


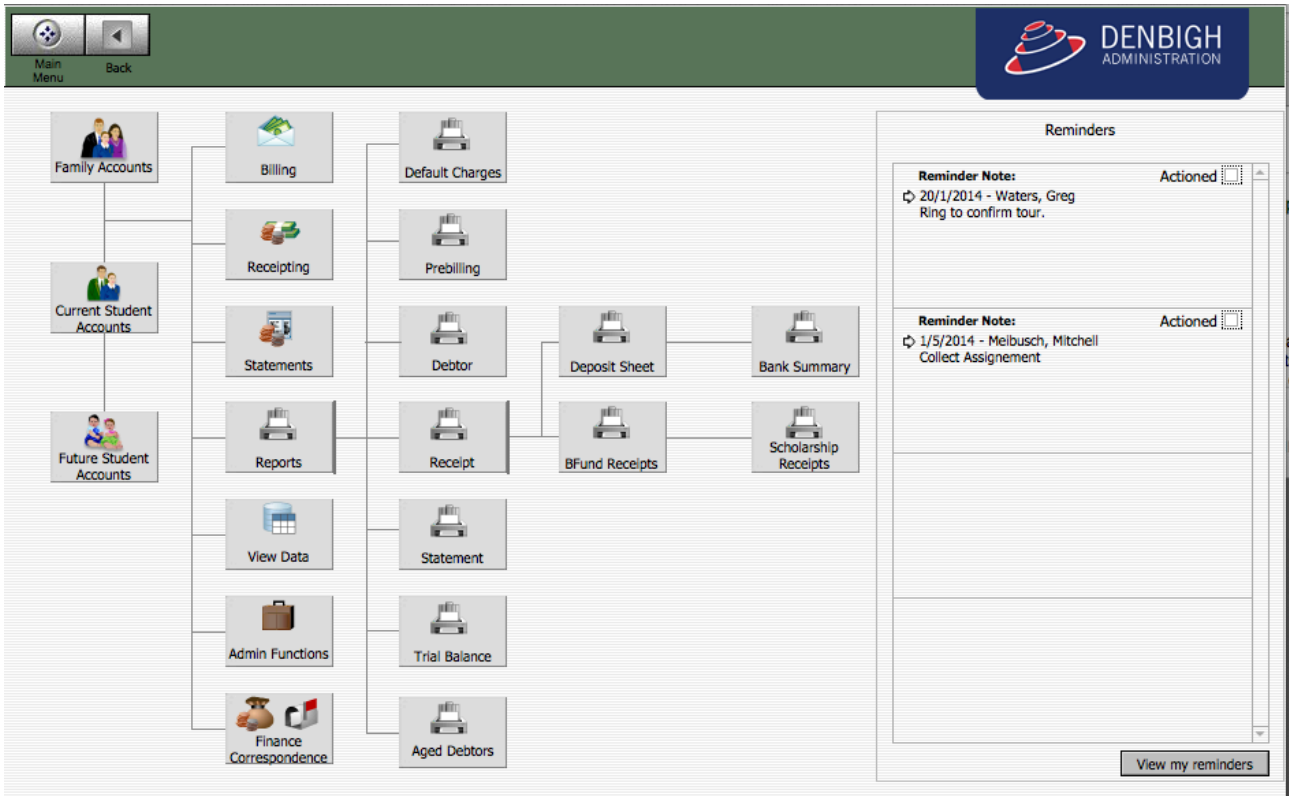
Statement Detail

The Statement Detail Report reports all transactions on statements for a date range, including the; family code, name, number of students, billing code, account code, gst content and total amount.

Billing Code		Description	Account	Account Name	GST	Total Amount
 Denbigh Demonstration School Debtors Family Detail Report Wednesday, 1 January 2014 - Wednesday, 9 July 2014						
Abbott HAN12 0 Students in Family			Current Family Balance : \$27510.88			
BFUND		EFTPOS Pymt - Mr T H and Mrs E H			\$0.00	-\$1,000.00
		Direct Debit Pymt - Mr T H and Mrs E			\$0.00	-\$2,000.00
		Building Fund	40062	Building Fund Payable		\$700.00
		Credit Card Pymt - Mr T H and Mrs E			\$0.00	-\$1,000.00
		Cash Pymt - Rcpt: 16685			\$0.00	-\$8,219.00
						-\$11,519.00
Cameron 12.2						
TUIT12		Tuition Fee - Year 12	30100	Tuition Fees		\$3,946.50
TASS12		Tuition Assist Fee - Year 12	31416	Tuition Assist - GST	\$92.50	\$1,017.50
P&FA		Parents & Friends Association	40094	P&FA Membership & Levy		\$50.00
TUIT12		Tuition Fee - Year 12	30100	Tuition Fees		\$3,946.50
TASS12		Tuition Assist Fee - Year 12	31416	Tuition Assist - GST	\$92.50	\$1,017.50
P&FA		Parents & Friends Association	40094	P&FA Membership & Levy		\$50.00
						\$10,028.00
Georgia 10.2						
TUIT10		Tuition Fee - Year 10	30100	Tuition Fees		\$6,741.00
TASS10		Tuition Assist Fee - Year 10	31416	Tuition Assist - GST	\$155.00	\$1,705.00
P&FA		Parents & Friends Association	40094	P&FA Membership & Levy		\$100.00
TUIT10		Tuition Fee - Year 10	30100	Tuition Fees		\$6,741.00
TASS10		Tuition Assist Fee - Year 10	31416	Tuition Assist - GST	\$155.00	\$1,705.00
P&FA		Parents & Friends Association	40094	P&FA Membership & Levy		\$100.00
						\$17,092.00
						Total Family Charges : \$15,601.00
Adams DUNN02 0 Students in Family			Current Family Balance : -\$11321.80			
Cameron 12.2						
TUIT12		Tuition Fee - Year 12	30100	Tuition Fees		\$1,578.60
TASS12		Tuition Assist Fee - Year 12	31416	Tuition Assist - GST	\$37.00	\$405.00
TUIT12		Tuition Fee - Year 12	30100	Tuition Fees		\$1,578.60
TASS12		Tuition Assist Fee - Year 12	31416	Tuition Assist - GST	\$37.00	\$405.00
						\$3,967.20
						Total Family Charges : \$3,967.20
Aggarwal 101258 0 Students in Family			Current Family Balance : \$2732.00			
BFUND		Cheque Pymt - Mr G R Aggarwal and			\$0.00	-\$100.00
		Building Fund	40062	Building Fund Payable		\$700.00
		EFTPOS Pymt - Mr G R Aggarwal and			\$0.00	-\$2,000.00
						-\$1,400.00
Vivian 8.4						
P&FA		Parents & Friends Association	40094	P&FA Membership & Levy	\$0.00	\$0.00
CAL		Calculator	31413	Calculators-Income	\$0.00	\$0.00
P&FA		Parents & Friends Association	40094	P&FA Membership & Levy	\$0.00	\$0.00
						Printed: Wednesday, 9 July 2014 - 3:43:17 pm

Receipt


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



These reports provide detail on receipts that have been issued.

Bank Summary


The Bank Summary Report reports the receipts issued for a date range, it would normally be run on a daily basis.

 Denbigh Demonstration School PO Box 3166 Narellan NSW 2567 Australia Banking Summary - Wednesday, 9 July 2014						
Batch No.	Drawer	BSB	Bank	Branch	Details	Amount
Debtor Receipts						
					Mr & Mrs Smith	\$5,000.00
25616					Mr P Allan and Ms S Chen	\$5,000.00
25617					Mr K and Mrs B Allnutt	\$20,000.00
25617	Mr Smith	393293			Mrs Bolton	\$25,638.00
25617					Mr C R and Mrs S H Hoare	\$26,298.00
25617					Mr T H and Mrs E H Abbott	\$1,000.00
25617					Mr T H and Mrs E H Abbott	\$2,000.00
25618					Mr F and Mrs M Ambrusch	\$100.00
25619	Ms T A Spong	393939			Mr G R Aggarwal and Ms T A Spong	\$100.00
	Mr B Smith	012214	ANZ	ASHFIELD	Mr & Mrs Smith	\$2,000.00
25619					Mr and Mrs M Ash	\$5,000.00
					Mr T H and Mrs E H Abbott	\$1,000.00
25619					Mr D and Mrs J Chandler	\$15,000.00
25619						\$10,700.00
					Mr G R Aggarwal and Ms T A Spong	\$2,000.00
25619						\$8,219.00
	tftytd	082100	NAB	Bondi Junction	Mr C M A and Mrs M L Al-Nahedh	\$1,500.00
					Mr & Mrs Smith	\$13,802.00
					Mr A and Mrs K Howarth	\$26,509.00
					Mr A and Mrs F D Hardy	\$2,000.00
					Mr A and Mrs F D Hardy	\$3,000.00
					Mr F F East and Ms K Kilpatrick	\$33,299.00
	Mr Dirkzwager	012819	ANZ	Singleton	Mr I and Mrs F Dirkzwager	\$10,000.00
23 receipts						\$219,165.00
Total :						\$219,165.00

Printed: 9/07/2014 - 03:48:06pm

Deposit Sheet

The Deposit Sheet Report reports all receipts that are not marked as banked. At the conclusion of running the report you are asked if you wish to mark the transactions as being posted. Once again this would normally be run on a daily basis when banking is done for the previous days receipts. Choose to Print with Cash/Cheque only or all payment types.

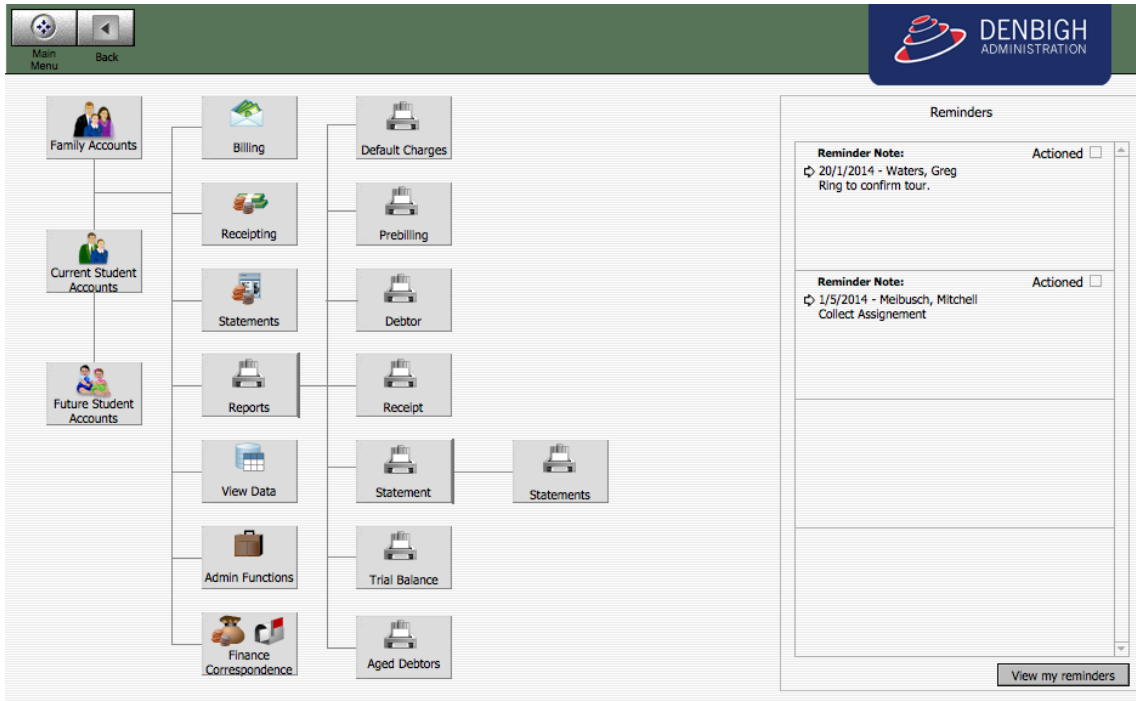
 NEW FINANCE The Denbigh Demonstration School PO Box 3166 Narellan NSW 2567 Australia Bank Deposit Sheet for Friday, 5 December 2008 BSB: 082491 Acct No: 518762923						
Drawer	BSB	Bank	Branch	Details	Amount	
Cash						
				Dr M D Snedden and Dr S S Y	\$192.50	
				Mr E and Mrs R Hartmann	\$13,877.50	
					\$14070.00	
Cheque						
G Parkins	082535	NAB	COOMA	Mr G J Parkins and Ms J Pugh	\$192.50	
					\$192.50	
Total :					\$14262.50	
Paid in by: _____		Cash: \$ _____		Cheques: \$ _____		
Printed: 5/12/2008 - 10:52:56am						

BFund Receipts and Scholarship Receipts can also be printed from here.

Statement

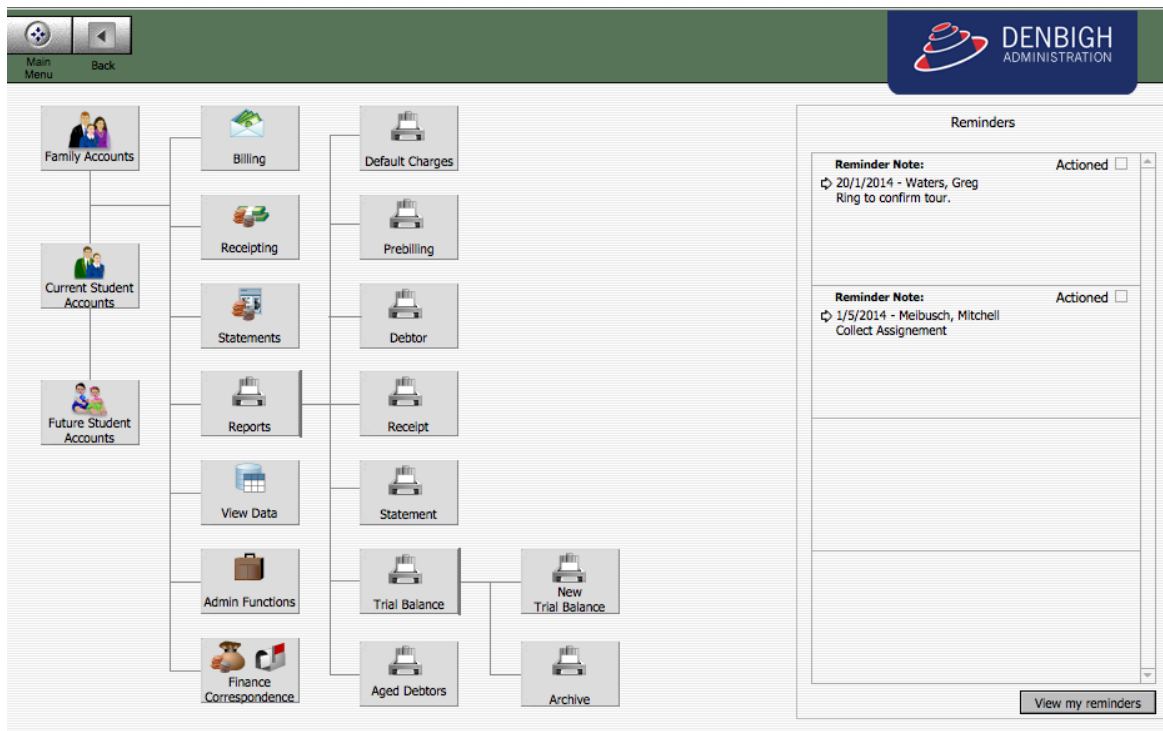
Statements

This button presents you with the dialogue box that will allow you to print statements



Trial Balance


Click on Finance Menu; Reports; Trial Balance.




New Trial Balance

This allows you to create a Trail Balance for a specified date range. This report can be run at any time, once a report is run it is retained for reprint in the Archive.






















- NB. The total of all debits should equal the total of all credits, resulting a report balance of zero.

		Denbigh Demonstration School Trial Balance Report 9 Jul 2014 - 9 Jul 2014			
Account	Name	Opening Balance	Debits	Credits	Closing Balance
02900	Application Fees Income	\$0.00	\$0.00	\$0.00	\$0.00
02910	Library Fund Contribution	\$0.00	\$0.00	\$0.00	\$0.00
02920	Acceptance Fee	-\$700.00	\$0.00	\$0.00	-\$700.00
30100	Tuition Fees	-\$16,574,780.00	\$0.00	\$0.00	-\$16,574,780.00
30232	Discounts - Bursaries	\$14,996.70	\$0.00	\$0.00	\$14,996.70
30233	Discounts-Clergy	\$11,564.30	\$0.00	\$0.00	\$11,564.30
30234	Discounts-Scholarships	\$10,260.90	\$0.00	\$0.00	\$10,260.90
30236	Discounts - Staff	\$27,520.20	\$0.00	\$0.00	\$27,520.20
30237	Sibling Discount	\$245,437.30	\$0.00	\$0.00	\$245,437.30
30312	Registration	\$0.00	\$0.00	\$0.00	\$0.00
30314	Enrolment Deposit	\$0.00	\$0.00	\$0.00	\$0.00
30410	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00
31130	Textbooks & Bibles - Sales to Students	-\$260.00	\$0.00	\$0.00	-\$260.00
31345	Processing Fee	-\$140.90	\$0.00	\$0.00	-\$140.90
31350	Income - String Tuition	-\$83.20	\$0.00	\$0.00	-\$83.20
31370	Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00
31370	Sundry Income	-\$256,000.00	\$0.00	\$0.00	-\$256,000.00
31410	Duke of Edinburgh Award Income	-\$1,713.19	\$0.00	\$0.00	-\$1,713.19
31413	Calculators-Income	-\$4,040.00	\$0.00	\$0.00	-\$4,040.00
31414	Diaries -Money from Students	\$0.00	\$0.00	\$0.00	\$0.00
31415	Tuition Assist -- No GST	\$0.00	\$0.00	\$0.00	\$0.00
31416	Tuition Assist - GST	-\$3,582,685.00	\$0.00	\$0.00	-\$3,582,685.00
31610	After school Care	-\$2,201.28	\$0.00	\$0.00	-\$2,201.28
31810	Overseas Students - Fees	-\$29,400.00	\$0.00	\$0.00	-\$29,400.00

		Denbigh Demonstration School Trial Balance Report 9 Jul 2014 - 9 Jul 2014			
Account	Name	Opening Balance	Debits	Credits	Closing Balance
40187	Excursion Jnr Sch Canberra	-\$500.00	\$0.00	\$0.00	-\$500.00
40240	Sundry Clearing	\$0.00	\$0.00	\$0.00	\$0.00
40250	Heber T Shirts	-\$20.65	\$0.00	\$0.00	-\$20.65
40350	Opening Balances	\$0.00	\$0.00	\$0.00	\$0.00
		-\$39,039.35	\$0.00	\$0.00	-\$39,039.35

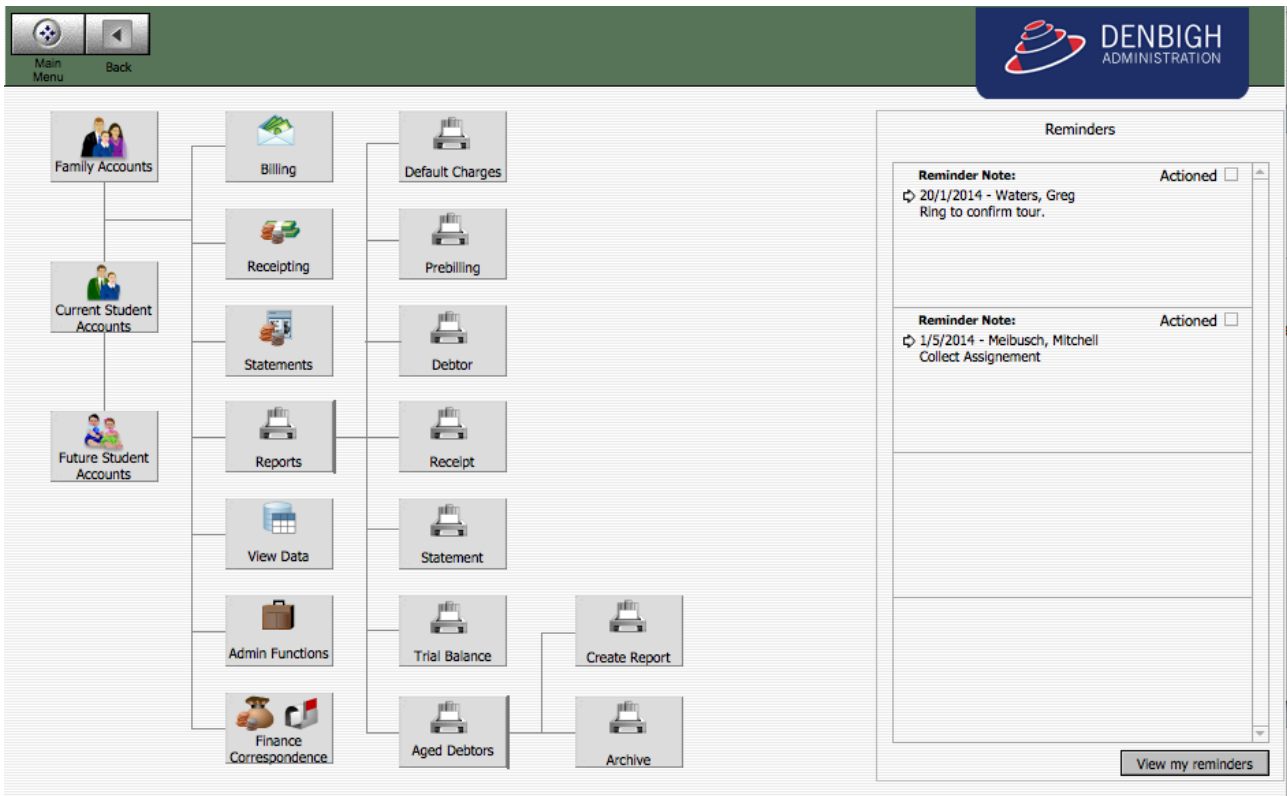
Archive

This button takes to you a list of all Trial Balance Reports that have been generated. You can Print or View these reports.

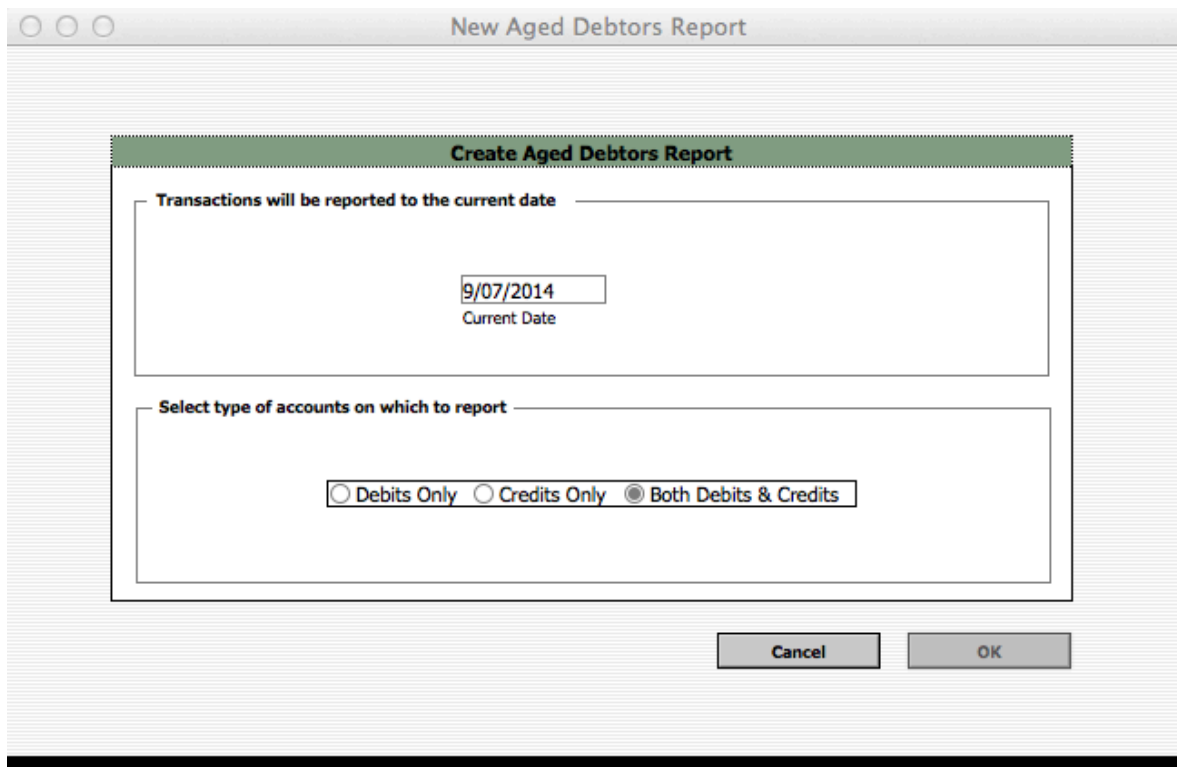
			  				   			
Report List										
Created	Start Date	End Date	Type			Report ID				
Tue, 11 Mar 2014		11/03/2014	Aged Debtors Report	Print	View		RPID0000001303			
Tue, 22 Apr 2014	22/04/2014		Trial Balance Report	Print	View		RPID0000001304			
Tue, 22 Apr 2014	1/01/2014	22/04/2014	Trial Balance Report	Print	View		RPID0000001305			
Wed, 23 Apr 2014	1/01/2014	23/04/2014	Trial Balance Report	Print	View		RPID0000001306			
Wed, 23 Apr 2014	23/04/2014	24/04/2014	Trial Balance Report	Print	View		RPID0000001307			
Wed, 23 Apr 2014	23/04/2014		Trial Balance Report	Print	View		RPID0000001308			
Wed, 23 Apr 2014	23/04/2014	23/04/2014	Trial Balance Report	Print	View		RPID0000001309			
Wed, 23 Apr 2014	23/04/2014	23/04/2014	Trial Balance Report	Print	View		RPID0000001310			
Wed, 23 Apr 2014		23/04/2014	Aged Debtors Report	Print	View		RPID0000001311			
Thu, 1 May 2014	1/04/2014	30/04/2014	Trial Balance Report	Print	View		RPID0000001312			
Wed, 9 Jul 2014	9/07/2014	9/07/2014	Trial Balance Report	Print	View		RPID0000001313			
Wed, 9 Jul 2014	3/06/2014	1/07/2014	Trial Balance Report	Print	View		RPID0000001314			
Wed, 9 Jul 2014	9/07/2014	9/07/2014	Trial Balance Report	Print	View		RPID0000001315			
Wed, 9 Jul 2014	1/04/2014	30/04/2014	Trial Balance Report	Print	View		RPID0000001316			

Aged Debtors

Click on Finance Menu; Reports; Aged Debtors.



The Aged Debtors Report, reports debtor (not prebilling) transactions up to and including the current date and time. **It cannot be printed retrospectively. It is recommended that it is reported each evening.**



Create Report

This allows you to create the current Aged Debtors Report. **Please note that this report CANNOT be retrospectively – it RECOMMENDED that you run the report each evening at the close of business.**

You can report on Debtors only, Credits only or both Debts and Credits

NEW FINANCE The Denbigh Demonstration School						
Aged Debtors Report						
As at: 5 Dec 2008 at 11:25:29AM						
Family	Stage 1 2008	Stage 2 2008	Stage 3 2008	Stage 4 2008	Current Balance	Current Students at the School
HAN12 Abbott	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	
DUNN02 Adams	\$ 13,624.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,624.50	Amy,
101258 Aggarwal	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
PICKENS01 Aistrophe	\$ 3,994.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,994.40	
YU04 Al Ghardaqa	\$ 20,501.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,501.50	Nancy,
CHIU03 Al-Nahedh	\$ 13,784.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,784.00	Sabrina,
LAU02 Al-naser	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
BATTEN01 Al-Suweidi	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
WASKIN01 Al-Tamimi	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	
VICI01 Alameddine	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	
MCGEARYO Alaraji	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
VIGLIANTI Alexander	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	
100911 Allan	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
RIDDELL01 Allnutt	\$ 20,396.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,396.50	Andrea,
CALANDRA Alsudairy	\$ 190.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 190.50	
WONG35 Ambrusch	\$ 541.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 541.75	
BARKER01 Anderson	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
BULL01 Anderson	\$ 20,248.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,248.50	Alexia,
CUMMINS0 Anderson	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
DESILVA01 Anderson	\$ 20,248.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,248.50	Ru,
DESPIERRO Anderson	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
DICKSON0 Anderson	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
NGUYENP0 Anderson	\$ 38,391.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38,391.30	Thuc, Bao, Quynh,
MCNAI01 Anderson	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	
O'CONNOR Andrea	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
NG10 Andrew	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
VARATHAR Andrews	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	
EHRET01 Angel	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
MACCOURT0 Anorov	\$ 20,248.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,248.50	Michael,
GUTIERRE Ansell	\$ 192.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 192.50	
REYNOLDS Appleton	\$ 445.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 445.50	

Printed: 5/12/2008 - 11:25:29 AM

Archive

This button takes to you a list of all Aged Debtor Reports that have been generated. You can Print or View these reports.

Created	Start Date	End Date	Type	Report ID
Tue, 20 Jan 2009		20/01/2009	Aged Debtors Report	RPID0000001278
Tue, 17 Feb 2009		17/02/2009	Aged Debtors Report	RPID0000001283
Wed, 20 May 2009		20/05/2009	Aged Debtors Report	RPID0000001292
Mon, 6 May 2013		6/05/2013	Aged Debtors Report	RPID0000001301
Mon, 6 May 2013		6/05/2013	Aged Debtors Report	RPID0000001302
Tue, 11 Mar 2014		11/03/2014	Aged Debtors Report	RPID0000001303
Wed, 23 Apr 2014		23/04/2014	Aged Debtors Report	RPID0000001311
Wed, 9 Jul 2014		9/07/2014	Aged Debtors Report	RPID0000001317

VIEW DATA

To access the View Data sub-menu click on the View Data button.

Default Charges

Family ID	Family Name	Student ID	Student	Student Status	Billing Code	Item Description	Charge Type	Debit Amount	Credit Amount	GST Amount
AN01	Worrell	100013	Jobson, Alex	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$7,893.00		
AN01	Worrell	100013	Jobson, Alex	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$2,035.00		\$185.00
AN01	Worrell	100013	Jobson, Alex	Student	P&FA	Parents & Friends Association	Parents and Friends Levy	\$100.00		
AN01	Worrell	100013	Jobson, Alex	Student	SCH	Scholarship & Discounts	Scholarship		\$789.30	
ALLARS01	Price	100013	Jobson, Alex	Student			Staff Discount		\$923.85	
AN01	Worrell	100014	Price, William	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$7,893.00		
AN01	Worrell	100014	Price, William	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$2,035.00		\$185.00
AN01	Worrell	100014	Price, William	Student	BOARD12	Boarding Fee Year 12	Boarding Fee	\$2,500.00		
AN01	Worrell	100014	Price, William	Student	BOARDF12	Boarding Food Year 12	Boarding Food	\$1,500.00		
AN01	Worrell	100014	Price, William	Student	SIBD2	Sibling Discount Second Child	Sibling Discount_2		\$789.30	
AN01	Worrell	100014	Price, William	Student	BUR	Bursary	Scholarship		\$1,578.60	
HAN12	Abbott	100023	Worrell, Cameron	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$3,946.50		
DUNN02	Adams	100023	Worrell, Cameron	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$1,578.60		
AN01	Worrell	100023	Worrell, Cameron	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$2,367.90		\$0.00
HAN12	Abbott	100023	Worrell, Cameron	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$1,017.50		\$92.50
DUNN02	Adams	100023	Worrell, Cameron	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$405.00		\$37.00
AN01	Worrell	100023	Worrell, Cameron	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$612.50		\$55.50
HAN12	Abbott	100023	Worrell, Cameron	Student	P&FA	Parents & Friends Association	Parents and Friends Levy	\$50.00		
AN01	Worrell	100023	Worrell, Cameron	Student	P&FA	Parents & Friends Association	Parents and Friends Levy	\$50.00		\$0.00
YU04	Al Ghardaqa	100025	Deak, Ryan	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$5,919.75		
ANASSIS01	Deak	100025	Deak, Ryan	Student	TUIT12	Tuition Fee - Year 12	Tuition_Term	\$1,973.25		\$0.00
YU04	Al Ghardaqa	100025	Deak, Ryan	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$1,526.25		\$138.75
ANASSIS01	Deak	100025	Deak, Ryan	Student	TASS12	Tuition Assist Fee - Year 12	Tuition Assist	\$508.75		\$46.25
ANASSIS01	Deak	100025	Deak, Ryan	Student	P&FA	Parents & Friends Association	Parents and Friends Levy	\$100.00		

You are presented with a list view of all the current student default charges that have been calculated. These are the records that are visible in the Student Account screen in the Default Charges portal.

Prebilling

PreBilling Items													\$3,630.00	
Batch	Item Date	Family	Student	Preferred Name	Status	Year	Bill Item Code	Description	Ledger	Debit	Credit	GST	Item Total	Posted
25347	30/05/2008	CHIA02	Huntingford	101590	Roan	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	CHOU01	Baker	103313	Sarah	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	CRONJEO	Carolyn	101644	Sophia	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	FILIPP01	Mahugu	101729	Alyssa	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	KAPOOR0	Hampstead	101925	Ashna	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	LI65	Karavas	103137	Richard	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	NGUYENP	Anderson	102246	Quying	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	TANG16	Ning	103096	Peter	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	TRUONGO	Liu	102561	John	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	WONG47	Hatcher	103176	Alicia	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100032	Reid	105001	Sarah	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	TRAN05	Lendrum	105005	Craig	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100222	Pounartzis	104459	Ian	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100230	Bornholt	104486	Andrew	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100236	Harrison	104504	Gabi	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100447	Boag Taylor	105277	Emily	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100515	Griffin	105557	Sophia	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100557	Ward	105755	Tom	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100773	Mearns	106481	Antonia	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	100808	Brown	106603	Thomas	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	WANG15	Foo	107694	Edmundo	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	
25347	30/05/2008	101223	Fleming	108053	Sabrina	Student	0	BATHURST Bathurst Excursion 2006	40185	\$165.00		\$15.00	\$165.00	

You are presented with a list view of all the current transactions that are sitting in prebilling.

Debtors

Debtors Transactions - Admin												
Batch	Trans No	Inv No	Item Date	Family Detail	Student Detail	Bill Item Details	Account Details	Debit	Credit	Item Total		
157929			30/05/2008	CRONJEO Carolyn		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157930		30/05/2008	FILIPP01 Mahugu	101729 Alyssa	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157930		30/05/2008	FILIPP01 Mahugu		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157930		30/05/2008	FILIPP01 Mahugu		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157931		30/05/2008	KAPOOR0 Hampstead	101925 Ashna	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157931		30/05/2008	KAPOOR0 Hampstead		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157931		30/05/2008	KAPOOR0 Hampstead		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157932		30/05/2008	LI65 Karavas	103137 Richard	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157932		30/05/2008	LI65 Karavas		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157932		30/05/2008	LI65 Karavas		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157933		30/05/2008	NGUYENP Anderson	102246 Quying	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157933		30/05/2008	NGUYENP Anderson		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157933		30/05/2008	NGUYENP Anderson		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157934		30/05/2008	TANG16 Ning	103096 Peter	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157934		30/05/2008	TANG16 Ning		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157934		30/05/2008	TANG16 Ning		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157935		30/05/2008	TRUONGO Liu	102561 John	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157935		30/05/2008	TRUONGO Liu		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157935		30/05/2008	TRUONGO Liu		BATHURST GST Component	40078 GST Received		15.00			-\$15.00
25346	157936		30/05/2008	WONG4 Hatcher	103176 Alicia	BATHURST Bathurst Excursion 2006	39101 Debtors - Fees	165.00				\$165.00
	157936		30/05/2008	WONG4 Hatcher		BATHURST Bathurst Excursion 2006	40185 Suspense - Suspense		150.00			-\$150.00
	157936		30/05/2008	WONG4 Hatcher		BATHURST GST Component	40078 GST Received		15.00			-\$15.00

You are presented with all the Debtor transactions that are recorded on the database, you can see both sides of the transaction.

Batches

Batches					
Batch No	Creation Date	Title	Status	No. Trans	Batch ID
25269	14/12/2007	School Fees - Stage 3 2007	Posted	1478	VOID0005974
25276	18/12/2007	Banking Batch - 12/18/2007	Posted	1	VOID0005981
25295	24/01/2008	History - Excursion Melbourne	Posted	1363	VOID0006000
25296	24/01/2008	Biology/Science - Nerringillah Excursion	Posted	367	VOID0006001
25318	29/01/2008	School Fees - Stage 3 2007	Posted	1472	VOID0006023
25320	29/01/2008	Calculator	Posted	19	VOID0006025
25325	29/01/2008	Receipt - StylesCash	Posted	1	VOID0006030
25330	4/06/2008	Default Charges for - 104895	Posted	6	VOID0006035
25373	26/11/2008	Banking Batch - 11/25/2008	Posted	1	VOID0006078
25377	1/12/2008	Building Fund	Posted	1	VOID0006082
25388	3/12/2008	Banking Batch - 12/03/2008	Posted	3	VOID0006093
25394	3/12/2008	Banking Batch - 12/03/2008	Posted	6	VOID0006099
25395	3/12/2008	Banking Batch - 12/03/2008	Posted	3	VOID0006100
25398	4/12/2008	Banking Batch - 12/04/2008	Posted	2	VOID0006103
25412	4/12/2008	Banking Batch - 12/04/2008	Posted	1	VOID0006117
25416	4/12/2008	Prompt Payment Discount	Posted	7	VOID0006121
25420	4/12/2008	Banking Batch - 12/04/2008	Posted	3	VOID0006125
25427	5/12/2008	BPAY Banking Batch - 12/04/2008	Posted	3	VOID0006132

You are presented with a list of all the batches that have been allocated during the normal workings of the database and the purpose for which they were generated.

You can choose to print the batch by clicking on the small printer icon to the left hand side of the row. This will report all the transactions that have been allocated this batch number.

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
16584	5/12/2008	25427	WONG59	Hartmann	Cash	Mr E and Mrs R Hartmann		5/12/2008							\$13,877.50	\$13,877.50
16585	5/12/2008	25427	100837	Parkins	Cheque	Mr G J Parkins and Ms J Pugh		5/12/2008							\$192.50	\$192.50
16586	5/12/2008	25427	100853	Snedden	Cash	Dr M D Snedden and Dr S S Y Johnson		5/12/2008							\$192.50	\$192.50

You are presented with a list of all the receipts that have been recorded on the database.

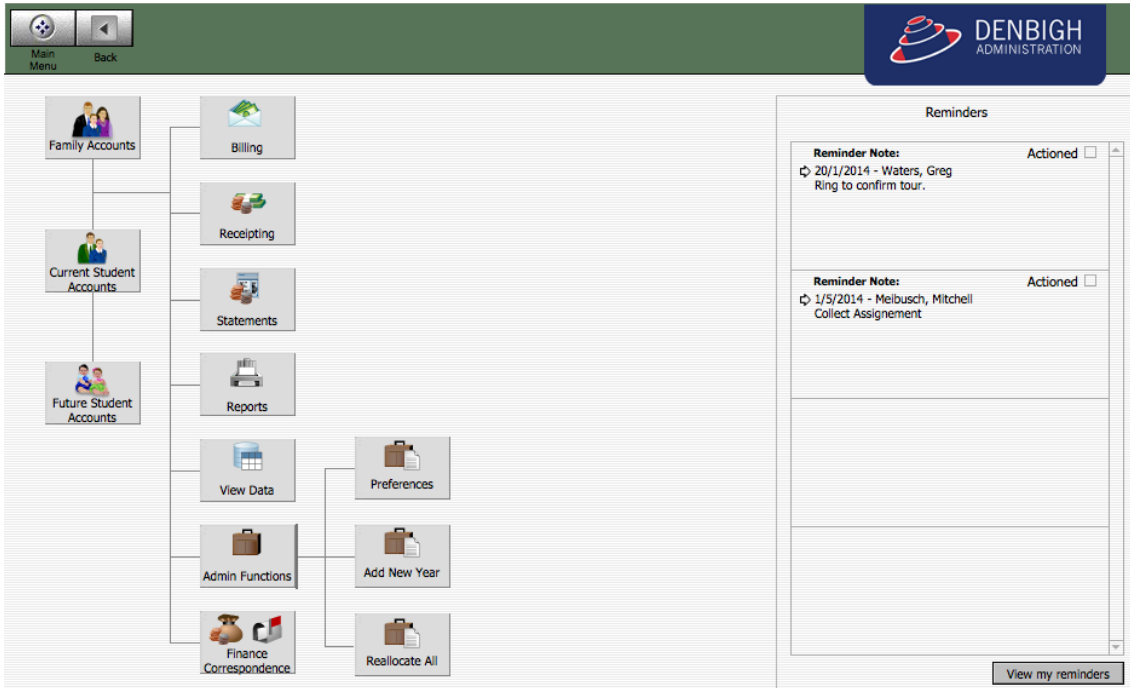
Statements

Invoices / Statements Issued												
Batch No.	Invoice No	Date	Family ID	Family Name	Period	Opening Balance	Invoice Total	Trans	Creation Date	BFund Exempt	LFund Exempt	Printed
25270	23280	7/12/2007	100013	Hardy	Stage 3 2007	\$0.00	\$7,361.00	3	14/12/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25270	23281	7/12/2007	100019	Kaspura	Stage 3 2007	\$0.00	\$7,416.00	3	14/12/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25270	23282	7/12/2007	100022	Howarth	Stage 3 2007	\$0.00	\$7,361.00	3	14/12/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25270	23283	7/12/2007	100028	Stehn	Stage 3 2007	\$0.00	\$9,246.00	3	14/12/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25270	23284	7/12/2007	100032	Reid	Stage 3 2007	\$0.00	\$13,183.40	6	14/12/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

You are presented with a list of all the statements that have been generated.

ADMIN FUNCTIONS

To access the Admin Functions sub-menu click on the Admin Functions button.

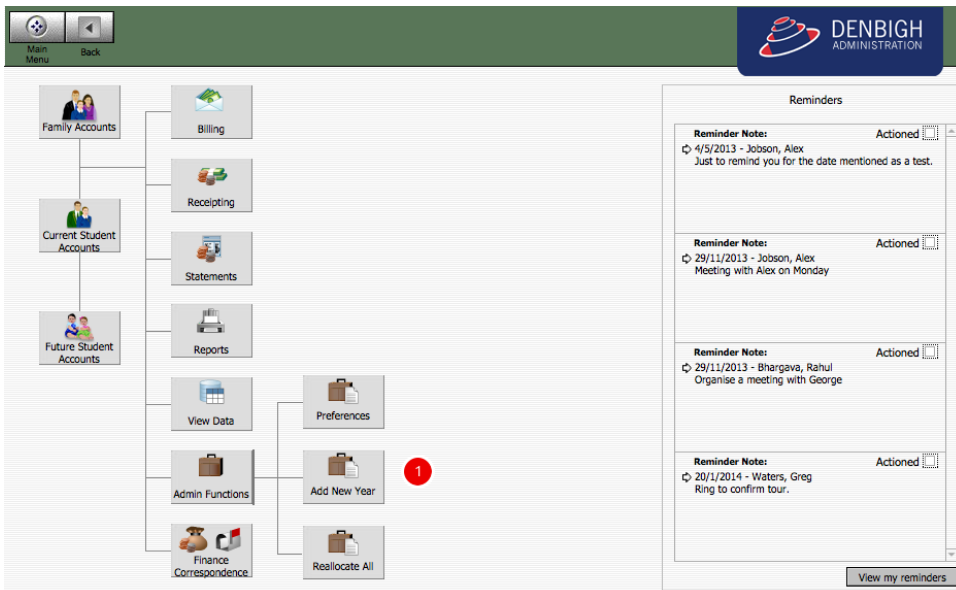


Preferences

Click on the Finance Menu; Admin functions; Preferences button. (See Page 9)

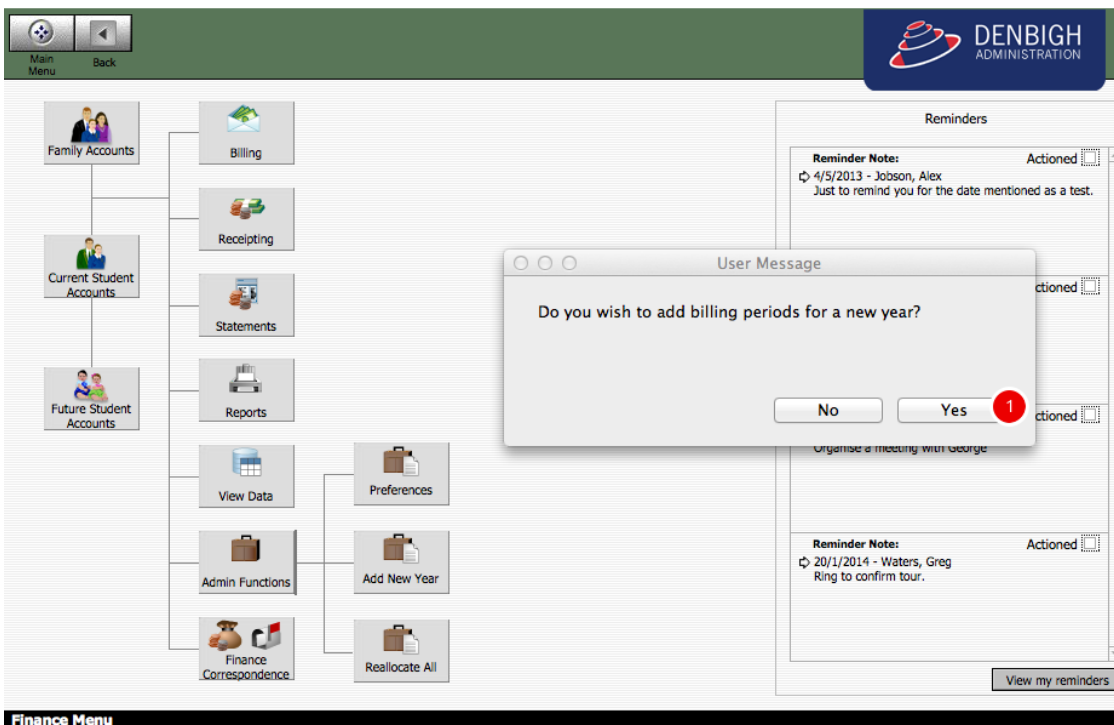
Add a new year

Create billing periods for the new year



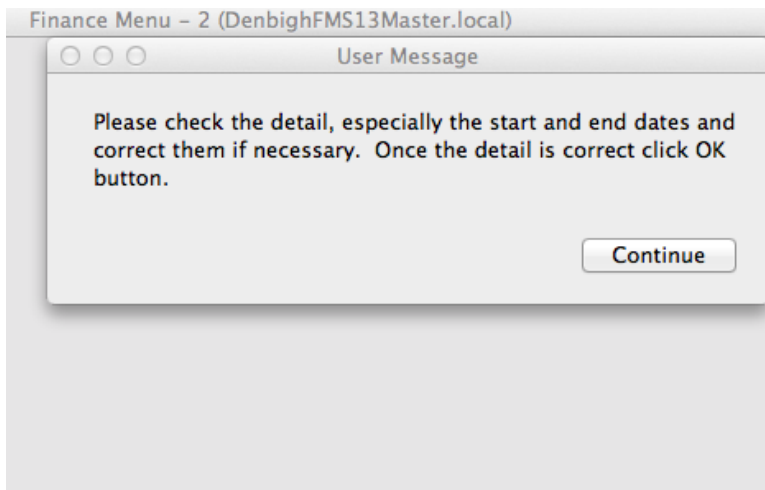
Click to Add New Year

Create a new year



Click Yes

Check Dates



Click continue

Update Dates

Finance Menu - 2 (DenbighFMS13Master.local)

Create Report

Current Year

Current Year

Year Billing Periods

2014 Year	1 Term	Stage 1 2014 Period Name	1/01/2014 Start Date	1/04/2014 End Date
--------------	-----------	-----------------------------	-------------------------	-----------------------

100 [icons] Browse

Finance Menu - 2 (DenbighFMS13Master.local)

Create Report

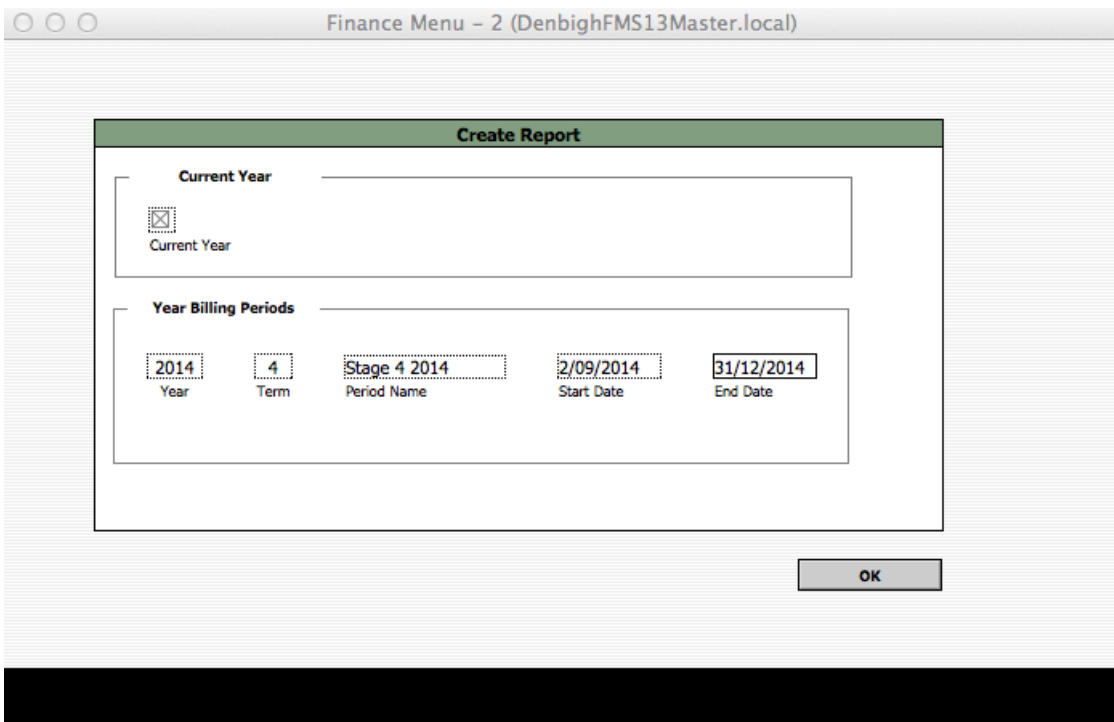
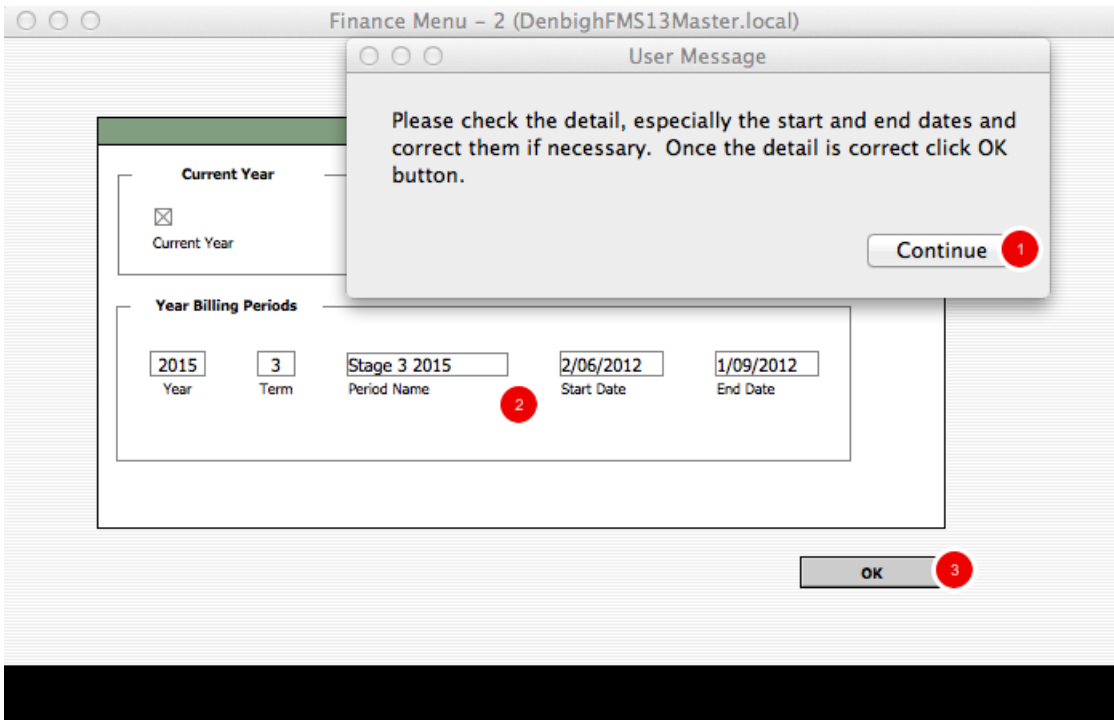
Current Year

Current Year

Year Billing Periods

2014 Year	2 Term	Stage 2 2014 Period Name	2/04/2014 Start Date	1/06/2014 End Date
--------------	-----------	-----------------------------	-------------------------	-----------------------

100 [icons] Browse



Creating a New Year

The screenshot shows the Denbigh Administration web interface. On the left is a navigation menu with categories: Family Accounts, Current Student Accounts, and Future Student Accounts. Under Current Student Accounts, there are sub-items: Billing, Receipting, Statements, Reports, View Data, Admin Functions, and Finance Correspondence. The 'Admin Functions' sub-item is expanded, showing 'Add New Year' and 'Reallocate All'. The 'Add New Year' option is highlighted with a red box. On the right side of the screen, there is a 'Reminders' section with four reminder notes, each marked as 'Actioned'.

The screenshot shows the 'Finance Preferences' page. At the top, there are tabs for 'Billable Items', 'Ledger Accounts', 'Bank BSB Setup', 'Sibling Discounts', and 'Finance Preferences', with 'Finance Preferences' selected and highlighted by a red box. The page is divided into several sections:

- Key Debtor Information:** A form with various account and fee details, such as 'Acceptance Fee Account: 02920 Acceptance Fee' and 'Application Fee: \$700.00'.
- Current Billing Period:** A dropdown menu set to 'Stage 1 2011', highlighted with a red box and a '2' in a circle.
- Current Invoice Date:** '25/01/2011'.
- Current Invoice Due Date:** '11/03/2011'.
- Invoice Prompt Payment Due Date:** '4/03/2011'.
- Billing Periods Table:** A table with columns: Year, Start Date, End Date, Period Name, School Year, and Term. The table lists billing stages for 2010 and 2011. The 2014 rows are checked, and the 2011 rows are unchecked. A red box highlights the 2014 rows, with a '1' in a circle pointing to the '2014' column.
- ABN:** '32 000 016 811'.
- Fee Billing Preference:** A dropdown menu set to 'Tuition Term'.

- 1 - Confirm details for year are all correct
- 2 - Update Current Billing Period

Update the Current Billing details

Finance Preferences

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

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

Current Billing Period: **BPID000000103** 1

Current Invoice Date: Stage 1 2014
 Current Invoice Due Date: Stage 2 2014
 Invoice Prompt Payment Due Date: Stage 3 2014
 Current Period/Term: Stage 4 2014

Billing Periods | Preferences

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 BPay Page Setup Bank Details Statement Comment

ABN: 32 000 016 811

Fee Billing Preference

Billing Fee Preference: Tuition_Term Update All Families

1 - Select the current billing Period.

Finance Preferences

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

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

Current Billing Period: **Stage 1 2014**

Current Invoice Date: 24/01/2014
 Current Invoice Due Date: 31/03/2014
 Invoice Prompt Payment Due Date: 21/03/2011
 Current Period/Term: 1

Billing Periods | Preferences

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 BPay Page Setup Bank Details Statement Comment

ABN: 32 000 016 811

Fee Billing Preference

Billing Fee Preference: Tuition_Term Update All Families

Update the Following:
 Current Billing Period
 Invoice Date,
 Invoice Due Date,
 Invoice Prompt Payment Due Date
 Current Period/Term

Reallocation All

It should be a rare thing, and typically used to overcome a problem. Usually it would be run at the advice of our support team.

On the family form view, allocation / aging tab is a button to reallocate. For that family, it will clear previous allocations, then step through all receipts and credits and allocate them to appropriate charged transactions. This will bring their aging, and therefore the aged debtors report into line.

Reallocate All button does this for all families. Takes a good few hours and probably should be run overnight.

Examples of why it would be needed. It could become necessary after manual manipulations. Sometimes aging gets out of whack if a computer crashed during receipt processing or something, and it might become necessary. If you have forget to change the billing period and the support team might have to adjust the billing period ID on records it would be necessary.

FINANCE CORRESPONDENCE

To access the Finance Correspondence Module.

The screenshot displays the Denbigh Finance Administration web interface. At the top, there is a navigation bar with 'Main Menu' and 'Back' buttons, and the 'DENBIGH ADMINISTRATION' logo. The main content area is divided into a left-hand navigation menu, a central dashboard, and a right-hand 'Reminders' panel.

The navigation menu on the left includes:

- Family Accounts
- Current Student Accounts
- Future Student Accounts
- Finance Correspondence** (highlighted with a red circle)
- Admin Functions

The central dashboard displays the text: "Welcome to Denbigh Finance" and "You are logged in as 'Mrs J Denbigh'". Below this text is a logo consisting of three stacked, curved lines.

The right-hand panel, titled "Reminders", contains two reminder 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 reminders panel is a button labeled "View my reminders".

A "Finance Menu" bar is visible at the bottom of the interface.