



Transforming the way you work



RM Billing

2019 Year End Fact Sheet

Document Control

Ver	Reason	Who	Date
1.0	Completed draft for review	Sandy Maxwell (RMA-WA)	01/10/08
1.1	Updated after DET feedback	Sandy Maxwell (RMA-WA)	06/10/08
1.2	Updated for 2009	Kerry Dickinson (RMA-WA)	19/08/09
1.3	Proofed and amended	Joshua Kragt (RMA-WA)	20/08/09
1.4	Updated after DET review	Joshua Kragt (RMA-WA)	27/08/09
1.5	All existing changes accepted before DET review	Susan Richardson (RM Ed)	31/08/10
1.6	Updated for 2010	Kerry Dickinson (RM Ed)	11/10/10
2.0	Updated after DoE review	Kerry Dickinson (RM Ed)	25/10/10
2.1	Minor Correction	Derek Mathieson (RM Ed)	21/01/11
2.2	Updated for 2011	Derek Mathieson (RM Ed)	28/09/11
3.0	Updated after DoE review	Derek Mathieson (RM Ed)	11/10/11
3.1-3.6	Updated for 2012	Derek Mathieson (Civica Ed)	19/10/12
4.0	Published after DoE review	Derek Mathieson (Civica Ed)	22/10/12
5.0	Updated and Republished	Derek Mathieson (Civica Ed)	05/12/12
5.1-5.5	Updated for 2013	Shauna Henry (Civica Ed)	19/09/13
6.0	Updated and Published after DoE Review	Shauna Henry (Civica Ed)	24/10/13
7.0	Updated for 2014	Shauna Henry (Civica Ed)	25/11/14
7.1	Updated for 2015	Derek Mathieson (Civica Ed)	09/11/15
8.0	Published after DoE Review	Derek Mathieson (Civica Ed)	13/11/15
9.0	Edited and re-published after DoE Request	Derek Mathieson (Civica Ed)	10/03/16
9.1	Updated for 2016	Derek Mathieson (Civica Ed)	02/11/16
10.0	Published after DoE Review	Derek Mathieson (Civica Ed)	17/11/16
10.1	Updated for 2017	Shauna Henry (Civica)	04/10/17
10.2	Proofed and Edited	Derek Mathieson (Civica)	13/10/17
11.0	Minor editing after DoE Review	Shauna Henry (Civica)	07/11/17
11.1	Updated for 2018	Derek Mathieson (Civica)	10/10/18
11.2	Minor editing after DoE Review	Derek Mathieson (Civica)	22/10/18
12.0	Updated for 2019	Shauna Henry (Civica)	24/10/19

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RM Billing Year End Fact Sheet

IMPORTANT

This fact sheet explains the procedures for processing the RM Billing year end. Use the Safe Backup to back up the Integrus datafile.

The following list outlines the steps involved in the RM Billing Year End Process. Preparing for End of Year should commence well in advance of the actual RM Billing year end routine being run. This final process can then be carried out at a time that suits your school, **after the Administration Year End has been run and once in the new calendar year (after the 31st December 2019).**

Note: The financial data must be stored for 7 years.

RM Billing End of Year Checklist

Tick each step as it is completed.

Step	Function	Completed
1.	Ensure the 2020 school diary has been created	
2.	Ensure students have been assigned a proposed year and form 2020 (optional)	
3.	Ensure students have been assigned subject preferences for 2020 in the Timetabling module (Secondary)	
4.	Assign a Fees Biller to all students on the Current Roll and the Admissions Roll	
5.	Assign the Student Billing Category for 2020 (Current Roll and Admissions Roll students)	
6.	Review and update Billing Codes (as necessary)	
7.	Assign Subject costs for 2020 (Secondary)	
8.	Create Charges and Contributions Templates for 2020	
9.	Print Charges and Contributions Sheets for 2020	
10.	Receipting in the current year (2019) for 2020	
11.	End of Month processes for December	
12.	Process Write-offs	
13.	Print Unprinted Invoices	
14.	Turn on Single User Lock	
15.	Back up the datafile	
16.	Run the RM Billing Year End process	
17.	View the Billing Year	
18.	Purging Transactions (Optional)	
19.	Create 2020 Audit Log	
20.	Receipting in the New Year	
21.	Creating 2020 Secondary Financial Assistance Applications	
22.	Create Subject Billing Items (Secondary)	
23.	Copy Billing Item Batches	
24.	Create New Billing Item Batches	
25.	Apply Non-subject Billing Item Batches	
26.	Apply Unallocated Credit	
27.	Print Student Statements	
28.	Process Write-offs (If not done in Previous Year)	

1 Create the 2020 School Diary

Refer to the Administration Manager Module Manual for instructions on how to complete this task.

2 Assign students a Proposed Year and Form for 2020 (optional)

Ensure students have been assigned a proposed year and form for 2020 (refer to the Administration Manager Module Manual for instructions on how to complete this task). Students who have not been assigned a proposed year and form will have 'Not Specified' displayed in these fields on the Charges and Contributions sheets for 2020.

3 Assign Student Subject Preferences for 2020 in Timetabling (Secondary)

Ensure students have been assigned their subject preferences in the Timetabling module for 2020 (refer to the person/deputy responsible for this task in the school).

4 Assign a Fees Biller to all students on the Current Roll and the Admissions Roll

All Students on the current roll must have a Fees Biller nominated on their student records. It is important to ensure that Parent/Guardian details are entered and are current.

- **General > Student Details > Find** the student
- Click **Edit**
- **Family Group** tab
- Check the parent contact details are correct (update if necessary)
- **Tick the Fees Billing marker** for PG1 or PG2 as appropriate
- Click **OK** to save


The screenshot shows the 'Student Adam Alkitik' window with the 'Family Group' tab selected. The 'Parent/Guardian 1' section is active. The form contains the following fields and values:

- Title:** Ms
- Initials:** D
- Surname:** Alkitik
- Salutation:** Mr and Ms Alkitik
- Address:** 15 Kentia Close, PERTH, WA, 6000, Tel: 9221 6548
- First Name:** Danielle
- Middle Name(s):** (empty)
- Relationship:** Mother
- Gender:** Female (selected)
- Parental Responsibility:** ☒ (checked)
- Student Resident:** ☒ (checked)
- Fees Billing:** ☒ (checked and highlighted with a red circle)
- Family Mail Marker:** ☒ (checked)
- Mobile:** 0418/65554
- Emergency:** 1
- E-Mail:** dani@miinet.net.au

At the bottom, there is a 'Notes' section with the text: 'Danielle is employed P/T as an electrician'. There are also 'Location' and 'Number' fields with values 'Piney Woods Hospital' and '9345 6789' respectively. The 'OK' and 'Cancel' buttons are at the bottom right.

The Fees Biller must be set for students on the **Admissions** Roll. This can be achieved by using the Speed Edit facility to set the Fees Billing marker for PG1 and then manually editing any exceptions.

Admin > Speed Edit

- Click on **Student search** 
- Select Roll Status: **Admissions Roll**

Roll Status	Admissions
Year Group	--n/s--
Form	--n/s--

- <Find>, <Select> and <Yes>
- From Area select **Parent/Guardian 1 Fees Billing**
- Click on **Select All**

- Click into **New Value** 
- Click 

Speed Edit

Area

Parent/Guardian 1 Fees Billing

Select All

Deselect All

Invert Selection

Blanks

n/s

Ref.	Student Name	Value	Status
4	Jamilla, Jacob	YES	M
14	Jardine, Janet	YES	M
24	Kabulla, Izan	YES	M
3	Kelly, Billy	YES	M
21	Lamont, Isabelle	YES	M
5	Longmire, Ragbir	YES	M
13	Miller, Lynda	YES	M
12	Milliken, Molly	YES	M
20	Newbery, Naomi	YES	M
42	Oliver, Nancy	YES	M
43	Phelps, Ryan	YES	M
10	Pyatt, George	YES	M
44	Ramsden, Susan	YES	M
36	Richardson, Ben	YES	M
19	Wilson, Skye	YES	M
6	Winters, Craig	YES	M
17	Woo, Angela	YES	M
16	Woo, Tom	YES	M
15	Yardley, Teong	YES	M

New Value
☐
☒

Close

Save

- <Save> and <Yes>

Note: Students must have Parent/Guardian contact details entered before setting the Fees Biller.

5 Assign the Student Billing Category for 2020 (Current Roll and Admissions Roll)

Current Roll Students

When assigning the 2020 Student Billing Category for the Current Roll students, it will be necessary to choose the category for their proposed year (i.e. the category that will apply for the following year).

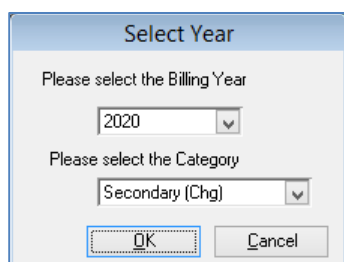
If the Administration module year end has not yet been run, students will still be assigned to their current year group and form. For example, as the Current Roll Year 10 students will be Year 11 in 2020, they will need to have the Secondary (Chg) category assigned for 2020.

Admissions Roll Students

The Admissions Roll students will have already been assigned the year group for the following year (2020). So when assigning a 2020 Student Billing Category to the admissions roll students, the category will be as per the year displayed in the window. For example, Admissions Roll Year 11 students will need to have the Secondary (Chg) category assigned.

RM Billing > Students

- Sort the students by year group and select the relevant year group or use the binoculars to select year groups or roll status (e.g. Admissions)
- **For Selected > Set Student Billing Category**
- Select the Billing Year of **2020**
- Choose the correct category for **2020** from the drop list



- Click **OK** to save

Note: Complete this task for all students on the Current Roll and all students on the Admissions Roll.


Important: For students who are attending the school with an international visa, ensure the Temporary Visa or Full Fee Paying category is selected.

6 Review and Update Billing Codes (as necessary)

If budget codes have changed in RM Finance, then billing codes may need to be added. Existing Billing Codes may be edited if the description needs to be changed.


6.1 To Add a Billing Code

RM Billing > Parameters > Billing Codes

- Click **Add Item** 
- Enter the details
- Click **OK** to save

6.2 To Edit a Billing Code

RM Billing > Parameters > Billing Codes


- Highlight the code to be edited
- Click **Edit Item** 
- Edit the required fields (see note below)
- Click **OK** to save

Note: If a Billing Code has transactions against it, then only the description may be edited. If details have changed in RM Finance, the description of the old billing code can be changed to 'Do Not Use' and a new code can be created with the new budget and analysis code details.

6.3 To Delete a Billing Code

Note: Billing Codes cannot be deleted if they have transactions against them.

RM Billing > Parameters > Billing Codes

- Highlight the code to be deleted (see note below)
- Click **Delete** 
- Answer **Yes** to the message

Important: Before deleting budget accounts in RM Finance, it is important to check to ensure any billing items that have outstanding balances in RM Billing, are not linked to the budget accounts you intend to delete.

7 Assign Subject Costs for 2020 (Secondary)

Important: Subjects must be assigned a cost for 2020 before this information can be displayed on the Charges and Contributions sheets.

Schools currently using RM Billing can copy subject costs from one year to another. If subject costs have already been entered for 2019 and there are not a large number of changes in the costs for 2020, users may choose to copy the 2019 costs into 2020 and then edit the subjects that require the values to be changed.

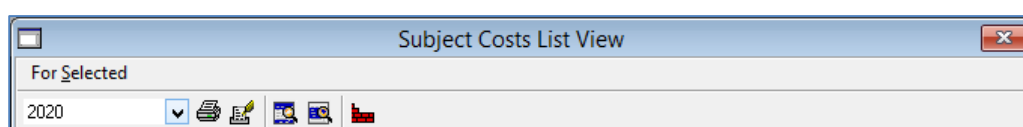
Note: Remember to review billing codes ensuring the budget accounts exist in RM Finance.

7.1 To copy subject costs from 2019 to 2020

Use this method to copy subject costs that exist for 2019 subjects across to the matching subjects in 2020.

RM Billing > Parameters > Subjects

- Select **2020** from the year drop list

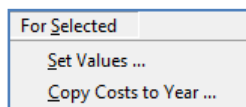


- The timetabled subjects for 2020 will be loaded into the window. They will not have any costs associated with them as yet.

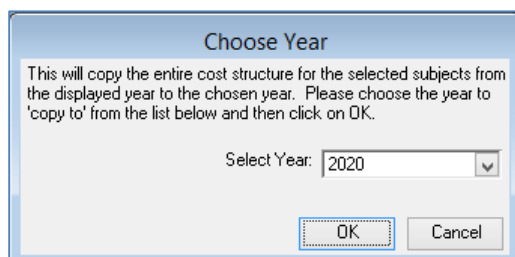
The screenshot shows the 'Subject Costs List View' window with a table of subjects for the year 2020. The table has columns for Code, Subject Name, Voluntary, T Code, Charges, T Code, Adult, T Code, Temp Visa, and T Code. All cost-related columns (Voluntary, Charges, Adult, Temp Visa) show a value of 0.00. The subjects listed include Art 10, Craft 10, Drama 10, English 10, Fabrics 10, Food Production 10, Humanities and Social Science 10, Health Education 10, Home Room 10, Italian 10, Indonesian 10, Jewellery 10, Music 10, Metalwork 10, Mathematics 10, Physical Education 10, Science 10, Woodwork 10, Home Room 11, Home Room 12, Arts 7, English 7, Health and Physical Education 7, Humanities and Social Science 7, Home Room 7, and Indonesian 7.

Code	Subject Name	Voluntary	T Code	Charges	T Code	Adult	T Code	Temp Visa	T Code
10Art	Art 10	0.00		0.00		0.00		0.00	
10CRA	Craft 10	0.00		0.00		0.00		0.00	
10DRA	Drama 10	0.00		0.00		0.00		0.00	
10ENG	English 10	0.00		0.00		0.00		0.00	
10Fab	Fabrics 10	0.00		0.00		0.00		0.00	
10Food	Food Production 10	0.00		0.00		0.00		0.00	
10HAS	Humanities and Social Science 10	0.00		0.00		0.00		0.00	
10HE	Health Education 10	0.00		0.00		0.00		0.00	
10HR	Home Room 10	0.00		0.00		0.00		0.00	
10ITAL	Italian 10	0.00		0.00		0.00		0.00	
10Ind	Indonesian 10	0.00		0.00		0.00		0.00	
10Jew	Jewellery 10	0.00		0.00		0.00		0.00	
10MUS	Music 10	0.00		0.00		0.00		0.00	
10Mw	Metalwork 10	0.00		0.00		0.00		0.00	
10Math	Mathematics 10	0.00		0.00		0.00		0.00	
10PE	Physical Education 10	0.00		0.00		0.00		0.00	
10SCI	Science 10	0.00		0.00		0.00		0.00	
10wW	Woodwork 10	0.00		0.00		0.00		0.00	
11HR	Home Room 11	0.00		0.00		0.00		0.00	
12HR	Home Room 12	0.00		0.00		0.00		0.00	
7Arts	Arts 7	0.00		0.00		0.00		0.00	
7Eng	English 7	0.00		0.00		0.00		0.00	
7H&PE	Health and Physical Education 7	0.00		0.00		0.00		0.00	
7HASS	Humanities and Social Science 7	0.00		0.00		0.00		0.00	
7HR	Home Room 7	0.00		0.00		0.00		0.00	
7Indon	Indonesian 7	0.00		0.00		0.00		0.00	

- Select **2019** from the year drop list
- The 2019 timetabled subjects and their costs will be displayed
- **Highlight** all the 2019 subjects for which the costs are to be copied into 2020 (or use **<ctrl> A** to select all displayed subjects)
- Click on the **For Selected** menu
- Select **Copy Costs to Year**



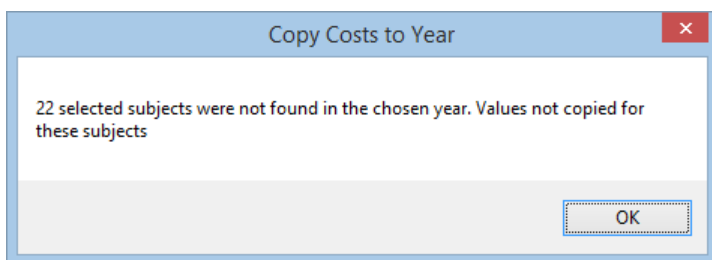
- Select **2020** as the year



- Click **OK**



- A message similar to the one shown below may be displayed if there are subjects that exist in 2019 but are not on the timetable for 2020.



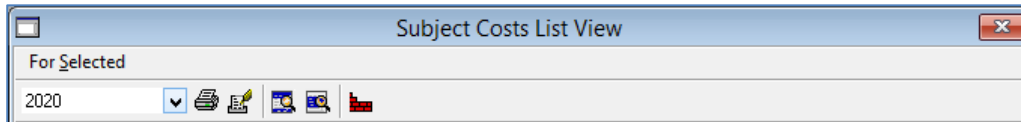
- Click **OK**

7.2 To Set/Edit Subject Costs in 2020

Use this method to edit subject costs that have changed for 2020 or to set costs for new subjects in 2020.

RM Billing > Parameters > Subjects

- Select **2020** from the year drop list



- **Highlight** the subject/s for which the costs are to be set
- Click on the **For Selected** menu
- Select **Set Values**
- Use the tick boxes to enable the appropriate cells (example below)

	Amount	GST	Billing Code	
<input type="checkbox"/> Voluntary	0.00			
<input checked="" type="checkbox"/> Charges	50.00	0	CHG01	Upper School Charges
<input type="checkbox"/> Adult	0.00			
<input type="checkbox"/> Temp Visa	0.00			

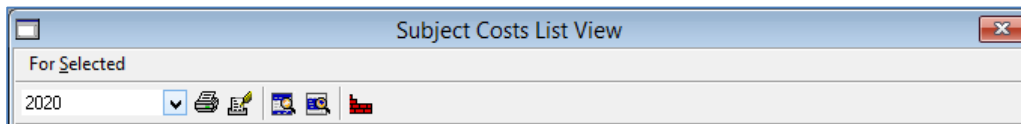
- Set the correct values for the selected subjects
- Click **OK** to save


7.3 Viewing New Subjects added to the Timetable

When new subjects are added to the timetable, they must be brought into the Subjects window.

RM Billing > Parameters > Subjects

- Select **2020** from the year drop list



- Click on **Update Subjects** 
- Any new subjects will be displayed in the list

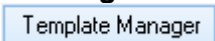
8 Create Charges and Contributions Templates for 2020

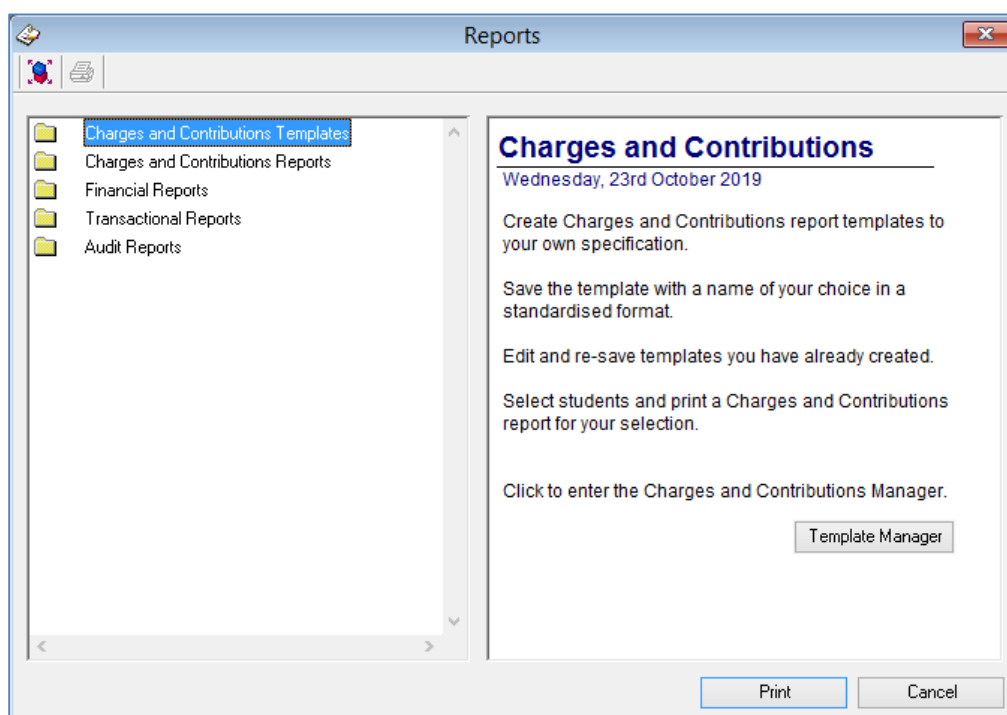
Charges and Contributions sheets are created based on a template. These sheets are not based on actual billing items. Therefore, they can be created before any billing has occurred. If subject cost information is being drawn from the timetable, it is important that the previous steps have been completed before the Charges and Contributions sheets are printed.


Schools currently using RM Billing can copy Charges and Contributions sheet templates from one year to another. Alternatively, new templates can be created as required.

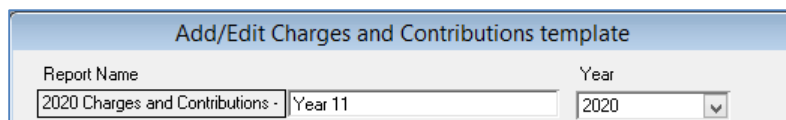
8.1 Creating a new Charges and Contributions Template for 2020


RM Billing > Reports

- Ensure **Charges and Contributions Templates** is highlighted on the left hand side
- Click  on the right hand side



- Click **Add Item** 
- Select Year **2020**
- Enter the name of the template (e.g. Year 11)

The screenshot shows a dialog box titled 'Add/Edit Charges and Contributions template'. It has two input fields: 'Report Name' and 'Year'. The 'Report Name' field contains '2020 Charges and Contributions - Year 11'. The 'Year' field is a dropdown menu currently showing '2020'.

- Select the appropriate tab and click **Add**  to enter data into the tab
- Repeat for each tab as required
- Enter a footer message if required

Add/Edit Charges and Contributions template

Report Name: 2020 Charges and Contributions - Year 11 Year: 2020

Voluntary Contributions | Charges | Residential Boarding Fees | Other Optional Costs | Voluntary Approved Requests | Government Subsidies

Item Description	GST Code	Amount
School Year Book	0	20.00

Footer Message: Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions Sheet.

Save Cancel

- Click **Save** to save the template

8.2 Copying an Existing 2019 Template to 2020

RM Billing > Reports

- Ensure **Charges and Contributions Templates** is highlighted on the left hand side
- Click **Template Manager** on the right hand side
- The list of existing templates is displayed

View Charges and Contributions templates

Report Name Year

2019 Charges and Contributions - Lower School	2019
2019 Charges and Contributions - Year 11	2019
2020 Charges and Contributions - Year 11	2020

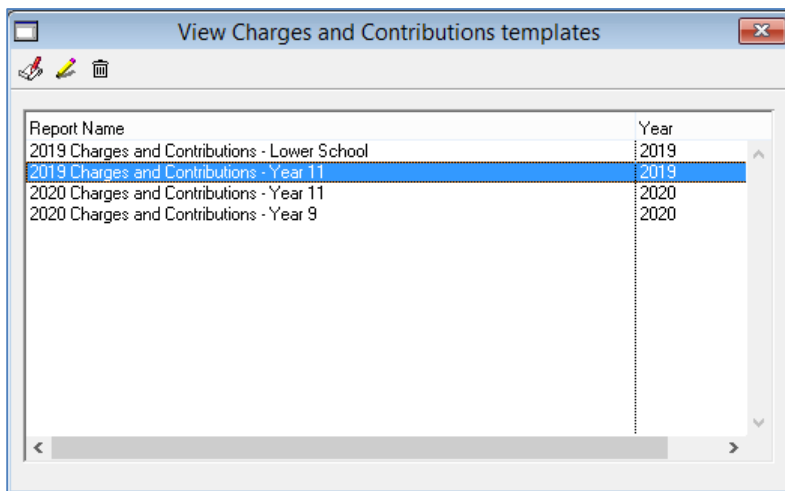
- Highlight** the template to be copied
- Click on **Edit**
- Select **2020** from the year drop list


8.3 Deleting a Charges and Contributions Template

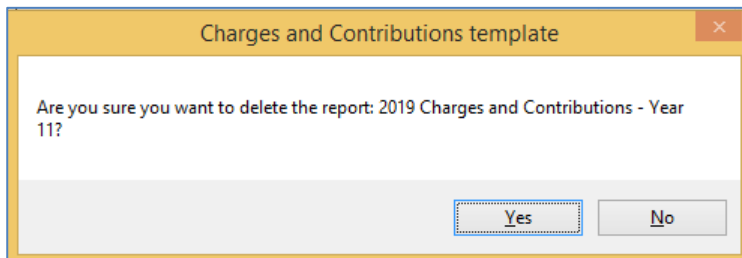
If previous Charges and Contributions templates are no longer required, they can be deleted.

RM Billing > Reports

- Ensure **Charges and Contributions Templates is highlighted** on the left hand side
- Click **Template Manager** on the right hand side
- The list of existing templates is displayed



- **Highlight** the template to be deleted
- Click **Delete** 
- A message similar to the following is displayed



- Click **Yes**

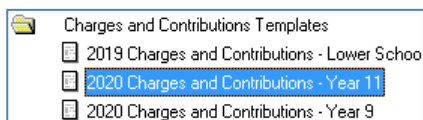
9 Print Charges and Contributions Sheets for 2020

A Charges and Contributions Sheet can be printed from two locations in RM Billing. It can be printed via Reports or via Students.

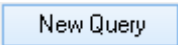
9.1 Printing a Charges and Contributions Sheet via Reports

RM Billing > Reports

- Open the Charges and Contributions Templates folder
- Select the required template



Note: For Current Roll students ensure the Template selected is the relevant one for their year group for 2020.

- Click 
- Use the find tool to select the required students
- Select to show the **Proposed Year/Form** for **Current Roll** students

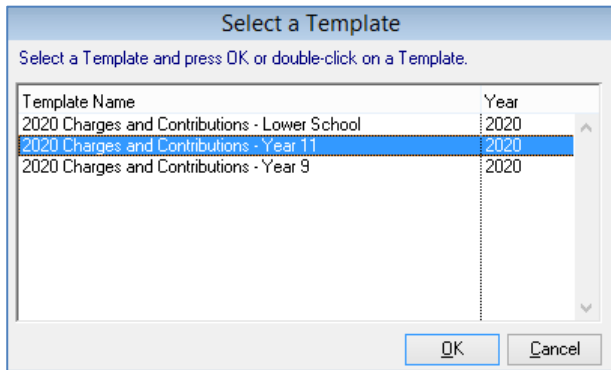
- Click 
- Select the report destination (screen or printer)

Note: A student's SCSA (Schools Curriculum and Standards Authority) Student Number (Previously Curriculum Council Number) is also used as the BPay reference number for schools using BPay. For students who do not have a SCSA Student Number, the BPay option should be deselected in Parameters > Billing Parameters when printing the Charges and Contributions sheets.

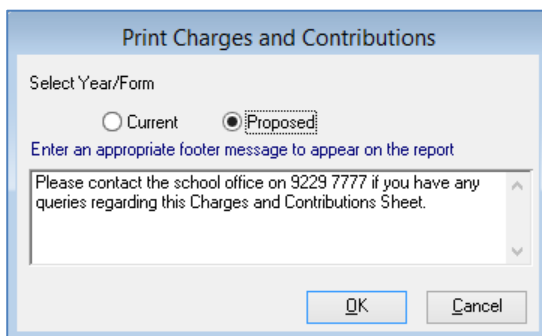
9.2 Printing a Charges and Contributions Sheet via Students

RM Billing > Students

- Select the required students by sorting on the column headings and highlighting or use the student find tool
- Click on **For Selected > Print Charges and Contributions**
- Select the required template



- Click **OK**



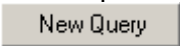
- Select to show the **Proposed Year/Form** for **Current Roll** students
- Click **OK**
- Select the **report destination** (screen or printer)
- Click **OK**

9.3 Printing a Charges and Contributions Sheet for Admissions Roll Students

Charges and Contributions Sheets can be printed for students on the Admissions Roll, however the following information needs to be considered.

- Students must have a Fees Biller nominated.
- Students must be allocated a Student Billing Category.
- Students must have their Year Level entered as the year they will be in when attending
- If schools want to include a student's Form on the Charges and Contributions Sheet, the students must be allocated a Current Form (the form they will be in when attending). If not done the form will be displayed as ***not specified***.
- Students must have had their Primary Preferences (subjects) included in Timetabling if schools are using the Subjects Table for expected costs.

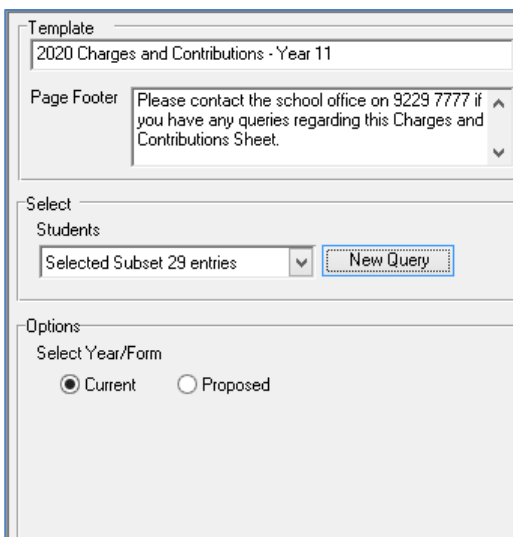
RM Billing > Reports

- Open the Charges and Contributions Templates folder
- Select the required template
- Click 
- Select Students on the Admissions Roll in the Year Level that you require

Roll Status	Admissions
Year Group	11
Form	--n/s--

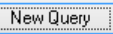
Note: Students on the Admissions Roll will have their allocated Year Level assigned once they attend school.

- Select the **Current Year/Form** option



Template: 2020 Charges and Contributions - Year 11

Page Footer: Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions Sheet.

Select Students: Selected Subset 29 entries 

Options: Select Year/Form
☒ Current ☐ Proposed

- Click **Print**

10 Receipting in Advance for 2020

For information regarding receipting in advance, refer to the **RM Billing Receipting in Advance for 2020 Helpcard**. Please access the DoE intranet (Ikon) using the link below for more information.

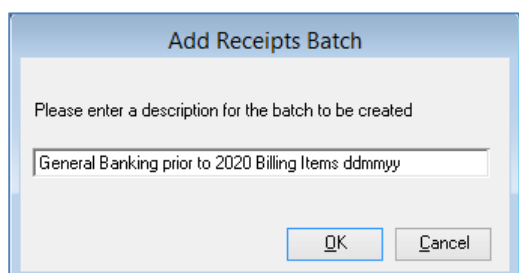
<https://ikon.education.wa.edu.au/-/receipt-money-in-rm-billing#toc3>

10.1 To Create a Receipts Batch for 2020 receipts

Prior to commencing, review and allocate existing unallocated credit where possible and print statements if required.

RM Billing > Receipts

- Click **Add Item** 
- Using Today's date enter a description as indicated in the screen shot



The dialog box is titled "Add Receipts Batch". It contains a text input field with the placeholder text "Please enter a description for the batch to be created". Below the input field, there is a text box containing the text "General Banking prior to 2020 Billing Items ddmmyy". At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

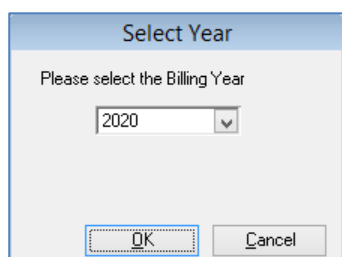
- Click **OK**

10.2 To Apply Receipts as Unallocated Credit

If payments for the new billing year are receipted prior to the creation of the 2020 billing items, care must be taken to ensure that these receipts are not applied to 2019 billing items and are shown as unallocated credit on the student's record.

RM Billing > Students

- Highlight the record for the required student
- Click on **For Selected > Apply Receipts**
- Select Year **2020**



The dialog box is titled "Select Year". It contains a text input field with the placeholder text "Please select the Billing Year". Below the input field, there is a dropdown menu showing "2020". At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

- Click **OK**

Note: When receipting for 2020 it is essential that Billing Year 2020 is selected. The 2020 year will be available for selection once the School Diary has been created.

- <Tab> in the Receipts batch cell
- Select the **General Banking Prior to 2020 Billing Items** batch
- <Tab> past the date
- Enter amount<Tab>
- Enter payment type
- Enter detail: **2020 Charges and Contributions in advance**

Apply Receipts

Receipts Batch: B00008 General Banking 14/01/20

Date: 23 OCT 2019

Amount (for each student): 300.00 Amount applied to each individual student

Payment Type: CA Cash

Comment: 2020 Charges and Contributions in advance

OK Cancel

- Click **OK**
- The receipt is applied as unallocated credit (example below)

Student Details

2020

Surname: MARONEY Known Name: Luke Show Unallocated Credit

Details | Subjects | Billing Items | Receipts | Transactions | Notes | Invoices | Sec Fin Assist

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1842	21	23 OCT 2019	CA	300.00	B00008	2020 Charges and Contributions in advance	300.00		

Total: 300.00 Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	300.00	SUS	Unallocated Credit		

Notes: If not exporting, this amount must be entered in RM Finance, and posted to the Billing Suspense Account N3199.

If using the Students > Receipts > Add Receipt screen, it is essential that the payment is not applied against 2019 billing items and the whole amount is processed as unallocated credit.

11 End of Month Processes

Prior to running the RM Billing end of year rollover, schools must complete their end of month processes.

End of month processes include:

1. **Review student accounts, perform reallocations, adjustments, refunds, write offs and cancellation of student debt as required**
2. **Review unallocated credit**
RM Billing > Reports > Financial Reports > Unallocated Credit Listing

Allocate/refund amounts as appropriate. Unallocated credit which has been receipted in advance for 2020 should remain unallocated.

Ensure unallocated credit can be reconciled to the N3199 figure in RM Finance.

Note: Students with unallocated credit for 2020 can easily be identified by printing the Detailed Receipts Summary report for each 'Prior to 2020 Billing Items' receipt batch and comparing it with the Unallocated Credit List.

3. **Print and post the reallocation transactions, if required**
RM Billing > Reports > Transactional Reports > Print Re-allocation Transactions
4. **Enter the transactions into RM Finance**

Note: Refer to the RM Billing Training Notes for more detail.

Close any open receipt batches, including Corrections and Refunds batches. Print the required reports. Ensure these batches are entered into RM Finance.

Receipts batches must be closed before processing the end of year rollover. Education Program Allowance batches (formerly Secondary Assistance Scheme) will be closed as part of the end of year process, without transferring data into RM Finance. This batch must only contain payment type GV.

All other receipt batches must be closed and entered or exported into RM Finance.

If Not Exporting:

RM Billing > Receipts

- Highlight batch
- **For Selected > Print Daily Banking**
- **For Selected > Print Receipts Summary**
- **For Selected > Close Batch**
- Enter transactions into RM Finance

If Exporting:

RM Billing > Utilities > Export to RM Finance

5. **Print the Transaction Summary – Adjustments, Reversals and Refunds for December**
RM Billing > Reports > Transactional Reports > Transaction Summary
6. **Print the Transaction Summary- Discounts for December**
RM Billing > Reports > Transactional Reports > Transaction Summary
7. **Print the Invoices not Yet Printed**
RM Billing > Reports > Financial Reports > Print Invoices not yet printed
8. **Print the Audit Report**
RM Billing > Reports > Audit Reports > Audit Report
Print the report to disk and save to the G:\ drive.
This report must be printed prior to running the year end process.

Note: If more detail is required on the above processes, please refer to the RM Billing Training Notes or EOM Checklists.

12 Process Write-offs

Schools which have completed all steps in the management of unpaid amounts and are ready to write off/cancel unpaid debt may do so prior to the end of year rollover.

IMPORTANT: Ensure a copy of all write-off applications, supporting documents, reports and approvals are filed.

Write-offs can be processed as required in accordance with the Department's Write-Off Procedures for Irrecoverable Debts document.

12.1 To Process Student Write-offs

- Create a billing item batch to hold the write-off transactions

Billing Items

Batch No 00010 **Description** Writeoff student debt <\$5000 per student

Batch Details | **Batch Billing Items**

Batch No 00010 **Updated:** Wed 23 OCT 19 13:50

Billing Year 2019 **Created:** Wed 23 OCT 19 13:50

Description Writeoff student debt <\$5000 per student

Batch Total Nil **Open:** YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
---------	--------	-----	-----------

OK Cancel

- **RM Billing > Utilities > Write-off/Cancel Student Related Debt**

Utilities

Instructions

In the right hand panel, there are a number of icons with descriptive titles showing which functions are available.

In order to start a function, please double click on the required icon.

- Create Subject Billing Items
- Export Secondary Financial Assistance
- Export to RM Finance
- Import Secondary Financial Assistance Receipts
- Purge Former Roll Students
- Update Student Names from Admin
- Write off/Cancel Customer Debt
- Write off/Cancel Student Related Debt**
- Year End Processing

- Select the Year for the debt to be written off
- Select the Students using the Student Find option

Write-Off/Cancel Student-Related Debt

Select Year: 2019

Select students: 3 Students selected

OK Cancel

Note: Students can be selected from the Current Roll or Former Roll when writing off debt.

- Select the type for debt to be written off or cancelled
- Highlight the students to have their debt written off/cancelled

Write-off/Cancel Student Debt


For Selected

Student Name	Year	Form	<input checked="" type="checkbox"/> CHG	<input type="checkbox"/> VOL	<input type="checkbox"/> ADU	<input type="checkbox"/> TMP	<input type="checkbox"/> RES	<input checked="" type="checkbox"/> VAR	<input checked="" type="checkbox"/> OOC	<input type="checkbox"/> N/A	Total
VIRGIL: Todd	10	10.3	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
WHEELER: Margaret	10	10.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
ZIP: Michelle	10	10.2	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
Totals:											
			0.00	705.00	0.00	0.00	0.00	45.00	60.00	0.00	810.00
Selected Totals:			0.00	0.00	0.00	0.00	0.00	45.00	60.00	0.00	105.00

Outstanding amounts for the Billing Year 2019

- Print the Write-off Report using the Print Selected Icon

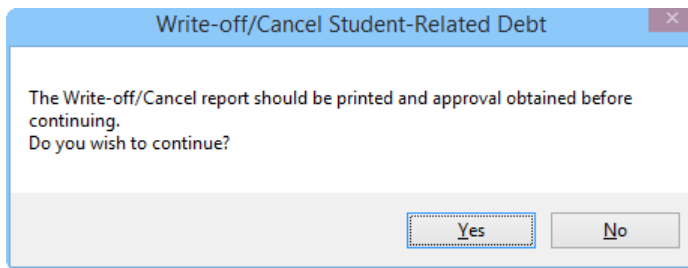
For Selected



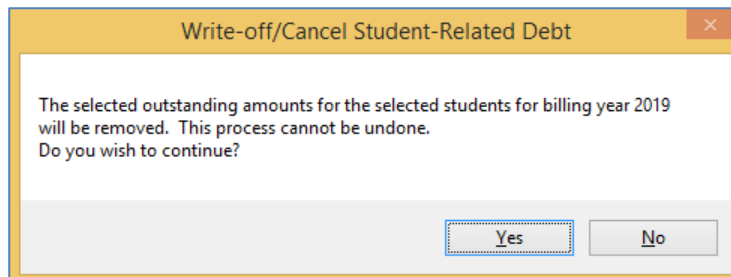
- Click **For Selected > Write-off/Cancel Student-Related Debt**

For Selected

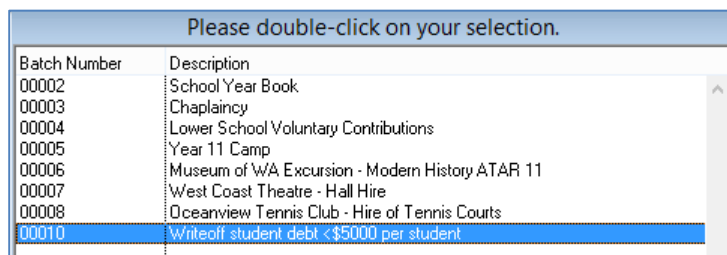
Write-off/Cancel Student-Related Debt



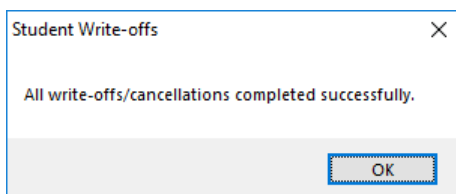
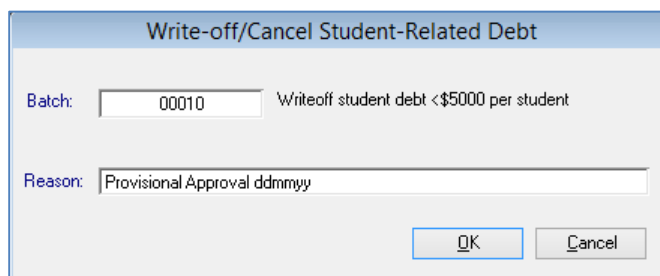
- Click Yes to the message if you have received the Provisional Approval from the Principal



- Click Yes to continue
- Press <Tab> and Select the Write-off batch and click OK



- Add the Reason and click OK



Notes: Principals can provisionally approve the write-off of debts less than \$5000 per student. Refer to the RM Billing Training Notes for more detail.

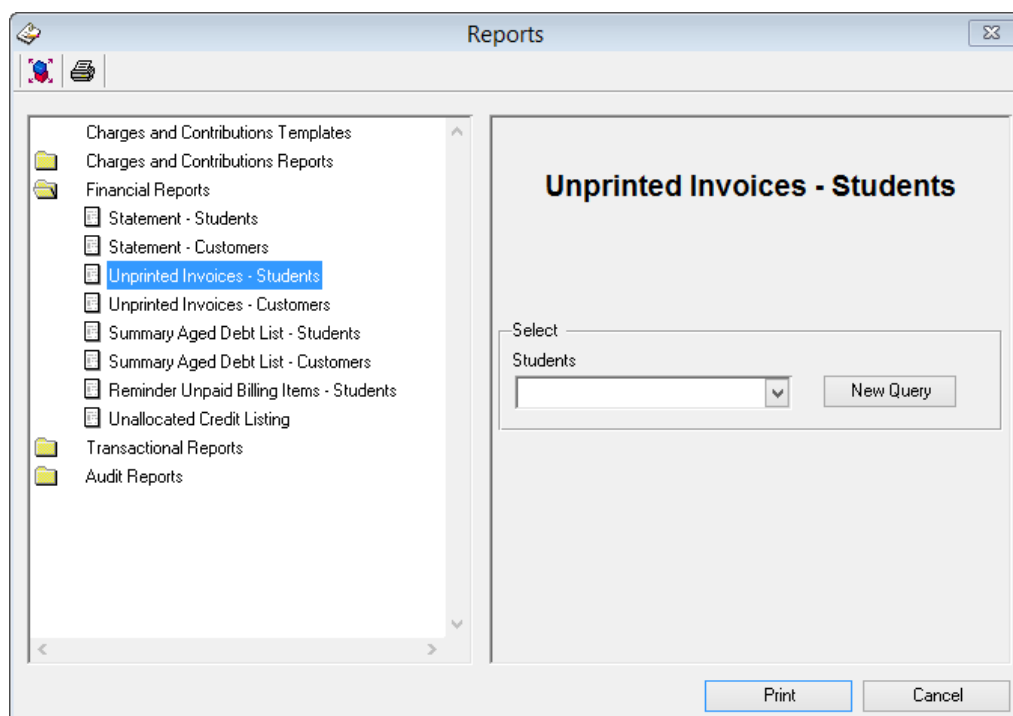
13 Print Unprinted Invoices

Printing the invoices not yet printed will close invoices for the 2019 Billing Year. Any future Billing Items will appear on a new invoice.

For further information see the Help card below.

<https://ikon.education.wa.edu.au/-/print-unprinted-invoices-in-rm-billing#toc1>

- **RM Billing > Reports > Financial Reports > Unprinted Invoices Students**
- **RM Billing > Reports > Financial Reports > Unprinted Invoices Customers**



Select the student/customer(s) required. These invoices must be printed to a printer or PDF creator or similar to flag the invoice as being printed.

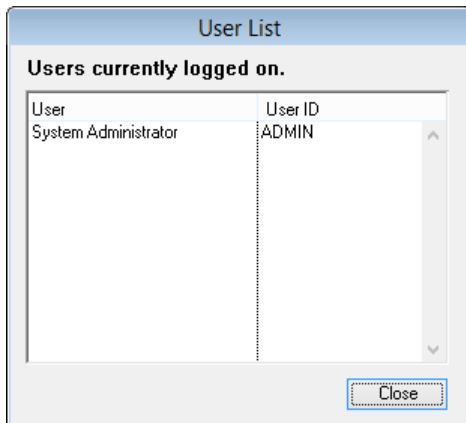
To avoid wasting paper the invoices can be printed to a printer substitute such as a Microsoft Office Document Image Writer. This will save the invoice in a soft copy. Create a folder called Invoices in the **G:\RM Billing\Audit Log 2019** folder. Date and save the invoices in this folder.


14 Turn on Single User Lock

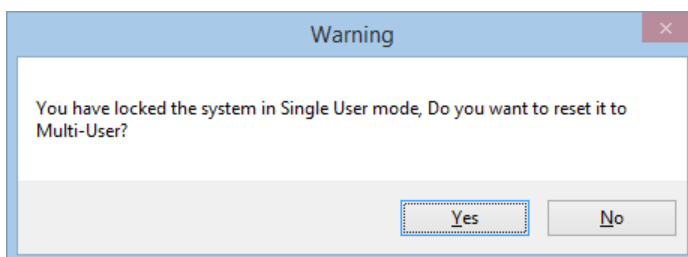
The Single User Lock should be turned on before taking the final backup of the datafile. This will ensure that no other users log in and change data after the final backup has been taken.

File > Single User Lock

- Enter password
- Click **OK**
- Click on **View Users** to ensure all users are logged out



- Click **CLOSE**
- Click **OK**
- View the Single User icon 
- Close Integris
- Answer '**No**' to the following question.



Note: The RM Billing end of year process must be run in single user mode.

15 Back up the Datafile

This back up is taken prior to running the Billing Year End process.

Use the Safe Backup provided by the Department of Education to back up the Integris datafile. Ensure that previous end of year backups are not overwritten. Finance backups need to be stored for 7 years.

All Integris users must be logged out before undertaking the backup. For further information on backing up datafiles, see the Help card below.

<https://ikon.education.wa.edu.au/-/backup-rm-finance-asset-manager-and-integris-1#toc1>

16 Run the Year End Process

Warning:

The Administration Manager End of Year processing must be completed before undertaking the RM Billing End of Year rollover.

The RM Billing End of Year rollover must be run in 2020.

- **Log in** to Integris with your user name and password (The single user lock should still be on)

Note: If a user without appropriate access rights logs in to Integris while Single User Lock is in place, the following message will appear and Integris will close. Users with the appropriate access rights can log in with their user name and password and click 'Login' to continue with the Year End process.

School Management Solutions - Integrated Database
7.09.50 (08/10/18) Extended Mode

User Name
Password

RM Login Quit

Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA 2\INTEGRIS.DF1

Single User Lock

Integris and remote web services are currently unavailable while maintenance work is carried out.

It was locked by System Administrator who has sole access

It was locked on 13 JAN 2020 at 14:02 for 1.00 hours

Integris will automatically close in 12 seconds

- **RM Billing > Utilities > Year End Processing**
- Double click on **Year End Processing**

Year End Processing

This will close billing item batches in billing year 2019. It is NOT reversible.
Have you made a backup of the datafile?

Yes No

- Click **Yes** to the backup message

Locked Message

Enter the message you would like to appear when another user attempts to log on to the system.

Integris is currently unavailable while RM Billing EOY is carried out.

Enter how long you expect the system to be locked for. 1.00 hrs

View Users OK

- Enter an appropriate Locked Message and click **OK**

Billing Year End X

Year End Processing Completed OK.

OK

- Click **OK**

17 View the Billing Year

Check the Billing Parameters to ensure the year end rollover has processed successfully.

RM Billing > Parameters > Billing Parameters

- View the **Last Year End**, **Last Rollover** and **Current Billing Year** to ensure that the dates are correct

Year End

Last Year End 31 DEC 2019 Last Rollover 13 JAN 2020

Current Billing Year 2020

18 Purging Transactions (Optional)

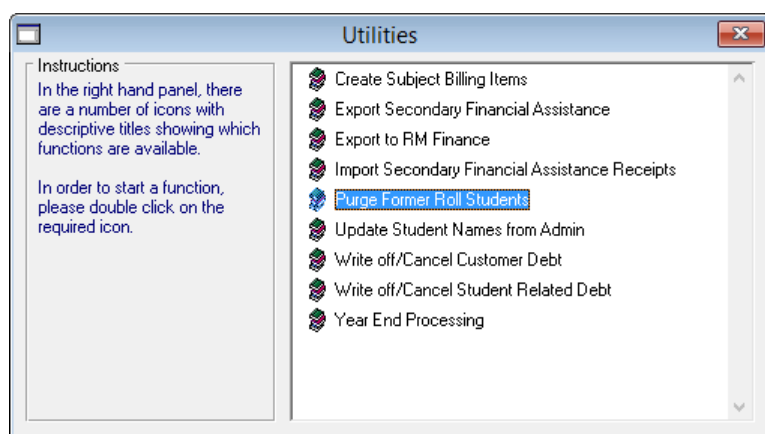
Note: The Purge Transactions process can be run by schools after they have processed their RM Billing Year End. Refer to the Finance for Schools website for the Fact Sheet for further information.

RM Billing now has a utility that enables users to purge transactions from **Former Roll** students where transactions have a zero balance and the student has a **Leave Date** of more than one year prior to the last Billing Year End date.

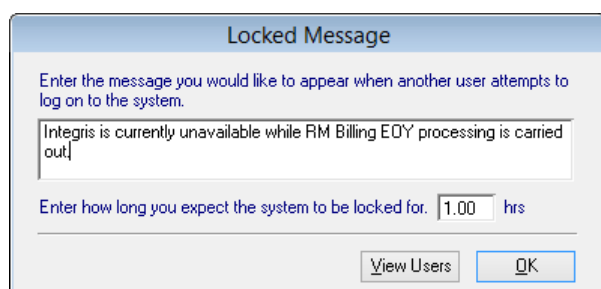
IMPORTANT:

To ensure an imbalance does not occur between the Unallocated report and the N3199 Billing Suspense Account from RM Finance, print off the Unallocated Credit Listing report from RM Billing and check if any students you wish to purge appear on this list. If they do, you must allocate the money to a Billing Item before you complete the purging process.

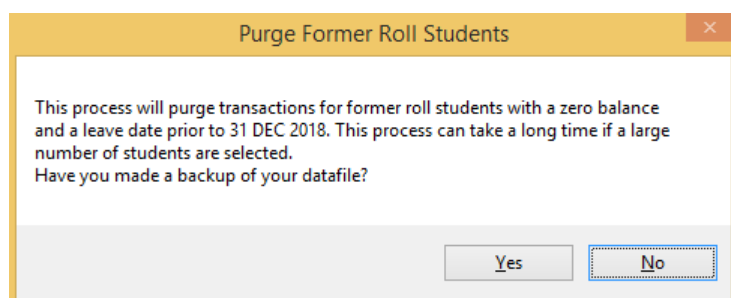
The Utility is accessed from **RM Billing > Utilities**



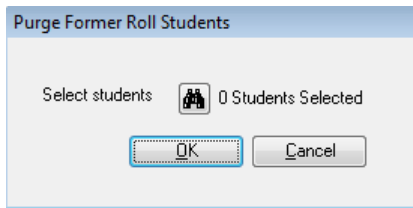
- This process is required to be run in single user mode.
- Once the process has been instigated, the user will be prompted to enter the message for the single user lock.



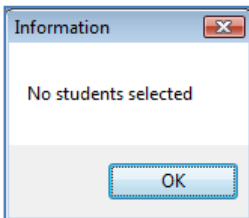
- The following message is then displayed.



- Selecting '**Yes**' will display the Student Find Tool.

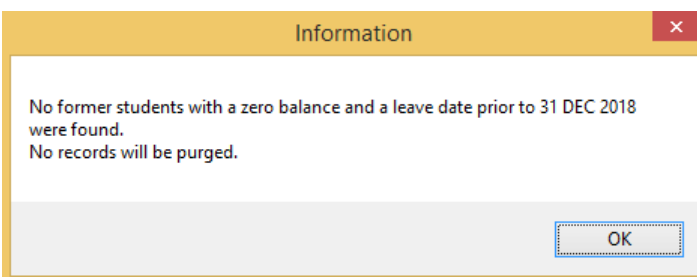


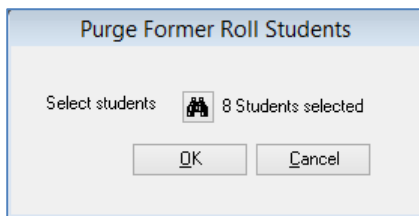
- If the user clicks **OK** without selecting any students the following message is displayed



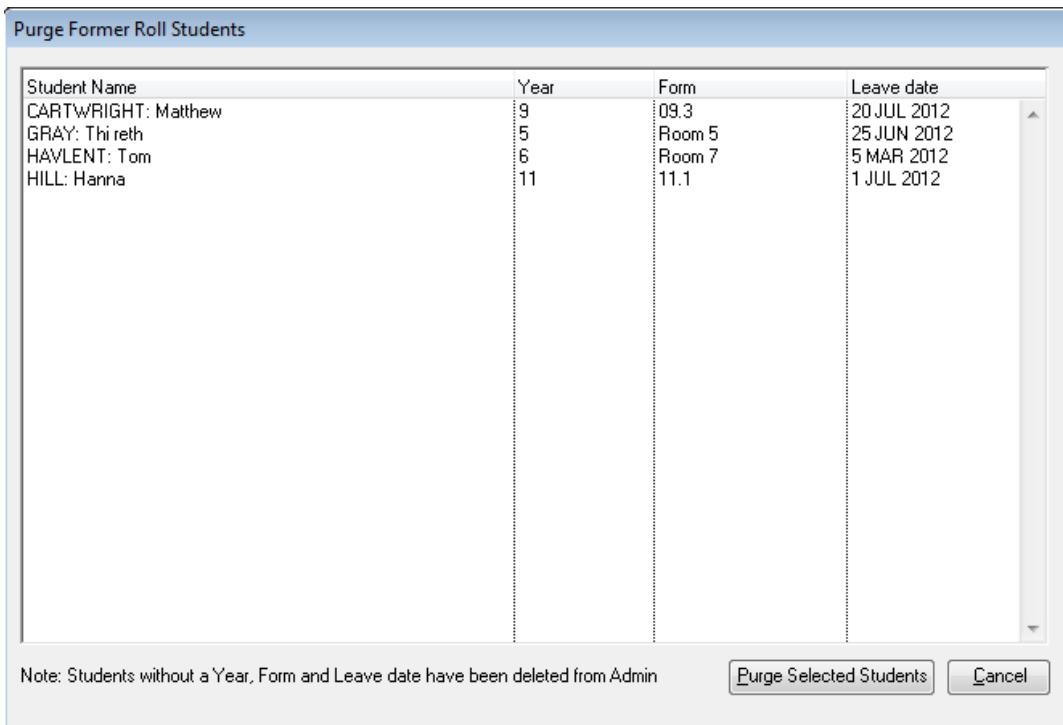
- When **OK** is clicked the message closes but the student find window remains open
- If the user selects the binoculars, the Student Find window opens with the Former roll selected

- Once the user has selected students, by clicking Find, Select and Yes, the number of students selected will display
- If there are no students to purge the following message will display

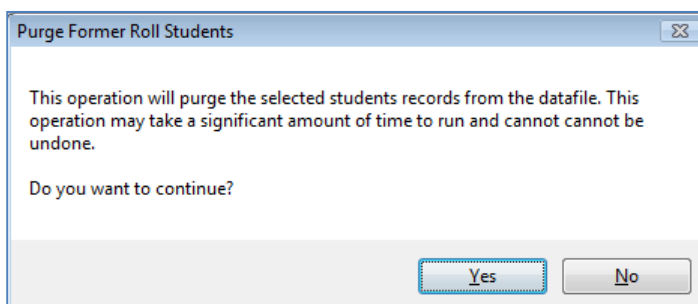




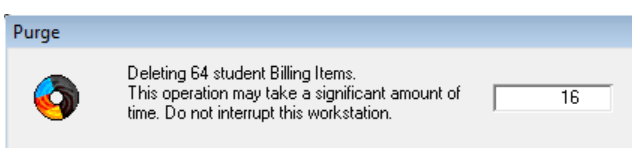
- On clicking OK, any students selected will display in the list

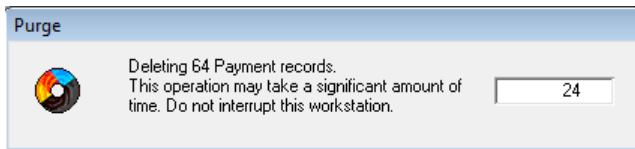


- The user will highlight students and click **'Purge Selected Students'**
- The following message is then displayed.

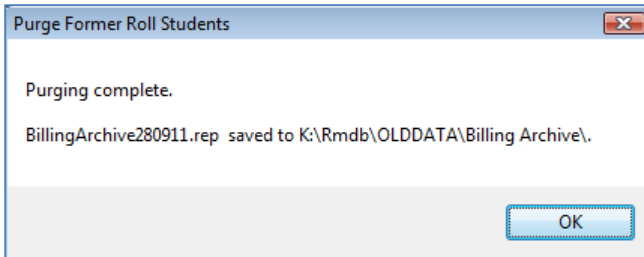


- When the user clicks **'Yes'**, a series of different progress messages are displayed (some examples appear below), so the user is aware of the different stages in the process.

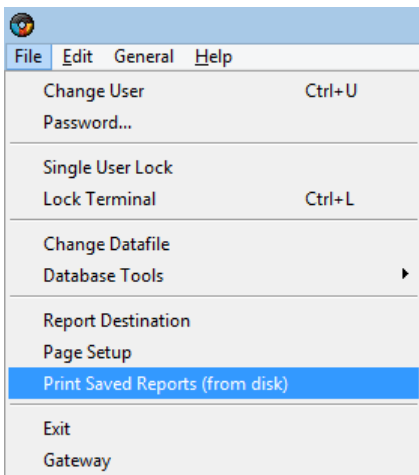




- When the process has completed the following message is displayed.

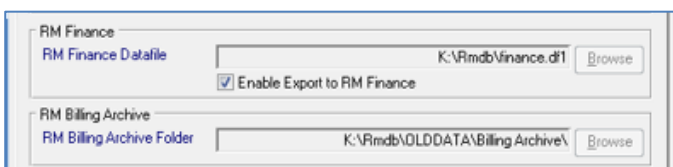


- An archive report is saved to the specified location.
- Archived reports can be run from within Integris from the **File > Print Saved Reports (from disk)** menu option.



IMPORTANT:

Please note that the Billing Archive folder needs to be created with a space in between the words 'Billing' and 'Archive' as shown in the Parameters screen shot below.



19 Create 2020 Audit Log

On the G:\ drive, create a new folder name "RM Billing Audit Log 2020"
(If required create the Statements and Invoices folder inside this folder).

20 Receipting in the New Year Prior to Creating Billing Items

Schools can continue to receipt money for 2020 into special receipts batches entitled '*General Banking Prior to 2020 Subject (or Billing Items) Debt ddmmyy*'. This will be entered into RM Billing as unallocated credit until such time as the subject debt is created. The same process as outlined for 2019 will apply.

<https://ikon.education.wa.edu.au/-/receipt-money-in-rm-billing>

21 Creating 2020 Secondary Financial Assistance Applications

A summary of creating and managing Secondary Financial Assistance (SFA) applications for 2020 is provided below. There is new functionality in the latest release of RM Billing to allow Secondary Schools to create electronic applications, export the applications and email the files to Schools Resourcing.

The applications will be assessed and Receipts Import Files returned (attached to an email) to the school for importing against eligible students. These Imported Receipts will become unallocated credit, which must be allocated to students after the creation of Billing Items (Steps 22-25).

For full details of the new SFA application functionality, refer to the **Secondary Financial Assistance; Training Guide, Electronic Transfer Frequently Asked Questions** and the **Electronic Transfer Process Guide** on the Finance Web. These are available at the link below.

<https://ikon.education.wa.edu.au/-/help-parents-apply-for-the-secondary-assistance-scheme>

21.1 Completing an Application for Secondary Financial Assistance

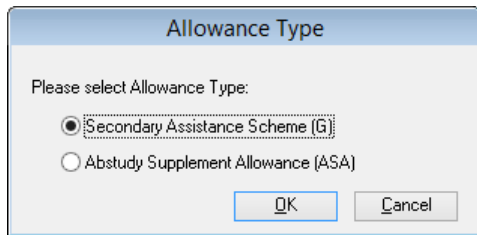
RM Billing > Students

- Highlight the student(s) required (Siblings can be done together)
- Go to **For Selected > Secondary Financial Assistance Allowance**
- Select the Parent/Guardian making the application (this must be the concession card holder)

Name	Address	Relationship
Mrs Soya Maroney	22 Toulon Gardens, FREMANTLE, WA, 6247	Mother
Mr Anton Maroney	22 Toulon Gardens, FREMANTLE, WA, 6247	Father

- Click **OK**

- Select the Allowance Type



Allowance Type

Please select Allowance Type:

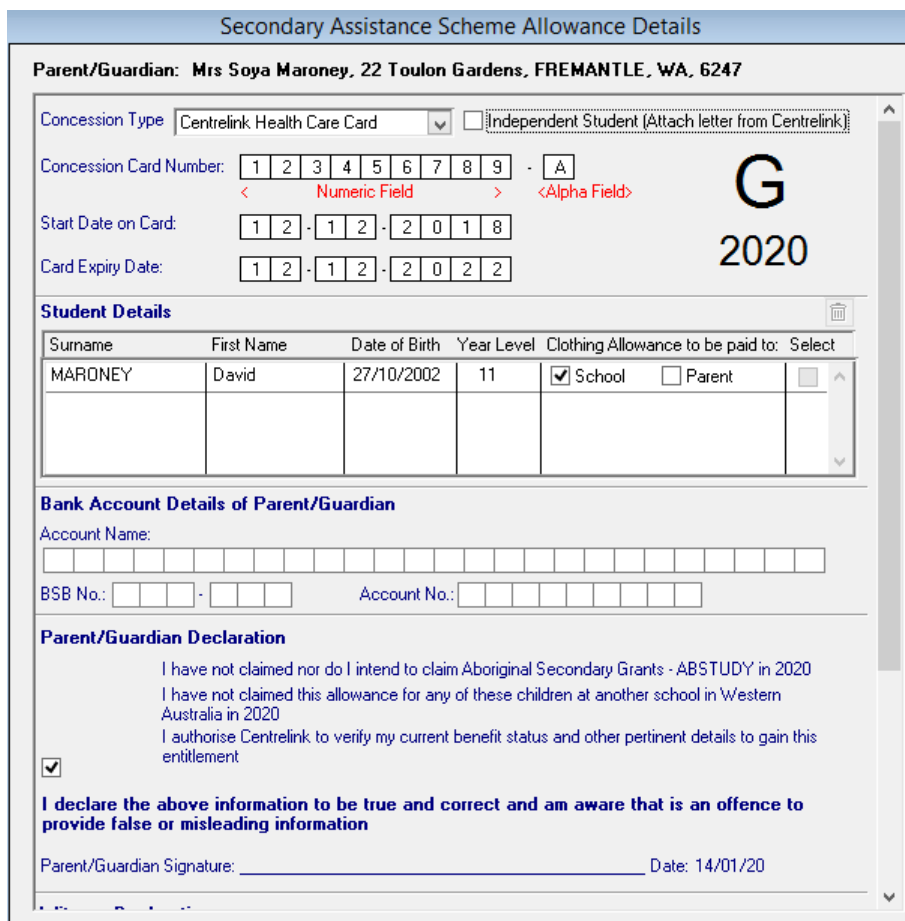
☒ Secondary Assistance Scheme (G)

☐ Abstudy Supplement Allowance (ASA)

OK Cancel

- Click OK

The selected Form will display. Complete all sections of the form. Indicate whether the Clothing Allowance will be sent to the school or the parent.



Secondary Assistance Scheme Allowance Details

Parent/Guardian: Mrs Soya Maroney, 22 Toulon Gardens, FREMANTLE, WA, 6247

Concession Type: Centrelink Health Care Card ☐ Independent Student (Attach letter from Centrelink)

Concession Card Number: 1 2 3 4 5 6 7 8 9 - A
 < Numeric Field > < Alpha Field >

Start Date on Card: 1 2 - 1 2 - 2 0 1 8

Card Expiry Date: 1 2 - 1 2 - 2 0 2 2

Student Details

Surname	First Name	Date of Birth	Year Level	Clothing Allowance to be paid to:	Select
MARONEY	David	27/10/2002	11	<input checked="" type="checkbox"/> School <input type="checkbox"/> Parent	<input type="checkbox"/>

Bank Account Details of Parent/Guardian

Account Name:

BSB No.: - Account No.:

Parent/Guardian Declaration

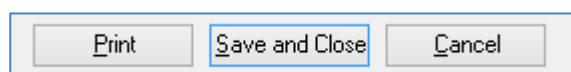
☒ I have not claimed nor do I intend to claim Aboriginal Secondary Grants - ABSTUDY in 2020
 I have not claimed this allowance for any of these children at another school in Western Australia in 2020
 I authorise Centrelink to verify my current benefit status and other pertinent details to gain this entitlement

I declare the above information to be true and correct and am aware that is an offence to provide false or misleading information

Parent/Guardian Signature: _____ Date: 14/01/20

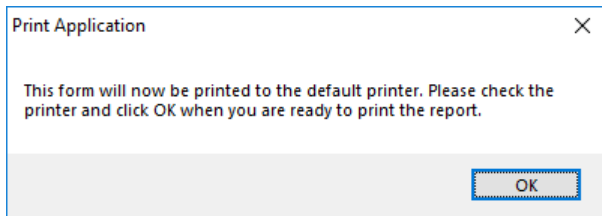
If all details are completed, the form should be printed and signed by the applicant and the witness. If the applicant does not have all the required information, the form can be **saved and closed** and then edited later as required.

- Select the appropriate option

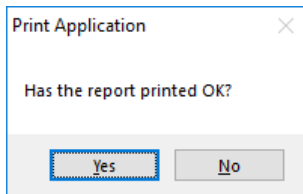


Print Save and Close Cancel

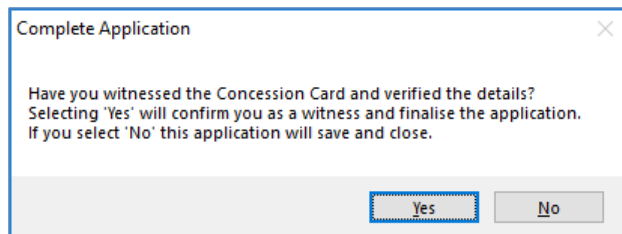
- If Printing, click **OK** to the Print Application message



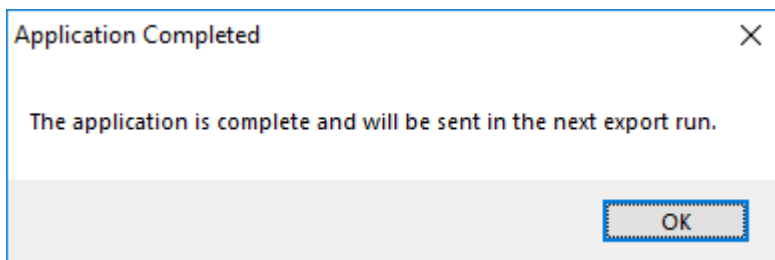
- Click **Yes** to the second Print message



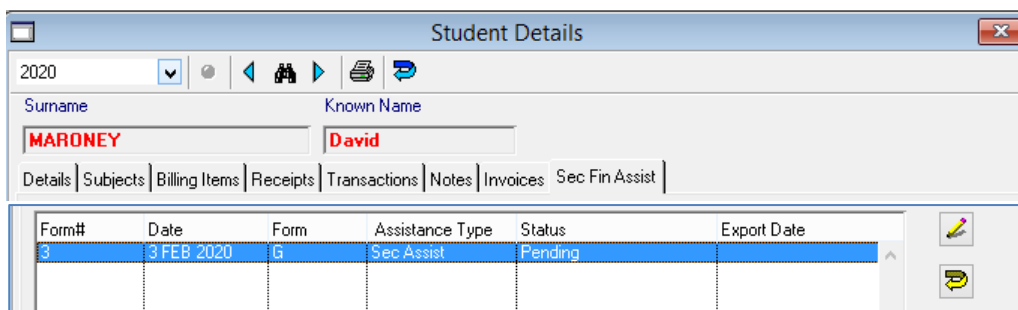
- Click **Yes** to the Complete Application message



- Click **OK** to the Application Complete message



- View the application in the Student's Record



21.2 Check Pending SFA Applications

Reports > Transactional Reports

All students who have SFA Applications can be printed using the Secondary Financial Assistance Summary Report.

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories: 'Charges and Contributions Templates', 'Charges and Contributions Reports', 'Financial Reports', 'Transactional Reports', and 'Audit Reports'. Under 'Transactional Reports', several sub-items are listed, with 'Secondary Financial Assistance Summary' highlighted. On the right, the 'Secondary Financial Assistance Summary' configuration panel is shown. It includes three dropdown menus: 'Select Year' (set to 2020), 'Select Assistance Type' (set to 'Not Specified'), and 'Select Status'. The 'Select Status' dropdown is expanded, showing a list of checkboxes: 'Incomplete' (checked), 'Pending' (checked), 'Sent' (checked), 'Cancelled before Sent' (checked), 'Cancelled after Sent' (checked), and 'Cancellation Notified' (checked). At the bottom right of the panel are 'Print' and 'Cancel' buttons.

The Report will display all applications, the type of funding applied for, the Status of each Application and whether the Clothing Allowance is being paid to the school or parent. Applications marked as **Pending** will be exported the next time the export utility is run.

West Coast District High School Secondary Financial Assistance Summary



Search Criteria:

Status: Incomplete, Pending, Sent, Cancelled before Sent, Cancelled after Sent, Cancellation Notified

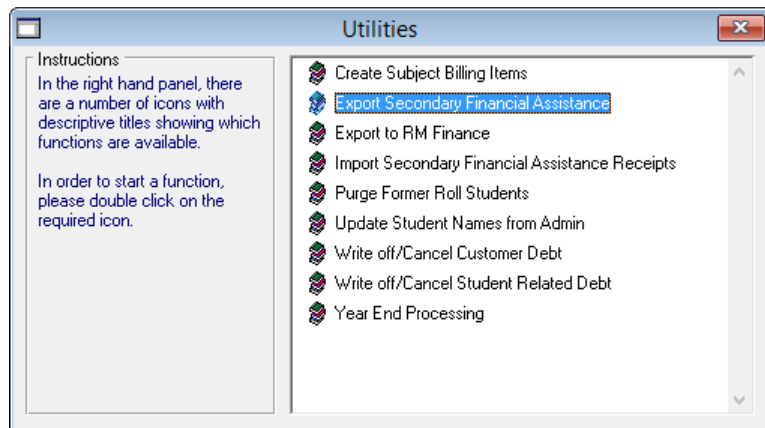
Student #	Student Name	Year	Assistance Type	Clothing Allowance to:	Status	Export Date
25123452	BANDY: Brandy	7	Secondary Assistance	School	Pending	
25123467	BANDY: Tamara	8	Secondary Assistance	School	Pending	
20512495	LAM: Chanara	11	Secondary Assistance	Parent	Incomplete	
20512501	MAHNEY: Ariel	11	Abstudy		Pending	
20512502	MARONEY: David	11	Secondary Assistance	School	Pending	
20512510	MORARITY: Georgina	11	Secondary Assistance	School	Pending	

21.3 Export SFA Applications

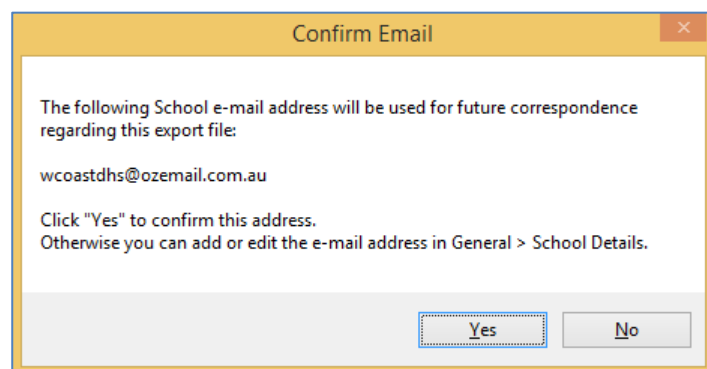
RM Billing > Utilities

To export completed (Pending) SFA Applications:

- Double Click on the Export Secondary Financial Assistance utility

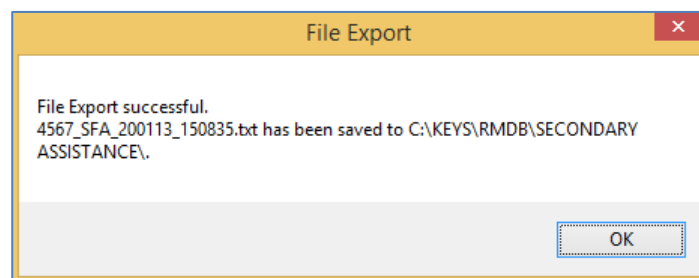


- Click Yes to the Confirm Email message



The email address recorded in **General > School Details** is used for all correspondence between the school and Schools Resourcing with regard to SFA Applications.

- The File will be exported to the default pathway set up in Billing Parameters



This file contains the details of all the students who had a completed SFA application. This file needs to be emailed as an attachment to Student.Allowances@education.wa.edu.au. The applications will be processed and an Import Receipts file will be emailed back to the email address displayed when first exporting the applications.

Note: The process of exporting and emailing SFA Applications can be done more than once if required during Term 1. Once applications are exported, however, they will be marked as exported and the Export Date will appear on the Secondary Financial Assistance Summary Report with a Status of 'Sent'. If you repeat the export process for subsequent applications, only new applications marked as 'Pending' will be exported.

21.4 Importing SFA Receipts

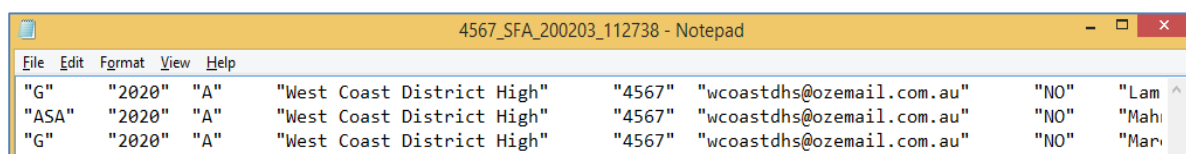
RM Billing > Utilities

Import Files containing the details of SFA subsidies will be emailed back to schools. Education Program Allowances (EPA or ASA) will be in a separate file to the Clothing Allowance (CLA) receipts.

EPA, ASA Payments and CLA (where payments are made to the school) are processed in RM Billing as Government Subsidy (GV Payment Type).

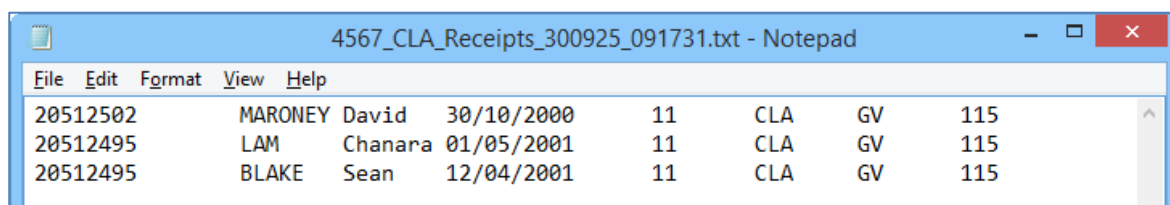
Sample Import Files

Education Program Allowance (EPA)



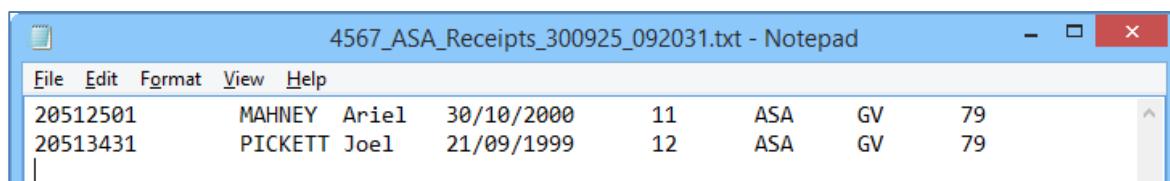
File	Edit	Format	View	Help
"G"	"2020"	"A"	"West Coast District High"	"4567" "wcoastdhs@ozemail.com.au" "NO" "Lam"
"ASA"	"2020"	"A"	"West Coast District High"	"4567" "wcoastdhs@ozemail.com.au" "NO" "Mahi"
"G"	"2020"	"A"	"West Coast District High"	"4567" "wcoastdhs@ozemail.com.au" "NO" "Mar"

Clothing Allowance (CLA)



File	Edit	Format	View	Help
20512502	MARONEY David	30/10/2000	11	CLA GV 115
20512495	LAM Chanara	01/05/2001	11	CLA GV 115
20512495	BLAKE Sean	12/04/2001	11	CLA GV 115

Abstudy Supplement Allowance (ASA)



File	Edit	Format	View	Help
20512501	MAHNEY Ariel	30/10/2000	11	ASA GV 79
20513431	PICKETT Joel	21/09/1999	12	ASA GV 79

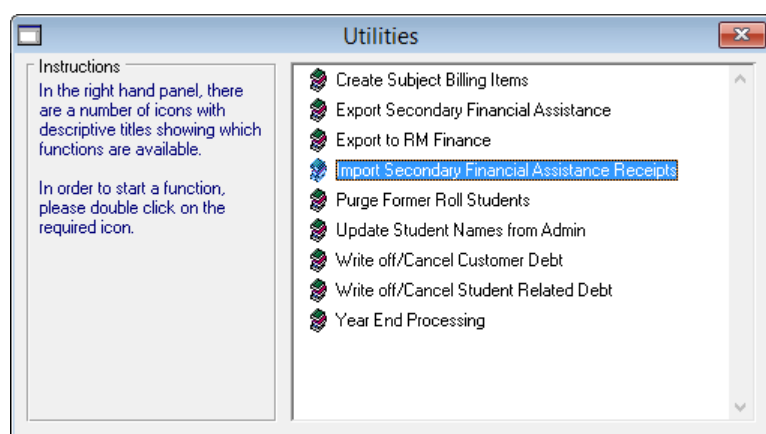
These files should be placed in the same folder used for exporting SFA Applications. The file path is set up in **RM Billing > Parameters > Billing Parameters**.

IMPORTANT: The EPA and ASA (if applicable) Receipt Batches need to be imported into RM Billing before and separate to the CLA Receipt Batches. The receipt batch for the EPA and the ASA need to be applied to the students Subject Billing Items first or if Auto Allocating, then the EPA will apply as per the 'Rules of Applying Subsidy' on page 52. When these receipts have been applied then the CLA receipt should be applied to the student.

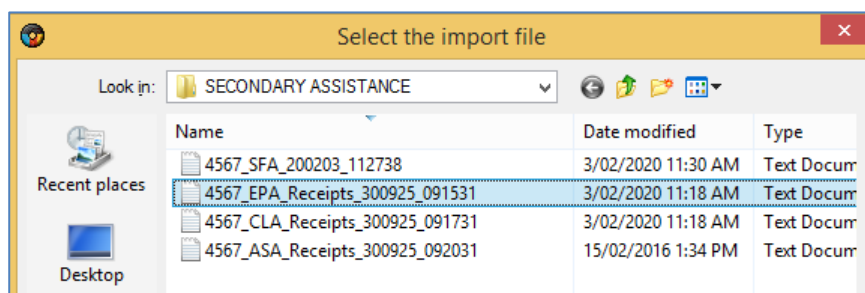
Even though the CLA is now paid to the school as a Government Subsidy, it is parent money and can be refunded to the parent if there is an unallocated credit balance at the end of the year.

To Import the Receipts files:

- Double Click on Import Secondary Financial Assistance



Select the Receipts Import file required

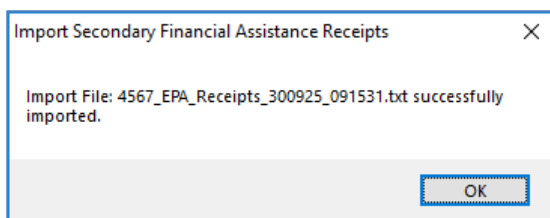


Note: Creating folders for each year in the K: Keys/RMBD/SECONDARY ASSISTANCE folder will make it easier to manage and locate these files.

- Click Open

This process will import receipts for all students in the file.

If a file is selected that has already been imported, the following message will display.



Once EPA Receipts have been imported, they will appear in the Receipts Batch List and also against the Student's Record. Once Billing Items have been created (Steps 22-25), the Unallocated credit needs to be allocated (Step 26).

Important: All SFA receipts imports (including Clothing Allowance) will have the payment type of GV. Education Program Allowances, Abstudy Allowances and Clothing Allowances allocated to the school will be Gateway payments and therefore are not entered into RM Finance.

Student Details

2020

Surname: **MARONEY** Known Name: **David** Show Unallocated Credit

Details | Subjects | Billing Items | Receipts | Transactions | Notes | Invoices | Sec Fin Assist

Type	Amount	Batch#	Comment	Unalloc	Status	Reason
GV	235.00	B00001	Imported Educational Program Allowa	235.00		

Total: 235.00 Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	235.00	SUS	Unallocated Credit		

235.00 Total

Unallocated credit resulting from SFA Imports needs to be allocated to Billing Items according to the Rules for Applying Subsidies as shown below.

Student Billing Category	Priority for applying subsidies
Secondary (Vol,Chg)	Voluntary, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned (other than Not Applicable).
Secondary (Chg)	Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned (other than Not Applicable).

22 Creating Subject Billing Items

IMPORTANT:

It is important that each school selects the 'right' time to run this process. You will need to consider the points listed below in order to determine the best time for your school to create actual Billing Items.

When should actual Subject billing items be created? Considerations are:

- Once the majority of student subject changes have taken place
- Before statements can be produced
- Before money can be receipted against billing items or allocated to billing items

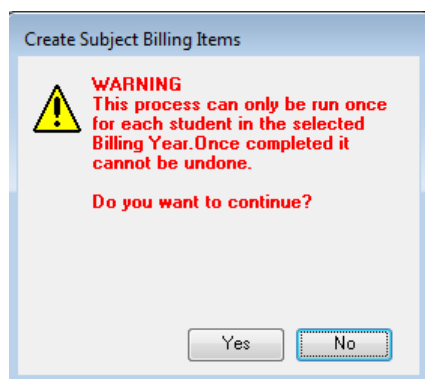
Running the process too early in **Term 1**, may lead to a large number of subject billing items having to be reversed and re-entered by the operator as students change subjects.

Running the process too late in **Term 1** may require more time for the receipting process to be carried out correctly in RM Billing and may affect statements being produced in a timely fashion. If receipts are being entered retrospectively, then the later the process is run, the more receipts batches will need to be entered. If receipts have already been entered as unallocated credit, then the credit needs to be allocated to the actual billing items once they are created.


The Charges and Contributions sheet provided to families will show the amounts students will be charged in the upcoming year. Up to this point no actual debt has been created for students. Actual debt is created through the application of Billing Items to a student's record.

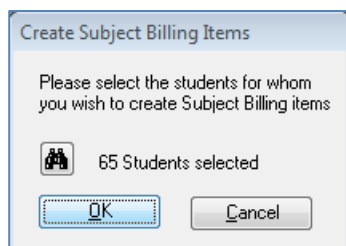
RM Billing > Utilities > Create Subject Billing Items

- Double click **Create Subject billing items**

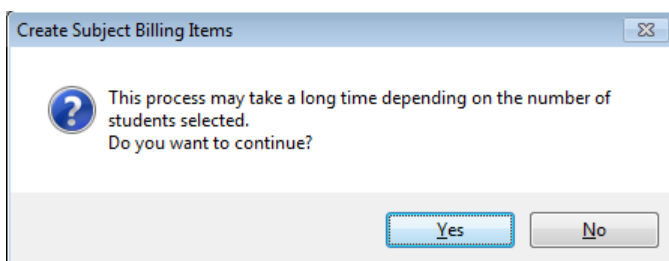


- Click **Yes**

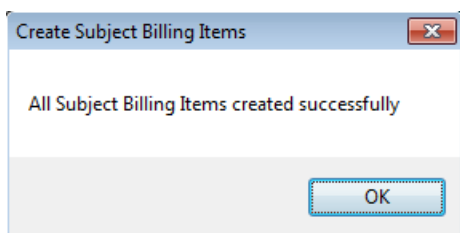
- Click on Student Find 
- Select students
- <Find>, <Select> and <Yes>



- <OK>



- <Yes>



- <OK>

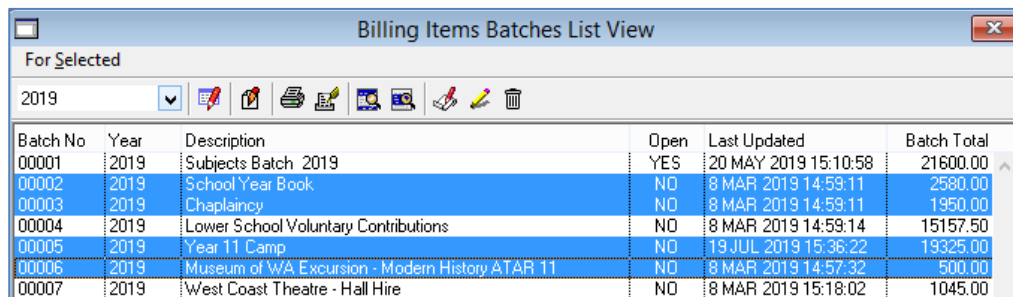
Note: It is recommended that schools create Subject Billing Items for one or two students and check these statements carefully before proceeding to process small groups of students at a time. Check statements as you proceed.

23 Copy Billing Item Batches

Billing Item batches from previous years can be copied and used in the current billing year. Once the batch has been copied, users may elect to edit the batch to meet their current needs. Check to ensure the correct Billing and GST codes have been selected.

RM Billing> Billing Items

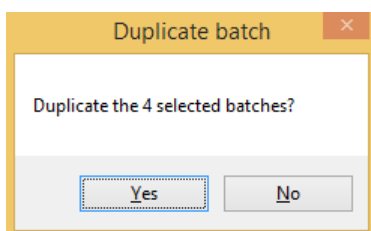
- Change the Billing year to **2019**
- Highlight the batch or batches to be copied



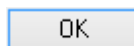
The screenshot shows a window titled "Billing Items Batches List View" with a toolbar and a table of billing items. The "For Selected" dropdown is set to "2019". The table lists seven batches for the year 2019, with columns for Batch No, Year, Description, Open status, Last Updated timestamp, and Batch Total.

Batch No	Year	Description	Open	Last Updated	Batch Total
00001	2019	Subjects Batch 2019	YES	20 MAY 2019 15:10:58	21600.00
00002	2019	School Year Book	NO	8 MAR 2019 14:59:11	2580.00
00003	2019	Chaplaincy	NO	8 MAR 2019 14:59:11	1950.00
00004	2019	Lower School Voluntary Contributions	NO	8 MAR 2019 14:59:14	15157.50
00005	2019	Year 11 Camp	NO	19 JUL 2019 15:36:22	19325.00
00006	2019	Museum of WA Excursion - Modern History ATAR 11	NO	8 MAR 2019 14:57:32	500.00
00007	2019	West Coast Theatre - Hall Hire	NO	8 MAR 2019 15:18:02	1045.00

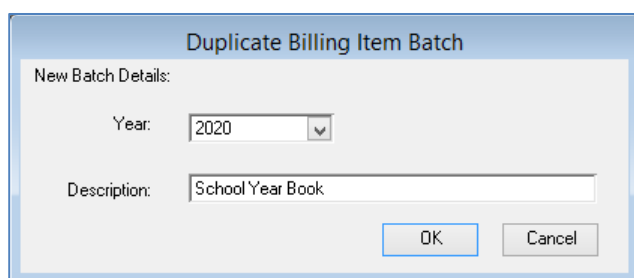
- **For Selected > Duplicate Batch**



- Click **Yes**



- Ensure **2020** is selected as the year



A dialog box titled "Duplicate Billing Item Batch" with a section "New Batch Details:". It contains a "Year:" dropdown menu set to "2020" and a "Description:" text field containing "School Year Book". There are "OK" and "Cancel" buttons at the bottom.

- Edit the name if required
- Click **OK** to save
- Repeat these steps if multiple batches were selected
- Select the 2020 billing year in the Billing Items screen

Billing Items Batches List View				
For Selected				
2020				
Batch No	Year	Description	Open	Last Updated
00009	2020	Subjects Batch 2020	YES	13 JAN 2020 15:02:59
00011	2020	School Year Book	YES	13 JAN 2020 15:03:57
00012	2020	Chaplaincy	YES	13 JAN 2020 15:03:57
00013	2020	Lower School Voluntary Contributions	YES	13 JAN 2020 14:47:52
00014	2020	Year 11 Camp	YES	13 JAN 2020 15:03:59
00015	2020	Museum of WA Excursion - Modern History ATAR 11	YES	13 JAN 2020 14:47:54



- Double click to open each batch and edit the tied billing items if required

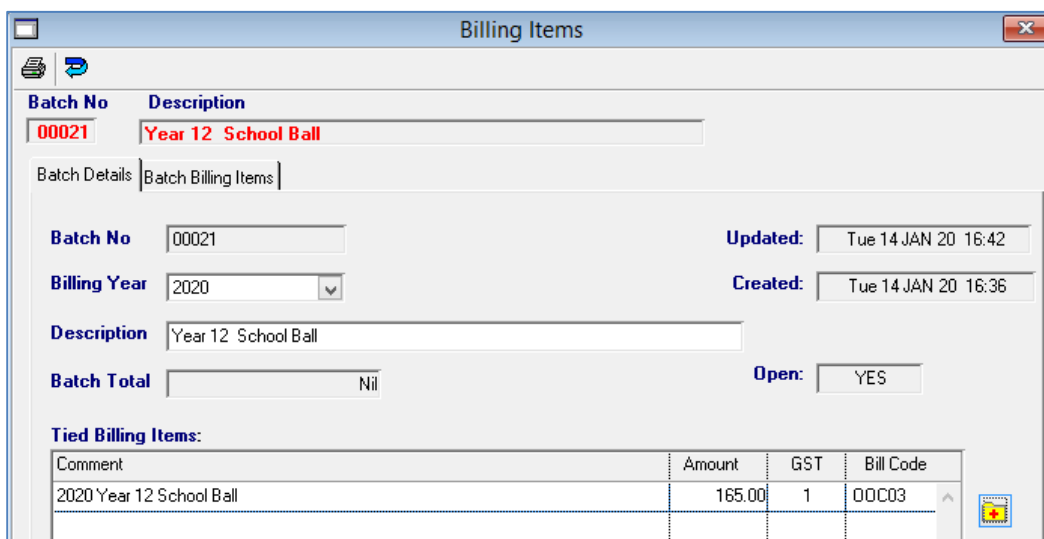
24 Create New Billing Item Batches

Billing item batches for non-subject billing items can be created as required.

Note: Schools using the 'Alternative Method' can use this process to create billing items for core subjects. Refer to the handout available on 'Finance for Schools' website on the 'Alternative Method of Billing' for more detail if required.

RM Billing > Billing Items

- Click on **Add item** 
- Enter description
- Click **OK**
- Click on **Add debit** 
- Enter Tied Billing Items as required



The 'Billing Items' form is used to create new billing item batches. It includes fields for Batch No, Description, Billing Year, Batch Total, and Open status. It also has a section for Tied Billing Items with a table for Comment, Amount, GST, and Bill Code.


Batch No	Description
00021	Year 12 School Ball

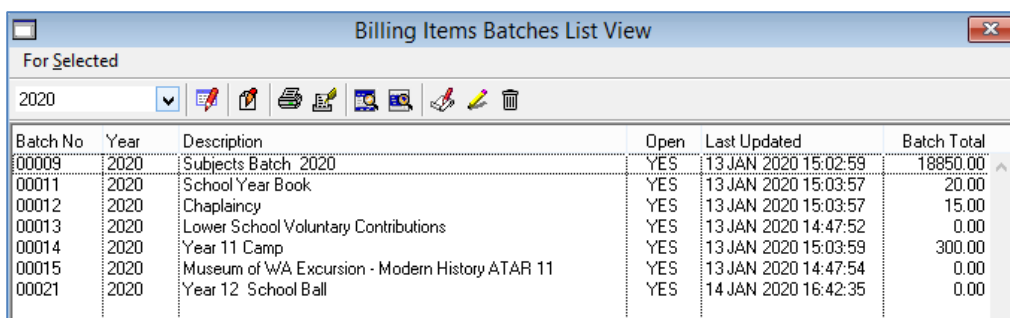
Batch Details | Batch Billing Items

Batch No: 00021 Updated: Tue 14 JAN 20 16:42
Billing Year: 2020 Created: Tue 14 JAN 20 16:36
Description: Year 12 School Ball
Batch Total: Nil Open: YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
2020 Year 12 School Ball	165.00	1	00C03

- Click **OK**
- Click on Return to view 



The 'Billing Items Batches List View' table displays a list of billing item batches. The table has columns for Batch No, Year, Description, Open, Last Updated, and Batch Total.

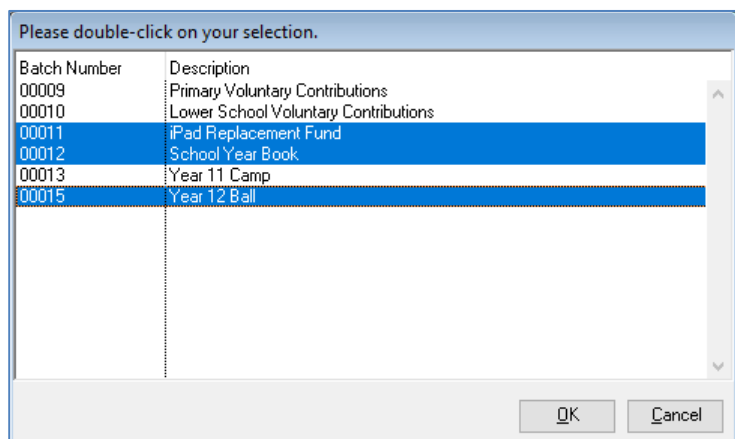
Batch No	Year	Description	Open	Last Updated	Batch Total
00009	2020	Subjects Batch 2020	YES	13 JAN 2020 15:02:59	18850.00
00011	2020	School Year Book	YES	13 JAN 2020 15:03:57	20.00
00012	2020	Chaplaincy	YES	13 JAN 2020 15:03:57	15.00
00013	2020	Lower School Voluntary Contributions	YES	13 JAN 2020 14:47:52	0.00
00014	2020	Year 11 Camp	YES	13 JAN 2020 15:03:59	300.00
00015	2020	Museum of WA Excursion - Modern History ATAR 11	YES	13 JAN 2020 14:47:54	0.00
00021	2020	Year 12 School Ball	YES	14 JAN 2020 16:42:35	0.00

25 Apply Non-Subject Billing Items Batches

To bulk bill students for non-subject billing items use the following method.

RM Billing > Students

- Select the required students
- Choose **For Selected**
- **Add to Billing Item Batch**
- Select the required batch or batches (Hint: Use <Ctrl>)



- Click **OK**

26 Apply Unallocated Credit

Any amounts receipted into RM Billing, which have not been applied against a billing item, will appear as unallocated credit. Once subject and non-subject billing items have been created, unallocated credit can be applied.

The unallocated credit listing (RM Billing > Reports > Financial Reports) can be used to identify students with unallocated credit.

26.1 To allocate unallocated credit via Student Records

RM Billing > Students

- Double-click on the required student
- Select the **Billing Items** tab
- Highlight the Billing Items with an outstanding balance. If unsure, click on



Only Billing Items with a balance to pay will be displayed.

Student Details

2020

Surname: **ANDREWS** Known Name: **Rachael** Show Billing Items with Outstanding Amounts

Details | Subjects | Billing Items | Receipts | Transactions | Notes | Invoices | Sec Fin Assist

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
1422	13 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	AECHE - Chemistr		
1423	13 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	AEECO - Economi		
1424	13 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	AEENG - English /		
1425	13 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	AEMMA - Mathem		
1426	13 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	AEPHY - Physics /		
1427	13 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	GEBIO - Biology G		
1790	14 JAN 2020	DR	15.00	0	0.00	0.00	15.00	VAR01	00012	2020 Chaplaincy		
1791	14 JAN 2020	DR	100.00	0	0.00	0.00	100.00	CHG03	00014	2020 Camp Activit		
1792	14 JAN 2020	DR	50.00	0	0.00	0.00	50.00	CHG03	00014	2020 Camp Transp		
1793	14 JAN 2020	DR	150.00	1	0.00	0.00	150.00	CHG03	00014	2020 Camp Food		
1794	14 JAN 2020	DR	25.00	0	0.00	0.00	25.00	CHG02	00015	2020 Museum of v		
1795	14 JAN 2020	DR	165.00	1	0.00	0.00	165.00	OOC03	00021	2020 Year 12 Sch		

TOTALS: Amount 805.00 Discount 0.00 Paid 0.00 Balance 805.00

Unallocated Credit Amount 300.00 Allocate Add Billing Item Reversal Adjustment Add Discount

- Highlight the Billing Items with an outstanding balance to allocate the credit to
- Click on **Allocate**
- Enter the amount to be allocated

Allocate

Enter the amount to allocate (up to \$300.00) 300

Cancel OK

- Click **OK**


26.2 To auto-allocate unallocated credit via the Billing Items screen

The auto allocation of unallocated credit should be processed after:


- reviewing unallocated credit
- adjusting any billing items as per parent requests
- applying any payments with specific instructions

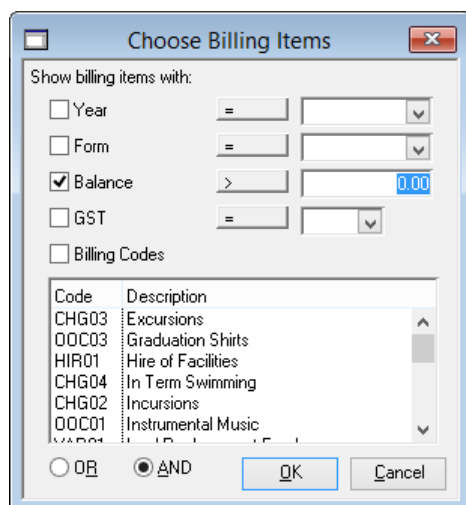
Note: The Auto Allocation Report needs to be sent directly to a printer. The Print destination must be set prior to using this process. It can be reprinted through Reports > Transactional Reports > Re-Print Auto Allocate Transactions

RM Billing > Billing Items

- Double click on the **Required** batch
- Click on the **Batch Billing Items** tab
- Click 
- Highlight the required transaction lines

Note: Selected billing items must have a balance if you wish to use the Auto Allocate function. Sort by balance or use the filter icon (shown on next page) to select items with a balance greater than 0.00. This will assist with the auto allocation process.

- Click on Filter 
- Select Balance > 0.00



Choose Billing Items

Show billing items with:

☐ Year =

☐ Form =

☒ Balance >

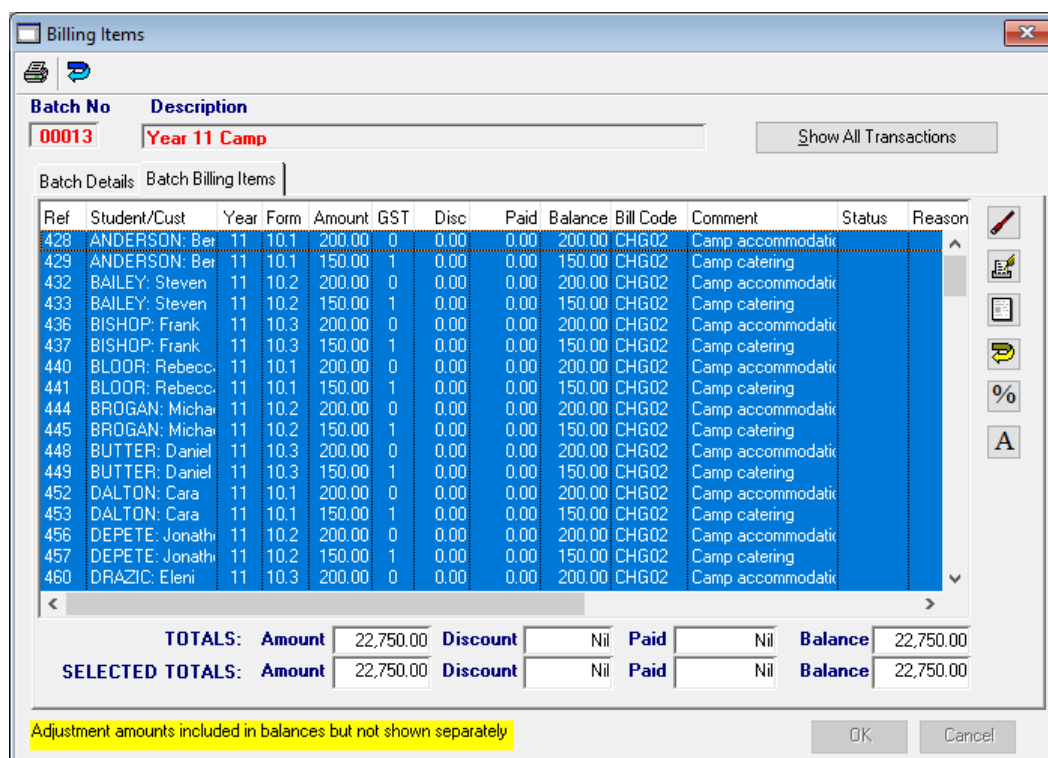
☐ GST =

☐ Billing Codes

Code	Description
CHG03	Excursions
OOC03	Graduation Shirts
HIR01	Hire of Facilities
CHG04	In Term Swimming
CHG02	Incursions
OOC01	Instrumental Music

☐ OR ☒ AND

- Click OK
- Only Items with a balance will be highlighted



Billing Items

Batch No: 00013 Description: Year 11 Camp

Batch Details Batch Billing Items

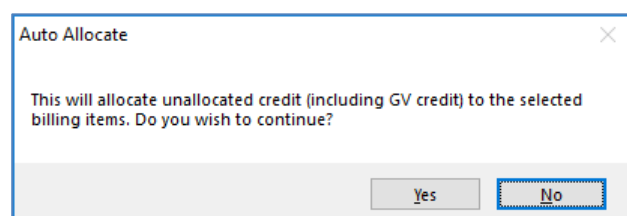
Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
428	ANDERSON: Ben	11	10.1	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
429	ANDERSON: Ben	11	10.1	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
432	BAILEY: Steven	11	10.2	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
433	BAILEY: Steven	11	10.2	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
436	BISHOP: Frank	11	10.3	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
437	BISHOP: Frank	11	10.3	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
440	BLOOR: Rebecca	11	10.1	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
441	BLOOR: Rebecca	11	10.1	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
444	BROGAN: Michael	11	10.2	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
445	BROGAN: Michael	11	10.2	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
448	BUTTER: Daniel	11	10.3	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
449	BUTTER: Daniel	11	10.3	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
452	DALTON: Cara	11	10.1	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
453	DALTON: Cara	11	10.1	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
456	DEPETE: Jonathan	11	10.2	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		
457	DEPETE: Jonathan	11	10.2	150.00	1	0.00	0.00	150.00	CHG02	Camp catering		
460	DRAZIC: Eleni	11	10.3	200.00	0	0.00	0.00	200.00	CHG02	Camp accommodati		

TOTALS: Amount 22,750.00 Discount Nil Paid Nil Balance 22,750.00

SELECTED TOTALS: Amount 22,750.00 Discount Nil Paid Nil Balance 22,750.00

Adjustment amounts included in balances but not shown separately

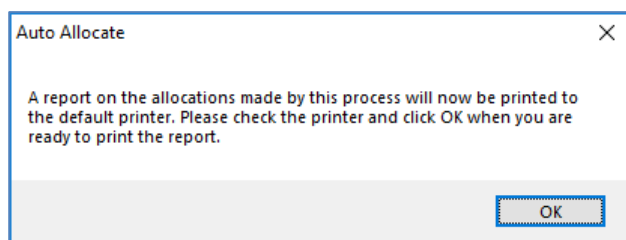
- Click 



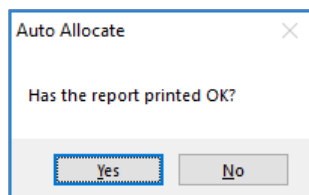
Auto Allocate

This will allocate unallocated credit (including GV credit) to the selected billing items. Do you wish to continue?


- Click **Yes**



- Click **OK**



- Click **Yes** if the report has printed correctly

West Coast District High School						
Automatic Allocation of Credit - 14 January 2020				09:30:27		
Re-Printed						
Batch: 00014		Year 11 Camp 2020				
Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref	
KENT: Clayton	11	11.2	9	CH	1824	
KRAFT: Chelsea	11	11.1	5	CA	1830	
NAIRN: Richard	11	11.2	14	CA	1785	
			19	CH	1785, 1786, 1787	



27 Print Student Statements

Student Statements can be printed from:

Reports > Financial Reports > Student Statements

OR

Students > For Selected > Print Statements

28 Process Write-offs (If not completed as part of Year End Activities)

IMPORTANT:

Ensure a copy of all write off applications, supporting documents, reports and approvals are filed.

Write-offs can be processed as required in accordance with the Department's Write-Off Procedures for Irrecoverable Debts document.

28.1 To Process Student Write-offs

- Create a billing items batch to hold the write-off transactions
- **RM Billing Utilities > Write-off/Cancel Student Related Debt**

Note: Refer to Section 12 of this Fact Sheet or the RM Billing Training notes for more detail.

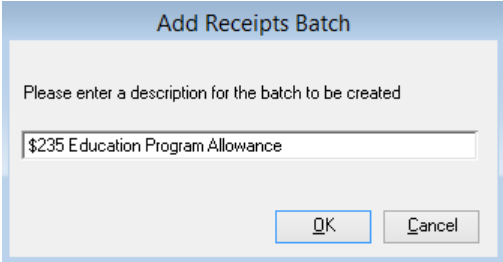
Appendix 1: Apply Subsidies for Secondary Financial Assistance (SFA) Manually

Schools should use the electronic method for processing, sending and importing SFA Applications as outlined in Step 21 of this Fact Sheet. If for some reason schools are using the previous manual methods for applying Secondary Financial Assistance for eligible students, the following steps need to be followed.

Create an Education Program Allowance Receipts batch for 2020

RM Billing > Receipts

- Click **Add Item** 
- Enter the batch description '\$235 Education Program Allowance'

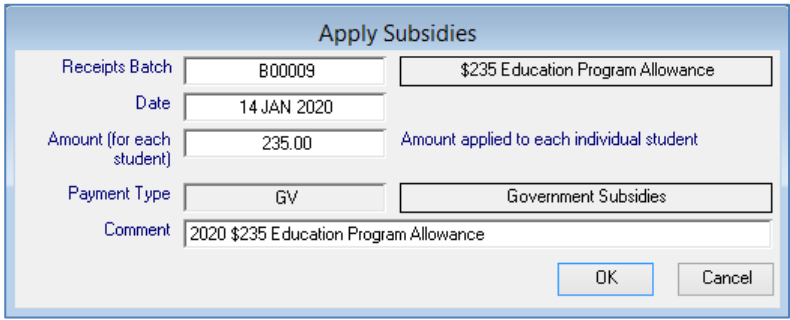


The dialog box is titled "Add Receipts Batch". It contains a text input field with the text "\$235 Education Program Allowance". Below the input field are two buttons: "OK" and "Cancel".

- Click **OK**

Apply the Education Program Allowance

- Navigate to **RM Billing >Students**
- Select the eligible students
- Click on **For Selected**
- Choose **Apply Subsidies**
- Select the current year
- <Tab> in batch number cell
- Select the: **\$235 Education Program Allowance** batch
- Insert Amount: **\$235**
- Insert Comment: **2020 \$235 Education Program Allowance**



The dialog box is titled "Apply Subsidies". It contains several fields and buttons:

Receipts Batch	B00009	\$235 Education Program Allowance
Date	14 JAN 2020	
Amount (for each student)	235.00	Amount applied to each individual student
Payment Type	GV	Government Subsidies
Comment	2020 \$235 Education Program Allowance	

At the bottom right are two buttons: "OK" and "Cancel".

- Click **OK**

33 Support (Transactional)

Should you need any transactional support please contact Financial Operational Support at Financial Services

Contact details below:

Email

Financialservices.support@education.wa.edu.au

34 Support (Systems)

Should you need any systems support please contact the Customer Service Centre (CSC) at the Department of Education.

Contact details below

Phone (CSC)

Metro: 9264 5555

Country: 1800 012 828

Please be prepared to supply your ID number, contact details and a brief description of the problem

Fax (CSC)

9264 4701

Please be prepared to supply your ID number, contact details and a brief description of the problem

Email (CSC)

customer.service.centre@det.wa.edu.au

Please include your *ID number, contact details and a brief description* of the problem.

35 Online Manuals and Training Notes

35.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

<http://www.civicaeducation.com.au/>

Select ***Integris Support***.

Log in to ***Western Australian SIS Schools***.

Username: ***school***

Password: ***help***

STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous fact sheets and support documents for all SIS Administration modules.

<http://det.wa.edu.au/intranet/stims>

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.