



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

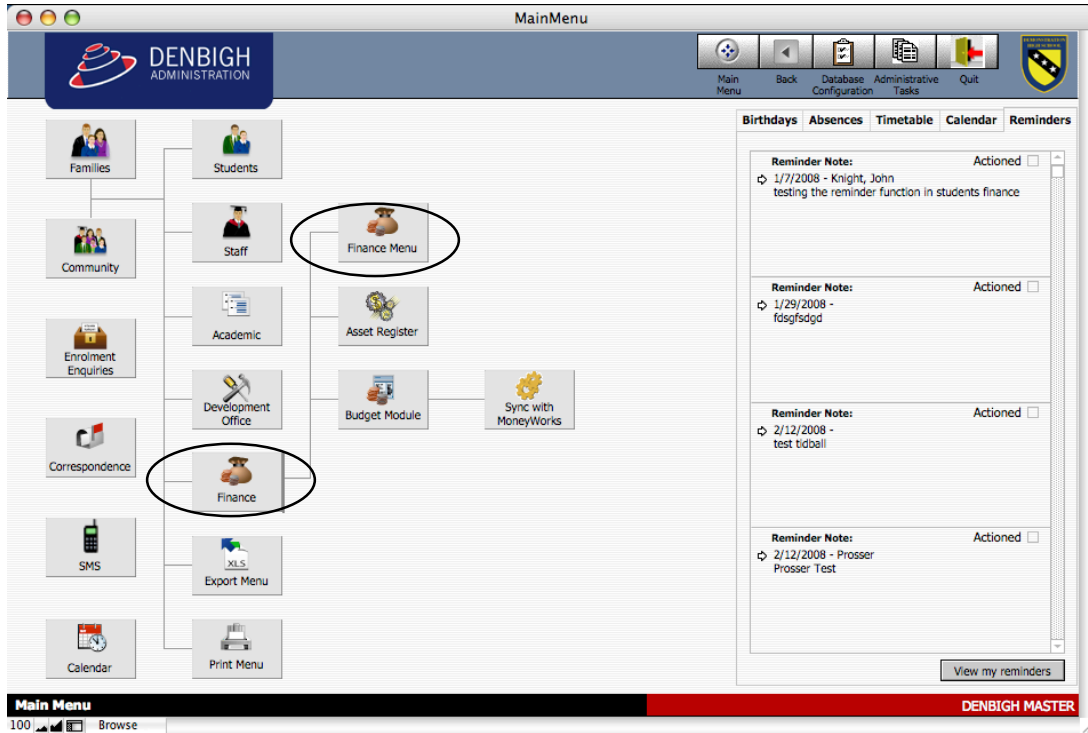
The debtor's portion of the Finance Module Denbigh Administration is the main point of data entry, and master database for:

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.

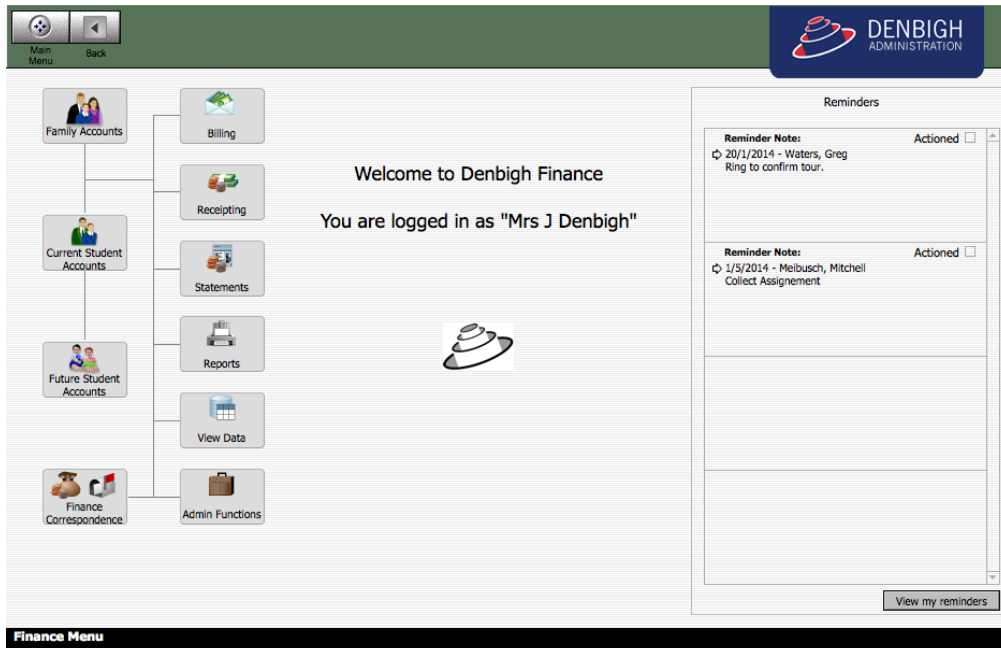
ACCESSING THE FINANCE MODULE

Launching

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

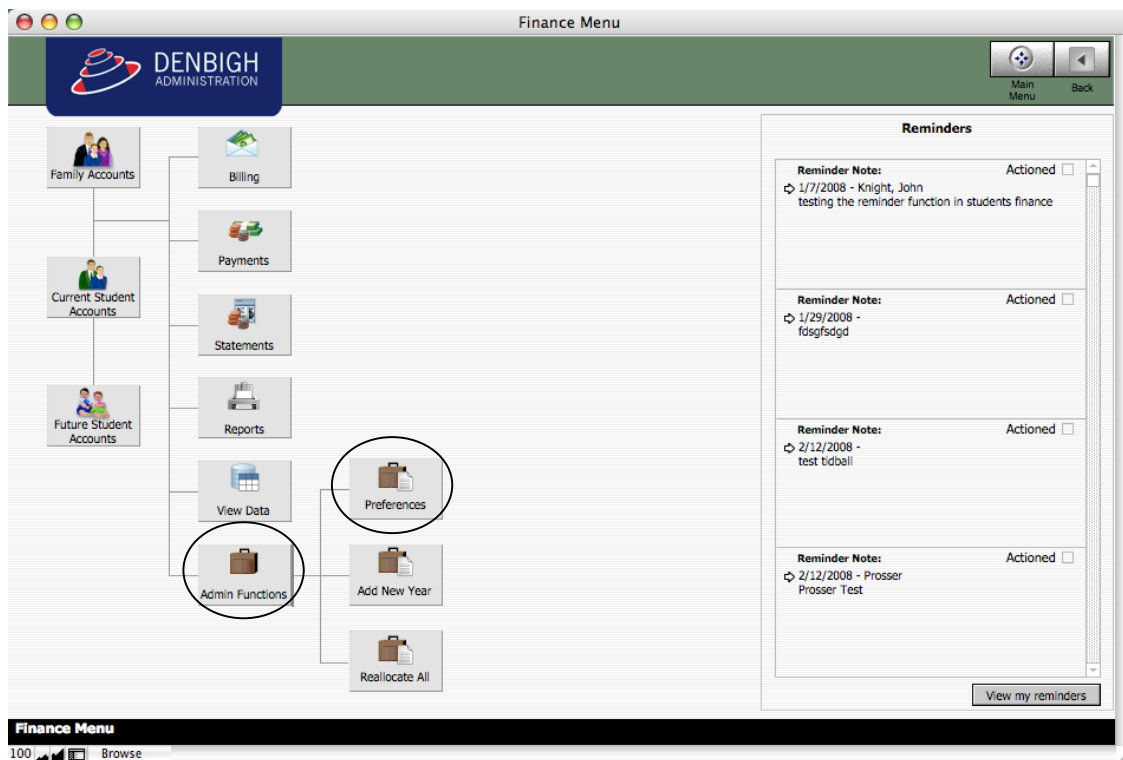


You will be presented with the Denbigh Finance menu.

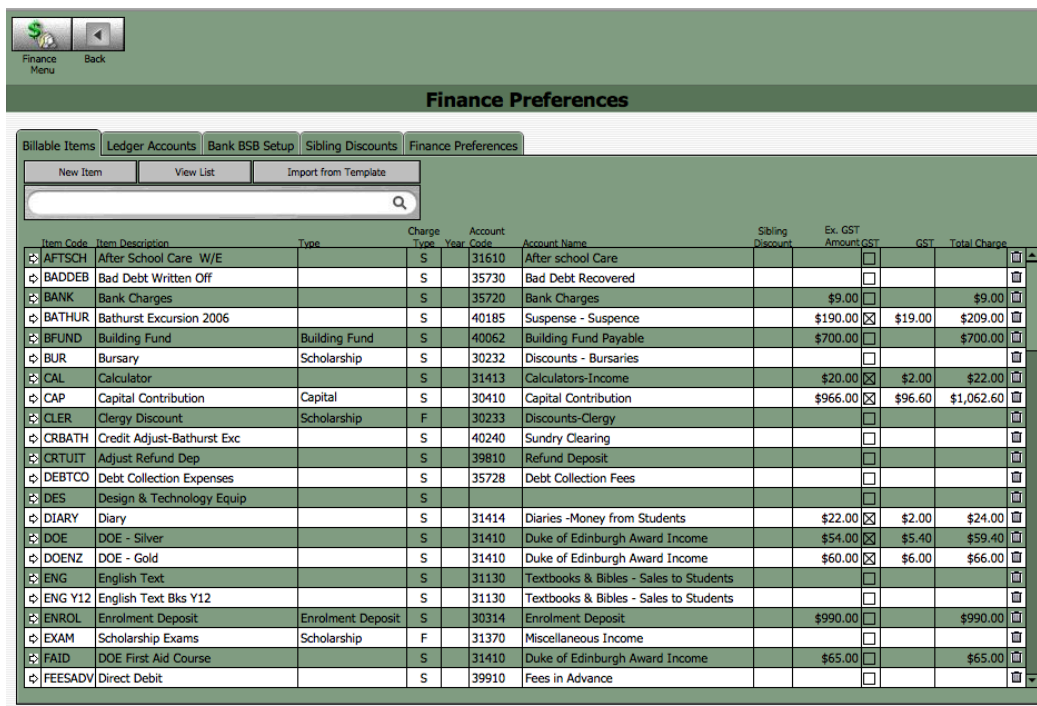


SETUP PREFERENCES

To access the Preferences click on the Admin Function button.



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

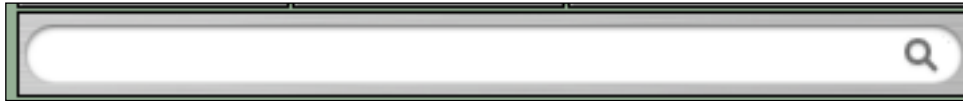


Billable Items

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

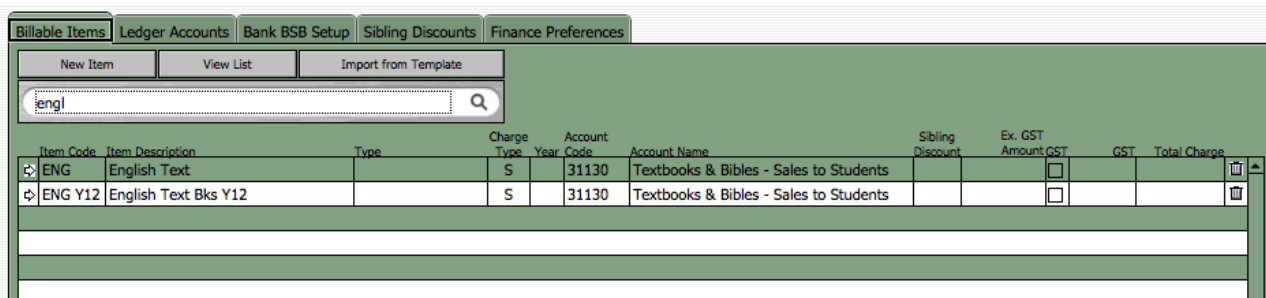
Quick Find

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.



Item Code	Item Description	Type	Charge Type	Year	Account Code	Account Name	Sibling Discount	Ex. GST Amount	GST	Total Charge
ENG	English Text		S		31130	Textbooks & Bibles - Sales to Students		<input type="checkbox"/>		
ENG Y12	English Text Bks Y12		S		31130	Textbooks & Bibles - Sales to Students		<input type="checkbox"/>		

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.

The screenshot shows a software window titled "Debit Student - Single Family". Inside, there is a "Product Detail" section with several input fields. On the right, there is an "Item Cost" section with three sub-fields: "ex GST", "GST Amount", and "Total Charge". Below these are fields for "Product Type", "Academic Year", "Product Charge Type", "Account Code", and "Account Name". A red text message at the bottom of the form area says "Please enter a unique Billable Item Code". At the bottom right of the window are "Cancel" and "OK" buttons. The taskbar at the bottom shows a "Browse" button.

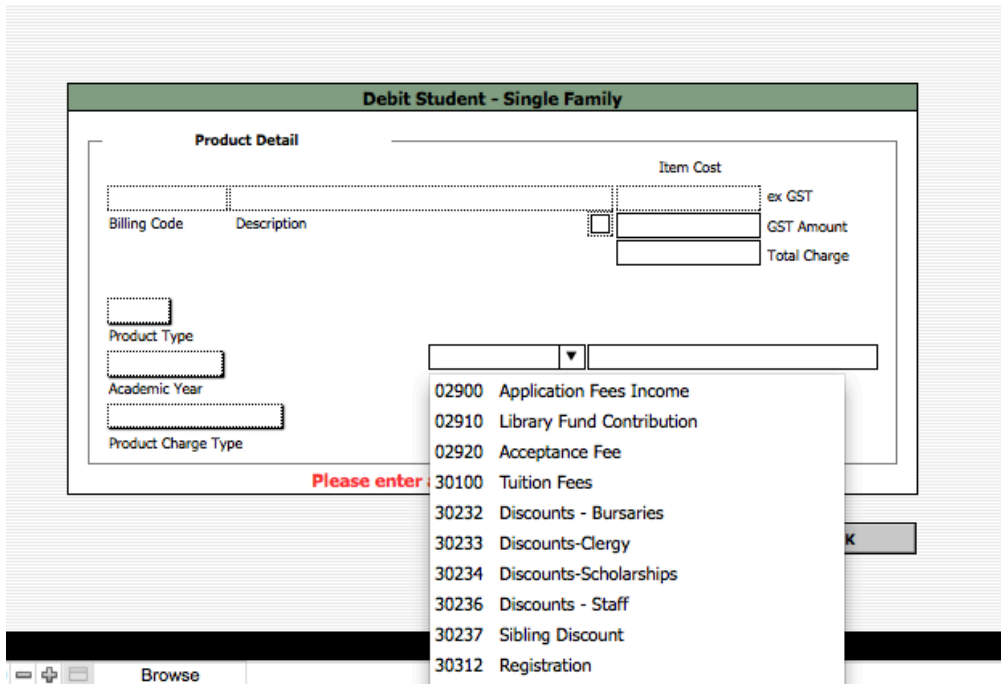
8. Choose if this Item is for the Fee "F" or the Sundry "S".

This screenshot is similar to the one above, but the "Product Type" dropdown menu is open and highlighted with a red circle. The menu shows two options: "F" (Fee) and "S" (Sundry). The "F" option is currently selected. The rest of the form and the error message are the same as in the previous screenshot.

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

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

- 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.

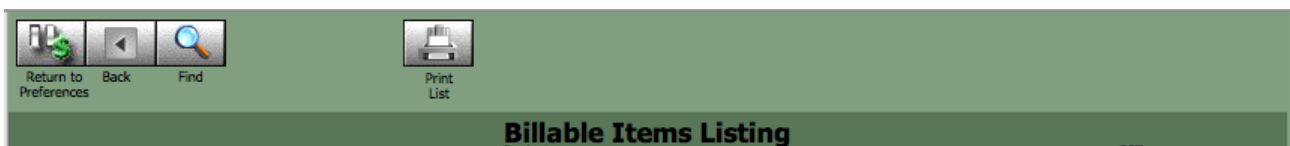
The screenshot shows the "Finance Preferences" screen. At the top, there are tabs for "Billable Items", "Ledger Accounts", "Bank BSB Setup", "Sibling Discounts", and "Finance Preferences". Below the tabs are buttons for "New Item", "View List" (highlighted with a red circle), and "Import from Template". A search bar is also present. Below the buttons is a table of billable items.

Item Code	Item Description	Type	Charge Type	Year	Account Code	Account Name	Sibling Discount	Ex. GST Amount	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	Suspence - Suspence		\$190.00	\$19.00	\$209.00
BFUND	Building Fund	Building Fund	S		40062	Building Fund Payable		\$700.00		\$700.00

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

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

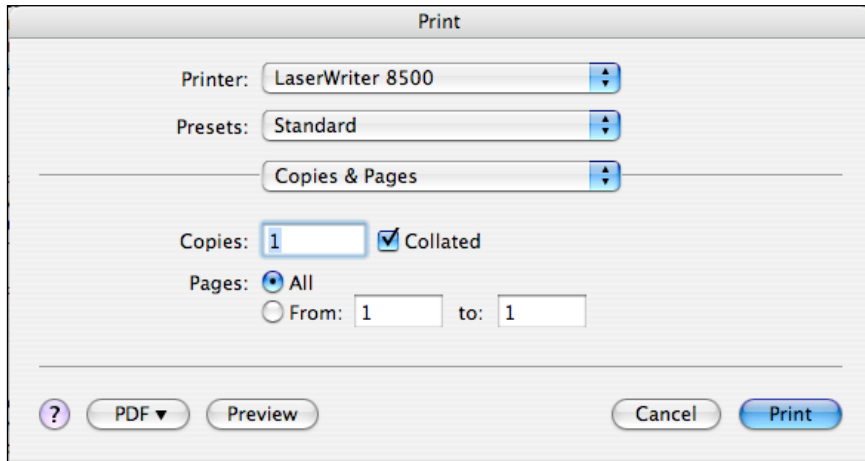
1. Click on the button and you will be presented with the information in Preview Mode.

**Denbigh Demonstration School
Billable Item Listing**

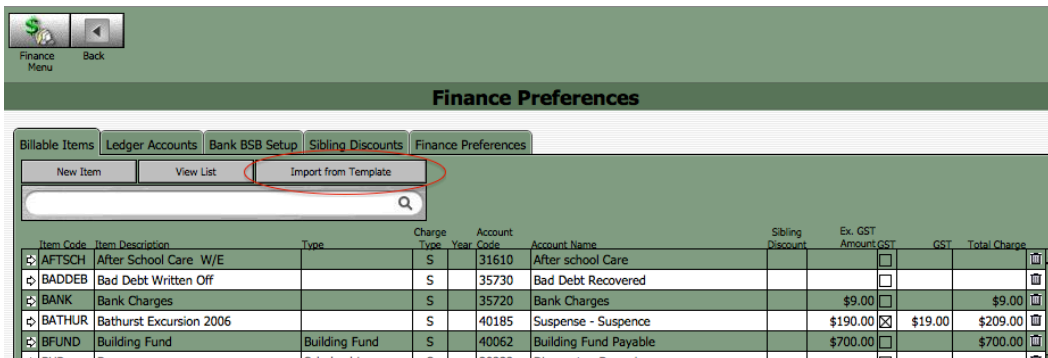
Billing Code	Item Description	Account	Charge	GST	Agency
CLER	Clergy Discount	30233	Discounts-Clergy		
EXAM	Scholarship Exams	31370	Miscellaneous Income		
SCH	Scholarship & Discounts	30234	Discounts-Scholarships		
TASS00K	Tuition Assist Fee - Kindi	31416	Tuition Assist - GST	\$600.00	<input checked="" type="checkbox"/>
TASS01	Tuition Assist Fee - Year 1	31416	Tuition Assist - GST	\$750.00	<input checked="" type="checkbox"/>
TASS02	Tuition Assist Fee - Year 2	31416	Tuition Assist - GST	\$750.00	<input checked="" type="checkbox"/>
TASS03	Tuition Assist Fee - Year 3	31416	Tuition Assist - GST	\$800.00	<input checked="" type="checkbox"/>
TASS04	Tuition Assist Fee - Year 4	31416	Tuition Assist - GST	\$800.00	<input checked="" type="checkbox"/>
TASS05	Tuition Assist Fee - Year 5	31416	Tuition Assist - GST	\$800.00	<input checked="" type="checkbox"/>
TASS06	Tuition Assist Fee - Year 6	31416	Tuition Assist - GST	\$800.00	<input checked="" type="checkbox"/>
TASS07	Tuition Assist Fee - Year 7	31416	Tuition Assist - GST	\$1450.00	<input checked="" type="checkbox"/>
TASS08	Tuition Assist Fee - Year 8	31416	Tuition Assist - GST	\$1450.00	<input checked="" type="checkbox"/>
TASS09	Tuition Assist Fee - Year 9	31416	Tuition Assist - GST	\$1550.00	<input checked="" type="checkbox"/>
TASS10	Tuition Assist Fee - Year 10	31416	Tuition Assist - GST	\$1550.00	<input checked="" type="checkbox"/>
TASS11	Tuition Assist Fee - Year 11	31416	Tuition Assist - GST	\$1850.00	<input checked="" type="checkbox"/>
TASS12	Tuition Assist Fee - Year 12	31416	Tuition Assist - GST	\$1850.00	<input checked="" type="checkbox"/>
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	

Printed: 27/03/2014 - 12:00:07pm

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.

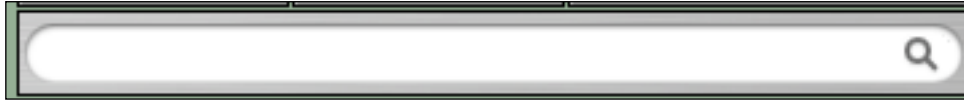
1. Click on the Import From Template button.
2. You will be presented with the Open File window.
3. Navigate to your spreadsheet and click on the Open button.
4. The records will be imported.

Ledger Accounts

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

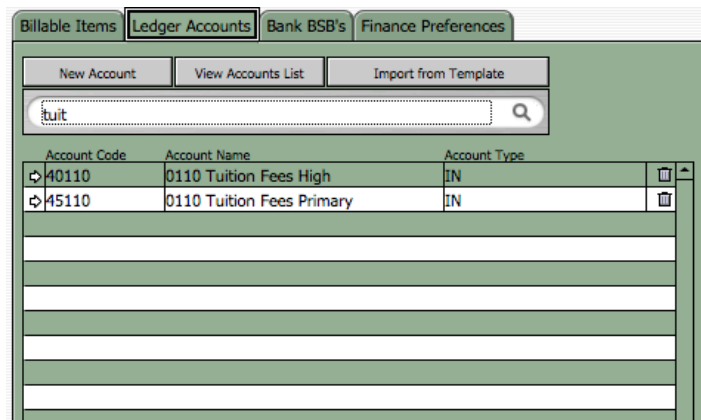
Quick Find

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 Ledger Account.
3. You can return to the Preferences Module, without creating a new record, by clicking on the Cancel button.

The screenshot shows a dialog box titled "Create new Ledger Account." with a subtitle "Ledger Account". It features three input fields: "Account Code", "Account Name", and "Type of Account". At the bottom, there are "Cancel" and "OK" buttons.

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.

The screenshot shows the same dialog box as above, but with a dropdown menu open over the "Type of Account" field. The dropdown menu lists the following account types: Income, Receivables, Bank, GST, Building Fund, Enrolment Deposit, Capital Contribution, and Opening Balance. The "Account Code" and "Account Name" fields are visible, but the "Type of Account" field is obscured by the dropdown.

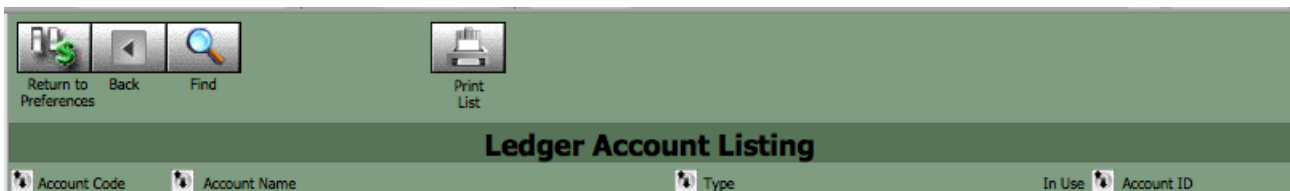
- Once you have finished your entry click on the OK button at the bottom of your screen and you will be returned to the Ledger Accounts Tab that will now contain the new Billable Item.

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

This 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.

Print Accounts List

Pages: 1 / Total ?

Save as Excel Save as PDF Print Page Setup

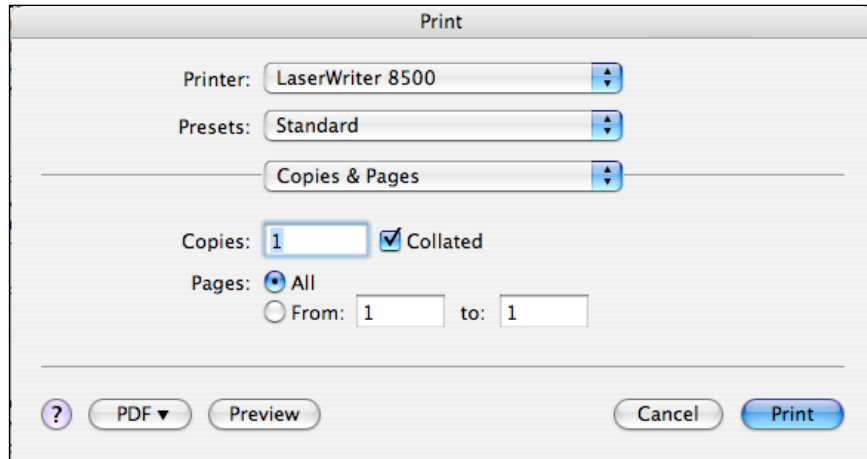
Layout: PRT_Account Listing View As: [Table Icon] [List Icon] [Grid Icon] Exit Preview Script Is Paused Continue

 **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 - Payscale	Income
35725	Credit Card Usage - 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

Printed: 27/03/2014 - 12:23:20pm

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

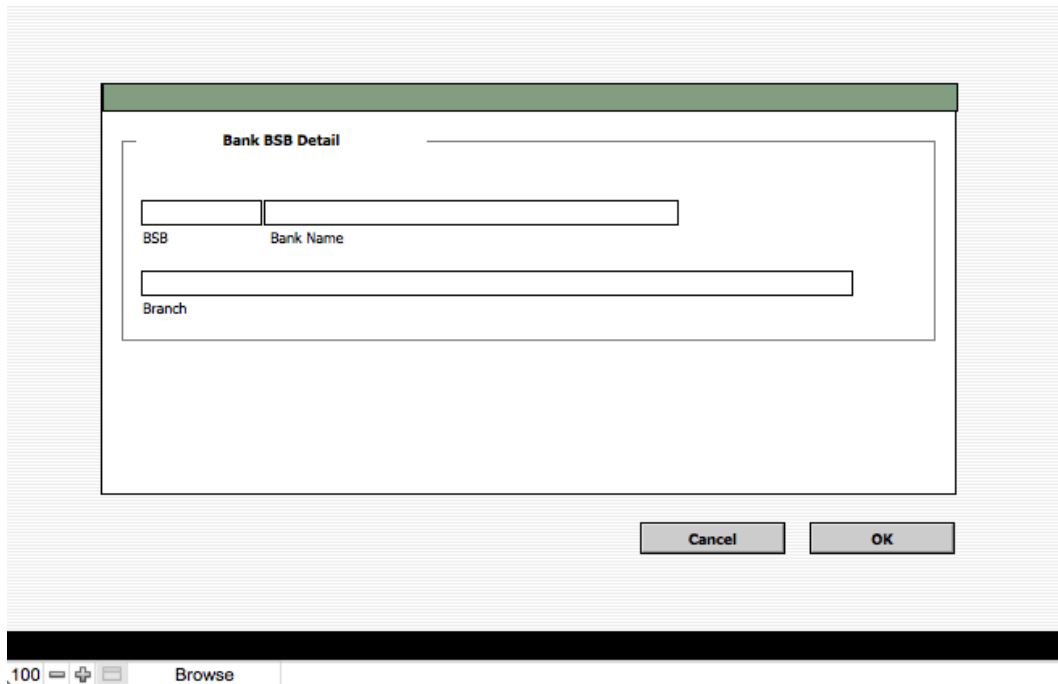
Once you have your spreadsheet ready proceed with the import.

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.



The screenshot shows a dialog box titled "Bank BSB Detail". Inside the dialog, there are three input fields: "BSB", "Bank Name", and "Branch". Below the input fields, there are two buttons: "Cancel" and "OK". The dialog is displayed over a window that has a "Browse" button and a zoom level of "100%".

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.

Finance Preferences

Billable Items | Ledger Accounts | Bank BSB Setup | Sibling Discounts | Finance Preferences

Setting up Sibling Discounts

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

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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 lefthand side of the appropriate portal row. You will then be returned to this screen and the account detail will now be populated.

Item Code	Item Description	Type	Account Code	Account Name	Sibling Discount	Discount Amount	
SIBD2	Sibling Discount Second Child	Sibling Discount_2	30237	Sibling Discount	10		🗑️
SIBD3	Sibling Discount Third Child	Sibling Discount_3	30237	Sibling Discount		\$1200.00	🗑️
SIBD4	Sibling Discount Forth Child	Sibling Discount_4	30237	Sibling Discount	20		🗑️
SIBD5	Sibling Discount Fifth and Subsequent Children	Sibling Discount_5	30237	Sibling Discount	50		🗑️

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.

Finance Preferences

Current Billing Period: Stage 1 2014
 Current Invoice Date: 22/04/2014
 Current Invoice Due Date: 22/05/2014
 Invoice Prompt Payment Due Date: 21/03/2011
 Current Period/Term: 1

Key Debtor Information

Acceptance Fee Account: 02920 Acceptance Fee
 Acceptance Fee: \$700.00
 Application Fee Account: 02900 Application Fees Income
 Application Fee: \$950.00
 Bank Account: 39010 Bank - Trading Account
 Building Fund Account: 40062 Building Fund Payable
 Building Fund Amount: \$700.00
 Capital Contribution Account: 30410 Capital Contribution
 Capital Contribution Amount: \$966.00
 Enrolment Deposit Account: 30314 Enrolment Deposit
 Enrolment Deposit: \$990.00
 GST Account: 40078 GST Received
 Library Fund Account: 02910 Library Fund Contribution
 Library Fund Amount: \$50.00
 Opening Balances Account: 40350 Opening Balances
 Receivables Account: 39101 Debtors - Fees

Billing Periods

Year	Start Date	End Date	Period Name	School Year	Term
<input checked="" type="checkbox"/>	01/Jan/2014	01/Apr/2014	Stage 1 2014	2014	1
<input checked="" type="checkbox"/>	02/Apr/2014	01/Jun/2014	Stage 2 2014	2014	2
<input checked="" type="checkbox"/>	02/Jun/2014	01/Sep/2014	Stage 3 2014	2014	3
<input checked="" type="checkbox"/>	02/Sep/2014	31/Dec/2014	Stage 4 2014	2014	4
<input type="checkbox"/>	01/Jan/2011	01/Apr/2011	Stage 1 2011	2011	1
<input type="checkbox"/>	02/Apr/2011	01/Jun/2011	Stage 2 2011	2011	2
<input type="checkbox"/>	02/Jun/2011	01/Sep/2011	Stage 3 2011	2011	3
<input type="checkbox"/>	02/Sep/2011	31/Dec/2011	Stage 4 2011	2011	4
<input type="checkbox"/>	01/Jan/2010	01/Apr/2010	Stage 1 2010	2010	1
<input type="checkbox"/>	02/Apr/2010	01/Jun/2010	Stage 2 2010	2010	2
<input type="checkbox"/>	02/Jun/2010	01/Sep/2010	Stage 3 2010	2010	3

ABN: 32 000 016 811

Billing Fee Preference: Tuition Term [Update All Families]

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.

Key Debtor Information	
Acceptance Fee Account :	02920 Acceptance Fee
Acceptance Fee :	\$700.00
Application Fee Account :	02900 Application Fees Income
Application Fee :	\$950.00
Bank Account :	39010 Bank - Trading Account
Building Fund Account :	40062 Building Fund Payable
Building Fund Amount :	\$700.00
Capital Contribution Account :	30410 Capital Contribution
Capital Contribution Amount :	\$966.00
Enrolment Deposit Account :	30314 Enrolment Deposit
Enrolment Deposit :	\$990.00
GST Account :	40078 GST Received
Library Fund Account :	02910 Library Fund Contribution
Library Fund Amount :	\$50.00
Opening Balances Account :	40350 Opening Balances
Receivables Account :	39101 Debtors - Fees

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

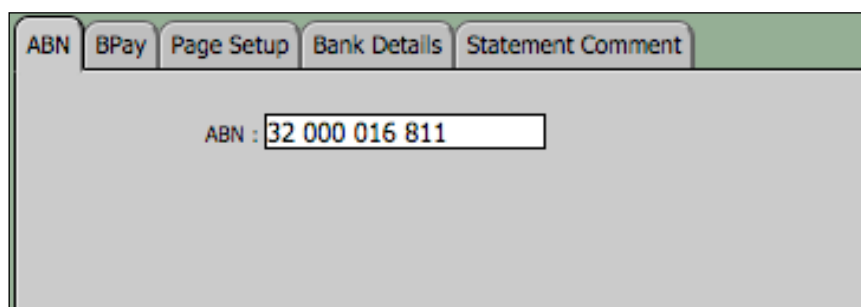
This is an automatically populated field based on the Ledger Account Type of “Opening Balance”, normally the Ledger Account of Opening Balances.

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

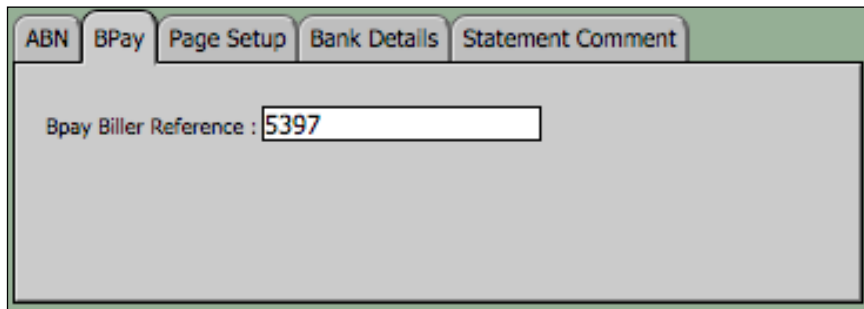
Reference fields that are presented on statements and receipts, etc.



The screenshot shows a software interface with a menu bar at the top containing the following items: ABN, BPay, Page Setup, Bank Details, and Statement Comment. Below the menu bar, there is a text box containing the text "ABN : 32 000 016 811".

ABN

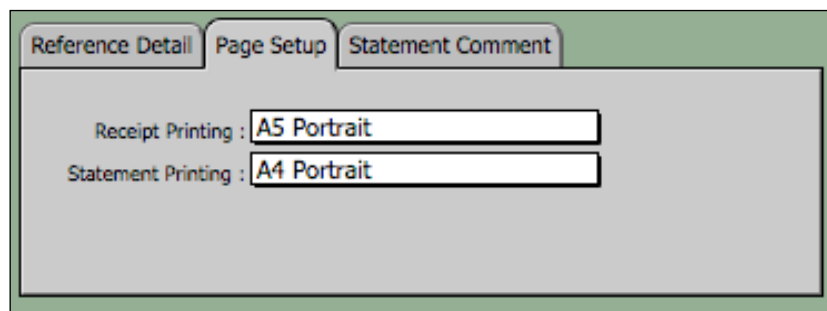
The School ABN that prints of statements and receipts, etc.



The screenshot shows a software interface with a green header bar containing five tabs: 'ABN', 'BPay', 'Page Setup', 'Bank Details', and 'Statement Comment'. The 'BPay' tab is selected. Below the tabs, there is a text input field labeled 'Bpay Biller Reference' with the value '5397' entered.

BPay Biller Reference

The School's BPay biller reference code.



The screenshot shows a software interface with a green header bar containing three tabs: 'Reference Detail', 'Page Setup', and 'Statement Comment'. The 'Reference Detail' tab is selected. Below the tabs, there are two text input fields. The first is labeled 'Receipt Printing' and contains 'A5 Portrait'. The second is labeled 'Statement Printing' and contains 'A4 Portrait'.

Page Setup

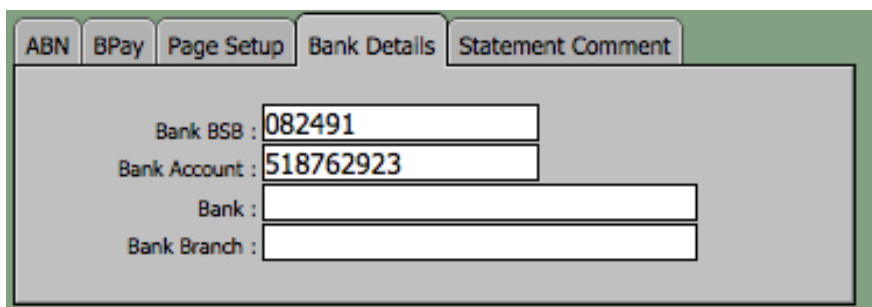
Presents detail that is set to print the appropriate size of the statement and receipt. To select a particular printing format click on the field and you will be presented with a dropdown menu.

Receipt 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.



The screenshot shows a software interface with a green header bar containing five tabs: 'ABN', 'BPay', 'Page Setup', 'Bank Details', and 'Statement Comment'. The 'Bank Details' tab is selected. Below the tabs, there are four text input fields. The first is labeled 'Bank BSB' and contains '082491'. The second is labeled 'Bank Account' and contains '518762923'. The third is labeled 'Bank' and is empty. The fourth is labeled 'Bank Branch' and is empty.

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

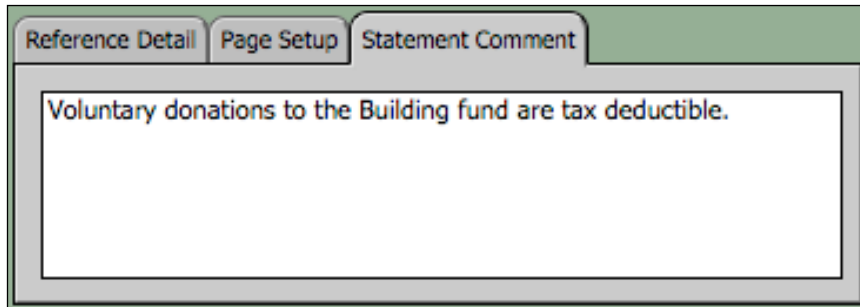
The School's Bank Name.

Bank Branch

The School's Bank Account Branch.

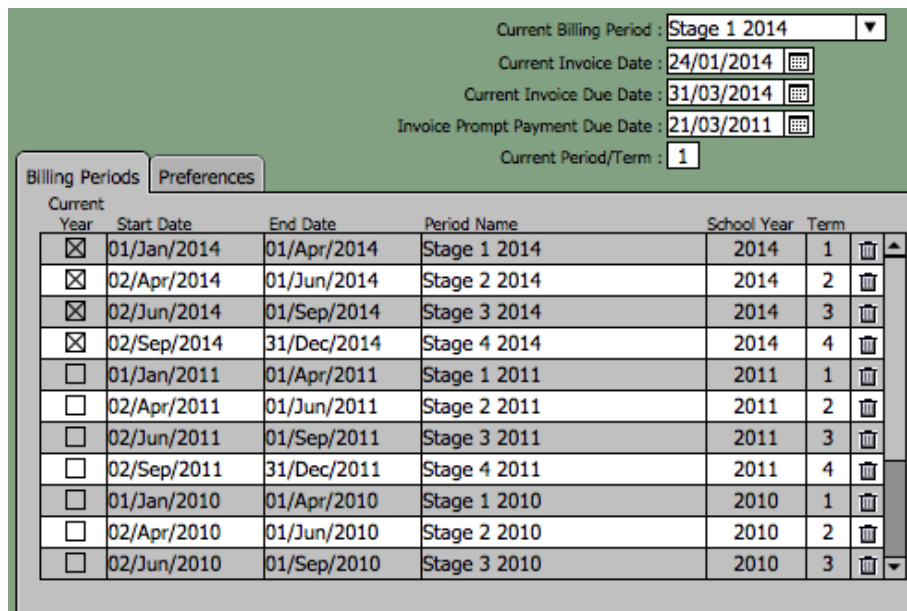
Statement Comment

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 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

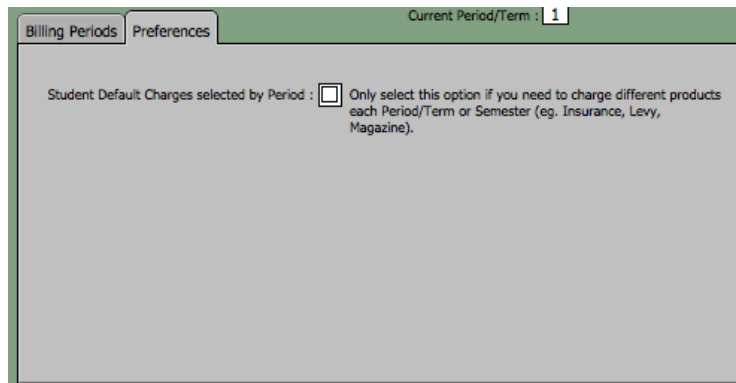
This is the date by which the Family can receive the Prompt Payment Discount. Payments made after this date will not receive the discount.

Current Period/Term

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

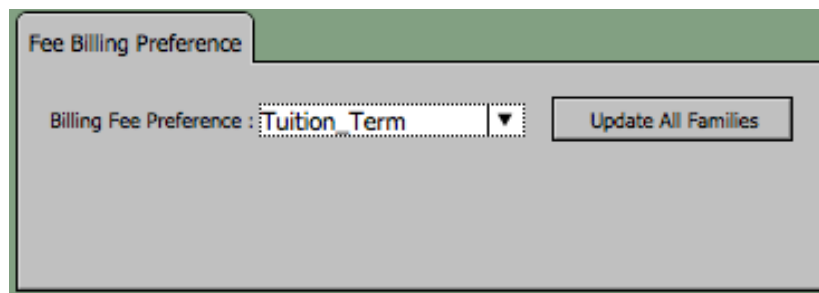
Bill Periods Portal

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).

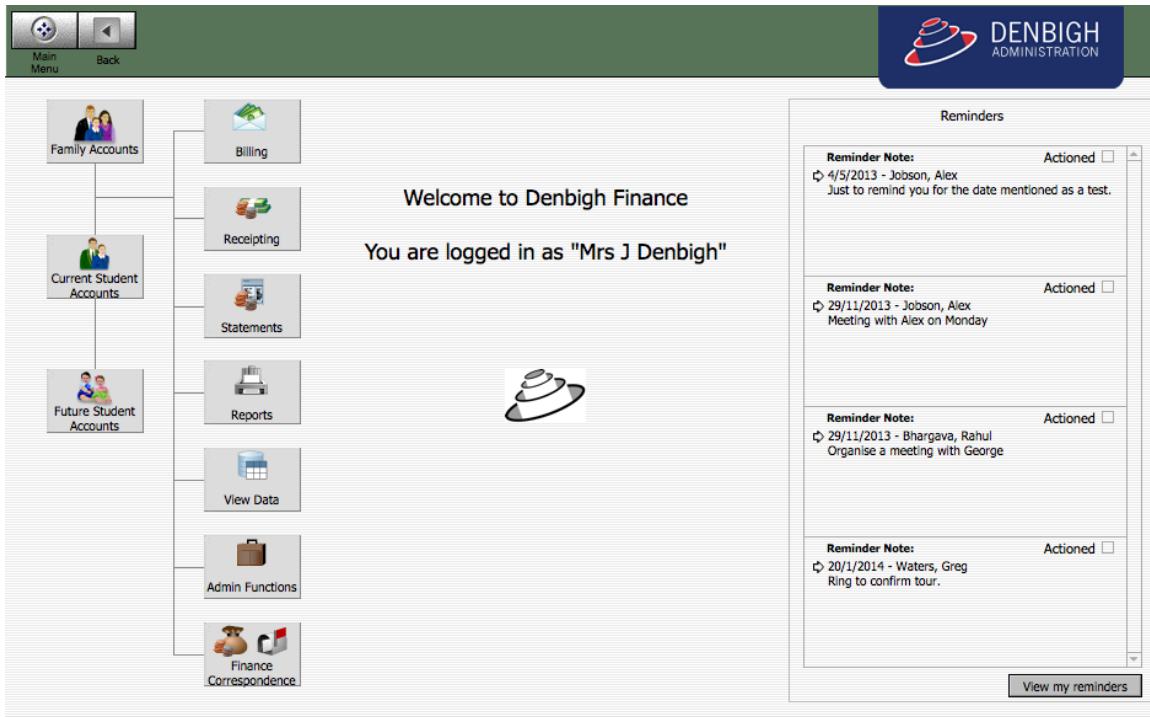


Fee Billing Preference

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.

Family Accounts

1370 Total (Unsorted)

Records: 1

Layout: Family For...-CUSTOMISE View As: Preview

Family Accounts Family is a Donor

Parent Details 4

Step-father: Mr Greg Styles
 Relationship: Mr, Title: Greg, Given Names: Styles, Surname: Styles, CPC: [], FMR St: []
 Occupation: 02 1234 5678, 0407225668, gstyles@denbighde, [], Family: []

Host Mum: Mrs Noriko Edwards
 Relationship: Mrs, Title: Noriko, Given Names: Edwards, Surname: Edwards, CPC: [], FMR St: []
 Occupation: 02 1234 5678, 0414 123 456, [], Email: [], Family: []

Father: Mr James Andrew Kerrisk
 Relationship: Mr, Title: James Andrew, Given Names: Kerrisk, Surname: Kerrisk, CPC: [], FMR St: []
 Occupation: [], Work Phone: [], Mobile: [], Email: ja@denbigh.com.au, Family: []

Business Manager: Students Pre Billing Debtors Transactions Receipts Statements Allocation/Aging Govt CC Reports Notes Correspondence

Billing Address
 Address ID: ADID43306
 Mailing Title: Mr & Mrs Smith
 Property: []
 Street: 19 Home Street
 Suburb/State/PC: Camden NSW 2570
 Country: []

Duplicate Statement Address
 Address ID: []
 Mailing Title: []
 Property: []
 Street: []
 Suburb/State/PC: [] [] []
 Country: []

Current Balance: \$6,486.00
 Payments Since Last Statement: 0
 Donation \$ Received: \$306.00
 Current Invoice ID: 34061
 Fee Billing Preference: Tuition_Term
 BPAY Reference No: 0

Staff Flag: []
 Parents and Friends Levy payable: []
 Building Fund Exempt: []
 Library Fund Exempt: []

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.

- 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 or click with your cursor in the background of the layout.

Debit Family Account - Single Family

Records: 1 Total (Unsorted)

Layout: Charge Fa...-CUSTOMISE View As: [Icons] Preview Script Is Paused Continue [Aa] Edit Layout

Bulk Bill Students - Credit 5 Selected

Filter Billable Items

g

Description

↕	GEOG	Geography - Snowy	40175	\$132.00

Family Account Information

100003 Mr G Styles and Mrs N Edwards
Family ID Family Detail

Student ID Student Detail

Details of Charge

28/03/2014
Item Date

Billing Code Item Description

Amount (incl. GST) GST GST

Process as Debit Process as Credit
 Prebill Charge Post Charge

Cancel Process Charge

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

Debit Family Account - Single Family

Records: 1 Total (Unsorted)

Layout: Charge Fa...-CUSTOMISE View As: [Icons] Preview Script Is Paused Continue [Aa] Edit Layout

Debit Family Account - Single Family

Filter Billable Items

g

Description

↕	GEOG	Geography - Snowy	40175	\$132.00

Family Account Information

100003 Mr G Styles and Mrs N Edwards
Family ID Family Detail

Student ID Student Detail

Details of Charge

28/03/2014
Item Date

GEOG Geography - Snowy Excursion
Billing Code Item Description

\$132.00 \$12.00
Amount (incl. GST) GST GST

Process as Debit Process as Credit
 Prebill Charge Post Charge

Cancel Process Charge

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

Debit Family Account - Single Family

Records: 1 Total (Unsorted)

Layout: Charge Fa...-CUSTOMISE View As: [Icons] Preview Script Is Paused Continue [Aa] Edit Layout

Debit Family Account - Single Family

Filter Billable Items

g

Description

GEOG	Geography - Snowy	40175	\$132.00

Family Account Information

100003 Mr G Styles and Mrs N Edwards

Family ID Family Detail

Student ID Student Detail

Details of Charge

22/04/2014

Item Date

GEOG Geography - Snowy Excursion

Billing Code Item Description

\$132.00 \$12.00

Amount (incl. GST) GST GST

Process as Debit Process as Credit

Prebill Charge Post Charge

Cancel Process Charge

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.

Debit Family Account - Single Family

Records: 1 Total (Unsorted)

Layout: Charge Fa...-CUSTOMISE View As: [Icons] Preview Script Is Paused Continue [Aa] Edit Layout

Debit Family Account - Single Family

Filter Billable Items

g

Description

GEOG	Geography - Snowy	40175	\$132.00

Family Account Information

100003 Mr G Styles and Mrs N Edwards

Family ID Family Detail

Student ID Student Detail

Details of Charge

22/04/2014

Item Date

GEOG Geography - Snowy Excursion

Billing Code Item Description

\$132.00 \$12.00

Amount (incl. GST) GST GST

Process as Debit Process as Credit

Prebill Charge Post Charge

Cancel Process Charge

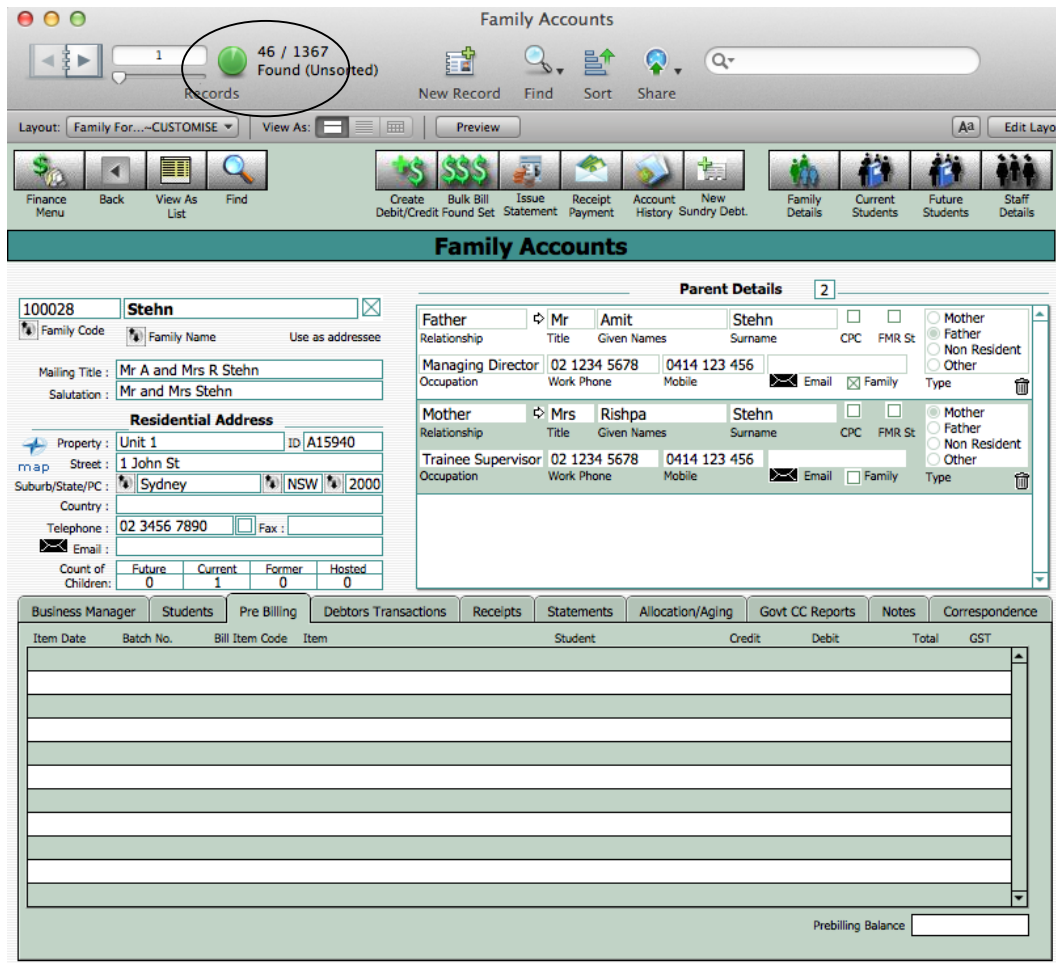
10. When you are happy with the charge click on the Post Transaction button on the right hand side.
11. If decide that you do not wish to create this transaction click on the Cancel button on the right hand side of the screen.
12. You will be returned to the Family Accounts screen.
13. If you have chosen 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.

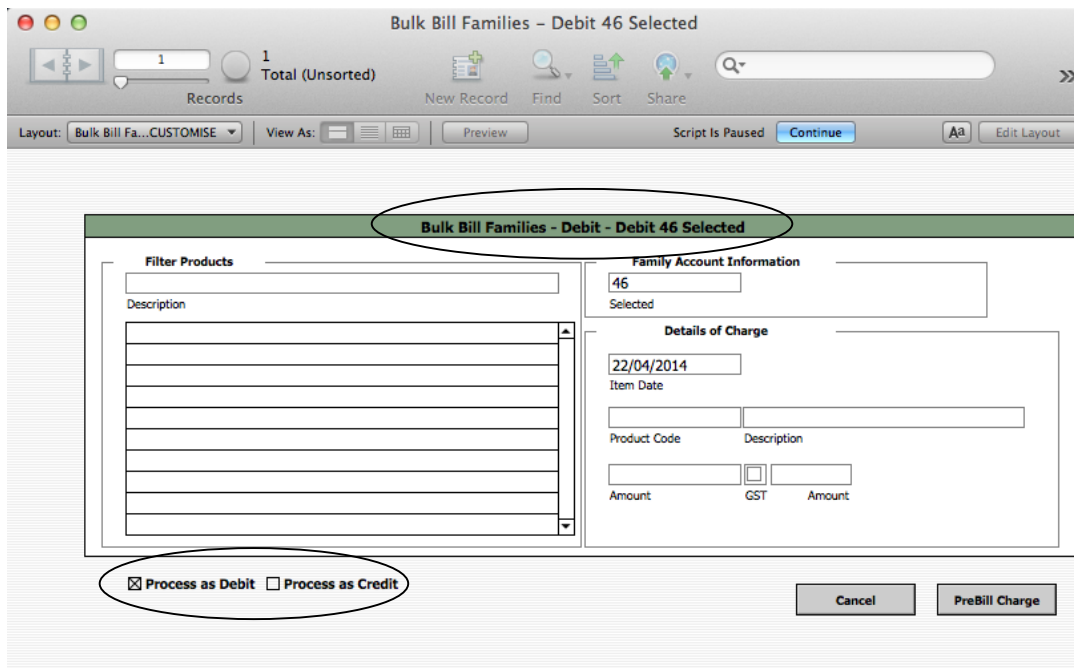
Bulk Bill Found Set

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.

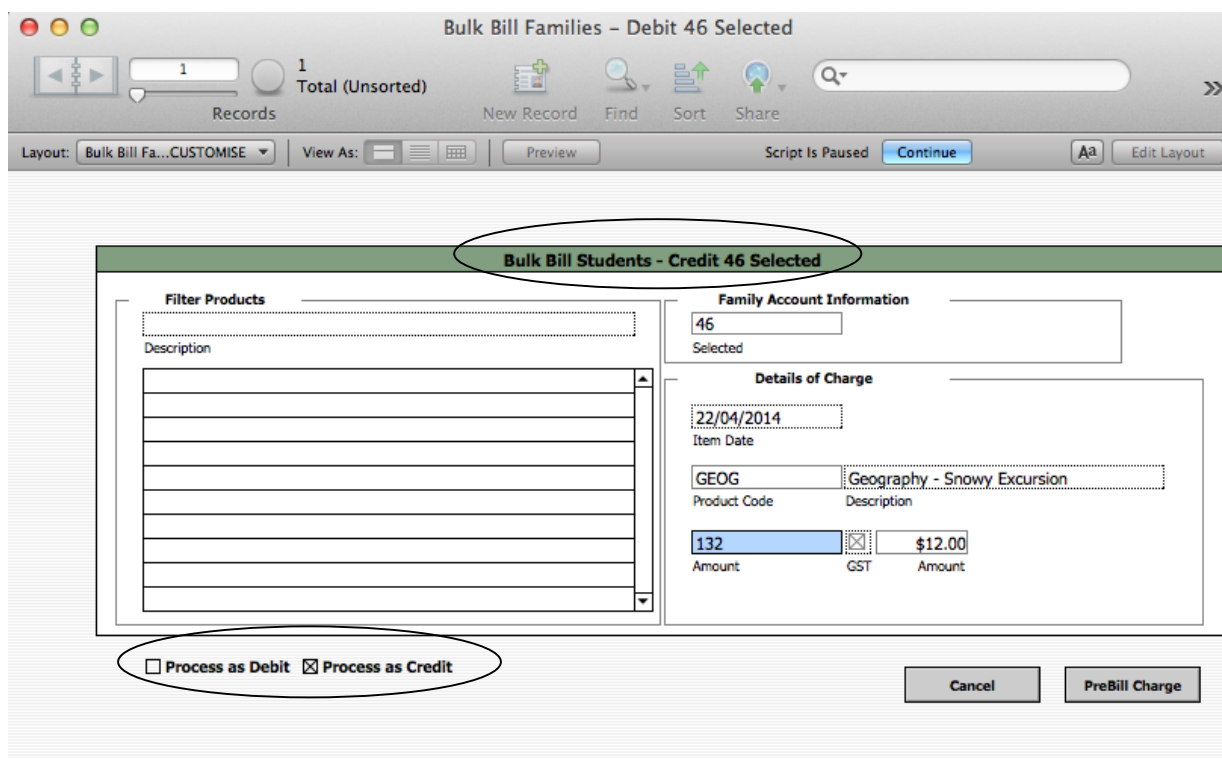
1. Find all the Families to which you wish to make the Debit/Credit.
2. In the example screen I have a found set of 46 Families. You can see this by looking at the records Found in the Status Bar



3. Click on the Bulk Bill Found Set button.

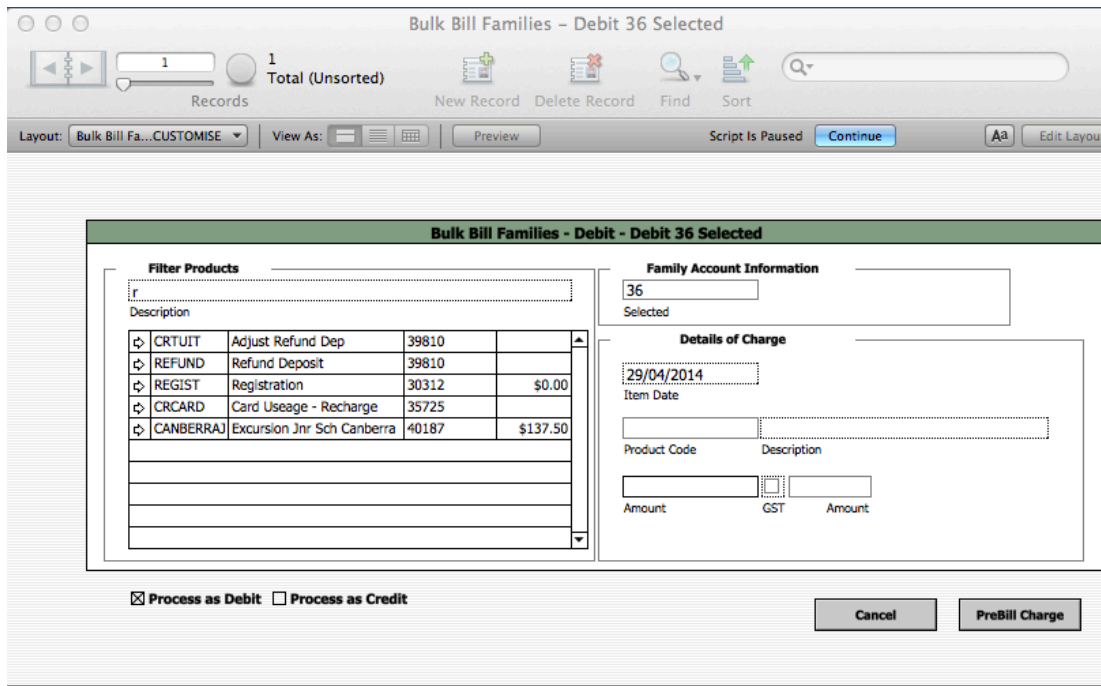


4. You will be presented with the 'Bulk Bill Families – Debit 46 Selected' (you will note that the numeric '46' represents the number of families currently found and that this is prefixed by either a Debit or Credit based on the type of transaction that you are creating) screen.

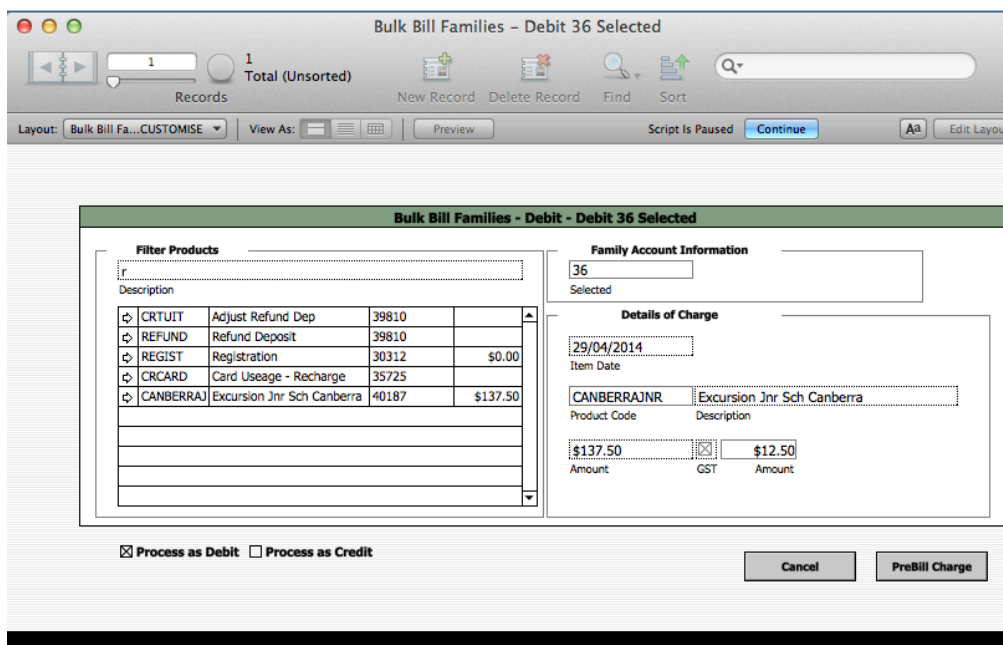


5. The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Process as Credit' check box on the bottom left hand side of the screen. The heading of the screen will have changed to "Bulk Bill Families – Credit 20 Selected" and the button, on the bottom left 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.

- 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 or click with your cursor in the background of the layout.



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



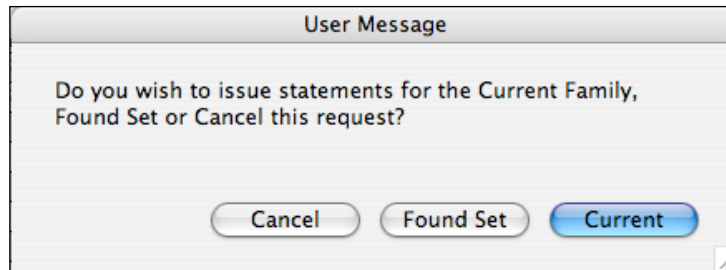
- The detail will now have populated the information in the Details of Charge portion of the screen.
- Click on the Pre Bill Charges button to process the charges, if you do not wish to proceed push the Cancel button.
- You will be presented with the list of the charges in the PreBilling Items screen.

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.

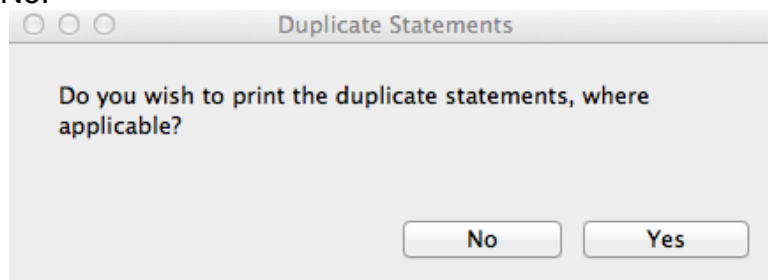
1. Click on the Issue Statement button.
2. You will be asked if you want to issue a statement for the Current Family [Current], the Found Set [Found Set] or Cancel [Cancel] the request.



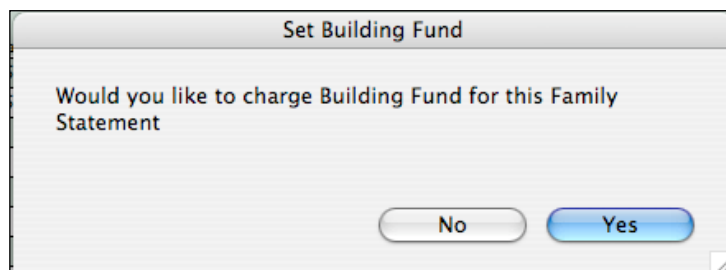
3. For this example we have clicked on the Current button.

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

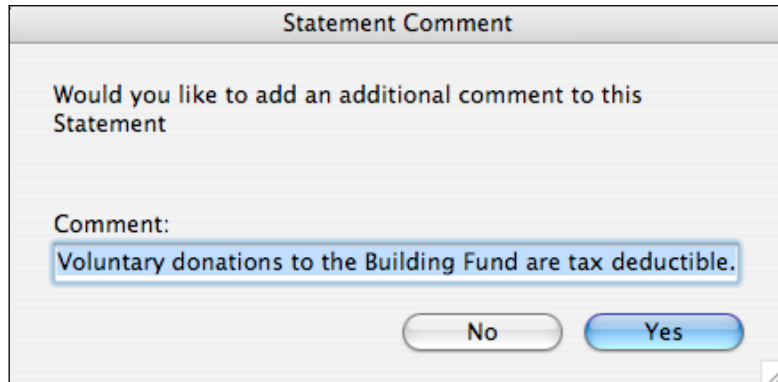
4. You are asked if you wish to issue statements to the 'Billing Address Copy' address (this means that there are two statements printed – one addressed to the Family and the other addressed to the Billing Address Copy).
5. We will select No.



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.



Statement Comment

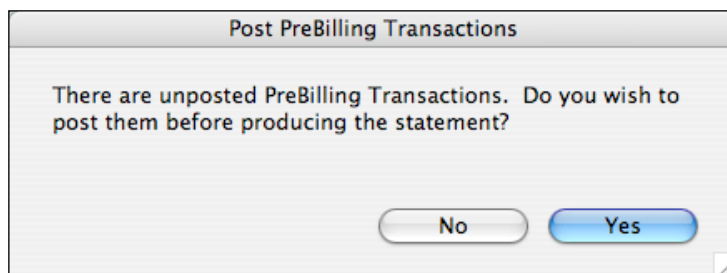
Would you like to add an additional comment to this Statement

Comment:
Voluntary donations to the Building Fund are tax deductible.

No Yes

This dialog box is titled "Statement Comment". It asks the user if they want to add a comment to the statement. A text input field contains the comment "Voluntary donations to the Building Fund are tax deductible." There are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue.

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.



Post PreBilling Transactions

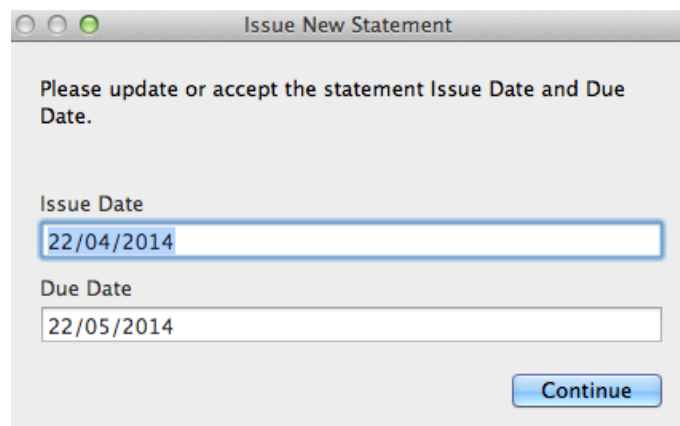
There are unposted PreBilling Transactions. Do you wish to post them before producing the statement?

No Yes

This dialog box is titled "Post PreBilling Transactions". It asks the user if they wish to post unposted PreBilling Transactions before producing the statement. There are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue.

10. We responded Yes.

11. You are then asked to either accept or update the statement Issue and Due Dates.



Issue New Statement

Please update or accept the statement Issue Date and Due Date.

Issue Date
22/04/2014

Due Date
22/05/2014

Continue

This dialog box is titled "Issue New Statement". It prompts the user to update or accept the statement's Issue Date and Due Date. The Issue Date is set to 22/04/2014 and the Due Date is set to 22/05/2014. There is a "Continue" button at the bottom right.


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.

Print Statement

Pages: 1 / 1 Total

Save as Excel Save as PDF Print Page Setup

Layout: Invoice Prin...CUSTOMISE View As: Exit Preview Script Is Paused Continue



DENBIGH DEMONSTRATION SCHOOL
PO Box 3166
Narellan NSW 2567 Australia

ABN:

TAX INVOICE / STATEMENT

<p>Mr A and Mrs R Stehn Unit 1 1 John St SYDNEY NSW 2000</p>	<p>Invoice No: 34503 Date: 22/04/2014 Code: 100028 Term: Stage 1 2014</p>
--	---

Date	Item	Student	Debit	Credit	Balance
	Opening Balance				\$26,298.00
22/04/2014	DOE First Aid Course		\$65.00		\$26,363.00
22/04/2014	Voluntary Building Fund Contribution				\$700.00
	* indicates taxable supply				
				Total Amount Payable:	\$27,063.00
				Total includes GST of:	\$0.00

Contributions to the bulding fund are Tax Deductible under Item 1 of the table in Section 31-15 of the Income Tax Assessment Act 1997

Please return with mail or over the counter payments

<p>Mr A and Mrs R Stehn Unit 1 1 John St Sydney NSW 2000</p>	<p>Date: 22/4/2014 Code: 100028 Voluntary B/Fund: \$700.00 Fees: \$26,363.00 Total Amount Payable: \$27,063.00</p>
--	---

Denbigh Demonstration School
PO Box 3166
Narellan NSW 2567 Australia

Office Hours: 8.15am - 4.30pm

Credit Card Payments

Card Type: VISA Bankcard Mastercard

Card Number: - -

Expiry Date: / Amount:

Cardholder's Name:

Cardholder's Signature:

- 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.

Debit Student - Single Family

Current Batch

Family Account Information

100054 Mr I and Mrs F Dirkzwager
 Family ID Family Detail
 \$35,544.00
 Current Balance

Discount On Invoice

1% Prompt Payment **Raise PPD Credit**

Additional

Enrolment Deposit
 Application Fee
 Building & Development Fund
 Capital Contribution
 Library Fund

Details of Receipt

Credit Card
 Cheque
 Cash
 EFTPOS
 Direct Debit
 BPay
 Bank Transfer
 Payroll Deduction

Receipt Date
 BSB Bank Branch
 Cheque No Drawer
 set set
 Type of Payment Details Amount Received

Allocate

Invoice/Statement History					Debtor Transaction History			
Inv #	Due Date	GST	Total	Include BFI	Item Date	Item	GST	Include BFI
34513	22/05/2014	\$155.00	\$35,544.00	\$36,244.00	23/04/2014	Building Fund		\$700.00
34071	11/03/2011	\$155.00	\$26,298.00	\$26,998.00	23/04/2014	Tuition Fee - Year 9		\$6,741.00
33133	20/06/2009	\$60.00	\$17,752.00	\$17,752.00	23/04/2014	Tuition Assist Fee - Year 9	\$155.00	\$1,705.00
31466	15/02/2009		\$8,546.00	\$8,546.00	23/04/2014	Parents & Friends Association		\$100.00
					23/10/2013	Tuition Assist Fee - Year 9	\$155.00	\$1,705.00
					23/10/2013	Parents & Friends Association		\$100.00

Print Receipt

Cancel **Post Receipt**

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 Receipt portion of the screen.
6. If the payment is made by cheque please populate the cheque details.

Details of Receipt

Credit Card
 Cheque
 Cash
 EFTPOS
 Direct Debit
 BPay
 Bank Transfer
 Payroll Deduction

Type of Payment

Receipt Date

BSB Bank Branch

Cheque No Drawer

 \$40,812.00
 Details Amount Received

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.

Additional

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

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.

Family Account Information		Additional	
100025	Mr C D and Mrs P M Westerburg	<input checked="" type="checkbox"/> \$700.00	Building Fund
Family ID	Family Detail	<input checked="" type="checkbox"/> \$990.00	Enrolment Deposit
\$484.00	Current Balance	<input checked="" type="checkbox"/> \$966.00	Capital Contribution
Details of Receipt			
<input type="radio"/> Credit <input type="radio"/> Cheque <input type="radio"/> Cash <input type="radio"/> EFTPOS <input type="radio"/> Direct Debit <input type="radio"/> BPay Type of Payment		1/06/2008 Receipt Date	
		BSB	Bank Branch
		Cheque No	Drawer
		Details	set: 3140.00 Amount Received

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.

Family Account Information		Additional	
100025	Mr C D and Mrs P M Westerburg	<input checked="" type="checkbox"/> \$700.00	Building Fund
Family ID	Family Detail	<input checked="" type="checkbox"/> \$990.00	Enrolment Deposit
\$484.00	Current Balance	<input checked="" type="checkbox"/> \$966.00	Capital Contribution
Details of Receipt			
<input type="radio"/> Credit <input type="radio"/> Cheque <input checked="" type="radio"/> Cash <input type="radio"/> EFTPOS <input type="radio"/> Direct Debit <input type="radio"/> BPay Type of Payment		1/06/2008 Receipt Date	
		BSB	Bank Branch
		Cheque No	Drawer
		Mrs P Westerburg	set: 4000.00 Amount Received

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

Enter Payments

Current Batch

Family Account Information

CHENG09 Mr L C Daroesman and Ms Y M

Family ID Family Detail

\$40,812.00 Gary Wei

Current Balance

Additional

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Discount On Invoice

1% Prompt Payment Raise PPD Credit

Details of Receipt

Credit Card 22/05/2014

Cheque Receipt Date

Cash

EFTPOS

Direct Debit

BPay

Bank Transfer

Payroll Deduction

BSB Bank Branch

Cheque No Drawer

Type of Payment Amount Received

\$40,812.00

Allocate

Receipt Allocation

1 / 53 Found (Unsorted)

Layout: Allocate Unposted Receipt View As: Preview Script Is Paused Continue

Posted Charges

Current Batch

Family Account Information

100047 Mr M J and Ms V Economopoulos

Family ID Family Detail

\$2,000.00 \$1,440.50

Amount Received Balance to Allocate

Click to Allocate or Unallocate the payment of related item

Item Date	Item	Unallocated Amount	Unposted Allocation Amount	Click to Allocate or Unallocate the payment of this item
20/01/2009	Tuition Fee - Year 7	\$6,402.00		Allocate
20/01/2009	Tuition Assist Fee - Year 7	\$1,595.00		Allocate
20/01/2009	Parents & Friends Association	\$100.00	\$100.00	Unallocate
20/04/2009	Tuition Fee - Year 7	\$6,402.00		Allocate
20/04/2009	Tuition Assist Fee - Year 7	\$1,595.00		Allocate
20/04/2009	Parents & Friends Association	\$100.00	\$100.00	Unallocate
23/10/2013	Tuition Fee - Year 7	\$6,402.00		Allocate
23/10/2013	Tuition Assist Fee - Year 7	\$1,595.00		Allocate
23/10/2013	Parents & Friends Association	\$100.00	\$100.00	Unallocate
23/10/2013	Calculator	\$22.00	\$22.00	Unallocate
13/04/2014	Tuition Fee - Year 7	\$6,402.00		Allocate
13/04/2014	Tuition Assist Fee - Year 7	\$1,595.00		Allocate
13/04/2014	Parents & Friends Association	\$100.00	\$100.00	Unallocate
29/04/2014	Excursion Jnr Sch Canberra	\$137.50	\$137.50	Unallocate

Return to Receipt

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.

Debit Student - Single Family

Current Batch

Family Account Information

Family ID: 100054 Family Detail: Mr I and Mrs F Dirkwager

Current Balance: \$35,544.00

Discount On Invoice: 1% Prompt Payment **Raise PPD Credit**

Details of Receipt

Credit Card Receipt Date: 29/04/2014

Cheque

Cash

EFTPOS 012819 ANZ Singleton

Direct Debit 858 Bank Branch

BPay 0008001 Mr Dirkwager

Bank Transfer Cheque No Drawer

Payroll Deduction

Type of Payment: Mr I and Mrs F Dirkwager Amount Received: \$10,000.00

Additional

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

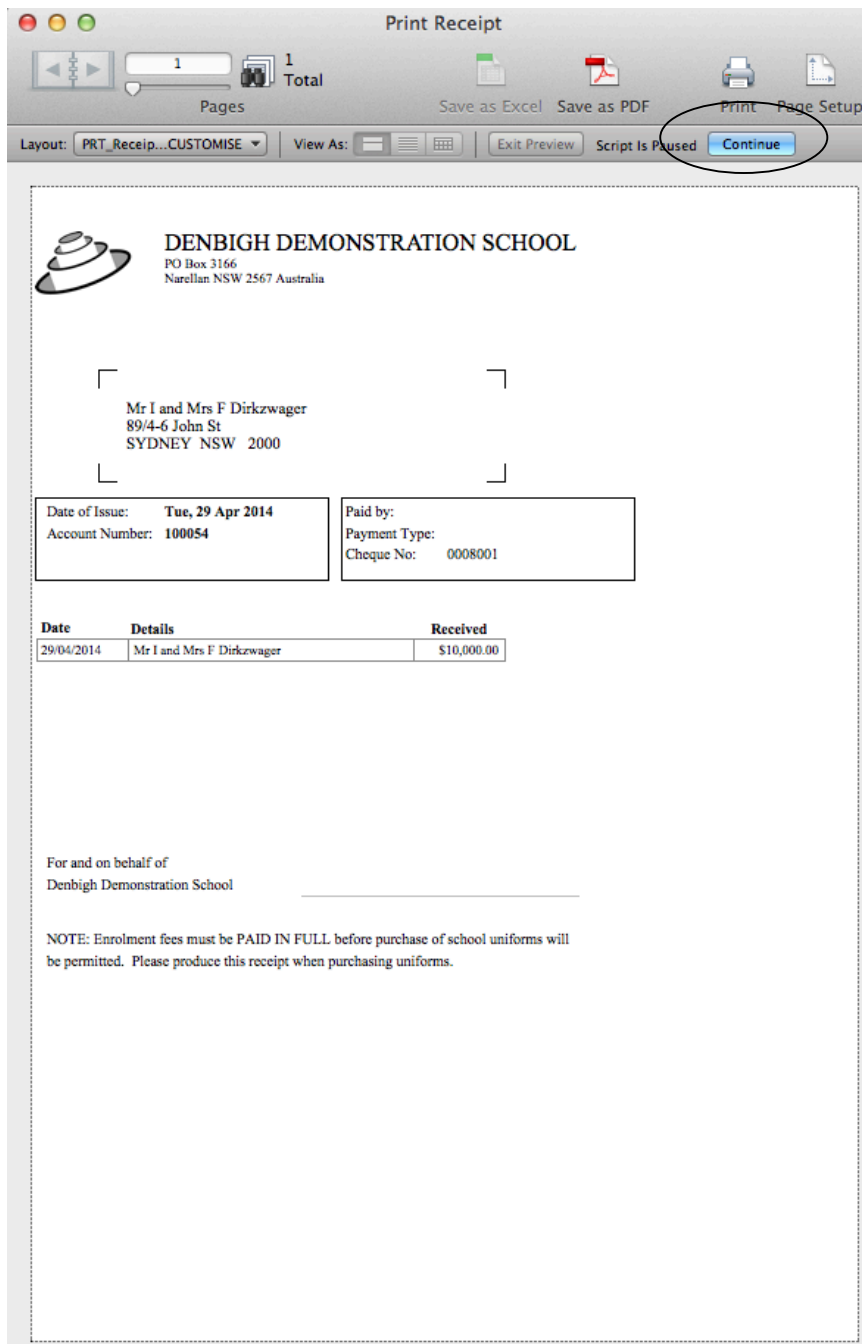
Library Fund

Invoice/Statement History			
Inv #	Due Date	GST	Total
34513	22/05/2014	\$155.00	\$35,544.00
34071	11/03/2011	\$155.00	\$26,298.00
33133	20/06/2009	\$60.00	\$17,752.00
31466	15/02/2009		\$8,546.00

Debtor Transaction History			
Item Date	Item	GST	Include BFI
23/04/2014	Building Fund		\$700.00
23/04/2014	Tuition Fee - Year 9		\$6,741.00
23/04/2014	Tuition Assist Fee - Year 9	\$155.00	\$1,705.00
23/04/2014	Parents & Friends Association		\$100.00
23/10/2013	Tuition Assist Fee - Year 9	\$155.00	\$1,705.00
23/10/2013	Parents & Friends Association		\$100.00

16. This check box is automatically set to checked when you enter the screen and means that a receipt 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.

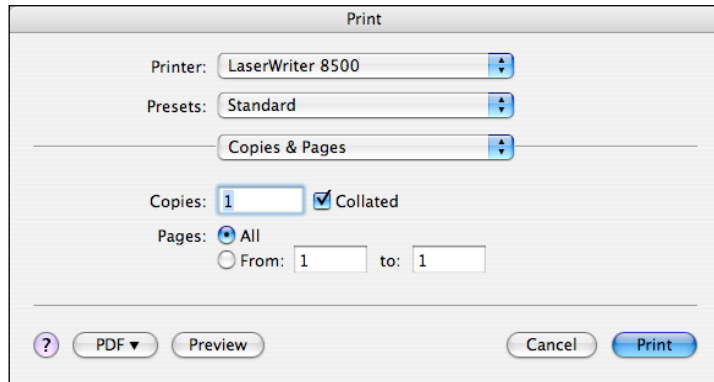
17. Click on the Process Receipt button and you will be presented with the receipt in Preview Mode.



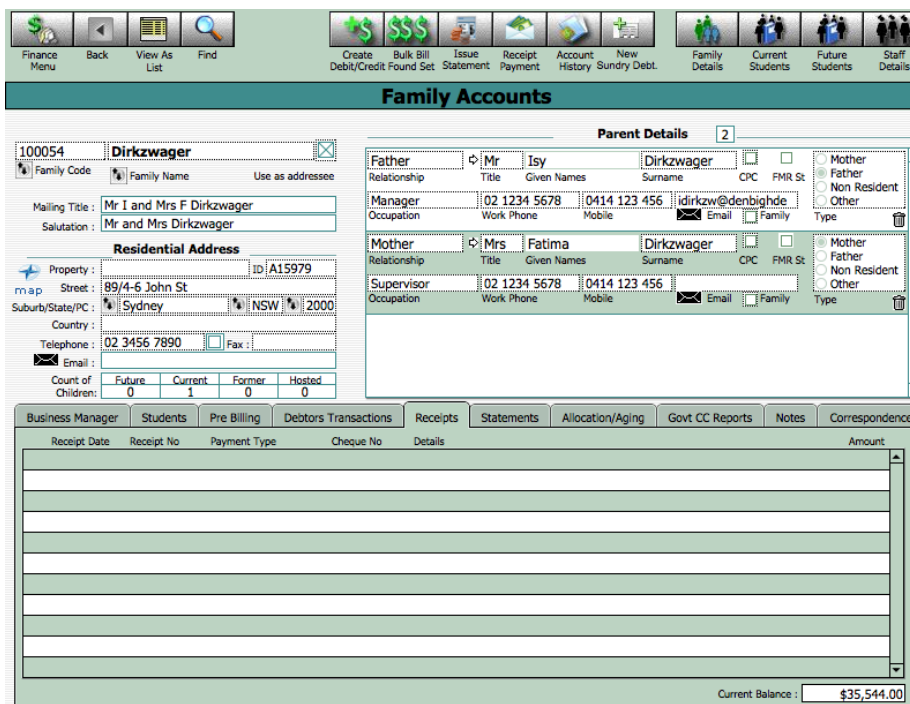
18. Click on the blue Continue button showing in the Status Bar on the top of the screen.

19. You will note that no Receipt Number has been issued for this record as the receipt has note yet been posted.

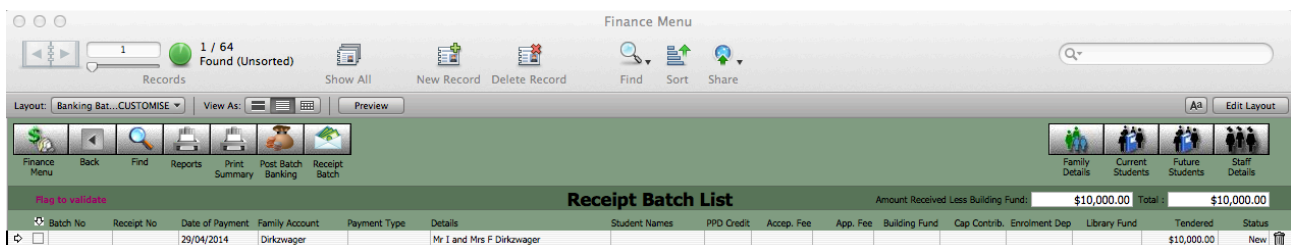
20. You will be presented with the Print dialogue box.



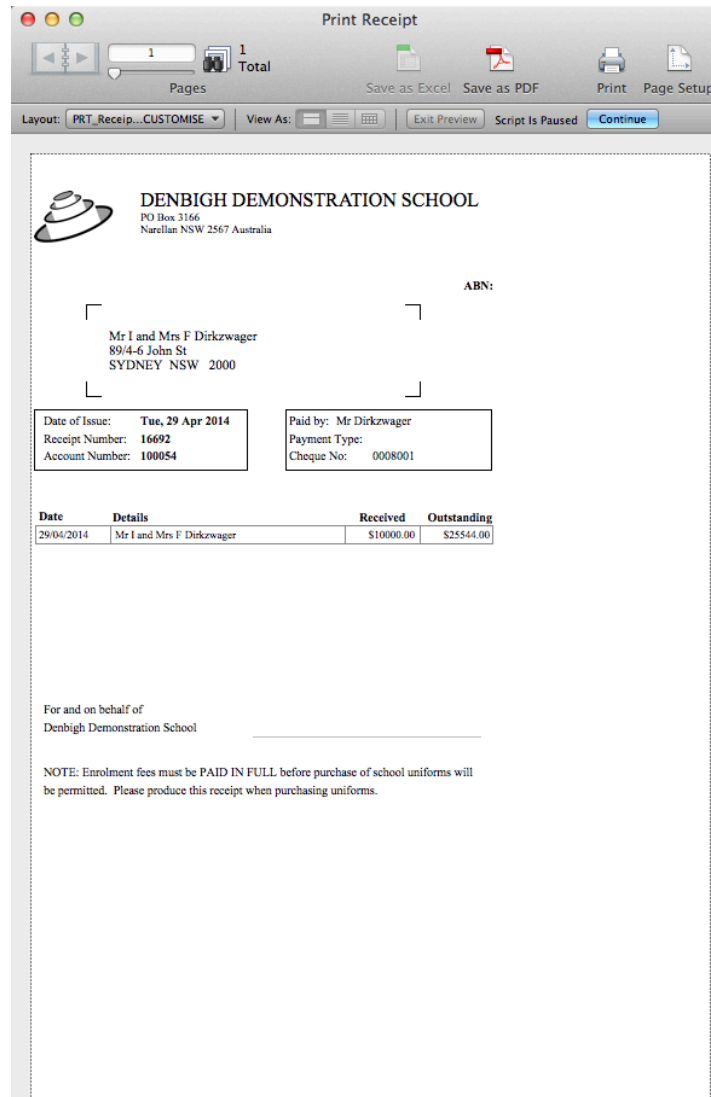
21. Click on the Print button to print the receipt, or Cancel to not print the receipt.
22. You will be returned to the Family Accounts screen.
23. You will note that if you go to the Receipts Tab there will be no entry for the amount that you receipted.



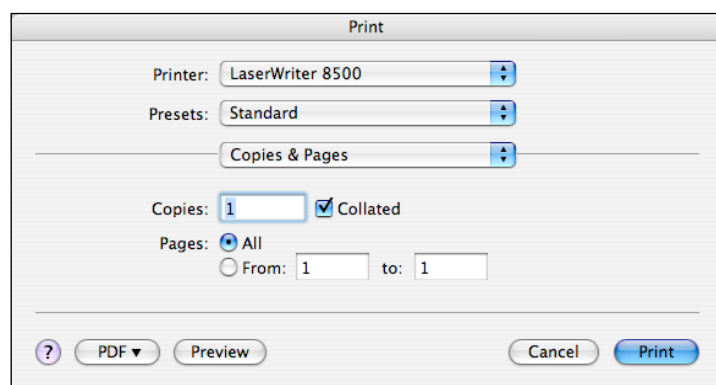
24. To complete the processing of the receipt go to the Finance Menu.
25. Click on the Receipting button, then the Review Batch button you will be presented with a list of the receipts that have not yet been posted.



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.



- 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.

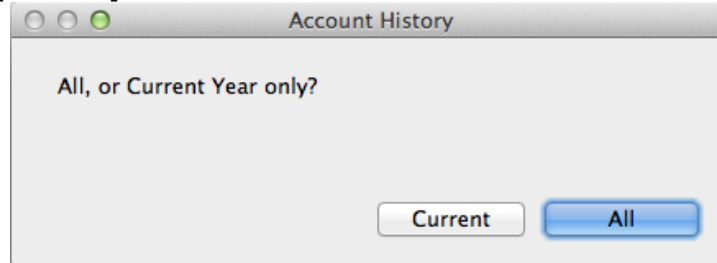


- 38. Click on the Print button to print the receipt, or Cancel to not print the receipt.
- 39. You will be returned to the Family Accounts Form View showing the Receipts Tab.

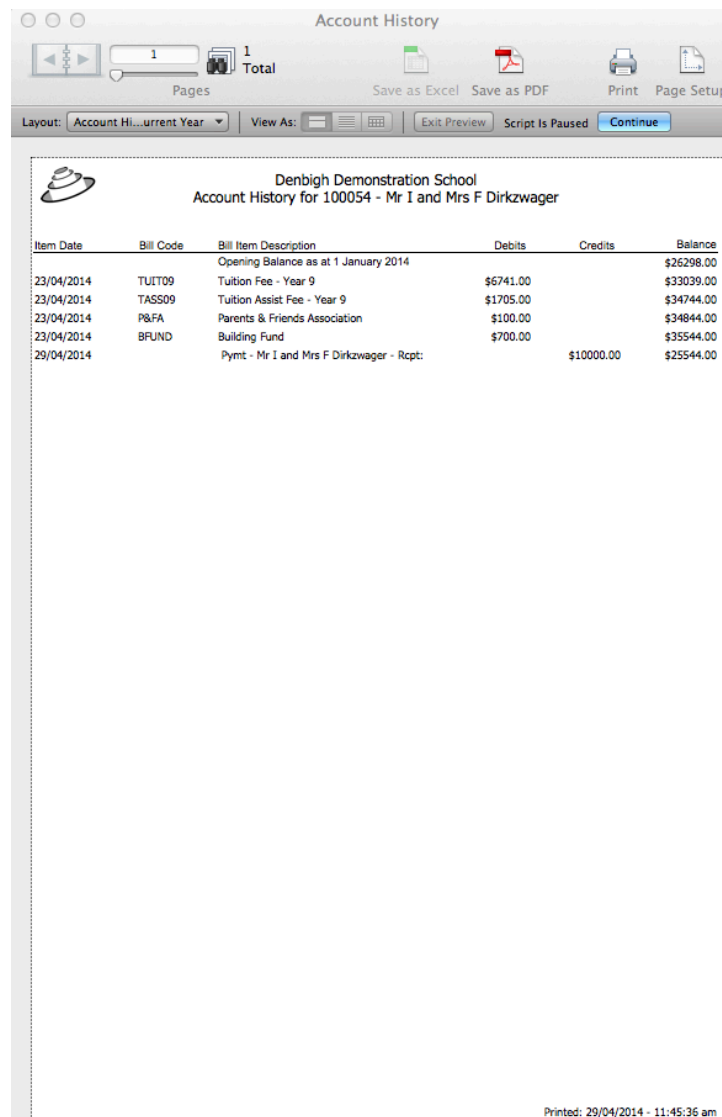
Account History

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.

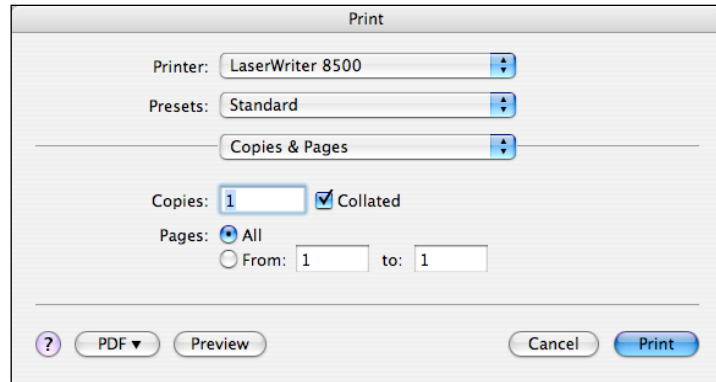


Item Date	Bill Code	Bill Item Description	Debits	Credits	Balance
		Opening Balance as at 1 January 2014			\$26298.00
23/04/2014	TUIT09	Tuition Fee - Year 9	\$6741.00		\$33039.00
23/04/2014	TASS09	Tuition Assist Fee - Year 9	\$1705.00		\$34744.00
23/04/2014	P&FA	Parents & Friends Association	\$100.00		\$34844.00
23/04/2014	BFUND	Building Fund	\$700.00		\$35544.00
29/04/2014		Pymt - Mr I and Mrs F Dirkzwager - Rcpt:		\$10000.00	\$25544.00

Printed: 29/04/2014 - 11:45:36 am

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

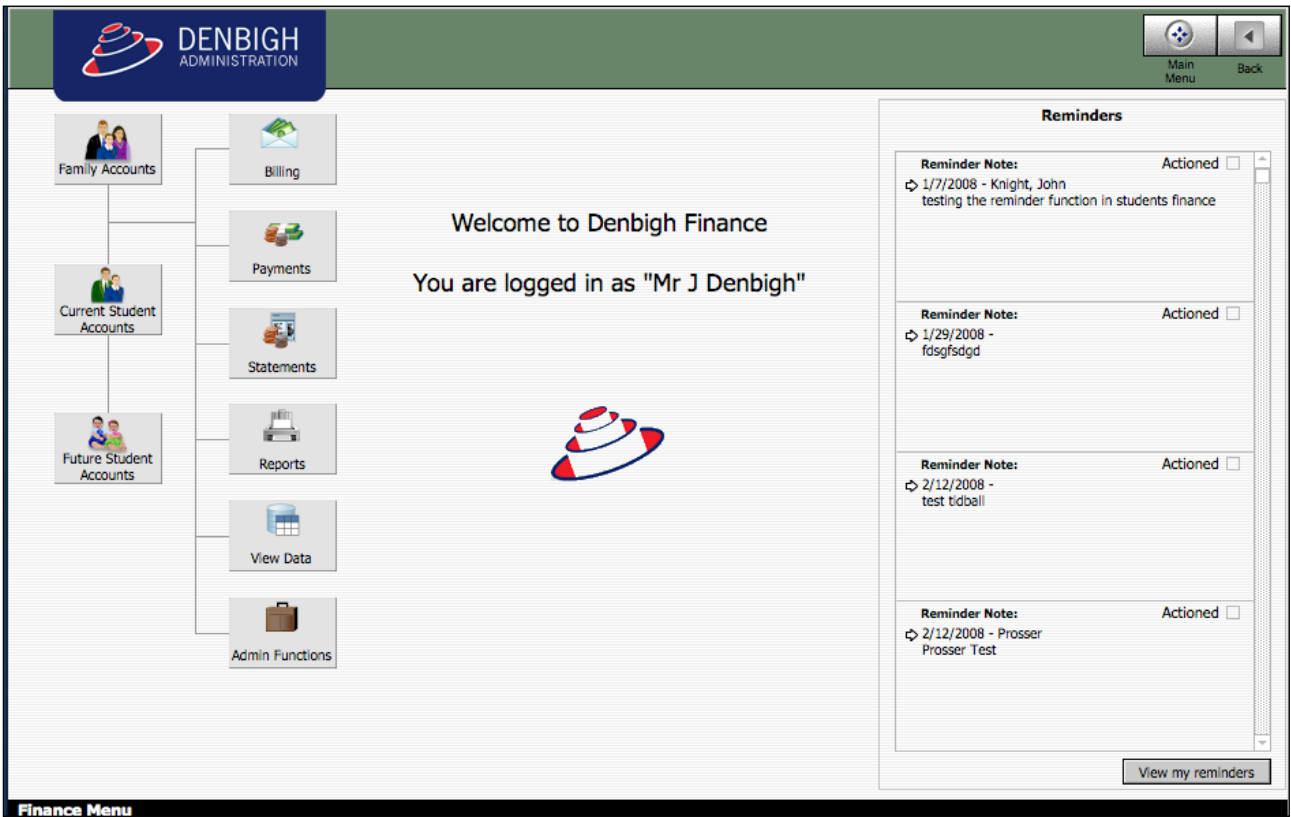
The Finance Notes Tab shows a list of all financial notes that have been made in relation to this family.

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.

Finance Menu Back View As List Find Create Bulk Bill Debt/Credit Found Set Family Details Current Students Future Students Staff Details

Current Student Details PC Alert: See Mr Allesch

100013 Jobson Alexander Peter Alex Male 18 Dec 1996 12 12.2 Blue

Student ID Surname Given Names Known As Sex Birthdate Year TGroup House

Family Details

ALLARS01 Price 02 3456 7890 Julie Price 02 1234 5678 0414 123 456

Family Code Family Name Home Phone Father Work Phone Mobile

Property: Denbigh
Street: 1 John St
Suburb/Sate/PCode: Sydney NSW 2000
Country:

Geoffrey Price 02 1234 5678 0414 123 456
Mother Work Phone Mobile
Michael Phillips 0414 123 456
Non Resident Work Phone Mobile

Parents / Guardians

Julie Price 02 1234 5678 0414 123 456
Father Work Phone Mobile
Geoffrey Price 02 1234 5678 0414 123 456
Mother Work Phone Mobile
Michael Phillips 0414 123 456
Non Resident Work Phone Mobile

Image of a person in a red shirt.

Invoicing Detail Pre Billing Debtor Transactions Finance Notes Correspondence

Default Charges/Scholarships Split Billing Charges Enrolment Charges

Scholarships

Code	Description	Rate	Unit	Amount
SCH	Scholarship & Discounts	10 % or \$		\$789.30

Student Default Charges

Seniority: 1 of 2

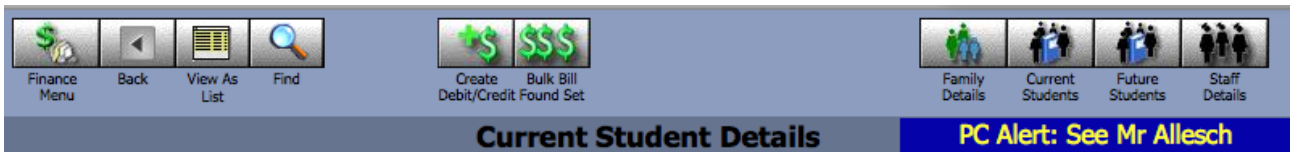
Item	Description	Charge
Worrell, Rev C and Mrs K J	Tuition Fee - Year 11	\$7,893.00
Worrell, Rev C and Mrs K J	Tuition Assist Fee - Year 11	\$2,035.00
Worrell, Rev C and Mrs K J	Sibling Discount Second Child	-\$789.30
Worrell, Rev C and Mrs K J	Scholarship & Discounts	-\$789.30
Price, Mr G and Mrs J Price		-\$834.95

Total Default Charges: \$7,514.45

Family Bill Preference: Tuition_Term
Bill Pref. Override:
Staff Discount: % Discount: 10.00%
FFPOS:
Boarding Status: Boarder Day
Kindergarten: Full Day Part Day
Pre-K Days: 2 3

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 or click with your cursor in the background of the layout.
- 4.

Layout: Charge Fa...-CUSTOMISE View As: Preview Script Is Paused Continue Aa Edit Layout

Debit Student - Single Family

Filter Billable Items

cal

Description

↕	CAL	Calculator	31413	\$22.00	▲

Family Account Information

ALLARS01 Mrs J and Mr G Price
Family ID Family Detail

100013 Alex
Student ID Student Detail

Details of Charge

22/05/2014
Item Date

Billing Code Item Description

Amount (incl. GST) GST GST

Process as Debit Process as Credit
 Prebill Charge Post Charge

Cancel Process Charge

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.

Layout: Charge Fa...-CUSTOMISE View As: Preview Script Is Paused Continue Aa Edit Layout

Debit Student - Single Family

Filter Billable Items

cal

Description

↕	CAL	Calculator	31413	\$22.00	▲

Family Account Information

ALLARS01 Mrs J and Mr G Price
Family ID Family Detail

100013 Alex
Student ID Student Detail

Details of Charge

22/05/2014
Item Date

CAL Calculator
Billing Code Item Description

\$22.00
Amount (incl. GST) GST GST

Process as Debit Process as Credit
 Prebill Charge Post Charge

Cancel Process Charge

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

Current Student Details

103297 Meibusch Mitchell Christian Male 7 May 2000 9 9.1 Magenta

Family Details

ANTONIO1 Meibusch 02 3456 7890 Joanna Meibusch 02 1234 5678 0414 123 456
 Family Code Family Name Home Phone Mother Work Phone Mobile
 Cleo Verrell 02 1234 5678 0414 123 456
 Non Resident Work Phone Mobile

Property: Street: 1 John St Suburb/Sate/PCode: Sydney NSW 2000 Country:

Student Default Charges

Charge	Seniority
Meibusch, Mrs J Meibusch Tuition Fee - Year 9	1 of 1
Meibusch, Mrs J Meibusch Tuition Assist Fee - Year 9	
Meibusch, Mrs J Meibusch Parents & Friends Association	
Meibusch, Mrs J Meibusch	

Total Default Charges: \$4,273.00

3. Click on the Bulk Bill Found Set button.

Bulk Bill Students - Debit 46 Selected

Filter Products: [Empty list]

Family Account Information: 46 Selected

Details of Charge: 22/05/2014

Product Code: [Empty] Description: [Empty]

Amount: [Empty] GST: [Empty] Amount: [Empty]

Process as Debit Process as Credit

Buttons: Cancel, PreBill Charge

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.

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

- The detail will now have populated the information in the Details of Charge portion of the screen.
- Click on the Prebill Charge button to process the charges, if you do not wish to proceed push the Cancel button.
- 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	ANTONIO	Melbusch	103297	Mitchell	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	ATTIAD01	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		\$22.00	
25649	22/05/2014	BENTOO	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		\$22.00	
25649	22/05/2014	BROOKES	Jones	100108	Sarah	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	CHANS1	Roper	100154	Andrew	Student	9	CAL	Calculator	31413	\$22.00		\$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	CHUAQ2	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		\$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		\$22.00	
25649	22/05/2014	100187	Sellwood	104338	Andrew	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	GRIBBLE0	Hick	100387	Anne	Student	9	CAL	Calculator	31413	\$22.00		\$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		\$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	Gabriela	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	KIM10	Hoare	100540	Hugh	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	KORONEL	Park	100554	Manuencica	Student	9	CAL	Calculator	31413	\$22.00		\$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		\$22.00	
25649	22/05/2014	MA06	Taylor-Briscoe	100695	Rupert	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	METE01	Wantenaar	100747	Tjjen	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	PAPATHO	Hedley	100857	Barbara	Student	9	CAL	Calculator	31413	\$22.00		\$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	RAG001	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		\$22.00	
25649	22/05/2014	RYOSTRA	Carrington	104099	Charlotte	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	100028	Stehn	104996	Ian	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	100862	Donaldson	106796	Natalie	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	100174	Nisbet	104295	Amy	Student	9	CAL	Calculator	31413	\$22.00		\$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		\$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	Johansson	101217	Nicole	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	CRIBB01	Cowan	101643	Tom	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	FANG	Haron	101719	Judy	Student	9	CAL	Calculator	31413	\$22.00		\$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	Tiran	106693	Rebecca	Student	9	CAL	Calculator	31413	\$22.00		\$22.00	
25649	22/05/2014	100199	Dakin	104380	Anooshka	Student	9	CAL	Calculator	31413	\$22.00		\$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

The screenshot displays the 'Default Charges/Scholarships' interface. At the top, there are navigation tabs: 'Invoicing Detail', 'Pre Billing', 'Debtor Transactions', 'Finance Notes', and 'Correspondence'. Below these, there are sub-tabs: 'Default Charges/Scholarships', 'Split Billing Charges', and 'Enrolment Charges'. The 'Scholarships' section features a table with the following data:

SCH	Scholarship & Discounts	10 % or \$	Amount
SCH	Scholarship & Discounts	10 % or \$	\$789.30

The 'Student Default Charges' section includes a table with 5 items:

Name	Description	Charge
Worrell, Rev C and Mrs K J	Tuition Fee - Year 11	\$7,893.00
Worrell, Rev C and Mrs K J	Tuition Assist Fee - Year 11	\$2,035.00
Worrell, Rev C and Mrs K J	Sibling Discount Second Child	-\$789.30
Worrell, Rev C and Mrs K J	Scholarship & Discounts	-\$789.30
Price, Mr G and Mrs J Price		-\$834.95

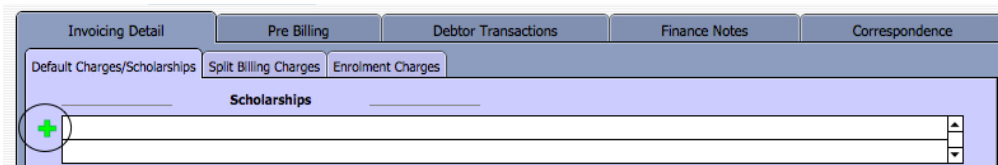
At the bottom of the Student Default Charges table, it states 'Total Default Charges : \$7,514.45'. On the right side of the interface, there are several settings: 'Family Bill Preference' set to 'Tuition_Term', 'Bill Pref. Override' set to a dropdown, 'Staff Discount' checked with a 10.00% discount, 'FFPOS' unchecked, 'Boarding Status' set to 'Day', 'Kindergarten' set to 'Full Day', and 'Pre-K Days' set to '2'.

Scholarships

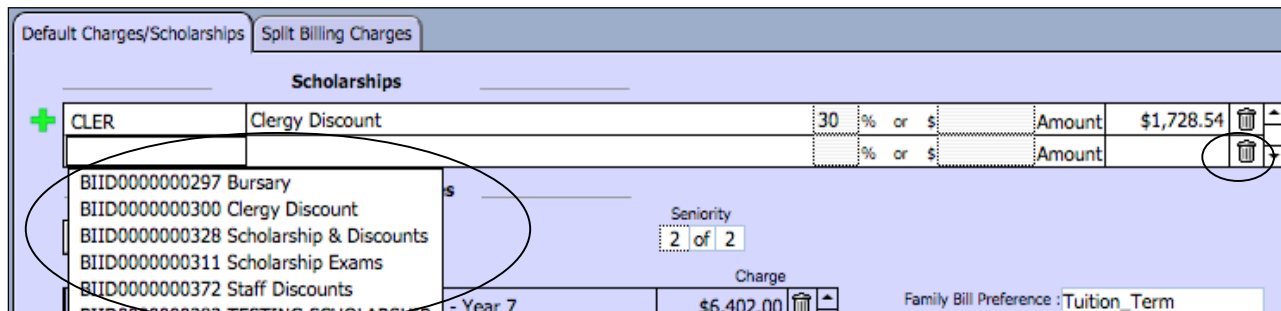
This portal is where any scholarship detail, that relates, to the student is entered. Be that a Clergy Discount, Bursary, etc. This scholarship can be in the form of a percentage discount of the tuition fee or a dollar value.

New Scholarship

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



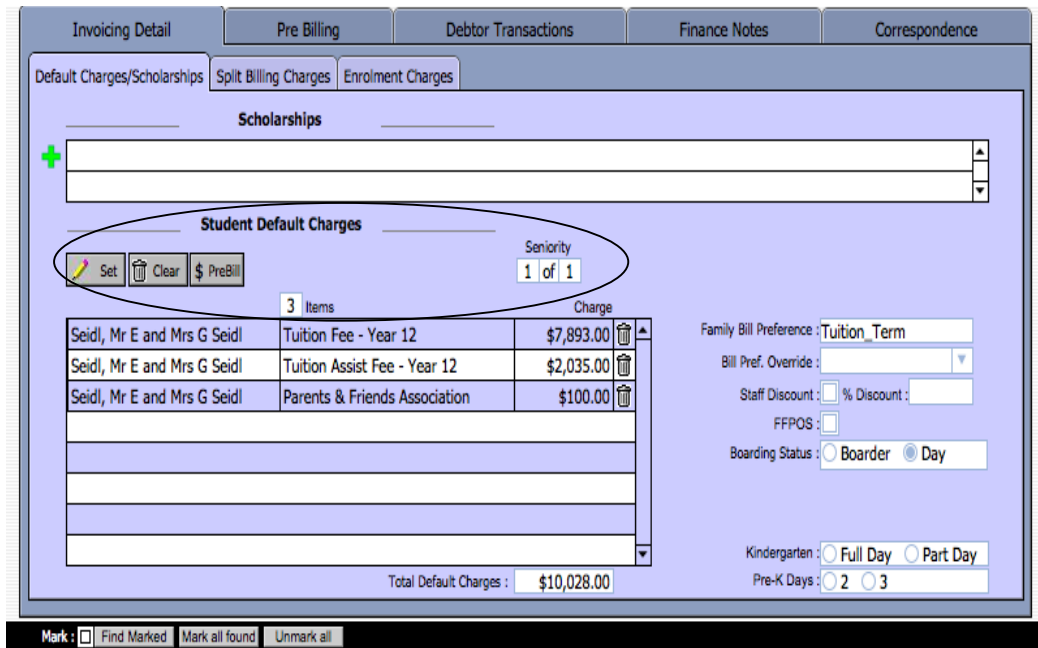
2. You will be presented with a new blank row in the Scholarships portal. You can tell there is a new row as there is now a Trash Can icon in the row.



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:

The screenshot displays the 'Student Default Charges' interface. At the top, there are tabs for 'Invoicing Detail', 'Pre Billing', 'Debtor Transactions', 'Finance Notes', and 'Correspondence'. Below these are sub-tabs for 'Default Charges/Scholarships', 'Split Billing Charges', and 'Enrolment Charges'. The main area is titled 'Scholarships' and contains a search bar with a green plus icon. Below this is the 'Student Default Charges' section, which includes buttons for 'Set', 'Clear', and '\$ PreBill'. A table shows three items for 'Seidl, Mr E and Mrs G Seidl': 'Tuition Fee - Year 12' (\$7,893.00), 'Tuition Assist Fee - Year 12' (\$2,035.00), and 'Parents & Friends Association' (\$100.00). The total default charges are \$10,028.00. On the right, there are several form fields: 'Family Bill Preference' (set to 'Tuition_Term'), 'Bill Pref. Override' (dropdown), 'Staff Discount' (checkbox), '% Discount' (input), 'FFPOS' (checkbox), 'Boarding Status' (radio buttons for 'Boarder' and 'Day'), 'Kindergarten' (radio buttons for 'Full Day' and 'Part Day'), and 'Pre-K Days' (radio buttons for '2' and '3'). A red circle highlights the 'Family Bill Preference', 'Bill Pref. Override', 'Staff Discount', '% Discount', 'FFPOS', 'Boarding Status', 'Kindergarten', and 'Pre-K Days' fields.

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.

The screenshot shows the 'Split Billing Charges' interface. At the top, there are tabs for 'Invoicing Detail', 'Pre Billing', 'Debtor Transactions', and 'Finance Notes'. Below these are sub-tabs for 'Default Charges/Scholarships' and 'Split Billing Charges'. The main area is titled 'Split Charge Details' and contains a table with the following columns: 'Split Billing Family', 'Product Type', 'Click on All or Select', 'Bill Item Code from the Dropdown Menu (click on arrow)', and 'Percent'. There are also delete and add icons on the right side of the table.

Split Billing Family	Product Type	Click on All or Select	Bill Item Code from the Dropdown Menu (click on arrow)	Percent
Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh	F	All	All Fee Products	25.00%
Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh	F	All	TUIT07	0.00%

To attribute all Fee products (Product Type 'F') create a new line item and click on the All button and enter 'F'.
To attribute all Sundry products (Product Type 'S') create a new line item and click on the All button and enter 'S'.
To attribute all Product Type 'F' with exceptions, enter a new line and enter as above, then enter a new line and enter the product code for the exception and enter '0.00' in the Percent field

Split All Fees with one other Family

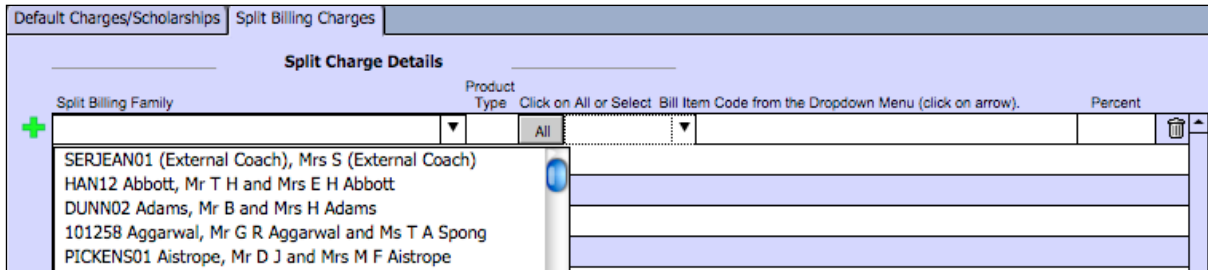
For this example I have cleared all previously entered split billing records so that we start with an empty portal.

The screenshot shows the 'Split Billing Charges' interface with an empty table. A green plus sign is circled in the top-left corner of the table area, indicating where to click to add a new row. The table has the same columns as the previous screenshot: 'Split Billing Family', 'Product Type', 'Click on All or Select', 'Bill Item Code from the Dropdown Menu (click on arrow)', and 'Percent'. There are also delete and add icons on the right side of the table.

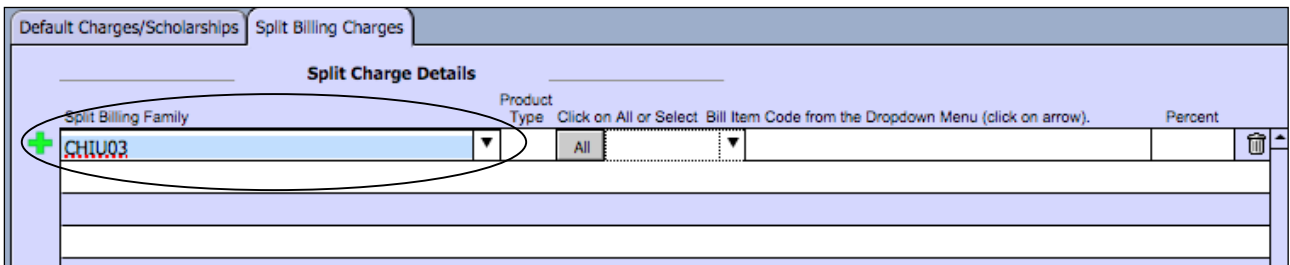
Split Billing Family	Product Type	Click on All or Select	Bill Item Code from the Dropdown Menu (click on arrow)	Percent

To attribute all Fee products (Product Type 'F') create a new line item and click on the All button and enter 'F'.
To attribute all Sundry products (Product Type 'S') create a new line item and click on the All button and enter 'S'.
To attribute all Product Type 'F' with exceptions, enter a new line and enter as above, then enter a new line and enter the product code for the exception and enter '0.00' in the Percent field

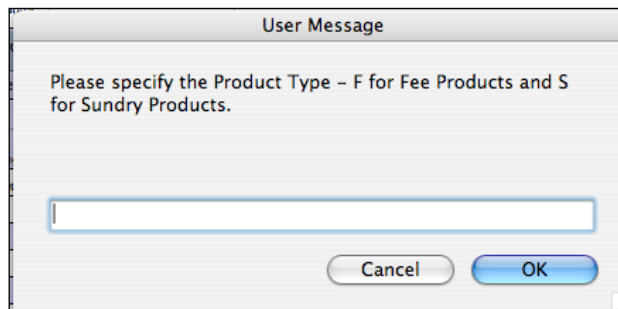
1. To split all fee products with another family click on the small green arrow to the left hand side of the Split Charge Details portal. You will be presented with a new blank row.
2. Click on the down arrow to the right hand side of the Split Billing Family field, you will be presented with a drop 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 Fee Products and click on the OK button.

Default Charges/Scholarships Split Billing Charges

Split Charge Details

Split Billing Family Product Type Click on All or Select Bill Item Code from the Dropdown Menu (click on arrow). Percent

Split Billing Family	Product Type	Bill Item Code	Percent
+ Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh	F	All	All Fee Products

To attribute all Fee products (Product Type 'F') create a new line item and click on the All button and enter 'F'.
 To attribute all Sundry products (Product Type 'S') create a new line item and click on the All button and enter 'S'.
 To attribute all Product Type 'F' with exceptions, enter a new line and enter as above, then enter a new line and enter the product code for the exception and enter '0.00' in the Percent field

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

User Message

Please enter the percentage payable by the Split Billing Family.

Percentage (format example .25 for 25%)

Cancel OK

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

User Message

Please enter the percentage payable by the Split Billing Family.

Percentage (format example .25 for 25%)

Cancel OK

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

Default Charges/Scholarships Split Billing Charges

Split Charge Details

Split Billing Family Product Type Click on All or Select Bill Item Code from the Dropdown Menu (click on arrow). Percent

Split Billing Family	Product Type	Bill Item Code	Percent
+ Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh	F	All	All Fee Products
			30.00%

- 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.

			Seniority
			2 of 2
			6 Items
		Charge	
Al-Nahedh, Mr C M A and Mrs M	Tuition Fee - Year 7	\$1,920.50	🗑️
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$4,481.50	🗑️
Al-Nahedh, Mr C M A and Mrs M	Tuition Assist Fee - Year 7	\$478.50	🗑️
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$1,116.50	🗑️
Thomson, Drs R J and R E	Sibling Discount Second and	-\$640.20	🗑️
Thomson, Drs R J and R E	Clergy Discount	-\$1,728.54	🗑️
Total Default Charges :		\$5,628.26	

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.

Split Billing Family	Product Type	Click on All or Select Bill Item Code from the Dropdown Menu (click on arrow).	Percent
Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh	F	All	30.00%
Al-naser, Dr C W W and Mrs J Al-naser	F	All	30.00%

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.

Error Message

You have entered a an allocation of over 100% (total 120%) for this BillItem, please enter the correct percentage.

Percentage (format example .25 for 25%)

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

Split Billing Family		Product Type	Click on All or Select Bill Item Code from the Dropdown Menu (click on arrow).	Percent
+ Barton, Mr P and Mrs D Barton	F	All	All	20.00%
Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh	F	All	All	30.00%
Al-naser, Dr C W W and Mrs J Al-naser	F	All	All	30.00%

- We now have three families other than the primary one that will be paying a portion of all fee products.
- 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.

Split Billing Family	Product	Charge
Al-Nahedh, Mr C M A and Mrs M	Tuition Fee - Year 7	\$1,920.50
Al-naser, Dr C W W and Mrs J	Tuition Fee - Year 7	\$1,920.50
Barton, Mr P and Mrs D Barton	Tuition Fee - Year 7	\$1,280.50
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$1,280.50
Al-Nahedh, Mr C M A and Mrs M	Tuition Assist Fee - Year 7	\$478.50
Al-naser, Dr C W W and Mrs J	Tuition Assist Fee - Year 7	\$478.50
Barton, Mr P and Mrs D Barton	Tuition Assist Fee - Year 7	\$319.00
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$319.00
Total Default Charges :		\$5,628.26

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

Split Billing Family	Product	Charge
Barton, Mr P and Mrs D Barton	Tuition Fee - Year 7	\$1,280.50
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$1,280.50
Al-Nahedh, Mr C M A and Mrs M	Tuition Assist Fee - Year 7	\$478.50
Al-naser, Dr C W W and Mrs J	Tuition Assist Fee - Year 7	\$478.50
Barton, Mr P and Mrs D Barton	Tuition Assist Fee - Year 7	\$319.00
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$319.00
Thomson, Drs R J and R E	Sibling Discount Second and	-\$640.20
Thomson, Drs R J and R E	Clergy Discount	-\$1,728.54

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

- 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.
- To attribute all fee products to this split billing family we would allocate 100% to them.

Default Charges/Scholarships | Split Billing Charges

Split Charge Details

Split Billing Family: Boiko, Mr W J Boiko and Mrs C A Harrington

Product Type: F | All | All | All Fee Products

Percent: 100.00%

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.

Student Default Charges

Seniority: 2 of 2

4 Items

Family	Product	Charge	
Boiko, Mr W J Boiko and Mrs C A	Tuition Fee - Year 7	\$6,402.00	
Boiko, Mr W J Boiko and Mrs C A	Tuition Assist Fee - Year 7	\$1,595.00	
Thomson, Drs R J and R E	Sibling Discount Second and	-\$640.20	
Thomson, Drs R J and R E	Clergy Discount	-\$1,728.54	

Total Default Charges : \$5,628.26

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.

Split Billing Family	Product Type	Product	Bill Item Code	Percent
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	All	50.00%

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

Items	Charge	
Boiko, Mr W J Boiko and Mrs C A	Tuition Fee - Year 7	\$3,201.00
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$3,201.00
Boiko, Mr W J Boiko and Mrs C A	Tuition Assist Fee - Year 7	\$797.50
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$797.50
Thomson, Drs R J and R E	Sibling Discount Second and	-\$640.20
Thomson, Drs R J and R E	Clergy Discount	-\$1,728.54
Total Default Charges :		\$5,628.26

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.

Split Billing Family	Product Type	Product	Bill Item Code	Percent
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	TUIT07	
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	TASS06 Tuition Assist Fee - Year 6	50.00%

To attribute all Fee products (Product Type 'F') create a new line item and click on the arrow to the right hand side of the Product list.
 To attribute all Sundry products (Product Type 'S') create a new line item and click on the arrow to the right hand side of the Product list.
 To attribute all Product Type 'F' with exceptions, enter a new line and enter as above with '0.00' in the Percent field

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

Split Billing Family	Type	Product	Click on All or Select	Bill Item Code from the Dropdown Menu (click on arrow).	Percent
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	TUIT07	Tuition Fee - Year 7	
GALVIN01	F	All	All	All Fee Products	50.00%

- In the Percent field enter “0”.

Split Charge Details					
Split Billing Family	Type	Product	Click on All or Select	Bill Item Code from the Dropdown Menu (click on arrow).	Percent
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	TUIT07	Tuition Fee - Year 7	0.00%
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	All	All Fee Products	50.00%

- 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.

Student Default Charges			Seniority
			2 of 2
5 Items		Charge	
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$6,402.00	
Boiko, Mr W J Boiko and Mrs C A	Tuition Assist Fee - Year 7	\$797.50	
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$797.50	
Thomson, Drs R J and R E	Sibling Discount Second and	-\$640.20	
Thomson, Drs R J and R E	Clergy Discount	-\$1,728.54	
Total Default Charges :		\$5,628.26	

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

- 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.

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

Split Charge Details					
Split Billing Family	Type	Product	Click on All or Select	Bill Item Code from the Dropdown Menu (click on arrow).	Percent
Boiko, Mr W J Boiko and Mrs C A Harrington	F	All	All	All Fee Products	50.00%

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

Default Charges/Scholarships		Split Billing Charges	
Split Charge Details			
Split Billing Family	Product Type	Click on All or Select Bill Item Code from the Dropdown Menu (click on arrow).	Percent
Flavel, Mr S F and Mrs V F Flavel	F	All TUIT07	Tuition Fee - Year 7 25.00%
Flavel, Mr S F and Mrs V F Flavel	S	All SIBD2	Sibling Discount Second and subsequent 25.00%











- 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.

Student Default Charges		
Set	Clear	PreBill
6 Items		Charge
Flavel, Mr S F and Mrs V F Flavel	Tuition Fee - Year 7	\$1,600.50
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$4,801.50
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$1,595.00
Flavel, Mr S F and Mrs V F Flavel	Sibling Discount Second and	-\$160.05
Thomson, Drs R J and R E	Sibling Discount Second and	-\$480.15
Thomson, Drs R J and R E	Clergy Discount	-\$1,872.59
Total Default Charges :		\$5,484.21

- 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.
- We could have also added a portion of the Clergy Discount Scholarship.
- We would add another line item and select the Clergy Discount product and enter the appropriate percentage.

Default Charges/Scholarships		Split Billing Charges	
Split Charge Details			
Split Billing Family	Product Type	Click on All or Select Bill Item Code from the Dropdown Menu (click on arrow).	Percent
Flavel, Mr S F and Mrs V F Flavel	F	All TUIT07	Tuition Fee - Year 7 25.00%
Flavel, Mr S F and Mrs V F Flavel	S	All SIBD2	Sibling Discount Second and subsequent 25.00%
Flavel, Mr S F and Mrs V F Flavel	S	All CLER	Clergy Discount 25.00%

- 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.

Student Default Charges			Seniority
 Set	 Clear	 PreBill	2 of 2
7 Items		Charge	
Flavel, Mr S F and Mrs V F Flavel	Tuition Fee - Year 7	\$1,600.50	
Thomson, Drs R J and R E	Tuition Fee - Year 7	\$4,801.50	
Thomson, Drs R J and R E	Tuition Assist Fee - Year 7	\$1,595.00	
Flavel, Mr S F and Mrs V F Flavel	Sibling Discount Second and	-\$160.05	
Thomson, Drs R J and R E	Sibling Discount Second and	-\$480.15	
Flavel, Mr S F and Mrs V F Flavel	Clergy Discount	-\$468.15	
Thomson, Drs R J and R E	Clergy Discount	-\$1,404.44	
Total Default Charges :		\$5,484.21	

Enrolment Charges

Default Charges/Scholarships	Split Billing Charges	Enrolment Charges
Enrolment Deposit		
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment Fee	Date Received	Batch No. Posted
Acceptance Fee		
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Acceptance Fee	Date Received	Receipt Posted Refund Dep Status Refunded

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

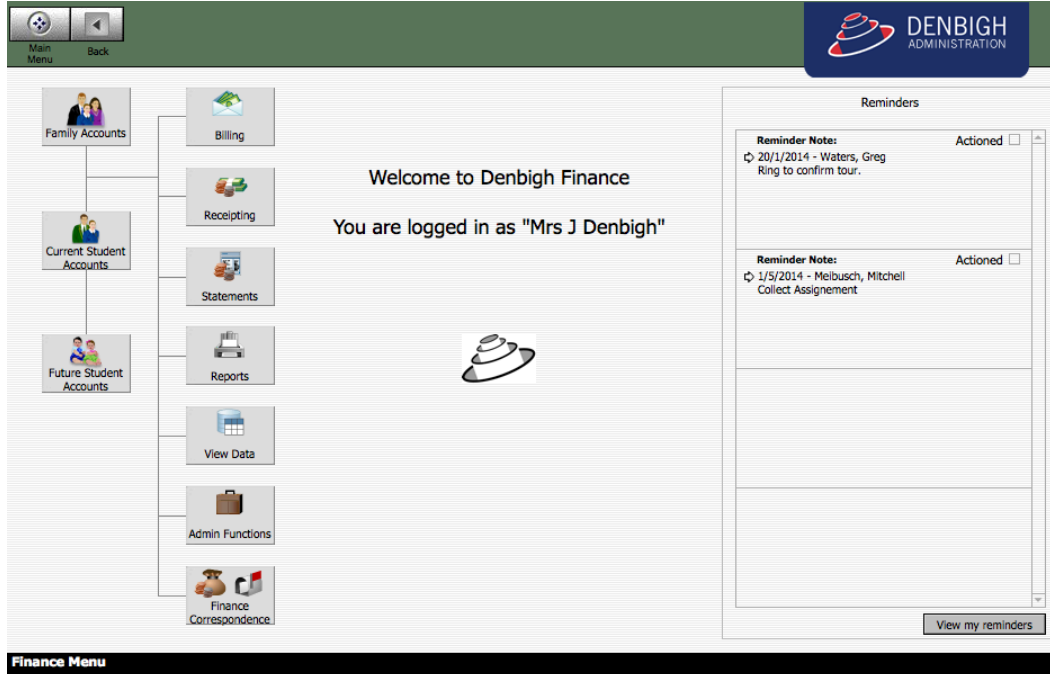
The Finance Notes Tab shows a list of all financial notes that have been made in relation to this` family.

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.

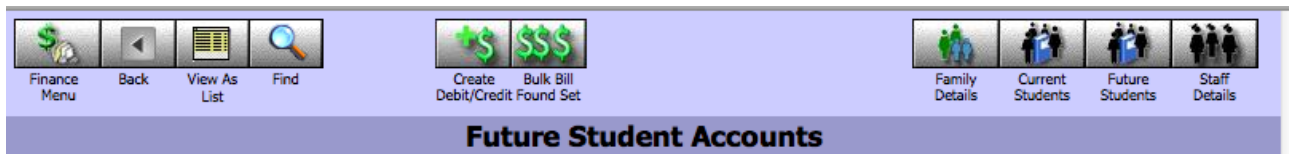


You will be presented with the Form View of the Future Student Details.

The screenshot displays the 'Future Student Accounts' form view for student Kite. The top toolbar shows 'Records' (530 / 530 Found (Unsorted)), 'New Record', 'Find', 'Sort', and 'Share' buttons. The layout is set to 'Student Fut...CUSTOMISE' and 'View As' is set to 'Preview'. The form includes fields for 'Student ID' (101485), 'Surname' (Kite), 'Given Names' (Georgia Katherine), 'Known As', 'Gender' (Female), 'D.O.B.' (12/03/1998), 'AcYr' (11), 'EnYr' (2010), and 'Status' (Waiting). The 'Family Details' section includes 'Family Code' (Bird01), 'Family Name' (Kite), 'Home Phone' (02 3456 7890), 'Property', 'Street' (1 John St), 'Suburb/State/PCode' (Sydney NSW 2000), and 'Country'. The 'Parents / Guardians' section lists 'Gregory Kite' (Father, Work Phone 02 1234 5678, Mobile 0414 123 456) and 'Allyson Kite' (Mother, Work Phone 02 1234 5678, Mobile 0414 123 456). The 'Accounts/Fees' section includes a 'Scholarships' table with columns for '% or \$' and 'Amount'. The 'Finance Notes' section includes 'Bill Preference' (Tuition_Term), 'Bill Pref. Override', 'Staff Flag', and 'FFPOS'. The 'Enrolment Deposit' section includes 'Enrolment Fee', 'Date Received', 'Batch No.', and 'Posted' (Yes/No). The bottom toolbar includes 'Mark', 'Find Marked', 'Mark all found', and 'Unmark all' buttons.

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.

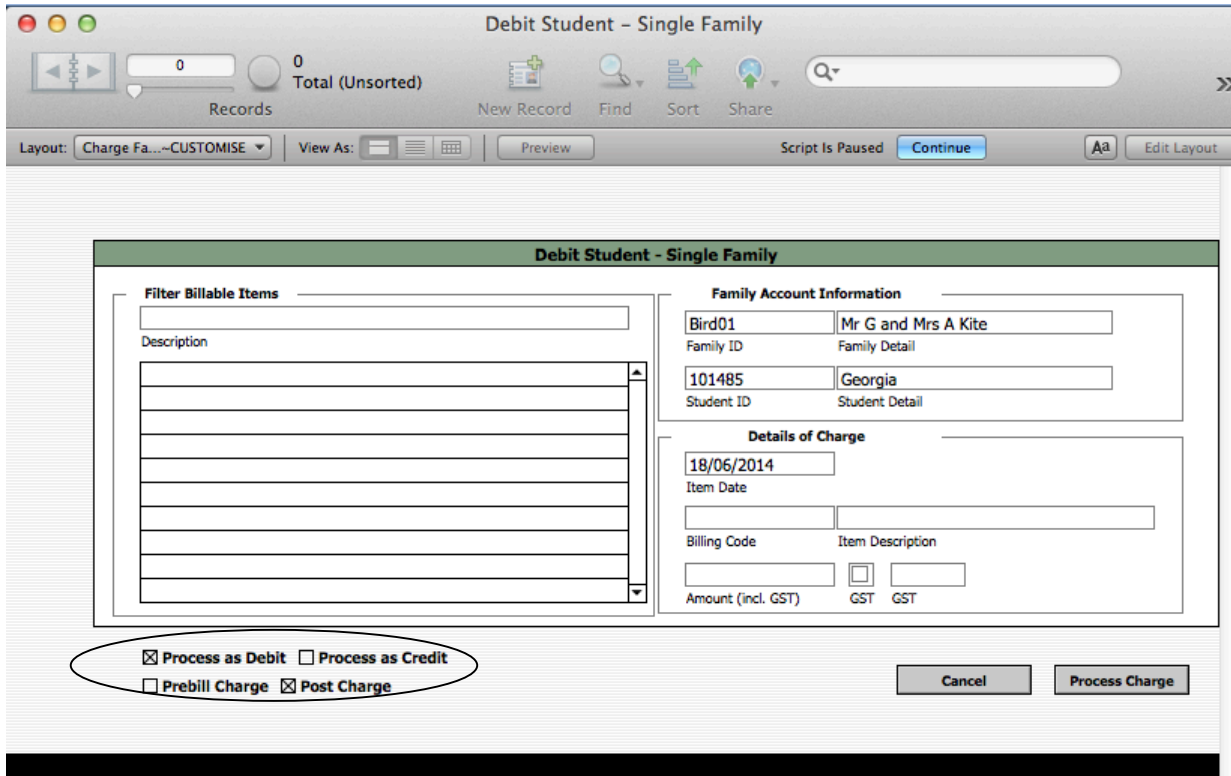
Find

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.

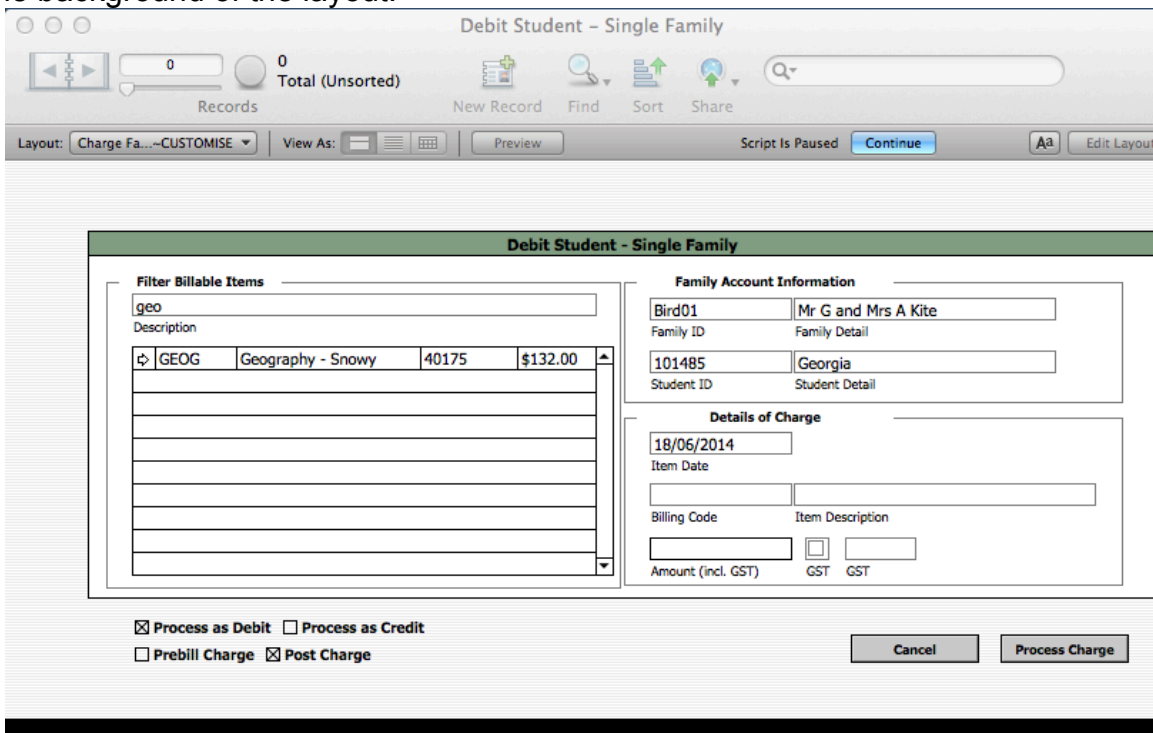
Create Debit/Credit

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 or 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.

Debit Student - Single Family

Records: 0 Total (Unsorted)

Layout: Charge Fa...~CUSTOMISE View As: [grid icon] Preview Script Is Paused Continue

Debit Student - Single Family

Filter Billable Items

geo

Description

↳	GEOG	Geography - Snowy	40175	\$132.00

Family Account Information

Bird01 Mr G and Mrs A Kite
Family ID Family Detail

101485 Georgia
Student ID Student Detail

Details of Charge

18/06/2014
Item Date

GEOG Geography - Snowy Excursion
Billing Code Item Description

\$132.00 \$12.00
Amount (incl. GST) GST GST

Process as Debit Process as Credit
 Prebill Charge Post Charge

Cancel Process Charge

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

Debit Student - Single Family

Family Account Information

100365 Mr M S and Mrs N Knight
Family ID Family Detail

104895 John
Student ID Student Detail

Details of Charge

1/06/2008
Item Date

GEOG Geography - Snowy Excursion
Billing Code Item Description

\$132.00 \$12.00
Amount GST

Filter Billable items

Description			
GEOG	Geography - Snowy	40175	\$132.00

This transaction will be posted as a **Debit** charge to the Prebilling ledger.

Post as Credit Post to Debtors Cancel Post Transaction

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.

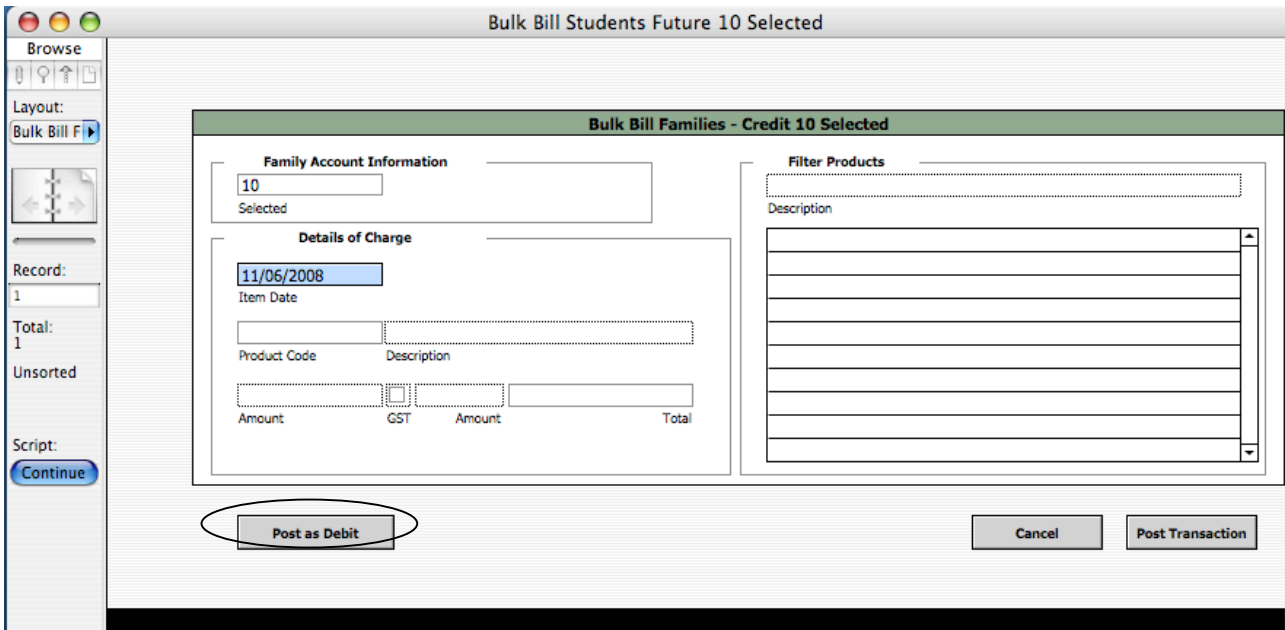
1. Find all the Students to which you wish to make the Debit/Credit.
2. In the example screen I have a found set of 20 Students. You can see this by looking at the records Found in the Status Bar

The screenshot displays the 'Future Student Accounts' interface. At the top, a status bar indicates '18 / 530 Found (Unsorted)' records. The main content area is divided into several sections: 'Family Details' (showing student ID 103295, name Newman, Hannah Wen-Hong, and family information), 'Parents / Guardians' (listing Yong Newman and Yong Bucknall), 'Accounts/Fees' (including a 'Scholarships' table), and 'Finance Notes'. A 'Mark' bar at the bottom allows for finding and marking records.

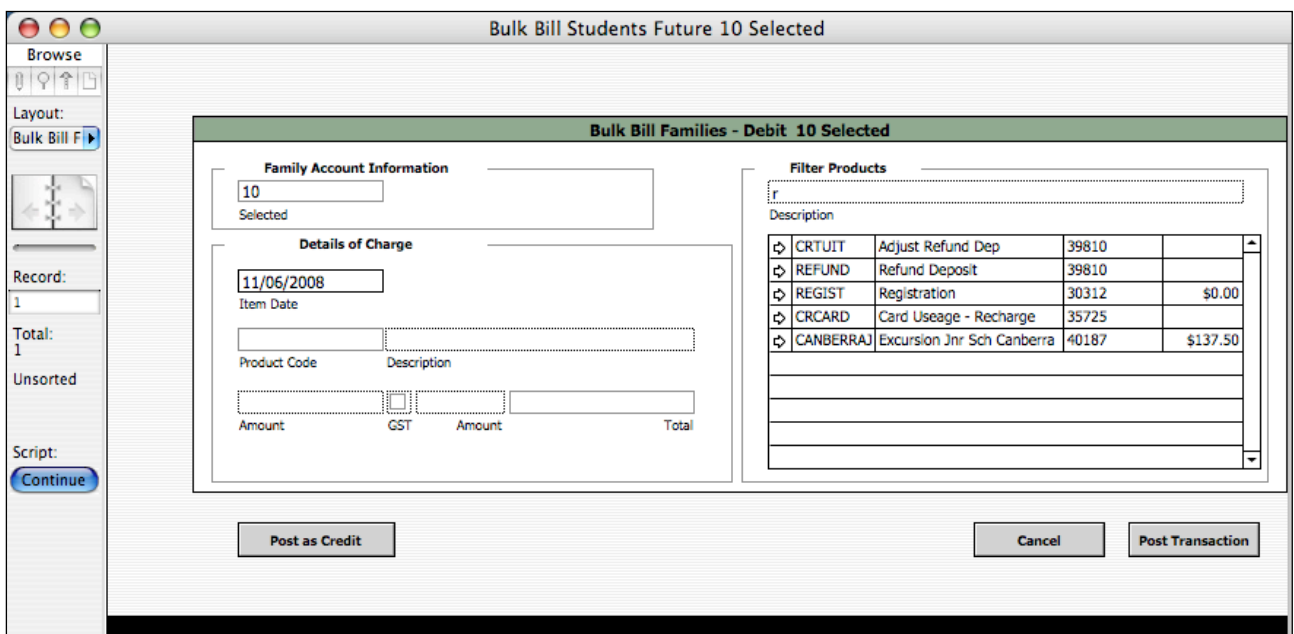
3. Click on the Bulk Bill Found Set button.

The screenshot shows the 'Bulk Bill Students Future - Debit 10 Selected' interface. It features a 'Browse' sidebar on the left with a 'Bulk Bill F' button. The main area is titled 'Bulk Bill Students Future - Debit 10 Selected' and contains 'Family Account Information' (Account 10), 'Details of Charge' (Item Date: 11/06/2008), and a 'Filter Products' table. At the bottom, there are buttons for 'Post as Credit', 'Cancel', and 'Post Transaction'.

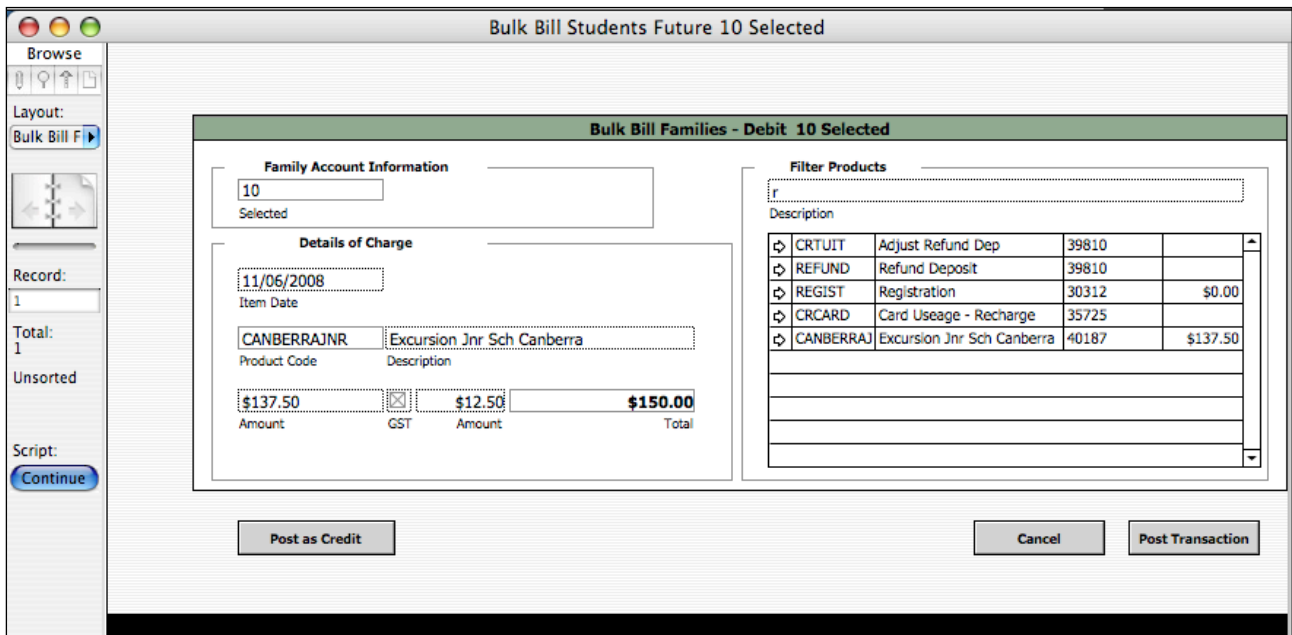
- You will be presented with the 'Bulk Bill Students – Debit 10 Selected" (you will note that the numeric '20' represents the number of students currently found and that this is prefixed by either a Debit or Credit based on the type of transaction that you are creating) screen.



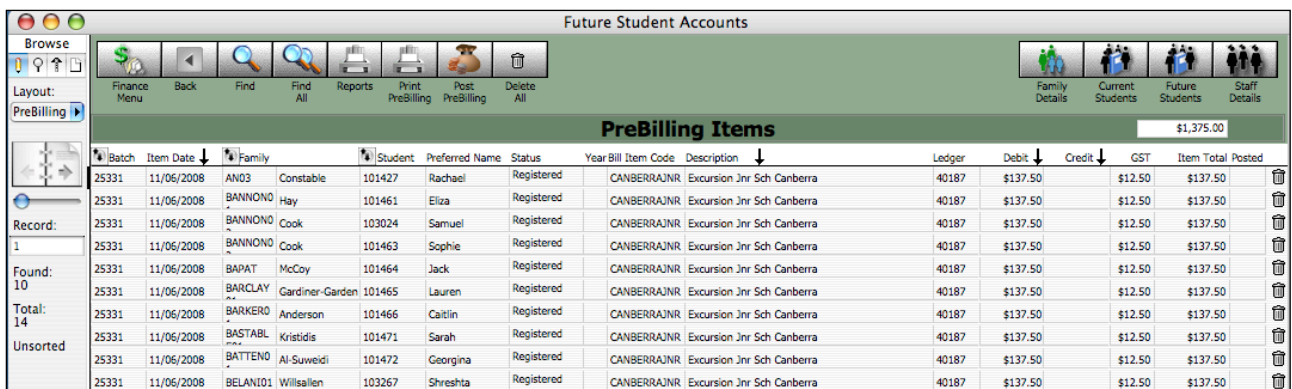
- The default setup for this screen is to create a Debit. If you wish to create a Credit click on the 'Post as Credit' button on the bottom left hand side of the screen. The heading of the screen will have changed to "Bulk Bill Students – Credit 20 Selected and the button, on the bottom left hand side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

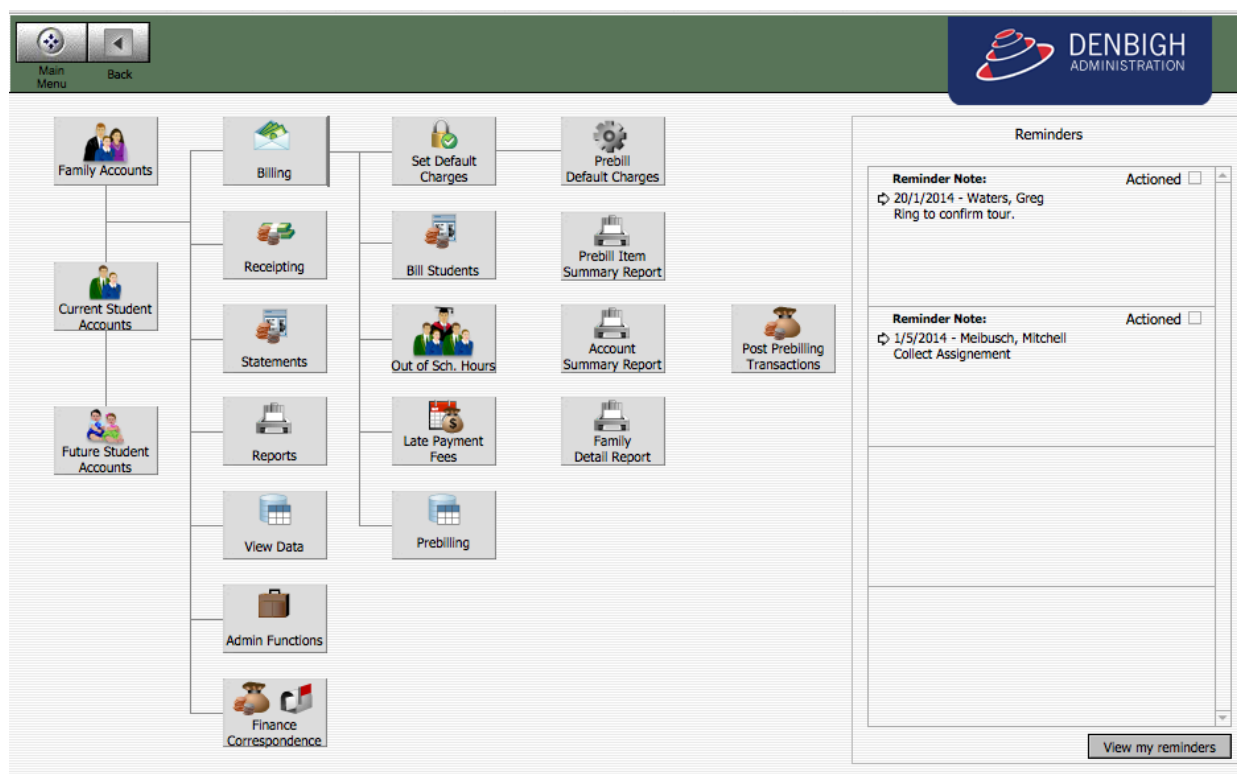
The Accounts/Fees tab will display list of Scholarships, Billing Preference, Bill pref. Override, Staff flag and FFPOS (Full fee Overseas Student).
Enrolment deposit details display if paid.

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.

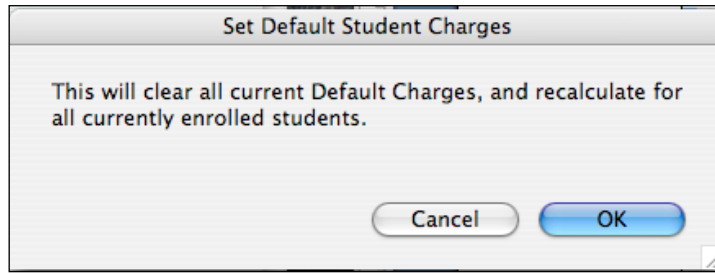
NB. Default charges are calculated when the process is run, and are NOT automatically updated at other times. This process needs to be run prior to each billing run.

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.

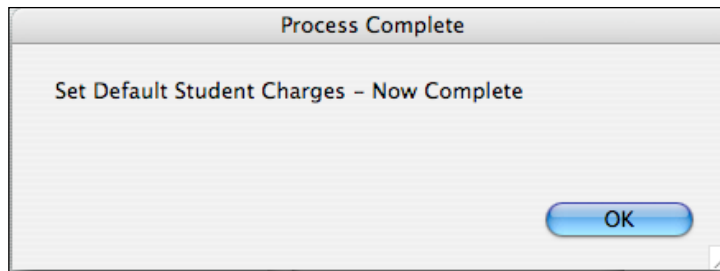
In order to process Default Charges at the appropriate billing time there is a four part process to be followed:

- 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.

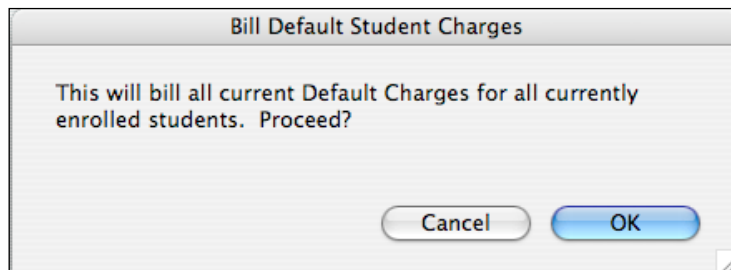


3. If you do not wish to proceed at this time click on the Cancel button and you will be returned to the Finance Menu.
4. To precede click on the OK button, this process will take a few minutes to complete.
5. When the process is finished you will receive the following message.

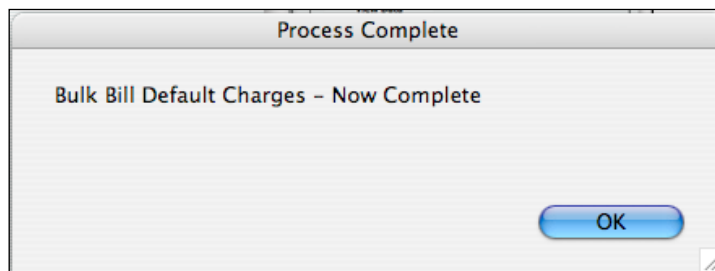


Prebill Default Charges

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



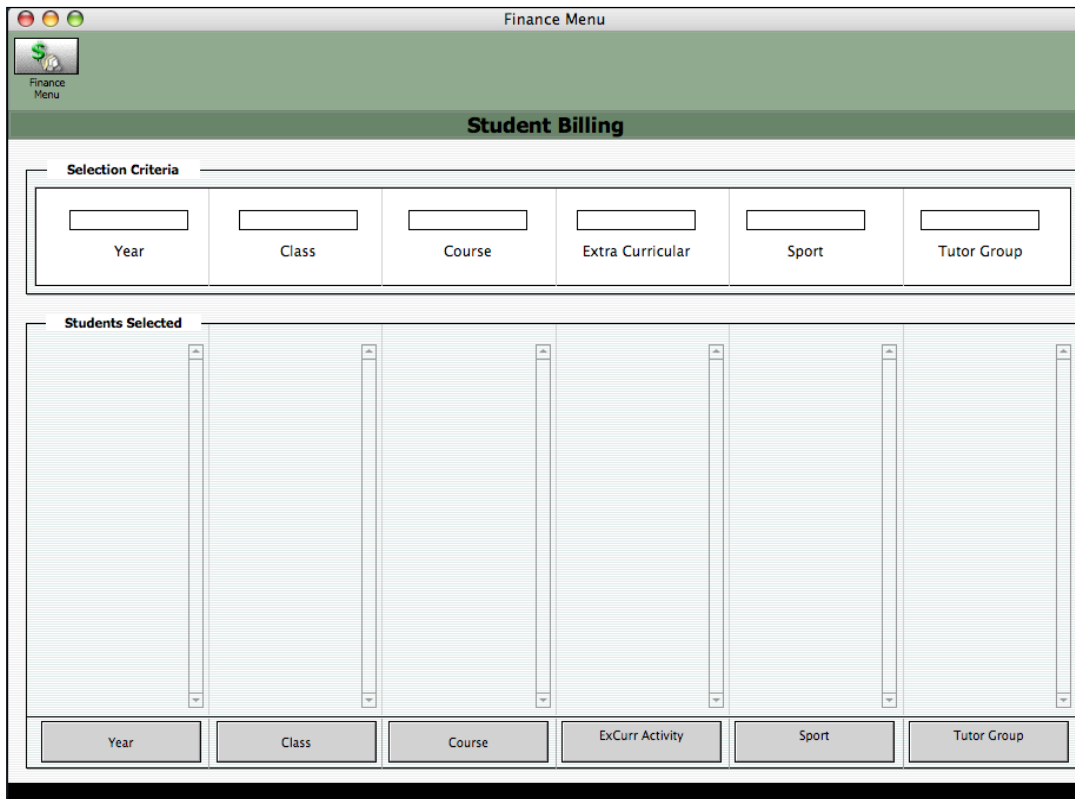
3. If you do not wish to proceed at this time click on the Cancel button and you will be returned to the Finance Menu.
4. To proceed click on the OK button.
5. When the process is finished you will receive the following message.



Bill students

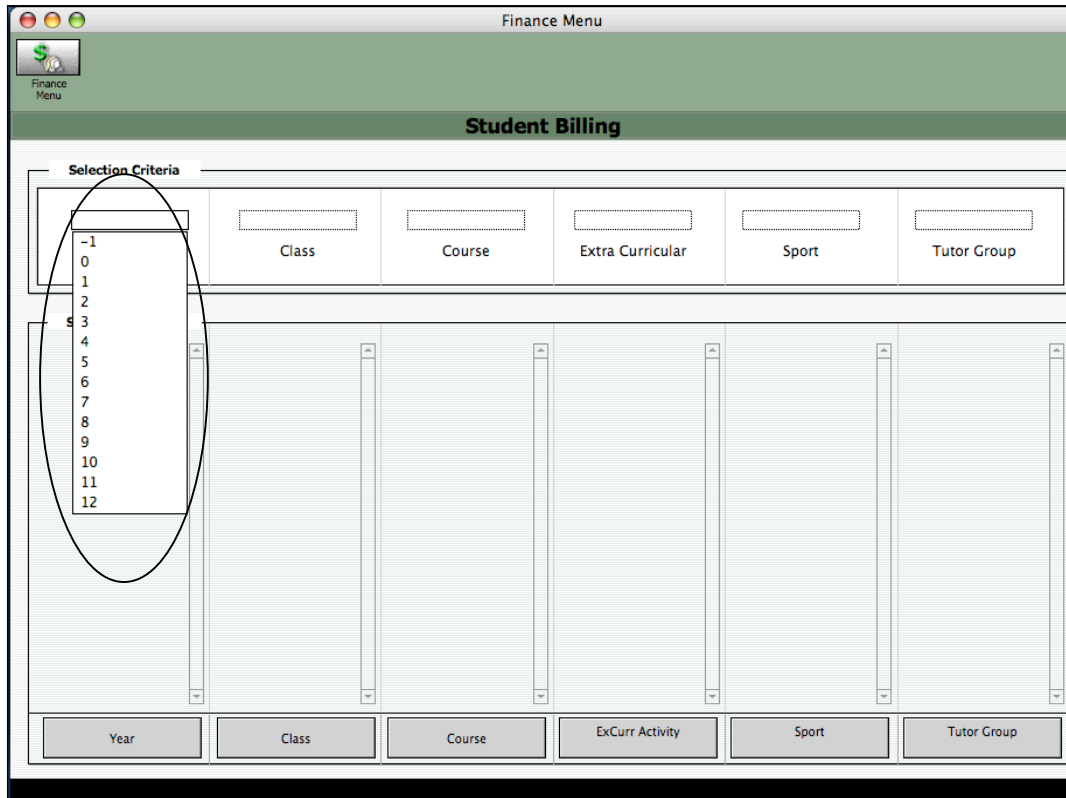
It is sometimes necessary to bill students for ad hoc charges to do this click on the Bill Students button.

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

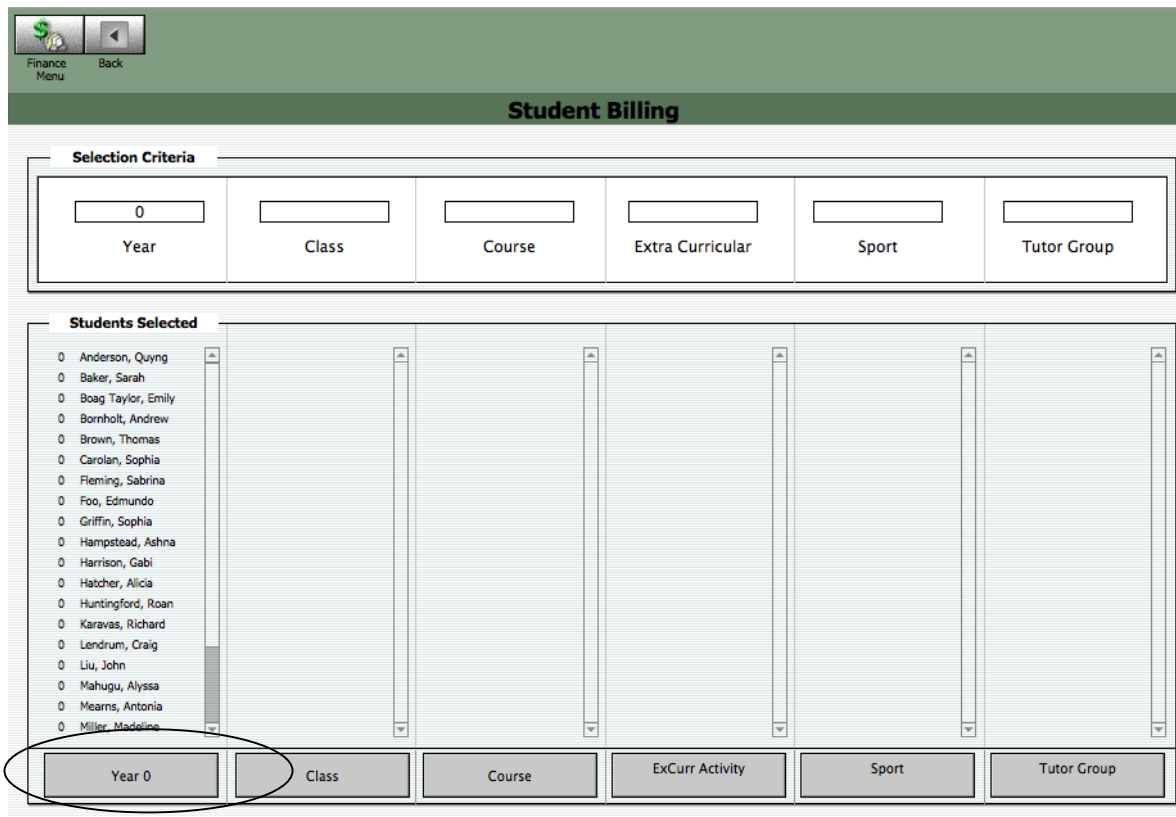


The screenshot shows a window titled "Finance Menu" with a "Student Billing" section. The "Selection Criteria" section contains six input fields: Year, Class, Course, Extra Curricular, Sport, and Tutor Group. Below this is a "Students Selected" section with six empty columns, each with a vertical scrollbar. At the bottom, there are six buttons corresponding to the selection criteria: Year, Class, Course, ExCurr Activity, Sport, and Tutor Group.

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.

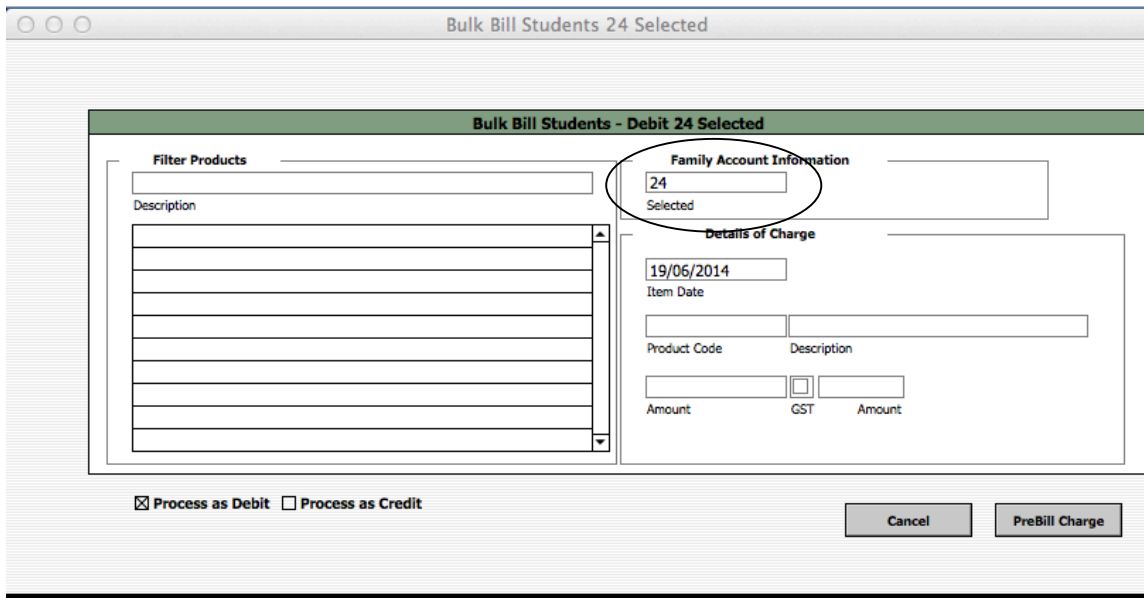


4. Make your selection and the Students Selected will be presented in the portal below.

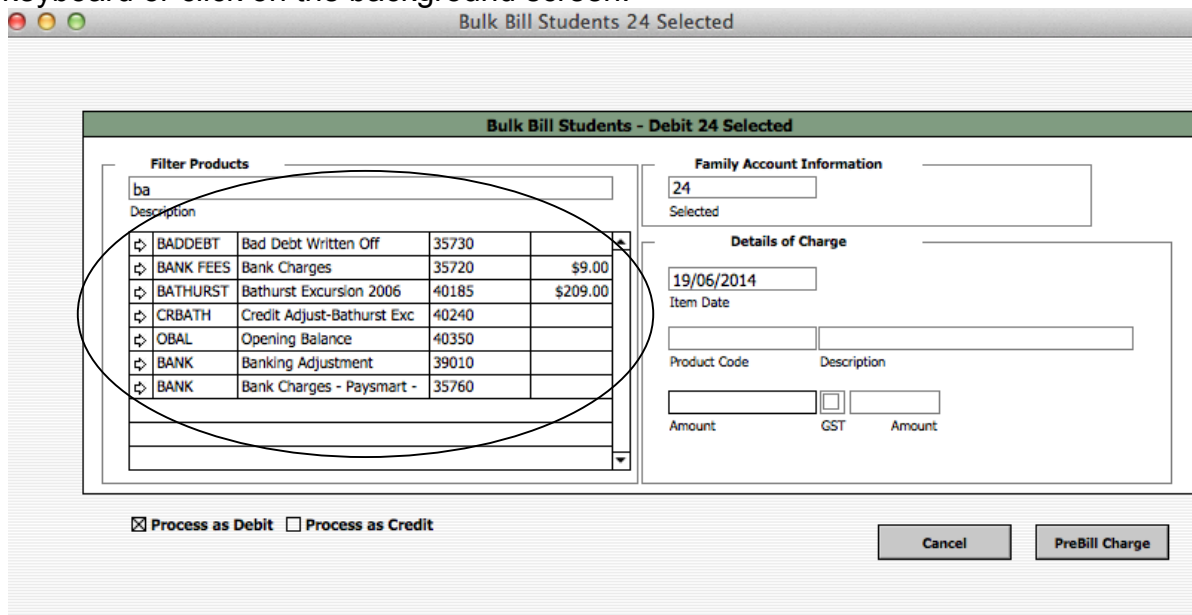


5. Click on the Year button below the portal which will have a suffix of the year that you have select, in this case '0'.

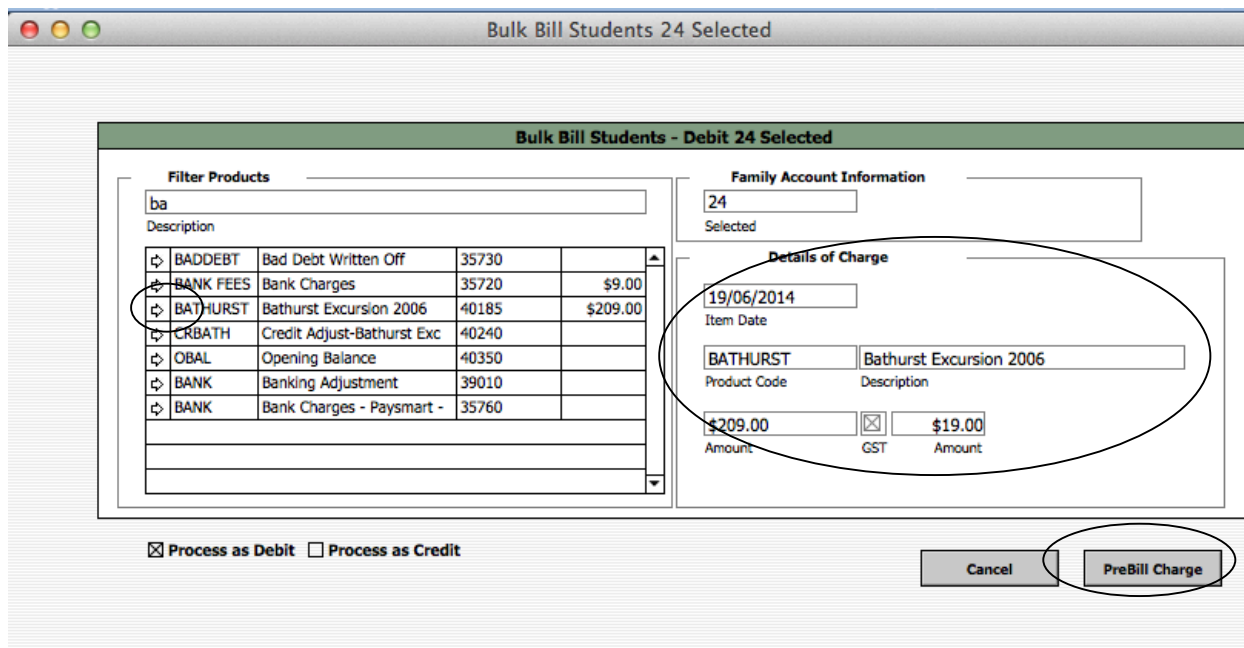
6. You will be presented with the following screen.



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 override 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 alphanumeric characters.
11. To select the appropriate product click on the small arrow to the left hand side of the portal row.



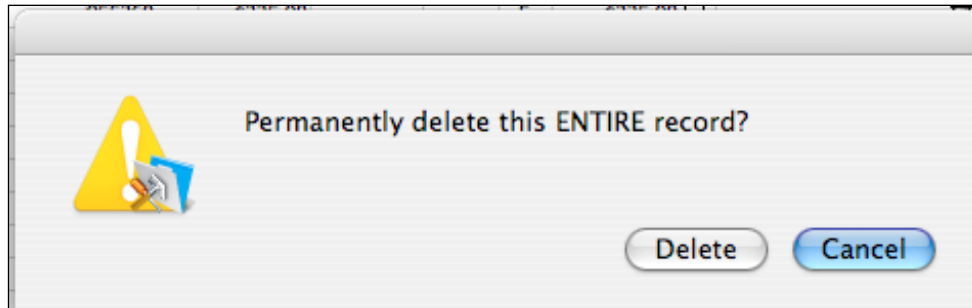
12. All the fields in the Details of Charge will now be populated.
13. If you wish to select another product, simply click on the related arrow in the portal row.
14. If you do not wish to continue click on the Cancel button.
15. When you have selected the correct product, click on the Post Transaction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

PreBilling Items \$5,016.00

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	CRON0E	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	KAPO0R0	Hampstead	101925	Ashna	Student	0	BATHURST Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	
25650	19/06/2014	L165	Karavas	103137	Richard	Student	0	BATHURST Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	
25650	19/06/2014	NGUYENP	Anderson	102246	Quying	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.

Family Detail Report

Pages: 1 / Total ?

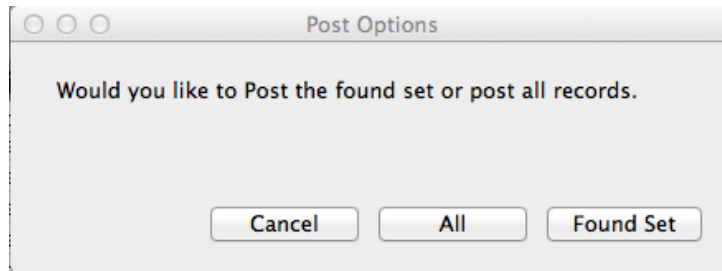
Save as Excel Save as PDF Print Page Setup

Layout: PRT_PreBill...amily Detail View As: Exit Preview Script Is Paused Continue

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	

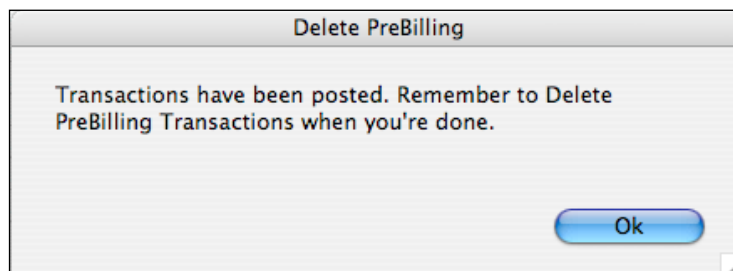
Printed: Thursday, 19 June 2014 - 4:02:13 pm

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.

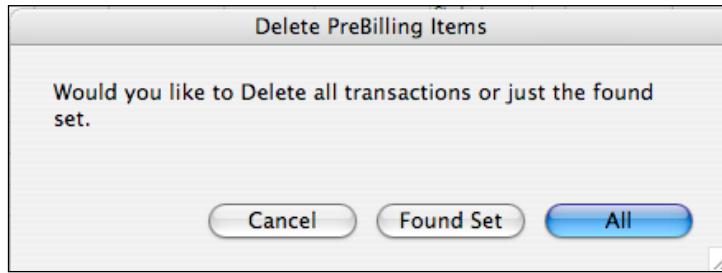


27. Click on the OK button.

28. You will note that all the transactions now have "Yes" showing in the Posted column on the right hand side of the screen.

PreBilling Items													\$5,016.00			
Batch	Item	Date	Family	Student	Preferred Name	Status	Year	Bill	Item Code	Description	Ledger	Debit	Credit	GST	Item Total	Posted
15650	19/06/2014	CHEA02	Huntingford	101590	Roan	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	CHOU01	Baker	103313	Sarah	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	CRONJEO	Carolan	101644	Sophia	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	FILIPP01	Mahugu	101729	Alyssa	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	KAPOORO	Hampstead	101925	Ashna	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	LI65	Karavas	103137	Richard	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	NGUYENP	Anderson	102246	Quying	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	TANG16	Ning	103096	Peter	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	TRUONGO	Liu	102561	John	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	WONG47	Hatcher	103176	Alicia	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100032	Reid	105001	Sarah	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	TRAN05	Lendrum	105005	Craig	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100222	Pounartzis	104459	Ian	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100230	Bornholt	104486	Andrew	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100236	Harrison	104504	Gabi	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100447	Boag Taylor	105277	Emily	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100515	Griffin	105557	Sophia	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100557	Ward	105755	Tom	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100773	Mearns	106481	Antonia	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	100808	Brown	106603	Thomas	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	WANG15	Foo	107694	Edmundo	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	101223	Fleming	108053	Sabrina	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	NG14	Phillips	102241	Amy	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	
15650	19/06/2014	BIDE01	Miller	103167	Madeline	Student	0	BATHURST	Bathurst Excursion 2006	40185	\$209.00		\$19.00	\$209.00	Yes	

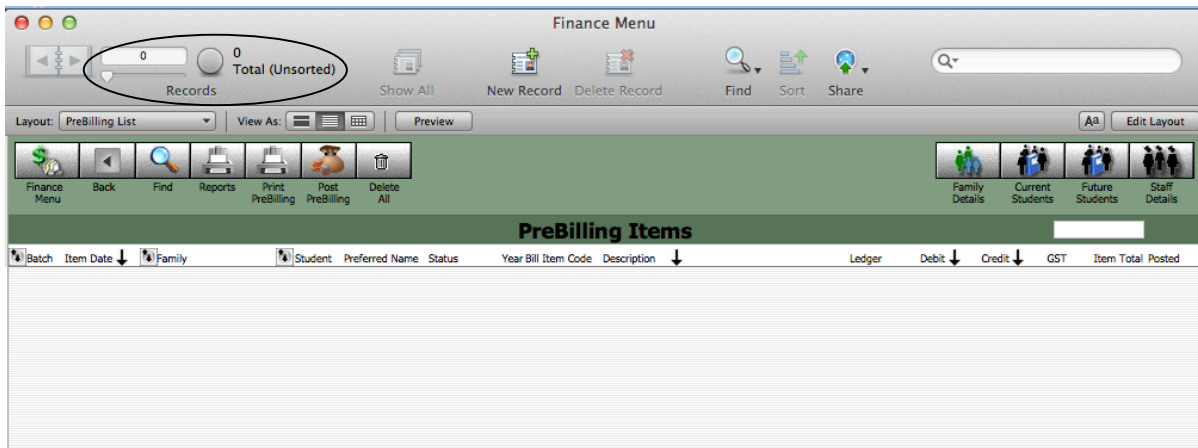
29. To delete the posted transactions click on the Delete All button at the top of the screen in the navigation bar. You will be asked to choose if you wish to delete All the transactions, the Found Set (only the records that are showing in the list) or if you wish to Cancel this process.



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.

Denbigh Master PreBilling Bill Item Summary Report Printed: Friday, 30 May 2008, 1:32:50 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

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.


Preview

Layout: PRT_Acco

Page: 1

Total: 1

Script: Continue



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

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.

Preview		Denbigh Master PreBilling Family Detail Report Printed: Friday, 30 May 2008,						
Layout: PRT_PreBi		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	
Page: 1		Baker CHOU01 2 Students in Family					Current Baker Family Balance : \$25291.30	
Total: ?		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	
Script: Continue		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	
							Building Fund Amount	
		Printed: 30/05/2008 - 1:18:50 PM						

RECEIPTING

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

The screenshot displays the Denbigh Administration Finance Screen. At the top right, the Denbigh Administration logo is visible. The main menu is organized into several categories: Family Accounts, Current Student Accounts, and Future Student Accounts. Under Current Student Accounts, the Receipting option is circled in red. Other options in the menu include Billing, Receipt Payments, Review Batch, Paymart, Statements, BPay, Reports, Print Deposit Sheet, Print Bank Summary, View Data, Receipts Issued, Admin Functions, and Finance Correspondence. On the right side, there is a Reminders panel with two entries, each marked as 'Actioned'. The first entry is dated 20/1/2014 and mentions 'Waters, Greg' and 'Ring to confirm tour'. The second entry is dated 1/5/2014 and mentions 'Melbusch, Mitchell' and 'Collect Assignment'. A 'View my reminders' button is located at the bottom of the Reminders panel.

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.

Enter Payments

Current Batch

Family Account Information

Family ID Family Detail

Current Balance

Discount On Invoice

1% Prompt Payment

Details of Receipt

Credit Card

Cheque

Cash

EFTPOS

Direct Debit

BPay

Bank Transfer

Payroll Deduction

Receipt Date

BSB Bank Branch

Cheque No Drawer

Type of Payment Details Amount Received

Optional Payments

Acceptance Fee

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Check Payment Type

Invoice/Statement History				
Inv #	Due Date	GST	Total	Include BFI

Debtor Transaction History			
Item Date	Item	GST	Include BFI

Print Receipt

Current Batch

Additional

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Family Account Information

Family ID: 100003 Family Detail: Mr G Styles and Mrs N Edwards

Current Balance: _____

Family Detail: Yvonne Grace SGM

Discount On Invoice

_____ 1% Prompt Payment **Raise PPD Credit**

Details of Receipt

Credit Card Cheque

Cash

EFTPOS

Direct Debit

BPay

Bank Transfer

Payroll Deduction

Receipt Date: 19/06/2014

BSB: _____ Bank: _____ Branch: _____

Cheque No: _____ Drawer: _____

Type of Payment: Amount Received:

Allocate

Invoice/Statement History				
Inv #	Due Date	GST	Total	Include BFI
34504	22/05/2014	\$80.00	\$13,902.00	\$14,602.00
34061	11/03/2011	\$80.00	\$6,486.00	\$7,186.00
34004	24/07/2010		\$170.00	\$170.00
33973	5/03/2010	\$0.00	\$105.00	\$105.00
33123	20/06/2009	\$15.00	\$230.00	\$230.00

Debtor Transaction History				
Item Date	Item	GST	Include BFI	
24/04/2014	Cheque Pymt - Mr & Mrs Smith - Rcpt: 16687	\$0.00	-\$13,802.00	
24/04/2014	Tuition Prompt Payment Discount	\$0.00	-\$100.00	
23/04/2014	Building Fund		\$700.00	
23/04/2014	Tuition Fee - Year 5		\$5,736.00	
23/04/2014	Tuition Assist Fee - Year 5	\$80.00	\$880.00	
23/04/2014	Parents & Friends Association		\$100.00	

Print Receipt

Cancel **Post Receipt**

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.

Additional

<input type="checkbox"/>	
	Enrolment Deposit
<input type="checkbox"/>	
	Application Fee
<input type="checkbox"/>	
	Building & Development Fund
<input type="checkbox"/>	
	Capital Contribution
<input type="checkbox"/>	
	Library Fund

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.

Details of Receipt

<input type="radio"/> Credit Card <input type="radio"/> Cheque <input type="radio"/> Cash <input type="radio"/> EFTPOS <input type="radio"/> Direct Debit <input type="radio"/> BPay <input type="radio"/> Bank Transfer <input type="radio"/> Payroll Deduction	<input type="text" value="4/12/2008"/>	
	Receipt Date	
	<input type="text"/> <input type="text"/> <input type="text"/>	
	BSB Bank Branch	
	<input type="text"/> <input type="text"/>	
	Cheque No Drawer	
	<input type="text"/> <input type="text"/>	
	<input type="button" value="set"/> <input type="text"/> <input type="button" value="set"/> <input type="text"/>	
Type of Payment	Details	Amount Received

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

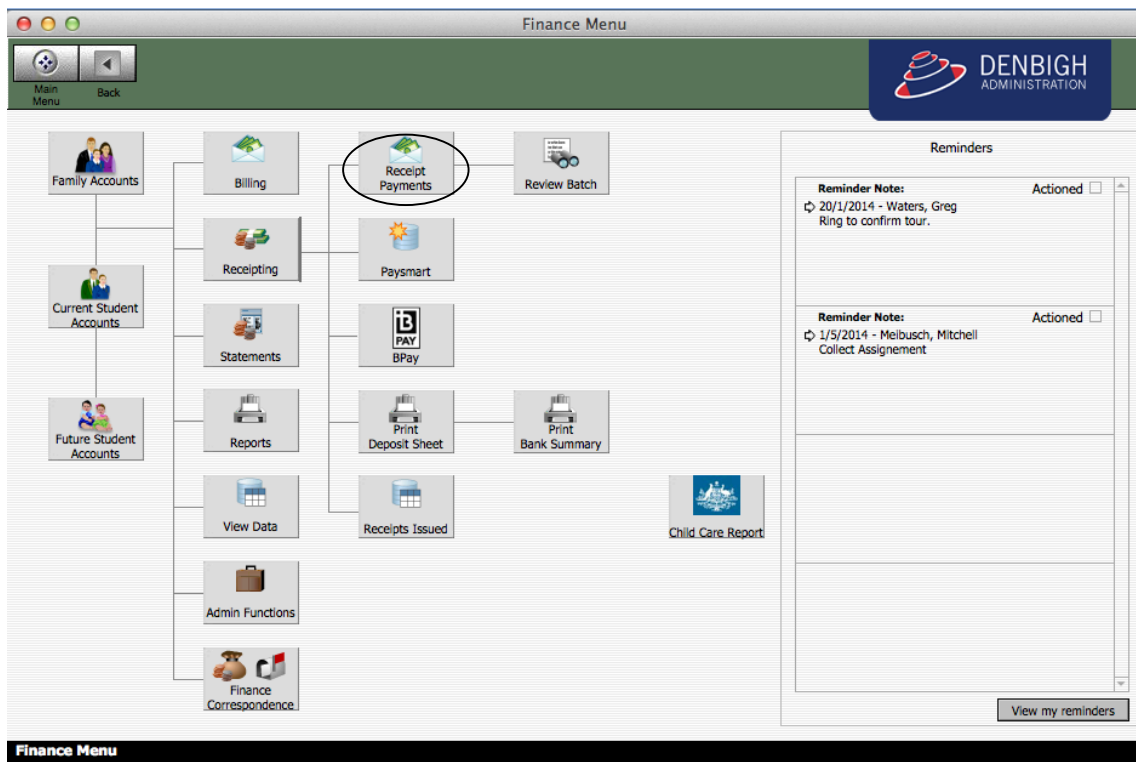
This portal presents all posted transactions (debits, credits and receipts) that have been posted for this family. Prebilling items are not presented.

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.

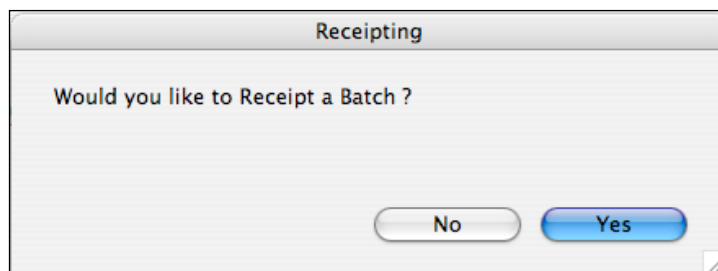
Receipt Payment

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

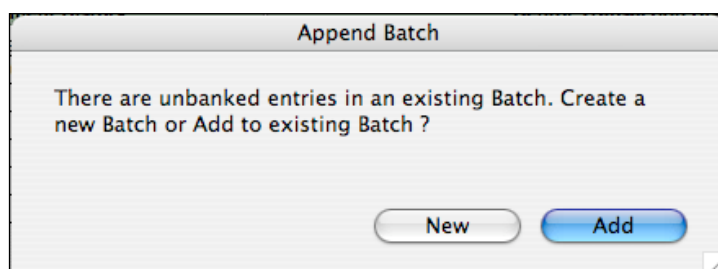


To receipt several payments (like processing payments that have been received in the mail), click on the Receipt Payment button.

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.

Enter Payments

Debtor: Batch Detail: 25651 - Banking Batch - 06/26/2014 - Created by Sally Hill

Date: 26/06/2014

Family ID:

From:

Students in Family:

Current Balance: Payment Type: Details

Details: set

Amount:

Unallocated Balance:

Invoice No	Date	Description	Gross Total	Outstanding	Pay
Total :					

Optional Payments

Acceptance Fee

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Print Receipt

End Batch Next Payment

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.

Enter Payments

Debtor: Batch Detail: 25651 - Banking Batch - 06/26/2014 - Created by Sally Hill

Date: 26/06/2014

Family ID:

From: HAN12 Abbott, Mr T H and Mrs E H Abbott
DUNN02 Adams, Mr B and Mrs H Adams
101258 Aggarwal, Mr G R Aggarwal and Ms T A Spong
PICKENS01 Aistrophe, Mr D J and Mrs M F Aistrophe
YU04 Al Ghardaqa, Mr Y Al Ghardaqa and Mrs P Badcock
ANG02 Al-Hejailan, Mr F H and Mrs P L Al-Hejailan
CHI03 Al-Nahedh, Mr C M A and Mrs M L Al-Nahedh
LAU02 Al-naser, Dr C W W and Mrs J Al-naser
BATTEN01 Al-Suweidi, Mr A V and Mrs K Al-Suweidi
WASKIN01 Al-Tamimi, Mr M and Mrs S Al-Tamimi
VICI01 Alameddine, Dr R S Alameddine and Mrs A Trevanion
MCGEARY01 Alaraji, Mr T J and Mrs C C M Alaraji
VIGLIANTI Alexander, Mr F Alexander and Mrs J Davies
100911 Allan, Mr P Allan and Ms S Chen
RIDDELL01 Allnutt, Mr K and Mrs B Allnutt
CALANDRA01 Alsudairy, Mr N and Mrs F Alsudairy
WONG35 Ambrusch, Mr F and Mrs M Ambrusch
NGUYENP01 Anderson, Dr B and Mrs S Anderson
DICKSON03 Anderson, Dr B Anderson and Ms D Baker
BULL01 Anderson, Mr P and Mrs T Anderson
DESPIERR01 Anderson, Mr A and Mrs C Anderson
DESILVA01 Anderson, Mr and Mrs G Anderson

Current Balance:

Details:

Amount:

Unallocated Balance:

Invoice No	Date	Description	Gross Total	Outstanding	Pay
Total :					

Optional Payments

Acceptance Fee

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Print Receipt

End Batch Next Payment

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

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

Enter Payments

Debtor: Batch Detail : 25651 - Banking Batch - 06/26/2014 - Created by Sally Hill

Date : 26/06/2014

Family ID : 100911

From : Mr P Allan and Ms S Chen
1 John St
Sydney NSW 2000

Current Balance : \$2,050.55 Payment Type : Details

Details: set

Amount:

Optional Payments

Acceptance Fee

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Invoice No	Date	Description	Gross Total	Outstanding	Pay
34602	23/4/2014	Building Fund	\$700.00	\$700.00	\$0.00
33220	20/4/2009	Tuition Assist Fee - Year 12	\$610.50	\$610.50	\$0.00
33220	20/4/2009	Tuition Fee - Year 12	\$2,367.90	\$346.30	\$0.00
34602	23/4/2014	Parents & Friends Association	\$50.00	\$50.00	\$0.00
34159	23/10/201	Parents & Friends Association	\$50.00	\$50.00	\$0.00
33220	30/4/2009	Excursion Jnr Sch Canberra	\$41.25	\$41.25	\$0.00
33220	29/4/2009	DOE First Aid Course	\$32.50	\$32.50	\$0.00
Total :					

Check Payment Type

Print Receipt

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.

Create PPD credit

Family Account Information

ATTIA01 Dr M and Mrs L Graham
Family ID Family Detail

Details of Charge

4/12/2008
Item Date

TUITDIS Tuition Prompt Payment Discount
Billing Code Item Description

\$161.00
Amount

This transaction will be posted as a **Credit** charge to the Debtors ledger.

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 Deduction

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.

Current Batch

25402 Banking Batch - 12/04/2008

Family Account Information

ATTIA01 Dr M and Mrs L Graham
Family ID Family Detail

\$31,837.10
Current Balance

Discount On Invoice

\$161.00 1% Prompt Payment

Details of Receipt

Credit Card
 Cheque
 Cash
 EFTPOS
 Direct Debit
 BPay
 Bank Transfer
 Payroll Deduction

4/12/2008
Receipt Date

BSB Bank Branch

Cheque No Drawer

set: Dr M and Mrs L Graham set: \$1,000.00
Type of Payment Details Amount Received

Additional

Enrolment Deposit

Application Fee

Building & Development Fund

Capital Contribution

Library Fund

Invoice/Statement History				
Inv #	Due Date	GST	Total	Include BFI
26314	29/01/2008	\$317.50	\$31,998.10	\$31,998.10
23411	31/12/2007	\$300.00	\$15,902.80	\$16,602.80
23831	31/12/2007		\$15,902.80	\$15,902.80

Debtor Transaction History			
Item Date	Item	GST	Include BFI
4/12/2008	Tuition Prompt Payment Discount	\$0.00	-\$161.00
29/01/2008	Tuition Fee - Year 7		\$6,402.00
29/01/2008	Tuition Assist Fee - Year 7	\$145.00	\$1,595.00
29/01/2008	Sibling Discount Second and subsequent	\$0.00	-\$640.20
29/01/2008	Parents & Friends Association		\$100.00
29/01/2008	Tuition Fee - Year 9		\$6,741.00

Print Receipt

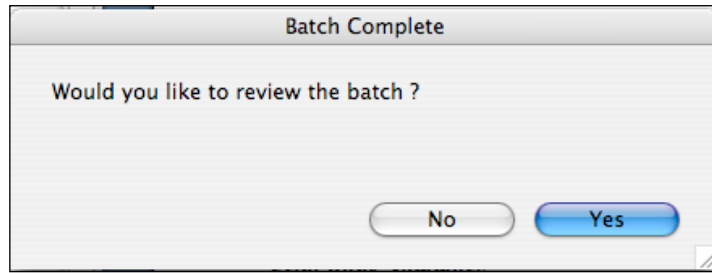
Cancel Post Receipt

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.

Cancel Current Transaction

You have not completed this Transaction. Would you like to Complete this first or end Batch ?

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.



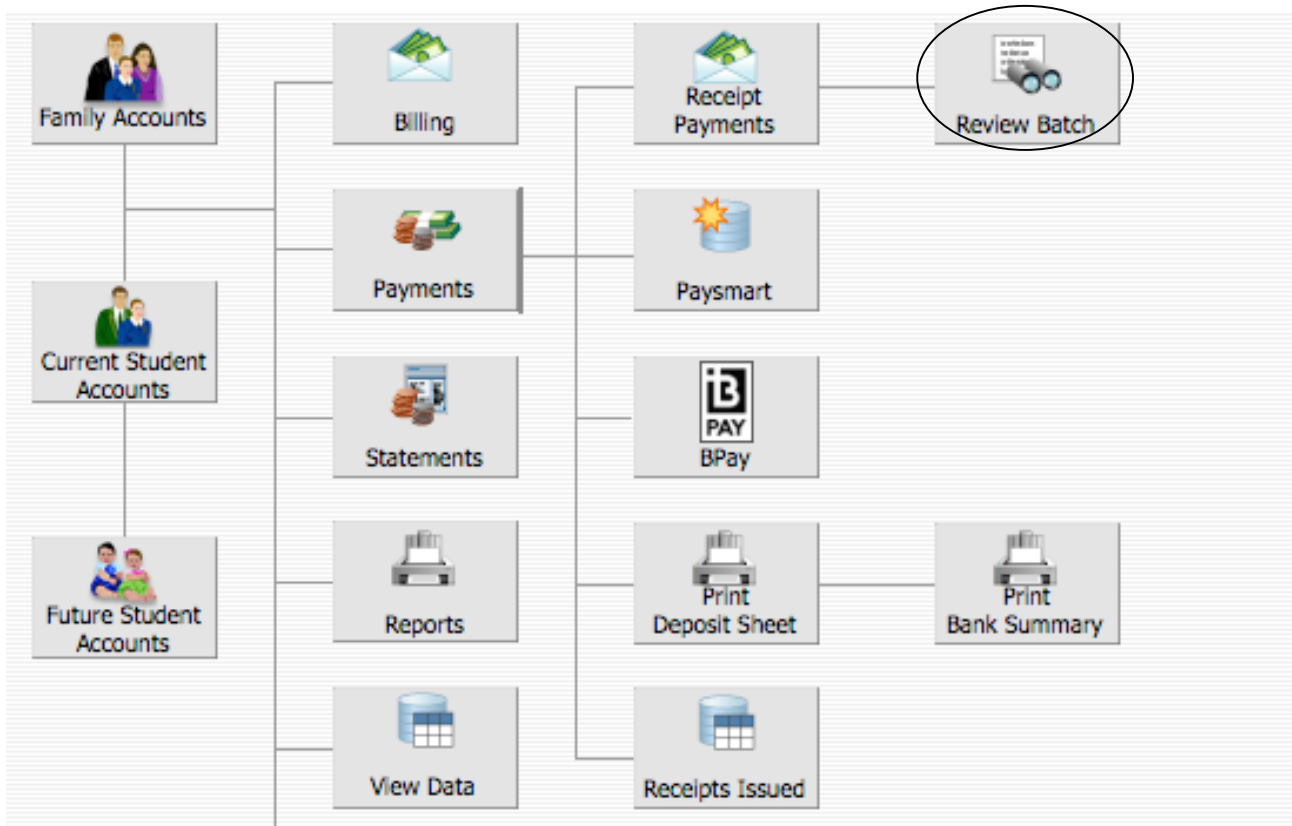
38. If you click on No you will be returned to the Finance Menu.

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.

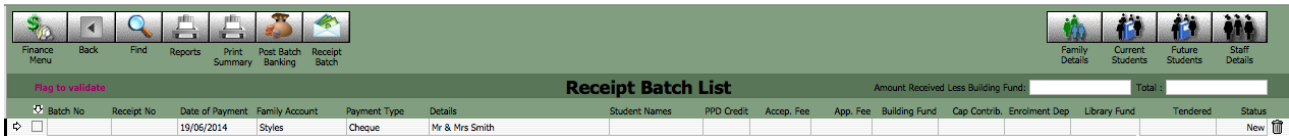
Receipt Batch List										Amount Received Less Building Fund: \$1,000.00		Total: \$1,000.00			
Batch No	Receipt No	Date of Payment	Family Account	Payment Type	Details	Student Names	PPD Credit	Accep. Fee	App. Fee	Building Fund	Cap Contrib.	Enrolment Dep	Library Fund	Tendered	Status
<input type="checkbox"/>	25402	4/12/2008	Graham	Cash	Dr. M and Mrs L Graham									\$1,000.00	New

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

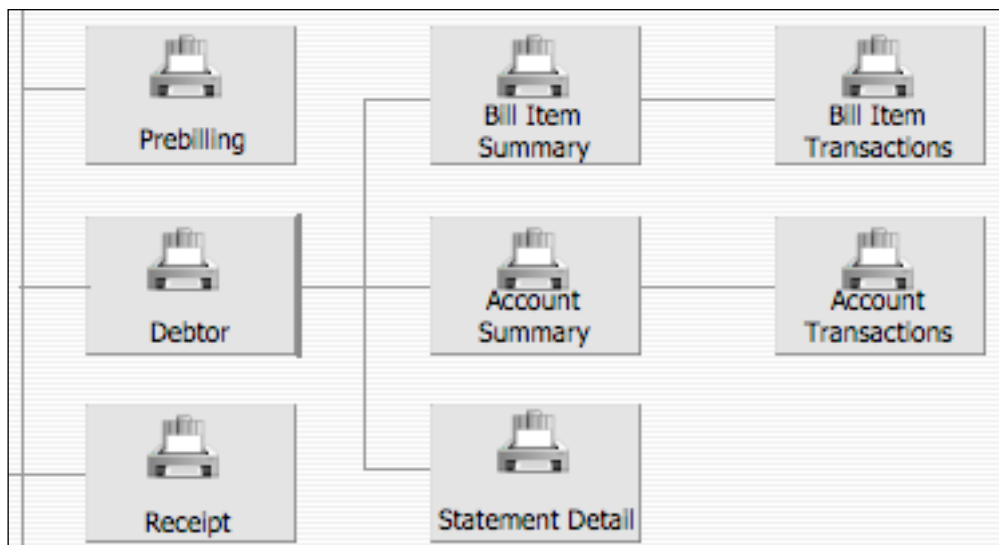
Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

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.



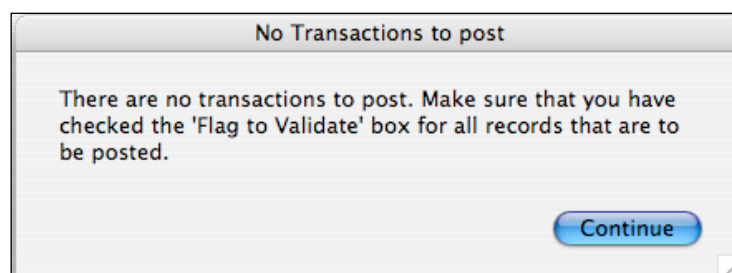
NEW FINANCE The Denbigh Demonstration School
Batch / Voucher Summary

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.



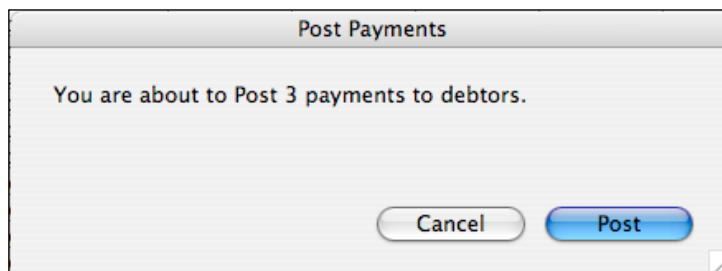
2. Click on Continue to be returned to the list screen.
3. Check the 'Flag to validate' field beside all the transactions that you wish to post.

Receipt Batch List											Amount Received Less Optional Payment:	\$3,948.31	Total:	\$5,848.31
Flag to validate	Receipt No	Payment Date	Batch No	Family ID	Family Name	Payment Type	Details	App. Fee	Building Fund	Enrol Deposit	Library Fund	Tendered	Status	
<input type="checkbox"/>				100006	LAU02 Al-naser	Cash	Dr C W W and Mrs J Al-naser	\$50.00	\$75.00	\$800.00		\$1,925.00	New	
<input type="checkbox"/>				100003	Styles	Cash	Mr W G R and Dr L K Daniell						New	
<input checked="" type="checkbox"/>				100003	Styles	Cash	Mr & Mrs Smith					\$1,032.33	New	
<input type="checkbox"/>				100006	Smythe	Cash	Mr K S and Mrs J S Smythe					\$838.20	New	
<input type="checkbox"/>				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 Batch List											Amount Received Less Optional Payment:	\$3,948.31	Total:	\$5,848.31
Flag to validate	Receipt No	Payment Date	Batch No	Family ID	Family Name	Payment Type	Details	App. Fee	Building Fund	Enrol Deposit	Library Fund	Tendered	Status	
<input checked="" type="checkbox"/>				100006	LAU02 Al-naser	Cash	Dr C W W and Mrs J Al-naser	\$50.00	\$75.00	\$800.00		\$1,925.00	New	
<input checked="" type="checkbox"/>				100003	Styles	Cash	Mr & Mrs Smith					\$1,032.33	New	
<input checked="" type="checkbox"/>				100006	Smythe	Cash	Mr K S and Mrs J S Smythe					\$838.20	New	
<input checked="" type="checkbox"/>				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.

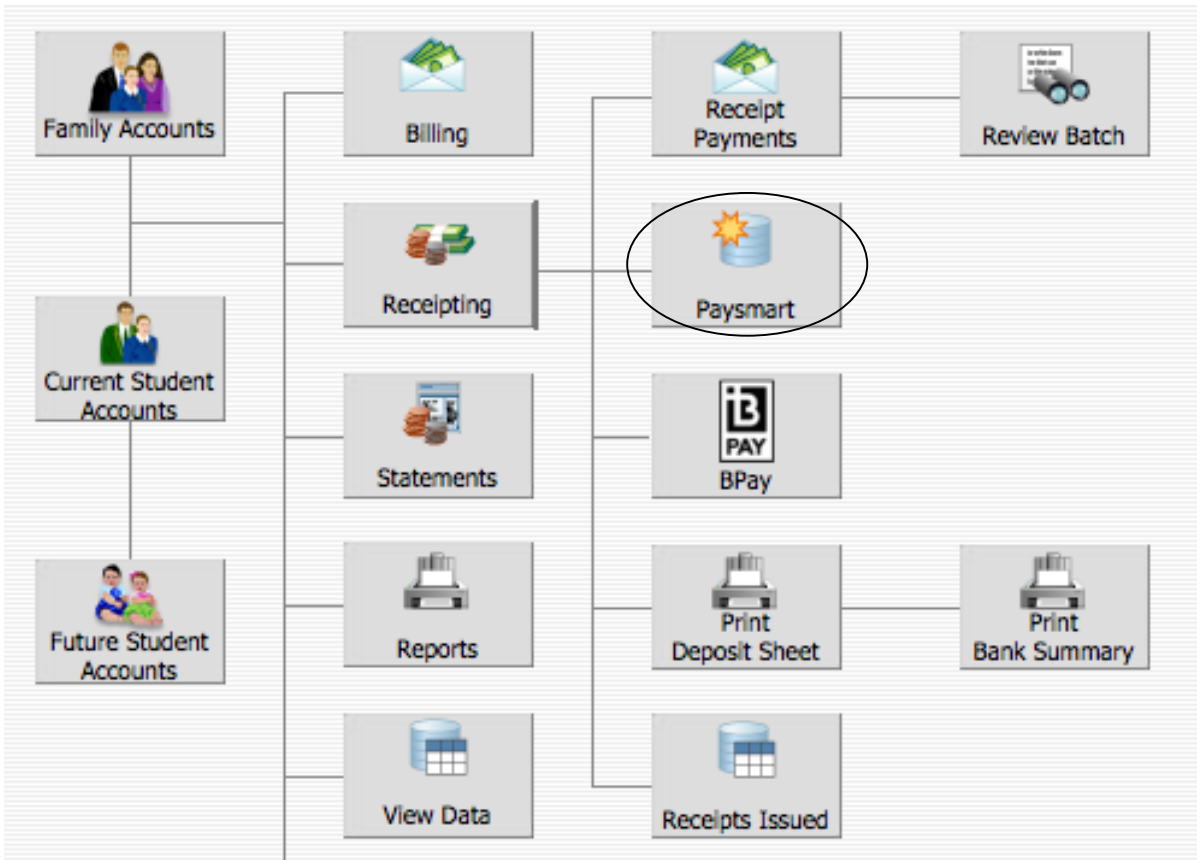
To Edit a Payment

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

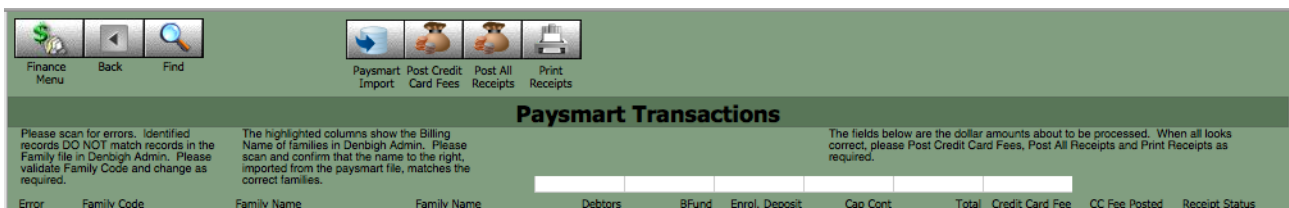
To access Paysmart go to Finance Menu; Receipting; Paysmart.



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.

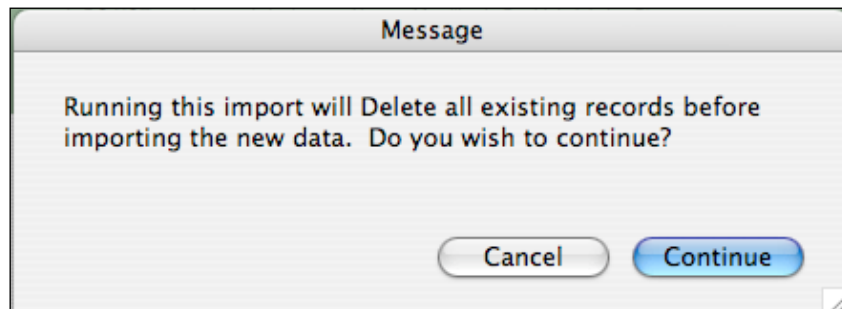
Find

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.

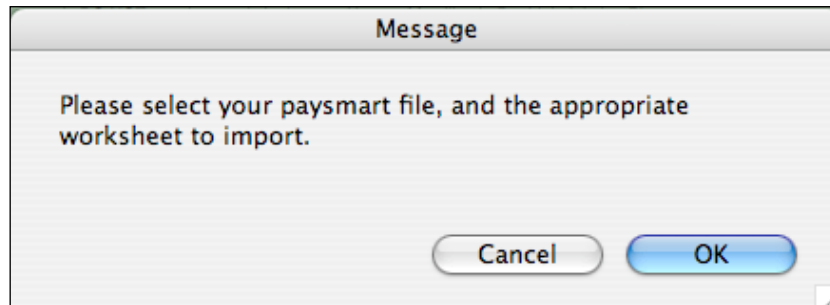
Paysmart Import

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

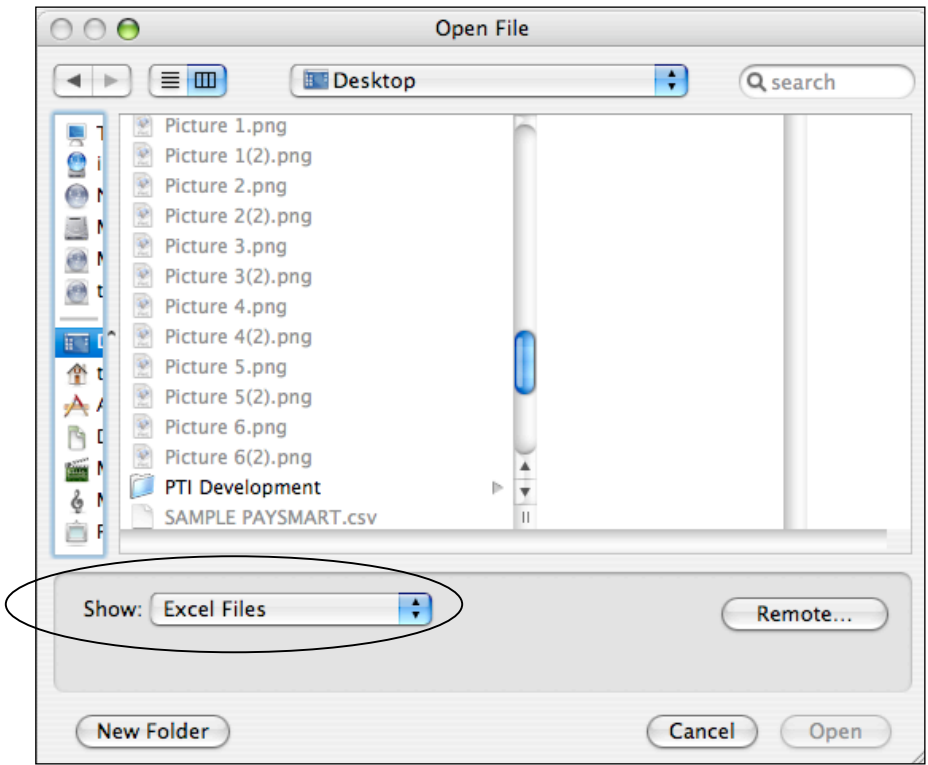
1. Click on the Paysmart Import button.
2. You will be presented with the following dialogue, click Continue. Please note that the Paysmart module only contains temporary data. That is data is imported into this module before being posted and recorded in the database proper.



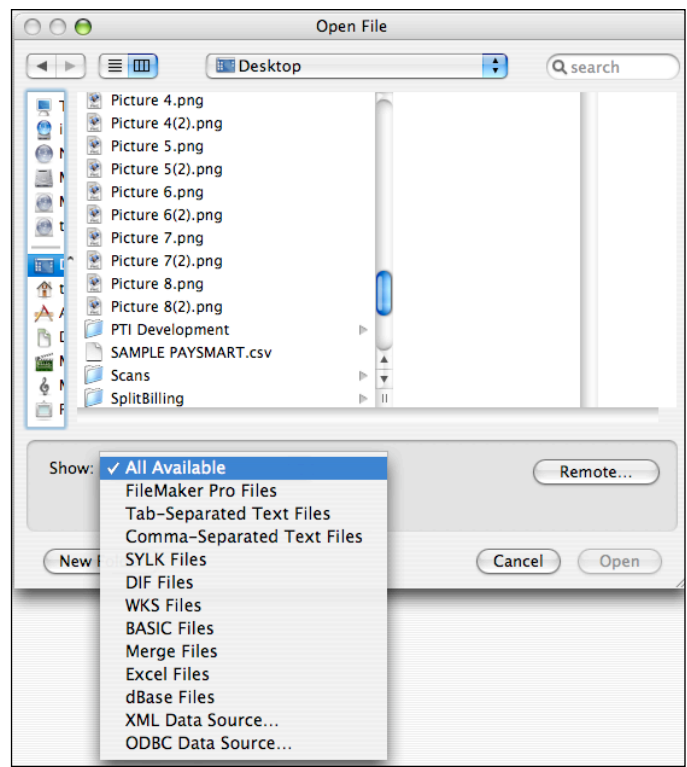
3. You will then receive another dialogue box advising that you are about to import a file, you can still cancel the processes at this stage by clicking on the Cancel button.
4. Click on the OK button



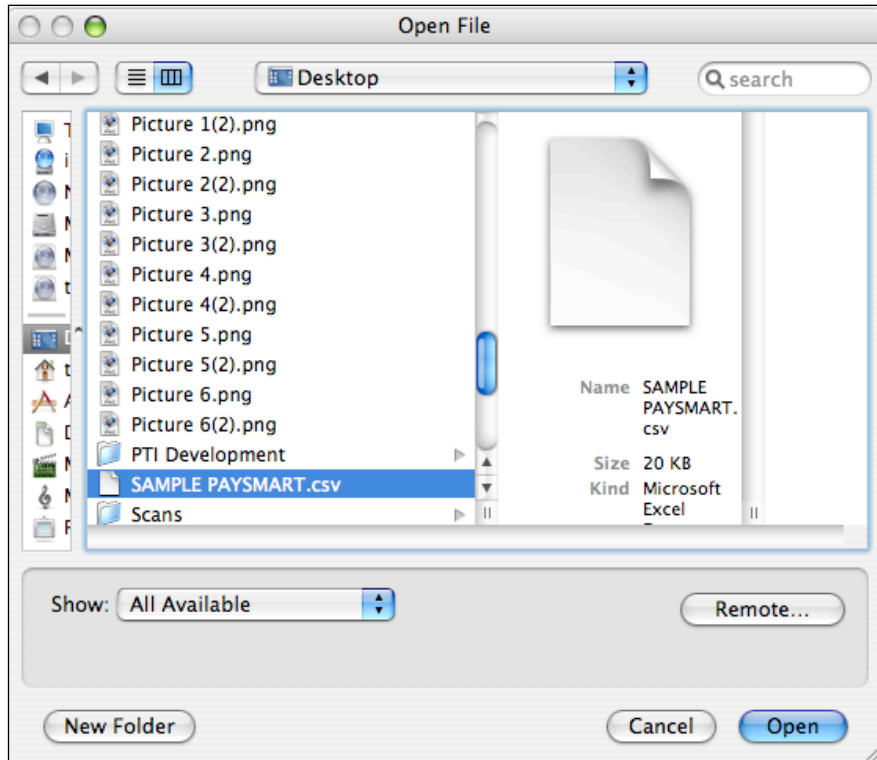
5. You will be presented with the file opening dialogue. Navigate to the appropriate file for import.



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.

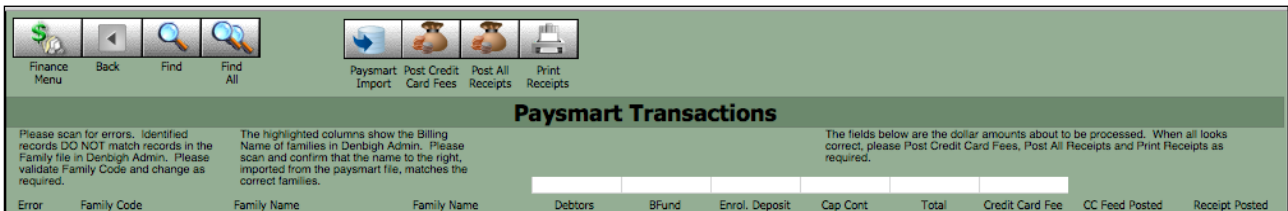


8. Click on the appropriate file, then on the Open button.



9. The records will be imported into the table.

10. You will be returned to the Payscale 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.

Finance Menu Back Find Find All Payscale Import Post Credit Card Fees Post All Receipts Print Receipts

Payscale Tran

Please scan for errors. Identified records DO NOT match records in the Family file in Denbigh Admin. Please validate Family Code and change as required.

The highlighted columns show the Billing Name of families in Denbigh Admin. Please scan and confirm that the name to the right, imported from the paysmart file, matches the correct families.

Error	Family Code	Family Name	Family Name	Debtors	BFund
	100003	Mr & Mrs Smith	Smith	\$491.60	
	GOLLAN	Mr G and Mrs E Park	Park	\$192.12	
	HANN12		ABOTT	\$366.73	
	MAGGIO01	Mr R P and Mrs L Prosser	Prosser	\$377.65	

\$1,428.10

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 Payscale 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.

Finance Menu Back Find Find All Payscale Import Post Credit Card Fees Post All Receipts Print Receipts

Payscale Tran

Please scan for errors. Identified records DO NOT match records in the Family file in Denbigh Admin. Please validate Family Code and change as required.

The highlighted columns show the Billing Name of families in Denbigh Admin. Please scan and confirm that the name to the right, imported from the paysmart file, matches the correct families.

Error	Family Code	Family Name	Family Name	Debtors	BFund
	100003	Mr & Mrs Smith	Smith	\$491.60	
	GOLLAN	Mr G and Mrs E Park	Park	\$192.12	
	HAN12	Mr T H and Mrs E H Abbott	ABOTT	\$366.73	
	MAGGIO01	Mr R P and Mrs L Prosser	Prosser	\$377.65	

\$1,428.10

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

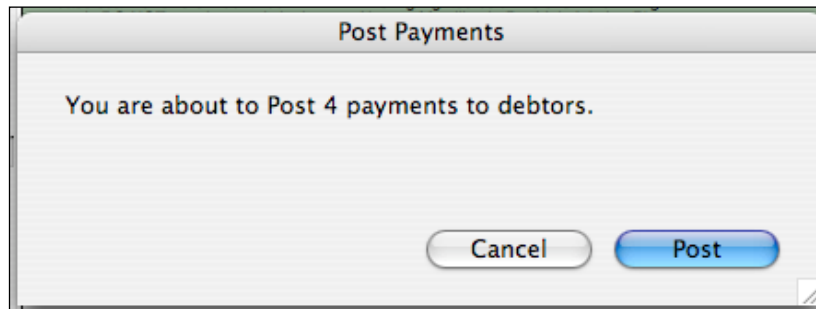
Post Credit Card Fees

Will post all credit card fees, only.

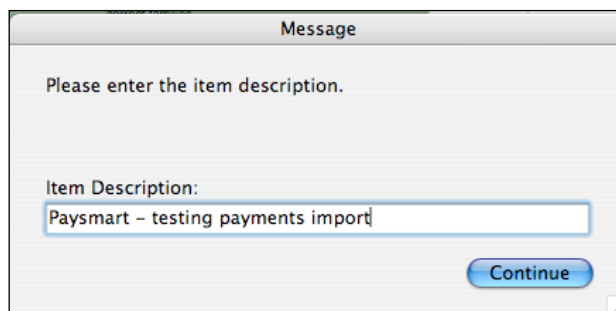
Post All Receipts

1. Click on the Post All Receipts button.

- 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.



- Click on the Post button to proceed.
- 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.







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

Error	Family Code	Family Name	Family Name	Debtors	BFund	Enrol. Deposit	Cap Cont	Total	Credit Card Fee	CC Feed Posted	Receipt Status
				\$1,428.10				\$1,428.10			
	100003	Mr & Mrs Smith	Smith	\$491.60				\$491.60			Received & Posted
	GOLLAN	Mr G and Mrs E Park	Park	\$192.12				\$192.12			Received & Posted
	HAN12	Mr T H and Mrs E H Abbott	ABOTT	\$366.73				\$366.73			Received & Posted
	MAGGIO01	Mr R P and Mrs L Prosser	Prosser	\$377.65				\$377.65			Received & Posted

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

Batch No	Receipt No	Date of Payment	Family Account	Payment Type	Details	Student Names	PPD Credit	Accop. Fee	App. Fee	Building Fund	Cap Contrib.	Enrolment Dep	Library Fund	Tendered	Status
<input type="checkbox"/>	25425	16552	4/12/2008	Styles	Paysmart	Paysmart - testing Paysmart import								\$491.60	Received
<input type="checkbox"/>	25425	16553	4/12/2008	Park	Paysmart	Paysmart - testing Paysmart import								\$192.12	Received
<input type="checkbox"/>	25425	16554	4/12/2008	Abbott	Paysmart	Paysmart - testing Paysmart import								\$366.73	Received
<input type="checkbox"/>	25425	16555	4/12/2008	Prosser	Paysmart	Paysmart - testing Paysmart import								\$377.65	Received

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

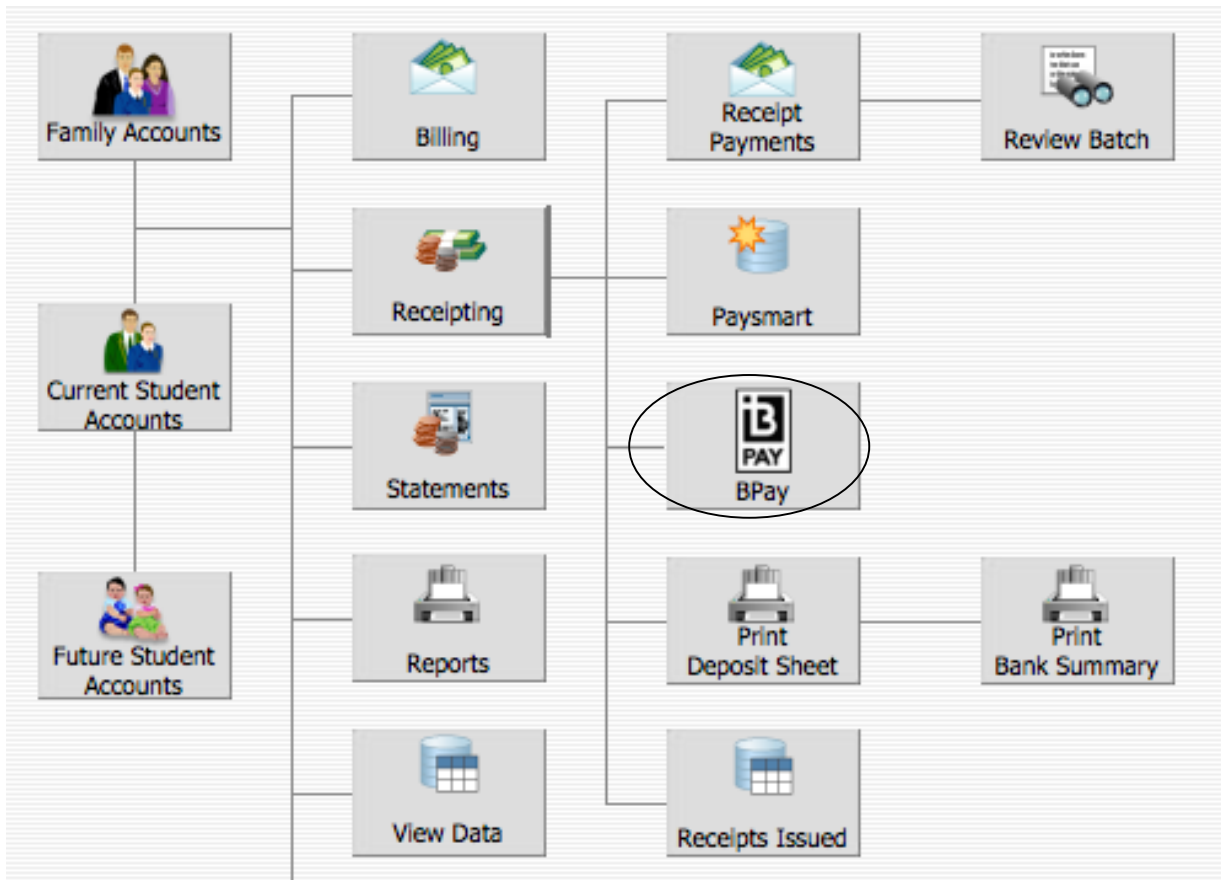
Receipts Issued																
Receipt No	Receipt Date	Batch No.	Family ID	Family Name	Payment Type	Details	Fee Student Names	Date Posted	Date Banked	Accept. Fee	App. Fee	Cap Contrib.	Enrol Deposit	Build. Fund	Debtor Amt	Total
 16552	4/12/2008	25425	100003	Styles	Paysmart	Paysmart - testing Paysmart import		4/12/2008							\$491.60	\$491.60
 16553	4/12/2008	25425	GOLLAN	Park	Paysmart	Paysmart - testing Paysmart import		4/12/2008							\$192.12	\$192.12
 16554	4/12/2008	25425	HAN12	Abbott	Paysmart	Paysmart - testing Paysmart import		4/12/2008							\$366.73	\$366.73
 16555	4/12/2008	25425	MAGGIO01	Prosser	Paysmart	Paysmart - testing Paysmart import		4/12/2008							\$377.65	\$377.65

Print Receipts

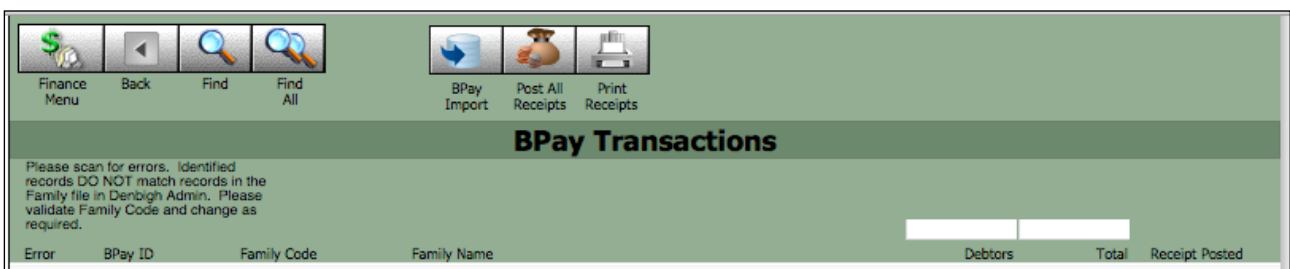
Click on this button and you will be presented with the Receipts Issued list view. To print a receipt click on the small printer icon to the left hand side of the row.

BPay

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

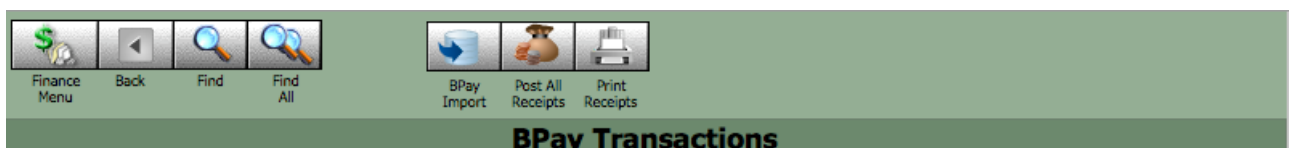


You will be presented with the BPay Transactions list view.



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.

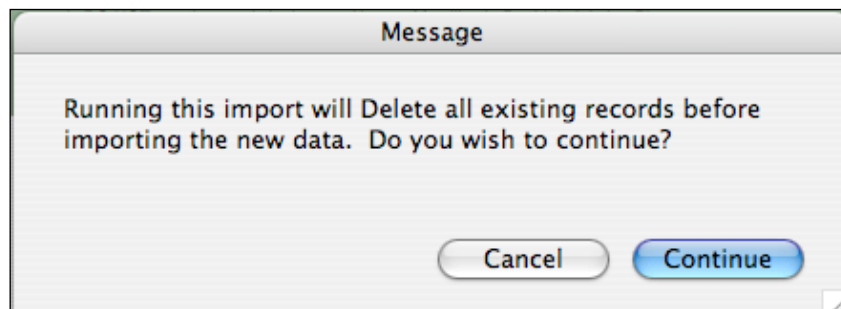
Find All

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.

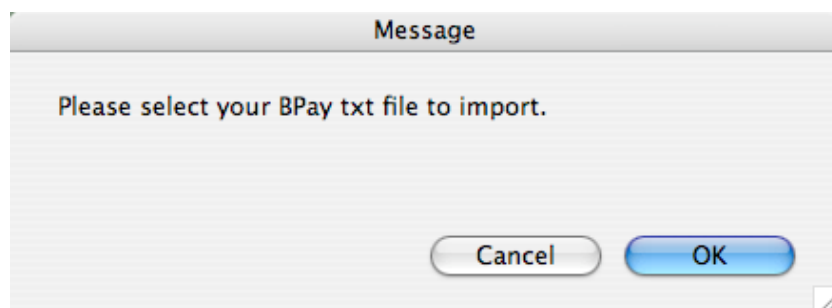
BPay Import

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

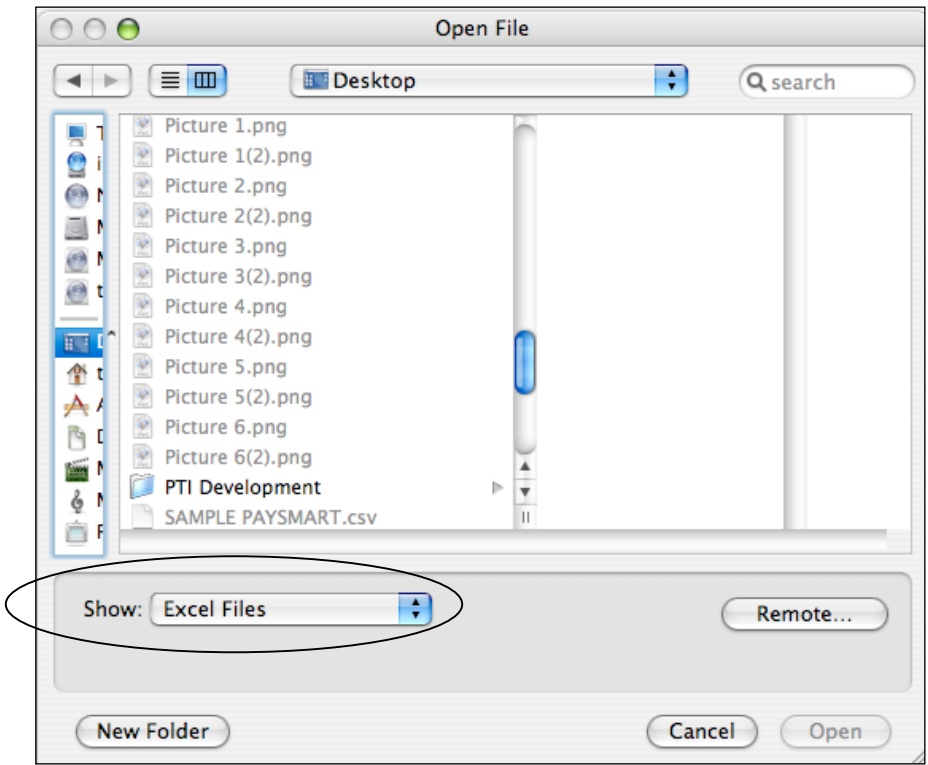
1. Click on the BPay Import button.
2. You will be presented with the following dialogue, click continue to Continue. Please note that the BPay module only contains temporary data. That is data is imported into this module before being posted and recorded in the database proper.



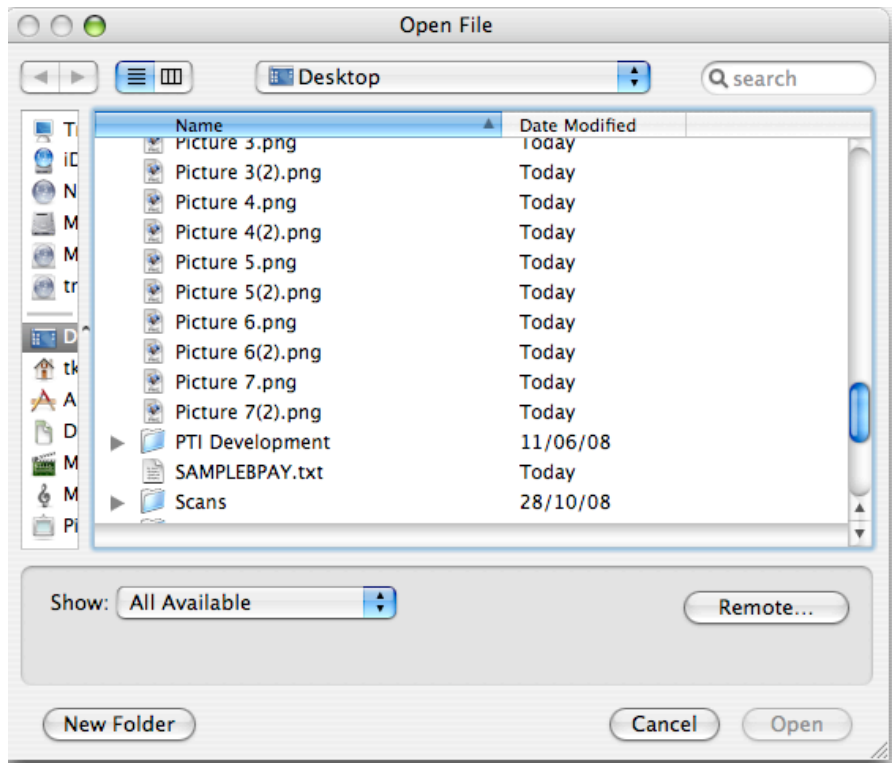
3. You will then receive another dialogue box advising that you are about to import a file, you can still cancel the processes at this stage by clicking on the Cancel button.
4. Click on the OK button



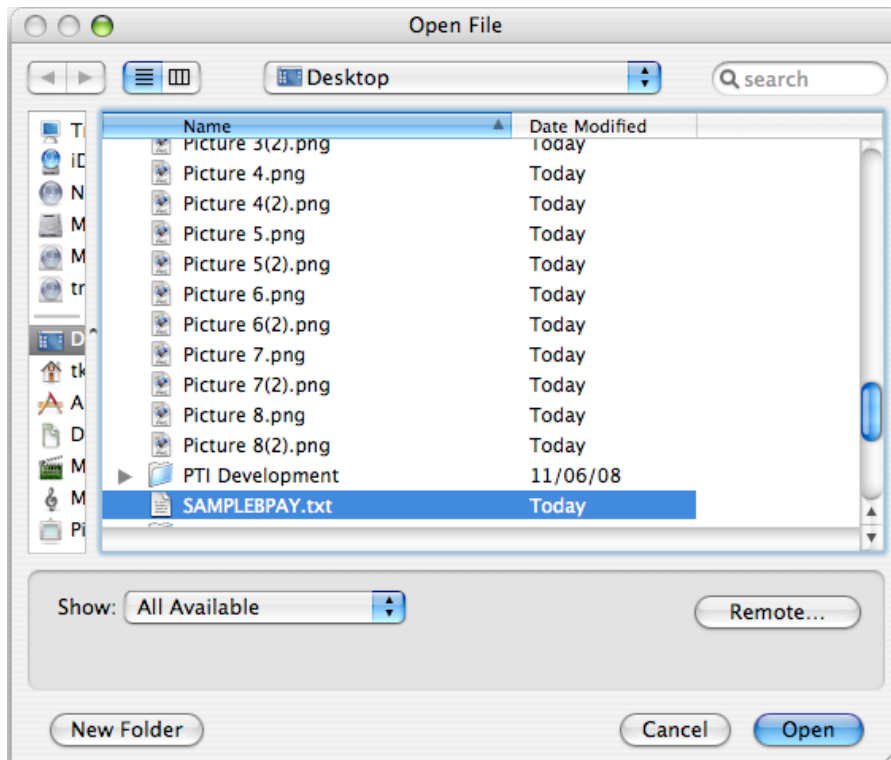
5. You will be presented with the file opening dialogue. Navigate to the appropriate file for import.



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 Payscale Transaction list view, showing all the imported transactions.

				\$12,360.25	\$12,360.25
Error	BPay ID	Family Code	Family Name	Debtors	Total
	1189919	HAN12	Mr T H and Mrs E H Abbott	\$5,530.00	\$5,530.00
	1189158	SOO02	Mr M and Mrs E McClintock	\$2,970.25	\$2,970.25
	100006039			\$200.00	\$200.00
	1189232	WANKA01	Mr K M and Mrs S Luck	\$300.00	\$300.00
	1189265	STU03	Mr W W Hunt and Mrs K C Whitton	\$1,800.00	\$1,800.00
	1189372	TRAVE01	Mr A A Gullett and Ms L C Weston-Davis	\$275.00	\$275.00
	1000020816			\$1,137.00	\$1,137.00
	1189406	SOLIM01	Drs S and L Fabricius	\$100.00	\$100.00
	1000022911			\$24.00	\$24.00
	1189448	LUX01	Mr S H Bell and Ms Y S F Petrie	\$24.00	\$24.00




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

Please scan for errors. Identified records DO NOT match records in the Family file in Denbigh Admin. Please validate Family Code and change as required.

Error	BPay ID	Family Code	Family Name
	1189919	HAN12	Mr T H and Mrs E H Abbott
	1189158	S0002	Mr M and Mrs E McClintock
	100006039		
	1189232	VANKA01	Mr K M and Mrs S Luck
	1189265	SIU03	Mr W W Hunt and Mrs K C Whitton
	1189372	TRAVE01	Mr A A Gullett and Ms L C Weston-Davis
	1000020816		
	1189406	SOLIM01	Drs S and L Fabricius
	1000022911		
	1189448	LIX01	Mr S H Bell and Ms Y S F Petrie

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.

Please scan for errors. Identified records DO NOT match records in the Family file in Denbigh Admin. Please validate Family Code and change as required.

Error	BPay ID	Family Code	Family Name
	1189919	HAN12	Mr T H and Mrs E H Abbott
	1189158	S0002	Mr M and Mrs E McClintock
	1189505		
	1189232	VANKA01	Mr K M and Mrs S Luck
	1189265	SIU03	Mr W W Hunt and Mrs K C Whitton
	1189372	TRAVE01	Mr A A Gullett and Ms L C Weston-Davis
	1000020816		
	1189406	SOLIM01	Drs S and L Fabricius
	1000022911		
	1189448	LIX01	Mr S H Bell and Ms Y S F Petrie

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

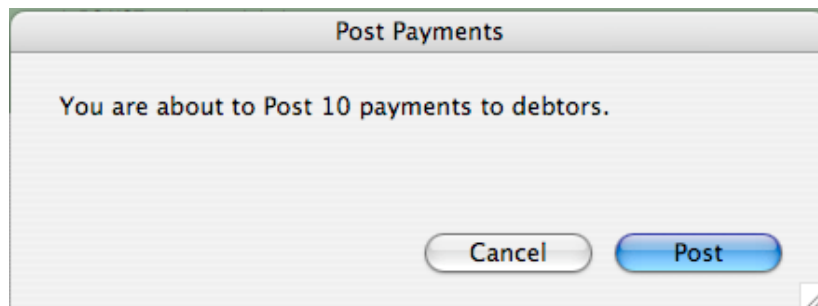
Please scan for errors. Identified records DO NOT match records in the Family file in Denbigh Admin. Please validate Family Code and change as required.

Error	BPay ID	Family Code	Family Name
	1189919	HAN12	Mr T H and Mrs E H Abbott
	1189158	SQQ02	Mr M and Mrs E McClintock
	1189505	WANG25	Mr E Darling and Dr X H Marjan
	1189232	VANKA01	Mr K M and Mrs S Luck
	1189265	SIU03	Mr W W Hunt and Mrs K C Whitton
	1189372	TRAVE01	Mr A A Gullett and Ms L C Weston-Davis
	1000020816		
	1189406	SOLIM01	Drs S and L Fabricius
	1000022911		
	1189448	LIX01	Mr S H Bell and Ms Y S F Petrie

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.

Error	BPay ID	Family Code	Family Name	Debtors	Total	Receipt Status
	1189919	HAN12	Mr T H and Mrs E H Abbott	\$5,530.00	\$5,530.00	Received & Posted
	1189158	SOO02	Mr M and Mrs E McClintock	\$2,970.25	\$2,970.25	Received & Posted
	1189505	WANG25	Mr E Darling and Dr X H Marjan	\$200.00	\$200.00	Received & Posted
	1189232	VANKA01	Mr K M and Mrs S Luck	\$300.00	\$300.00	Received & Posted
	1189265	SIU03	Mr W W Hunt and Mrs K C Whitton	\$1,800.00	\$1,800.00	Received & Posted
	1189372	TRAVE01	Mr A A Gullett and Ms L C Weston-Davis	\$275.00	\$275.00	Received & Posted
	1189570	VINEY01	Mr I and Mrs L E Koh	\$1,137.00	\$1,137.00	Received & Posted
	1189406	SOLIM01	Drs S and L Fabricius	\$100.00	\$100.00	Received & Posted
	1189604	LOWE01	Mr M and Ms G Osborne	\$24.00	\$24.00	Received & Posted
	1189448	LIX01	Mr S H Bell and Ms Y S F Petrie	\$24.00	\$24.00	Received & Posted

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

Batch No	Receipt No	Date of Payment	Family Account	Payment Type	Details	Student Names	PPD Credit	Accep. Fee	App. Fee	Building Fund	Cap Contrib.	Enrolment Dep	Library Fund	Tendered	Status
25426	16574	4/12/2008	Abbott	BPay	PBay Payment - 27/10/2008									\$5,530.00	Received
25426	16575	4/12/2008	McClintock	BPay	PBay Payment - 27/10/2008									\$2,970.25	Received
25426	16576	4/12/2008	Darling	BPay	PBay Payment - 27/10/2008									\$200.00	Received
25426	16577	4/12/2008	Luck	BPay	PBay Payment - 27/10/2008									\$300.00	Received
25426	16578	4/12/2008	Hunt	BPay	PBay Payment - 27/10/2008									\$1,800.00	Received
25426	16579	4/12/2008	Gullett	BPay	PBay Payment - 27/10/2008									\$275.00	Received
25426	16580	4/12/2008	Koh	BPay	PBay Payment - 27/10/2008									\$1,137.00	Received
25426	16581	4/12/2008	Fabricius	BPay	PBay Payment - 27/10/2008									\$100.00	Received
25426	16582	4/12/2008	Osborne	BPay	PBay Payment - 27/10/2008									\$24.00	Received
25426	16583	4/12/2008	Bell	BPay	PBay Payment - 27/10/2008									\$24.00	Received

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

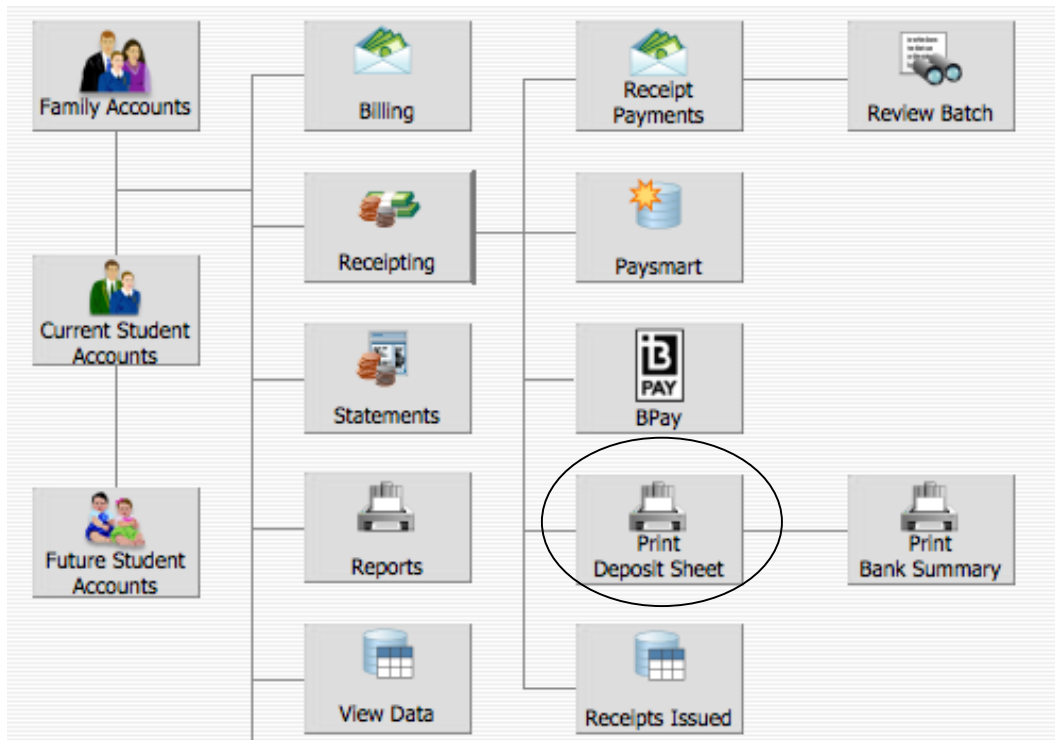
Receipt No	Receipt Date	Batch No.	Family ID	Family Name	Payment Type	Details	Fee Student Names	Date Posted	Date Banked	Accept. Fee	App. Fee	Cap Contrib.	Enrol Deposit	Build. Fund	Debtor Amt	Total
16574	4/12/2008	25426	HAN12	Abbott	BPay	PBay Payment - 27/10/2008		4/12/2008							\$5,530.00	\$5,530.00
16575	4/12/2008	25426	SOO02	McClintock	BPay	PBay Payment - 27/10/2008		4/12/2008							\$2,970.25	\$2,970.25
16576	4/12/2008	25426	WANG25	Darling	BPay	PBay Payment - 27/10/2008		4/12/2008							\$200.00	\$200.00
16577	4/12/2008	25426	VANKA01	Luck	BPay	PBay Payment - 27/10/2008		4/12/2008							\$300.00	\$300.00
16578	4/12/2008	25426	SIU03	Hunt	BPay	PBay Payment - 27/10/2008		4/12/2008							\$1,800.00	\$1,800.00
16579	4/12/2008	25426	TRAVE01	Gullett	BPay	PBay Payment - 27/10/2008		4/12/2008							\$275.00	\$275.00
16580	4/12/2008	25426	VINEY01	Koh	BPay	PBay Payment - 27/10/2008		4/12/2008							\$1,137.00	\$1,137.00
16581	4/12/2008	25426	SOLIM01	Fabricius	BPay	PBay Payment - 27/10/2008		4/12/2008							\$100.00	\$100.00
16582	4/12/2008	25426	LOWE01	Osborne	BPay	PBay Payment - 27/10/2008		4/12/2008							\$24.00	\$24.00
16583	4/12/2008	25426	LIX01	Bell	BPay	PBay Payment - 27/10/2008		4/12/2008							\$24.00	\$24.00

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.

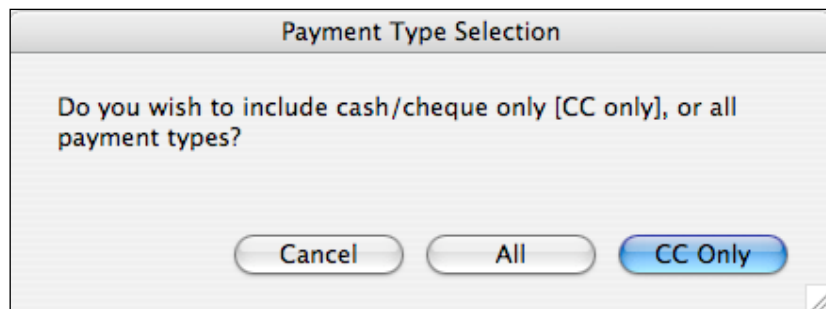
Print Deposit Sheet

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: \$ _____

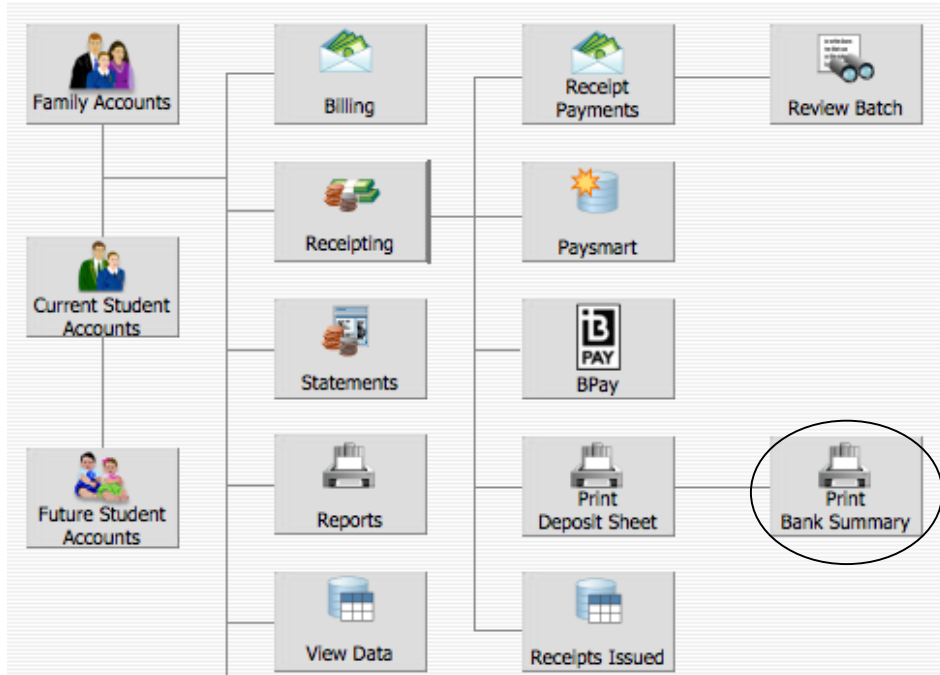
4. You will be presented with a sheet that can be used as a bank deposit sheet.
5. To print the report click on the Continue button on the top right hand side of the screen.
6. Then click on the Print button in the print dialogue box. The report will be printed.
7. You will then be presented with another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

Print Banking Summary

Please Select a Date Range

5/09/2008 5/09/2008
Start Date End Date

Cancel OK

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

- Click on the Continue button on the top right hand side of the screen and you will be presented with the print dialogue.
- 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

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
Receipts Issued														

Finance Menu

Returns you to the Finance Menu.

Back

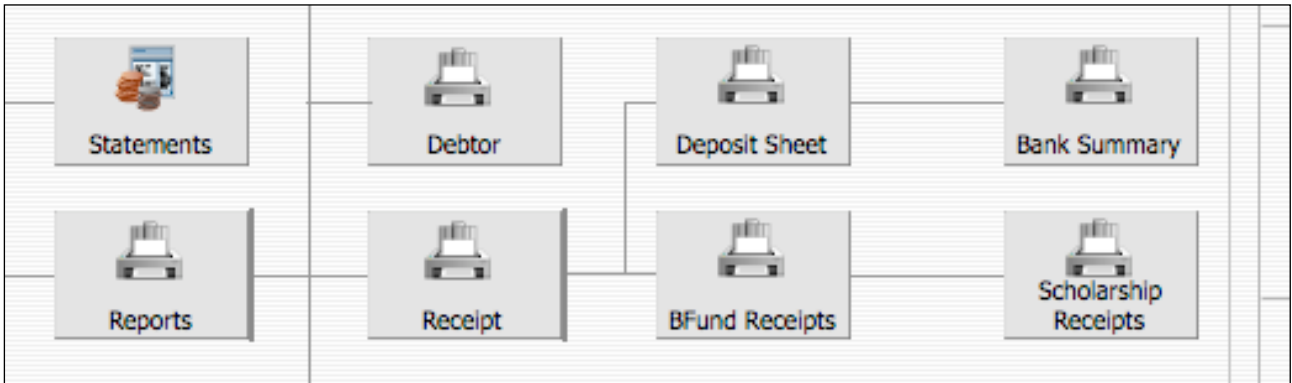
Is a functionality that works similarly to the back button found on web browser and imply returns you to your last screen. This functionality is not implemented on all systems.

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.

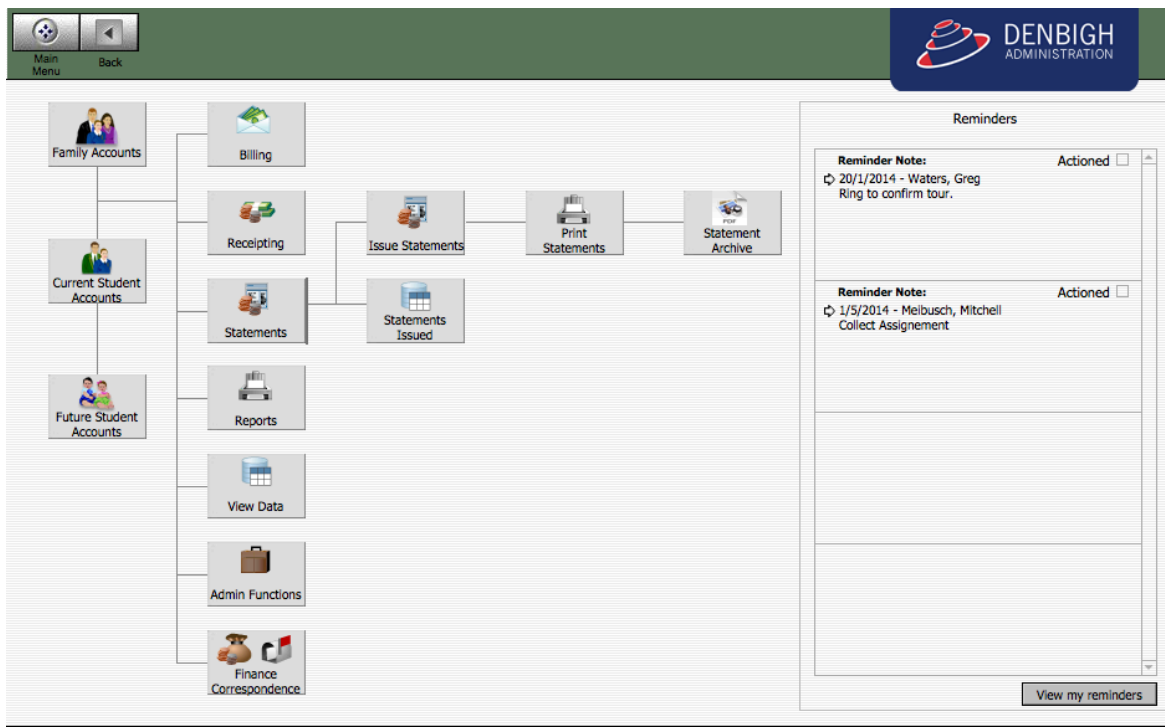
Print Receipts

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
16536	4/12/2008	25421	100003	Styles	Paysmart	Paysmart -		4/12/2008								
16527	4/12/2008	25421	GOLLAN	Park	Paysmart	Paysmart -		4/12/2008								
16528	4/12/2008	25421	HAN12	Abbott	Paysmart	Paysmart -		4/12/2008								
16529	4/12/2008	25421	MAGGIO01	Prosser	Paysmart	Paysmart -		4/12/2008								
16530	4/12/2008	25422	100003	Styles	Paysmart	Paysmart -		4/12/2008								
16531	4/12/2008	25422	GOLLAN	Park	Paysmart	Paysmart -		4/12/2008								
16532	4/12/2008	25422	HAN12	Abbott	Paysmart	Paysmart -		4/12/2008								
16533	4/12/2008	25422	MAGGIO01	Prosser	Paysmart	Paysmart -		4/12/2008								
16534	4/12/2008	25423	100003	Styles	Paysmart	Paysmart - testing Paysmart import		4/12/2008								
16535	4/12/2008	25423	GOLLAN	Park	Paysmart	Paysmart - testing Paysmart import		4/12/2008								
16536	4/12/2008	25423	HAN12	Abbott	Paysmart	Paysmart - testing Paysmart import		4/12/2008								

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.

The 'Issue New Statements' dialog box is shown with the following fields and options:

- Statement Detail:** A text box containing 'Period 3 2008' with the label 'Current Billing Period' below it.
- Statement Dates:** Three date pickers: 'Statement Date : 05/09/2008', 'Due Date : 5/10/2008', and 'Prompt Payment Date : 21/10/2008'.
- Issue Options:** Two radio buttons: 'All Families with Outstanding Balance' and 'PreBilling Only'.
- Statement Comment:** A text area containing the text 'testing a new comment'.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom right.

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

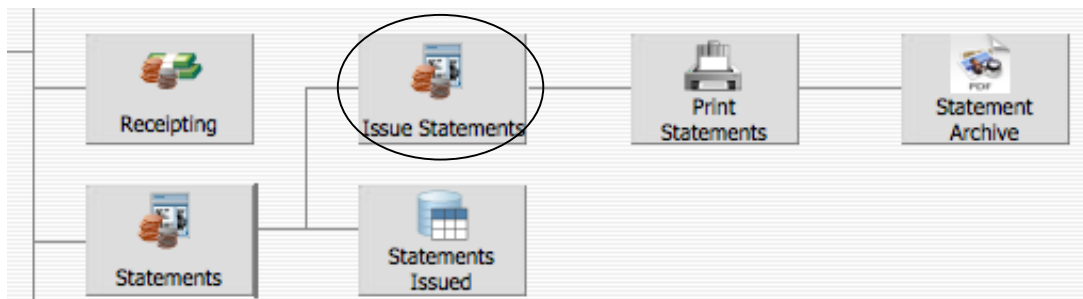
This section presents all the dates that are presented on the statements – these dates are presented with the dates last entered when statements were generated. The Statement Date being the date that is showing on the invoice, the Due Date being the date that payment is due and the Prompt Payment Date 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.

<p>Statement Detail</p> <p>Stage 2 2014 Current Billing Period</p>	<p>Statement Dates</p> <p>Statement Date : 9/07/2014 Due Date : 6/08/2014 Prompt Payment Date : 6/08/2014</p>
<p>Issue Options</p> <p><input type="radio"/> All Families with Outstanding Balance <input type="radio"/> PreBilling Only</p>	<p>Statement Comment</p> <div style="border: 1px solid gray; height: 80px;"></div>

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.

Statements Complete

The statement Issue process is now complete. Would you like to review these statements ?

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

Invoices / Statements Issued													
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	CORNFOR	Spencer	Stage 2 2014	\$40,812.00	\$51,540.00	3	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35201	9/07/2014	HO24	Stadler	Stage 2 2014	\$27,344.00	\$34,705.00	3	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35043	9/07/2014	100881	Stanford	Stage 2 2014	\$44.00	\$8,841.00	3	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35218	9/07/2014	KAPOOR02	Stanford	Stage 2 2014	\$27,564.00	\$34,980.00	3	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35140	9/07/2014	CHUA02	Stark	Stage 2 2014	\$35,544.00	\$44,812.00	4	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35193	9/07/2014	HARDMAN01	Stark	Stage 2 2014	\$40,812.00	\$51,540.00	3	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	34952	9/07/2014	100028	Stehn	Stage 2 2014	\$35,609.00	\$44,877.00	4	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35224	9/07/2014	KOKKOL01	Stothart	Stage 2 2014	\$27,564.00	\$34,980.00	3	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25655	35303	9/07/2014	RADJENOVIC	Stoya	Stage 2 2014	\$77,366.40	\$97,233.10	6	9/07/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

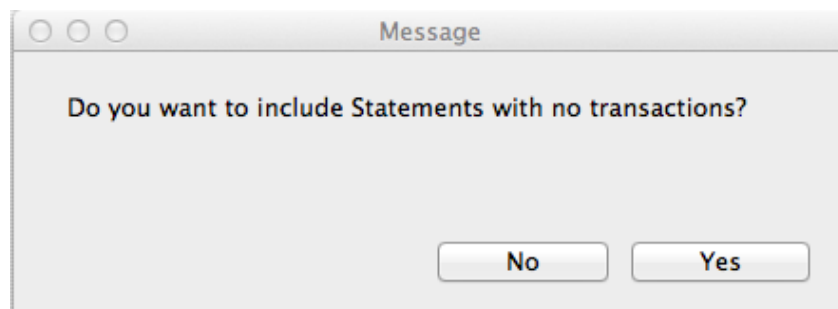
This button puts you in Find Mode and allows you to enter your search criteria. To then perform the 'Find' click on the blue Find button showing in the Status Bar on the top right hand side of your screen.

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

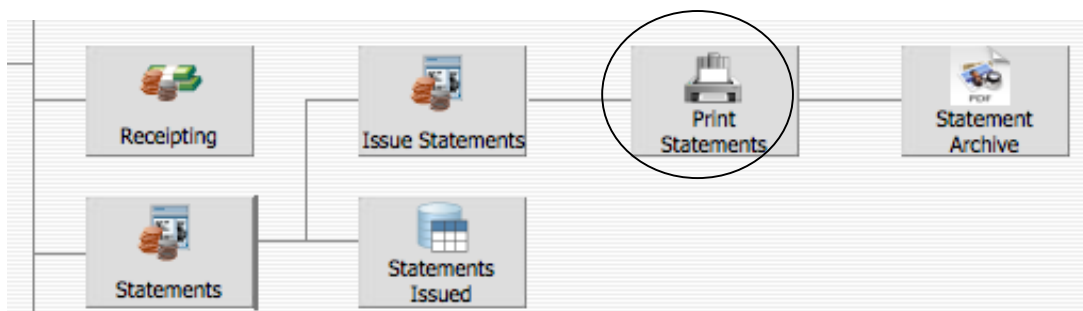
Presents the user with the related Future Student Details Form View screen.

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.

Layout: Print Statement Options View As: Script Is Paused Continue AA Edit Layout

Print Statement Options

1- Select Type of Print

- Statements
- Statements & Duplicate Statements
- Reminder Statements & Reminder Duplicate Statements

Summary Preview

Billing Period:

Invoice Date:

4- Select Data Set

PDF Print Batch Billing Period

Cancel

100 = Browse

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 that presents the details for each family, including the transactions that were 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.

Layout: Print Statement Options View As: [icons] Script Is Paused Continue [AA] Edit Layout

Print Statement Options

1- Select Type of Print: Statements

2- Select Batch to Print: Batch ID.: FBAT0006411, Batch No.: 25706, Billing Period: Stage 1 2015, Invoice Date: 9/06/2015

3- Select Print Option: Print Entire Batch, Print In Loop, Set options To PDF Only

Print Output Media: Printer, PDF

Cancel OK

100 Browse

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

Family Name	Family Code	Billing Period	Type	Document	Email Log
Abbott	HAN12	Stage 2 2014	Statement	 Abbott HAN12 Stage 2 2014 Statement.pdf	18/03/2015 11:13:55 AM shill@denbigh.com.au 18/03/2015 10:57:03 AM shill@denbigh.com.au 18/03/2015 9:48:04 AM shill@denbigh.com.au
10/07/2014 11:47:22 AM					
Adams	DUNN02	Stage 2 2014	Statement	 Adams DUNN02 Stage 2 2014 Statement.pdf	
10/07/2014 11:48:29 AM					
Aggarwal	101258	Stage 2 2014	Statement	 Aggarwal 101258 Stage 2 2014 Statement.pdf	
10/07/2014 11:48:39 AM					
Aistrophe	PICKENS01	Stage 2 2014	Statement	 Aistrophe PICKENS01 Stage 2 2014 Statement.pdf	
10/07/2014 11:48:58 AM					
Al Ghardaqa	YU04	Stage 2 2014	Statement	 Al Ghardaqa YU04 Stage 2 2014 Statement.pdf	18/03/2015 11:13:57 AM sally.hill@me.com 18/03/2015 10:58:23 AM sally.hill@me.com 18/03/2015 10:06:48 AM shill@denbigh.com.au
10/07/2014 11:49:43 AM					
Al-Nahedh	CHIU03	Stage 2 2014	Statement		

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.

Denbigh Finance Statement Archive

Select a Family
Abbott

Select Billing Period
Stage 1 2015

Select a Type
Statement

Then click the Display Button
Display

Print

DENBIGH DEMONSTRATION SCHOOL
PO Box 3166
Narellan NSW 2567 Australia

ABN:

TAX INVOICE / STATEMENT

Mr T H and Mrs E H Abbott
1 John St
SYDNEY NSW 2000

Invoice No: 35845
Date: 3/06/2015
Code: HAN12
Term: Stage 1 2015

Date	Item	Student	Debit	Credit	Balance
	Opening Balance				\$27,510.88
22/08/2014	Tuition Fee - Year 12	Cameron (12)	\$3,946.50		\$31,457.38
22/08/2014	Tuition Assist Fee - Year 12*	Cameron (12)	\$1,017.50		\$32,474.88
22/08/2014	Parents & Friends Association	Cameron (12)	\$50.00		\$32,524.88
22/08/2014	Scholarship & Discounts	Cameron (12)			\$32,524.88
22/08/2014	Tuition Fee - Year 12	Cameron (12)	\$3,946.50		\$36,471.38
22/08/2014	Tuition Assist Fee - Year 12*	Cameron (12)	\$1,017.50		\$37,488.88
22/08/2014	Parents & Friends Association	Cameron (12)	\$50.00		\$37,538.88
22/08/2014	Scholarship & Discounts	Cameron (12)			\$37,538.88
22/08/2014	Tuition Fee - Year 12	Cameron (12)	\$3,946.50		\$41,485.38
22/08/2014	Tuition Assist Fee - Year 12*	Cameron (12)	\$1,017.50		\$42,502.88
22/08/2014	Parents & Friends Association	Cameron (12)	\$50.00		\$42,552.88
22/08/2014	Scholarship & Discounts	Cameron (12)			\$42,552.88
22/08/2014	Tuition Fee - Year 10	Georgia (10)	\$6,741.00		\$49,293.88

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.

Family Accounts Family is a Donor

100003 Styles

Family Code: Styles Family Name: Use as addressee

Mailing Title: Mr G Styles and Mrs M Styles
Salutation: Mr and Mrs Styles

Residential Address
Property: 18 Home Street ID: ADID43324
Suburb/State/PC: Belfield NSW 2191
Country: Australia
Telephone: 02 6899 8888
Email: ja@denbigh.com.au

Parent Details

Step-father Mr Greg Styles
Relationship: Mr Title: Greg Given Names: Styles Surname: Styles
Work Phone: 02 1234 5678 Mobile: 0407225668 Email: gstyles@denbighde
Occupation: Teacher Type: Family

Mother Mrs Margaret Styles
Relationship: Mrs Title: Margaret Given Names: Styles Surname: Styles
Work Phone: 02 1234 5678 Mobile: 0414 123 456 Email: mstyles@denbighde
Occupation: Teacher Type: Family

Father Mr James Andrew Kerrisk
Relationship: Mr Title: James Andrew Given Names: Kerrisk Surname: Kerrisk
Work Phone: ja@denbigh.com.au Email: ja@denbigh.com.au
Occupation: Type: Family

Business Manager: Students Pre Billing Debtors Transactions Receipts Statements Allocation/Aging Govt CC Reports Notes Correspondence






Billing Address
Address ID: Mailing Title: Mr & Mrs Smith
Property: Street: Suburb/State/PC: Country: Telephone:

Duplicate Statement Address
Address ID: Mailing Title: Property: Street: Suburb/State/PC: Country: Telephone:

Current Balance: -\$1,350.00
Payments Since Last Statement: 0
Donation \$ Received: \$306.00
Current Invoice ID: 35849
Fee Billing Preference: Tuition_Term
BPAY Reference No: 0

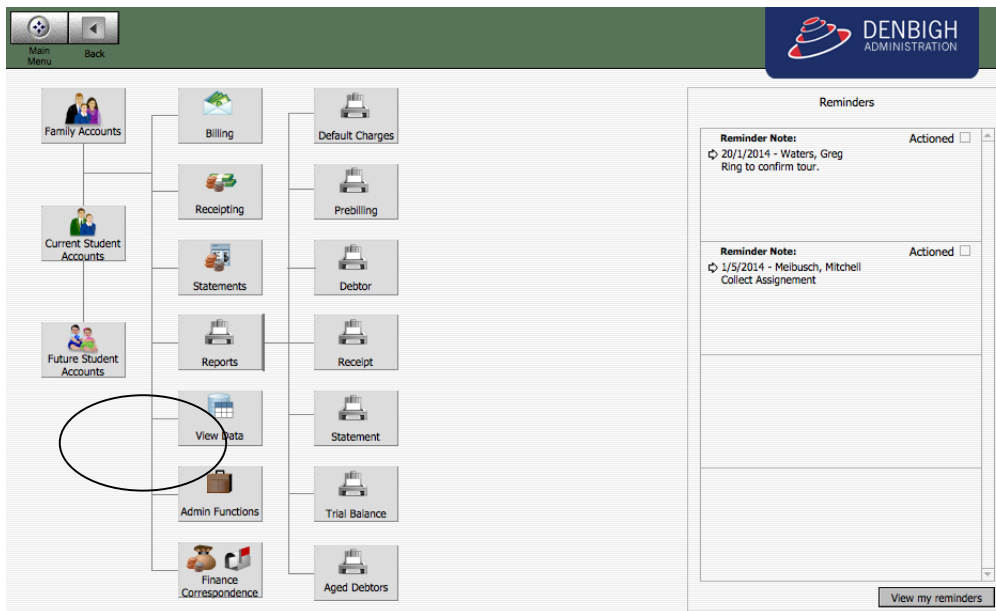
Email Statements:
Staff Flag:
Parents and Friends Levy payable:
Building Fund Exempt:
Library Fund Exempt:

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

Denbigh Finance Statement Archive					
Family Name	Family Code	Billing Period	Type	Document	Email Log
Styles	100003	Stage 1 2015	Statement	 Styles 100003 Stage 1 2015 Statement.pdf	10/06/2015 2:40:15 PM mstyles@denbighdemo.com.au 10/06/2015 2:40:13 PM ja@denbigh.com.au
Abbott	HAN12	Stage 1 2015	Statement	 Abbott HAN12 Stage 1 2015 Statement.pdf	
Adams	DUNN02	Stage 1 2015	Statement	 Adams DUNN02 Stage 1 2015 Statement.pdf	
Aggarwal	101258	Stage 1 2015	Statement	 Aggarwal 101258 Stage 1 2015 Statement.pdf	
Aistrope	PICKENS01	Stage 1 2015	Statement	 Aistrope PICKENS01 Stage 1 2015 Statement.pdf	
Al Ghardaqa	YU04	Stage 1 2015	Statement		

Reports

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

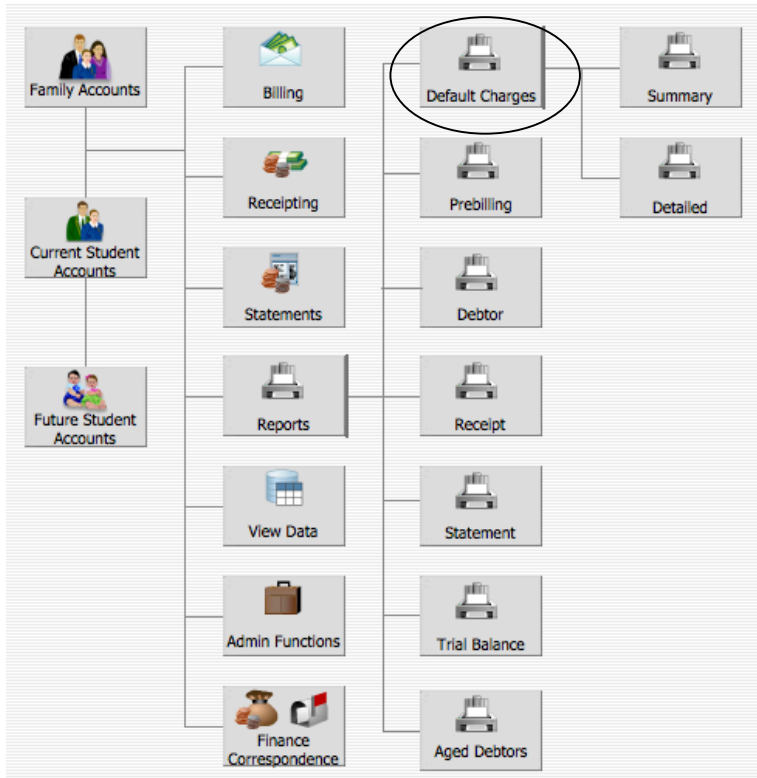


The screenshot shows the Denbigh Administration interface. On the left, there is a menu tree with categories: Family Accounts, Current Student Accounts, and Future Student Accounts. Under 'Future Student Accounts', the 'Reports' button is circled in red. Other buttons in the menu include Billing, Receipting, Statements, Reports, View Data, Admin Functions, Finance Correspondence, Default Charges, Prebilling, Debtor, Receipt, Statement, Trial Balance, and Aged Debtors. On the right, there is a 'Reminders' panel with two notes, both marked as 'Actioned':

- 20/1/2014 - Waters, Greg
Ring to confirm tour.
- 1/5/2014 - Melbusch, Mitchell
Collect Assignment

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

Pages: 1 Total | Save as Excel | Save as PDF | Print | Page Setup

Layout: PRT_Default...- Summary | View As: [Table Icon] | 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.

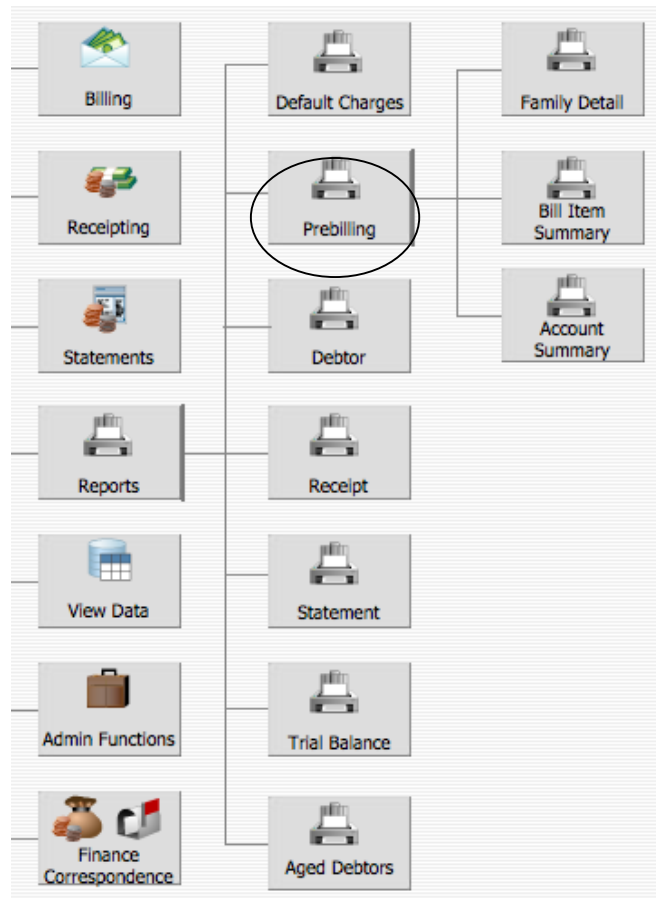
These totals relate only to the last time the Bill Default Charges process was run.

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

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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 - Suspense	\$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 - Suspense	\$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 - Suspense	\$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 - Suspense	\$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 - Suspense	\$15.00	\$165.00	
						\$165.00	
							Building Fund Amount
Printed: 30/05/2008 - 1:18:50 PM							

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.

The screenshot displays the Denbigh Administration Debtors Module interface. At the top, there is a navigation bar with 'Main Menu' and 'Back' buttons, and the Denbigh Administration logo. The main area is a hierarchical menu structure. The 'Debtor' button is circled in red. To the right, a 'Reminders' panel is visible, showing two entries:


Reminder Note	Actioned
20/1/2014 - Waters, Greg Ring to confirm tour.	<input type="checkbox"/>
1/5/2014 - Melbusch, Mitchell Collect Assignment	<input type="checkbox"/>

At the bottom of the interface, there is a 'Finance Menu' bar.

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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