & Levy | | $100.00 |
| | | | | | **$247.50** | **$14,260.00** |

**Adams** DUNN02 0 Students in Family — Current Adams Family Balance : **-$13305.40**

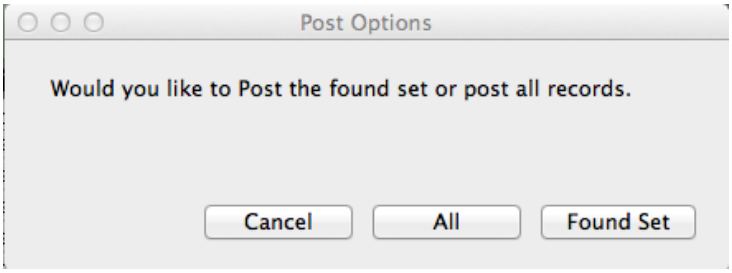
| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| **Cameron** | | | | | | |
| 25623 | TUIT12 | Tuition Fee - Year 12 | 30100 | Tuition Fees | | $1,578.60 |
| 25623 | TASS12 | Tuition Assist Fee - Year 12 | 31416 | Tuition Assist - GST | $37.00 | $405.00 |
| | | | | | **$37.00** | **$1,983.60** |

**Aggarwal** 101258 0 Students in Family — Current Aggarwal Family Balance : **$2732.00**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| 25626 | BFUND | Building Fund | 40062 | Building Fund Payable | | $700.00 |
| **Vivian** | | | | | | |
| 25623 | P&FA | Parents & Friends Association | 40094 | P&FA Membership & Levy | | $0.00 |

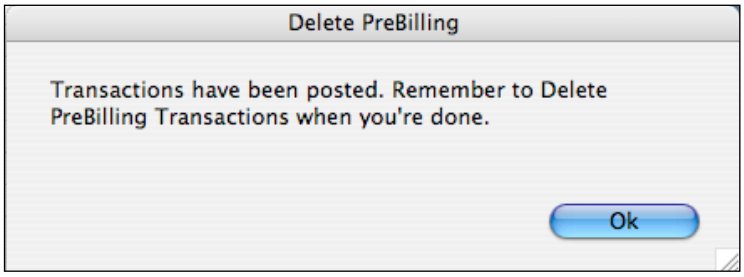
Printed: Thursday, 19 June 2014 - 4:02:13 pm

24. You can then choose to post the transactions by clicking on the Post PreBilling button at the top of the screen.

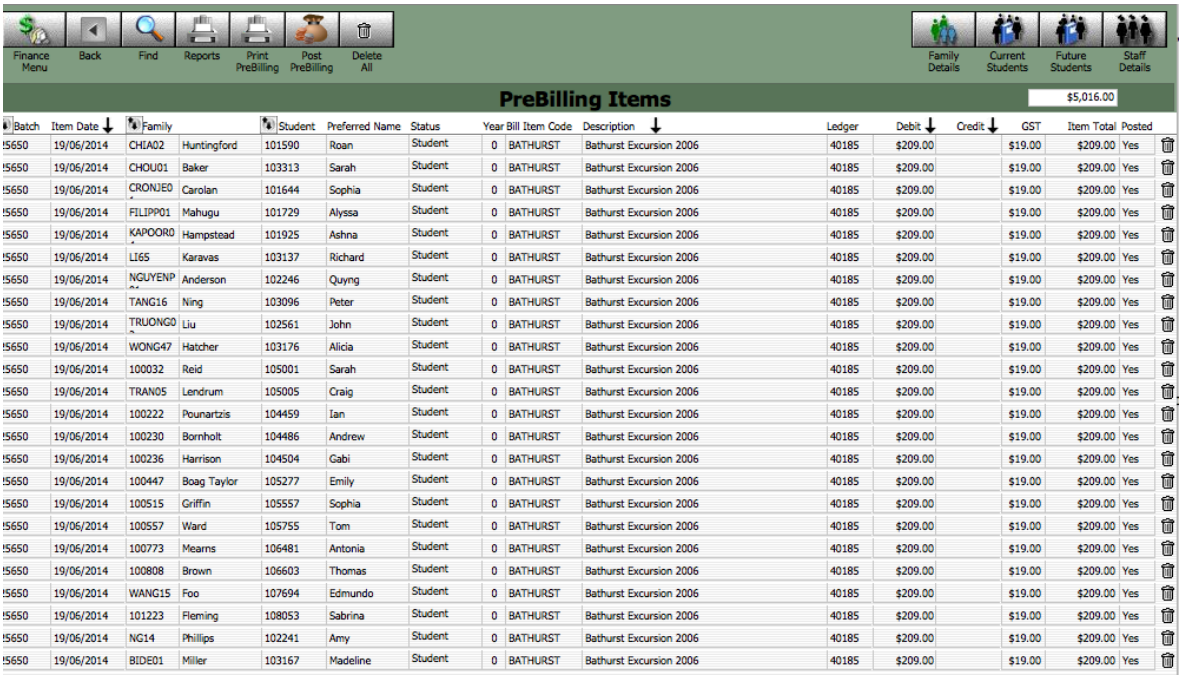



25. You will be asked to confirm to post the transactions to All or the Found Set. Click on the Cancel button to stop this process.

26. You will then receive a message advising that the transactions have been posted and reminding you to delete the transactions from this screen.

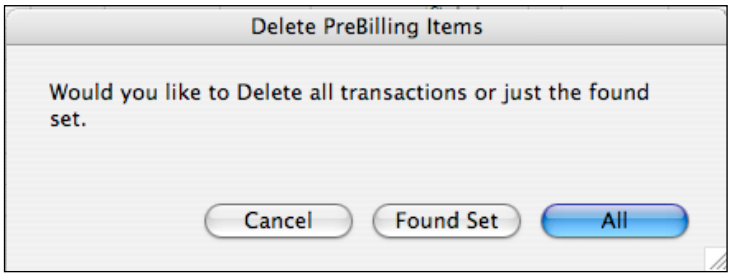



27. Click on the OK button.
28. You will note that all the transactions now have “Yes” showing in the Posted column on the right hand side of the screen.




| Batch | Item Date | Family | | Student | Preferred Name | Status | Year Bill | Item Code | Description | Ledger | Debit | Credit | GST | Item Total | Posted |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 5650 | 19/06/2014 | CHIA02 | Huntingford | 101590 | Roan | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | CHOU01 | Baker | 103313 | Sarah | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | CRONJE0 | Carolan | 101644 | Sophia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | FILIPP01 | Mahugu | 101729 | Alyssa | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | KAPOOR0 | Hampstead | 101925 | Ashna | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | LI65 | Karavas | 103137 | Richard | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | NGUYENP | Anderson | 102246 | Quyng | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | TANG16 | Ning | 103096 | Peter | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | TRUONG0 | Liu | 102561 | John | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | WONG47 | Hatcher | 103176 | Alicia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100032 | Reid | 105001 | Sarah | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | TRAN05 | Lendrum | 105005 | Craig | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100222 | Pounartzis | 104459 | Ian | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100230 | Bornholt | 104486 | Andrew | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100236 | Harrison | 104504 | Gabi | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100447 | Boag Taylor | 105277 | Emily | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100515 | Griffin | 105557 | Sophia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100557 | Ward | 105755 | Tom | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100773 | Mearns | 106481 | Antonia | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 100808 | Brown | 106603 | Thomas | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | WANG15 | Foo | 107694 | Edmundo | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | 101223 | Fleming | 108053 | Sabrina | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | NG14 | Phillips | 102241 | Amy | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |
| 5650 | 19/06/2014 | BIDE01 | Miller | 103167 | Madeline | Student | 0 | BATHURST | Bathurst Excursion 2006 | 40185 | $209.00 | | $19.00 | $209.00 | Yes |

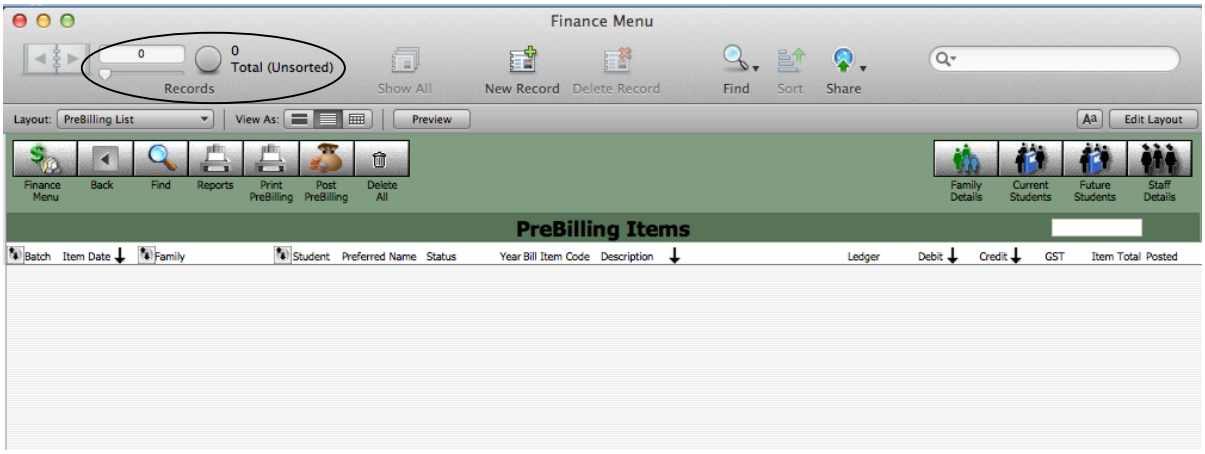
29. To delete the posted transactions click on the Delete All button at the top of the screen in the navigation bar. You will be asked to choose if you wish to delete All the transactions, the Found Set (only the records that are showing in the list) or if you wish to Cancel this process.




30. Click on the All button to delete all the records showing in this screen.

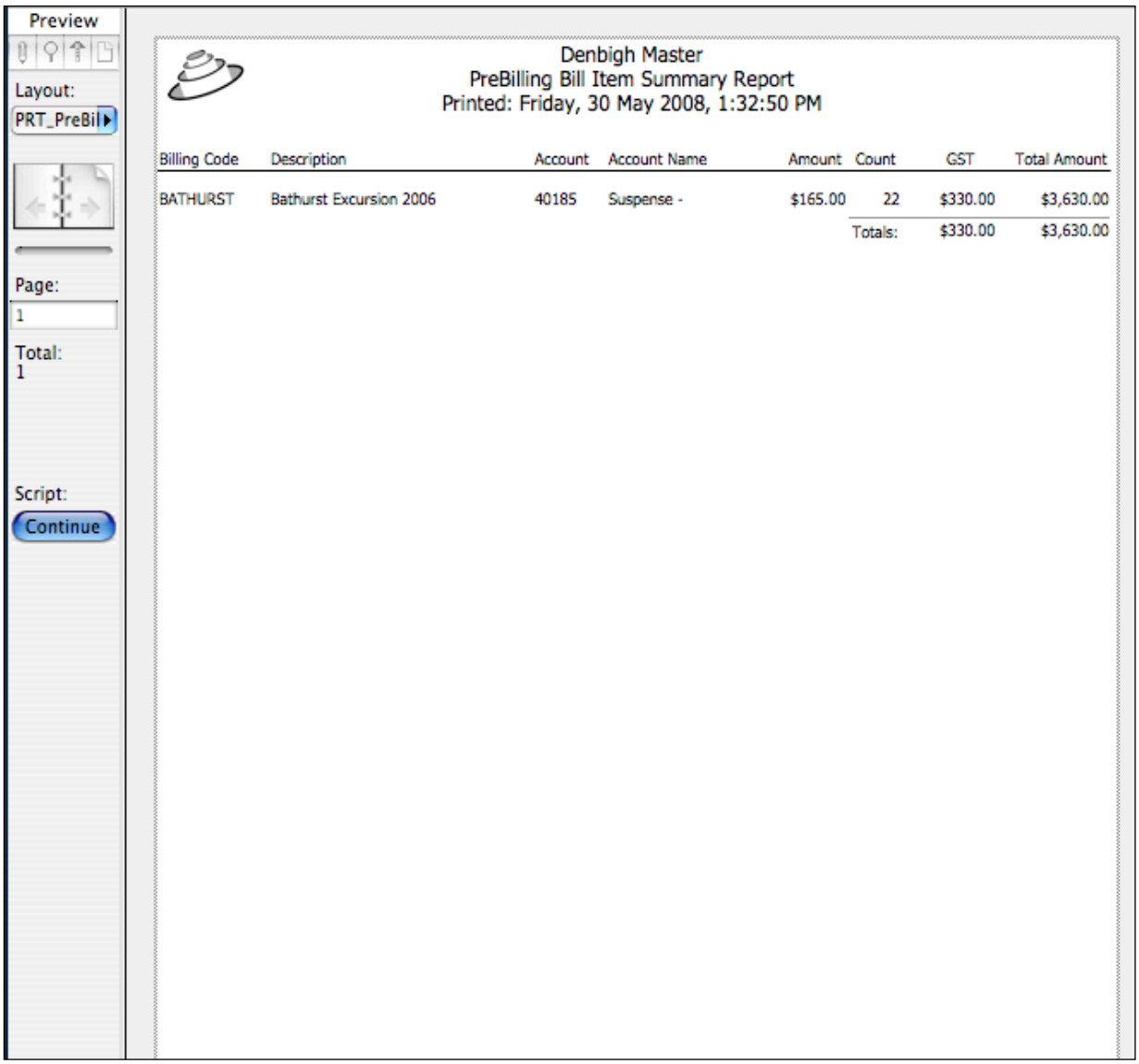
### *Prebilling*

1. Click on the Prebilling button to be presented with all unposted transactions.
2. You will note that there are no unposted transactions showing the follow example of the screen. Look in the Status Bar on the top of the screen. For more detail on this screen refer to Chapter 11 View Data.



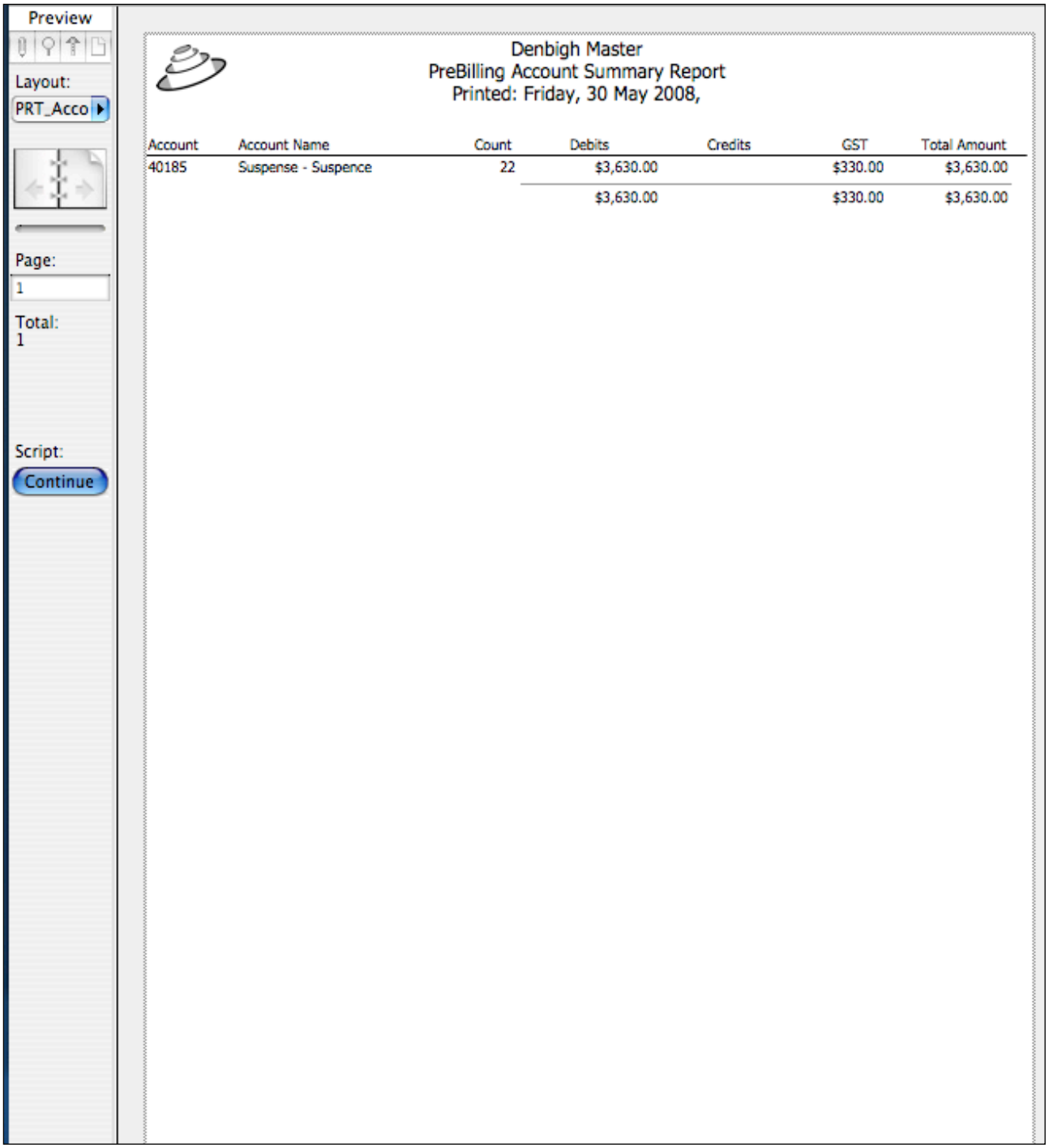
### *PreBill Item Summary Report*

The ‘PreBill Item Summary” is a report that shows a line item for each Billable Item that is sitting in the Prebilling Items, the count of each ‘sale’, the cost of the product, sum of the GST amount, if applicable, and the total amount for each line.  There is also a grand total of all GST charged and the ‘sales’ made.



### *PreBill Account Summary Report*

The ‘PreBilling Account Summary; report is a report that shows a line item for each ledger account code that has been charged in on transactions sitting in the Prebilling Items, the total count of all ‘sales’, the total debit charge and credit charge, a sum of the GST amount, if applicable, and the total amount for each account.  There is also a grand total of all GST charged and Total Amount.

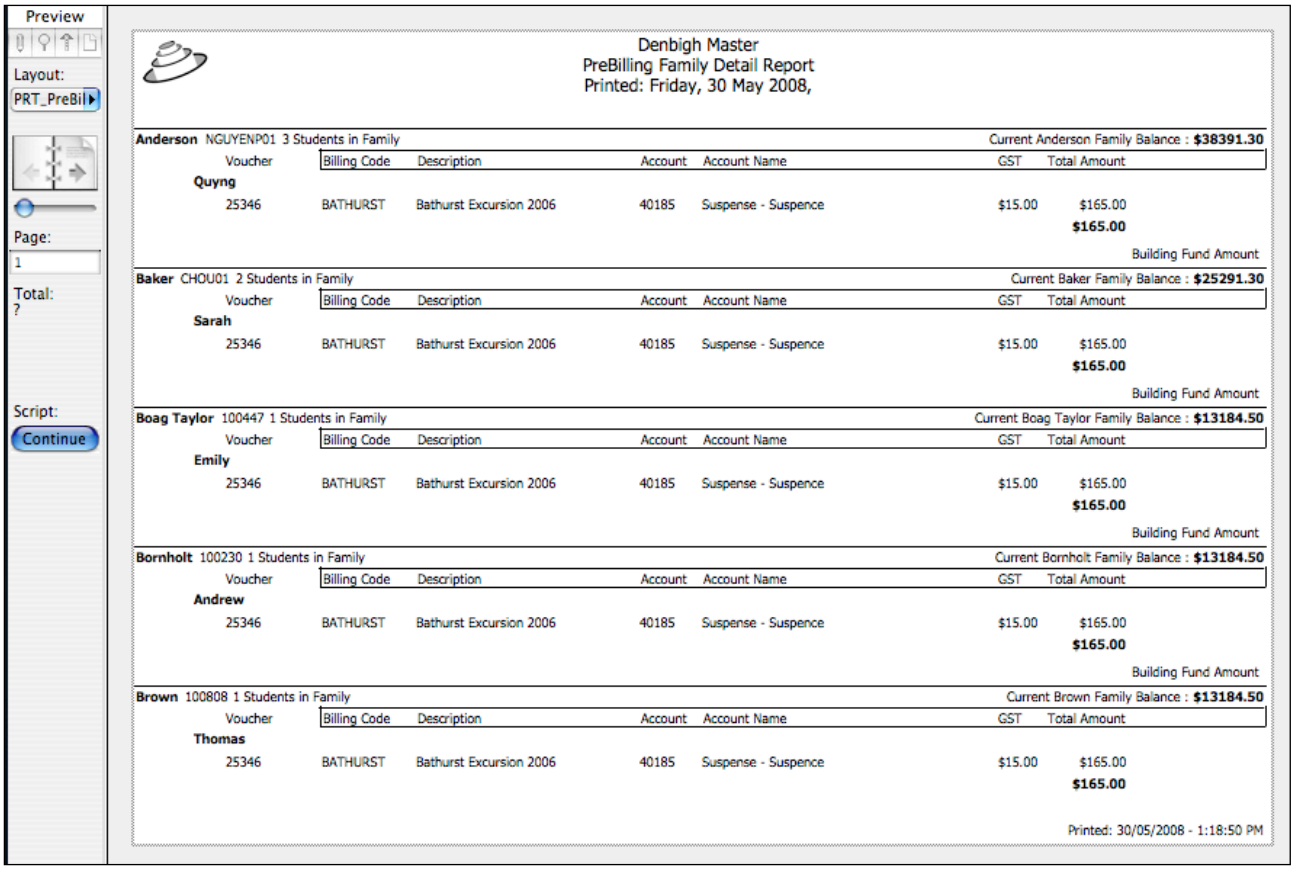


### *Family Detail Report*

The 'Family Detail' report is a report that summarises all transactions by Family that are currently sitting in Prebilling Items.

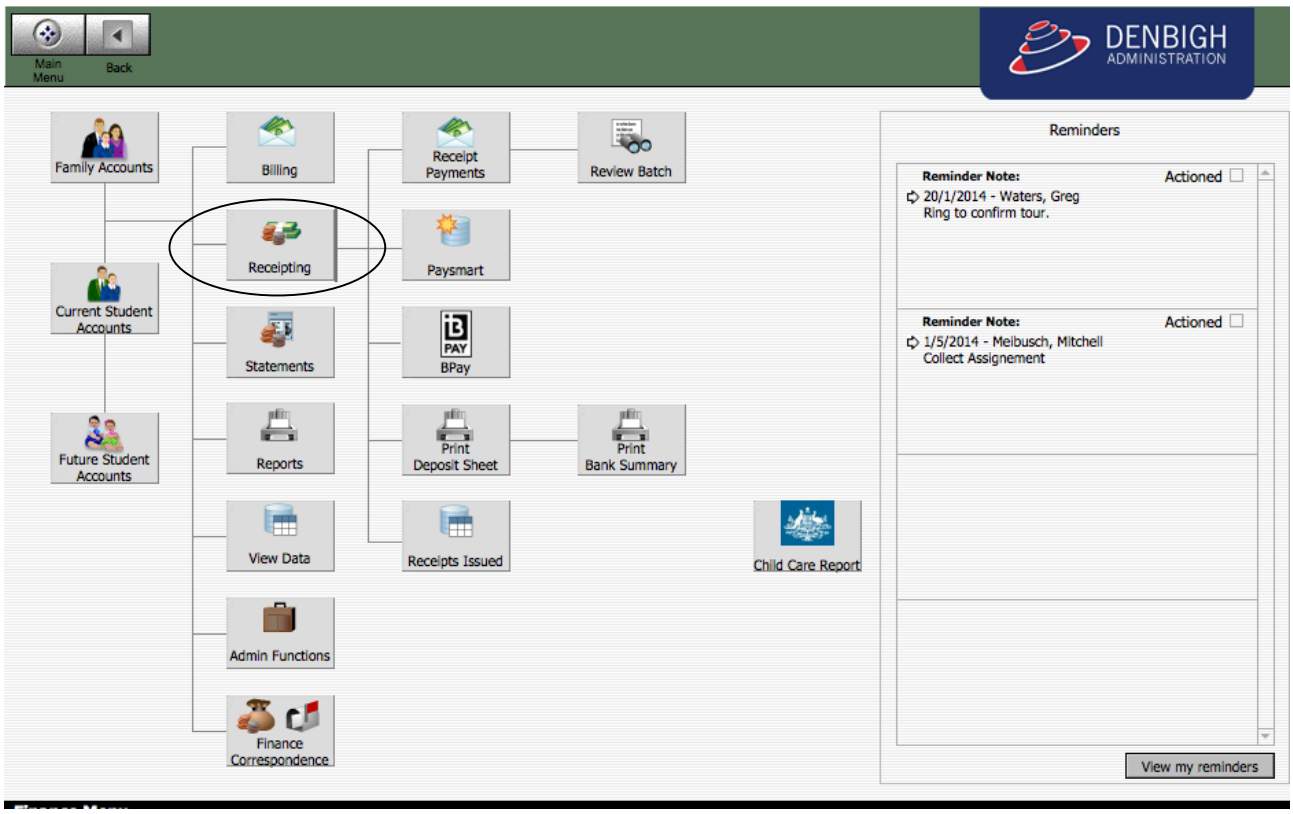
There is a separate line item for each charge that has been made to a family. There is a header line for each family that shows the family name (in bold), family code and the total number of students in the family.

The report shows a breakdown of the Family by child to whom the charge relates and includes the following fields: Product Code, Description, Account code and Account Name, any GST component and a line total and a sum of all the charges for each Family.



# RECEIPTING

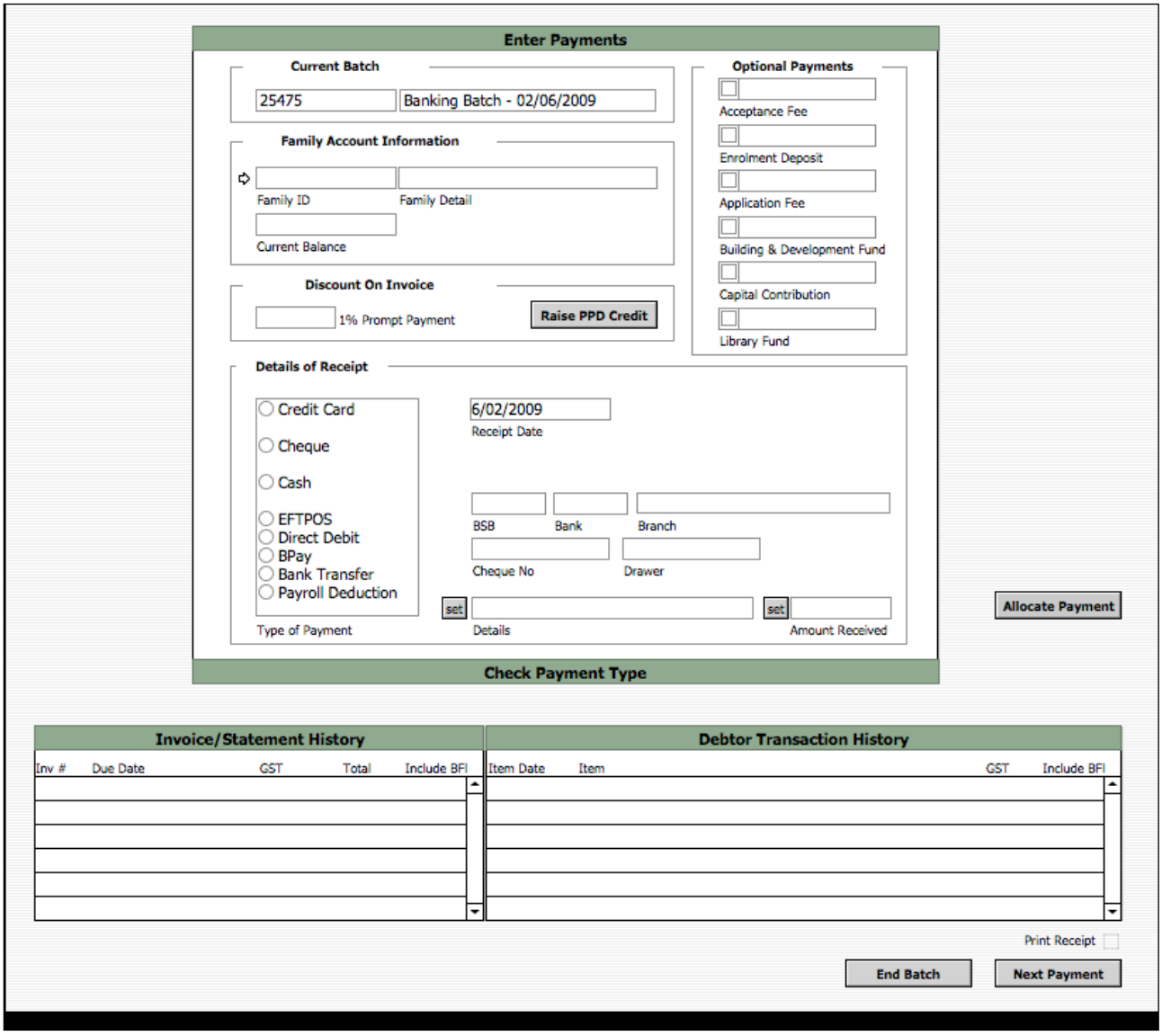
To access the Receipting option click on the Receipting button on the Finance Screen.

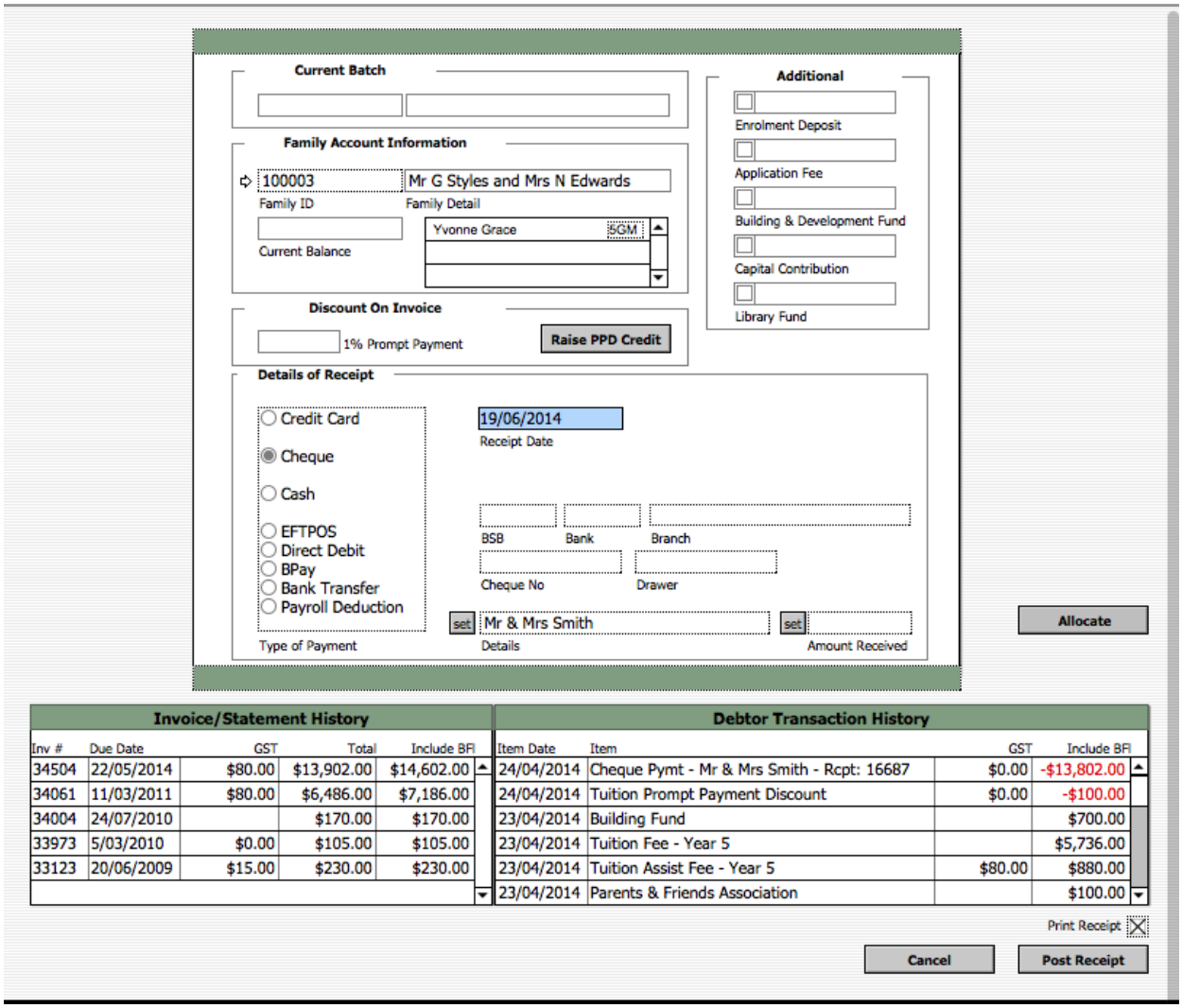


## Receipting and Banking Payments - Order

1. Receipt Payments (receipts printed do not have a receipt number – receipt number only issued after posting)
2. Review Batch
3. Post Banking Batch (Payments)
4. Print Deposit Sheet
5. Print Bank Summary
6. Print Receipts (with receipt number), if necessary. From the Receipts Issued screen

The following is an explanation of the fields on the Payments screen.






### *Current Batch*

This section presents the current batch detail, the number and the description.

### *Family Account Information*

This section presents the current information on the Family Code entered; the family billing name and the Current Balance of the account and current students in the family.

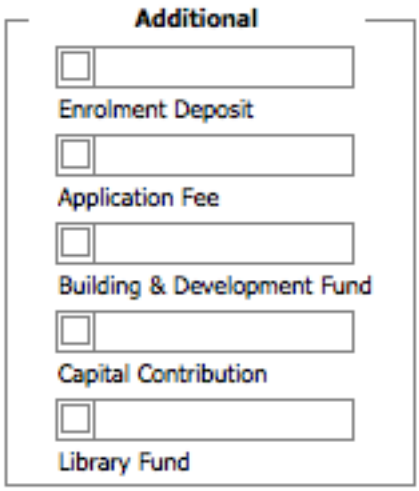
### *Discount On Invoice*

If the School has a Prompt Payment Discount (PPD), or something similar, this section will present the amount of Prompt Payment Discount that is attributable to the Family if the account is paid by the Prompt Payment Discount Due Date as stated on the statement.

It is up to the person that is receipting the money to decide if the PPD is to be attributed to the account. If it is decided that the family is owed the PPD then the entry person must raise a credit against the account for the discount.

### *Additional Payments*

The Additional Payments area shows the standard donations or deposit fees, as applicable.

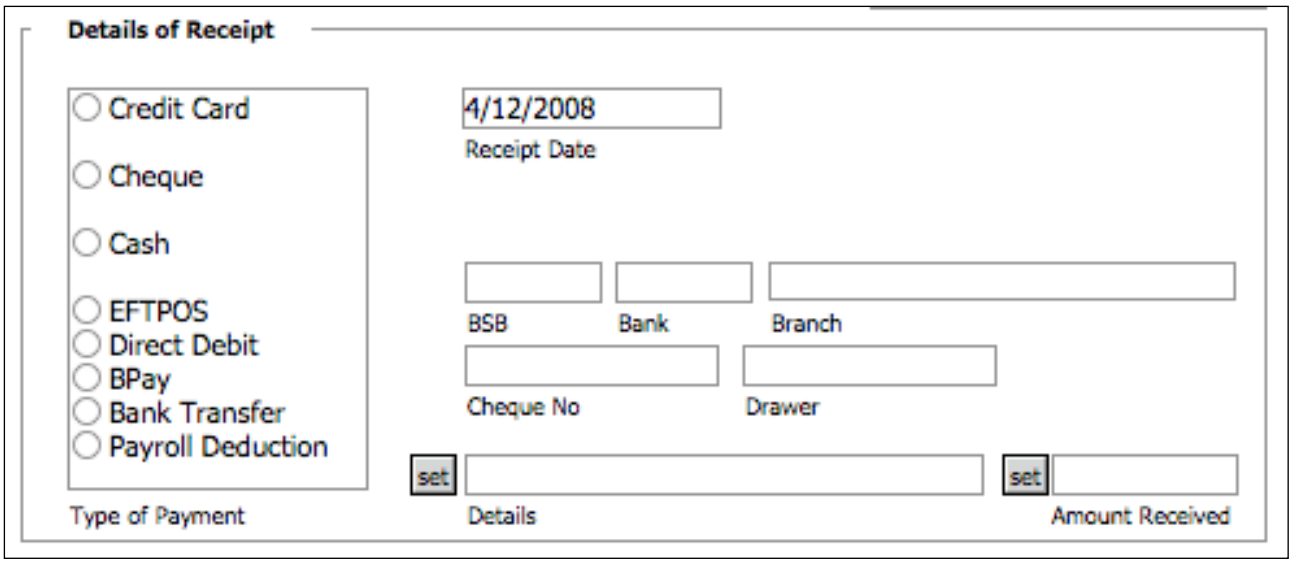



If any of these items are to be receipted click on the checkbox to the left hand side of the relevant field and the amount will automatically be populated. The amount can be changed if different.

When the payment is entered (clicking on the Next Payment button) the associated Debits will automatically be raised against the Family's account.

***Details of Receipt***

This area is where the entry in relation to the payment is entered. The Type of Payment that is made; if it is a cheque then the BSB, Bank, Branch, Cheque Number and Drawer detail must be entered.




If the payment is being made by cheque click the details in the radio button to the left hand side of Cheque in the Type of Payment, then enter the BSB and tab.

The Bank and Branch will automatically be populated provided the BSB is entered in the Bank BSB Detail (Finance Menu ; Admin Functions ; Preferences ; Bank BSB Detail tab). If it does not populate with the bank details go and add the detail to the Bank BSB Detail.

Enter the Cheque Number and the Drawer as written on the cheque.

To automatically populate the Details field with the Family Name as showing in the Family Account Information area click on the Set button to the left hand side of the Details field.

To enter the total amount due, including any of the populated fields in the Additional area click on the Set button to the left hand side of the Amount Received field.

Allocations will be made automatically to the oldest debt. To manually allocate payments, click the Allocate button.

***Allocate Payment***

This button will present layouts that will allow the allocation of a payment to specific debit transactions. *Receipted payments are normally allocated to the oldest transaction first.*

***Invoice/Statement History***

This portal presents all invoices/statements that have been raised for this Family.

***Debtor Transaction History***

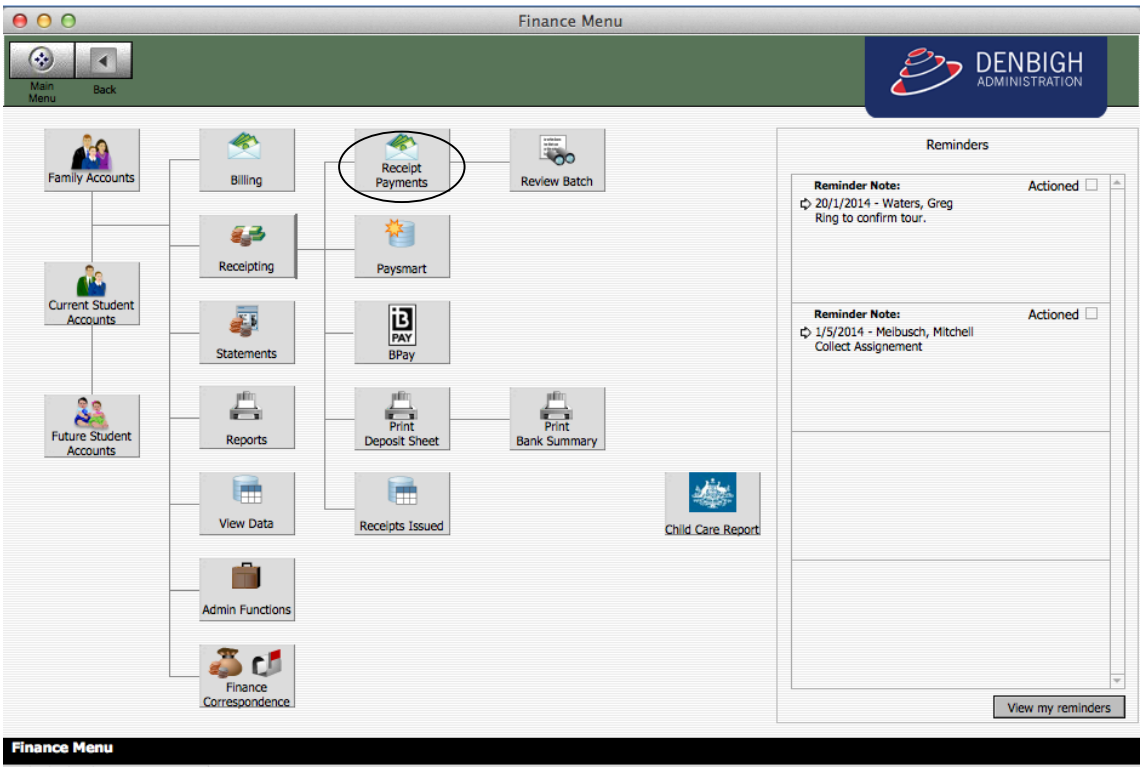
This portal presents all posted transactions (debits, credits and receipts) that have been posted for this family. Prebilling items are not presented.

***Print Receipt***

If this flag is checked a receipt will automatically be printed for the current record when the Next Payment button is clicked. If this flag is not checked then no receipt will be printed.

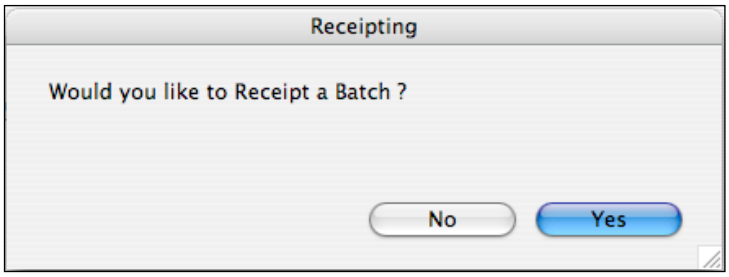
# Receipt Payment

To access the Payments sub-menu click on the Payments button.

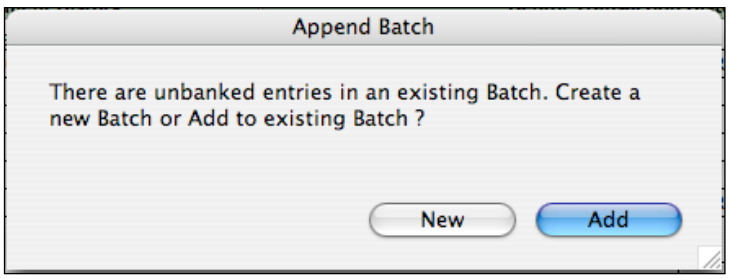



To receipt several payments (like processing payments that have been received in the mail), click on the Receipt Payment button.

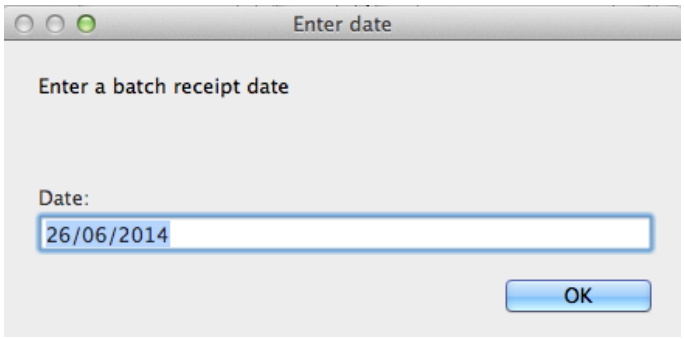
1. You will be presented with a dialogue box.



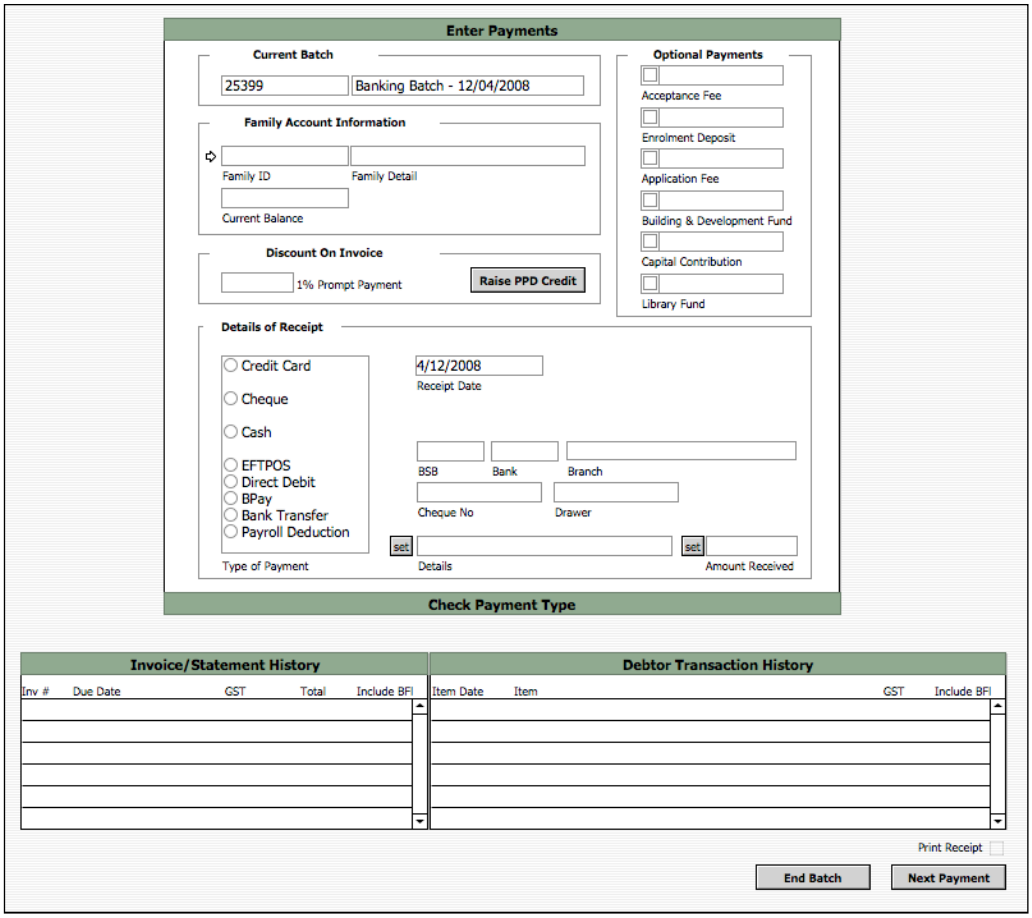

2. Click on Yes to continue (or No to cancel).
3. If there is a previous batch that has not been banked you will be asked if you wish to add to this batch or create a new one.

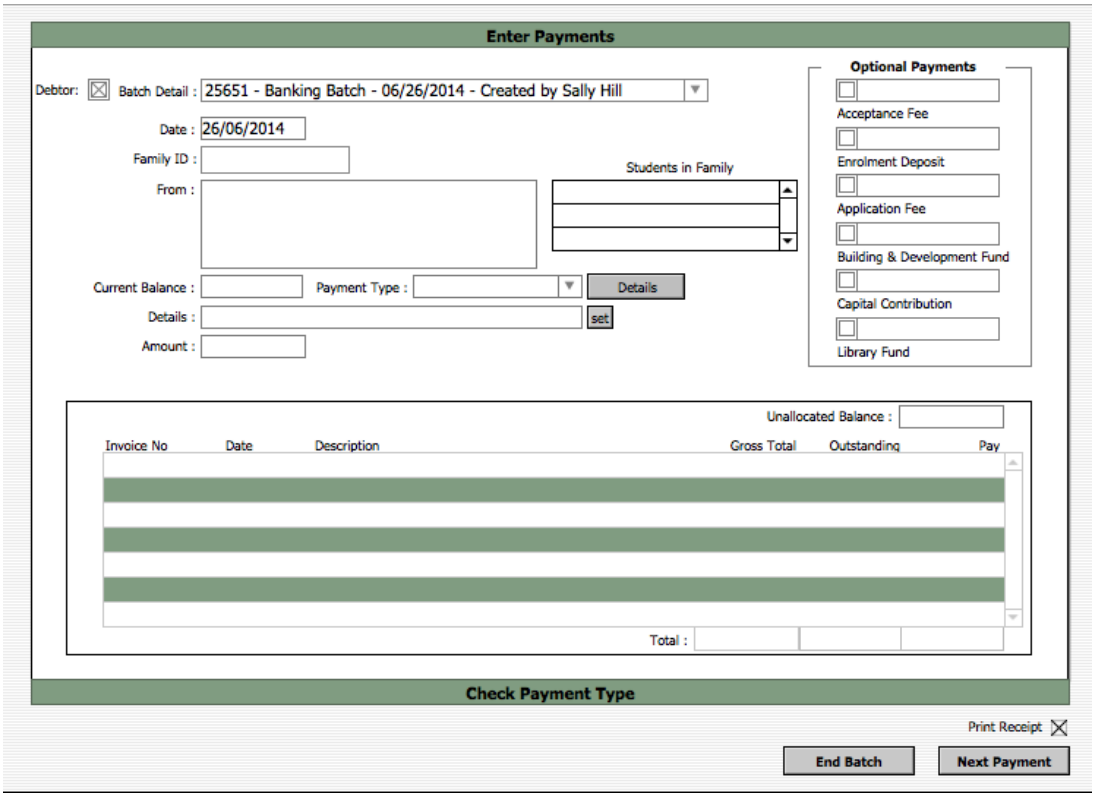


4. In this example I have click on the New button.

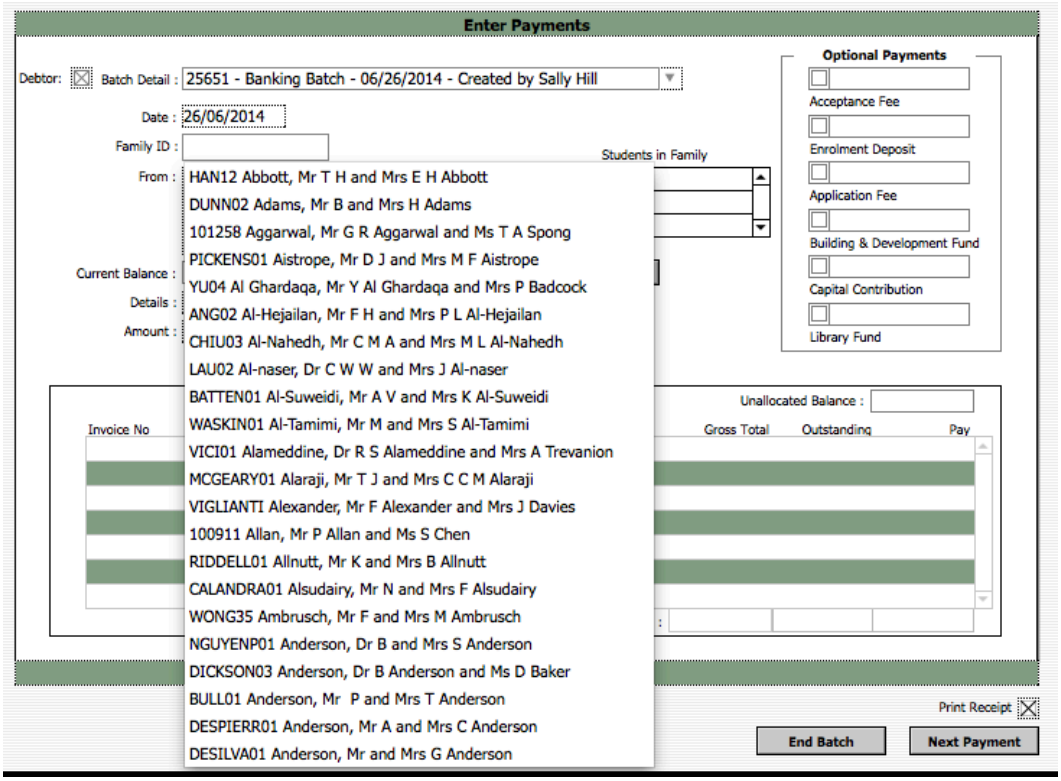



5. Enter the date on which you wish to receipt the batch, this date will default to the current date.
6. You will be presented with the Enter Payments screen.



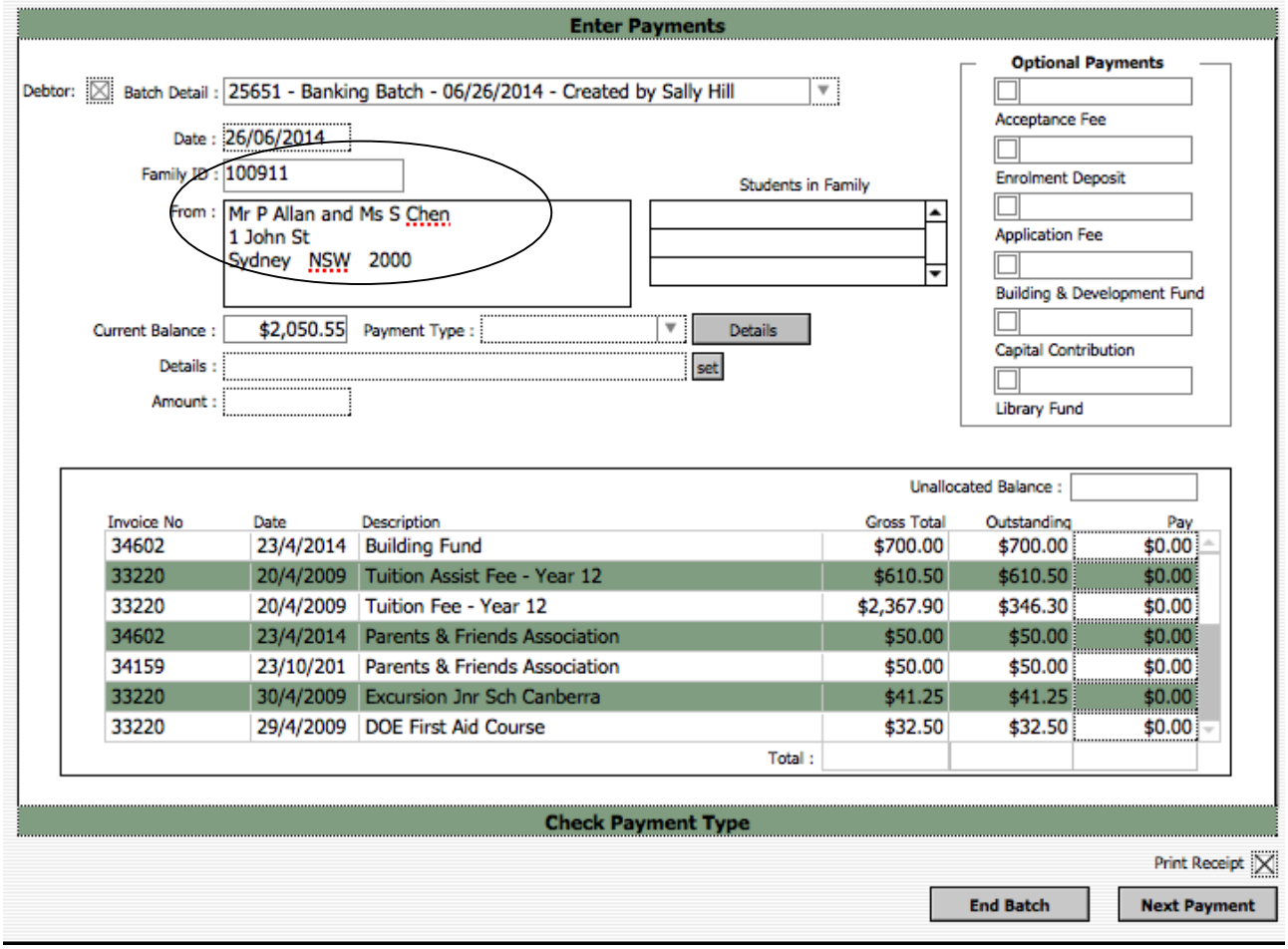



7. Enter the Family Code.
8. Either click on the small arrow to the left hand side of the Family Code field. This will present you with a dropdown menu of all the Families on your database.



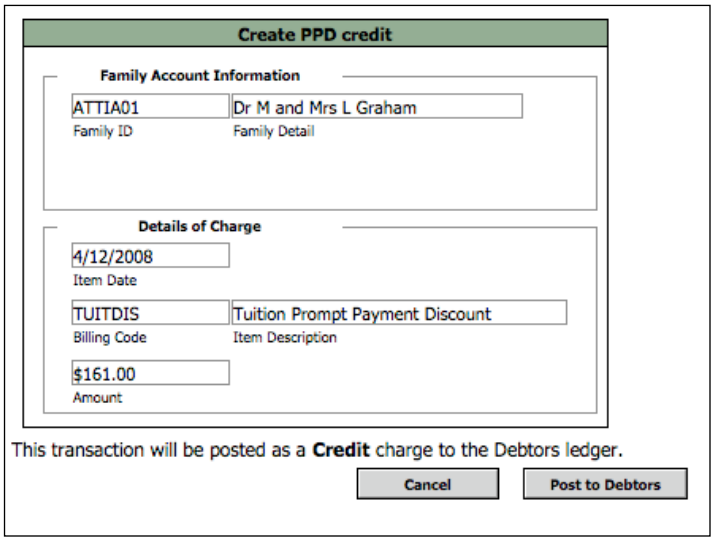

9. Or enter the Family Code into the Family Code field.

**10.** Tab and all the associated detail will be populated.




**11.** If the Family is entitled to receive the Prompt Payment Discount click on the Raise Credit button.

**12.** A new window will be presented with all the family detail, the credit amount and billable Item detail populated.




**13.** Check that all the detail is correct then click on the Post Transaction button.

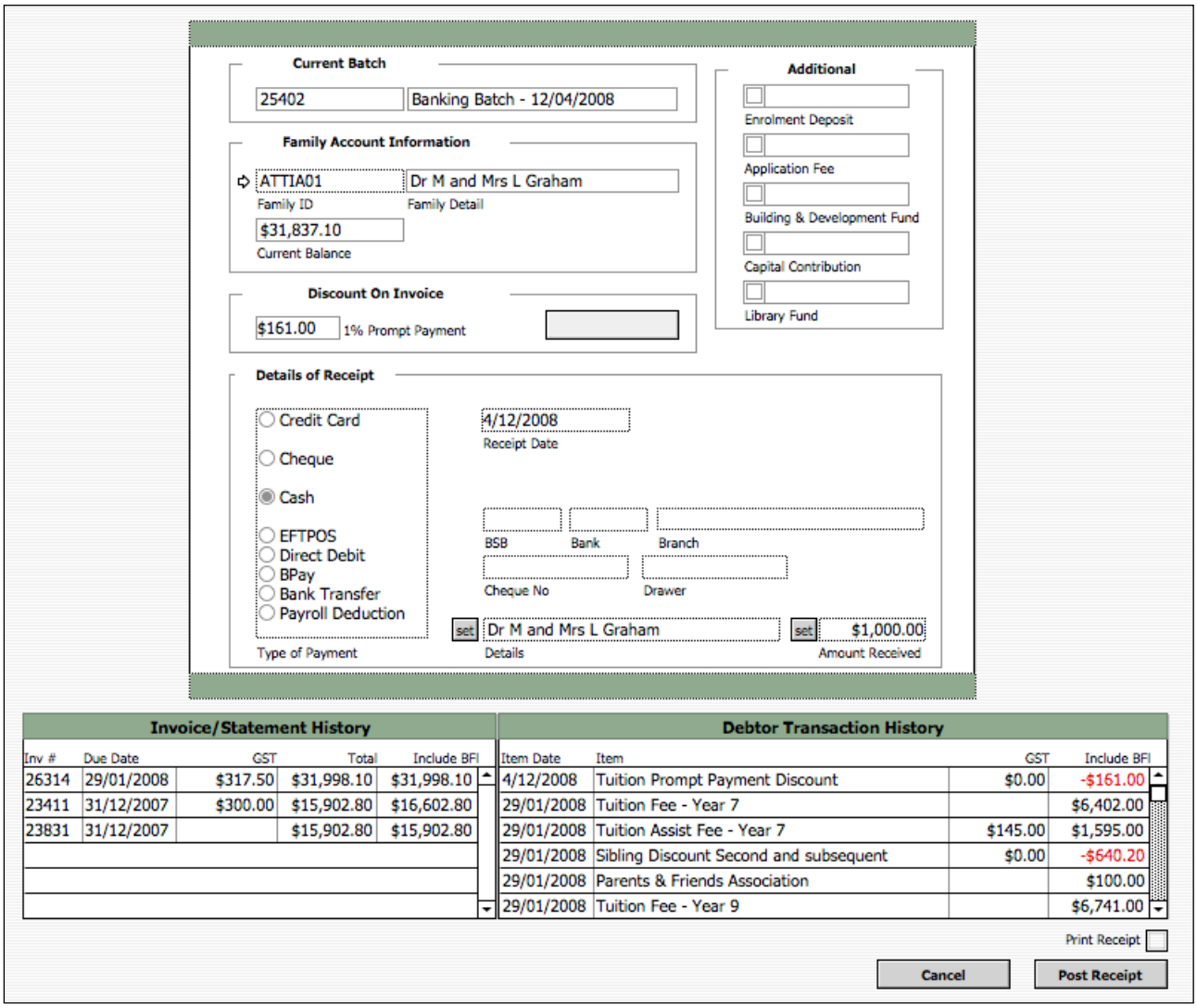
14. This will post the credit to PreBilling and the user will be returned to the Payment Entry screen (If you do not wish to raise the credit click on the Cancel button).
15. Allai01
16. The user will be returned to the Payments screen and the credit will now be visible in the Debtor Transaction History portal on the bottom right hand side of the screen.
17. If the Family is paying one of the 'Additional' charges click in the checkbox beside the appropriate charge.

### *Credit Card, Cash, EFTPOS, Direct Debit, BPay, Bank Transfer or Payroll Deducation*

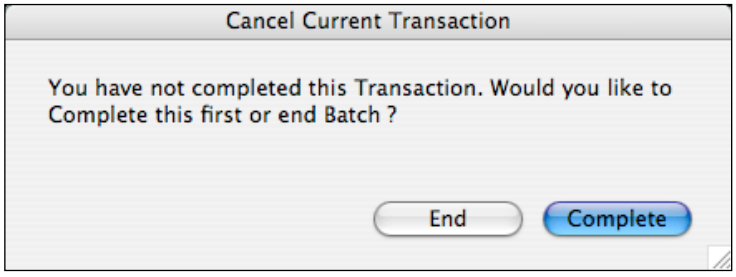
18. If processing a Cash, EFTPOS, Direct Debit or BPay payment click in the appropriate radio button to the left of the selection.
19. Click on the Set button to the left of the Details field and the field will automatically be populated with the Family Detail as showing in the Family Account Information area. If you need to enter different information then click into the field and enter the detail.
20. Click on the Set button to the left hand side of the Amount Received and it will automatically be populated with the Current Balance (as showing in the Current Balance field in the Family Account Information area) plus any Additional payments that have been checked in the Additional payments area.
21. Or you can simply type the amount in the field.
22. If you wish to print a receipt for the payment ensure that the Print Receipt box is checked, on the bottom right hand side of the screen; if you do not wish to print the receipt then uncheck the box.
23. Click on the Next Payment button to process the payment.

### *Cheque*

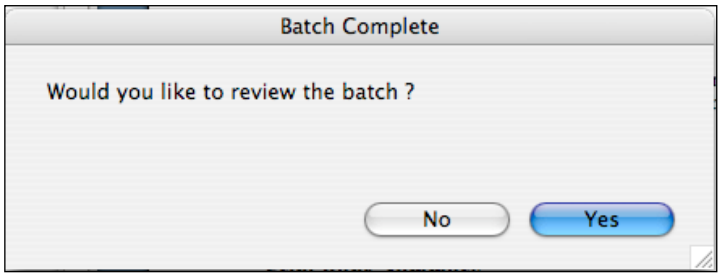
24. To process a cheque payment click in the appropriate radio button to the left of the selection.
25. Enter the BSB and tab. The Bank and Branch will automatically populate if the BSB is recorded on the database. If it does not populate with the bank details go and add the detail to the Bank BSB Detail (Finance Menu ; Admin Functions ; Preferences ; Bank BSB Detail tab).
26. Enter the Cheque Number.
27. Enter the Drawer details.
28. Click on the Set button to the left of the Details field and the field will automatically be populated with the Family Detail as showing in the Family Account Information area. If you need to enter different information then click into the field and enter the detail.
29. Click on the set button to the left hand side of the Amount Received and it will automatically be populated with the Current Balance (as showing in the Current Balance field in the Family Account Information area) plus any Additional payments that have been checked in the Additional payments area.
30. Or you can simply type the amount in the field.
31. If you wish to print a receipt for the payment ensure that the Print Receipt box is checked, on the bottom right hand side of the screen; if you do not wish to print the receipt then uncheck the box.




**32.** Click on the Next Payment button to process the payment.
**33.** You will be presented with a blank Enter Payments screen, repeat the process.
**34.** If there are no further entries to be made click on the End Entry button and you will be presented with the following dialogue.

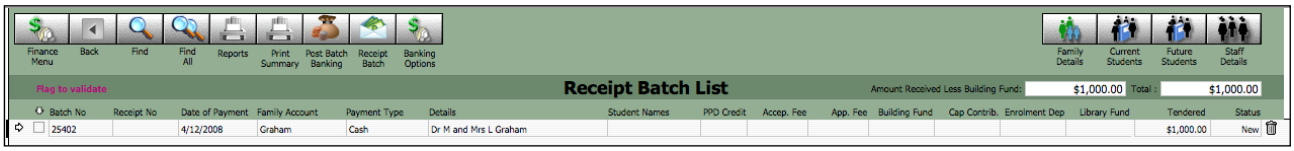



**35.** As you clicking on the End Entry button when there is no detail entered the validation forces a check to ensure that you have not accidentally clicked on the End Entry button.
**36.** Click on the End button.
**37.** You will be presented with the following dialogue asking if you would like to review the batch that you have just entered.



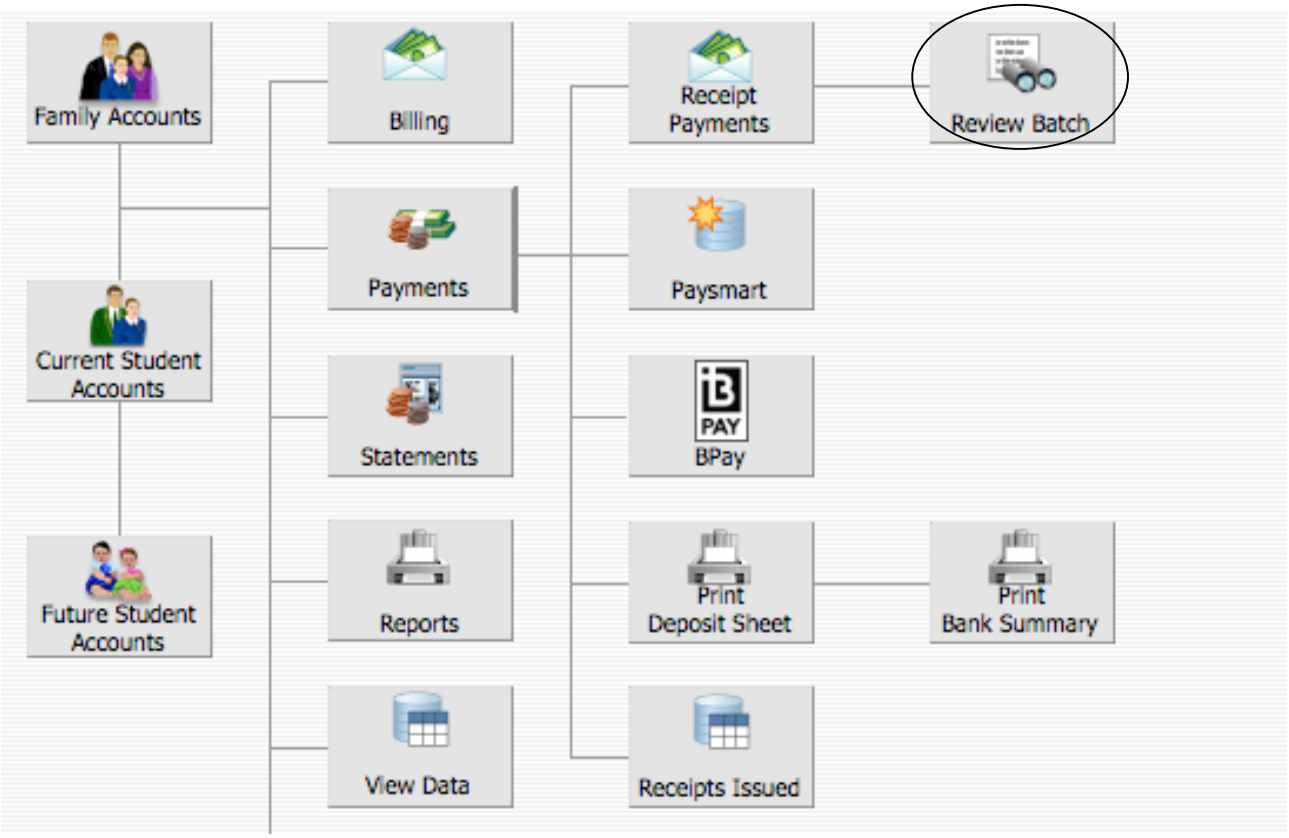

**38.** If you click on No you will be returned to the Finance Menu**.**

**39.** Click on Yes and you will be presented with the Receipt Batch List screen showing all the receipt transactions that you have just entered.

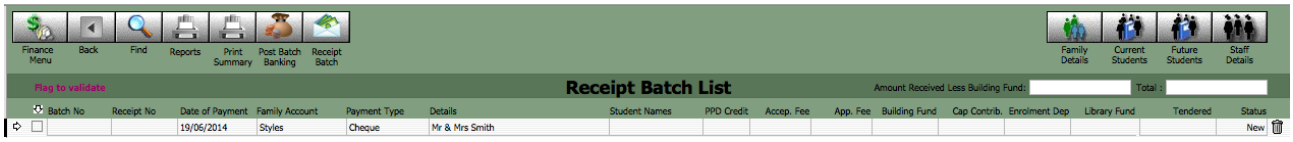



## Review Batch

You enter the Review Batch screen from the Finance Menu; Payments button; Review Batch button.




Click on the Review Batch button to be presented with a list of the payments that have been entered (unposted receipts) that have a Status of ‘new’.




## Navigation

### *Finance Menu*

Returns you to the Finance Menu.

### *Back*

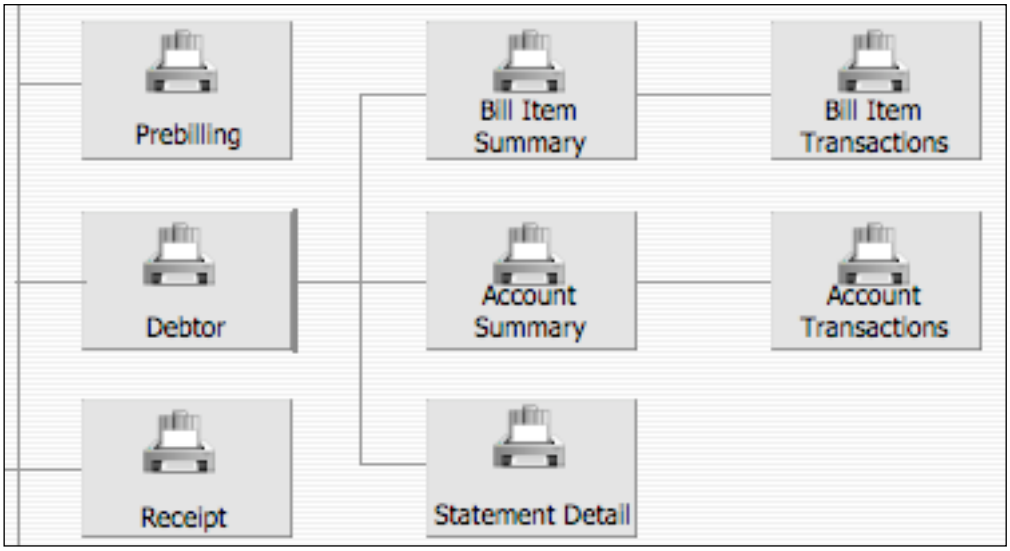
Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

### *Find*

This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

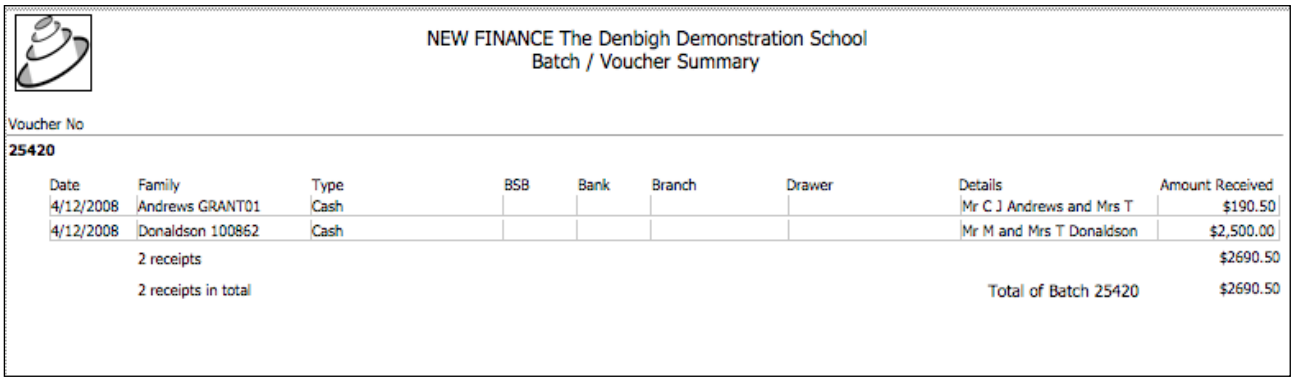
### *Reports*

This button will return you to the Finance Menu ; Reports ; Debtor and present all the available debtor reports.




### *Print Summary*

This button will present you with a report on all the visible receipts and their associated banking details, in Batch Order.



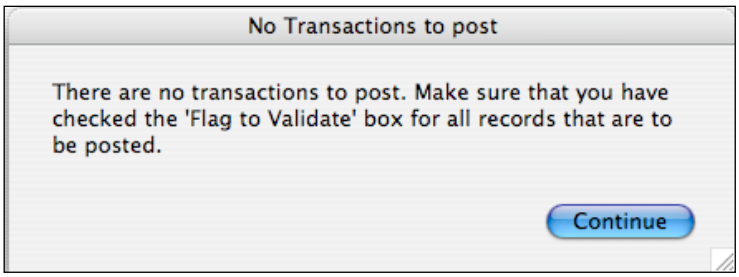
NEW FINANCE The Denbigh Demonstration School
Batch / Voucher Summary

Voucher No
**25420**

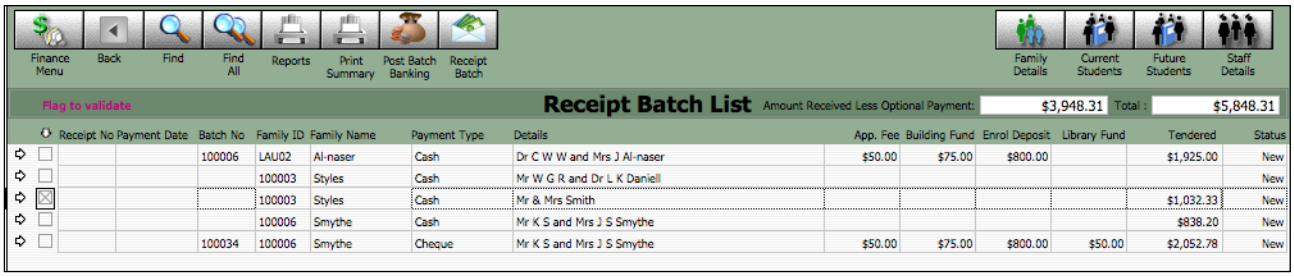
| Date | Family | Type | BSB | Bank | Branch | Drawer | Details | Amount Received |
|---|---|---|---|---|---|---|---|---|
| 4/12/2008 | Andrews GRANT01 | Cash | | | | | Mr C J Andrews and Mrs T | $190.50 |
| 4/12/2008 | Donaldson 100862 | Cash | | | | | Mr M and Mrs T Donaldson | $2,500.00 |
| | 2 receipts | | | | | | | $2690.50 |
| | 2 receipts in total | | | | | | Total of Batch 25420 | $2690.50 |

### *Post Batch Banking*

1. Clicking on this button will Post all the transactions that have a check in the 'Flag to validate' field. If no transactions have a check in the 'Flag to validate' field you will be presented with the following dialog.

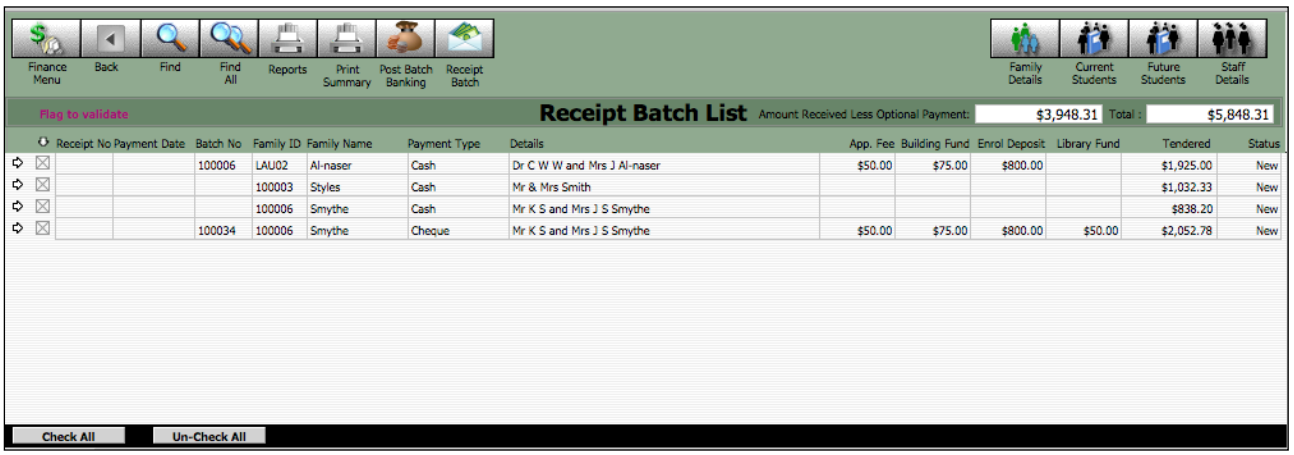



2. Click on Continue to be returned to the list screen.
3. Check the 'Flag to validate' field beside all the transactions that you wish to post.



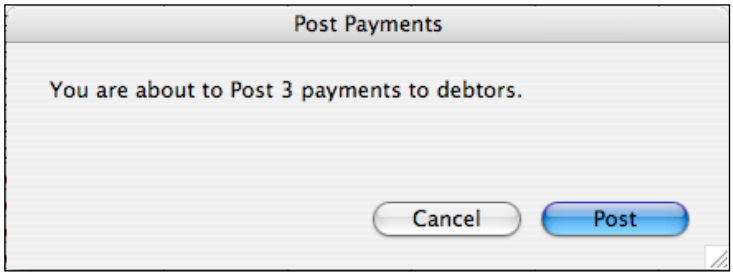

| Receipt No | Payment Date | Batch No | Family ID | Family Name | Payment Type | Details | App. Fee | Building Fund | Enrol Deposit | Library Fund | Tendered | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 100006 | LAU02 | Al-naser | Cash | Dr C W W and Mrs J Al-naser | $50.00 | $75.00 | $800.00 | | $1,925.00 | New |
| | | | 100003 | Styles | Cash | Mr W G R and Dr L K Daniell | | | | | | New |
| | | | 100003 | Styles | Cash | Mr & Mrs Smith | | | | | $1,032.33 | New |
| | | | 100006 | Smythe | Cash | Mr K S and Mrs J S Smythe | | | | | $838.20 | New |
| | | 100034 | 100006 | Smythe | Cheque | Mr K S and Mrs J S Smythe | $50.00 | $75.00 | $800.00 | $50.00 | $2,052.78 | New |

4. If you wish to post all the transactions then click on the Check All button at the bottom of the screen.




| Receipt No | Payment Date | Batch No | Family ID | Family Name | Payment Type | Details | App. Fee | Building Fund | Enrol Deposit | Library Fund | Tendered | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 100006 | LAU02 | Al-naser | Cash | Dr C W W and Mrs J Al-naser | $50.00 | $75.00 | $800.00 | | $1,925.00 | New |
| | | | 100003 | Styles | Cash | Mr & Mrs Smith | | | | | $1,032.33 | New |
| | | | 100006 | Smythe | Cash | Mr K S and Mrs J S Smythe | | | | | $838.20 | New |
| | | 100034 | 100006 | Smythe | Cheque | Mr K S and Mrs J S Smythe | $50.00 | $75.00 | $800.00 | $50.00 | $2,052.78 | New |

5. Click on the Post Batch Banking and you will receive a dialogue box advising how many payments you are about to post and asking for a confirmation.




6. Click on Post to post the transactions (click on Cancel to stop the process).
7. The transactions that were posted will be deleted. You will be presented with any remaining 'New' payments that are sitting in the List.

### *Receipt Batch*

Clicking on the Receipt Batch button will commence the receipt batch process.

### *Family Details*

This button will present you with the Family Accounts Form View.

### *Current Students*

Presents the user with the related student details Form View screen.

### *Future Students*

Presents the user with the Future Student Details Accounts form view screen.

### *Staff Details*

Presents the user with the list of Staff in the Staff File.

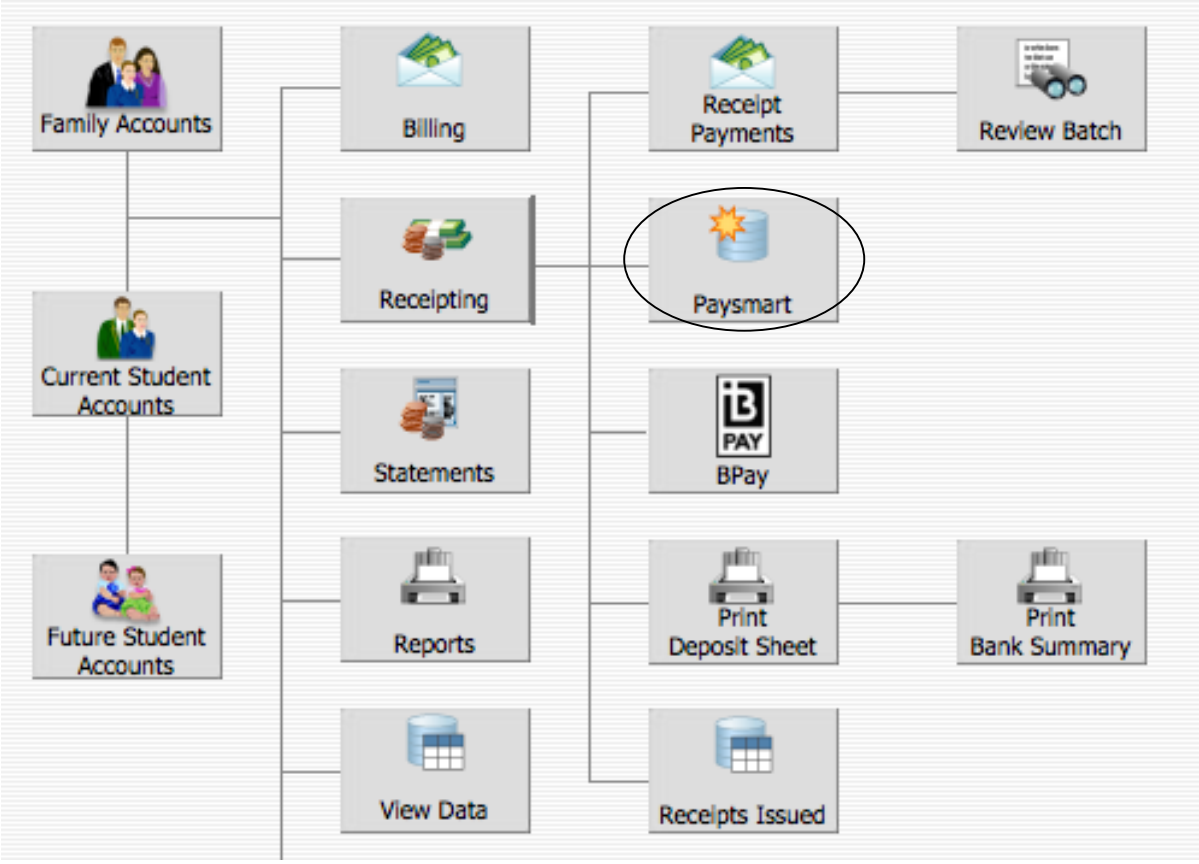
#### To Edit a Payment

You can review/modify any of the entries that you have made by clicking on the small arrow to the left hand side of the screen. You will be presented with the Payment screen.

When you have finished making your changes click on the Record Payment button, or click on the Cancel button to be returned to the screen without making changes.

# Paysmart

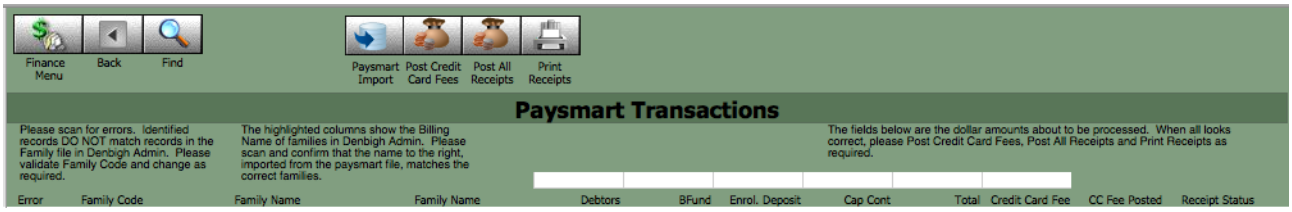
To access Paysmart go to  Finance Menu; Receipting; Paysmart.




You will be presented with the Paysmart Transactions list view.

## Navigation

The following is a description of the various buttons on the standard navigation bar in the Paysmart screen.




### *Finance Menu*

Returns you to the Finance Menu.

### *Back*

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen.  This functionality is not implemented on all systems.

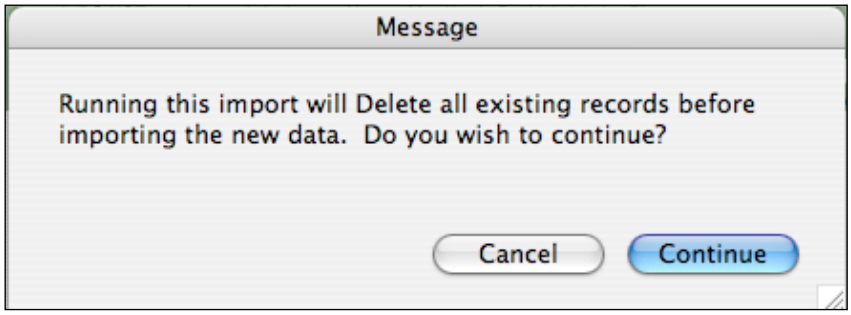
### *Find*

This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

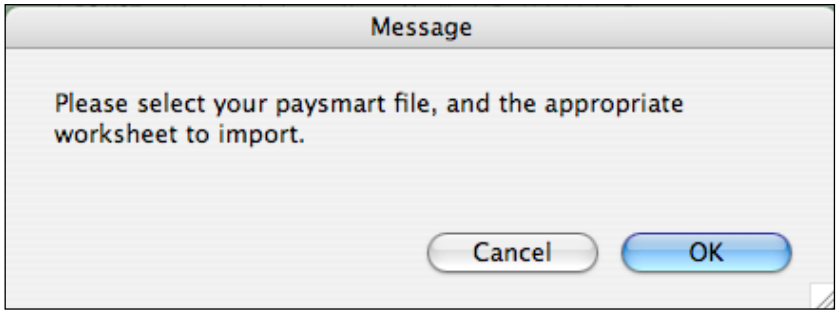
### *Paysmart Import*

Will present a dialogue to allow the importation of Paysmart transactions.

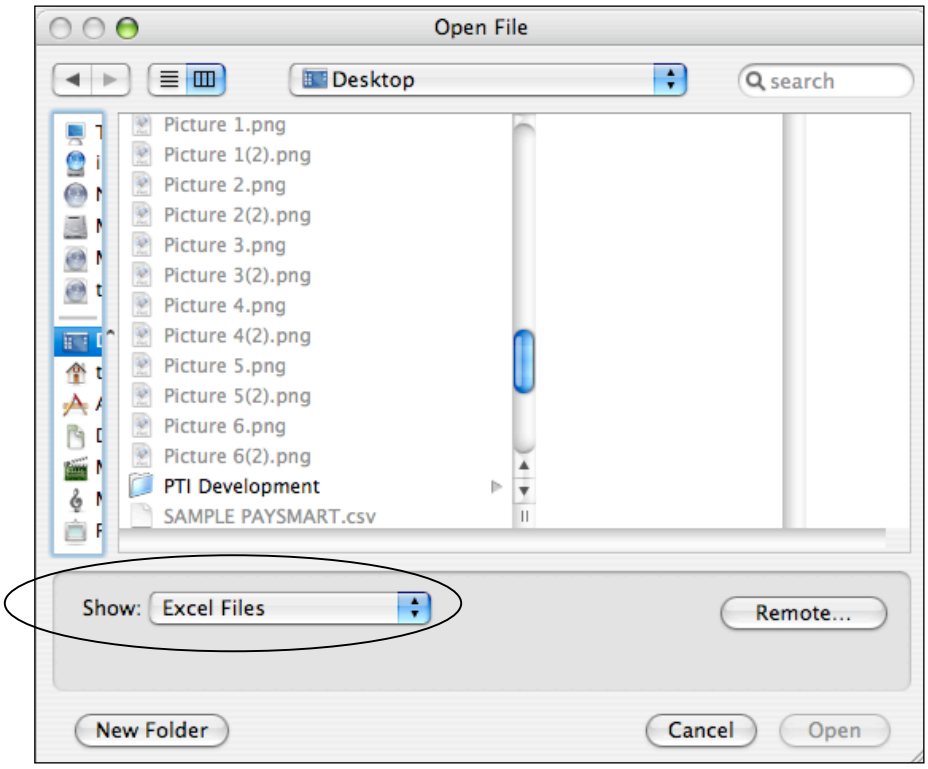
1. Click on the Paysmart Import button.
2. You will be presented with the following dialogue, click Continue. Please note that the Paysmart module only contains temporary data. That is data is imported into this module before being posted and recorded in the database proper.



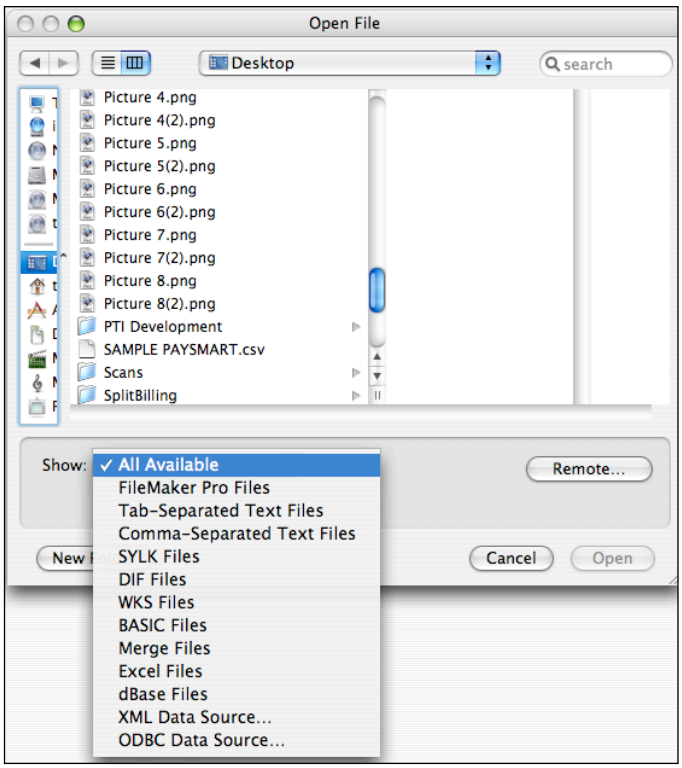

3. You will then receive another dialogue box advising that you are about to import a file, you can still cancel the processes at this stage by clicking on the Cancel button.
4. Click on the OK button



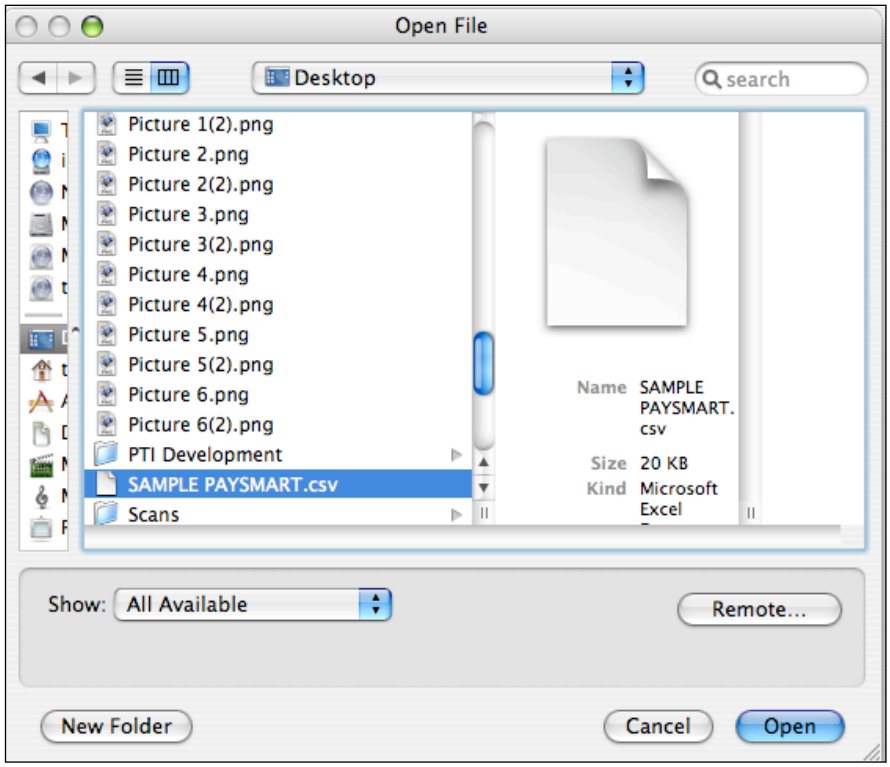
5. You will be presented with the file opening dialogue. Navigate to the appropriate file for import.



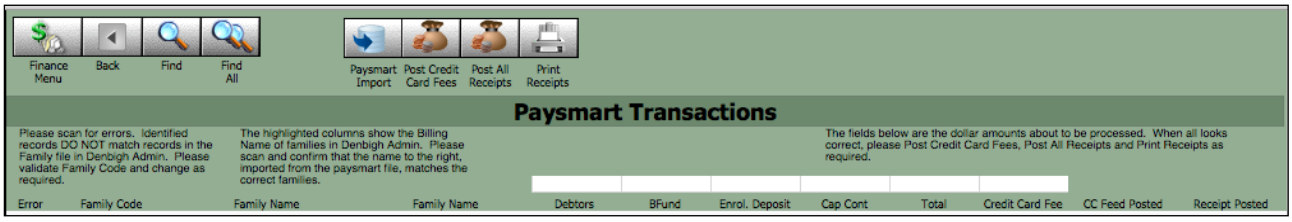

6. You may need to change the showing of available files, depending on the format of the Paysmart extract, it maybe a .csv file.
7. Go to the Show drop down list and change the option to All Available, this will enable you to 'see' all files in the dialogue box.



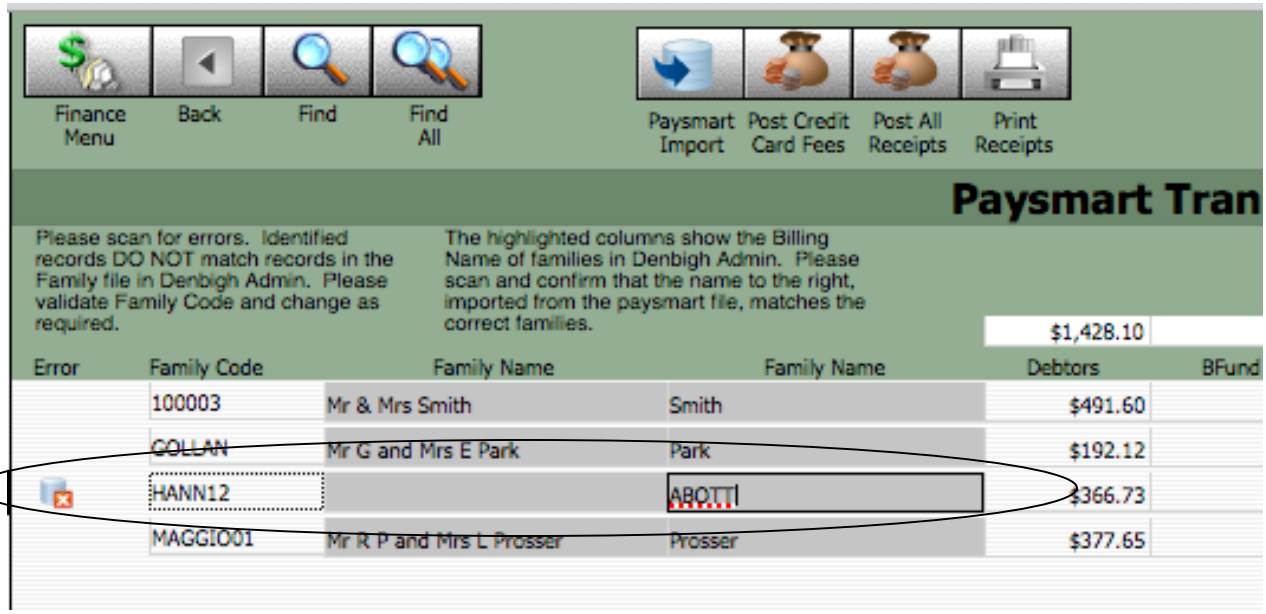
8. Click on the appropriate file, then on the Open button.



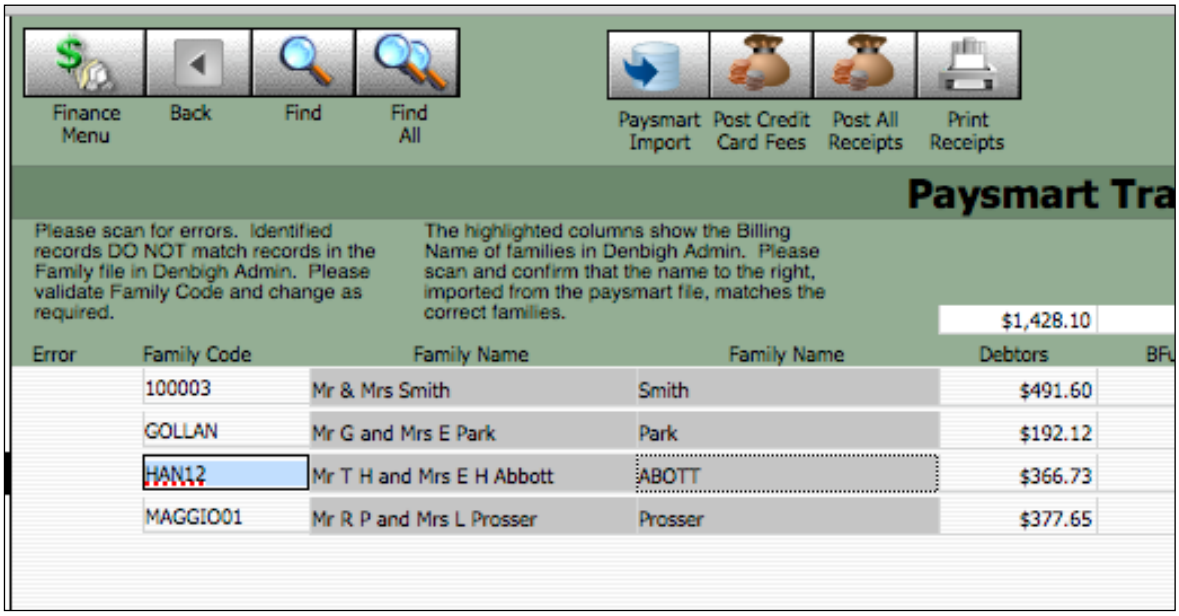

9. The records will be imported into the table.
10. You will be returned to the Paysmart Transaction list view, showing all the imported transactions.




11. You will notice that the third row down looks different to all the rest. The following is a close up picture.




**12.** The third record down has an icon showing in the Error column.
**13.** This error is indicating that the Family Code – that was recorded in the Paysmart file - is not valid, not currently on the database.
**14.** This can easily be corrected, find the appropriate family code in the Family Accounts Screen.
**15.** Enter the correct code into the Family Code field and tab.




**16.** The correct detail will now be populated and the error Icon will have disappeared.
**17.** Now you can post the records.

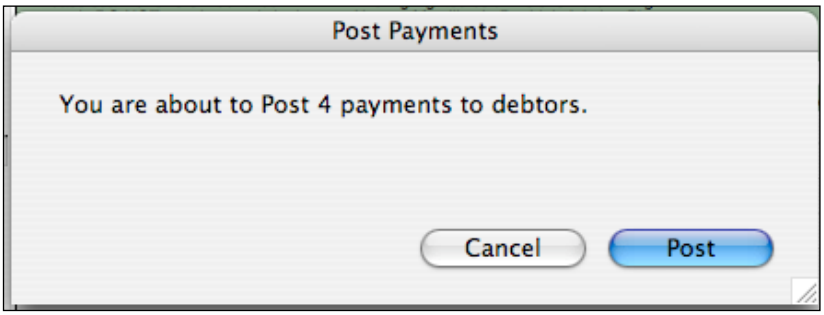
### *Post Credit Card Fees*

Will post all credit card fees, only.

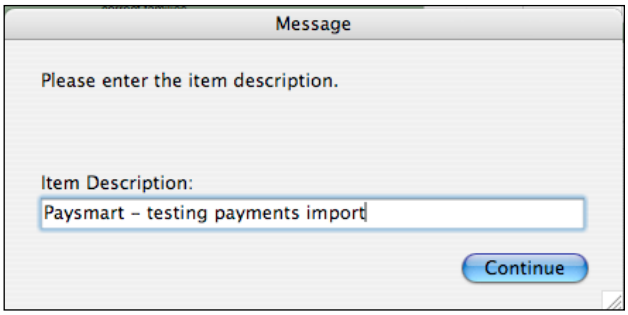
### *Post All Receipts*

**1.** Click on the Post All Receipts button.

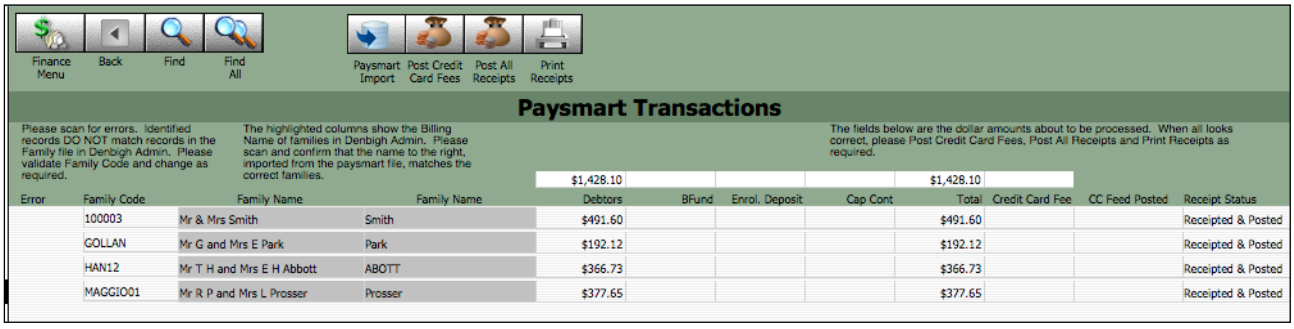
2. You will be presented with a dialogue advising of the number of payments that are about to be posted, you can click on the Cancel button to stop this process.



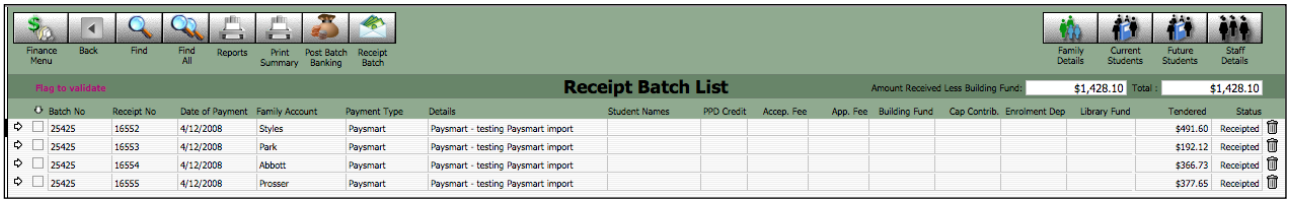

3. Click on the Post button to proceed.
4. You will then be presented with a dialogue asking for a description, this is the description that will be presented on the receipt and the statement.



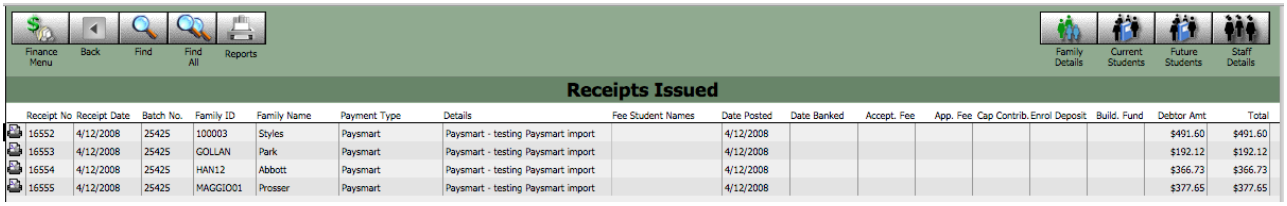

5. Enter an appropriate description and click on the Continue button.
6. You will be returned to the Paysmart Transactions list view and the Receipt Status field will now read Receipted and Posted.




7. If you go to the Receipt Batch List view you will see that the transactions have been posted.




8. You can also go to the Receipts Issued screen and see that they are now recorded as receipts.



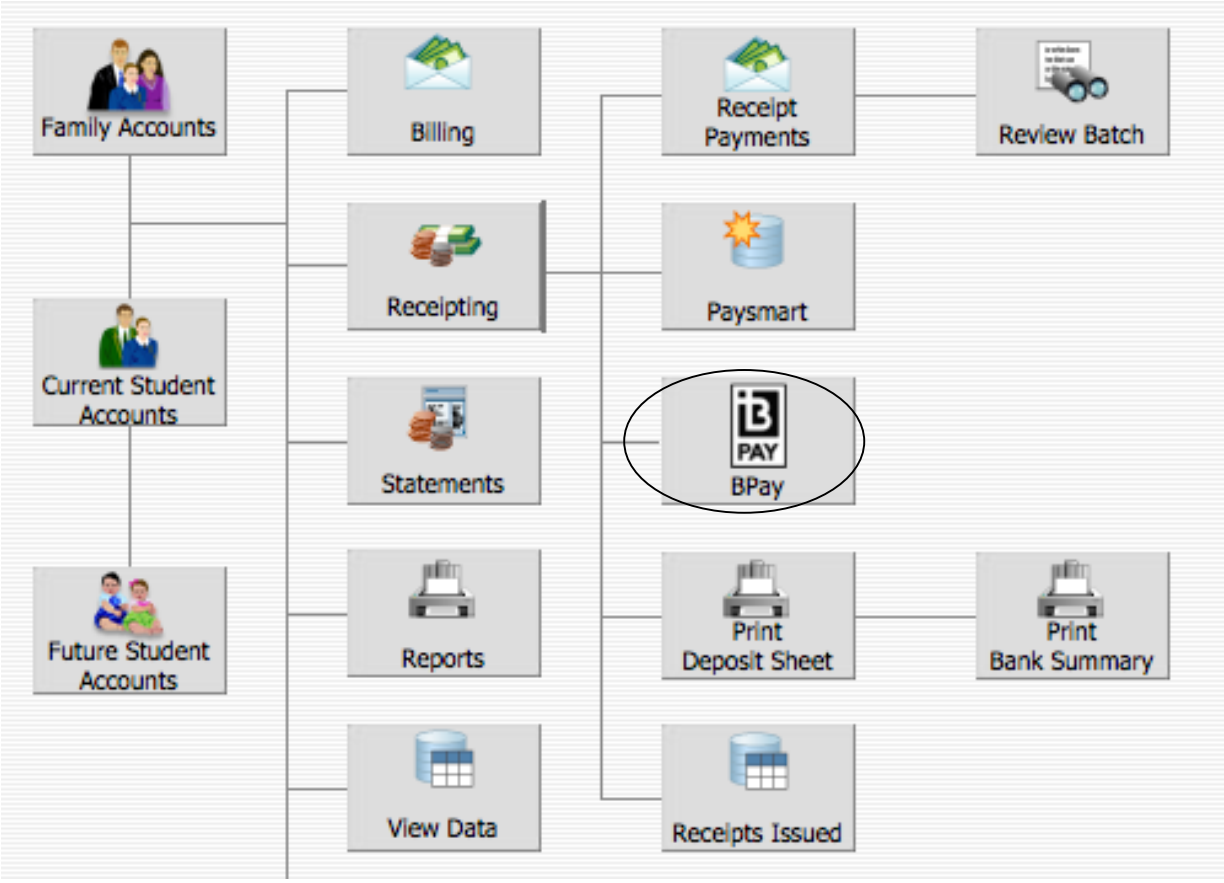

| Receipt No | Receipt Date | Batch No. | Family ID | Family Name | Payment Type | Details | Fee Student Names | Date Posted | Date Banked | Accept. Fee | App. Fee | Cap Contrib. | Enrol Deposit | Build. Fund | Debtor Amt | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 16552 | 4/12/2008 | 2542S | 100003 | Styles | Paysmart | Paysmart - testing Paysmart import | | 4/12/2008 | | | | | | | $491.60 | $491.60 |
| 16553 | 4/12/2008 | 2542S | GOLLAN | Park | Paysmart | Paysmart - testing Paysmart import | | 4/12/2008 | | | | | | | $192.12 | $192.12 |
| 16554 | 4/12/2008 | 2542S | HAN12 | Abbott | Paysmart | Paysmart - testing Paysmart import | | 4/12/2008 | | | | | | | $366.73 | $366.73 |
| 16555 | 4/12/2008 | 2542S | MAGGIO01 | Prosser | Paysmart | Paysmart - testing Paysmart import | | 4/12/2008 | | | | | | | $377.65 | $377.65 |

### *Print Receipts*

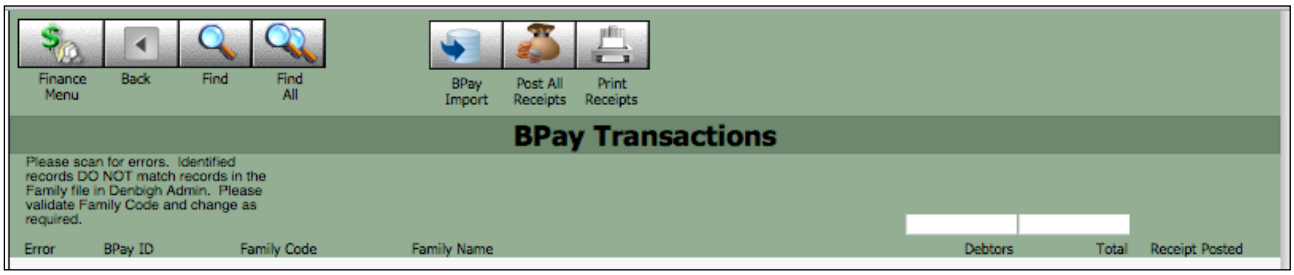
Click on this button and you will be presented with the Receipts Issued list view. To print a receipt click on the small printer icon to the left hand side of the row.

# BPay

To access BPay go to  Finance Menu; Receipting; BPay.




You will be presented with the BPay Transactions list view.




## Navigation

The following is a description of the various buttons on the standard navigation bar in the Paysmart screen.

### *Finance Menu*

Returns you to the Finance Menu.

### *Back*

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen.  This functionality is not implemented on all systems.

### *Find*

This button puts you in Find Mode and allows you to enter your search criteria.  To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

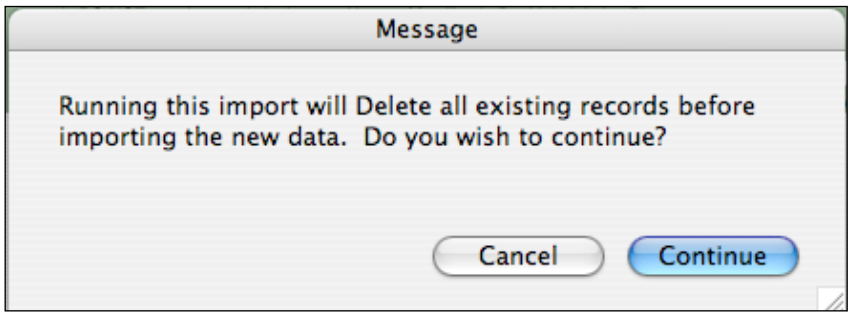
### *Find All*

Will present all records that are in this table.  For example, you would use this button after performing a find to find a subset of Billable Items then on wishing to view all items again you would click on the Find All button.

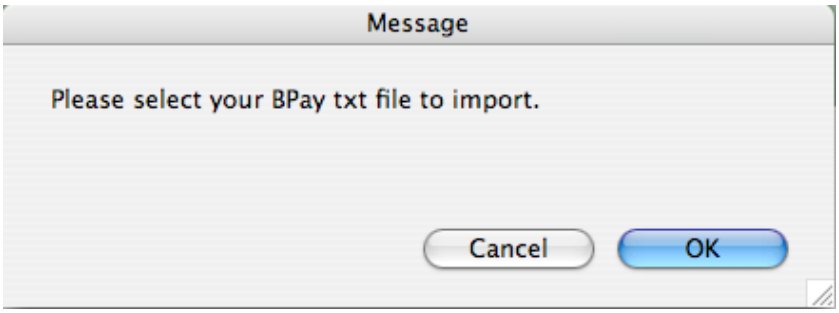
### *BPay Import*

Will present a dialogue to allow the importation of BPay transactions.

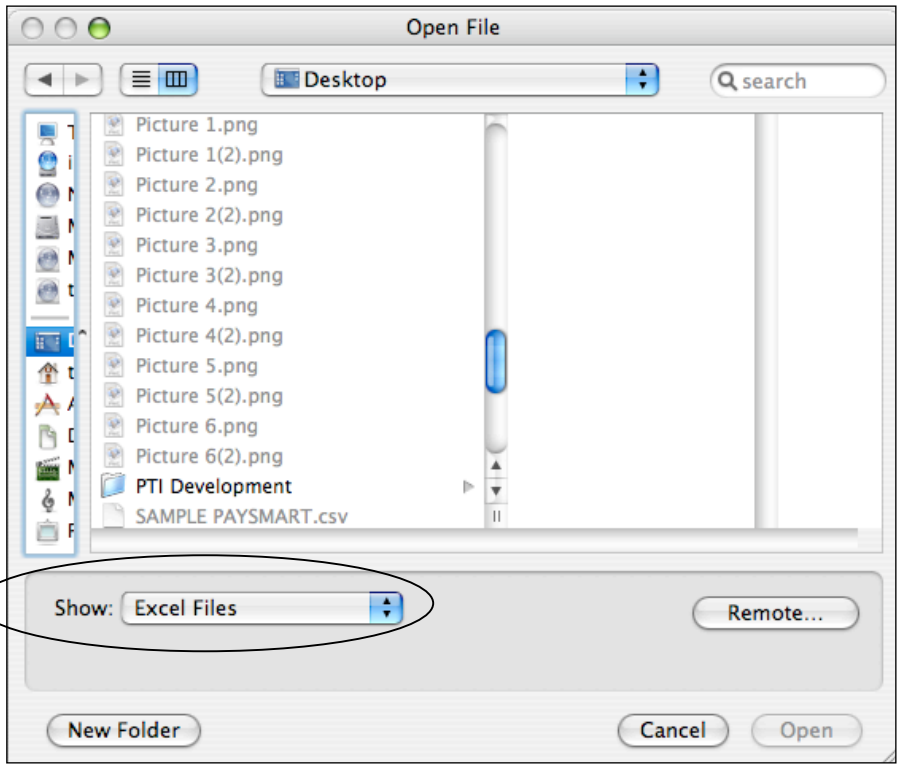
1. Click on the BPay Import button.
2. You will be presented with the following dialogue, click continue to Continue.  Please note that the BPay module only contains temporary data.  That is data is imported into this module before being posted and recorded in the database proper.



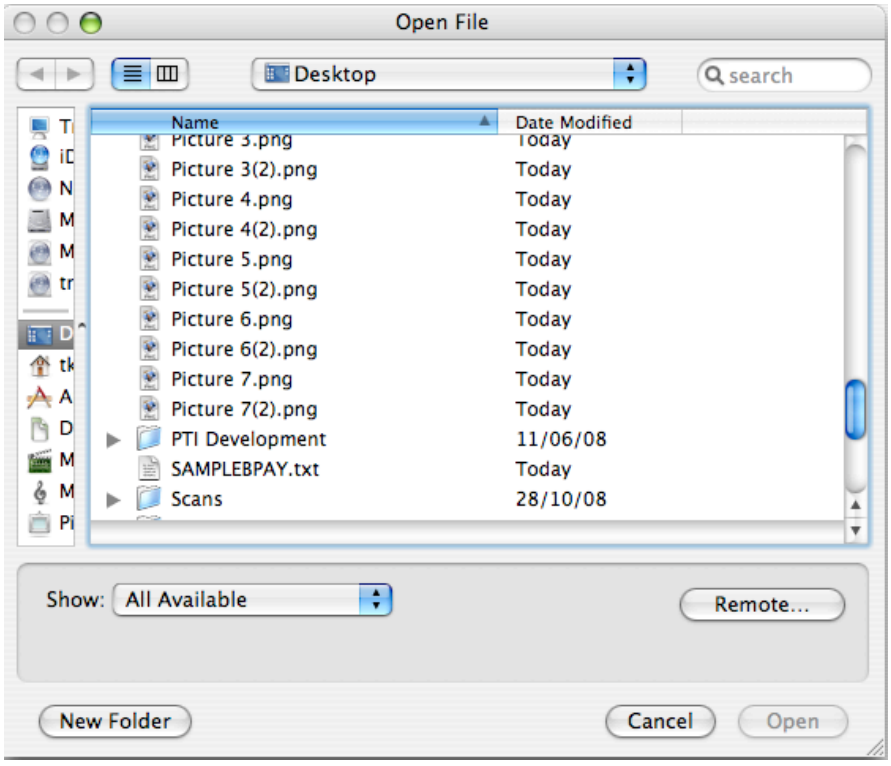

3. You will then receive another dialogue box advising that you are about to import a file, you can still cancel the processes at this stage by clicking on the Cancel button.
4. Click on the OK button



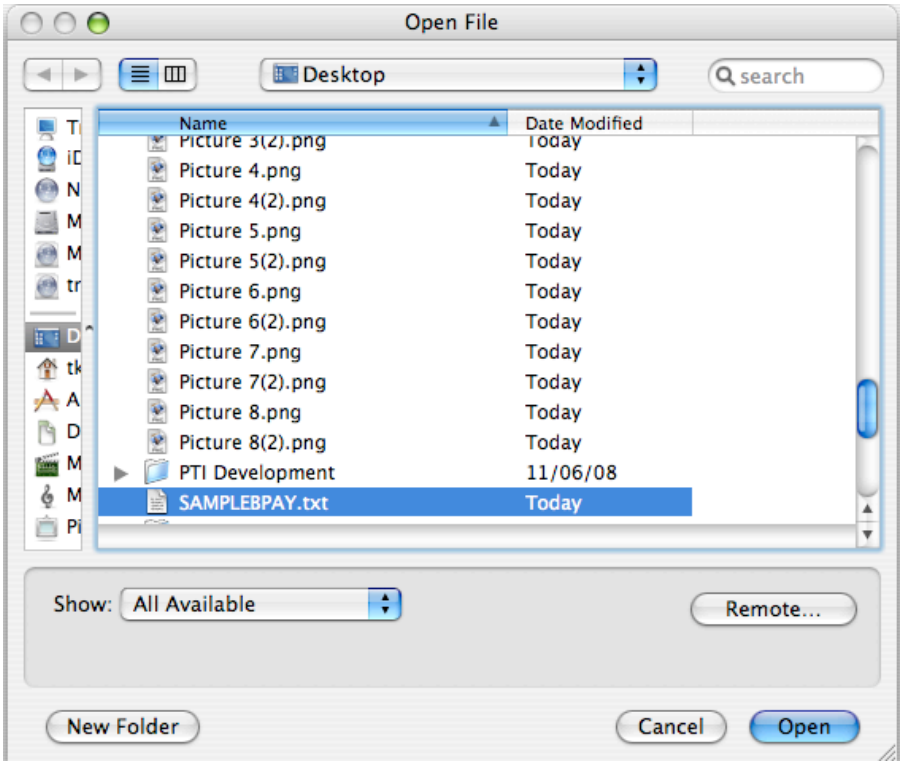
5. You will be presented with the file opening dialogue. Navigate to the appropriate file for import.




6. You may need to change the showing of available files, depending on the format of the BPay extract, it will probably be a txt file.
7. Go to the Show drop down list and change the option to All Available, this will enable you to 'see' all files in the dialogue box.

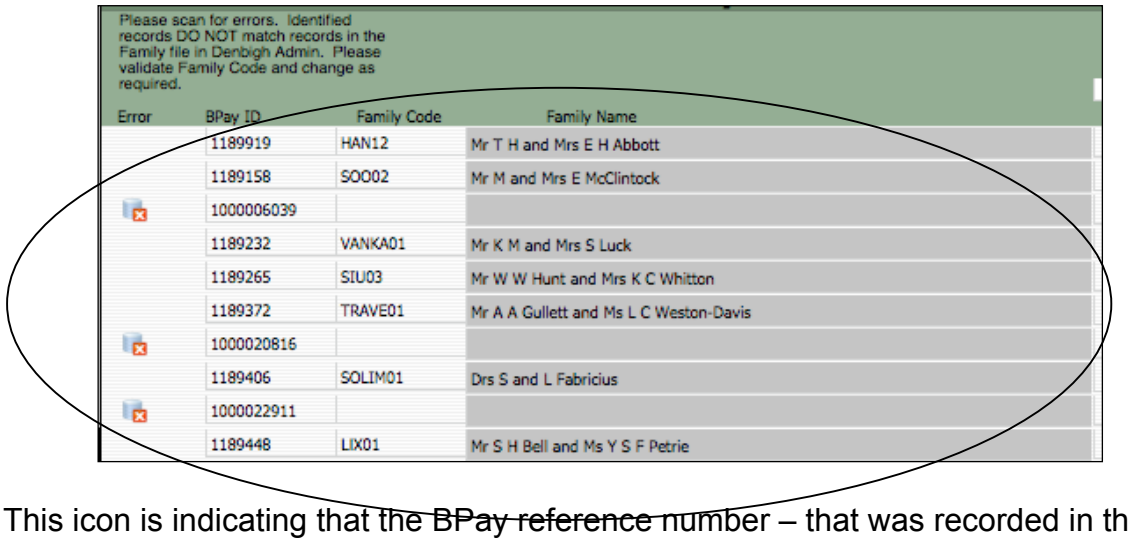


8. Click on the appropriate file, then on the Open button.




9. The records will be imported into the table.
10. You will be returned to the Paysmart Transaction list view, showing all the imported transactions.

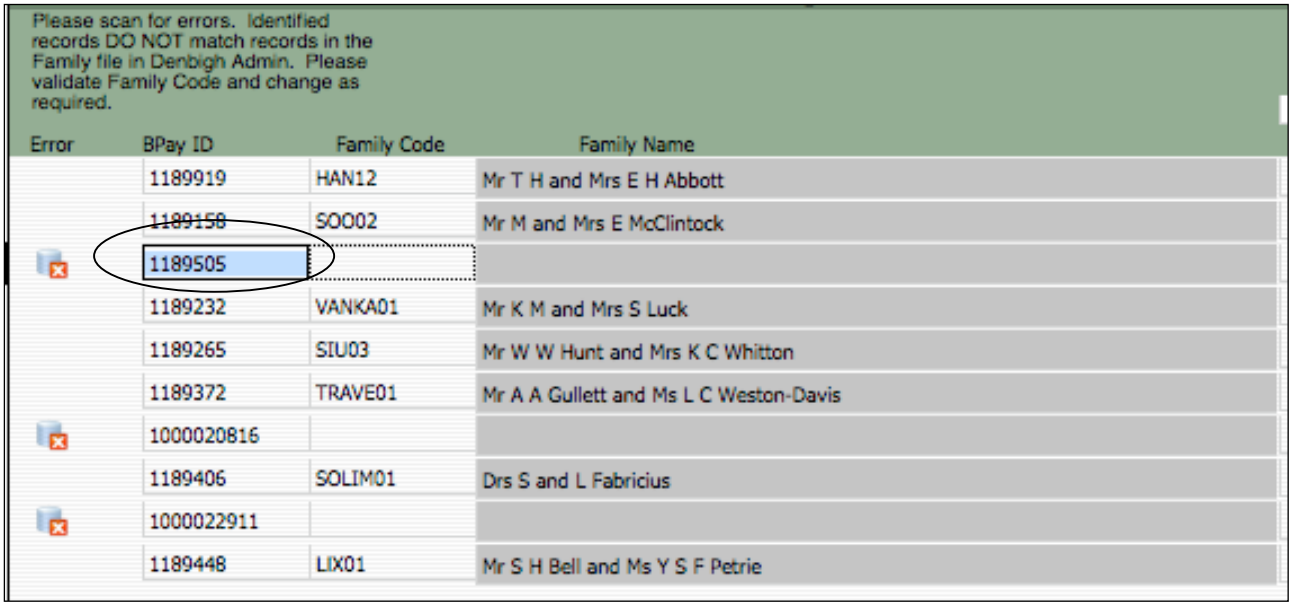
11. You will notice that rows that have icons beside them. The following is a close up picture.



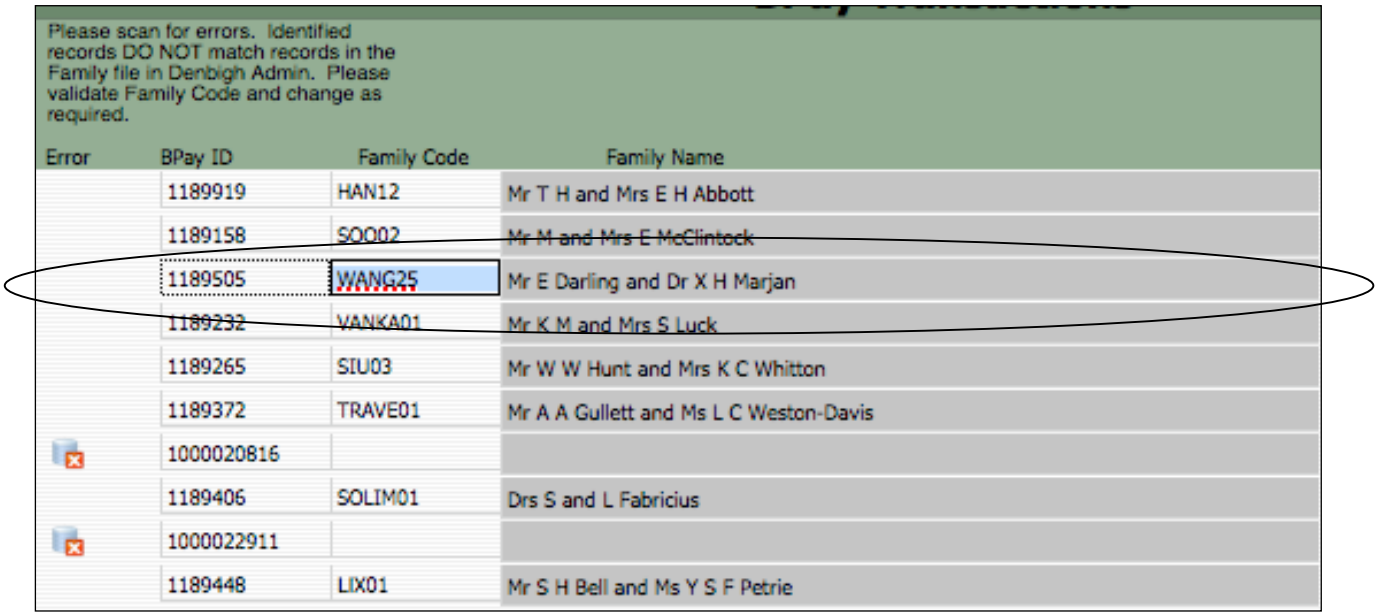

**12.** This icon is indicating that the ~~BPay reference~~ number – that was recorded in the BPay file - is not valid, not currently on the database.

**13.** This can easily be corrected, find the appropriate family in the Family Accounts Screen and enter the correct BPay Reference No..

**14.** Enter the correct code into the BPay Reference No. in the BPay ID field and tab.



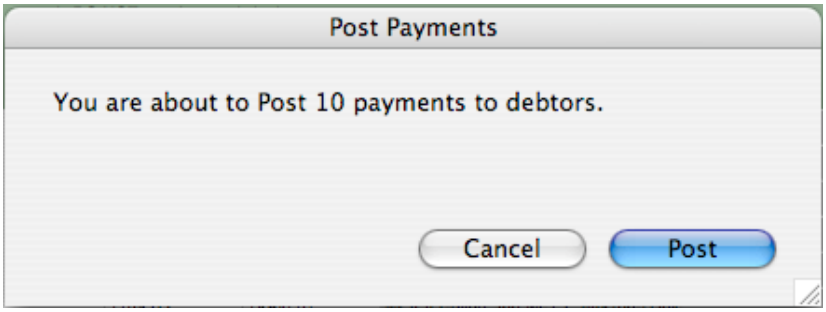

**15.** The correct detail will now be populated and the error Icon will have disappeared.




**16.** Once all the errors are corrected you can post the records.

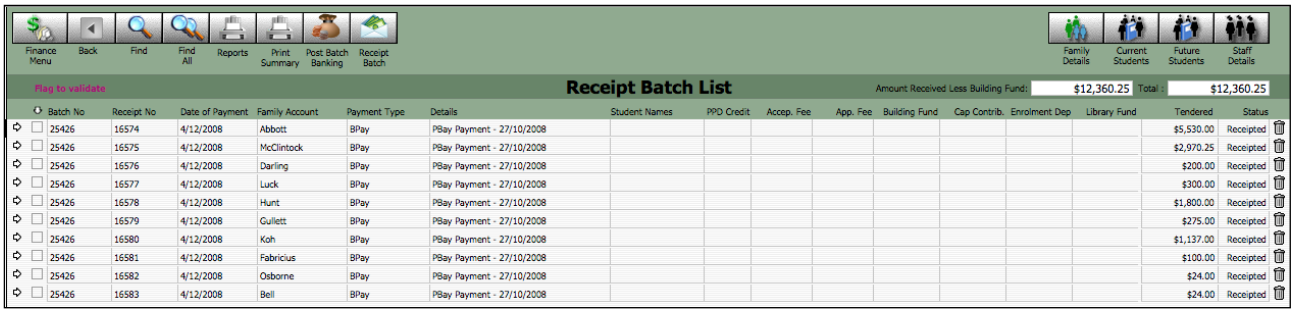
### *Post All Receipts*

1. Click on the Post All Receipts button.
2. You will be presented with a dialogue advising of the number of payments that are about to be posted, you can click on the Cancel button to stop this process.

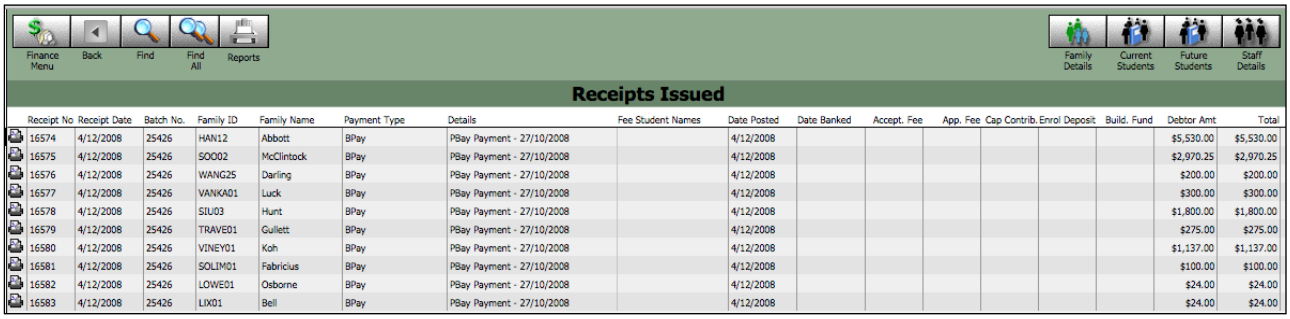



3. Click on the Post button to proceed.
4. You will be returned to the BPay Transactions list view and the Receipt Status field will now read Receipted and Posted.

**5.** If you go to the Receipt Batch List view you will see that the transactions have been posted.




**6.** You can also go to the Receipts Issued screen and see that they are now recorded as receipts.

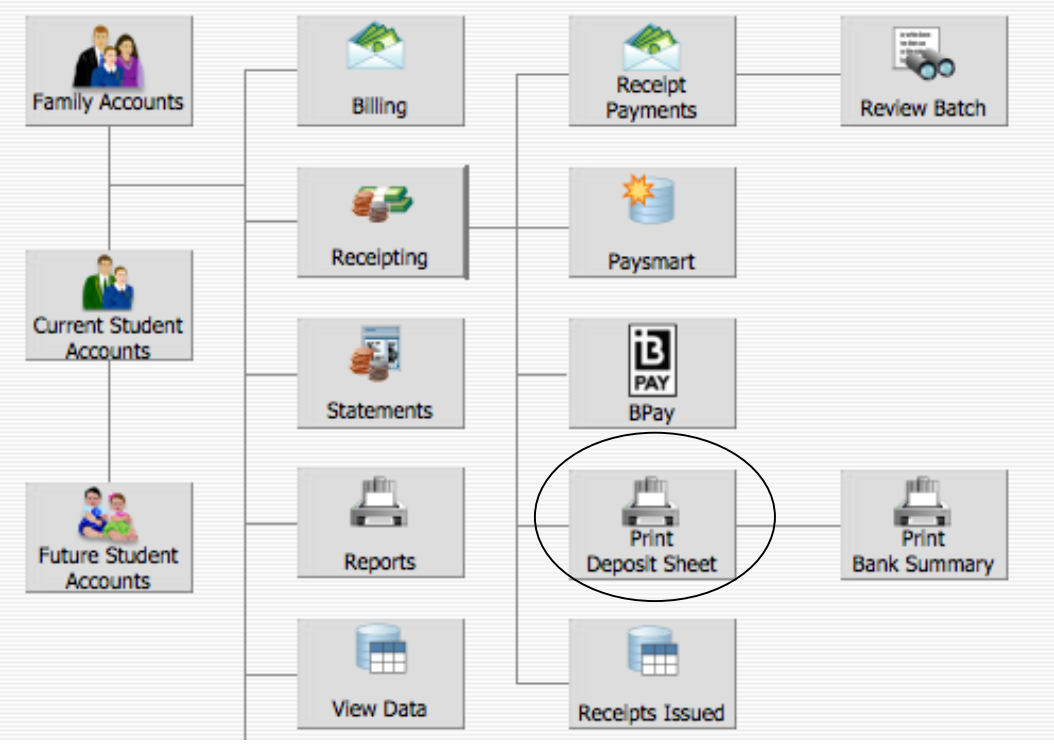



### *Print Receipts*

Click on this button and you will be presented with the Receipts Issued list view. To print a receipt click on the small printer icon to the left hand side of the row.

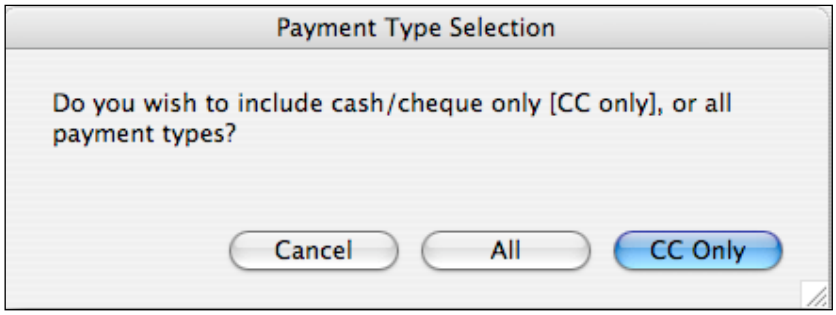
## Print Deposit Sheet

To print the Deposit Sheet go to Finance Menu; Payments; Print Deposit Sheet.

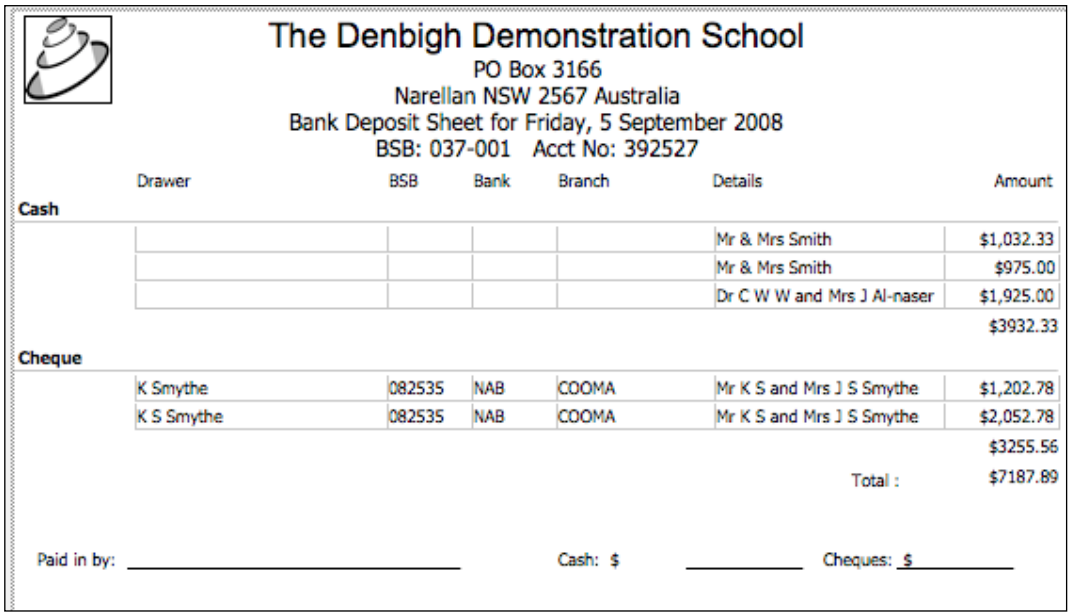



Click on the Print Deposit Sheet button.

1. You will be presented with a dialogue box.




2. Click on Cancel to stop the process, All to print a deposit sheet for all payment types.
3. Click on CC Only to print a deposit sheet for Cash and Cheque payments only.

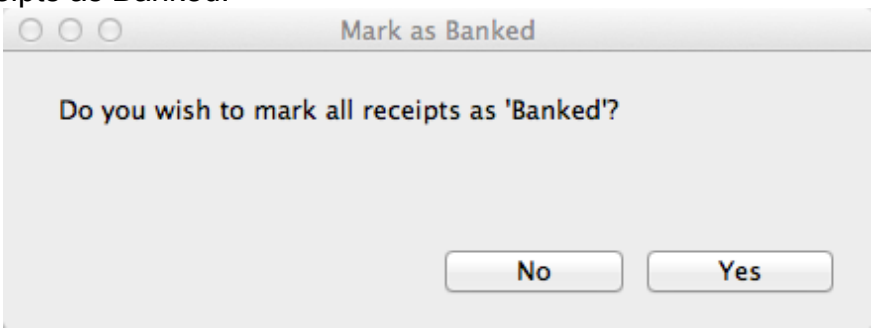


The Denbigh Demonstration School
PO Box 3166
Narellan NSW 2567 Australia
Bank Deposit Sheet for Friday, 5 September 2008
BSB: 037-001 Acct No: 392527

| | Drawer | BSB | Bank | Branch | Details | Amount |
|---|---|---|---|---|---|---|
| **Cash** | | | | | | |
| | | | | | Mr & Mrs Smith | $1,032.33 |
| | | | | | Mr & Mrs Smith | $975.00 |
| | | | | | Dr C W W and Mrs J Al-naser | $1,925.00 |
| | | | | | | $3932.33 |
| **Cheque** | | | | | | |
| | K Smythe | 082535 | NAB | COOMA | Mr K S and Mrs J S Smythe | $1,202.78 |
| | K S Smythe | 082535 | NAB | COOMA | Mr K S and Mrs J S Smythe | $2,052.78 |
| | | | | | | $3255.56 |
| | | | | | Total : | $7187.89 |

Paid in by: _____ Cash: $ _____ Cheques: $ _____

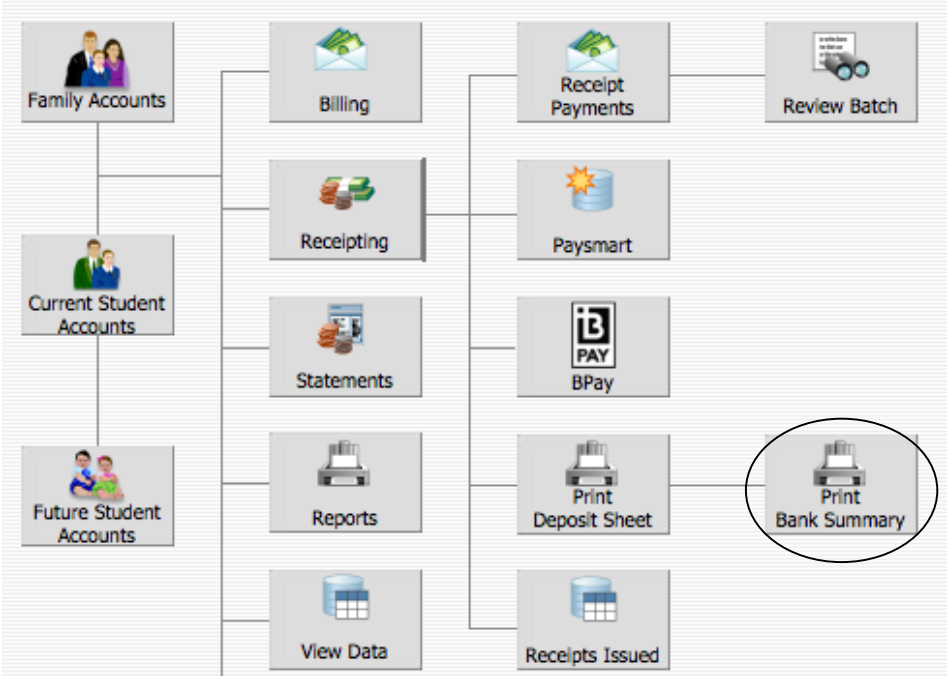
4. You will be presented with a sheet that can be used as a bank deposit sheet.
5. To print the report click on the Continue button on the top right hand side of the screen.
6. Then click on the Print button in the print dialogue box. The report will be printed.
7. You will then be presented with another dialogue box that will ask you if you wish to mark the receipts as Banked.



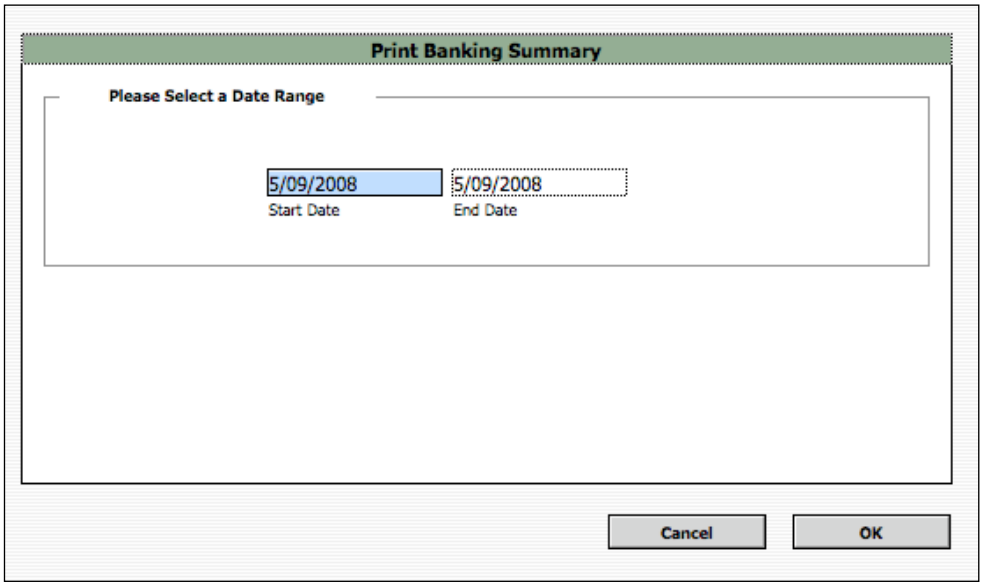

8. Click on the Yes button, or the No button if you do not wish to do that yet.
9. If you click on the Yes button all the presented records will be marked as banked, if you click on the Print Deposit Sheet again, without making any more entries you will be advised that there is nothing to print.

## Print Bank Summary

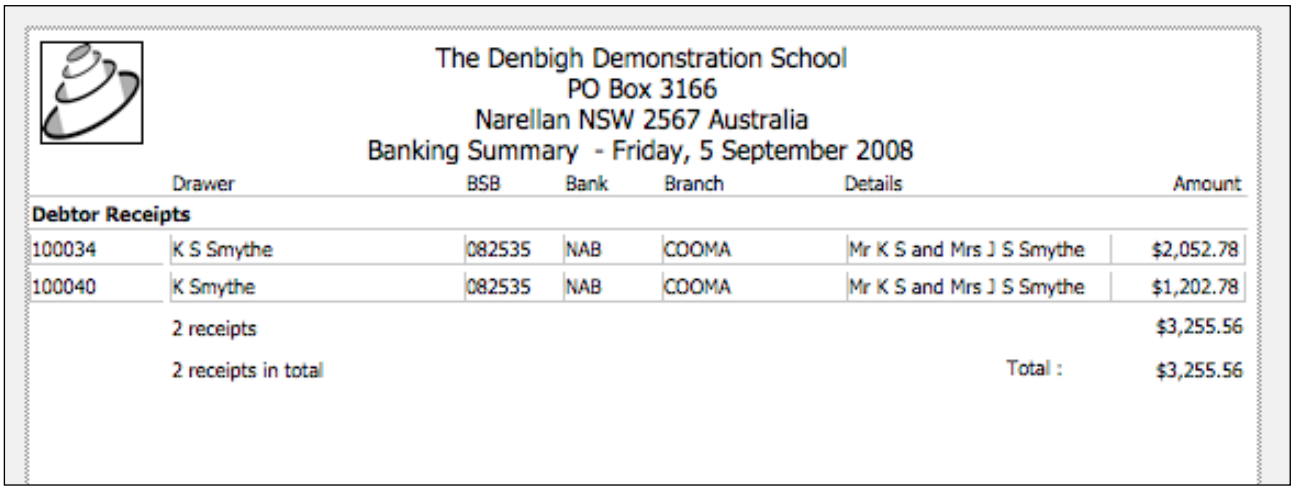
Go to Finance Menu; Payments; Print Bank Summary




1. Click on the Print Bank Summary button.
2. You will be presented with a dialogue box requesting the date range of the report.




3. Enter the start and the end date of the report and click on the OK button (click on Cancel to cancel the process).
4. You will be presented with a preview of the report.



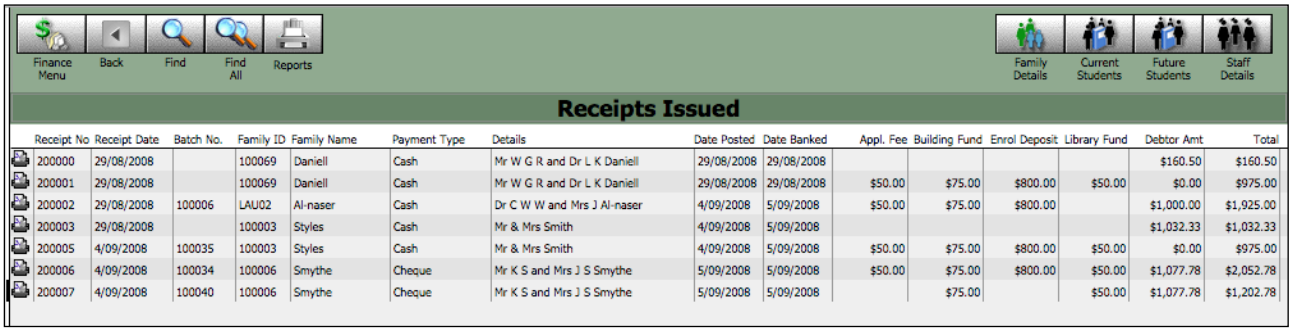
The Denbigh Demonstration School
PO Box 3166
Narellan NSW 2567 Australia
Banking Summary - Friday, 5 September 2008

| | Drawer | BSB | Bank | Branch | Details | Amount |
|---|---|---|---|---|---|---|
| **Debtor Receipts** | | | | | | |
| 100034 | K S Smythe | 082535 | NAB | COOMA | Mr K S and Mrs J S Smythe | $2,052.78 |
| 100040 | K Smythe | 082535 | NAB | COOMA | Mr K S and Mrs J S Smythe | $1,202.78 |
| | 2 receipts | | | | | $3,255.56 |
| | 2 receipts in total | | | | Total : | $3,255.56 |

5. Click on the Continue button on the top right hand side of the screen and you will be presented with the print dialogue.
6. Click on Print to print the report.

## Receipts Issued

This is a list view of all receipts that have been issued and posted.




| Receipt No | Receipt Date | Batch No. | Family ID | Family Name | Payment Type | Details | Date Posted | Date Banked | Appl. Fee | Building Fund | Enrol Deposit | Library Fund | Debtor Amt | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 200000 | 29/08/2008 | | 100069 | Daniell | Cash | Mr W G R and Dr L K Daniell | 29/08/2008 | 29/08/2008 | | | | | $160.50 | $160.50 |
| 200001 | 29/08/2008 | | 100069 | Daniell | Cash | Mr W G R and Dr L K Daniell | 29/08/2008 | 29/08/2008 | $50.00 | $75.00 | $800.00 | $50.00 | $0.00 | $975.00 |
| 200002 | 29/08/2008 | 100006 | LAU02 | Al-naser | Cash | Dr C W W and Mrs J Al-naser | 4/09/2008 | 5/09/2008 | $50.00 | $75.00 | $800.00 | | $1,000.00 | $1,925.00 |
| 200003 | 29/08/2008 | | 100003 | Styles | Cash | Mr & Mrs Smith | 4/09/2008 | 5/09/2008 | | | | | $1,032.33 | $1,032.33 |
| 200005 | 4/09/2008 | 100035 | 100003 | Styles | Cash | Mr & Mrs Smith | 4/09/2008 | 5/09/2008 | $50.00 | $75.00 | $800.00 | $50.00 | $0.00 | $975.00 |
| 200006 | 4/09/2008 | 100034 | 100006 | Smythe | Cheque | Mr K S and Mrs J S Smythe | 5/09/2008 | 5/09/2008 | $50.00 | $75.00 | $800.00 | $50.00 | $1,077.78 | $2,052.78 |
| 200007 | 4/09/2008 | 100040 | 100006 | Smythe | Cheque | Mr K S and Mrs J S Smythe | 5/09/2008 | 5/09/2008 | | $75.00 | | $50.00 | $1,077.78 | $1,202.78 |

### Navigation

#### *Finance Menu*

Returns you to the Finance Menu.

#### *Back*

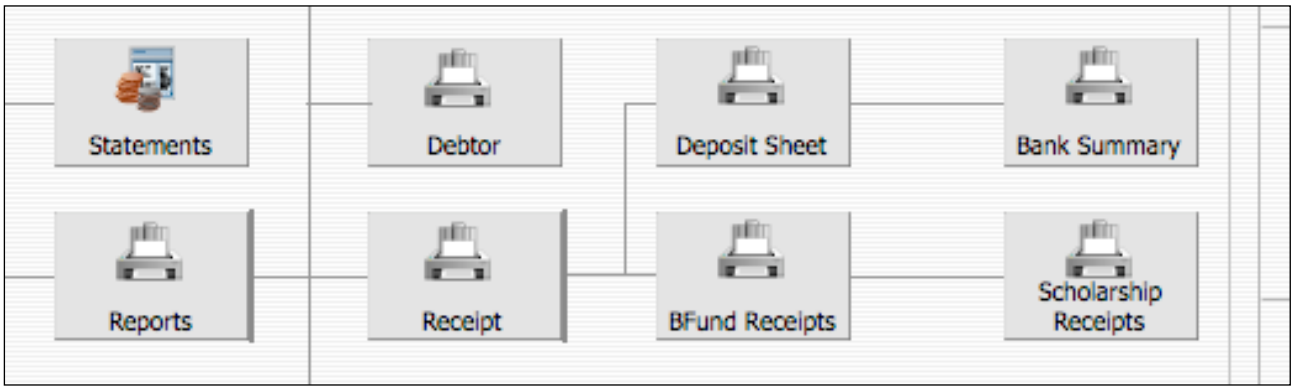
Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

#### *Find*

This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top of your screen.

### *Reports*

This button will return you to the Finance Menu ; Reports ; Receipt and present all the available receipt reports.




### *Family Details*

This button will present you with the related Family Accounts Form View.

### *Current Students*

Presents the user with the related Student Detail Accounts Form View screen.

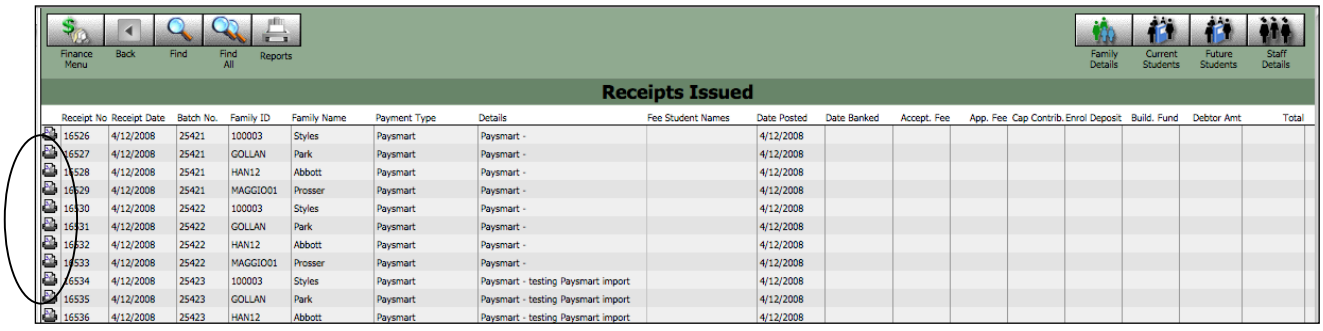
### *Future Students*

Presents the user with the related Future Student Details Form View screen.

### *Staff Details*

Presents the user with the Staff Details form view screen.

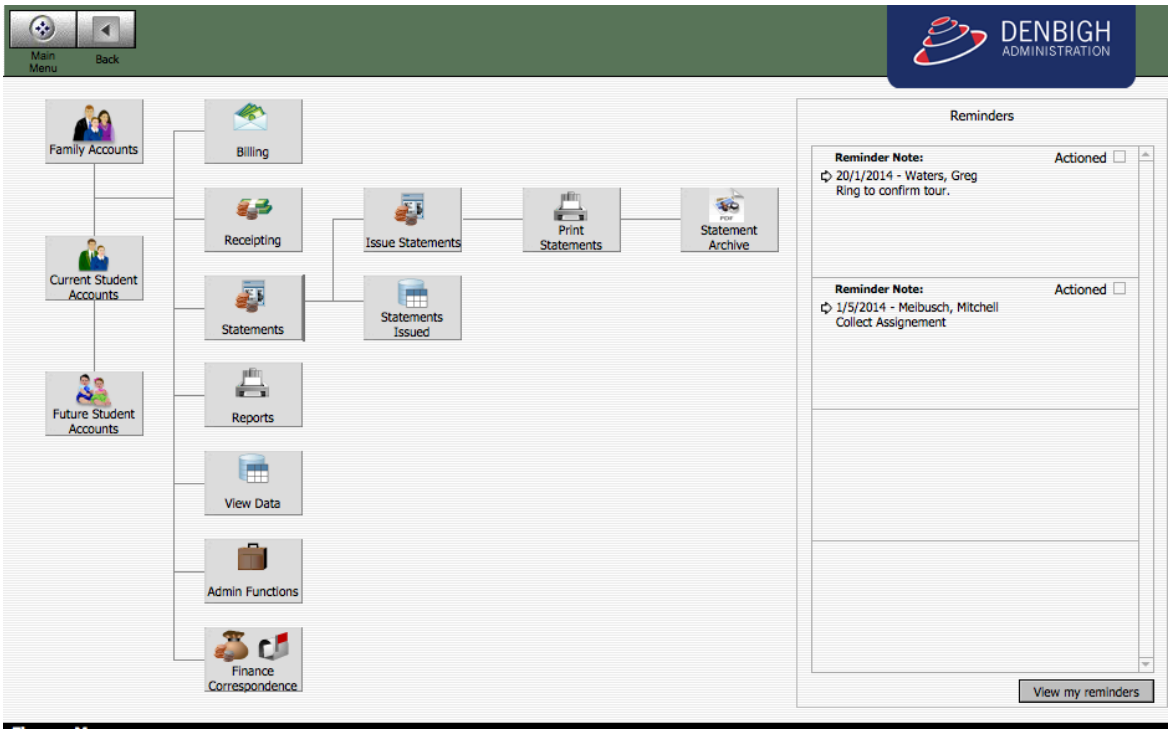
### *Print Receipts*




To print a receipt that has a receipt number click on the small printer to the left hand side of the related row.

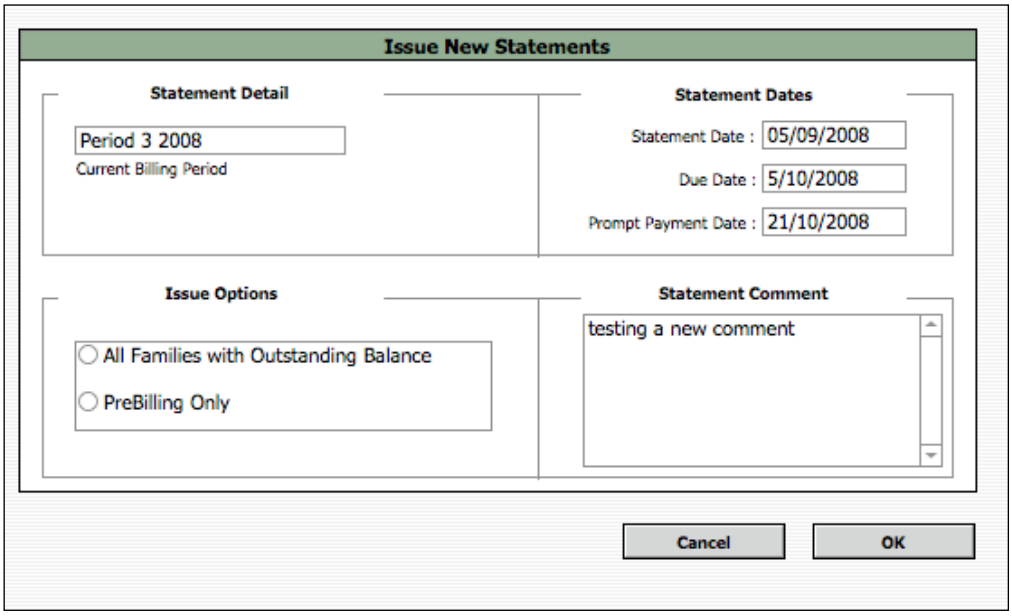
# STATEMENTS

To access the Statements sub-menu click on the Statements button.




### *Issue Statements*

To issue new statements for all families with an outstanding balance or for those that have prebilling transactions only.



***Statement detail***

This section presents the Current Billing Period of the statements generated. The Billing Period is used during the aging process. Normally there are 4 billing periods in a year. To change the billing period: Finance Menu; Admin Functions; Preferences ; Finance Preferences tab select the appropriate billing period from the Current Billing Period dropdown menu on the top right hand side of the screen.

***Issue Options***

This section presents the two options available for creating statements: create statements for 'All Families with Outstanding Balance' or for all families that currently have prebilling transactions; 'PreBilling Only'

***Statement Dates***

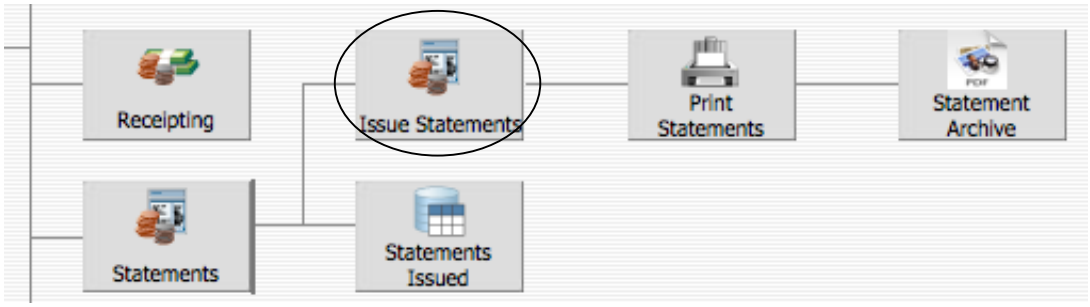
This section presents all the dates that are presented on the statements – these dates a presented with the dates last entered when statements were generated. The Statement Date being the date that is showing on the invoice, the Due Date being the date that payment is due and the Prompt Payment Date which is the date by which the payment is due in order to receive the prompt payment discount.

***Statement Comment***

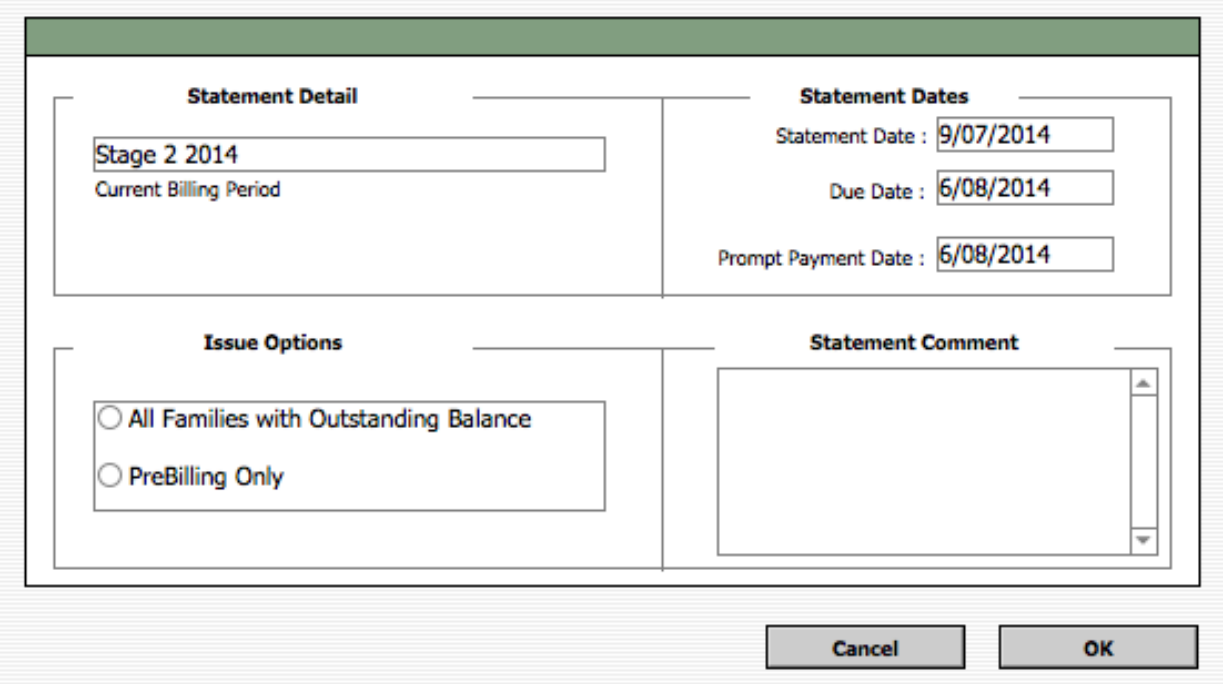
This field is populated with the information that is sorted in the Comment field in Finance Menu ; Admin Functions; Preferences ; Finance Preferences tab; Statement Comment tab.

## Issue Statements

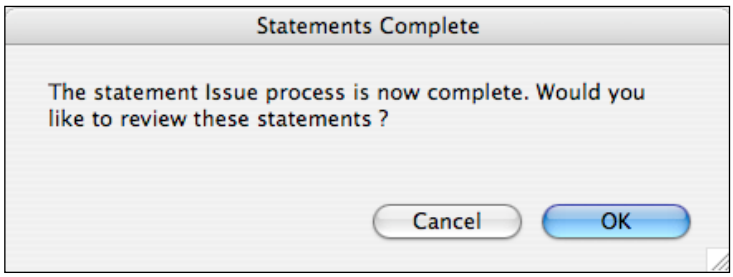
1. Click on the Issue Statements button.



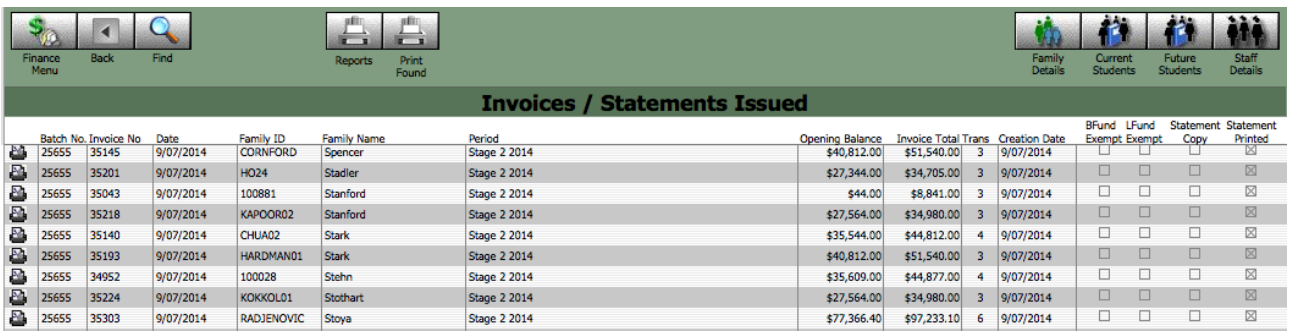

2. You will be presented with the Issue New Statements dialogue.




3. Enter the Statement Date – the date that you wish to show as the generation date on the statement.
4. The Due Date - the date that payment is due.
5. Enter the Prompt Payment Date - the date by which the payment is due in order to receive the prompt payment discount.
6. Enter a Statement Comment if you wish to have a comment on the statement, clear the field if you do not wish to have any additional information printed on the statement.
7. Click into the appropriate radio button; All Families with Outstanding Balance or PreBilling Only.
8. Click on the OK button to create the statements. This process may take sometime if there hundreds of statements to create.
9. You will be presented with a dialogue box asking if you wish to review the statements.




10. Click OK to be presented with the invoices/Statements Issued list view.




| Batch No. | Invoice No | Date | Family ID | Family Name | Period | Opening Balance | Invoice Total | Trans | Creation Date | BFund Exempt | LFund Exempt | Statement Copy | Statement Printed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25655 | 35145 | 9/07/2014 | CORNFORD | Spencer | Stage 2 2014 | $40,812.00 | $51,540.00 | 3 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35201 | 9/07/2014 | HO24 | Stadler | Stage 2 2014 | $27,344.00 | $34,705.00 | 3 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35043 | 9/07/2014 | 100881 | Stanford | Stage 2 2014 | $44.00 | $8,841.00 | 3 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35218 | 9/07/2014 | KAPOOR02 | Stanford | Stage 2 2014 | $27,564.00 | $34,980.00 | 3 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35140 | 9/07/2014 | CHUA02 | Stark | Stage 2 2014 | $35,544.00 | $44,812.00 | 4 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35193 | 9/07/2014 | HARDMAN01 | Stark | Stage 2 2014 | $40,812.00 | $51,540.00 | 3 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 34952 | 9/07/2014 | 100028 | Stehn | Stage 2 2014 | $35,609.00 | $44,877.00 | 4 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35224 | 9/07/2014 | KOKKOL01 | Stothart | Stage 2 2014 | $27,564.00 | $34,980.00 | 3 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |
| 25655 | 35303 | 9/07/2014 | RADJENOVIC | Stoya | Stage 2 2014 | $77,366.40 | $97,233.10 | 6 | 9/07/2014 | ☐ | ☐ | ☐ | ☒ |

## Navigation

### *Finance Menu*

Returns you to the Finance Menu.

### *Back*

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

### *Find*

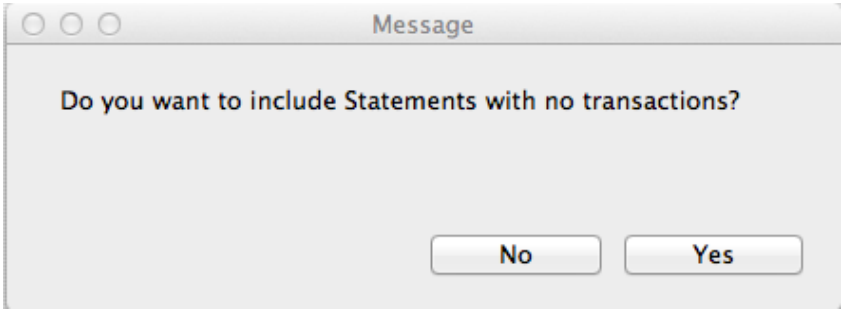
This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

### *Reports*

Take the user to the Reports buttons on the Finance Menu.

### *Print Found*

This button will allow you to print the statements, in a loop, for the current found set, PROVIDING the statement has already been printed from the Finance Menu ; Statements ; Print New Statements button. If this has been done the box on the right hand side titled Statement Printed will have an 'x' in the box. You will have the following options:




If yes this will proceed to Print the current found set. If you click No it will exclude all statements with no transactions. Then Click Ok.

### *Family Details*

This button will present you with the related Family Accounts Form View.

### *Current Students*

Presents the user with the related Student Detail Accounts Form View screen.

### *Future Students*

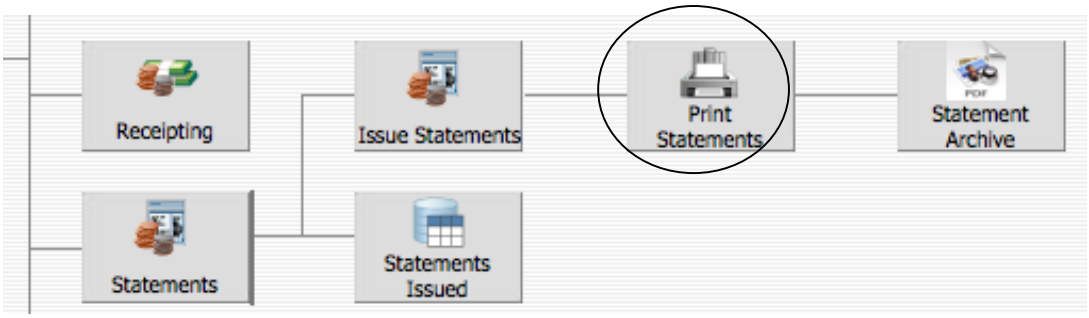
Presents the user with the related Future Student Details Form View screen.

### *Staff Details*

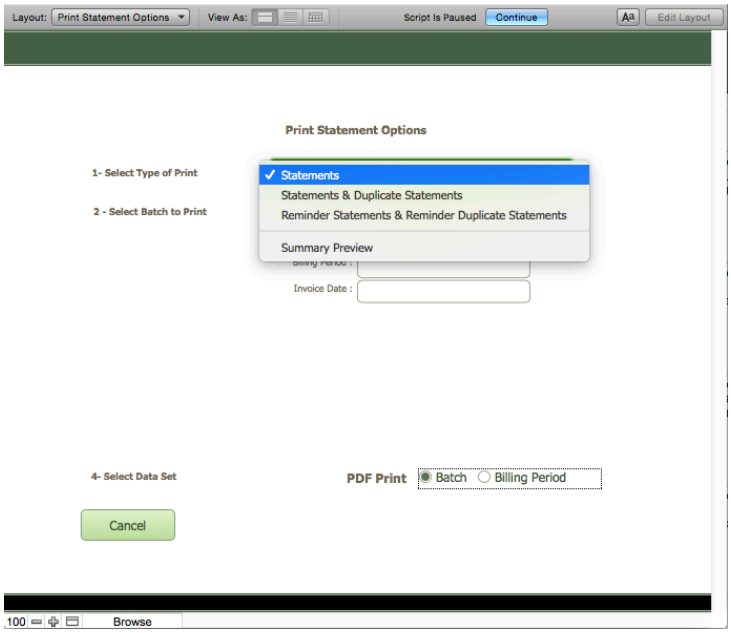
Presents the user with the Staff Details form view screen.

### Print New Statements

When statements are generated via the Issue Statements button on the Finance Menu or the Issue O/Due Statements button in the Family Accounts screen then they can only be printed the first time via the Print Statements button [Finance Menu; Statements; Print Statements].




Click on the Print Statements button and you will be presented with the following screen.




### *Select Type of Print*

This section presents the type of statements that can be printed: Statements, Statements & Duplicate Statements, Reminder Statements & Reminder Duplicate Statements or Summary Preview.

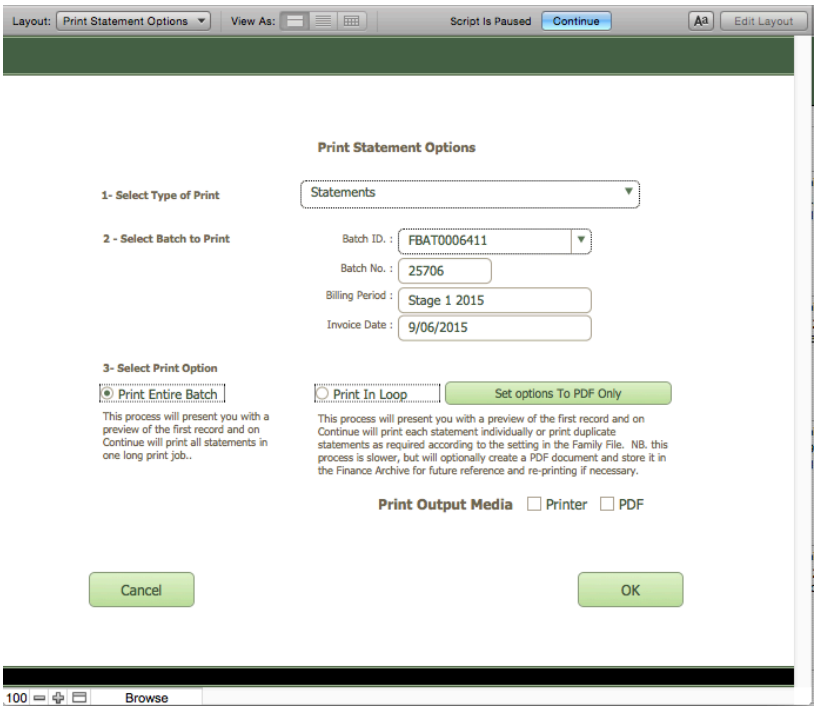
**Statements** are the statements; **Statements & Duplicate Statements** will print the statement and if the family has a duplicate statement address then a duplicate statement will be generated addressed to the duplicate statement address; **Reminder Statements &**

**Reminder Duplicate Statements** will print statements, and duplicate statements, that have been generated for Families with overdue accounts; Summary Preview is a report the presents the details for each family, including the transactions that where charged on the batch of statements that were selected.

Make the appropriate selection from the dropdown menu.

### *Select Batch to Print*

This section allows you to make the selection on which batch of statements that you wish to print. Select the relevant batch from the Batch dropdown menu. Once you make your selection the Batch No., Billing Period and Invoice date will change to match that of the batch selected. If you cannot remember which batch go back to the Statements Issued screen [Finance Menu; Statements; Statements Issued] and you will be able to see the Batch No. on the left hand side of the screen.

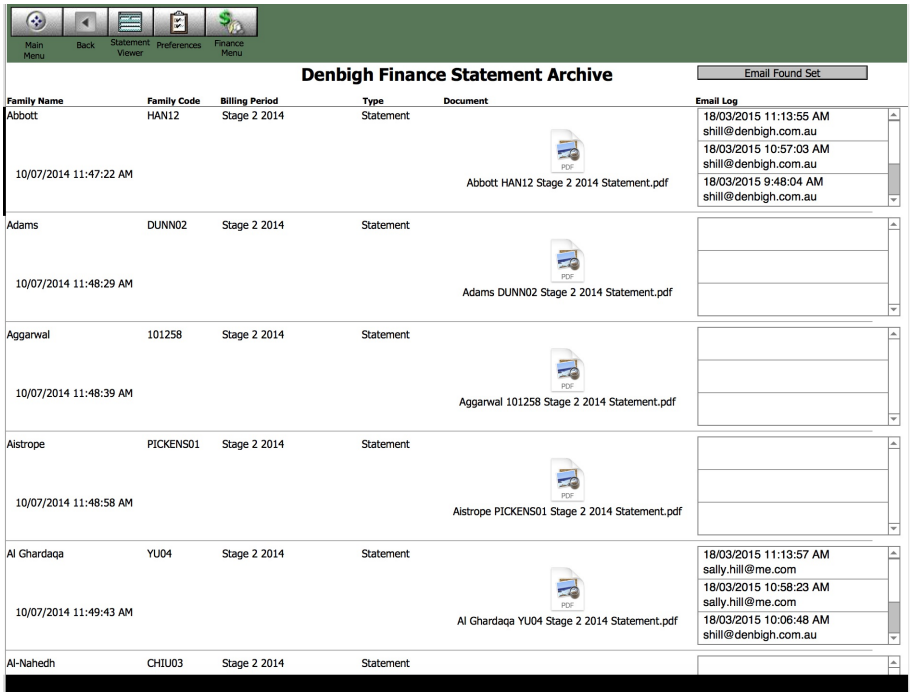



### *Select Print Option*

This selection presents the print options available:

**Print Entire Batch** – the user will be presented with a preview of the first record and on Continue will print all the statements.
**Print In Loop** - This process will present you with a preview of the first record and on Continue will print each statement individually or print duplicate statements as required according to the setting in the Family File. NB. this process is slower, but will optionally create a PDF document and store it in the Finance Archive for future reference and re-printing if necessary.
**Set Options to PDF only** – the user will be presented with a Preview and have the option to continue to create PDF's or Cancel.

# Statement Archive




List of PDF statements that have been created.

**Navigation**

***Main Menu***

Returns to the Denbigh Main Menu.

***Back***

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen.  This functionality is not implemented on all systems.

***Statement Viewer***

Take the user to the PDF reports viewer.

***Preferences***

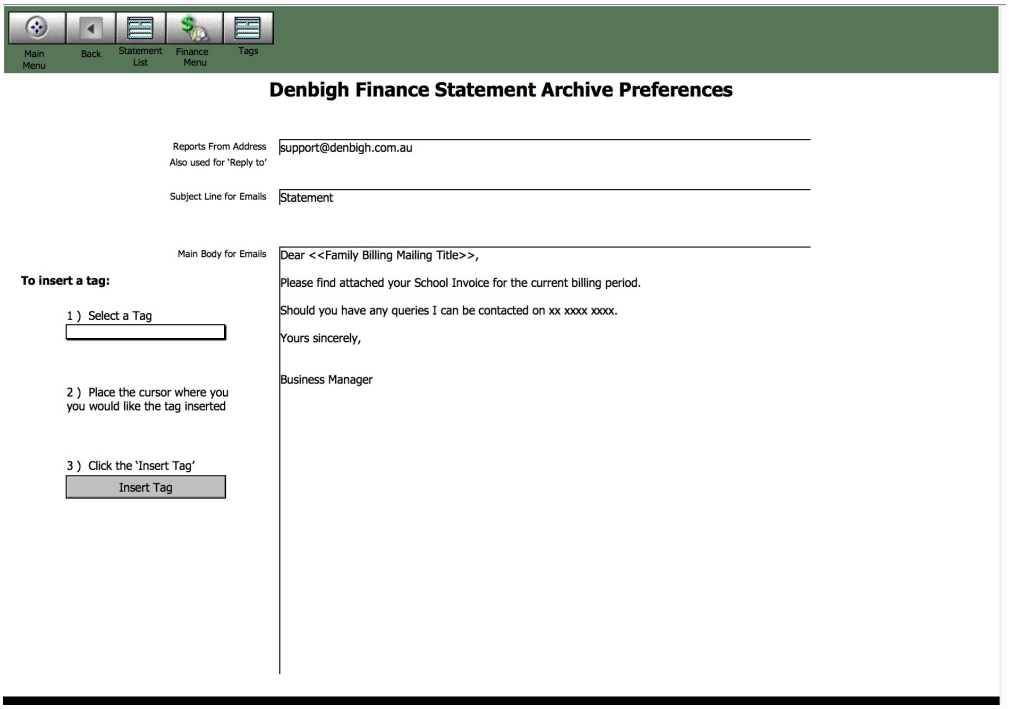
Take the user to the preference for emailing the PDF Statements.

***Finance Menu***

Returns you to the Finance Menu.

# PDF Statements

Firstly go to the Preferences to update the details for emailing of PDF statements.




## Navigation

### *Main Menu*

Returns to the Denbigh Main Menu.

### *Back*

Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen.  This functionality is not implemented on all systems.

### *Statement List*

Take the user to the PDF reports list view.

### *Finance Menu*

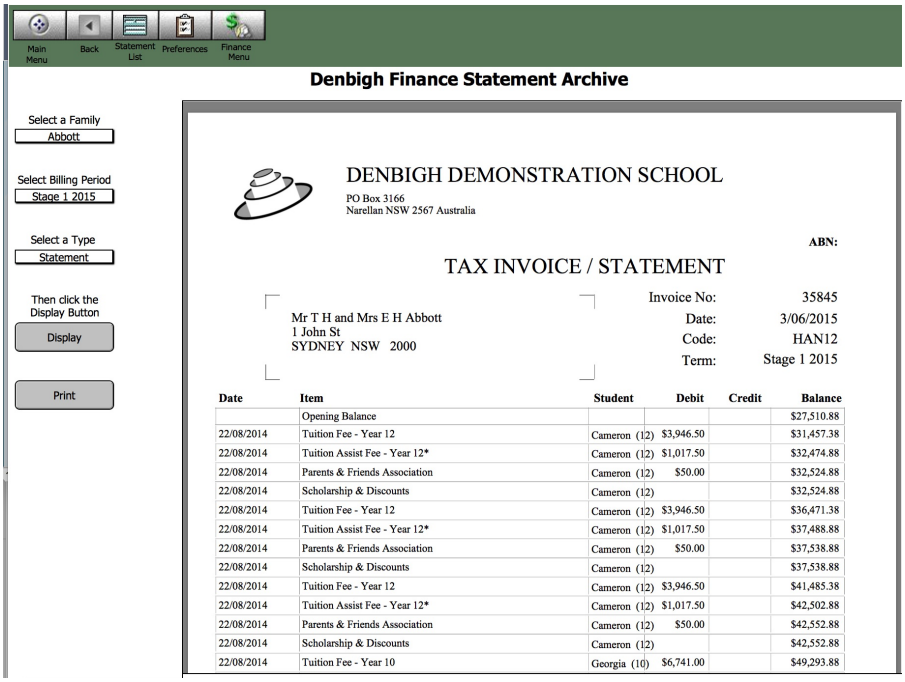
Returns you to the Finance Menu.

### *Tags*

Take the user to the list of Tags available in the email to families for emailing the PDF Statements.

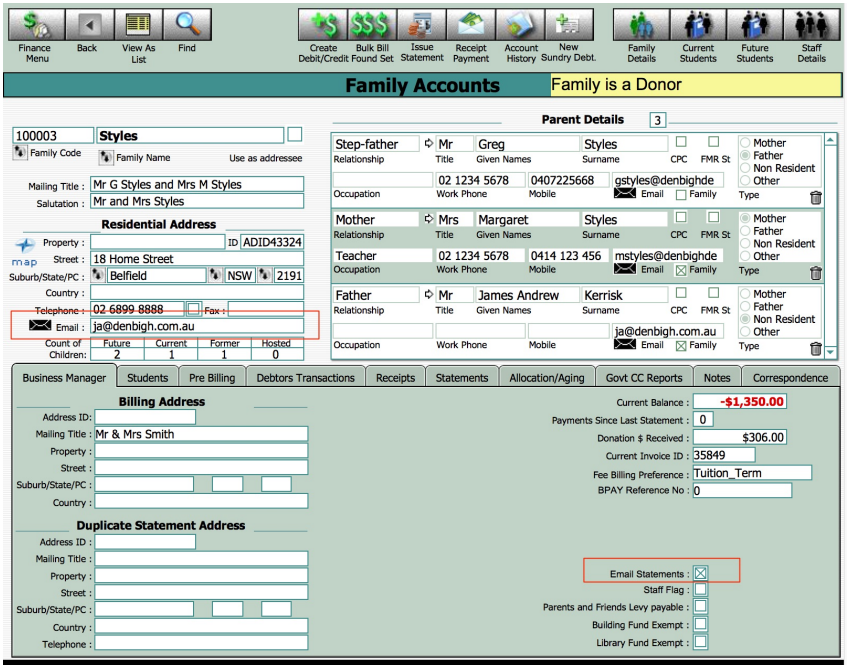
## PDF Viewer

Choose a Family from the drop down list; Select the Billing Period; Select the type of Statement; Click Display; or Click print to reprint the Statement.

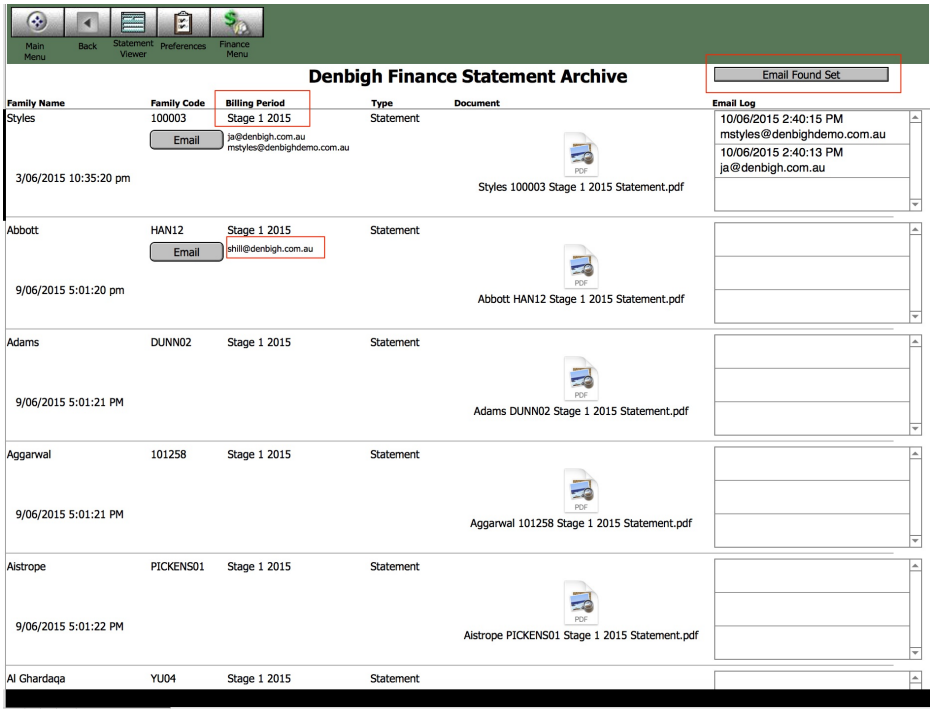



## Emailing PDF Statements

To email any statements the Family must have the Email Statements Flag checked and there must be a valid email address in the Family email field.

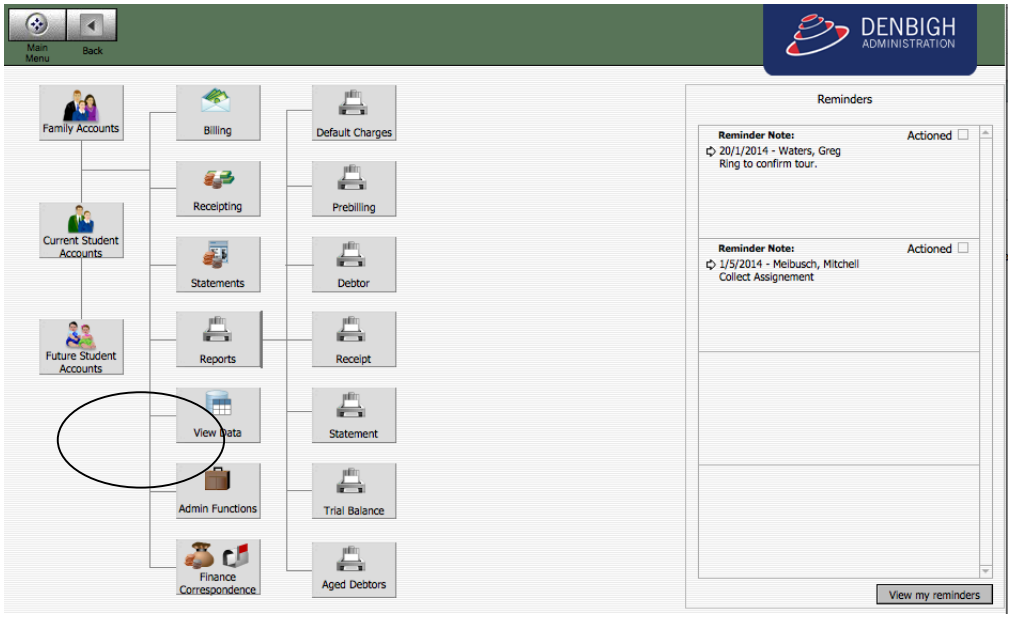



In the Statement Archive File, find the Billing Period to be emailed, there must be a valid email address visable, then either email individually or Click to Email Found set.



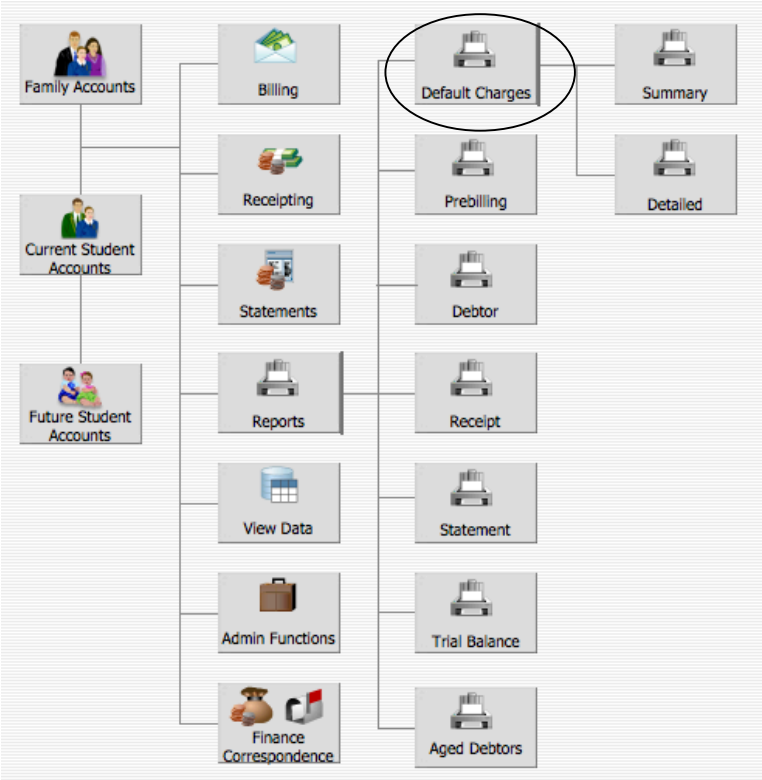

## Reports

To access the Reports sub-menu click on the Reports button.




## Default Charges

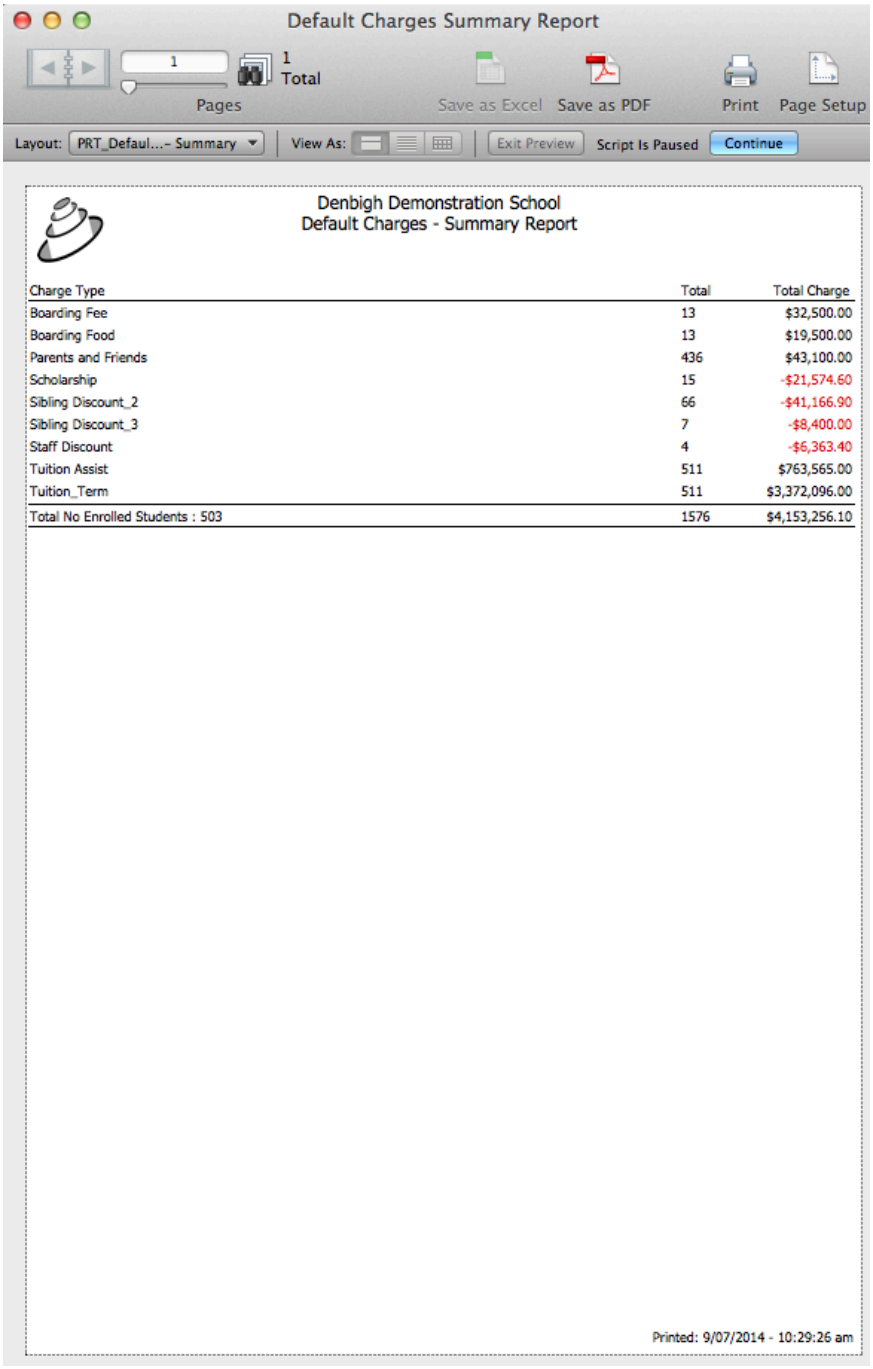
Click on the Default Charges button to be presented with the Default Charges sub-menu.




**Summary**

Click on the Summary button to produce the ‘Default Charges – Summary Report’ is a report that shows a summarised line item for the total of each default charge that was generated by pushing the ‘Bill Default Charges’ button in the Finance Menu.

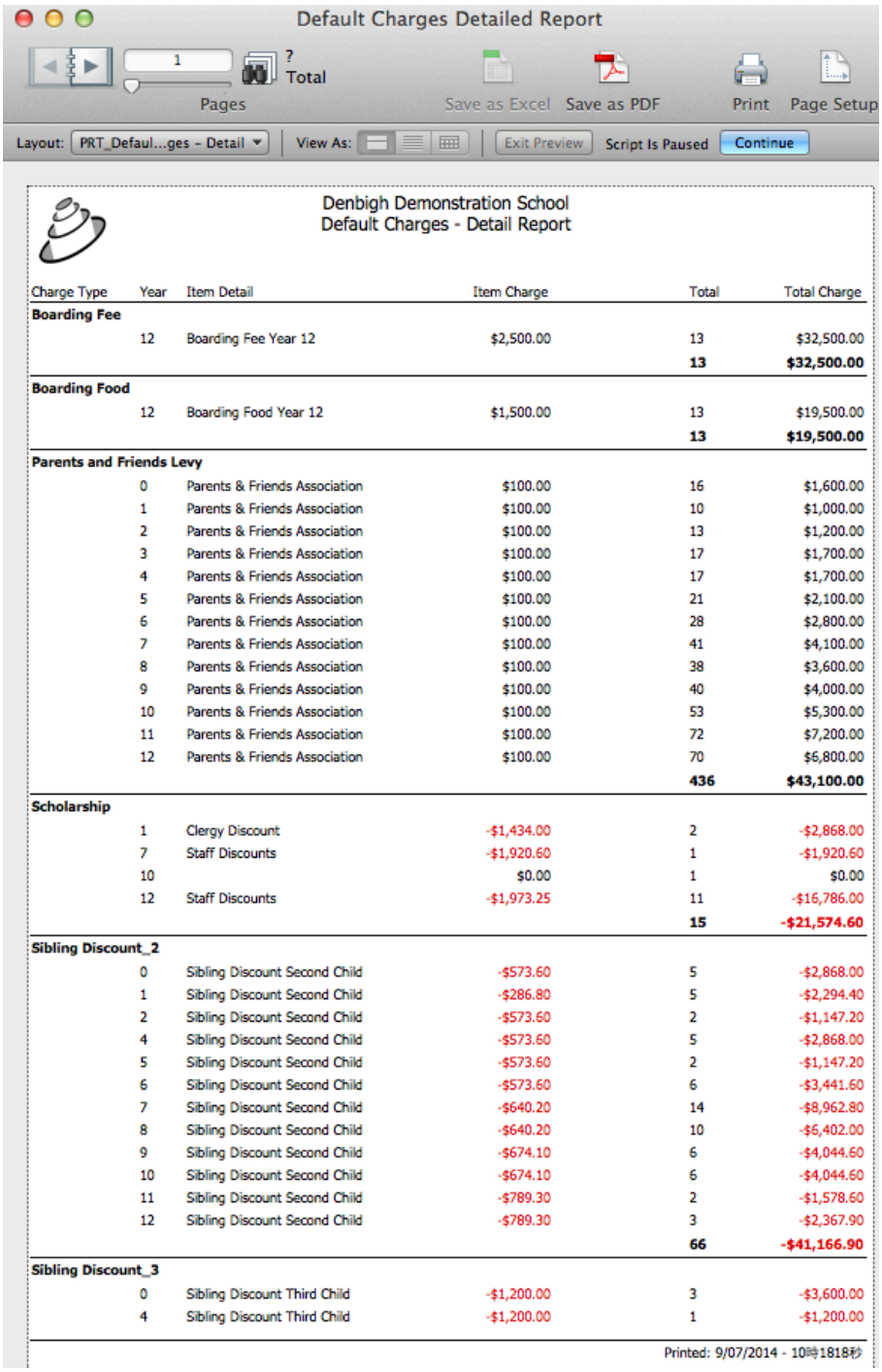
These totals relate only to the last time the Bill Default Charges process was run.


Default Charges Summary Report
1
Total
Pages
Save as Excel
Save as PDF
Print
Page Setup
Layout: PRT_Defaul...- Summary
View As:
Exit Preview
Script Is Paused
Continue
Denbigh Demonstration School
Default Charges - Summary Report
Charge Type | Total | Total Charge
Boarding Fee | 13 | $32,500.00
Boarding Food | 13 | $19,500.00
Parents and Friends | 436 | $43,100.00
Scholarship | 15 | -$21,574.60
Sibling Discount_2 | 66 | -$41,166.90
Sibling Discount_3 | 7 | -$8,400.00
Staff Discount | 4 | -$6,363.40
Tuition Assist | 511 | $763,565.00
Tuition_Term | 511 | $3,372,096.00
Total No Enrolled Students : 503 | 1576 | $4,153,256.10
Printed: 9/07/2014 - 10:29:26 am

## Detailed

Click on the Detail button to produce the ‘Default Charges – Detail Report’ is a report that shows a summarised line item for the total of each default charge, by year, that was generated by pushing the ‘Bill Default Charges’ button in the Finance Menu.

These totals relate only to the last time the Bill Default Charges process was run.



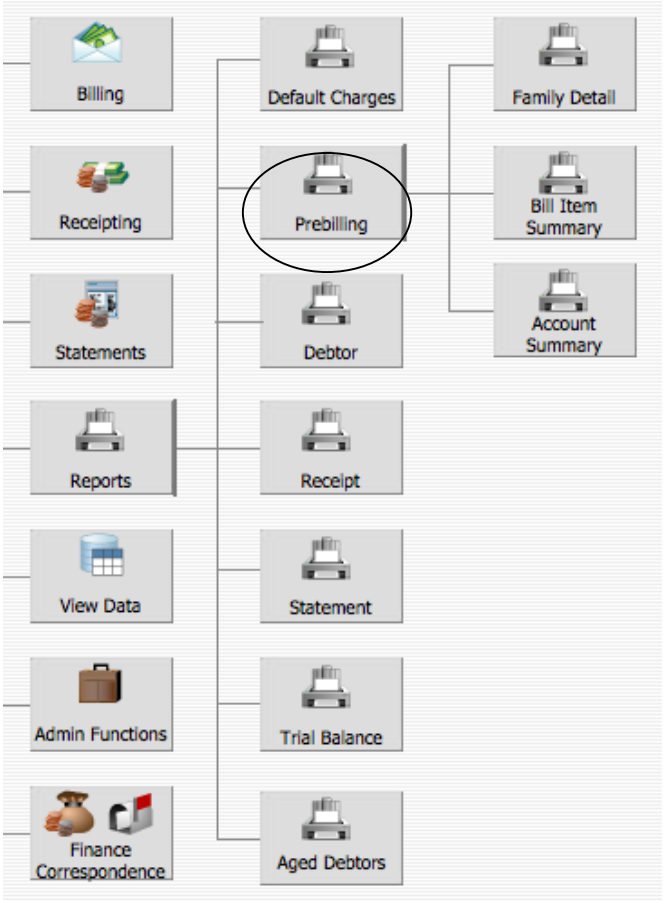

Denbigh Demonstration School
Default Charges - Detail Report

| Charge Type | Year | Item Detail | Item Charge | Total | Total Charge |
|---|---|---|---|---|---|
| **Boarding Fee** | | | | | |
| | 12 | Boarding Fee Year 12 | $2,500.00 | 13 | $32,500.00 |
| | | | | **13** | **$32,500.00** |
| **Boarding Food** | | | | | |
| | 12 | Boarding Food Year 12 | $1,500.00 | 13 | $19,500.00 |
| | | | | **13** | **$19,500.00** |
| **Parents and Friends Levy** | | | | | |
| | 0 | Parents & Friends Association | $100.00 | 16 | $1,600.00 |
| | 1 | Parents & Friends Association | $100.00 | 10 | $1,000.00 |
| | 2 | Parents & Friends Association | $100.00 | 13 | $1,200.00 |
| | 3 | Parents & Friends Association | $100.00 | 17 | $1,700.00 |
| | 4 | Parents & Friends Association | $100.00 | 17 | $1,700.00 |
| | 5 | Parents & Friends Association | $100.00 | 21 | $2,100.00 |
| | 6 | Parents & Friends Association | $100.00 | 28 | $2,800.00 |
| | 7 | Parents & Friends Association | $100.00 | 41 | $4,100.00 |
| | 8 | Parents & Friends Association | $100.00 | 38 | $3,600.00 |
| | 9 | Parents & Friends Association | $100.00 | 40 | $4,000.00 |
| | 10 | Parents & Friends Association | $100.00 | 53 | $5,300.00 |
| | 11 | Parents & Friends Association | $100.00 | 72 | $7,200.00 |
| | 12 | Parents & Friends Association | $100.00 | 70 | $6,800.00 |
| | | | | **436** | **$43,100.00** |
| **Scholarship** | | | | | |
| | 1 | Clergy Discount | -$1,434.00 | 2 | -$2,868.00 |
| | 7 | Staff Discounts | -$1,920.60 | 1 | -$1,920.60 |
| | 10 | | $0.00 | 1 | $0.00 |
| | 12 | Staff Discounts | -$1,973.25 | 11 | -$16,786.00 |
| | | | | **15** | **-$21,574.60** |
| **Sibling Discount_2** | | | | | |
| | 0 | Sibling Discount Second Child | -$573.60 | 5 | -$2,868.00 |
| | 1 | Sibling Discount Second Child | -$286.80 | 5 | -$2,294.40 |
| | 2 | Sibling Discount Second Child | -$573.60 | 2 | -$1,147.20 |
| | 4 | Sibling Discount Second Child | -$573.60 | 5 | -$2,868.00 |
| | 5 | Sibling Discount Second Child | -$573.60 | 2 | -$1,147.20 |
| | 6 | Sibling Discount Second Child | -$573.60 | 6 | -$3,441.60 |
| | 7 | Sibling Discount Second Child | -$640.20 | 14 | -$8,962.80 |
| | 8 | Sibling Discount Second Child | -$640.20 | 10 | -$6,402.00 |
| | 9 | Sibling Discount Second Child | -$674.10 | 6 | -$4,044.60 |
| | 10 | Sibling Discount Second Child | -$674.10 | 6 | -$4,044.60 |
| | 11 | Sibling Discount Second Child | -$789.30 | 2 | -$1,578.60 |
| | 12 | Sibling Discount Second Child | -$789.30 | 3 | -$2,367.90 |
| | | | | **66** | **-$41,166.90** |
| **Sibling Discount_3** | | | | | |
| | 0 | Sibling Discount Third Child | -$1,200.00 | 3 | -$3,600.00 |
| | 4 | Sibling Discount Third Child | -$1,200.00 | 1 | -$1,200.00 |

Printed: 9/07/2014 - 10時18秒

## Prebilling

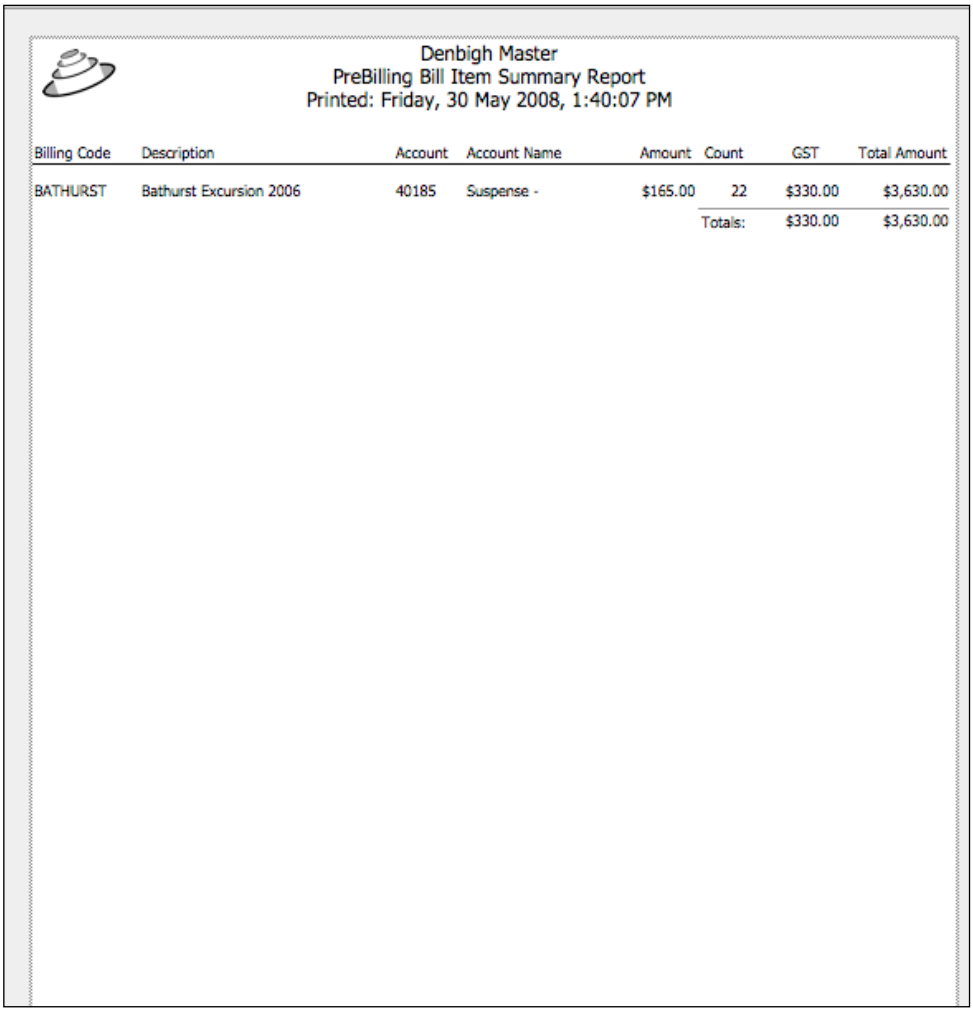
Click on the Prebilling button to be presented with the Prebilling sub-menu.




These reports are to be used to check unposted transactions. However, **please note** that they will report on whatever transactions are sitting in PreBilling Items – even if they have been posted and you have forgotten to delete them.

## Bill Item Summary

The ‘PreBillingBill Item Summary” is a report that shows a line item for each Billable Item that is sitting in the Prebilling Items, the count of each ‘sale’, the cost of the product, sum of the GST amount, if applicable, and the total amount for each line.  There is also a grand total of all GST charged and the ‘sales’ made.



Denbigh Master
PreBilling Bill Item Summary Report
Printed: Friday, 30 May 2008, 1:40:07 PM

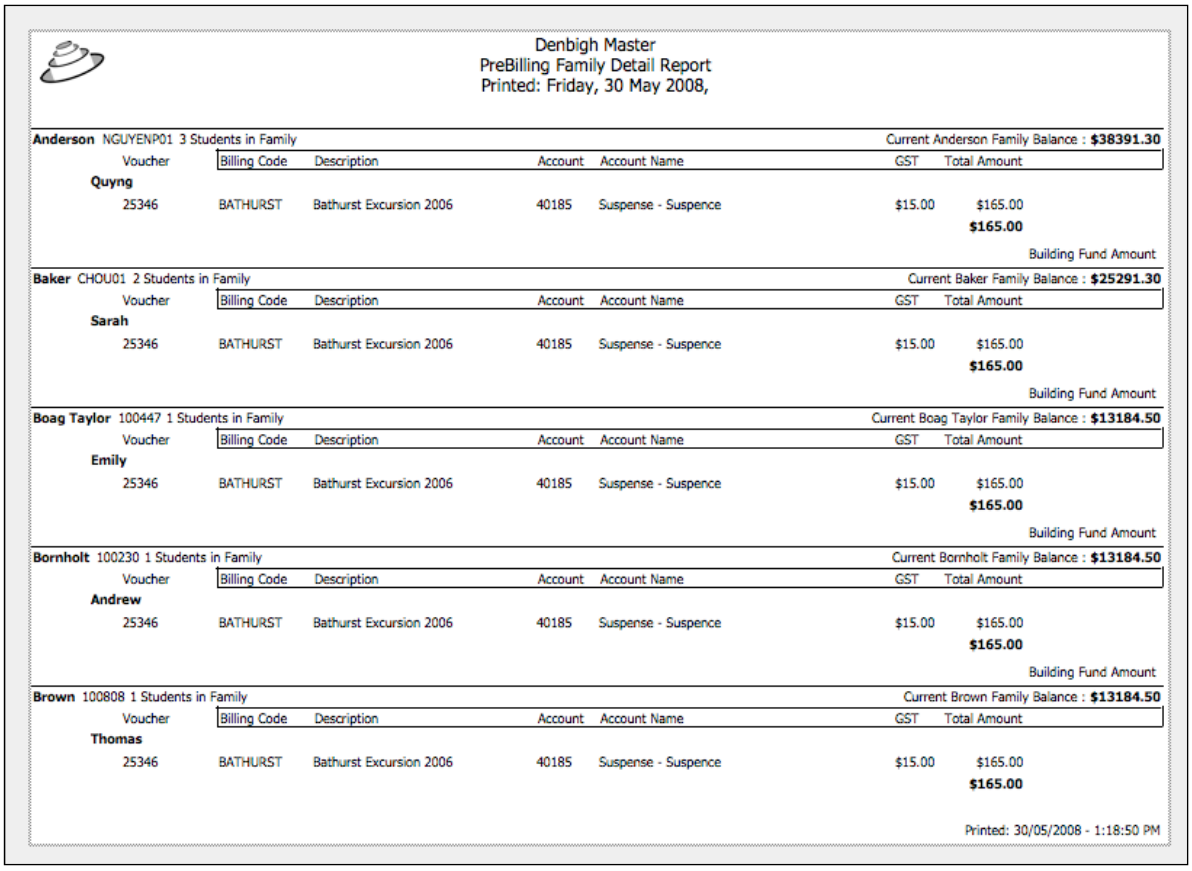
| Billing Code | Description | Account | Account Name | Amount | Count | GST | Total Amount |
|---|---|---|---|---|---|---|---|
| BATHURST | Bathurst Excursion 2006 | 40185 | Suspense - | $165.00 | 22 | $330.00 | $3,630.00 |
| | | | | | Totals: | $330.00 | $3,630.00 |

## Family Detail

The 'Family Detail' report is a report that summarises all transactions by Family that are currently sitting in Prebilling Items.

There is a separate line item for each charge that has been made to a family. There is a header line for each family that shows the family name (in bold), family code and the total number of students in the family.

The report shows a breakdown of the Family by child to whom the charge relates and includes the following fields: Product Code, Description, Account code and Account Name, any GST component and a line total and a sum of all the charges for each Family.



Denbigh Master
PreBilling Family Detail Report
Printed: Friday, 30 May 2008,

**Anderson** NGUYENP01 3 Students in Family — Current Anderson Family Balance : **$38391.30**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| **Quyng** | | | | | | |
| 25346 | BATHURST | Bathurst Excursion 2006 | 40185 | Suspense - Suspence | $15.00 | $165.00 |
| | | | | | | **$165.00** |

Building Fund Amount

**Baker** CHOU01 2 Students in Family — Current Baker Family Balance : **$25291.30**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| **Sarah** | | | | | | |
| 25346 | BATHURST | Bathurst Excursion 2006 | 40185 | Suspense - Suspence | $15.00 | $165.00 |
| | | | | | | **$165.00** |

Building Fund Amount

**Boag Taylor** 100447 1 Students in Family — Current Boag Taylor Family Balance : **$13184.50**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| **Emily** | | | | | | |
| 25346 | BATHURST | Bathurst Excursion 2006 | 40185 | Suspense - Suspence | $15.00 | $165.00 |
| | | | | | | **$165.00** |

Building Fund Amount

**Bornholt** 100230 1 Students in Family — Current Bornholt Family Balance : **$13184.50**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| **Andrew** | | | | | | |
| 25346 | BATHURST | Bathurst Excursion 2006 | 40185 | Suspense - Suspence | $15.00 | $165.00 |
| | | | | | | **$165.00** |

Building Fund Amount

**Brown** 100808 1 Students in Family — Current Brown Family Balance : **$13184.50**

| Voucher | Billing Code | Description | Account | Account Name | GST | Total Amount |
|---|---|---|---|---|---|---|
| **Thomas** | | | | | | |
| 25346 | BATHURST | Bathurst Excursion 2006 | 40185 | Suspense - Suspence | $15.00 | $165.00 |
| | | | | | | **$165.00** |

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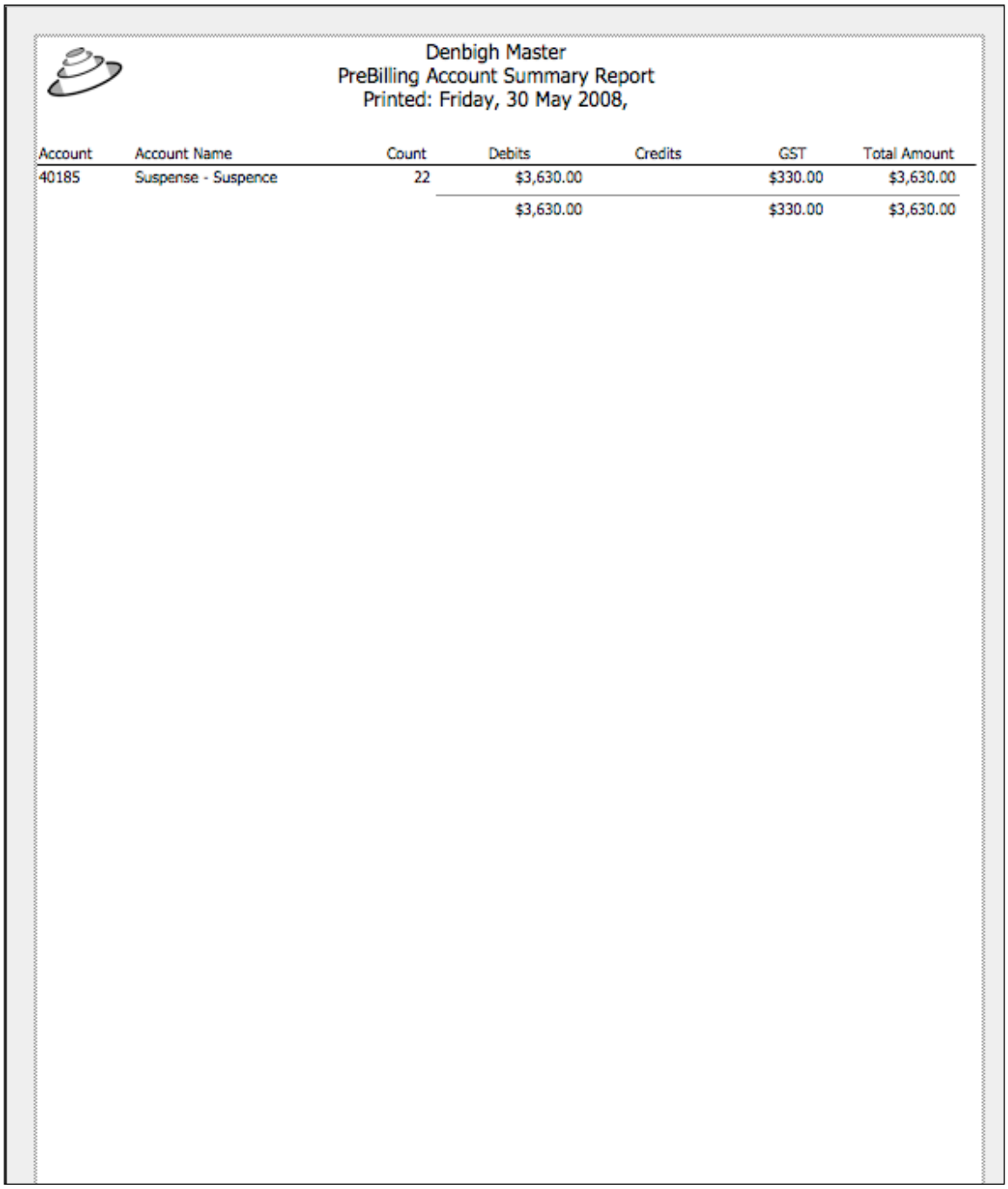
## Account Summary

The ‘PreBilling Account Summary; report is a report that shows a line item for each ledger account code that has been charged in on transactions sitting in the Prebilling Items, the total count of all ‘sales’, the total debit charge and credit charge, a sum of the GST amount, if applicable, and the total amount for each account.  There is also a grand total of all GST charged and Total Amount.

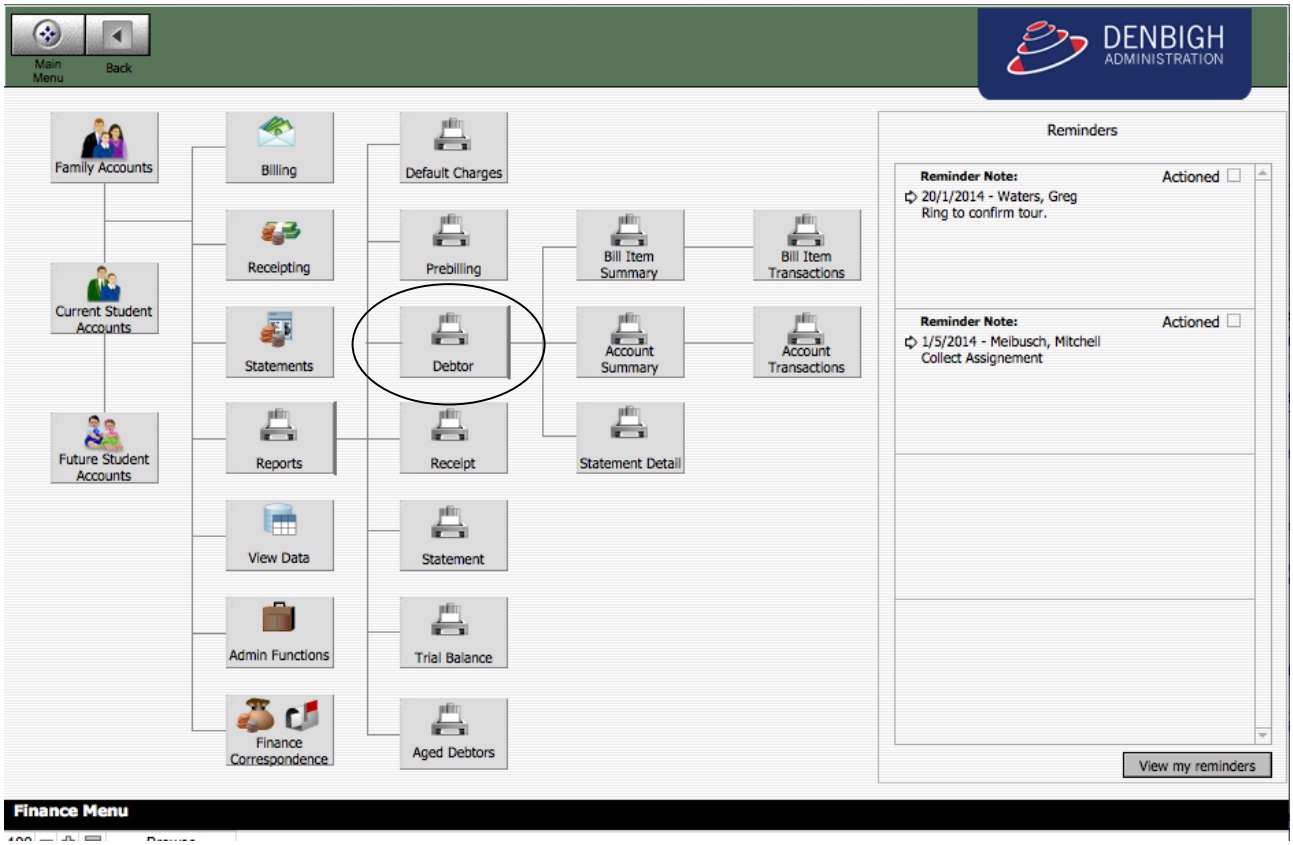


Denbigh Master
PreBilling Account Summary Report
Printed: Friday, 30 May 2008,

| Account | Account Name | Count | Debits | Credits | GST | Total Amount |
|---|---|---|---|---|---|---|
| 40185 | Suspense - Suspence | 22 | $3,630.00 | | $330.00 | $3,630.00 |
| | | | $3,630.00 | | $330.00 | $3,630.00 |

## Debtor

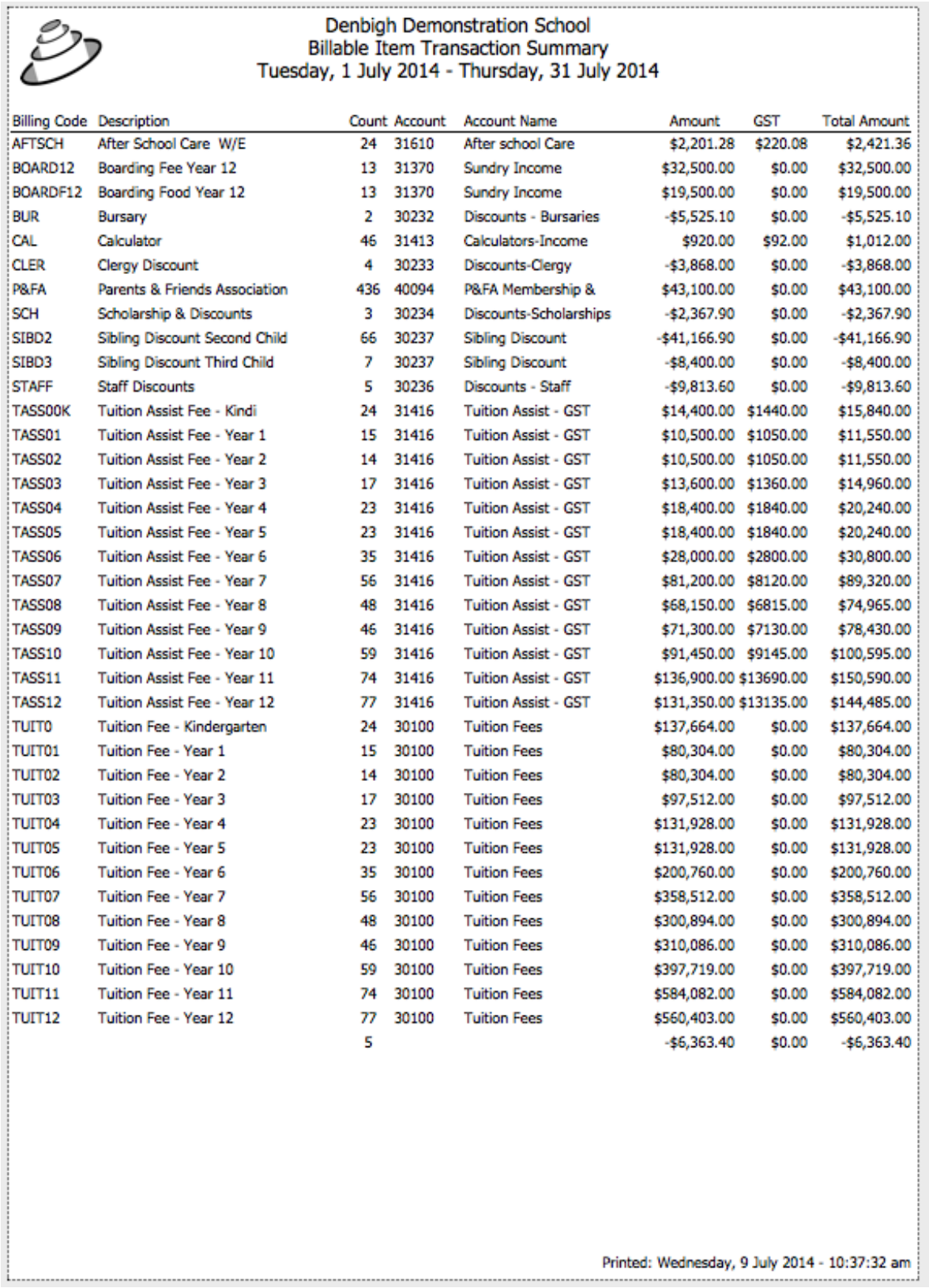
Click on the Prebilling button to be presented with the Prebilling sub-menu.




These reports are to be used to check unposted transactions. However, **please note** that they will report on whatever transactions are sitting in PreBilling Items – even if they have been posted and you have forgotten to delete them.

## Bill Item Summary

The Debtors Bill Item Summary Report reports all debtor bill item charges within a date range; the number of transactions, the account that has been affected, the unit about for each item and the total billed.



Denbigh Demonstration School
Billable Item Transaction Summary
Tuesday, 1 July 2014 - Thursday, 31 July 2014

| Billing Code | Description | Count | Account | Account Name | Amount | GST | Total Amount |
|---|---|---|---|---|---|---|---|
| AFTSCH | After School Care W/E | 24 | 31610 | After school Care | $2,201.28 | $220.08 | $2,421.36 |
| BOARD12 | Boarding Fee Year 12 | 13 | 31370 | Sundry Income | $32,500.00 | $0.00 | $32,500.00 |
| BOARDF12 | Boarding Food Year 12 | 13 | 31370 | Sundry Income | $19,500.00 | $0.00 | $19,500.00 |
| BUR | Bursary | 2 | 30232 | Discounts - Bursaries | -$5,525.10 | $0.00 | -$5,525.10 |
| CAL | Calculator | 46 | 31413 | Calculators-Income | $920.00 | $92.00 | $1,012.00 |
| CLER | Clergy Discount | 4 | 30233 | Discounts-Clergy | -$3,868.00 | $0.00 | -$3,868.00 |
| P&FA | Parents & Friends Association | 436 | 40094 | P&FA Membership & | $43,100.00 | $0.00 | $43,100.00 |
| SCH | Scholarship & Discounts | 3 | 30234 | Discounts-Scholarships | -$2,367.90 | $0.00 | -$2,367.90 |
| SIBD2 | Sibling Discount Second Child | 66 | 30237 | Sibling Discount | -$41,166.90 | $0.00 | -$41,166.90 |
| SIBD3 | Sibling Discount Third Child | 7 | 30237 | Sibling Discount | -$8,400.00 | $0.00 | -$8,400.00 |
| STAFF | Staff Discounts | 5 | 30236 | Discounts - Staff | -$9,813.60 | $0.00 | -$9,813.60 |
| TASS00K | Tuition Assist Fee - Kindi | 24 | 31416 | Tuition Assist - GST | $14,400.00 | $1440.00 | $15,840.00 |
| TASS01 | Tuition Assist Fee - Year 1 | 15 | 31416 | Tuition Assist - GST | $10,500.00 | $1050.00 | $11,550.00 |
| TASS02 | Tuition Assist Fee - Year 2 | 14 | 31416 | Tuition Assist - GST | $10,500.00 | $1050.00 | $11,550.00 |
| TASS03 | Tuition Assist Fee - Year 3 | 17 | 31416 | Tuition Assist - GST | $13,600.00 | $1360.00 | $14,960.00 |
| TASS04 | Tuition Assist Fee - Year 4 | 23 | 31416 | Tuition Assist - GST | $18,400.00 | $1840.00 | $20,240.00 |
| TASS05 | Tuition Assist Fee - Year 5 | 23 | 31416 | Tuition Assist - GST | $18,400.00 | $1840.00 | $20,240.00 |
| TASS06 | Tuition Assist Fee - Year 6 | 35 | 31416 | Tuition Assist - GST | $28,000.00 | $2800.00 | $30,800.00 |
| TASS07 | Tuition Assist Fee - Year 7 | 56 | 31416 | Tuition Assist - GST | $81,200.00 | $8120.00 | $89,320.00 |
| TASS08 | Tuition Assist Fee - Year 8 | 48 | 31416 | Tuition Assist - GST | $68,150.00 | $6815.00 | $74,965.00 |
| TASS09 | Tuition Assist Fee - Year 9 | 46 | 31416 | Tuition Assist - GST | $71,300.00 | $7130.00 | $78,430.00 |
| TASS10 | Tuition Assist Fee - Year 10 | 59 | 31416 | Tuition Assist - GST | $91,450.00 | $9145.00 | $100,595.00 |
| TASS11 | Tuition Assist Fee - Year 11 | 74 | 31416 | Tuition Assist - GST | $136,900.00 | $13690.00 | $150,590.00 |
| TASS12 | Tuition Assist Fee - Year 12 | 77 | 31416 | Tuition Assist - GST | $131,350.00 | $13135.00 | $144,485.00 |
| TUIT0 | Tuition Fee - Kindergarten | 24 | 30100 | Tuition Fees | $137,664.00 | $0.00 | $137,664.00 |
| TUIT01 | Tuition Fee - Year 1 | 15 | 30100 | Tuition Fees | $80,304.00 | $0.00 | $80,304.00 |
| TUIT02 | Tuition Fee - Year 2 | 14 | 30100 | Tuition Fees | $80,304.00 | $0.00 | $80,304.00 |
| TUIT03 | Tuition Fee - Year 3 | 17 | 30100 | Tuition Fees | $97,512.00 | $0.00 | $97,512.00 |
| TUIT04 | Tuition Fee - Year 4 | 23 | 30100 | Tuition Fees | $131,928.00 | $0.00 | $131,928.00 |
| TUIT05 | Tuition Fee - Year 5 | 23 | 30100 | Tuition Fees | $131,928.00 | $0.00 | $131,928.00 |
| TUIT06 | Tuition Fee - Year 6 | 35 | 30100 | Tuition Fees | $200,760.00 | $0.00 | $200,760.00 |
| TUIT07 | Tuition Fee - Year 7 | 56 | 30100 | Tuition Fees | $358,512.00 | $0.00 | $358,512.00 |
| TUIT08 | Tuition Fee - Year 8 | 48 | 30100 | Tuition Fees | $300,894.00 | $0.00 | $300,894.00 |
| TUIT09 | Tuition Fee - Year 9 | 46 | 30100 | Tuition Fees | $310,086.00 | $0.00 | $310,086.00 |
| TUIT10 | Tuition Fee - Year 10 | 59 | 30100 | Tuition Fees | $397,719.00 | $0.00 | $397,719.00 |
| TUIT11 | Tuition Fee - Year 11 | 74 | 30100 | Tuition Fees | $584,082.00 | $0.00 | $584,082.00 |
| TUIT12 | Tuition Fee - Year 12 | 77 | 30100 | Tuition Fees | $560,403.00 | $0.00 | $560,403.00 |
| | | 5 | | | -$6,363.40 | $0.00 | -$6,363.40 |

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