

CIVICA

RM Billing Manual



Document Versions

Ver	Reason	Who	Date
1.0	Completed manual	Sandy Maxwell (RMAP WA)	21/12/07
1.1	Updated after review	Paul Gabelich (RMAP WA)	02/01/08
1.2	Minor corrections after DET review	Paul Gabelich (RMAP WA)	10/01/08
1.3	Updated for v1.10	Sandy Maxwell (RMAP WA)	29/10/08
1.4	Updated after DET review	Sandy Maxwell (RMAP WA)	27/01/09
1.5	Updated for v1.20	Sandy Maxwell (RMAP WA)	08/07/09
1.6	Updated for v1.20.03	Sandy Maxwell (RMAP WA)	02/11/09
1.7	Updated for v1.20.05	Sandy Maxwell (RM Ed)	27/06/11
2.0	Latest template and logos attached	Susan Richardson (RM Ed)	27/06/11
3.0	Updated for v1.30.01	Sandy Maxwell (RM Ed)	16/11/11
4.0	Updated to Civica Template	Derek Mathieson (Civica Education)	14/11/12
5.0	Updated for Integris 6.97.10	Derek Mathieson (Civica Education)	13/02/13
6.0	Support information updated	Susan Richardson (Civica Education)	12/07/13
7.0-8.0	Updated for v1.30.10	Shauna Henry (Civica Education)	15/04/14
9.0	Minor editing after DoE review	Shauna Henry (Civica Education)	16/04/14
10.0	Updated for v1.30.12	Derek Mathieson (Civica Education)	01/04/15
11.0	Updated for v1.30.40	Derek Mathieson (Civica Education)	17/09/15
12.0	Minor editing after DoE review	Ronnie Kearns (Civica Education)	07/10/15
13.0	Updated for SFA Changes	Derek Mathieson (Civica Education)	14/04/16
14.0	Corrections to Section Numbering	Derek Mathieson (Civica Education)	26/07/16

Civica Education Pty Ltd ACN 086 405 174

Copyright © MMXVI

All Rights Reserved

This document is the property of Civica Education Pty Ltd and may not be copied, transmitted or reproduced by any means without written permission of Civica Education Pty Ltd

Copyright

All rights are reserved. No part of this document may be reproduced or transmitted in any form or means electronic or mechanical including photocopying and recording or by any information storage or retrieval system except as may be permitted in writing by Civica Education Pty Ltd.

Application for permission for use of copyright material, including permission to reproduce extracts in other published works, shall be made to the publishers. Full acknowledgement of author, publisher and source must be given.

Material is contained in this publication for which publishing permission has been sought and for which copyright is acknowledged. Permission to reproduce such material cannot be granted by the publishers and application must be made to the copyright holder.

Microsoft, Windows and Excel are registered trademarks of Microsoft Corporation. Visual Components is a trademark of OMNIS Software Limited. Integris is a trademark of RM Plc.

Because our policy is to improve our products and services continually, we may make changes without notice. We have tried to keep the information in this manual complete and accurate, but we cannot be held responsible for the consequences of any errors or omissions.

Your comments are of great value to us in improving our computer systems, publications and services.

Intellectual Property

The contents, design, solutions and plans contained in this document represent the intellectual property of Civica Education Pty Ltd and its associates. All rights are reserved except as may be granted to the addressee in writing by Civica Education.

Contents

1	Introduction	1-2
1.1	Commonly Used Icons	1-2
2	Getting Started	2-2
2.1	Logging on to Integris	2-2
2.2	Integris setup for RM Billing	2-2
2.2.1	Setting Parent/Guardian 1 as the Fees Biller	2-2
2.2.2	Setting Parent/Guardian 2 as the Fees Biller	2-3
2.2.3	Setting another contact as the Fees Biller	2-3
2.2.4	Using Speed Edit to Update the Fees Billing Marker	2-4
2.2.5	Students on the Admissions roll	2-5
2.2.6	Students on the External roll	2-5
2.2.7	Students on the Former roll	2-5
2.2.8	Preferences	2-5
2.3	RM Finance Setup for RM Billing	2-6
2.3.1	Checking and Creating Analysis Codes	2-6
2.3.2	Checking and Creating Budget Codes	2-6
2.3.3	Create the Billing Supplier Code	2-6
2.4	Adding the RM Billing Module	2-8
2.5	Using RM Billing for the First Time	2-11
2.5.1	Set the Billing Parameters	2-11
2.5.2	Initialise the Billing Codes	2-12
2.5.3	Open the Students window	2-13
2.6	User Access Rights	2-14
2.6.1	Validation of RM Finance Connected User	2-14
3	Parameters	3-2
3.1	Billing Codes	3-2
3.1.1	System-created Billing Codes	3-2
3.1.2	User-defined Billing Codes	3-4
3.2	To create a new billing code	3-4
3.2.1	To edit a billing code	3-5
3.2.2	To delete a billing code	3-5
3.2.3	To print a list of billing codes	3-5
3.2.4	Refund Billing Codes	3-6
3.3	To create a refund type billing code	3-6
3.4	Billing Parameters	3-7
3.4.1	General tab	3-7
3.4.2	Charges and Contributions tab	3-9
3.4.3	Statements tab	3-11
3.4.4	Invoices tab	3-12
3.5	To change/set the Billing Parameters	3-13
3.5.1	Future Date warning	3-13
3.5.2	Last Year End Date warning	3-14
3.5.3	To Enable the Link to RM Finance	3-14
3.5.4	Finalise All Batches Entered Prior to Turning on the Export	3-14
3.6	Print Re-allocation Transactions	3-15
3.7	Enable the Export to RM Finance	3-17
3.8	GST Codes	3-18
3.8.1	To edit a GST code	3-18
3.9	Subjects	3-19
3.9.1	Year drop down selection list	3-21
3.9.2	Print List	3-21
3.9.3	Print Selected	3-21
3.9.4	Hide Selected	3-21
3.9.5	Hide Unselected	3-21
3.9.6	Update Subjects (after Timetable Changes)	3-21
3.9.7	To display all Timetabled Subjects	3-22

3.9.8	For Selected Menu	3-22
3.9.9	Set Values	3-22
3.9.10	Copy Costs to Year	3-22
3.10	Valid Payment Types	3-24
3.10.1	To Create a Payment Type	3-24
3.10.2	To edit a Payment Type	3-25
3.10.3	To delete a Payment Type	3-25
4	Students	4-2
4.1.1	Students - Default Display	4-2
4.1.2	Students - Alternative Display	4-3
4.1.3	Show Balances	4-3
4.1.4	To Sort the List of Students	4-4
4.1.5	To Select a Group of Students	4-4
4.1.6	Quick Search on Student Surname	4-4
4.2	Student Icons	4-4
4.2.1	Drill Down Facility	4-5
4.2.2	For Selected Menu	4-5
4.2.3	Print Statement	4-5
4.2.4	To Print Statements for Students	4-5
4.2.5	To print statements for outstanding debtors only	4-6
4.3	Print Charges and Contributions	4-6
4.3.1	To Print Charges and Contributions Sheets for Students	4-6
4.4	Print Notes	4-8
4.4.1	To Print Notes for Selected Students	4-8
4.5	Apply Subsidies Manually	4-9
4.5.1	To Apply Government Subsidies to Students	4-9
4.5.2	Rules for Applying Government Subsidies	4-10
4.5.3	Apply Subsidies Exception Report	4-11
4.6	Apply Receipts	4-12
4.6.1	To Apply Receipts to Students	4-12
4.6.2	Rules for Applying Receipts	4-13
4.6.3	Apply Receipts Exception Report	4-14
4.7	Add Students to Billing Item Batch	4-15
4.7.1	To Bulk-Bill Students	4-15
4.8	Set Student Billing Category	4-16
4.8.1	To Set the Student Billing Category	4-16
4.9	Secondary Financial Assistance Allowances	4-17
4.9.1	Completing a Secondary Financial Assistance Application Form	4-17
4.9.2	Print and Finalise an Application	4-22
4.9.3	Saving and Editing Incomplete Secondary Assistance Applications	4-24
4.9.4	Edit a Completed Application	4-25
4.9.5	Cancelling a Pending Application	4-25
4.9.6	Remove a Student from an Application	4-27
4.9.7	Exporting Secondary Assistance Applications	4-28
4.9.8	Import Receipts for Secondary Assistance	4-30
4.9.9	View Imported Receipt Batches	4-31
4.9.10	View Imported Receipts in Students	4-33
4.9.11	Allocating Imported SFA Receipts Batches	4-34
4.9.12	Allocate the Imported Receipt	4-34
4.9.13	Importing Clothing Allowance Receipts	4-36
4.10	Student Details View	4-38
4.10.1	Toolbar – Student Details View	4-38
4.10.2	Year Drop Down List	4-39
4.10.3	Browse Set Button	4-39
4.10.4	Blue Chevrons and Find Tool	4-39
4.10.5	Print Button	4-39
4.10.6	Return to View	4-39
4.10.7	Red Fields	4-40
4.10.8	Last Modified By	4-40
4.10.9	Notes Indicator Icon	4-40

4.10.10	Details tab.....	4-40
4.11	Update student name from Admin	4-41
4.12	Details tab – Year selection	4-43
4.12.1	Details tab – Print button	4-43
4.13	Subjects tab	4-44
4.13.1	Subjects tab – Year selection	4-45
4.13.2	Subjects tab – Print button	4-46
4.14	Billing Items tab	4-47
4.14.1	Show Billing Items with Outstanding Amounts	4-48
4.14.2	Show All Transactions.....	4-50
4.14.3	Add Billing Item	4-50
4.14.4	To Add a Subject Billing Item (Timetabling only)	4-50
4.14.5	To add a non-subject billing item	4-51
4.14.6	Editing billing items before billing	4-52
4.15	Reversals	4-54
4.15.1	To reverse a billing item	4-54
4.15.2	Restrictions on Reversals.....	4-54
4.15.3	Bulk Reversal Facility	4-55
4.16	Adjustments	4-55
4.16.2	Restrictions on Adjustments	4-56
4.17	Discounts	4-56
4.17.1	To add a discount to a billing item	4-56
4.17.2	To remove a discount from a billing item.....	4-57
4.17.3	Restrictions on Discounts	4-57
4.17.4	Bulk Discount Facility	4-57
4.18	Unallocated Credit.....	4-57
4.18.1	To allocate unallocated credit.....	4-58
4.18.2	Automatic Allocation of Unallocated Credit	4-59
4.18.3	Billing Items tab – Year selection.....	4-59
4.18.4	Billing Items tab – Print button	4-59
4.19	Receipts	4-59
4.19.1	Show Unallocated Credit.....	4-61
4.19.2	Show All Receipts	4-62
4.19.3	4-62
4.19.4	Add Receipt	4-62
4.19.5	To add a receipt.....	4-62
4.19.6	To reverse a receipt	4-64
4.19.7	Restrictions on Reversals.....	4-65
4.20	Refunds.....	4-65
4.20.1	To refund a receipt- Manual cheque refund	4-65
4.20.2	Manual Cheque.....	4-67
4.20.3	System Generated Cheque	4-67
4.20.4	EFT.....	4-68
4.20.5	Add New Supplier	4-69
4.20.6	Edit Supplier.....	4-70
4.20.7	Restrictions on Refunds	4-71
4.20.8	Refunds of Unallocated Credit.....	4-71
4.20.9	Receipts tab – Year selection.....	4-71
4.20.10	Receipts tab – Print button.....	4-71
4.20.11	To print a receipt.....	4-72
4.20.12	Draft/Copy text on receipts.....	4-73
4.20.13	Restrictions on Printing Receipts.....	4-73
4.20.14	Record of receipt allocations	4-73
4.21	Export EFT and System Generated Cheques to RM Finance	4-74
4.21.1	Refund Summary Report.....	4-75
4.21.2	Receipt Batch Export Summary (Report).....	4-76
4.21.3	Re-print Receipts Batch Export Summary.....	4-77
4.22	Transactions.....	4-78
4.22.1	Transactions tab – Year selection.....	4-79
4.22.2	Transactions tab – Print button.....	4-80

4.23	Notes.....	4-80
4.23.1	To add a note.....	4-81
4.23.2	To edit a note.....	4-82
4.23.3	To delete a note.....	4-82
4.23.4	Notes tab – Year selection	4-83
4.23.5	Printing Notes	4-83
4.24	Invoices.....	4-85
4.24.1	Invoices tab – Year selection.....	4-86
4.24.2	Invoices tab – Print button	4-86
4.24.3	To print an invoice.....	4-86
4.24.4	Draft/Copy/Amended text on invoices.....	4-88
4.24.5	Secondary Financial Assistance Tab.....	4-88
5	Customers.....	5-2
5.1	To Sort the List of Customers	5-3
5.2	Quick Search on Customer Name	5-3
5.3	Customer Icons	5-3
5.4	Drill Down Facility.....	5-3
5.5	To Create a New Customer Record.....	5-3
5.6	To Edit a Customer Record	5-4
5.7	To Delete a Customer Record	5-5
5.8	Customer Details View	5-6
5.8.1	Toolbar – Customer Details View	5-6
5.8.2	Year Drop Down List	5-7
5.8.3	Browse Set Button	5-7
5.8.4	Print Button.....	5-7
5.8.5	Return to View	5-7
5.8.6	Red Field	5-7
5.8.7	Last Modified By.....	5-8
5.8.8	Details tab.....	5-8
5.8.9	Details tab – Year selection.....	5-9
5.8.10	Details tab – Print button	5-9
5.9	Billing Items tab	5-10
5.10	Add Billing Item	5-11
5.10.1	To add a billing item	5-11
5.10.2	Editing billing items before billing.....	5-12
5.10.3	To edit billing items in the selected batch.....	5-12
5.11	Reversals	5-14
5.11.1	To reverse a billing item	5-14
5.11.2	Restrictions on Reversals.....	5-14
5.11.3	Bulk Reversal Facility	5-15
5.12	Adjustments	5-15
5.12.1	To adjust a billing item.....	5-15
5.12.2	Restrictions on Adjustments	5-16
5.13	Discounts	5-16
5.13.1	To add a discount to a billing item	5-16
5.13.2	To remove a discount from a billing item.....	5-17
5.13.3	Restrictions on Discounts	5-17
5.13.4	Bulk Discount Facility	5-17
5.14	Unallocated Credit.....	5-17
5.14.1	To allocate unallocated credit.....	5-18
5.14.2	Automatic Allocation of Unallocated Credit	5-19
5.14.3	Billing Items tab – Year selection.....	5-19
5.14.4	Billing Items tab – Print button	5-19
5.14.5	Receipts tab.....	5-19
5.14.6	Add Receipt	5-21
5.14.7	To add a receipt.....	5-21
5.15	Reversals	5-23
5.15.1	To reverse a receipt	5-23
5.15.2	Restrictions on Reversals.....	5-24

5.16	Refunds.....	5-24
5.16.1	To refund a receipt.....	5-24
5.16.2	Refunds of Unallocated Credit.....	5-25
5.16.3	Restrictions on Refunds	5-26
5.16.4	Receipts tab – Year selection.....	5-26
5.16.5	Receipts tab – Print button	5-26
5.16.6	To print a receipt.....	5-26
5.16.7	Draft/Copy text on receipts.....	5-27
5.16.8	Restrictions on Printing Receipts	5-28
5.16.9	5-28
5.16.10	Record of receipt allocations	5-28
5.17	Transactions.....	5-29
5.17.1	Transactions tab – Year selection.....	5-31
5.17.2	Transactions tab – Print button.....	5-32
5.18	Notes.....	5-32
5.18.1	To add a note.....	5-33
5.18.2	To edit a note.....	5-33
5.18.3	To delete a note	5-34
5.18.4	Notes tab – Year selection	5-34
5.18.5	Notes tab – Print button.....	5-34
5.18.6	Student Notes	5-34
5.19	Invoices.....	5-37
5.19.1	Invoices tab – Year selection.....	5-38
5.19.2	Invoices tab – Print button	5-38
6	Billing Items.....	6-2
6.1.1	Year Drop Down List.....	6-3
6.1.2	To Sort the List of Billing Items Batches.....	6-3
6.1.3	Quick Search on Batch No	6-3
6.2	Billing Items Icons	6-3
6.3	Drill Down Facility.....	6-4
6.4	To Create a New Billing Items Batch	6-4
6.4.1	To Enter Tied Billing Items	6-4
6.4.2	To Edit a Billing Items Batch.....	6-5
6.4.3	To Edit Tied Billing Items.....	6-6
6.4.4	To Delete a Billing Items Batch.....	6-6
6.4.5	To Delete Tied Billing Items.....	6-7
6.5	For Selected Menu	6-8
6.6	Close Batch.....	6-8
6.6.1	Close a Billing Item Batch.....	6-8
6.6.2	Duplicate Batch.....	6-8
6.6.3	To duplicate a billing items batch.....	6-9
6.7	Billing Items Batch Details View	6-9
6.8	Toolbar – Billing Items Batch Details View.....	6-10
6.8.1	Print Button.....	6-10
6.8.2	Return to View	6-10
6.8.3	Red Fields.....	6-10
6.8.4	Details tab.....	6-11
6.8.5	Details tab – Print button	6-11
6.9	Batch Billing Items.....	6-12
6.9.1	Show Outstanding Amounts	6-13
6.9.2	Show All Transactions.....	6-14
6.9.3	Filter Billing Items.....	6-14
6.9.4	Print Selected.....	6-15
6.10	Add Receipts.....	6-15
6.10.1	To add receipts to batch billing items.....	6-16
6.11	Bulk Reversal of Billing Items	6-16
6.11.1	To reverse a group of billing items.....	6-17
6.11.2	Restrictions on Reversals.....	6-17
6.12	Bulk Discount	6-18
6.12.1	To add a discount to a group of billing items	6-18

6.12.2	<i>Restrictions on Discounts</i>	6-18
6.12.3	<i>To remove a discount from a group of billing items</i>	6-19
6.13	Automatic Allocation of Credit	6-20
6.13.1	<i>To automatically allocate credit to selected billing items</i>	6-20
6.13.2	<i>Rules for allocating unallocated credit</i>	6-21
6.13.3	<i>Error messages which may be displayed during the Auto Allocate process</i>	6-22
6.13.4	<i>Sample report produced by the Auto Allocate process</i>	6-23
6.14	Batch Billing Items tab – Print button	6-24
7	Receipts	7-2
7.1	Year Drop Down List	7-3
7.2	To Sort the List of Receipts Batches	7-3
7.3	Quick Search on Batch No	7-3
7.4	Receipts Icons	7-3
7.5	Drill Down Facility	7-4
7.6	To Create a Receipts Batch	7-4
7.7	To Edit a Receipts Batch	7-4
7.8	To Delete a Receipts Batch	7-4
7.9	For Selected Menu	7-5
7.9.1	<i>Print Receipts</i>	7-5
7.9.2	<i>Print Daily Banking</i>	7-6
7.9.3	<i>Print Receipts Summary</i>	7-7
7.9.4	<i>GST Summary</i>	7-9
7.9.5	<i>Close Batch</i>	7-10
7.10	Receipts Details View	7-12
7.10.1	<i>Toolbar – Receipts Details View</i>	7-13
7.10.2	<i>Red Fields</i>	7-13
7.10.3	<i>Details tab</i>	7-14
7.10.4	<i>Batch Receipts tab</i>	7-14
7.10.5	<i>Bulk Receipts tab</i>	7-17
8	Reports	8-1
8.1	Charges and Contributions Templates	8-1
8.1.1	<i>To Create a Charges and Contributions Sheet Template</i>	8-1
8.1.2	<i>To enter the required costs</i>	8-3
8.1.3	<i>To enter a Government Subsidy</i>	8-4
8.1.4	<i>To enter the footer message (optional)</i>	8-5
8.1.5	<i>To save the template</i>	8-6
8.1.6	<i>To Edit a Charges and Contributions Sheet Template</i>	8-6
8.1.7	<i>To Delete a Charges and Contributions Sheet Template</i>	8-7
8.1.8	<i>To Print Charges and Contributions Sheets</i>	8-8
8.2	Charges and Contributions Reports	8-11
8.2.1	<i>Charges and Contributions by Department (Timetabling Only)</i>	8-11
8.2.2	<i>To print the Charges and Contributions by Department report</i>	8-11
8.2.3	<i>Outstanding Amounts by Category</i>	8-13
8.2.4	<i>To print the Outstanding Amounts by Category report</i>	8-14
8.3	Financial Reports	8-16
8.3.1	<i>Statement - Students</i>	8-16
8.3.2	<i>To print a statement for students</i>	8-16
8.4	Statement - Customers	8-19
8.4.1	<i>To print a statement for a customer</i>	8-19
8.5	Unprinted Invoices – Students	8-21
8.5.1	<i>To print unprinted invoices for students</i>	8-21
8.5.2	<i>Unprinted Invoices – Customers</i>	8-24
8.5.3	<i>To print unprinted invoices for customers</i>	8-24
8.6	Summary Aged Debt List - Students	8-26
8.6.1	<i>To print a summary aged debt list for students</i>	8-26
8.6.2	<i>Summary Aged Debt List - Customers</i>	8-28
8.6.3	<i>To print a summary aged debt list for customers</i>	8-28
8.6.4	<i>Reminder Unpaid Billing Items – Students</i>	8-29
8.6.5	<i>To print the Reminder of Unpaid Billing Items – Students report</i>	8-29

8.6.6	Unallocated Credit Listing.....	8-30
8.6.7	To print the unallocated credit listing.....	8-31
8.6.8	Unallocated Credit Listing - Students.....	8-31
8.6.9	Unallocated Credit Listing - Customers.....	8-32
8.7	Transactional Reports	8-34
8.7.1	Transaction Summary	8-34
8.7.2	Radio Buttons	8-34
8.7.3	Search Options – Billing Items.....	8-35
8.7.4	Search Options – Receipts.....	8-37
8.7.5	Search Options – Both	8-39
8.7.6	To print the transaction summary report	8-40
8.7.7	Print Re-allocation Transactions (Only available if not exporting)	8-42
8.7.8	To print re-allocation transactions.....	8-42
8.7.9	Re-Print Re-allocation Transactions	8-44
8.7.10	To Re-Print Re-allocation Transactions	8-45
8.7.11	Re-Print Auto Allocate Transactions	8-46
8.7.12	To Re-Print Auto Allocate Transactions	8-47
8.7.13	Timetabled Subjects and Billing Items	8-49
8.8	Report Version 1 – Subjects with no Billing Items.....	8-49
8.8.1	To Print a Report on Subjects with No Billing Items	8-50
8.9	Report Version 2 – Billing Items with no Subjects.....	8-52
8.9.1	To Print a Report on Billing Items with No Subjects	8-53
8.9.2	Report Version 3 – Both	8-54
8.9.3	To Print a Report on Both.....	8-54
8.10	Secondary Financial Assistance Summary	8-56
8.11	Audit Reports	8-57
8.11.1	Audit Report.....	8-57
8.11.2	To print the audit report	8-57
8.11.3	Audit Reprint.....	8-59
8.11.4	To reprint an audit report.....	8-59
8.11.5	Re-print Receipts Batch Export Summary.....	8-60
9	Utilities	9-2
9.1	Create Subject Billing Items.....	9-2
9.1.1	To create Subject billing items.....	9-2
9.1.2	Rules for creating subject billing items.....	9-4
9.1.3	Exception Report.....	9-5
9.2	Export Secondary Financial Assistance.....	9-6
9.3	Export to RM Finance.....	9-8
9.3.1	To export receipts to RM Finance.....	9-8
9.3.2	List of Batches to be Exported.....	9-9
9.3.3	Receipts Batch Export Summary.....	9-10
9.3.4	Grouping of transactions for RM Finance.....	9-11
9.3.5	Updating transactions in RM Finance	9-11
9.3.6	Closing of receipts batches.....	9-11
9.3.7	Possible Error Messages when Exporting.....	9-11
9.3.8	No default bank account.....	9-11
9.3.9	Invalid Codes	9-11
9.4	Import Receipts for Secondary Assistance	9-12
9.5	Purge Former Roll Students	9-15
9.5.1	To purge records for former roll students	9-15
9.5.2	To view the Archive Report.....	9-19
9.5.3	Possible messages	9-20
9.5.4	Billing Archive folder path incorrect.....	9-20
9.5.5	Archive folder path access denied	9-20
9.5.6	No students matching the criteria	9-20
9.5.7	Students with no data to purge.....	9-20
9.6	Update Student Names from Admin	9-21
9.6.1	To Update Student Names from Admin	9-21
9.7	Write off/Cancel Customer Debt	9-22
9.7.1	To write off/cancel a customer debt	9-23

9.8	Write off/Cancel Student Related Debt	9-25
9.8.1	To write off/cancel a student related debt	9-26
9.8.2	To print the write-off report	9-28
9.8.3	To write-off/cancel the debt	9-30
9.9	Year End Processing.....	9-32
9.9.1	Preparing for Year End Processing.....	9-32
9.9.2	Possible Year End Error Messages	9-33
9.9.3	To perform the year end roll over.....	9-34
9.9.4	Year End Actions	9-35
9.9.5	Year End Report	9-35
10	Index	10-2
11	Support	11-2
11.1	WA	11-2
11.2	NT	11-2

CIVICA

RM Billing Manual

Introduction

1

1 Introduction

This manual is intended as a reference guide for users during the training and implementation of version 1 of the RM Billing module. This module offers an effective way of bulk billing students for items such as subject charges, camps and excursions etc., and also for receipting payments.












In addition to student billing, RM Billing supports billing of external customers – companies or individuals outside of the school environment. Customer records can be created, billing and receipting can take place and statements and invoices can be produced.

This module is fully integrated with the suite of Integris education management software. Core school data such as student details, parent/guardian details and subject information is accessed by the RM Billing module so there is no need to re-enter key information.

RM Billing is also linked to the RM Finance accounting package. This enables all receipts to be automatically transferred to RM Finance and allocated against the appropriate budget and analysis codes.

1.1 Commonly Used Icons

The following icons are commonly used throughout the RM Billing module.

Icon	Meaning	Description
	Student Find Tool	Allows students to be found using a wide variety of criteria. See the Administration Manager manual for full details.
	Load All	Loads all records into the window.
	Open Details	Opens the details window for the selected item.
	Print List	Prints the records shown on the screen.
	Print Selected	Prints the records which have been highlighted on the screen.
	Hide Selected	Hides all lines on the window which have been selected (highlighted).
	Hide Unselected	Hides all lines on the window which have not been selected (not highlighted).
	Add pencil	Allows an item to be added.
	Edit pencil	Allows the selected item to be edited.
	Delete button	Allows the selected item to be deleted.
	Return to view	Returns the user to the front list screen.

CIVICA

RM Billing Manual

Getting Started

2

2 Getting Started

Before you can use the RM Billing module your school will need to be operational with the Integris Administration Manager software (General and Admin modules). If you wish to use RM Billing to bill students for subject contributions and charges based on their timetabled subjects, then you will also need to have the Timetabling module installed.

Note: If your school does not use the Timetabling module it is still possible to use the RM Billing module.

2.1 Logging on to Integris



- Double-click on the Integris icon on your desktop
- After a short delay the login screen is displayed
- Enter your User Name and Password
- Click on Login

Note: If you do not have a user name and password, contact the System Administrator for Integris in your school.

It is assumed that users will have some knowledge of the Integris General and Administration modules. Please consult the Integris Administration Manager manual if more details are required in these areas.

2.2 Integris setup for RM Billing

The RM Billing module relies on the quality of the data held in the Integris General module. In particular, it is necessary to ensure that all student details and parent/contact information is accurate and up-to-date before the RM Billing module is added.

This should be done before implementing RM Billing.

Every student to be billed must have **one** contact nominated as the 'fees biller'. This should be the person who is responsible for paying any costs incurred by the student. It is not possible to have more than one Fees Biller for a student at any one time.

2.2.1 Setting Parent/Guardian 1 as the Fees Biller

If Parent/Guardian 1 is the nominated Fees Biller:

- Click on the General sidebar
- Click on Student Details
- Find the appropriate student
- Click on the edit pencil

- Click on the Family Group tab
- The Parent/Guardian 1 tab is selected
- Tick the Fees Billing checkbox
- Ensure all details are correct and complete
- Click on OK to save

The screenshot shows the 'Student Jackie Albert' form with the 'Parent/Guardian 1' tab selected. The form contains fields for personal details, contact information, and checkboxes for 'Parental Responsibility', 'Fees Billing', 'Student Resident', and 'Family Mail Marker'. The 'Fees Billing' checkbox is highlighted with a red circle. Below the form is a table with columns for 'Notes', 'Location', and 'Number'.

Notes	Location	Number
Rita works at Myer City Store can be contacted on 9325 3996	Menswear Dept - Myer	9325 3996

2.2.2 Setting Parent/Guardian 2 as the Fees Biller

If Parent/Guardian 2 is the nominated Fees Biller:

- Click on the General sidebar
- Click on Student Details
- Find the appropriate student
- Click on the edit pencil
- Click on the Family Group tab
- The Parent/Guardian 1 tab is selected
- Ensure the Fees Billing checkbox is **not ticked for PG1**
- Click on the Parent/Guardian 2 tab
- Tick the Fees Billing checkbox
- Ensure all details are correct and complete
- Click on OK to save

2.2.3 Setting another contact as the Fees Biller

If another contact is the nominated Fees Biller:

- Click on the General sidebar
- Click on Student Details
- Find the appropriate student

- Click on the edit pencil
- Click on the Family Group tab
- The Parent/Guardian 1 tab is selected
- Ensure the Fees Billing checkbox is **not ticked for PG1**
- Click on the Parent/Guardian 2 tab
- Ensure the Fees Billing checkbox is **not ticked for PG2**
- Click on the Other Contacts tab
- Highlight the contact to be nominated as the Fees Biller
- Click on the edit pencil on the right hand side
- Tick the Fees Billing checkbox
- Ensure all details are correct and complete
- Click on OK to save
- Ensure that no other contacts have the Fees Billing marker checked (you will need to edit the contact to view this option)
- Click on OK to save


IMPORTANT

If you do tick more than one contact for Fees Billing in the Administration module then RM Billing will use the first contact found with the Fees Billing marker ticked. It will search the contacts in the order of Parent Guardian 1, followed by Parent Guardian 2, followed by any other contacts in the order listed. The first one found with the fees billing marker ticked will be the person that RM Billing will see as being responsible for the student's associated costs.

2.2.4 Using Speed Edit to Update the Fees Billing Marker

Speed Edit can be used as a quick way to set the Fees Billing marker for a number of students at once.

To set Parent/Guardian 1 as the Fees Biller using Speed Edit:

- Click on the Admin sidebar
- Click on Speed Edit
- Click on the Area drop down list
- Select Parent/Guardian 1 Fees Billing
- Use the Student Find Tool  to select the group of students
- Highlight all students to be edited
- Place a tick in the New Value check box

Speed Edit

Area
Parent/Guardian 1 Fees Billing

Select All Deselect All Invert Selection Blanks n/s

Ref.	Student Name	Value	Status
766	Albert, Jackie	NO	
2	Alkitik, Adam	NO	
866	Allen, Penelope	NO	
800	Allen, Tamara	NO	
846	Amber, Kyle	NO	
3	Anderson, Ben	NO	
845	Anderson, Kurt	NO	
778	Andrews, Luke	NO	
4	Andrews, Rachael	NO	
875	Arrowsmith, David	NO	
7	Aspinall, Simone	NO	
820	Avery, Charmaine	NO	
8	Bailey, Steven	NO	
760	Baillie, Doyen	NO	
790	Baker, Reuben	NO	
9	Bandy, Tamara	NO	
792	Barbour, Ross	NO	
856	Becker, Tareq	NO	
13	Bishop, Frank	NO	
16	Bishop, Krista	NO	

New Value ☒ ☒ Close Save

- Click on the blue tick ☒ to modify the records
- Click on to save the modifications

Note: This method can also be used to set Parent/Guardian 2 Fees Billing.

2.2.5 Students on the Admissions roll

Students on the Admissions Roll can be billed in the same manner as students on the current roll. A contact must be nominated as the fees biller before the students can be seen in RM Billing.

2.2.6 Students on the External roll

If your school uses an external roll then these students can be billed also. Again a contact must be nominated as the fees biller before the students can be accessed in RM Billing.

2.2.7 Students on the Former roll

In most cases it will probably not be necessary to bill students on the former roll. However, it is possible to do so by marking a fees biller for them (as for students on any roll). If students on the current roll have been billed in RM Billing and they then move to the former roll, their billing records and details will be retained in RM Billing and can be accessed and dealt with as necessary.

2.2.8 Preferences

It is assumed that preferences have already been set up, but the following will affect the operation of RM Billing and should be checked.

Preferences are accessed via General > Control > Preferences.

Paths tab: Ensure all paths are set correctly.

Advanced tab: Ensure the Academic Year display is set to single year.

Defaults tab: Ensure the Enable Fees Billing check box is ticked.

The screenshot shows the 'Preferences' dialog box with the 'Defaults' tab selected. The 'Enable Fees Billing' checkbox is checked and circled in red. Other settings include: Next Student No. 877, Next Admission No. 20, Auto Number? checked, Default Gender set to No Default Gender, On Student Details and Emergency windows, display Contact set to First Name, Next Staff No. 767, Staff Auto No. checked, Town/Sub Piney Woods, State WA, Postcode 6999, and Set default to 'Show only Active Subjects' for Subjects and related Teaching Set options unchecked.

2.3 RM Finance Setup for RM Billing

Your school's RM Finance datafile should also be checked before beginning to use RM Billing. You need to ensure that all necessary analysis, budget and supplier codes are present in your RM Finance datafile.

The following section is included as a guide only. You should refer to the RM Billing Implementation Notes and the RM Finance manual for more detail if necessary.

2.3.1 Checking and Creating Analysis Codes

As a minimum, check that the following analysis codes are present in your RM Finance datafile.

N3100E
N3100I
D4600

If they do not exist you will need to create them. Refer to the RM Finance manual for further detail if required.

2.3.2 Checking and Creating Budget Codes

As a minimum, check that the following budget code is present in your RM Finance datafile.

N3199

If this code is not present it will need to be added.

2.3.3 Create the Billing Supplier Code

It is necessary to create a general Billing Supplier Code within RM Finance. This will be used for any refunds entered in RM Billing which are exported to RM Finance. The exact details of the refund will be available in RM Billing.

- **RM Finance**
- Click on **Records**
- Click on **Income Sources/Suppliers**
- Click on **New Record**
- Make the following entries on the **General** tab

The screenshot shows the 'Income Sources / Suppliers' form with the 'General' tab selected. The 'Short Name' is 'BILL99' and 'Sort Key' is empty. The 'Income Source' radio button is selected. The 'Full Name' is 'Billing Supplier', 'Address' is 'NA', 'Post Code' is empty, 'Phone' and 'Fax' are empty, 'Contact' is empty, 'ABN' is 'NA', 'Reference' is empty, and 'Alternative Payee' is empty. At the bottom, 'T/over PTD' and 'T/over YTD' are both '0.00'. The right sidebar contains 'Controls' (Previous record, Next record, Find record, New record, Edit record, Delete record, Defaults, Labels) and 'Window' (Close window, Help).

- Click on the **EFT/BPAY** tab
- Make the following entries on the **EFT/BPAY** tab

The screenshot shows the 'Income Sources / Suppliers' form with the 'EFT/BPAY' tab selected. The 'Short Name' is 'BILL99' and 'Sort Key' is empty. The 'Supplier' radio button is selected. The 'Bank Account Name' is empty, 'BSB No' is empty, 'Account No' is empty, 'BPay Biller Code' is empty, and 'Email' is empty. Under 'Payment Methods', 'Cheque' is checked, 'BPay' and 'EFT' are unchecked. Under 'Remittance Method', 'Email' and 'Print' are unchecked, and 'None' is selected. At the bottom, 'T/over PTD' and 'T/over YTD' are both '0.00'. The right sidebar contains 'Controls' (Previous record, Next record, Find record, New record, Edit record, Delete record, Defaults, Labels) and 'Window' (Close window, Help).

- Click on **OK** to save

IMPORTANT

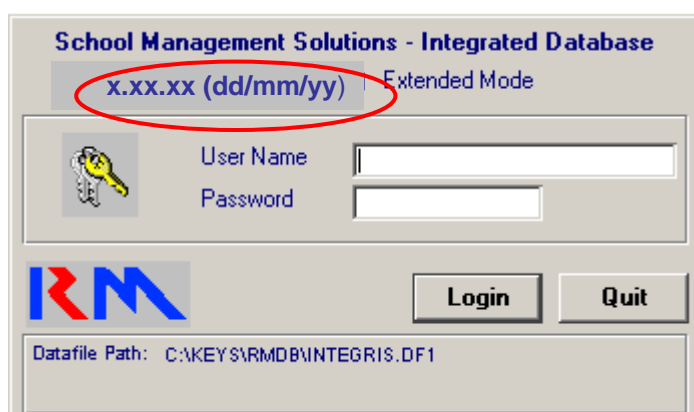
Check your entry to make sure that the short name is BILL99. This must be exact – no spaces – no additional characters etc.

2.4 Adding the RM Billing Module

- Start Integris
- When the login screen is presented check that the version of Integris you are running is correct.

IMPORTANT

Do not add the module unless training has been undertaken and a support officer from DET is in attendance to complete the implementation process.

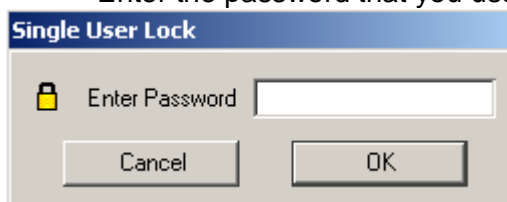


- If the version number and date are not correct – **STOP**. WA schools should contact the Customer Service Centre on 9264 5555 before proceeding.
- If the version number and date are correct, login with a user name that has System Administration Access rights.
- Check that all users are logged out of Integris. Go to General> Control > Users and check the 'logged in' column. The only user logged in should be yourself. If other users are logged in then contact them to ensure they log out.

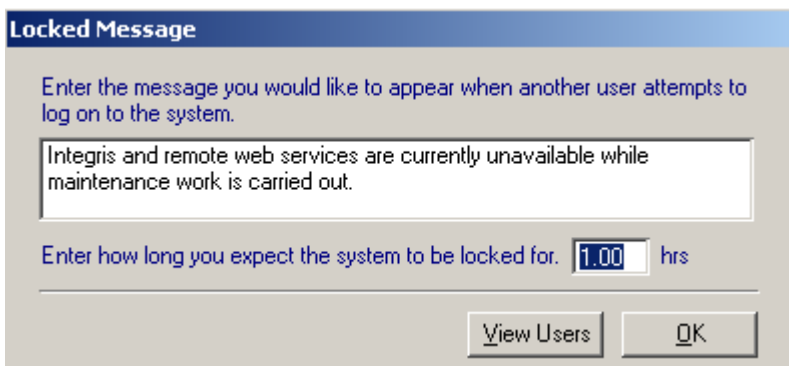
IMPORTANT


All Users (including yourself) must be logged out of Integris before backing up. A DoE support officer must be in attendance to assist.

- Log out.
- Make a backup of your Integris datafile
- Create two additional folders on the G:\ drive.
- Log into Integris as the same user.
- Ensure everyone else is logged out.
- Switch to Single User Mode. Go to File>Single User Lock.
- Enter the password that you used when you logged in and click on OK.

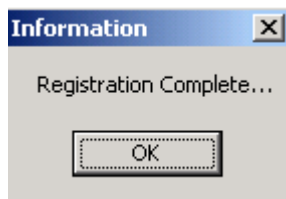


- Edit the message to appear when another user tries to log onto the system.



- Click on OK.
- Integris is now in single user mode. 
- Log out of Integris.
- Now copy and paste the new RM Billing library and the new BILL library into the bin folder. A DET support officer will assist.
- Start Integris and Log in as the same user as before.
- Add the RM Billing module - Go to **General>Control>Add Module**.
- Select the file **RMBILL** when prompted.

- A working message 'Initialising the RM Billing module' may be briefly displayed.
- When the module has been successfully added the following message will appear:



- Click on OK.
- The RM Billing module will now appear on the side bar:



IMPORTANT

If your school has been using the old Billing module your old data will have been automatically archived. It is available for 'read only' purposes in the 'Archived Billing' module which now appears on the side bar.

- Go to **Help > System Information** and check the version number and date for RMBILL.

Module	Version	Path	Size
LESSON	2.81.00 b01 (03/09/2012)	C:\KEYS\INTEGRIS\BIN\LESSON.LBR	6338560
PARAMANAGER	2.50.30 (04/02/2013)	C:\KEYS\INTEGRIS\BIN\PARAMANAGER.LBR	317440
RMBILL	1.30.03 (14/01/13)	C:\KEYS\INTEGRIS\BIN\RMBILL.LBR	3717120
SEGMENT	2.0.2 (17/11/2010)	C:\KEYS\INTEGRIS\BIN\SEGMENT.LBR	399360
TIME	6.85.01 (04/10/12)	C:\KEYS\INTEGRIS\BIN\TIME.LBR	4679680
TIMEREPORTS	6.85.01 (14/01/13)	C:\KEYS\INTEGRIS\BIN\TIMEREPORTS.LBR	2713600
VET	1.88.00 (31/01/2013)	C:\KEYS\INTEGRIS\BIN\VET.LBR	6379520

- If your school was running the old Billing module you should also have the version of BILL displayed below (1.82.13 20/09/07). This is the Archived version of the Billing module.

Module	Version	Path	Size
AD-HOC	6.89.10 (01/09/08)	C:\KEYS\INTEGRIS\BIN\AD-HOC.LBR	665600
ADMIN	6.89.10 (01/09/08)	C:\KEYS\INTEGRIS\BIN\ADMIN.LBR	1546240
BILL	1.82.13 (20/09/07)	C:\KEYS\INTEGRIS\BIN\BILL.LBR	3758080
CBS	6.90.10 (16/01/2009)	C:\KEYS\INTEGRIS\BIN\CBS.LBR	3287040
CORE	6.90.10 (26/11/08)	C:\KEYS\INTEGRIS\BIN\CORE.LBR	11622400
COREDATA	6.90.10 (13/11/08)	C:\KEYS\INTEGRIS\STARTUP\COREDATA.LBS	829440
COREPLUS	6.88.20 (25/01/08)	C:\KEYS\INTEGRIS\BIN\COREPLUS.LBR	440320
INTEGRIS		C:\BMD\INTEGRIS.DEE	700560

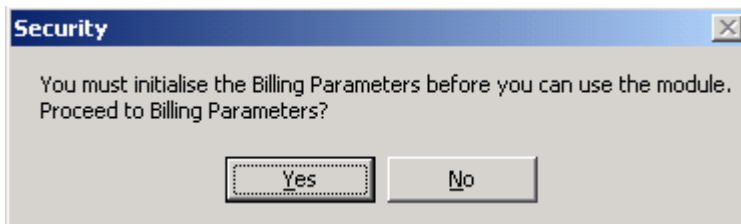
- Click on Close.

2.5 Using RM Billing for the First Time

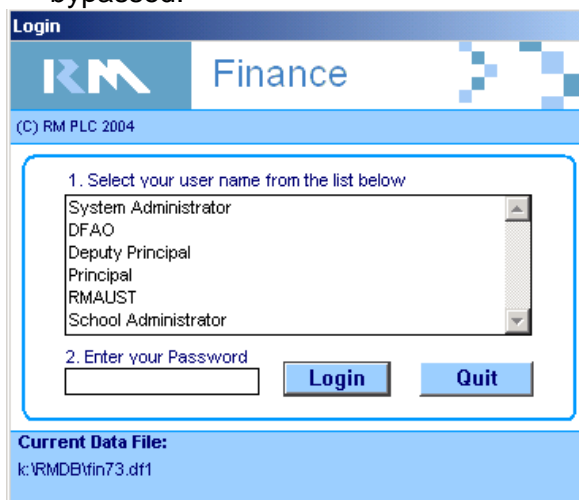
This section outlines the basic process to be followed when using RM Billing for the first time. Additional detail on these items can be found in the relevant chapters as referenced below.

2.5.1 Set the Billing Parameters

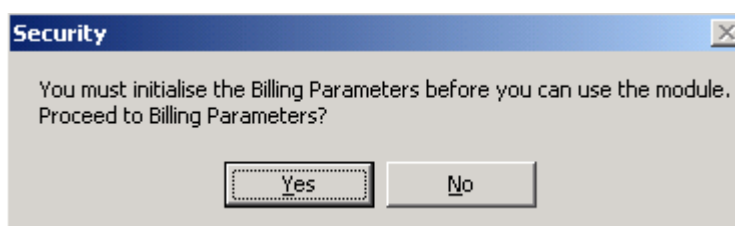
- Select **RM Billing** from the Sidebar.
- Select **Parameters**.
- The following message is displayed:



- Click on **Yes**.
- If the RM Finance datafile location and name is K:\RMDB\fin73.df1, the RM Finance login screen may be presented for user authorisation. If the RM Finance datafile has a different name or is located elsewhere or the current Integrus user name and password corresponds to the initials and password of an RM Finance user, then this step will be bypassed.



- If the above screen appears a valid RM Finance user name and password must be entered.
- The following message is then displayed:



- Select **Yes**.

- You will be taken directly to the Parameters > Billing Parameters window with the General tab displayed as shown below:

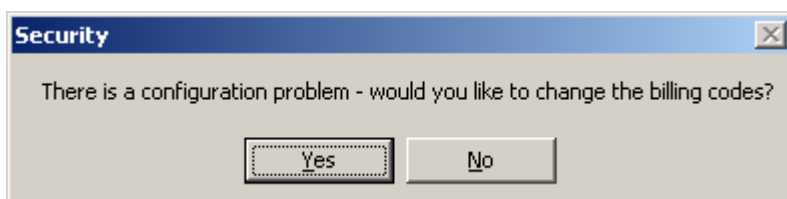
Note: To configure the Billing Parameters click on the Change Parameters button.

IMPORTANT

These billing parameters must now be correctly configured. Please refer to Chapter 0 on page 3-2 for detailed instructions on their configuration.

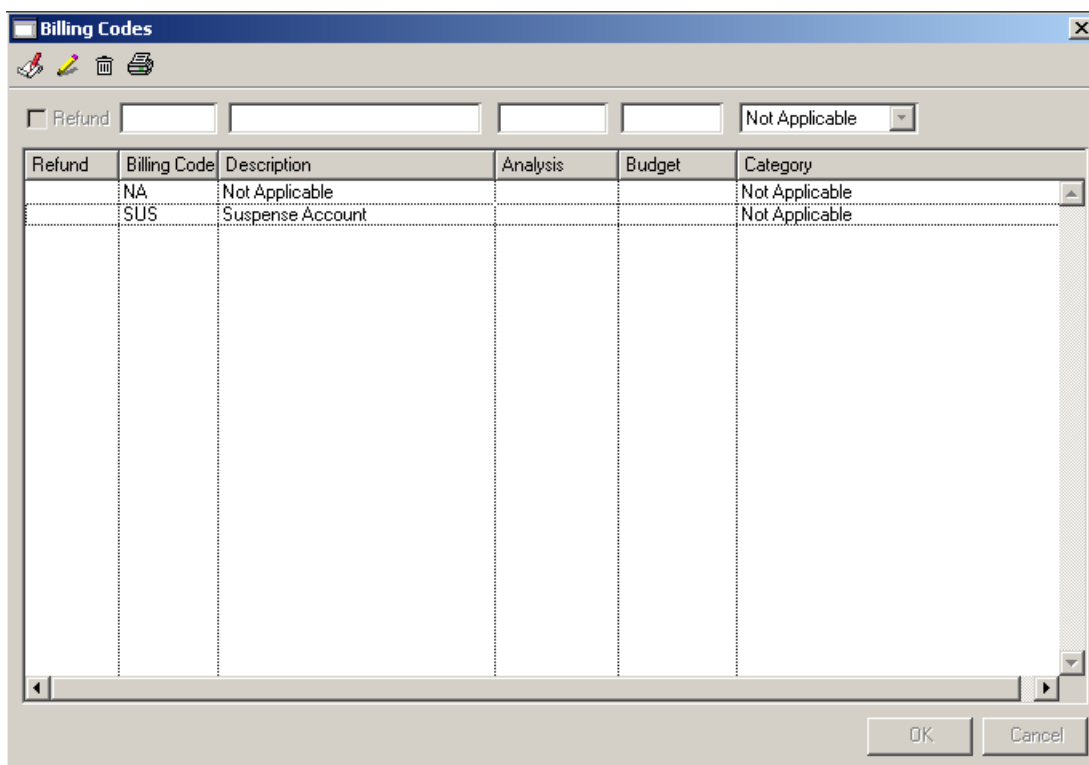
2.5.2 Initialise the Billing Codes

Once the Billing Parameters have been configured, clicking on any icon on the RM Billing sidebar will cause the following message to be displayed:



- Click on Yes and the Billing Codes window will be automatically opened as illustrated below. The two billing codes NA and SUS have been created by the system – however,

the budget and analysis codes that relate to them must be set by the user before proceeding.



The screenshot shows a window titled "Billing Codes". At the top, there is a "Refund" checkbox and a dropdown menu set to "Not Applicable". Below this is a table with the following columns: Refund, Billing Code, Description, Analysis, Budget, and Category. The table contains two rows: one with "NA" and "Not Applicable", and another with "SUS" and "Suspense Account". The "Analysis" and "Budget" columns are empty. At the bottom right, there are "OK" and "Cancel" buttons.

Refund	Billing Code	Description	Analysis	Budget	Category
	NA	Not Applicable			Not Applicable
	SUS	Suspense Account			Not Applicable

Please refer to section 3.1 for instructions on setting up the billing codes.

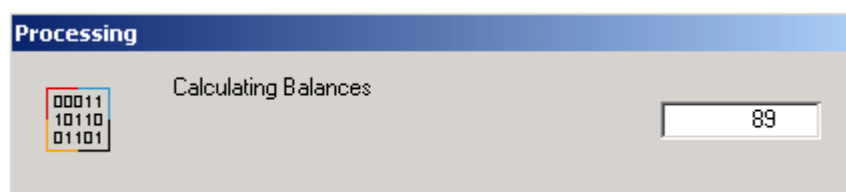
Note: Additional Billing Codes may be created at this time or at any time in the future as required.

2.5.3 Open the Students window

The final step in the implementation process is to open the Students window.

- Click on **Students** on the RM Billing sidebar

The first time this window opens (i.e. the first time RM Billing is used) the process may take several minutes. This is because RM Billing needs to create the Billing Student Records internally. Whilst this is occurring the following working message will be displayed:



The screenshot shows a "Processing" window with the title bar "Processing". Inside, it says "Calculating Balances". On the left, there is a small graphic with the binary code "00011", "10110", and "01101". On the right, there is a progress bar and a numerical value "89".

On subsequent openings of the window the Billing Student Records are only created for any new students which have not been accessed in RM Billing previously. The student balances are always calculated when the window opens, if the option to 'Automatically show student balances' is ticked in the Billing Parameters section. Please refer to section 3.4.1 on page 3-7 for further information on this option.

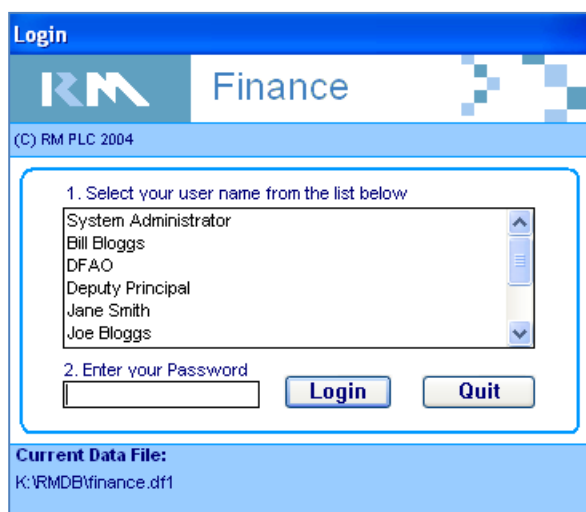
RM Billing is now ready to be used.

2.6 User Access Rights

2.6.1 Validation of RM Finance Connected User

In addition to the security measures already in place within Integr8, RM Billing performs certain validation within the linked RM Finance datafile based on the RM Finance user login. In order to achieve this validation, the user's RM Finance login details are saved within RM Billing for the user's current login session.

The first time a user attempts to access RM Billing they may be presented with a window similar to the RM Finance login screen (illustrated below). The user must validate themselves before proceeding.

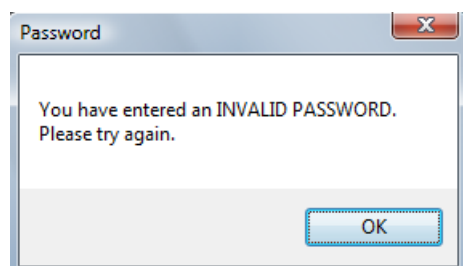
The image shows a Windows-style login window titled "Login". The window has a blue header bar with the "RM" logo and the word "Finance". Below the header, it says "(C) RM PLC 2004". The main content area contains two instructions: "1. Select your user name from the list below" and "2. Enter your Password". Under instruction 1, there is a list box containing the following names: System Administrator, Bill Bloggs, DFAO, Deputy Principal, Jane Smith, and Joe Bloggs. Under instruction 2, there is a text input field. To the right of the input field are two buttons: "Login" and "Quit". At the bottom of the window, there is a section labeled "Current Data File:" with the path "K:\RMDb\finance.dfl" displayed below it.

Once a valid RM Finance user has been determined either by the user name and password matching the RM Finance user and password or a valid user and password combination being entered on the RM Finance login screen, the RM Finance user initials are saved. The saved RM Finance user is used to check access rights.

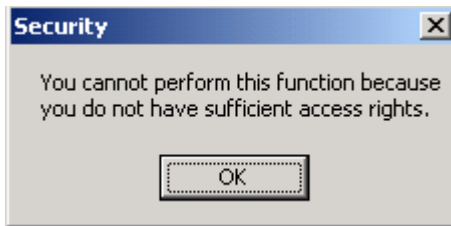
If the logged in user leaves RM Billing and enters another module on the sidebar and then returns to RM Billing (without logging out), the user name is not checked again. The user name remains saved for that user's log in session and is not retained for future login sessions. The RM Finance screen is not displayed again.

When another user logs in (for example in a multi-user environment), the matching RM Finance initials is also saved for this user and the correct validation used for each user respectively.

If an incorrect username/password combination is entered then the following message will be displayed.

The image shows a small dialog box titled "Password". It has a standard Windows window frame with a close button (X) in the top right corner. The text inside the dialog box reads: "You have entered an INVALID PASSWORD. Please try again." At the bottom of the dialog box, there is an "OK" button.

If they choose to cancel the operation then they will be denied access to RM Billing and a message similar to the following will be displayed:



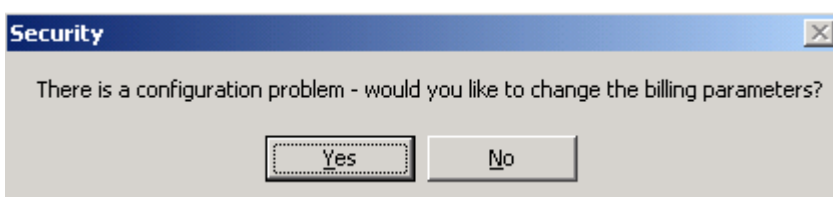
If the current Integrus User name corresponds to the initials of a valid user in RM Finance and their passwords are the same then the user is accepted as being validated and no window is presented to the user for validation.

If the current Integrus User name corresponds to the initials of a valid user in RM Finance but their passwords are different, then the RM Finance window will be displayed and they will have to enter a valid user name and password before proceeding.

If RM Finance is configured in RM Billing, but for whatever reason the datafile cannot be opened, or some system related error has occurred then the user will not be allowed to access RM Billing. The following error message will be shown. This is to circumvent users from bypassing the security system:



In this scenario, any Integrus user with Administrator Status shall be granted access to the Billing Parameters only to allow for the configuration errors to be addressed. The following message will be displayed:



If 'Yes' is selected the Billing Parameters window will be opened. If 'No' is selected RM Billing cannot be accessed.

CIVICA

RM Billing Manual

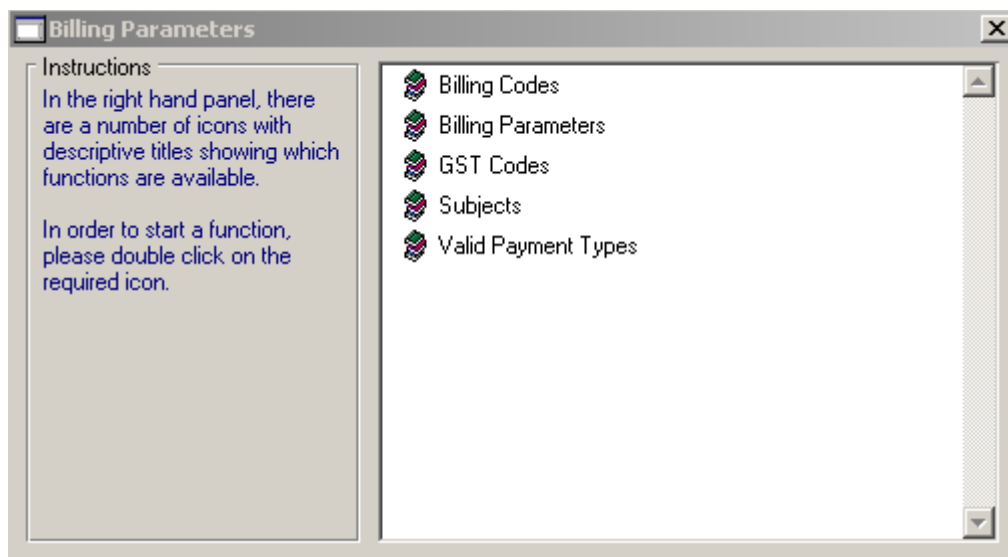
Parameters

3

3 Parameters

The Parameters section allows certain settings to be customised by the user.

When Parameters is selected from the RM Billing sidebar the options appear as shown below:



3.1 Billing Codes

Billing Codes provide a link between RM Finance and RM Billing.

In RM Billing the Billing Code represents a general type of item for which a student can be billed. For example we could create a billing code for Voluntary Contributions – Years 8 to 10. The billing code is linked to a specific analysis code and budget code within RM Finance which, for this example, would relate to the Voluntary Contributions for years 8 to 10.

Billing Codes must also be linked to a billing category. The billing categories are the standard education categories – Voluntary Contributions, Charges, Other Optional Costs, Voluntary Approved Requests, Residential Boarding Fees, Adult Student Fees and Temporary Visa Overseas Students. An additional category of 'Not Applicable' is also available. This can be used for items which do not fit into any of the above categories.

3.1.1 System-created Billing Codes


There are two system-created billing codes – NA and SUS. These are automatically created by the system when the RM Billing module is added.


NA This billing code can be used for subject costs which you do not want to display on the Charges and Contributions sheet.

SUS This billing code relates to the suspense account in RM Finance. It is used to record any income received that is not assigned to any billing items as yet (unallocated credit).

Editing the System-Created Billing Codes

The system-created billing codes must each have an analysis and budget code assigned before you can proceed with RM Billing. Follow the steps below to assign the codes to each.

- Highlight the **NA** billing code
- Click on the **edit pencil** (yellow pencil) 
- Enter **N3100I** into the Analysis field (note you can press <tab> in this field for a look up list of analysis codes from the RM Finance datafile)
- Enter **N3199** into the Budget field (note you can press <tab> in this field for a look up list of budget codes from the RM Finance datafile)
- Click on **OK** to save

- Highlight the **SUS** billing code
- Click on the **edit pencil** (yellow pencil) 
- Enter **N3100I** into the Analysis field (note you can press <tab> in this field for a look up list of analysis codes from the RM Finance datafile)
- Enter **N3199** into the Budget field (note you can press <tab> in this field for a look up list of budget codes from the RM Finance datafile)
- Click on **OK** to save

Note: System created Billing Codes cannot be deleted. The code, description and category cannot be changed. The analysis and budget codes can only be edited until the code has been used.

3.1.2 User-defined Billing Codes

It will be necessary to create some additional billing codes to be used at your school. These Billing Codes will represent the items/activities for which your students are commonly billed.

For example, Voluntary Contributions Yrs 8-10, Charges Year 11, School Camps, Excursions, School Magazine etc. Each Billing Code must be attached to the correct billing category to ensure that the types of costs are correctly classified.

There is a standard naming convention which should be followed when you are creating the billing codes for your school.

Each Billing Code should begin with a standard 3 letter code followed by a two digit number. Refer to the table below for details:

Standard Naming Convention for Billing Codes


Code Begins with	For Category	Code Used For (examples)
VOL	Voluntary Contributions	Secondary Subject Voluntary Contributions Primary Voluntary Contributions
CHG	Charges	Subject Charges School Camps School Excursions
OOC	Other Optional Costs	School Magazine Yearbook
VAR	Voluntary Approved Requests	P&C Contributions Chaplain
NA	Not Applicable	This should be attached to any subjects for which you do not want the costs from the subjects table to appear on the Charges and Contributions Sheet
TVS	Temporary Visa Overseas Students	Temporary Visa Student Fees
ADU	Adult Student Fees	Adult Student Fees
RBF	Residential Boarding Fees	Residential Boarding Fees

General Rules for Creating Billing Codes


- Determine which category the Billing Code fits into
- Use the appropriate first three letters given in the table above
- Add a two digit number to the end of the code (no spaces) eg. VOL01
- Give the code a description
- Assign an Analysis Code to the billing code
- Assign a Budget Code to the billing code
- Assign a billing category to the billing code

3.2 To create a new billing code

- Click on the **Parameters** icon on the sidebar


- Double-click on **Billing Codes**
- Click on the **Add pencil** (red pencil) 
- Enter the **Billing code** and press <tab>
- Enter the **description** and press <tab>
- Enter the **Analysis Code** (or press <tab> for a look-up list) and press <tab>
- Enter the **Budget Code** (or press <tab> for a look-up list) and press <tab>
- Select the appropriate **category** from the drop down list
- Click on **OK** to save

3.2.1 To edit a billing code

- Click on the **Parameters** icon on the sidebar
- Double-click on **Billing Codes**
- **Highlight** the appropriate code
- Click on the **edit pencil** (yellow pencil) 
- Update the required details
- Click on **OK** to save

Note: Once a Billing Code has been used in a transaction only the description can be edited.

3.2.2 To delete a billing code

- Click on the **Parameters** icon on the sidebar
- Double-click on **Billing Codes**
- **Highlight** the appropriate code
- Click on the **delete button** (rubbish bin) 
- Answer '**yes**' to the message

Note: Once a Billing Code has been used in a transaction it cannot be deleted.

3.2.3 To print a list of billing codes


- Click on the **Parameters** icon on the sidebar
- Double-click on **Billing Codes**
- Click on the **Print** button

3.2.4 Refund Billing Codes

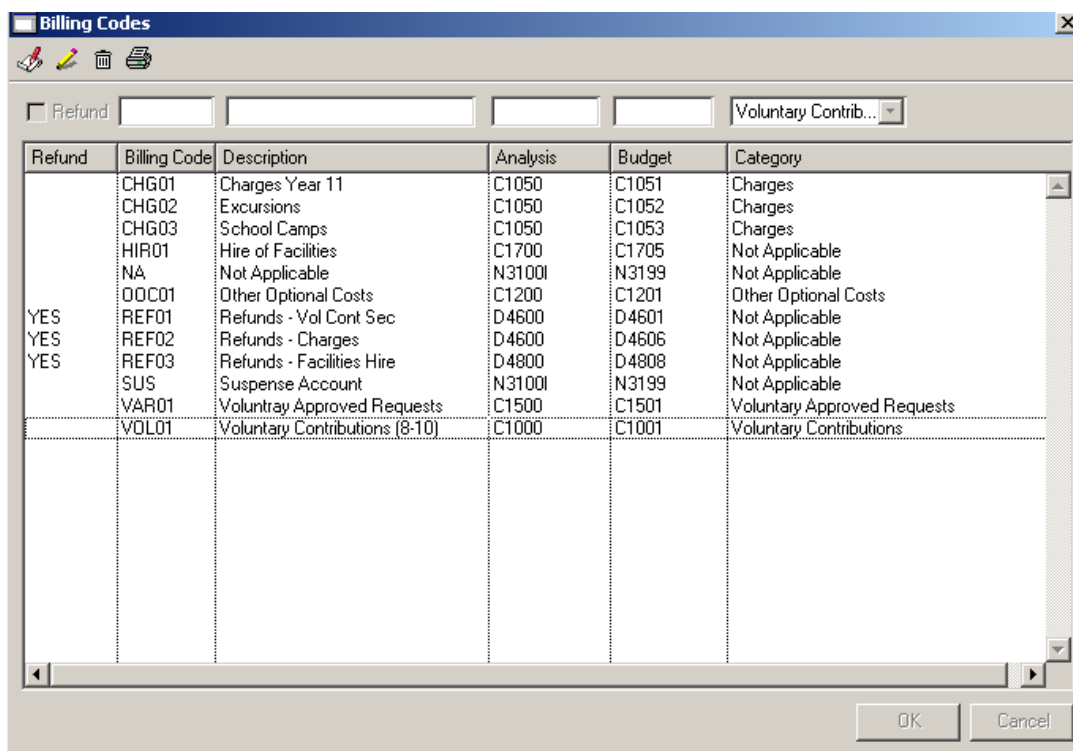
At times it may be necessary to issue a refund via RM Billing. Refund transactions need to relate to a 'D' account (expenditure) in RM Finance. Therefore special refund type codes need to be created in RM Billing which link to the refund analysis and budget codes in RM Finance.

It is important to tick the refund checkbox before you begin adding the details for the code. This is because the expenditure type accounts ('D' accounts) will not be available in the look up lists unless the refund box is ticked.

3.3 To create a refund type billing code

- Click on the **Parameters** icon on the sidebar
- Double-click on **Billing Codes**
- Click on the **Add pencil** (red pencil) 
- **Tick the Refund checkbox**
- Enter the **Billing code** and press <tab>
- Enter the **description** and press <tab>
- Enter the **Analysis Code** (or press <tab> for a look-up list) and press <tab>
- Enter the **Budget Code** (or press <tab> for a look-up list) and press <tab>
- Select the appropriate **category** from the drop down list
- Click on **OK** to save

Note: 'D' accounts will only be available for selection once the refund checkbox has been ticked. Make sure you tick this box before you enter your analysis and budget codes.



The screenshot shows the 'Billing Codes' window with the 'Refund' checkbox checked. The table below lists the billing codes and their details.

Refund	Billing Code	Description	Analysis	Budget	Category
	CHG01	Charges Year 11	C1050	C1051	Charges
	CHG02	Excursions	C1050	C1052	Charges
	CHG03	School Camps	C1050	C1053	Charges
	HIR01	Hire of Facilities	C1700	C1705	Not Applicable
	NA	Not Applicable	N3100I	N3199	Not Applicable
	OOC01	Other Optional Costs	C1200	C1201	Other Optional Costs
YES	REF01	Refunds - Vol Cont Sec	D4600	D4601	Not Applicable
YES	REF02	Refunds - Charges	D4600	D4606	Not Applicable
YES	REF03	Refunds - Facilities Hire	D4800	D4808	Not Applicable
	SUS	Suspense Account	N3100I	N3199	Not Applicable
	VAR01	Voluntrap Approved Requests	C1500	C1501	Voluntary Approved Requests
	VOL01	Voluntary Contributions (8-10)	C1000	C1001	Voluntary Contributions

3.4 Billing Parameters

When the Billing Parameters window is opened it appears as shown below:

The screenshot shows the 'Parameters' window with the 'General' tab selected. The 'Warnings' section has 'Monetary Value Warning Limit' set to \$1000.00 and 'Date Warning Limit' set to 30 Days. The 'BPAY' section has 'School's Biller Code 1' and 'School's Biller Code 2' fields. The 'Year End' section has 'Last Year End' set to 31 DEC 2014, 'Last Rollover' set to 27 JAN 2015, and 'Current Billing Year' set to 2015. The 'Accounting System' section has 'RM Finance' selected and 'ABN' set to 88 888 888 888. The 'Options' section has 'Automatically show student balances' unchecked. The 'RM Finance' section has 'RM Finance Datafile' set to 'K:\RMDB\finance.df1' and 'Enable Export to RM Finance' unchecked. The 'RM Billing Archive' section has 'RM Billing Archive Folder' set to 'K:\RMDB\OLDDATA\BILLING ARCHIVE\'. The 'Secondary Financial Assistance' section has 'Secondary Assistance Folder' set to 'K:\RMDB\FINANCE\SECONDARY ASSISTANCE\'. A callout box points to the 'RM Finance Datafile' field, stating: 'This location and name is set by default to K:\RMDB\finance.df1'. The 'Change Parameters' button is at the bottom right.

3.4.1 General tab

The following settings are available on the General tab:

General Tab	
Monetary Value Warning Limit	<p>Set by the system to \$1000.</p> <p>When processing, if an entered amount exceeds the value defined in this box a warning message will be displayed asking for confirmation that the entered amount is correct.</p> <p>It is recommended to leave this setting as is.</p>
Date Warning Limit	<p>Set by the system to 30 days.</p> <p>When processing, if the date that is entered against a transaction is older than the number of days specified in the Date Warning Limit box a message will be displayed asking for confirmation that the date entered is correct.</p> <p>It is recommended to leave this setting as is.</p>
School's Biller Code 1	If you have elected to display the BPAY logo on any of the relevant documents, enter your school's BPAY Biller Code into this field.
School's Biller Code 2	This field should be left blank. It is a provision for possible future functionality.

Last Year End	The 31 st December of the previous year should be entered in this field. For example, if the current year is 2009, then the last year end date should be entered as 31/12/08. This means your current billing year will be 2009.
	<i>BE CAREFUL when making this setting. Once saved it cannot be changed!</i>
Current Billing Year	Once the Last Year End date has been saved, this is set by the system to the year following the last year end.
Last Rollover	The system will store the actual date on which the year end roll over is carried out.
Accounting System	Set by the system to RM Finance.
ABN	Enter your school's ABN into this field.
Automatically Show Student Balances	This option is ticked by default. When it is 'on', the student balances will be calculated and displayed on the RM Billing > Students window each time the window is opened. If this option is not ticked then the student balances will not be calculated and the student balance column will be hidden when the RM Billing > Students window is opened.
RM Finance Datafile	The location and name is set initially by default to K:\RMDB\fin73.df1. You will need to change this to the current location and name of your school's RM Finance datafile when the RM Billing module is installed. (e.g. K:\RMDB\finance.df1.)
Enable Export To RM Finance	When this option is not selected, schools will not be able to export transactions automatically into RM Finance. When schools are ready to begin exporting transactions into RM Finance, this option can then be selected. Note that once this option is ticked and saved it can never be 'un-ticked'.
RM Billing Archive Folder	This will be automatically set by the system to the path of the RM Finance datafile (as listed above – without the filename), followed by \OLDDATA\Billing Archive\ For example K:\RMDB\OLDDATA\Billing Archive. This pathway will be used to store reports created by the 'Purge Former Roll Students' utility. The pathway can be changed if required, by clicking on the Change Parameters button and then choosing the 'Browse' button to the right of the Archive Folder path.
Secondary Financial Assistance	This path is Optional, however schools may set a default path for the use of saving files created by the Secondary Financial Assistance export. The pathway can be changed if required, by clicking on the Change Parameters button and then choosing the 'Browse' button to the right of the Archive Folder path. Suggested pathway is K:\RMDB\SECONDARY ASSISTANCE

IMPORTANT

It is recommended that Secondary Schools do not tick the Enable Export to RM Finance option initially. When your school is ready to begin exporting to RM Finance, contact the ICT Support desk for approval. Primary Schools should tick this option when commencing to use RM Billing.

Parameters

General | Charges and Contributions | Statements | Invoices

Warnings
 Monetary Value Warning Limit \$ 1000.00 Date Warning Limit 30 Days

BPAY
 School's Biller Code 1 School's Biller Code 2

Year End
 Last Year End 31 DEC 2014 Last Rollover 27 JAN 2015
 Current Billing Year 2015

Accounting System
☒ RM Finance ☐ No External Actg ABN 88 888 888 888

Options
☐ Automatically show student balances

RM Finance
 RM Finance Datafile K:\RMDB\Finance.dfl
☐ Enable Export to RM Finance

RM Billing Archive
 RM Billing Archive Folder K:\RMDB\OLDDATA\BILLING ARCHIVE\

Secondary Financial Assistance
 Secondary Assistance Folder K:\RMDB\FINANCE\SECONDARY ASSISTANCE\

Note: These will be set to K: Drive folders in schools.

3.4.2 Charges and Contributions tab

If you are going to use RM Billing to produce a Charges and Contributions Sheet you will also need to set up the Parameters for the Charges and Contributions tab. If you are not producing Charges and Contributions Sheets then this section can be bypassed.

The following settings are available:

Charges and Contributions Tab	
Show School Address	Tick this box if you would like the school name and address to be printed at the top of the Charges and Contributions Sheet. If un-ticked the school name and address will not appear so that so that school letterhead can be used.
Show School Logo on right hand side	Tick this box if you would like the school logo to appear on the right hand side of the header.

Show Department Logo on left hand side	Tick this box if you would like the Department's logo to appear on the left hand side of the header.
Narrow Logo/Wide Logo	If you have elected to show the Department's Logo then choose the correct radio button to indicate whether the narrow or wide version of the logo is being used.
Department Logo Path	If you have elected to show the Department's Logo then click on the spy glass to the right of this field and navigate to the location where the logo is stored.
Show BPAY Logo	Tick this box if you would like the BPAY logo to be displayed on the Charges and Contributions Sheet.
Show Remittance Advice	Tick this box if you would like a remittance advice slip to be printed at the end of each Charges and Contributions report.

The screenshot shows a 'Parameters' dialog box with the 'Charges and Contributions' tab selected. The dialog has four tabs: 'General', 'Charges and Contributions', 'Statements', and 'Invoices'. The 'Charges and Contributions' tab contains the following settings:

- ☒ Show School Address
- ☒ Show School Logo on right hand side
(Report Heading Image path)
- ☐ Show Department Logo on left hand side:
 - ☒ Narrow Logo
 - ☐ Wide Logo
- Department Logo path: [Text field with a search icon]
- ☒ Show BPAY logo
- ☒ Show Remittance Advice

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3.4.3 Statements tab

The following settings relating to the layout for Statements are available:

Statements Tab	
Default Statement Message	The message entered here will appear by default on the bottom of the statement. Note that the message can be edited/alterd at the time of printing if required.
Show School Address	If this box is ticked then the school name and address will be printed at the top of the statement. If un-ticked the statement header will be left blank so that school letterhead can be used. This setting also applies to the Reminder Notice.*
Show School Logo on right hand side	Tick this box if you would like the school logo to appear on the right hand side of the header. This setting also applies to the Reminder Notice.*
Show BPAY Logo	Tick this box if you would like the BPAY logo to be displayed on the Statement. This setting also applies to the Reminder Notice.*
Show Remittance Advice	Tick this box if you would like a remittance advice slip to be printed at the end of each Statement. This setting also applies to the Reminder Notice.*
Show Student Number (Schools Curriculum and Standards Authority Number)	Tick this box if you would like the student's Student Number to be displayed on the Statement. This setting is applicable to the Student Statement only (not the Customer Statement). This setting also applies to the Reminder Notice.*
Default Reminder Notice Message	The message entered here will appear by default on the bottom of the Reminder Notice*. Note that the message can be edited/alterd at the time of printing if required.

*Reports > Financial Reports > Reminder Unpaid Billing Items – Students (see section 8.6.4 on page 8-29).

Parameters

General | Charges and Contributions | Statements | **Invoices**

Default Statement Message

Please contact the school office if you have any questions regarding this Statement.

☒ Show School Address

☒ Show School Logo on right hand side
(Report Heading Image path)

☒ Show BPAY logo

☒ Show Remittance Advice

☒ Show Student Number

Default Reminder Notice Message

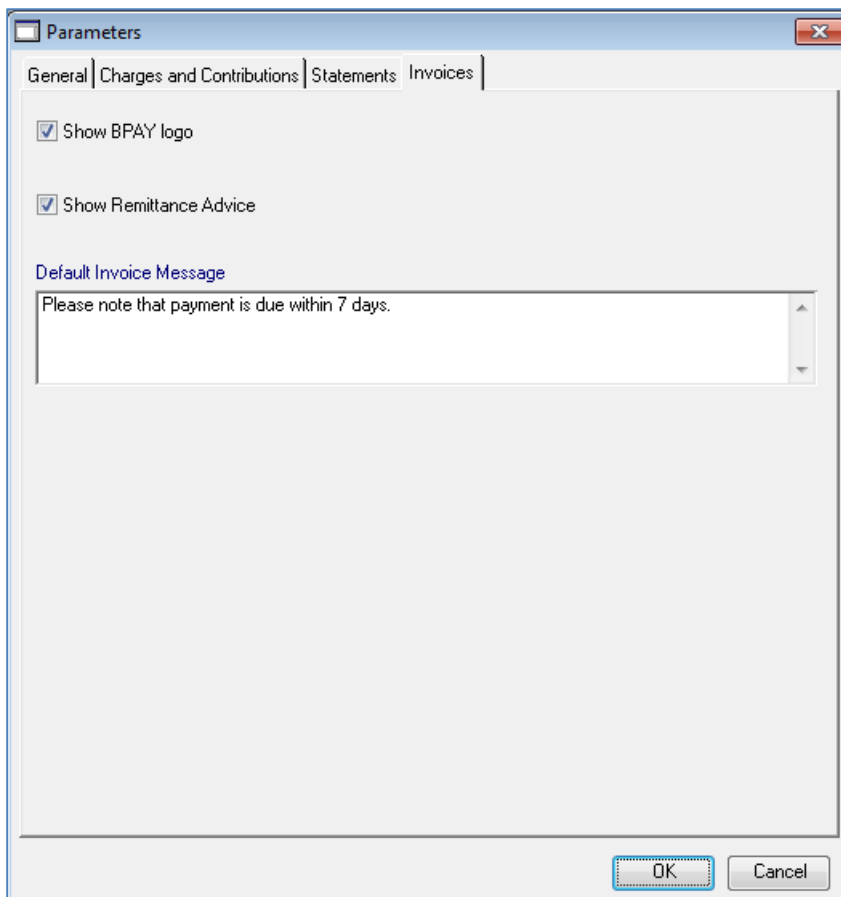
Please contact the school office if you have any questions regarding this Reminder of Unpaid Billing Items.

OK Cancel

3.4.4 Invoices tab

The following settings are available relating to the layout for Invoices:


Invoices Tab	
Show BPAY Logo	Tick this box if you would like the BPAY logo to be displayed on the Invoice.
Show Remittance Advice	Tick this box if you would like a remittance advice slip to be printed at the end of each Invoice.
Default Invoice Message	Enter an invoice message which can be used for both Students and Customers



3.5 To change/set the Billing Parameters

Click on the **Parameters** icon on the sidebar

Double-click on Billing Parameters

Click on 

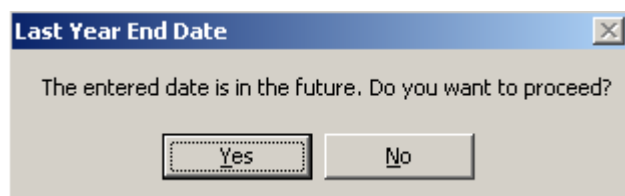
Make the required settings on all tabs (refer to the tables above)

Click on **OK** to save

Once you have clicked on the OK button, certain warning messages may be displayed as shown below.

3.5.1 Future Date warning

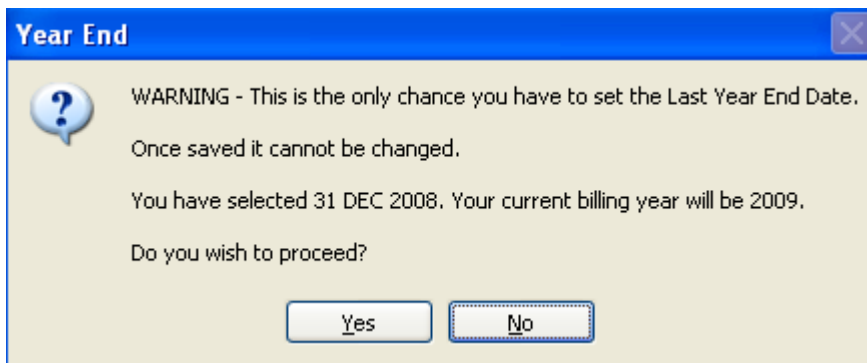
If the Last Year End date is in the future, the following message will be displayed:




Check the date. If you have a reason for setting a future date then select 'Yes' to proceed. Otherwise select 'No' and edit the date as required.

3.5.2 Last Year End Date warning

A message similar to the following will always be displayed before the date is saved. Read the message carefully and ensure you have selected the correct date.



If you are certain that the entered date is correct then select 'Yes' to proceed. Otherwise select 'No' and edit the date as required.

Once all settings have been saved, close the Billing Parameters window by clicking on the exit cross  in the top right hand corner.

3.5.3 To Enable the Link to RM Finance

If you have not been exporting to RM Finance previously and wish to do so from now please contact your DFAO for approval. Once approval has been granted, follow the steps below to enable the export to RM Finance functionality.

3.5.4 Finalise All Batches Entered Prior to Turning on the Export

All RM Billing receipts batches (except Government Subsidy batches) must be finalised and closed before the 'Enable Export to RM Finance' function can be turned on.

This means that these batches must be manually closed and the data in these batches input manually into RM Finance.

Follow the process below to finalise any batches:

- Print the **Daily Banking Summary** (Receipts > For Selected > Print Daily Banking)
- Enter the details for the batch onto the **Finance batch register**
- Print the **Receipts Summary report** (detailed version) and file it (Receipts > For Selected > Print Receipts Summary)
- **Close** the batch (Receipts > For Selected > Close Batch)
- Print the '**Totals Only**' version of the Receipts Summary report as part of the Close Batch process
- Ensure the batch is closed and the transactions marked as posted (answer '**Yes**' to the message)
- Input the transactions manually into RM Finance

3.6 Print Re-allocation Transactions

At times the allocation of receipts may change in RM Billing. For example, a parent may pay some money in advance to be used throughout the year. The money is entered in RM Billing as unallocated credit. It is then transferred into RM Finance and posted against the suspense account (N3199).

Then the student is billed for a camp and the parent instructs for some of the money to be used. So the money is now allocated in RM Billing to the Camp billing items for the student.

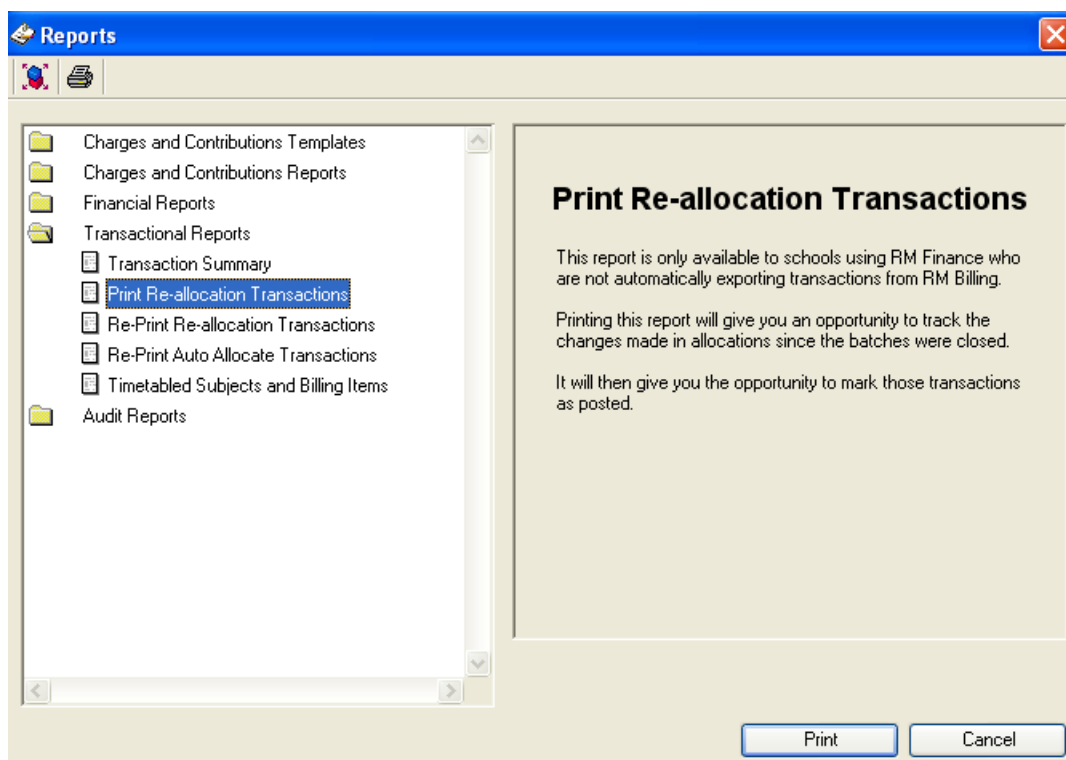
What has happened is that the allocations in RM Billing have changed, and therefore a change needs to be made in RM Finance to 'move' the money out of the suspense account and into the appropriate 'C' account for the camp.

The 'Print Re-allocation Transactions' function produces a report similar to the Receipts Summary report which lists these types of changes only, so that the necessary adjustments can be made in RM Finance.

This report must be printed and the transactions marked as posted before the Export to RM Finance can be turned on.

To print any re-allocation transactions:

- RM Billing > **Reports**
- Click on the **Transactional Reports** folder
- Click on **Print Re-allocation Transactions**



- Click on **Print**
- Select the report destination as **Printer**
- The Detailed report is printed, followed by the Totals Only report (example below)

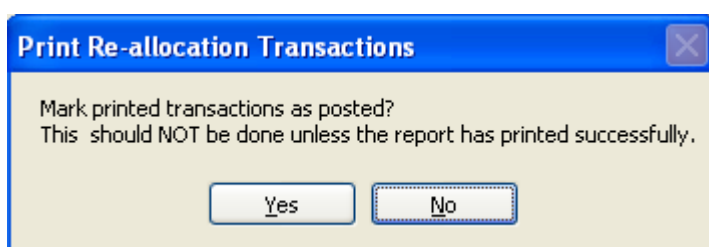
West Coast District High School

Re-allocation Transactions (Totals Only)

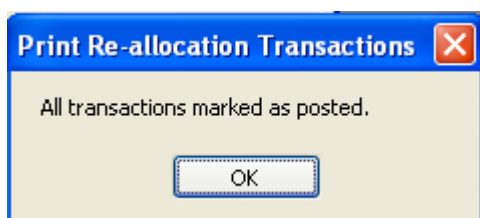


			Amount	GST
Billing Code	OOC04	Other Optional Costs		
GST Code	0			
Budget: C1201	Analysis: C1200	Totals for GST code 0	\$ 20.00	\$ 0.00
Billing Code	SUS	Suspense Account		
GST Code	8			
Budget: N3199	Analysis: N3100I	Totals for GST code 8	\$-20.00	\$ 0.00
Total for Report:			\$ 0.00	\$ 0.00

- **Go to the printer** and check whether the report has printed successfully.
- The following message is then displayed:

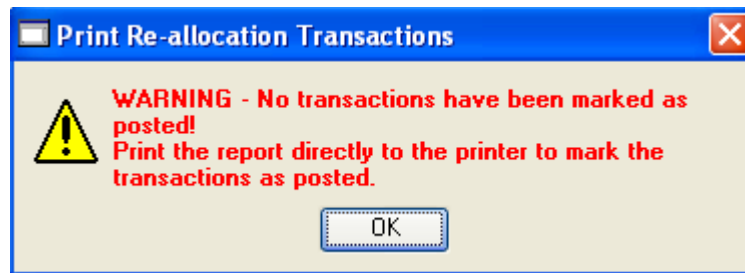


- If the **report has not printed correctly** click on '**No**' and restart this process.
- If the report **has printed successfully** click on '**Yes**'.
- If 'Yes' has been selected then the transactions will be marked as posted and the following message will be displayed:



- Click on **OK**.

Note: The transactions will not be marked as posted if the report is printed to the screen. In this case the following message will be displayed:



- The transactions listed in the report should now be entered into RM Finance as previously discussed.

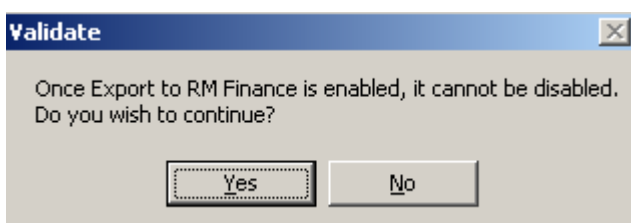
Note: The overall total of the Print Re-allocation Transactions report will always be zero. This is because it represents the movement of monies between accounts (e.g. debit one account and credit another, so the overall effect is zero). In the sample report shown above an income correction transaction for \$20 would be entered against the suspense account (N3199), and an income transaction for \$20 would be entered against the C account (C1001).

3.7 Enable the Export to RM Finance

WARNING

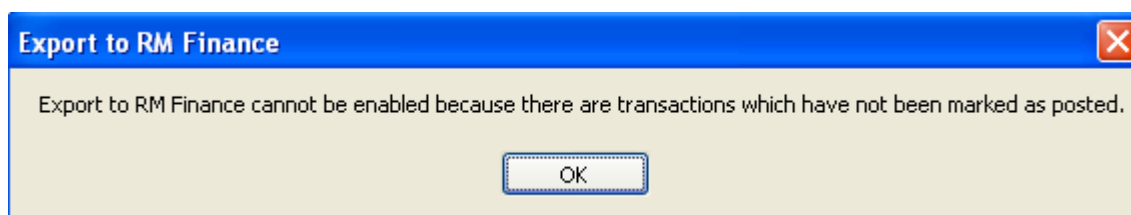
Once the 'Enable Export to RM Finance' function has been turned on it cannot be disabled. Do not turn this function on until you are sure you are ready to begin exporting automatically.

- RM Billing > **Parameters** > **Billing Parameters**
- Click on the **Change Parameters** button
- Place a **tick** in the **Enable Export to RM Finance** tick box
- Click **OK** to save
- The following message is displayed:



- Click on **Yes** to enable the link

Note: When attempting to enable the link to RM Finance the following error message may be displayed:



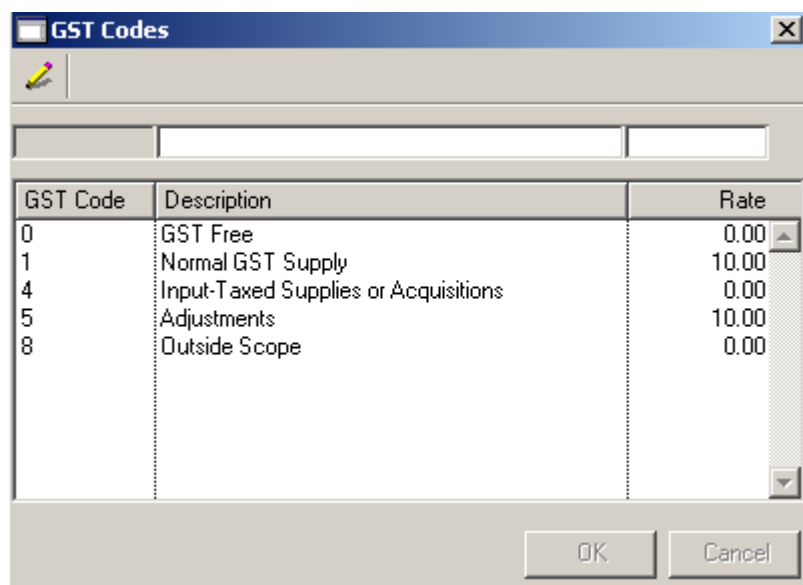
To correct the error check the following:

All Receipts Batches have been closed and transactions marked as posted, as outlined in these notes.


All re-allocation transactions have been printed directly to the printer and marked as posted, as outlined in these notes.

3.8 GST Codes

There are five GST codes available within RM Billing. These align to the GST codes used in RM Finance. Initially the codes and rates are created by the system as shown below:



3.8.1 To edit a GST code

- Click on the **Parameters** icon on the sidebar
- Double-click on **GST Codes**
- Highlight the code to be edited
- Click on the edit pencil (yellow pencil) 
- Make the required changes
- Click on **OK** to save

Note: The GST code number cannot be edited. The code description is editable, however, you cannot change the meaning of the code by changing its description. For example, you cannot use any code other than 8 for 'Outside Scope'.

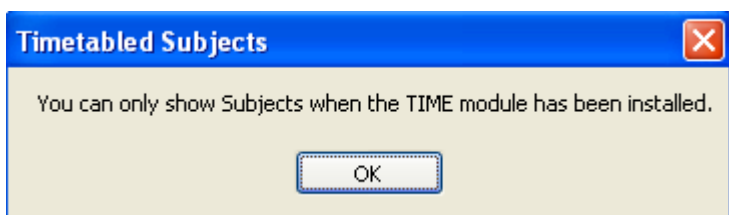
IMPORTANT

WA schools should not edit these codes unless notified to do so by the WA Department of Education. These codes must be set up as illustrated above to comply with Australian GST requirements and the link to RM Finance.

3.9 Subjects

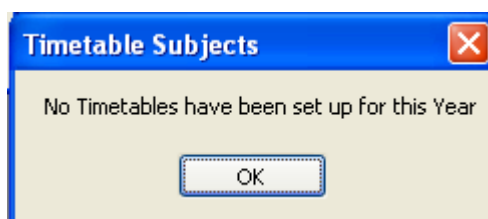
The Subjects section of RM Billing can only be used if the Timetabling module is installed.

If the Timetabling module is not installed and the Subjects section is selected, the following error message is displayed:



If the Timetabling module is installed, then when the Subjects window opens for the very first time all subjects under the control of Timetabling for the current billing year will be loaded into RM Billing. Subjects which have been entered in the Administration module but are not under the control of Timetabling will not be available in RM Billing.

Note 1: If the Timetable has not been set up for the current/selected billing year the following message will be displayed. The Subjects window will open but no subjects will be displayed for the current/selected billing year.



Note 2: The Timetable does not have to be finalised to use the Subjects section in RM Billing. The structure must be set up and the primary preferences entered for the students.

It is possible to associate all timetabled subjects with their respective costs. Each subject may have a Voluntary component, a Charges component, a component for Adult Student Fees and a component for Temporary Visa Overseas Student fees. Within the software all components are optional – it is entirely up to the user to set the costs associated with each subject.

Each cost has a related tax code (T) and Billing Code (Code).

The costs entered into the subjects table will be used on the Charges and Contributions Sheet for each student.

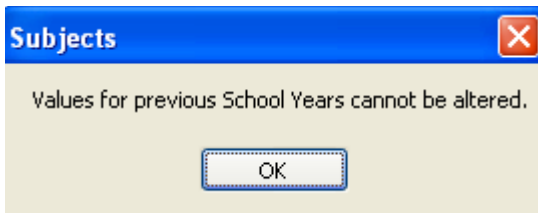
Subject Costs List View									
For Selected									
2007									
Code	Subject Name	Voluntary	T Code	Charges	T Code	Adult	T Code	Temp Visa	T Code
10Ww	Woodwork 10	0.00		0.00		0.00		0.00	
10Art	Art 10	0.00		0.00		0.00		0.00	
10Dram	Drama 10	0.00		0.00		0.00		0.00	
10ENG	English 10	0.00		0.00		0.00		0.00	
10ESL	English as a Second Language 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	
10Fre	French 10	0.00		0.00		0.00		0.00	
10HE	Health Education 10	0.00		0.00		0.00		0.00	
10ITAL	Italian 10	0.00		0.00		0.00		0.00	
10Jew	Jewellery 10	0.00		0.00		0.00		0.00	
10MED	Media 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	PE 10	0.00		0.00		0.00		0.00	
10S&E	Society & Environment 10	0.00		0.00		0.00		0.00	
10SCI	Science 10	0.00		0.00		0.00		0.00	
8ART	Art 8	0.00		0.00		0.00		0.00	
8D&T	Design and Technology 8	0.00		0.00		0.00		0.00	
8ENG	English 8	0.00		0.00		0.00		0.00	
8ESL	English as a Second Language 8	0.00		0.00		0.00		0.00	
8HE	Health Ed 8	0.00		0.00		0.00		0.00	
8HEc	Home Economics 8	0.00		0.00		0.00		0.00	
8IND	Indonesian 8	0.00		0.00		0.00		0.00	
8ITAL	Italian 8	0.00		0.00		0.00		0.00	

3.9.1 Year drop down selection list



The Year drop down selection list will display the previous billing year, the current billing year (as defined in Parameters > Billing Parameters) and any future years which have been created in the datafile.

Data for the previous billing year cannot be altered. If an attempt is made to change the values for the previous year the following error message is displayed:



3.9.2 Print List



This option will print a list of all subjects and their associated costs.

3.9.3 Print Selected



This option will print a list of all selected subjects and their associated costs.

3.9.4 Hide Selected



This option will hide all subjects which have been selected (highlighted).

3.9.5 Hide Unselected



This option will hide all subjects which have not been selected (highlighted).

3.9.6 Update Subjects (after Timetable Changes)



This option will display any new subjects which have been added to the Timetable for the selected year since the RM Billing > Parameters > Subjects window was first opened (or since the Update Subjects option was last selected).

3.9.7 To display all Timetabled Subjects

You should click on the Update Subjects button if you cannot see a Timetabled Subject appearing in the Subjects list.

3.9.8 For Selected Menu

The For Selected menu contains the following options.

For Selectd

Set Values ...

Copy Costs to Year ...

3.9.9 Set Values

This option enables the user to select a group of subjects and set the values associated with these subjects in one operation.

	Amount	GST	Billing Code	
<input checked="" type="checkbox"/> Voluntary	0.00	0	NA	Not Applicable
<input checked="" type="checkbox"/> Charges	35.00	0	CHG01	Charges Year 11
<input checked="" type="checkbox"/> Adult	0.00	0	NA	Not Applicable
<input checked="" type="checkbox"/> Temp Visa	0.00	0	NA	Not Applicable

OK Cancel

The row tick boxes can be used individually or together to enable the required combination of values to be set for the selected subjects.

Example: To set a Charges amount of \$35 for each Year 11 subject

- RM Billing > **Parameters > Subjects**
- **Highlight** all Year 11 subjects
- Click on **For Selected > Set Values**
- Place a **tick** in the Charges tick box on the left hand side
- Enter the amount as \$35, the GST code of 0 and choose the billing code for Charges Year 11 (press **<tab>** for a list)

	Amount	GST	Billing Code	
<input type="checkbox"/> Voluntary	0.00			
<input checked="" type="checkbox"/> Charges	35.00	0	CHG01	Charges Year 11
<input type="checkbox"/> Adult	0.00			
<input type="checkbox"/> Temp Visa	0.00			

OK Cancel

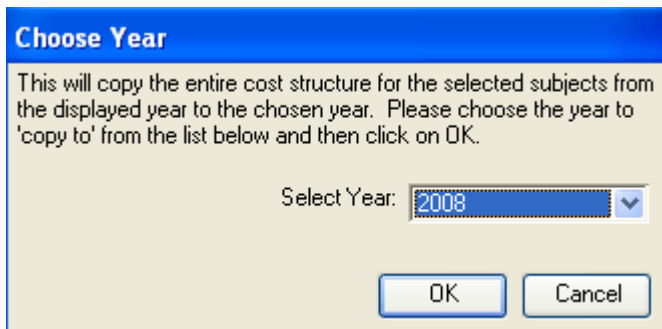
- Click on **OK** to save

3.9.10 Copy Costs to Year

This option enables costs for selected subjects to be copied from the displayed year to a future year.

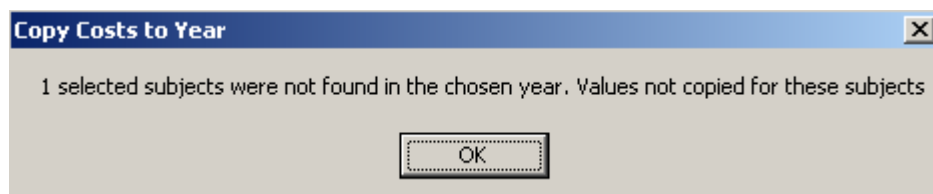
To copy costs from one year to another:

- **Select the year** to be 'copied from' from the Year drop down selection list
- **Highlight** the subjects for which the values are to be copied
- Click on **For Selected > Copy Costs to Year**
- A message similar to the following is displayed:



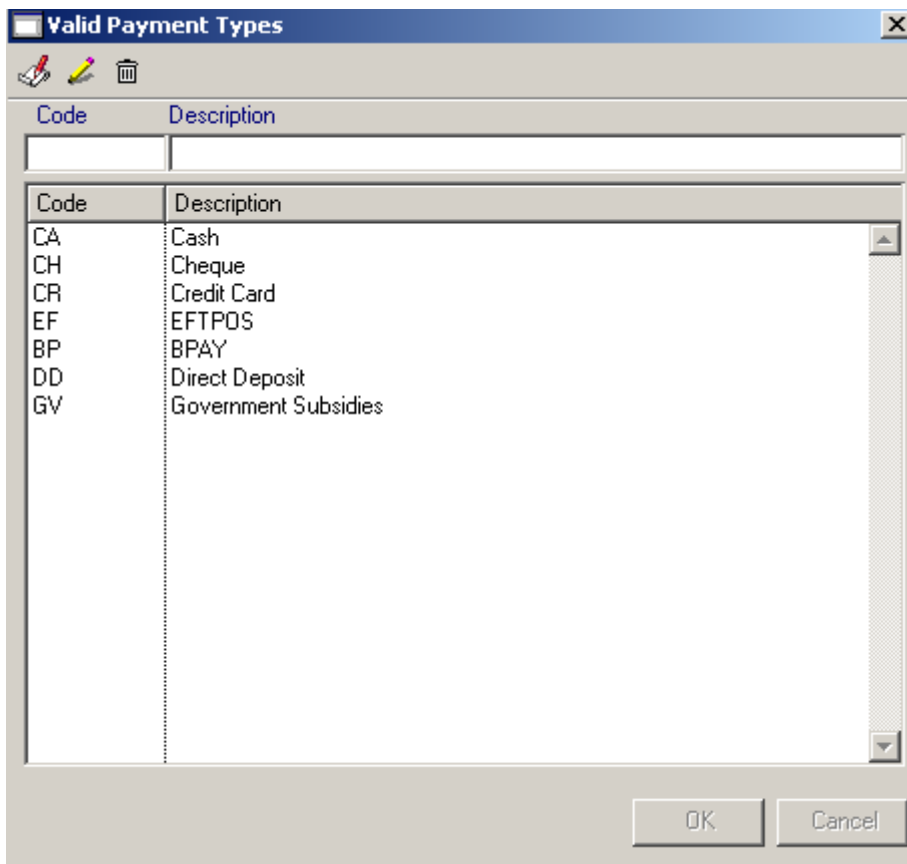
- **Select the year** to be 'copied to' from the Select Year drop down list (note that only future years are displayed here)
- Click on **OK**
- The subject values are copied to the selected year

Note: If any of the selected subjects exist in the 'From' year but do not exist in the 'To' year then an error message similar to the following will be displayed:




3.10 Valid Payment Types

The following valid payment types are automatically created by the system.



3.10.1 To Create a Payment Type

Note: Although it is possible to create payment types, this is not a recommended practice. WA schools should not create payment types unless instructed to do so by the WA Department of Education and Training.


- Click on **Parameters**
- Double-click on **Valid Payment Types**
- Click on the **Add** pencil 
- Enter a **code** for the payment type and press **<tab>**
- Enter a **description** for the payment type
- Click on **OK** to save

3.10.2 To edit a Payment Type

Note:

System-created payment types cannot be edited at all.

User-created payment types can be edited freely if they have no transactions against them. If a user-created payment type has been used in a transaction then only the payment type description may be edited.


- Click on **Parameters**
- Double-click on **Valid Payment Types**
- Click on the **payment type** to be edited
- Click on the **edit** pencil 
- Make the required changes
- Click on **OK** to save

3.10.3 To delete a Payment Type

Note:

System-created payment types cannot be deleted.

User-created payment types cannot be deleted if they have transactions against them.

- Click on **Parameters**
- Double-click on **Valid Payment Types**
- Click on the **payment type** to be deleted
- Click on the **delete** button 
- Click on **Yes** in answer to the message

CIVICA

RM Billing Manual

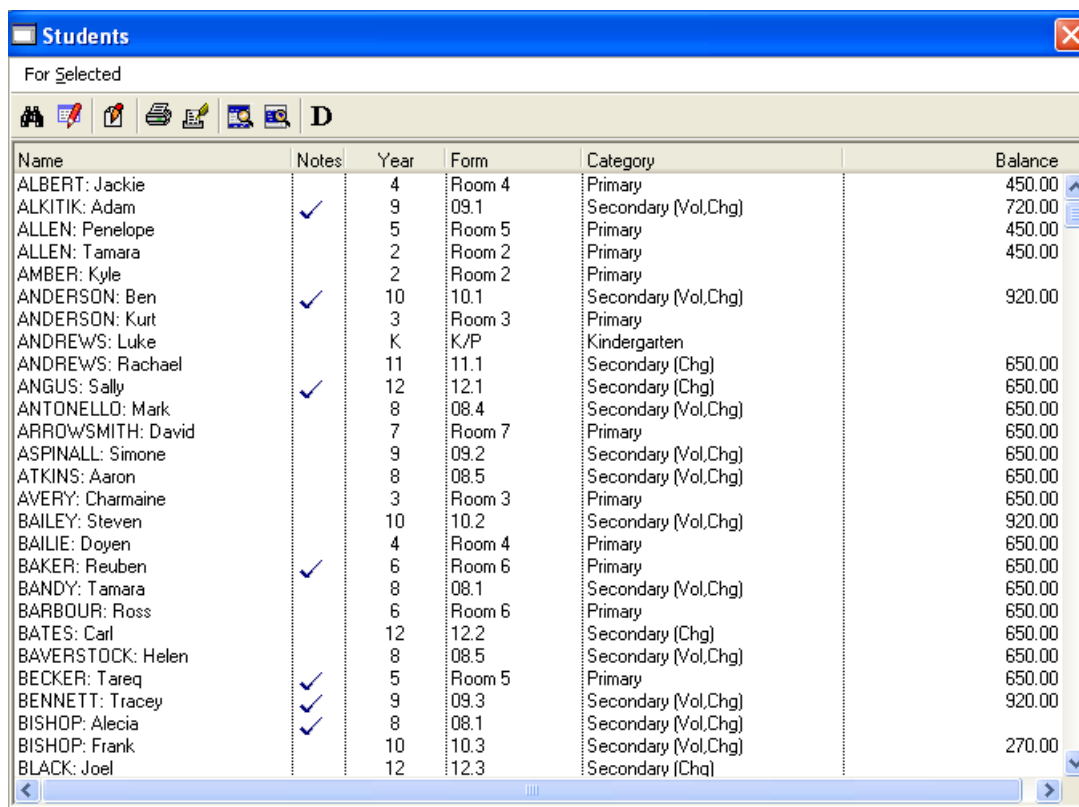
Students

4

4 Students

The students section is the 'heart' of the RM Billing module. When the Students icon is selected on the RM Billing sidebar the Students window will open as illustrated below.

4.1.1 Students - Default Display



Name	Notes	Year	Form	Category	Balance
ALBERT: Jackie		4	Room 4	Primary	450.00
ALKITIK: Adam	✓	9	09.1	Secondary (Vol,Chg)	720.00
ALLEN: Penelope		5	Room 5	Primary	450.00
ALLEN: Tamara		2	Room 2	Primary	450.00
AMBER: Kyle		2	Room 2	Primary	
ANDERSON: Ben	✓	10	10.1	Secondary (Vol,Chg)	920.00
ANDERSON: Kurt		3	Room 3	Primary	
ANDREWS: Luke		K	K/P	Kindergarten	
ANDREWS: Rachael		11	11.1	Secondary (Chg)	650.00
ANGUS: Sally	✓	12	12.1	Secondary (Chg)	650.00
ANTONELLO: Mark		8	08.4	Secondary (Vol,Chg)	650.00
ARROWSMITH: David		7	Room 7	Primary	650.00
ASPINALL: Simone		9	09.2	Secondary (Vol,Chg)	650.00
ATKINS: Aaron		8	08.5	Secondary (Vol,Chg)	650.00
AVERY: Charmaine		3	Room 3	Primary	650.00
BAILEY: Steven		10	10.2	Secondary (Vol,Chg)	920.00
BAILIE: Doyen		4	Room 4	Primary	650.00
BAKER: Reuben	✓	6	Room 6	Primary	650.00
BANDY: Tamara		8	08.1	Secondary (Vol,Chg)	650.00
BARBOUR: Ross		6	Room 6	Primary	650.00
BATES: Carl		12	12.2	Secondary (Chg)	650.00
BAVERSTOCK: Helen		8	08.5	Secondary (Vol,Chg)	650.00
BECKER: Tareq	✓	5	Room 5	Primary	650.00
BENNETT: Tracey	✓	9	09.3	Secondary (Vol,Chg)	920.00
BISHOP: Alecia	✓	8	08.1	Secondary (Vol,Chg)	
BISHOP: Frank		10	10.3	Secondary (Vol,Chg)	270.00
BLACK: Joel		12	12.3	Secondary (Chg)	

All students on the current roll will initially be displayed. The following information is displayed for each student:

Name

Student surname and known name (as entered in the Integris Administration module).

Note: If the surname and/or known name of a student is changed (i.e. edited) in the Administration module after this student has been viewed in RM Billing, then the new name details need to be updated in the RM Billing module. See section 4.11 on page 4-41 for further details.

Notes

If the student has one or more notes entered on their Notes tab then a tick will be displayed in this column.

Year

The current academic year group of the student (as in the Integris Administration module).

Form

The current form class of the student (as in the Integris Administration module).

Category

The student billing category of the student for the current billing year (see section 4.8 on page 4-16).

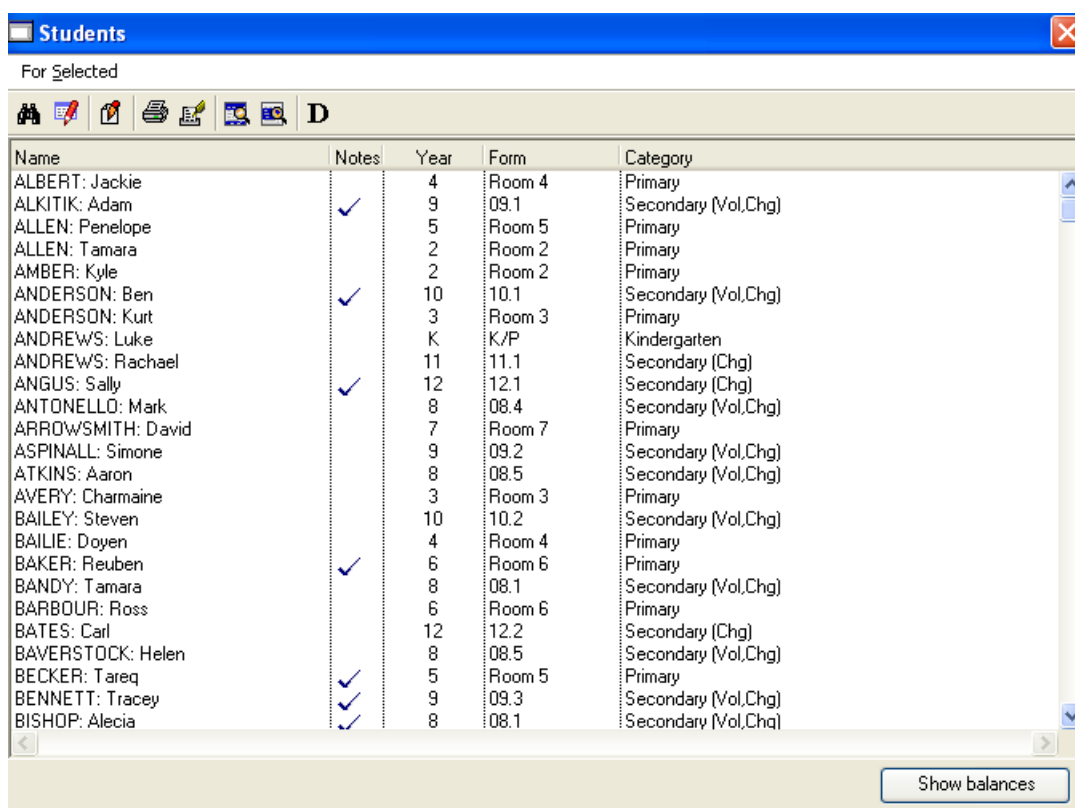
Balance

The balance outstanding (across all years) for the student.

4.1.2 Students - Alternative Display

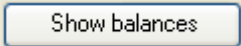
If the option ☐ Automatically show student balances is not ticked in Parameters > Billing Parameters, then the student balances will not be calculated and displayed every time the Students window is opened.


The Balance column will be suppressed and the window will appear as illustrated below.



Name	Notes	Year	Form	Category
ALBERT: Jackie		4	Room 4	Primary
ALKITIK: Adam	✓	9	09.1	Secondary (Vol,Chg)
ALLEN: Penelope		5	Room 5	Primary
ALLEN: Tamara		2	Room 2	Primary
AMBER: Kyle		2	Room 2	Primary
ANDERSON: Ben	✓	10	10.1	Secondary (Vol,Chg)
ANDERSON: Kurt		3	Room 3	Primary
ANDREWS: Luke		K	K/P	Kindergarten
ANDREWS: Rachael		11	11.1	Secondary (Chg)
ANGUS: Sally	✓	12	12.1	Secondary (Chg)
ANTONELLO: Mark		8	08.4	Secondary (Vol,Chg)
ARROWSMITH: David		7	Room 7	Primary
ASPINALL: Simone		9	09.2	Secondary (Vol,Chg)
ATKINS: Aaron		8	08.5	Secondary (Vol,Chg)
AVERY: Charmaine		3	Room 3	Primary
BAILEY: Steven		10	10.2	Secondary (Vol,Chg)
BAILIE: Doyen		4	Room 4	Primary
BAKER: Reuben	✓	6	Room 6	Primary
BANDY: Tamara		8	08.1	Secondary (Vol,Chg)
BARBOUR: Ross		6	Room 6	Primary
BATES: Carl		12	12.2	Secondary (Chg)
BAVERSTOCK: Helen		8	08.5	Secondary (Vol,Chg)
BECKER: Tareq	✓	5	Room 5	Primary
BENNETT: Tracey	✓	9	09.3	Secondary (Vol,Chg)
BISHOP: Alecia	✓	8	08.1	Secondary (Vol,Chg)

4.1.3 Show Balances

To display the student balances click on the  button. This will display the student balances temporarily on the screen.

Note that if this window is closed by clicking on the exit cross , or by drilling down on a student, when it is re-opened the student balances will not be displayed.

It should also be noted that clicking on the 'Show balances' button will load all current students into the window (if not all are displayed) along with their current balances (i.e. any user selection is lost when this button is clicked).

4.1.4 To Sort the List of Students

The student list can be sorted by clicking on any of the list headings.


For example, to sort the list in order of balances, click on the **Balance** heading. The list is sorted with the balances in ascending order.

To sort the list in reverse order, click on the **Balance** heading again. The list is now sorted with the balances in descending order.

To sort the list in order of student name, click on the **Name** heading.

4.1.5 To Select a Group of Students

Students can be selected on this screen in a number of ways.

- By dragging the mouse over a consecutive group of students
- By holding down the <Ctrl> key and clicking on each student to be selected
- By using the Integris Find Tool 

Note: More information on the Integris Find Tool can be found in the Administration Manager manual.

4.1.6 Quick Search on Student Surname

A quick search on student surname is available on this window. For example, if you click on the first student in the list and then type the letter 'B' the cursor will move to the first student whose surname begins with 'B'. If you type the entire surname (e.g. BORN), the first student in the list with that surname will be highlighted.

4.2 Student Icons

The following icons are available on the Student List screen:



Standard Student Find Tool



Load Current Students – Displays all students on the current roll



Open Details – Opens the drill down facility for the selected student



Print – Prints all students displayed in the list view



Print Selected – Prints all selected (highlighted) students in the list view



Hide Selected – Hides all selected students



Hide Unselected – Hides all unselected students



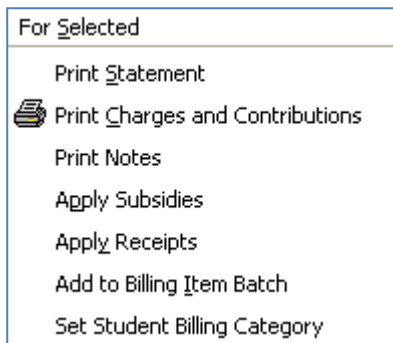
Show/Hide Deleted Students – Displays/hides students who have been deleted from the Administration module but still have a record in RM Billing

4.2.1 Drill Down Facility

Drill down functionality is instigated by double-clicking on a student, highlighting the student and pressing **<enter>** or highlighting a student and using the Open Details icon. The Student Details View will now be displayed. Refer to section 4.10 on page 4-38 for further details.

4.2.2 For Selected Menu

The For Selected menu contains the following options:

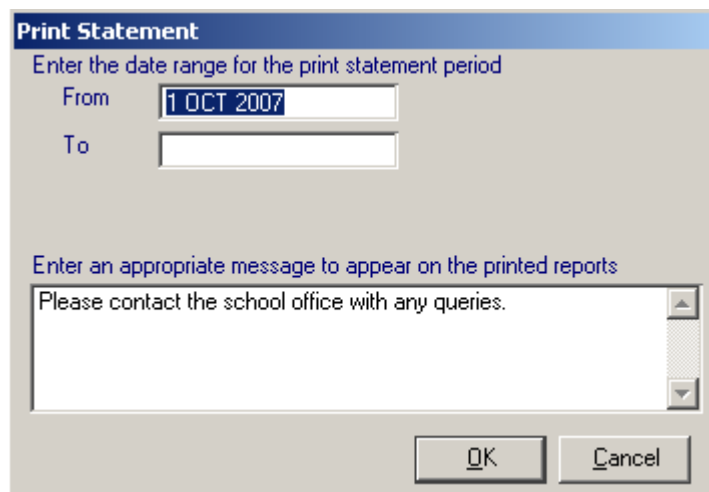


4.2.3 Print Statement

This option allows a statement to be printed for the selected students.

4.2.4 To Print Statements for Students

- Select (highlight) the students from whom statements are to be printed
- Click on the **For Selected** menu
- Click on **Print Statement**
- A window similar to the following will be displayed:



The 'From' date will default to the first day of the current month. All transactions from this date onwards will be listed on the statement. Any transactions dated prior to this date will be summarised in an 'opening balance' figure. If this is the first statement you are sending to the parent/guardian then it is advisable to enter an earlier date so that all transactions for the current year are listed.

The 'To' date will appear blank but will default to today's date if left blank. Otherwise an end date may be entered. Transactions dated after the 'To' date will not be included on the statement.

The default message entered in the Billing Parameters section will be displayed. This can be edited at this point if required but the changes will be used for this statement run only and will not be saved.

Change the settings as required

Click on **OK**

Select the report destination

Statements for the selected students are printed to the selected destination

Note: Statements can also be printed from the Reports section. Refer to section 8.3.2 on page 8-16 for further details and a sample statement.

Note: Statements with zero balances will be printed if transactions have been processed against the student. If no transactions have been entered for the selected student then a statement will not be printed.

4.2.5 To print statements for outstanding debtors only

Sometimes it may be useful to only print statements for students who have outstanding balances.

- Click on **Students**
- Click on the **Balance heading twice** so students with balances are displayed at the top of the list
- **Highlight** all the students with balances
- Click on the **For Selected** menu
- Click on **Print Statement**
- Follow the steps outlined above to print the statements

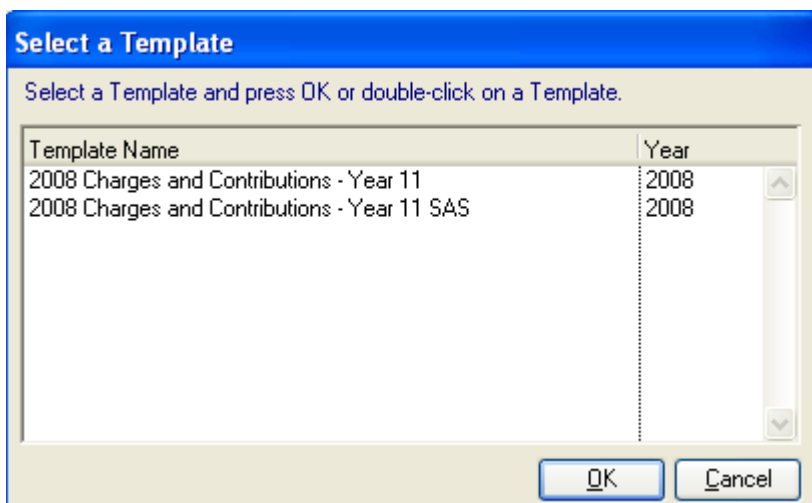
4.3 Print Charges and Contributions

This option allows a Charges and Contributions Sheet to be printed for the selected students.

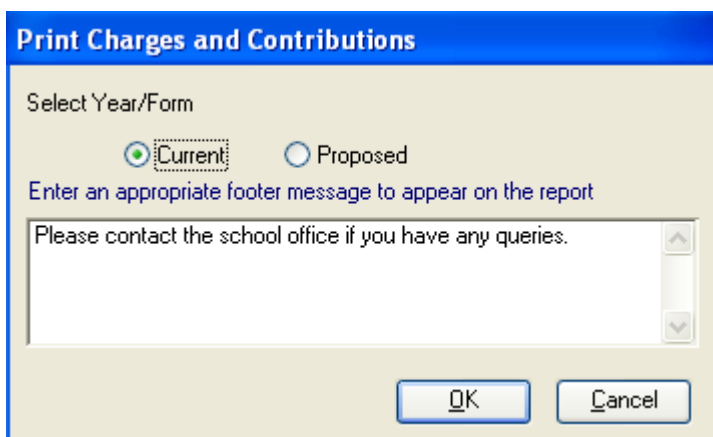
Note: Refer to section 8.1.1 on page 8-1 for details of how to create a Charges and Contributions sheet template.

4.3.1 To Print Charges and Contributions Sheets for Students

- Select (highlight) the students from whom the sheets are to be printed
- Click on the **For Selected** menu
- Click on **Print Charges and Contributions**
- A window similar to the following will be displayed. This window will display all the Charges and Contributions templates which have previously been created.



- **Highlight** the template to be used
- Click on **OK**
- A window similar to the following will then appear:



- Select either the **current** or **proposed** year/form. (The proposed year/form can be used when printing sheets in advance for next year. Note that this information must be set up in the Administration module before it can be used in RM Billing.)
- The default message (as entered in the chosen template) will be displayed. This can be edited at this stage if required, but any changes will be used for this print run only and will not be saved to the template.
- Click on **OK**
- Select the report **destination**
- Charges and Contributions sheets for the selected students are printed to the selected destination

Note: Charges and Contributions Sheets can also be printed from the Reports section. See section 8.1.8 on page 8-8 for details and also for a sample Charges and Contributions report.

4.4 Print Notes

This option allows a report to be produced which prints all notes attached to the selected students.

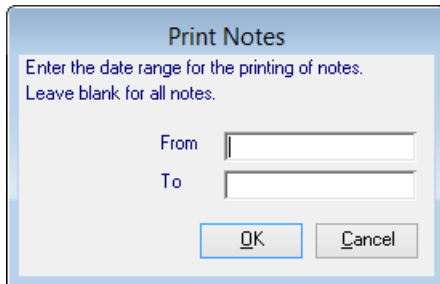
4.4.1 To Print Notes for Selected Students

Select (highlight) the students for whom the notes are to be printed

Click on the **For Selected** menu

Click on Print Notes

Select the required Date Range of leave blank for all



The dialog box is titled "Print Notes". It contains the instruction "Enter the date range for the printing of notes. Leave blank for all notes." Below this, there are two input fields: "From" and "To". At the bottom, there are two buttons: "OK" and "Cancel".

Select the **Report Destination**

A report similar to the following will be printed to the selected destination

West Coast District High School		
Student Notes Report		
Date	Subject	Detail
ALKITIK: Adam 17 OCT 2011	Year: 9 Voluntary Contributions	Form: 09.1 Mr Alkitik advised that he cannot afford to pay the Voluntary Contributions.
ANDERSON: Ben 8 AUG 2010	Year: 10 Camp	Form: 10.1 Ben has broken his arm and cannot attend camp. His mother has asked for a full refund. Doctor's certificate supplied.
17 JUN 2011	Non payment of Voluntary Contributions	Ben's father has lost his job and so he will not be paying the Voluntary Contributions this year.
ANGUS: Sally 2 APR 2011	Year: 12 Payment	Form: 12.1 Mrs Angus advised she will pay next week.

4.5 Apply Subsidies Manually

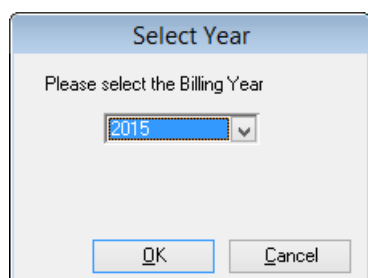
This option allows Government Subsidies to be applied manually to a group of students. The system will automatically allocate the entered subsidy amount to each student to pay off their Billing Items in a specified order, according to regulations.

IMPORTANT

This option should not be used where the Secondary Financial Assistance forms are completed using the software, and the Export and Import utilities are being used to export applications and import receipts. See Section 4.9 of this Manual for details.

4.5.1 To Apply Government Subsidies to Students

- **Select** (highlight) the students for whom the subsidies are to be applied
- Click on the **For Selected** menu
- Click on **Apply Subsidies**
- If any future years have been created in the datafile, then the following message box will be displayed. (If future years have not been created, this step will be omitted.) Only the current billing year (as set in RM Billing > Parameters > Billing Parameters) and any future years created in the datafile will be displayed in the drop down list.



- Select the year for which the subsidy is to be applied. (e.g. If it is 2015 Subsidy money then 2015 should be selected).
- Click on **OK**

IMPORTANT

The subsidy will only be applied to billing items which belong to the selected year. Any amount which cannot be applied to billing items in the selected year will become unallocated credit.

- If the above 'Select Year' box does not appear this means that no future years have been created in the datafile and the subsidy will be automatically applied to the current billing year (as set in Billing Parameters).
- A window similar to the following will then be displayed:

Apply Subsidies

Receipts Batch

Date

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

Payment Type Government Subsidies

Comment

OK Cancel

- Enter the receipts batch to hold the subsidies (or press <tab> for a list)
- The date will default to the current date (this can be changed if required)
- Enter the amount of the subsidy (the amount to be applied to each student)
- The payment type defaults to GV and cannot be changed
- Enter a comment (e.g. 2015 \$235 Education Program Allowance)
- Click on **OK** to save

4.5.2 Rules for Applying Government Subsidies

The government subsidy is applied to the billing items for the selected year for each student in a particular order, according to the student billing category of the student. The table below shows the order in which the types of billing items will be paid by the subsidy.

Student Billing Category	Priority for applying subsidies
Kindergarten, Pre-Primary, Primary, 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).
Temporary Visa Overseas Students	Temp Visa, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned (other than Not Applicable).
Adult Students	Adult student fees, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned (other than Not Applicable).
Full Fee Paying Overseas Students	Not applied, since these students are not eligible for Government Subsidies.

If the full amount of the subsidy cannot be applied to the student because the total amount of the subsidy exceeds the total amount of billing items for the selected year, then any remaining subsidy amount will become unallocated credit (i.e. a credit amount which is not assigned to any billing items).


4.5.3 Apply Subsidies Exception Report

There may be certain circumstances under which government subsidies cannot be applied to students. The reason could be any of the following:

Student does not have a fees biller
Student does not have a student billing category defined for the selected year
Student is a Full Fee Paying student

If for any of the above reasons the subsidy cannot be applied to a student an exception report will be displayed listing the student/s and the reason/s.

A sample exception report appears below:

West Coast District High School		
Apply Subsidies Exception Report for Billing Year 2009		
Subsidies could not be applied for the following students		
		
Student Name	Student Category	Reason
KILPATRICK: Chloe	Secondary (Vol,Chg)	The Student does not have a student billing category defined for the selected year
LAM: Chanara	Secondary (Chg)	Cannot apply a government subsidy to a full fee paying student

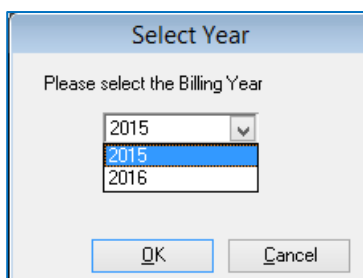
4.6 Apply Receipts

This option assists with 'bulk-receipting' – that is, applying receipts to several students at the one time.

This method is useful if a group of students are all paying the same amount for **charges and contributions**. The system will automatically allocate the entered amount to each student to pay off their Billing Items in a specified order, according to regulations.

4.6.1 To Apply Receipts to Students

- Select (highlight) the students for whom the receipts are to be applied
- Click on the **For Selected** menu
- Click on **Apply Receipts**
- If any future years have been created in the datafile, then the following message box will be displayed. (If future years have not been created, this step will be omitted.) Only the current billing year (as set in RM Billing > Parameters > Billing Parameters) and any future years created in the datafile will be displayed in the drop down list.



- Select the year for which the receipt is to be applied. (e.g. If it is money which is being paid for 2015 items then 2015 should be selected).
- Click on **OK**

IMPORTANT

The receipt will only be applied to billing items which belong to the selected year. Any amount which cannot be applied to billing items in the selected year will become unallocated credit.

- If the above 'Select Year' box does not appear this means that no future years have been created in the datafile and the receipt will be automatically applied to the current billing year (as set in Billing Parameters).
- A window similar to the following will be displayed:

The screenshot shows a dialog box titled "Apply Receipts". It has the following fields and controls:

- Receipts Batch:** A text input field.
- Date:** A date picker showing "1 APR 2015".
- Amount (for each student):** A text input field showing "0.00". To its right is the label "Amount applied to each individual student".
- Payment Type:** A text input field.
- Comment:** A text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

- Enter the receipts batch to hold the receipts (or press <tab> for a list)
- The date will default to the current date (this can be changed if required)
- Enter the amount of the receipt (the amount to be applied to each student)
- Enter the payment type (or press <tab> for a list)
- Enter a comment (e.g. Charges and Contributions)
- Click on **OK** to save

4.6.2 Rules for Applying Receipts

The receipt is applied to the billing items for the selected year for each student in a particular order, according to the student billing category of the student. The table below shows the order in which the types of billing items will be paid by the receipt.

Billing Items will be paid off in the following order:

Student Billing Category	Priority for applying receipts
Kindergarten, Pre-Primary, Primary, Secondary (Vol,Chg)	Charges, Residential, Voluntary, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Secondary (Chg)	Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Temporary Visa Overseas Students	Temp Visa, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Adult Students	Adult Student Fees, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Full Fee Paying Overseas Students	Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.

If the full amount of the receipt cannot be applied to the student because the total amount of the receipt exceeds the total amount of billing items for the selected year, then any remaining receipt amount will become unallocated credit (i.e. a credit amount which is not assigned to any billing items).


4.6.3 Apply Receipts Exception Report

There may be certain circumstances under which receipts cannot be applied to students. The reason could be any of the following:

Student does not have a fees biller
Student does not have a student billing category assigned for the selected year

If for any of the above reasons the receipt cannot be applied to a student an exception report will be displayed listing the student/s and the reason/s.

A sample exception report appears below:

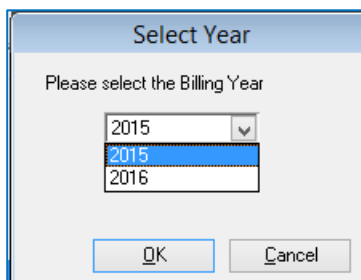
West Coast District High School		
Apply Receipts Exception Report for Billing Year 2009		
Receipts could not be applied for the following students		
		
Student Name	Student Category	Reason
ALBERT: Jackie	Primary	The Student does not have a student billing category defined for the selected year

4.7 Add Students to Billing Item Batch

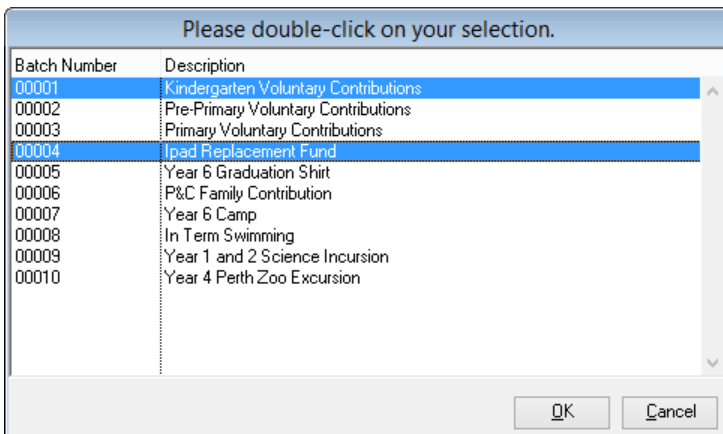
This option assists with 'bulk-billing' – that is, billing several students at the one time.

4.7.1 To Bulk-Bill Students

- Select (highlight) the students who are to be billed
- Click on the **For Selected** menu
- Click on **Add to Billing Item Batch**
- If any future years have been created in the datafile, then the following message box will be displayed. (If future years have not been created, this step will be omitted.) Only the current billing year (as set in RM Billing > Parameters > Billing Parameters) and any future years created in the datafile will be displayed in the drop down list.



- Select the year for which the billing is to be carried out (e.g. If creating billing items for 2008 then 2008 should be selected).
- Click on **OK**
- If the above 'Select Year' box does not appear this means that no future years have been created in the datafile and only billing item batches for the current billing year (as set in Billing Parameters) can be selected
- A list of billing item batches for the selected billing year will then be displayed (these must have been previously created via the Billing Items section)



- Highlight one or more batches in the above window (dragging or <Ctrl> click can be used for multiple selection)
- Click on **OK**
- A short message may be displayed whilst the students are added to the billing item batch

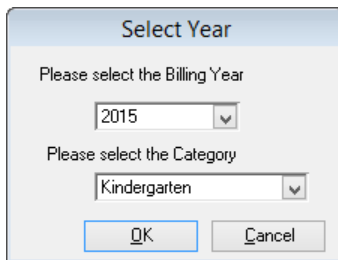
4.8 Set Student Billing Category

This option allows the student billing category to be set for the selected students for selected year. The following student billing categories are available.

- **Kindergarten**
- **Pre-Primary**
- **Primary**
- **Secondary (Vol, Chg)**
- **Secondary (Chg)**
- **Adult**
- **Temporary Visa**
- **Full Fee Paying**

4.8.1 To Set the Student Billing Category

- Select (highlight) the required students
- Click on the **For Selected** menu
- Click on **Set Student Billing Category**
- The following window appears:



- Select the required billing year from the year drop down list (only the current billing year and any future years will appear here)
- Select the required student billing category from the category drop down list
- Click on **OK** to save

Note: Each student can have a student billing category tied to each billing year. Only the student category for the current billing year will be displayed on the front student list screen.

4.9 Secondary Financial Assistance Allowances

The Secondary Financial Assistance Allowances option allows schools to create an application for Secondary Financial Assistance for students who qualify for these allowances. To qualify for the Financial Assistance, a student must have a parent who is eligible for and holds one of the following Concession Cards:

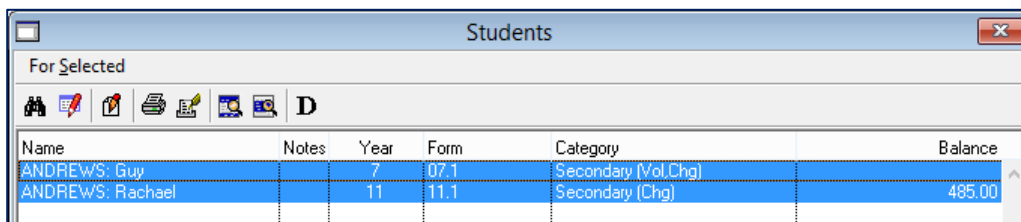
- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Veteran's Affairs Pensioner Card (Blue Card)

A student may qualify for Secondary Financial Assistance if they are an Independent Student, in which case they must produce a letter from Centrelink.

4.9.1 Completing a Secondary Financial Assistance Application Form

To complete a Secondary Financial Assistance Allowance Application:

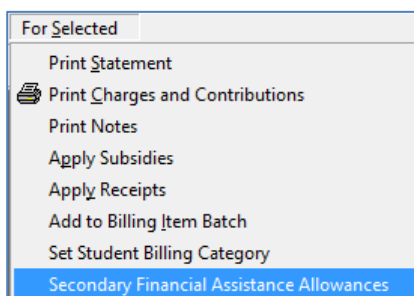
Highlight the student/s you wish to create an application for



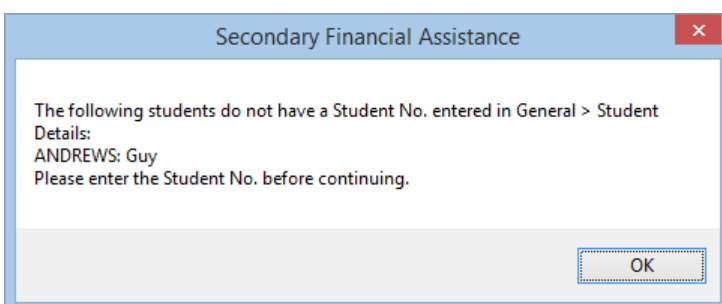
Name	Notes	Year	Form	Category	Balance
ANDREWS, Guy		7	07.1	Secondary (Vol.Chg)	
ANDREWS, Rachael		11	11.1	Secondary (Chg)	485.00

Go to the For Selected Menu

Select Secondary Financial Assistance Allowance



Where a student or students does not have a Student Number (SCSA) a warning message will display. All students must have a Student Number to be eligible to apply for Secondary Financial Assistance.



The contacts for the students will display. Only one contact can be the signatory on a Secondary Financial Assistance Allowance application. This person must be the Concession Card holder.

Highlight the Contact making the application and click OK

Name	Address	Relationship
Mrs Margaret Andrews	12 Success Street, LEEDERVILLE, WA, 6010	Mother
Mr Timothy Andrews	12 Success Street, LEEDERVILLE, WA, 6010	Father

The Confirm Contact window will display. Any other selected students who have the same contact person will appear in this screen. There may also be additional selected students however if the contact is not the same, they will need to be processed on a separate application.

Selected Contact for: **ANDREWS: Guy**

Mrs Margaret Andrews 12 Success Street, LEEDERVILLE, WA, 6010 Mother

This contact must be present for all students attached to this application. Please check that this contact appears in the list(s) below.

Other selected students	Contact Name	Contact Address	Relationship
ANDREWS: Rachael	Mrs Margaret Andrews	12 Success Street, LEEDERVILLE, WA, 6010	Mother
	Mr Timothy Andrews	12 Success Street, LEEDERVILLE, WA, 6010	Father

If the selected contact is present for all students, please click Confirm. Otherwise click Cancel

Click Confirm to continue if the students are siblings
 Select the appropriate Allowance Type (See next pages)
 Click OK

If the Secondary Assistance Scheme (G) Allowance Type is selected the following form will display.

Allowance Type

Please select Allowance Type:

☒ Secondary Assistance Scheme (G)

☐ Abstudy Supplement Allowance (ASA)

An Application for Secondary Assistance Scheme (G) Allowance includes the option to have the Clothing Allowance Payment (an additional \$115 payment) made payable to the school directly or to the parent.

If the Abstudy Supplement Allowance (ASA) Allowance Type is selected the following form will display.

Allowance Type

Please select Allowance Type:

☐ Secondary Assistance Scheme (G)

☒ Abstudy Supplement Allowance (ASA)

Abstudy Supplement Allowance Form

Abstudy Supplement Allowance Details

Parent/Guardian: Mrs Margaret Andrews, 12 Success Street, LEEDERVILLE, WA, 6010

Concession Type: ☐ Independent Student (Attach letter from CentreLink)

Concession Card Number: -

Start Date on Card: - -

Card Expiry Date: - -

**ASA
2015**

Student Details

Surname	First Name	Date of Birth	Year Level	Select
ANDREWS	Guy	20/02/2003	7	<input type="checkbox"/>
ANDREWS	Rachael	03/03/1999	11	<input type="checkbox"/>

Parent/Guardian Declaration

☐ I have not claimed nor do I intend to claim 2015 Secondary Assistance Scheme payments for these students
 I have not claimed this allowance for any of these children at another school in Western Australia in 2015
 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: 08/09/15

Witness Declaration

I have sighted the claimant's card and confirm the details provided are correct.

Name of Witness	Enumber	Witness Signature	Position Held	Date

Select the Concession Type (This concession type must be the one used by the parent making the claim. This person must be present to sign the printed form)

Concession Type: ☐ Independent Student (Attach letter from CentreLink)

Concession Card Number: -

Start Date on Card: - -

End Date on Card: - -

Concession Type Options:

- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Veteran's Affairs Pensioner Card (Blue Card)

Add the Concession Card Number, Start Date and End Date from the card
 Select whether the Clothing Allowance is to be paid to the parent or direct to the school
 Tick the box for the Parent/Guardian Declaration

Secondary Assistance Scheme Allowance Details

Parent/Guardian: Ms Paula Linum, 6 Bowden Close, PINEY WOODS, WA, 6999

Concession Type: Centrelink Pensioner Concession ☐ Independent Student (Attach letter from CentreLink)

Concession Card Number: 3 1 1 2 3 4 5 5 7 - 8

Start Date on Card: 0 6 - 0 2 - 2 0 1 5

Card Expiry Date: 0 6 - 0 2 - 2 0 1 6

G
2015

Student Details

Surname	First Name	Date of Birth	Year Level	Clothing Allowance to be paid to:	Select
AMBER	Kylie	20/01/2003	7	<input checked="" type="checkbox"/> School <input type="checkbox"/> Parent	<input type="button" value="Up"/> <input type="button" value="Down"/>

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 2015
 I have not claimed this allowance for any of these children at another school in Western Australia in 2015
 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: 16/09/15

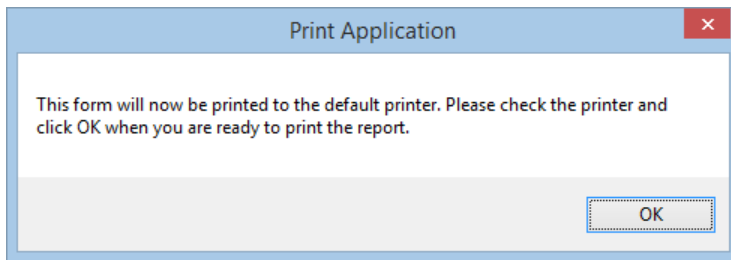
Note: If the Parent option is selected for the Clothing Allowance, the Bank Account Details must be completed.

If the Form is ready to be finalized click **Print** (See Section 4.9.2)

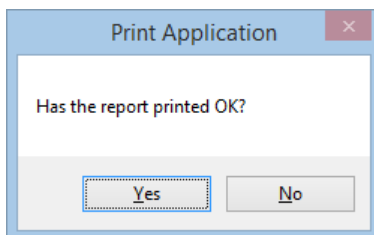
If the parent does not have all their documentation click **Save and Close** (See Section 4.9.3)

4.9.2 Print and Finalise an Application

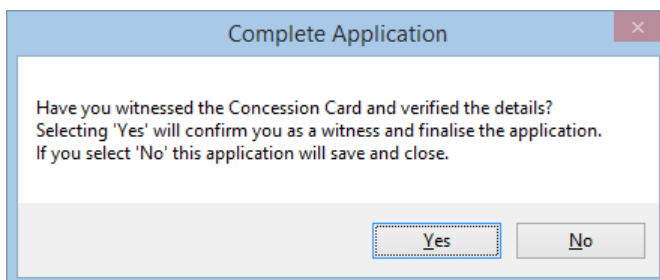
Where the Print option has been selected, this will finalise the application and the following sequence of messages will appear.



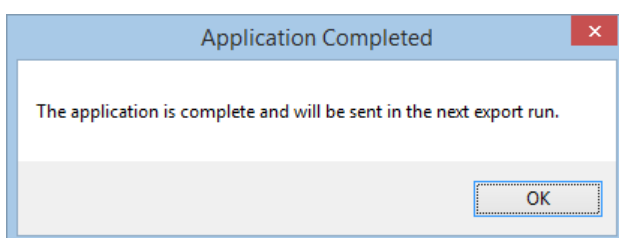
Make sure the printer is ready and click OK



Check the report has printed ok and click Yes
Make sure you have witnessed the Concession Card



Click Yes to the message



Click OK to complete the application process

The Printed Form must be signed by the parent and witnessed by a school staff member. See the next Page for a sample completed form.

Sample Printed Application Form



Department of
Education

2015 SECONDARY ASSISTANCE SCHEME Years 7-12

G

- Valid to claim with parent/guardian card only
- Student cannot claim with own card if living with Parent(s)
- If living as an independent student, letter of proof from Centrelink must be provided

School Name: West Coast District High

School Code: 4567

Parent/Guardian Details

Independent Student: NO

Surname: Williams

First Name: Sukey

Address: 3 The Avenue, CLAREMONT, WA, 6014

Contact Phone Number: 9222 3334

Email:

Parent/Guardian CentreLink Concession Card Details

Concession Type: Centrelink Health Care Card

Card Number: 345678888-8

Start Date on Card: 10/03/2013

Card Expiry Date: 10/03/2016

Student Details

Surname	First Name	Date of Birth	Year Level	Clothing Allowance to	Student No.
Williams	Tenille	30/10/1998	11	School	20512540

Parent/Guardian Declaration

- I have not claimed nor do I intend to claim Aboriginal Secondary Grants - ABSTUDY in 2015
- I have not claimed this allowance for any of these children at another school in Western Australia in 2015
- I authorize Centrelink to verify my current benefit status and other pertinent details to gain this entitlement

I DECLARE THE ABOVE TO BE TRUE AND CORRECT AND AM AWARE THAT IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION.

Parent/Guardian Signature _____

Date: 27/03/15

Witness Declaration *(Concession Card must be sighted and witnessed at attending school)*

I have sighted the claimant's card and confirm the details provided are correct.

Name of Witness	Enumber	Witness Signature	Position Held	Date
-----------------	---------	-------------------	---------------	------

Completed Applications can be viewed in the Student Record. Completed Applications will display as Pending until they are exported.

Open the Student Details record to view the application
Click on the Sec Fin Assist Tab in the student record

Student Details

2015

Surname: SMEED Known Name: Elise

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

Form#	Date	Form	Assistance Type	Status	Export Date
6	27 MAR 2015	G	Sec Assist	Pending	

4.9.3 Saving and Editing Incomplete Secondary Assistance Applications

If the **Save and Close** option is used because some information is still required from the parent, the application will still be added to the student record, but will be marked as Incomplete.

Student Details


2015

Surname: MORARITY Known Name: Georgina

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

Form#	Date	Form	Assistance Type	Status	Export Date
7	27 MAR 2015	G	Sec Assist	Incomplete	

To complete the application:

Click on edit 
Add the details required and click Print
Follow the steps from the previous section to finalise

The Status of the application will be updated to Pending.

Student Details

2015

Surname: MORARITY Known Name: Georgina

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

Form#	Date	Form	Assistance Type	Status	Export Date
7	27 MAR 2015	G	Sec Assist	Pending	

4.9.4 Edit a Completed Application

There may be occasions where an application that has been finalised needs to be edited. It may be that dates are incorrect or perhaps parent bank details change.

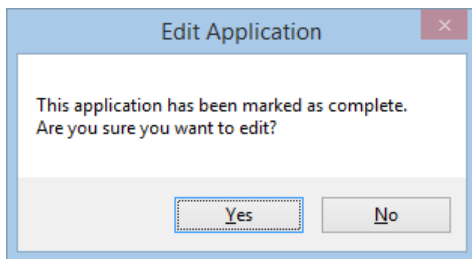
To edit a completed application:

Open the Student Record

Click on edit



Click Yes to the warning message



Make changes to the application

Click Print

Follow the Print prompts to finalise the application

Note: If Save and Close is then selected when editing a completed application, the Status of the application will change to Incomplete. If Print is selected, then the prompts to print and finalise the application will display.

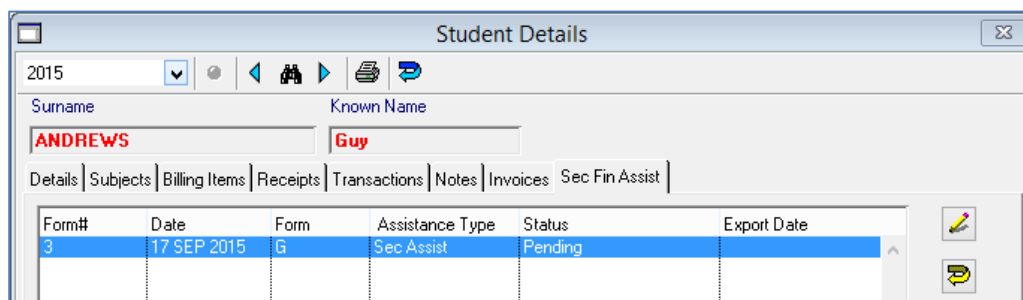
4.9.5 Cancelling a Pending Application

If a student has ceased school for any reason, then the Secondary Assistance Application should be cancelled before it is exported.

To cancel an application:

Locate the student and open their record

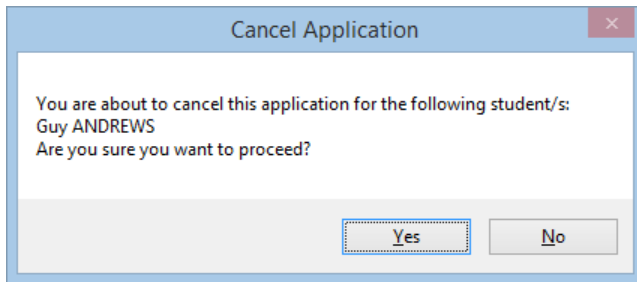
Ensure the application is highlighted



Click Cancel the Selected Application

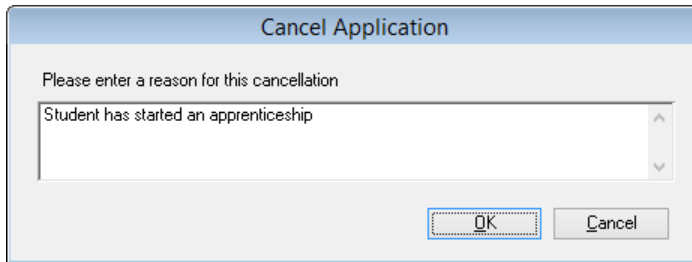


Click Yes to Cancel the Application



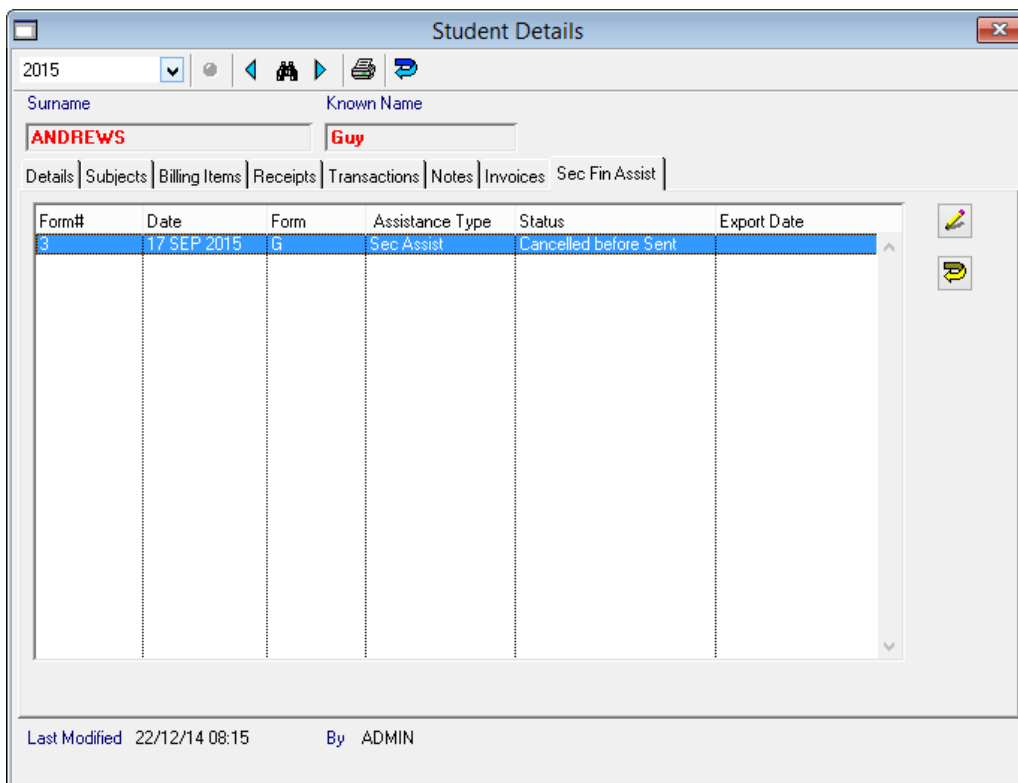
A dialog box titled "Cancel Application" with a close button (X) in the top right corner. The text inside reads: "You are about to cancel this application for the following student/s: Guy ANDREWS. Are you sure you want to proceed?". At the bottom, there are two buttons: "Yes" and "No".

Add a reason for the cancellation



A dialog box titled "Cancel Application" with a close button (X) in the top right corner. The text inside reads: "Please enter a reason for this cancellation". Below this is a text input field containing the text "Student has started an apprenticeship". At the bottom, there are two buttons: "OK" and "Cancel".

Click OK



A window titled "Student Details" with a close button (X) in the top right corner. The window displays student information for the year 2015. The Surname is "ANDREWS" and the Known Name is "Guy". Below this are tabs for "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", and "Sec Fin Assist". The "Details" tab is selected, showing a table with columns: Form#, Date, Form, Assistance Type, Status, and Export Date. The table has one row with the following data: Form# 3, Date 17 SEP 2015, Form G, Assistance Type Sec Assist, Status Cancelled before Sent, and Export Date. At the bottom of the window, it says "Last Modified 22/12/14 08:15 By ADMIN".

Form#	Date	Form	Assistance Type	Status	Export Date
3	17 SEP 2015	G	Sec Assist	Cancelled before Sent	

The Application will appear as Cancelled before Sent as it has not been exported.

4.9.6 Remove a Student from an Application

Occasionally, in a sibling group, one or more of the students may not need to be included in the application. They can be removed from the application form if required.

When siblings are originally confirmed when the contact making the application is selected, multiple students will appear on the form.

Confirm Contact

Selected Contact for: **ALKITIK: Adam**
 Ms Danielle Alkitik 15 Kentia Close, PERTH, WA, 6000 Mother

This contact must be present for all students attached to this application. Please check that this contact appears in the list(s) below.

Other selected students	Contact Name	Contact Address	Relationship
ALKITIK: Maria	Ms Danielle Alkitik	15 Kentia Close, PERTH, WA, 6000	Mother
	Mr Paul Alkitik	2A The Avenue, PERTH, WA, 6000, Australia	Father
	Mr & Mrs O'Keefe	4 Sith Way, PINEY WOODS, WA, 6999	Grandparents

If the selected contact is present for all students, please click Confirm. Otherwise click Cancel

Parent/Guardian: Ms Danielle Alkitik, 15 Kentia Close, PERTH, WA, 6000

Concession Type:
☐ Independent Student (Attach letter from CentreLink)

G
2015

Concession Card Number: -

Start Date on Card: - -

Card Expiry Date: - -

Student Details

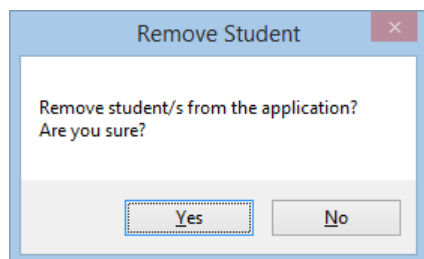
Surname	First Name	Date of Birth	Year Level	Clothing Allowance to be paid to:	Select
ALKITIK	Adam	10/01/2001	9	<input type="checkbox"/> School <input type="checkbox"/> Parent	<input type="checkbox"/>
ALKITIK	Maria	20/05/2003	7	<input type="checkbox"/> School <input type="checkbox"/> Parent	<input type="checkbox"/>

To remove one of the students, click in the select checkbox

Surname	First Name	Date of Birth	Year Level	Clothing Allowance to be paid to:	Select
ALKITIK	Adam	10/01/2001	9	<input type="checkbox"/> School <input type="checkbox"/> Parent	<input checked="" type="checkbox"/>
ALKITIK	Maria	20/05/2003	7	<input type="checkbox"/> School <input type="checkbox"/> Parent	<input type="checkbox"/>

Click on delete 

Click Yes to Confirm removing students from the application



The student selected will be removed from the application.

Student Details						
Surname	First Name	Date of Birth	Year Level	Clothing Allowance to be paid to:		Select
ALKITIK	Maria	20/05/2003	7	<input type="checkbox"/> School	<input type="checkbox"/> Parent	<input type="checkbox"/>

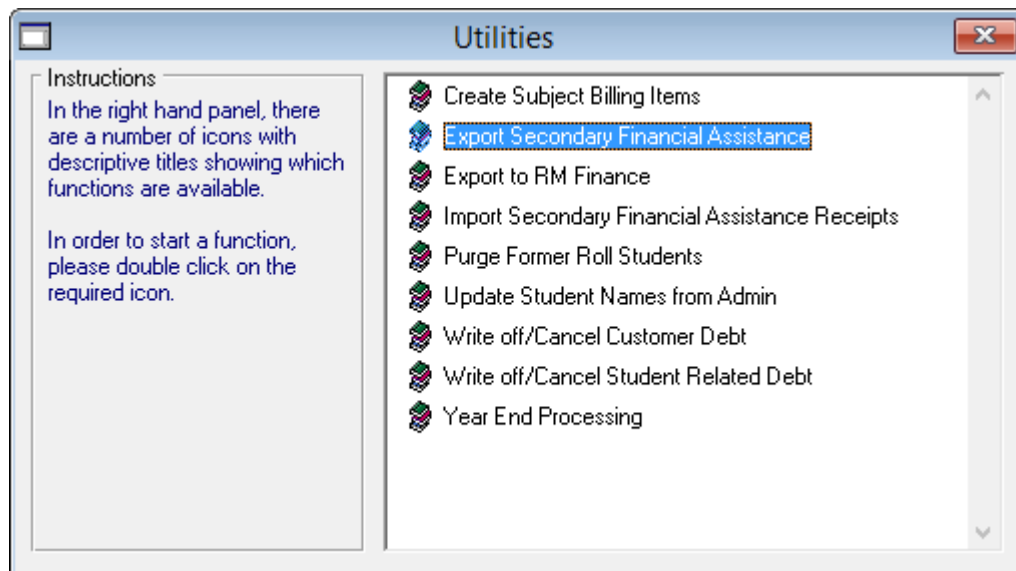
4.9.7 Exporting Secondary Assistance Applications

Secondary Assistance Applications can be exported at any time prior to the cut-off date. This date will vary from year to year and you should seek clarification for DoE if unsure.

Applications can be exported as they are completed, or schools may wish to export multiple applications at once. Sending multiple applications is preferred as this requires less handling.

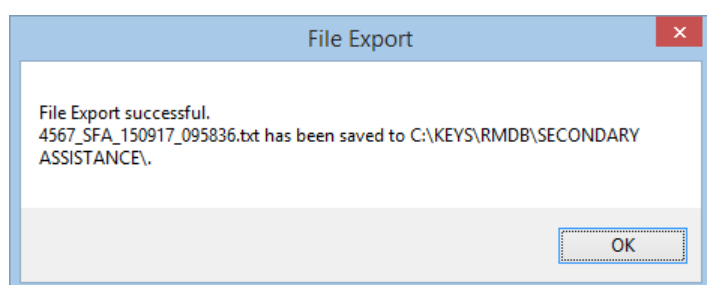
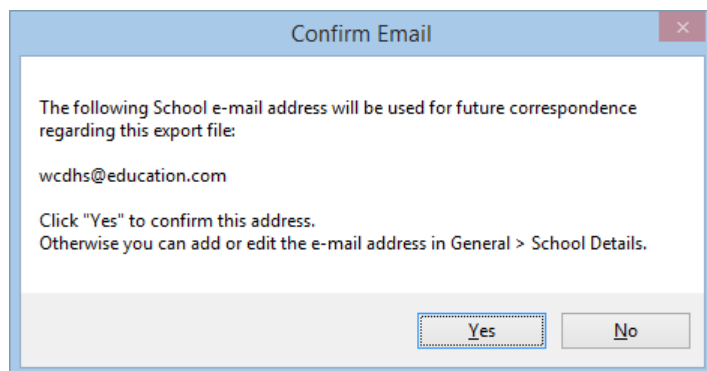
To Export completed applications:

Navigate to Billing | Utilities



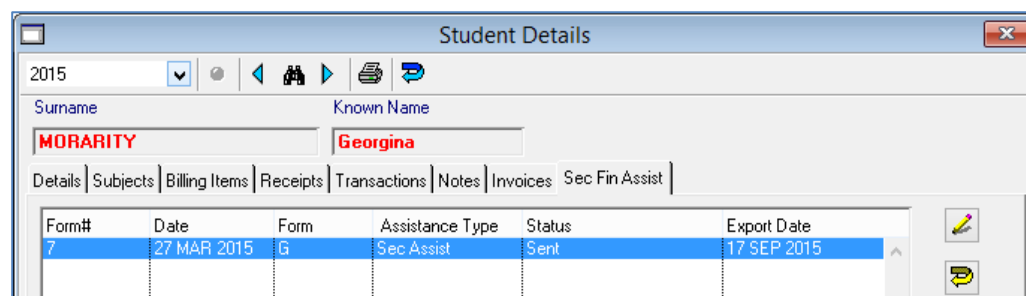
Double click on Export Secondary Financial Assistance

Check the Confirmation Email message and Click Yes if the address is correct

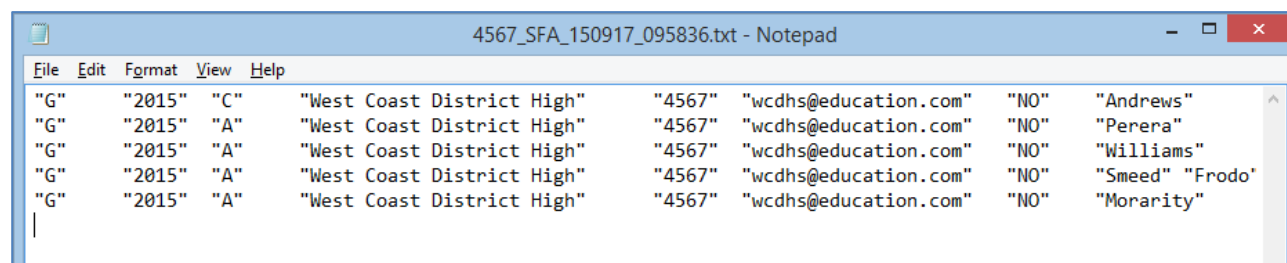


The file will be exported. The location of the file is dependent on the file path set up in the Billing Parameters. See Section 3.4 of this Manual for details.

Once a file has been exported, the student record will be updated so that the Status of the application is changed to **Sent**.



The exported file can be viewed at the saved location. The File will be a text file containing the details of the applications included in the current export. Each export file will be uniquely named with the school code and date and time values (See example below).



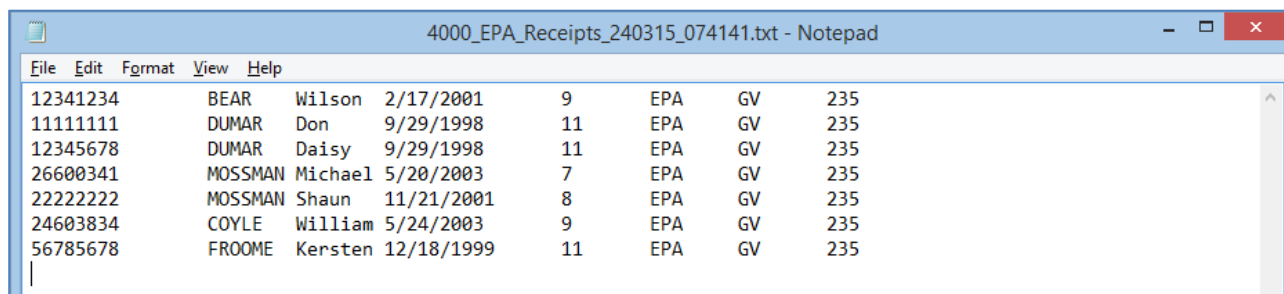
This file must be emailed as an attachment to student.allowances@education.wa.edu.au at Schools Resourcing and Support Directorate at the Department of Education.

4.9.8 Import Receipts for Secondary Assistance

Once the Export file has been sent to the Schools Resourcing and Support Directorate, it will be evaluated and then Import Receipts files will be emailed back to the school. These files will need to be imported to create Secondary Assistance receipts for the students in the application.

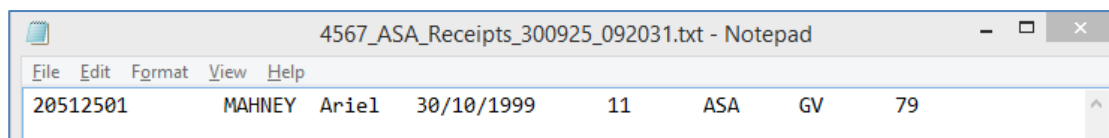
Files may be for Education Program Allowance (EPA-GV Payment for \$235), Abstudy Allowance (ASA-GV Payment for \$79) or Clothing Allowance (CLA-GV Payment for \$115) if the parent has nominated that the Clothing Allowance be paid directly to the school (See Samples Below). All these Receipt files are imported in the same way.

Sample Education Program Allowance Receipt File



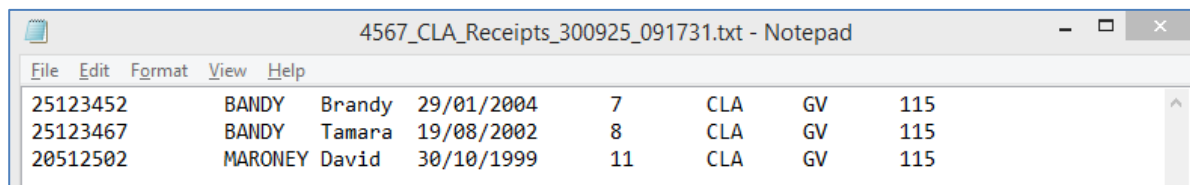
12341234	BEAR Wilson	2/17/2001	9	EPA	GV	235
11111111	DUMAR Don	9/29/1998	11	EPA	GV	235
12345678	DUMAR Daisy	9/29/1998	11	EPA	GV	235
26600341	MOSSMAN Michael	5/20/2003	7	EPA	GV	235
22222222	MOSSMAN Shaun	11/21/2001	8	EPA	GV	235
24603834	COYLE William	5/24/2003	9	EPA	GV	235
56785678	FROOME Kersten	12/18/1999	11	EPA	GV	235

Sample Abstudy Allowance Receipt File



20512501	MAHNEY Ariel	30/10/1999	11	ASA	GV	79
----------	--------------	------------	----	-----	----	----

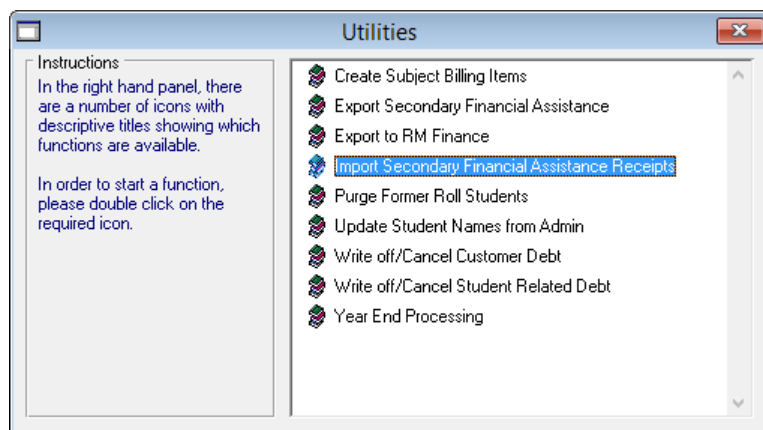
Sample Clothing Allowance Receipt File



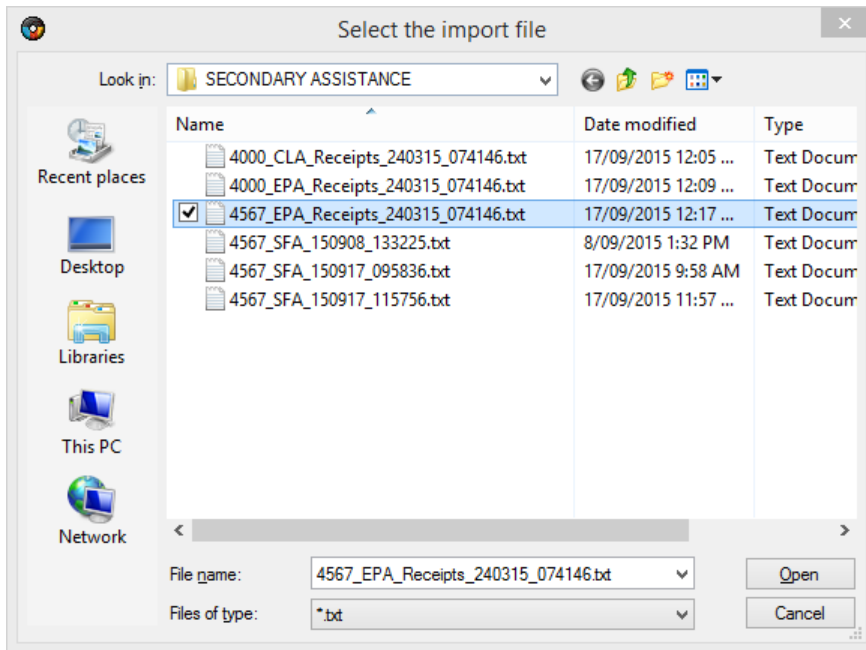
25123452	BANDY Brandy	29/01/2004	7	CLA	GV	115
25123467	BANDY Tamara	19/08/2002	8	CLA	GV	115
20512502	MARONEY David	30/10/1999	11	CLA	GV	115

To Import the Receipts:

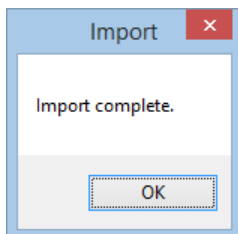
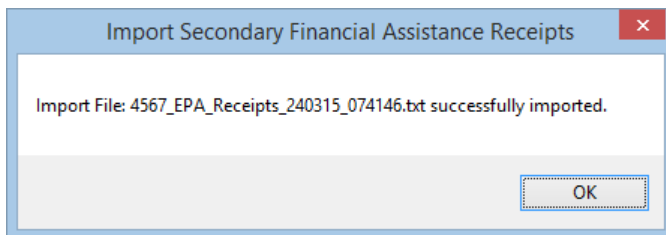
Navigate to **Billing | Utilities**



Double Click on Import Secondary Financial Assistance Receipts
Navigate to the location where the Import File was saved



Double Click on the file or highlight and click Open
Click OK and OK to the messages



Importing receipts in this way will create a Receipts Batch for the Secondary Assistance receipts. These batches can be viewed in **Billing | Receipts** and will be named according to the type of allowance and the date the file was created.

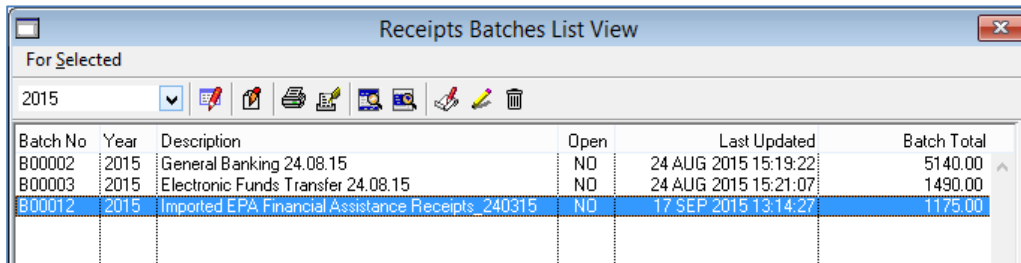
Batch No	Year	Description	Open	Last Updated	Batch Total
B00002	2015	General Banking 24.08.15	NO	24 AUG 2015 15:19:22	5140.00
B00003	2015	Electronic Funds Transfer 24.08.15	NO	24 AUG 2015 15:21:07	1490.00
B00012	2015	Imported EPA Financial Assistance Receipts_ 240315	NO	17 SEP 2015 13:14:27	1175.00

4.9.9 View Imported Receipt Batches

The details of the imported receipts can be viewed in the Receipts window and a receipt is added to each of the students in the file.

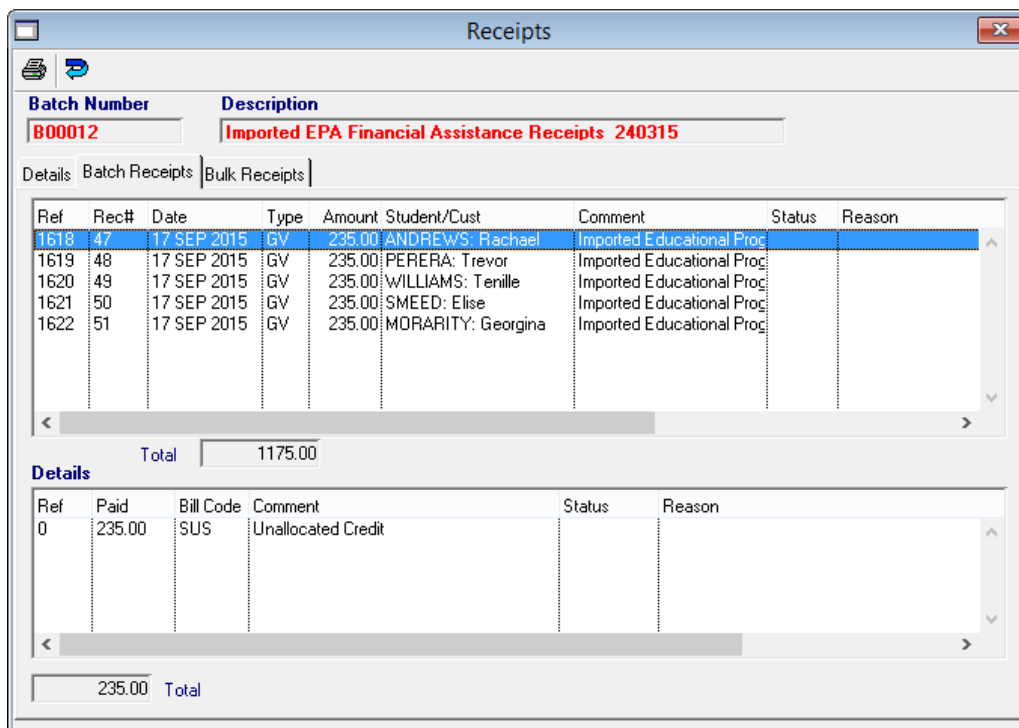
To view the details of the Imported Receipts:

Navigate to **Billing | Receipts**



Batch No	Year	Description	Open	Last Updated	Batch Total
B00002	2015	General Banking 24.08.15	NO	24 AUG 2015 15:19:22	5140.00
B00003	2015	Electronic Funds Transfer 24.08.15	NO	24 AUG 2015 15:21:07	1490.00
B00012	2015	Imported EPA Financial Assistance Receipts_240315	NO	17 SEP 2015 13:14:27	1175.00

Double Click on the Imported Receipts Batch
Click on the Batch Receipts Tab



Batch Number	Description
B00012	Imported EPA Financial Assistance Receipts 240315

Ref	Rec#	Date	Type	Amount	Student/Cust	Comment	Status	Reason
1618	47	17 SEP 2015	GV	235.00	ANDREWS: Rachael	Imported Educational Proc		
1619	48	17 SEP 2015	GV	235.00	PERERA: Trevor	Imported Educational Proc		
1620	49	17 SEP 2015	GV	235.00	WILLIAMS: Tenille	Imported Educational Proc		
1621	50	17 SEP 2015	GV	235.00	SMEED: Elise	Imported Educational Proc		
1622	51	17 SEP 2015	GV	235.00	MORARITY: Georgina	Imported Educational Proc		

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

235.00 Total

Imported batches will receipt money against the student as Unallocated Credit. This money must be allocated to the student record based on the rules for applying Government Subsidies as described in Section 4.5.2 of this Manual.

Important: Secondary Assistance receipts should be applied to students prior to receipting any parent payments.

4.9.10 View Imported Receipts in Students

To view an imported receipt in the Student Record:

Navigate to **Billing | Students**

Locate the student and open their Student Record

Go to the Receipts Tab to view the receipt

Student Details

2015

Surname: **ANDREWS** Known Name: **Rachael** [Show Unallocated Credit](#)

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1488	16	24 AUG 2015	CA	100.00	B00002	Outdoor Education General			
1618	47	17 SEP 2015	GV	235.00	B00012	Imported Educational Program Allowance	235.00		

Total: 335.00 [Add Receipt](#) [Reversal](#) [Refund](#)

Details


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

235.00 Total

Last Modified: 25/08/15 11:53 By: ADMIN

Any Imported Receipt will result in Unallocated GV Credit for each of the students in the file. All this credit can be viewed from the Unallocated Credit Listing report.

The Unallocated Credit Listing report will show all credit that belongs to Government Subsidies.

West Coast District High School							
Unallocated Credit Listing as at 17/09/15							
Students							
							
Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
ANDREWS: Rachael *	11	11.1	\$250.00	\$485.00	\$235.00	\$0.00	\$235.00
MORARITY: Georgina *	11	11.2	\$445.00	\$680.00	\$235.00	\$0.00	\$235.00
PERERA: Trevor *	11	11.2	\$445.00	\$680.00	\$235.00	\$0.00	\$235.00
SMEED: Elise *	11	11.2	\$445.00	\$680.00	\$235.00	\$0.00	\$235.00
WILLIAMS: Tenille *	11	11.2	\$445.00	\$680.00	\$235.00	\$0.00	\$235.00
Total Unallocated Credit for All Students					\$1,175.00	\$0.00	\$1,175.00
* Indicates all/some unallocated credit belongs to Government Subsidy receipts							

4.9.11 Allocating Imported SFA Receipts Batches

When Importing SFA Receipts for students, receipts should be imported in the order below. Each Education Program Allowance Receipt (EPA) and Abstudy Receipt (ASA) should be allocated to the student's Billing Items before importing any Clothing Allowance Receipts (CLA).

1. Education Program Allowance (EPA) Receipts
2. Abstudy Receipt (ASA) Receipts
3. Clothing Allowance (CLA) Receipts

Important: The order of importing and allocating the SFA Receipts Batches is critical in ensuring the Credit is allocated correctly.

4.9.12 Allocate the Imported Receipt

To allocate the Imported Receipt credit:

Navigate to **Billing | Students**

Locate the student and open their Student Record

Go to the Billing Items Tab

Click on Show Billing Items with Outstanding Amounts

Student Details

2015

Surname: ANDREWS Known Name: Rachael Adjustment amounts included in balances but not shown separately

Show All Transactions

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
3	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEENG - English (
4	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEGEO - Geograp		
5	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEHIM - Modern H		
473	24 AUG 2015	DR	20.00	0	0.00	0.00	20.00	ODC01	00002	2015 School Year		
474	24 AUG 2015	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2015 Chaplaincy		
1246	24 AUG 2015	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2015 Year 11 Cam		
1247	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2015 Year 11 Cam		
1248	24 AUG 2015	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2015 Year 11 Cam		

TOTALS: Amount 485.00 Discount 0.00 Paid 0.00 Balance 485.00

Unallocated Credit Amount 235.00 Allocate Add Billing Item Reversal Adjustment Discount

Last Modified 25/08/15 11:53 By ADMIN

Highlight Items to at least the value of the GV Receipt credit

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
231	24 AUG 2015	DR	35.00	0	0.00	0.00	35.00	CHG01	00001	2ACSC - Computer		
232	24 AUG 2015	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2AMAT - Mathem		
233	24 AUG 2015	DR	35.00	0	0.00	0.00	35.00	CHG01	00001	2BCSC - Computer		
234	24 AUG 2015	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2BMAT - Mathem		
235	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AECEO - Geograp		
236	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEHIM - Modern h		
237	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AELIT - Literature		
238	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GECAE - Career a		
537	24 AUG 2015	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2015 School Year		

Click Allocate

Enter the full amount of the GV credit

Allocate

Enter the amount to allocate (up to \$235.00)

Cancel

OK

Click OK

Check the Receipt is fully allocated on the Receipts tab of the student record

Student Details

2015

Surname

Known Name

MORARITY

Georgina

Show Unallocated Credit

Details

Subjects

Billing Items

Receipts

Transactions

Notes

Invoices

Sec Fin Assist

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1622	51	17 SEP 2015	GV	235.00	B00012	Imported Educational Program Allowa			

Total

235.00

Add Receipt

Reversal

Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	50.00	SUS	Unallocated Credit		
236	50.00	CHG01	AEHIM - Modern History ATAR 11 2015		
0	50.00	SUS	Unallocated Credit		
237	15.00	CHG01	AELIT - Literature ATAR 11 2015		
0	15.00	SUS	Unallocated Credit		

235.00

Total

Last Modified

24/08/15 12:56

By

ADMIN

Note: Unallocated GV Credit can also be allocated in bulk (for multiple students) in Billing Items using the Auto Allocate process. This is explained in Section 5.14.2 of this Manual. This should be done using Billing Items in an order that matches the rules for the allocation of Government Subsidies.

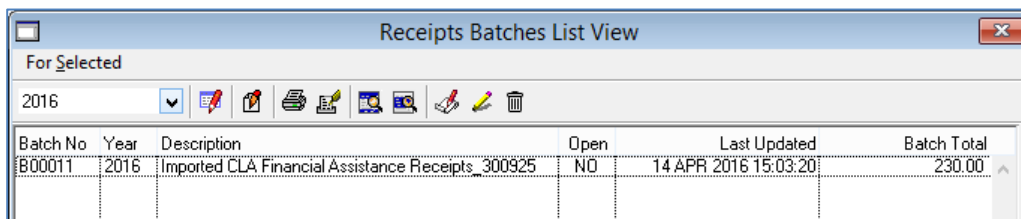
4.9.13 Importing Clothing Allowance Receipts

Clothing Allowance Receipts are imported in the same way as the Education Program Allowance Receipts.

Important: This should be done after EPA and ASA Receipts have been imported and allocated.

A Receipts Batch will be created and unallocated credit of \$115 will be applied to each student in the Import File.

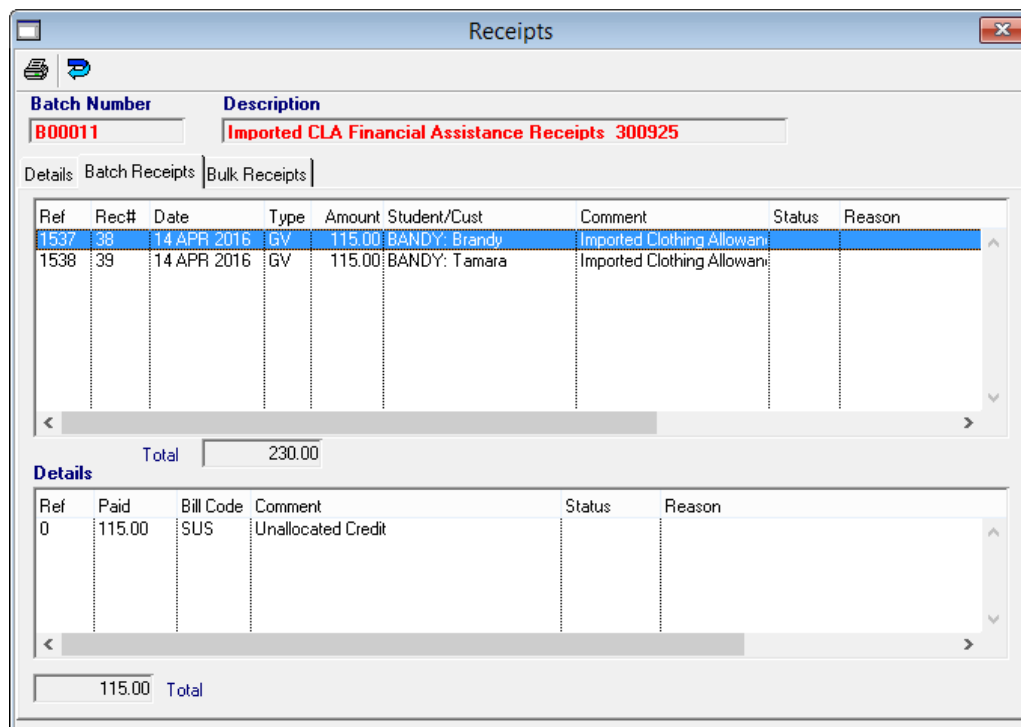
This unallocated credit is classified as a parent payment, however it will be imported as a payment Type of GV and needs to be allocated in the same way as the GV credit from the EPA Receipt.



The screenshot shows a window titled "Receipts Batches List View". It has a toolbar with various icons and a table with the following data:

Batch No	Year	Description	Open	Last Updated	Batch Total
B00011	2016	Imported CLA Financial Assistance Receipts_300925	NO	14 APR 2016 15:03:20	230.00

Receipts- Batch Receipts Tab



The screenshot shows the "Receipts" window with the "Batch Receipts" tab selected. The "Batch Number" is B00011 and the "Description" is Imported CLA Financial Assistance Receipts 300925. The "Details" section shows a table with the following data:

Ref	Rec#	Date	Type	Amount	Student/Cust	Comment	Status	Reason
1537	38	14 APR 2016	GV	115.00	BANDY: Brandy	Imported Clothing Allowance		
1538	39	14 APR 2016	GV	115.00	BANDY: Tamara	Imported Clothing Allowance		

Below the table, the "Total" is 230.00. The "Details" section also shows a table with the following data:

Ref	Paid	Bill Code	Comment	Status	Reason
0	115.00	SUS	Unallocated Credit		

At the bottom, the "Total" is 115.00.

Student Record-Receipts Tab

Student Details

2016

Surname: **BANDY** Known Name: **Brandy** [Show Unallocated Credit](#)

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1537	38	14 APR 2016	GV	115.00	B00011	Imported Clothing Allowance	115.00		

Total: 115.00 [Add Receipt](#) [Reversal](#) [Refund](#)

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	115.00	SUS	Unallocated Credit		

115.00 Total


Last Modified 07/03/16 14:02 By ADMIN

Unallocated Credit Listing Report showing CLA (Clothing Allowance) Credit

West Coast District High School

Unallocated Credit Listing as at 14/04/16

Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
BANDY: Brandy *	7	07.1	-\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
BANDY: Tamara *	8	08.1	-\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
Total Unallocated Credit for All Students					\$230.00	\$0.00	\$230.00

* Indicates all/some unallocated credit belongs to Government Subsidy receipts

Important: Clothing Allowance Receipts batches do not need to be exported or manually entered into RM Finance as they deposited directly into the school's bank account in the same way as the \$235 EPA Payment.

4.10 Student Details View

The Student Details view can be displayed in three ways:

Either

Click on a student and then select the **Open Details** icon 

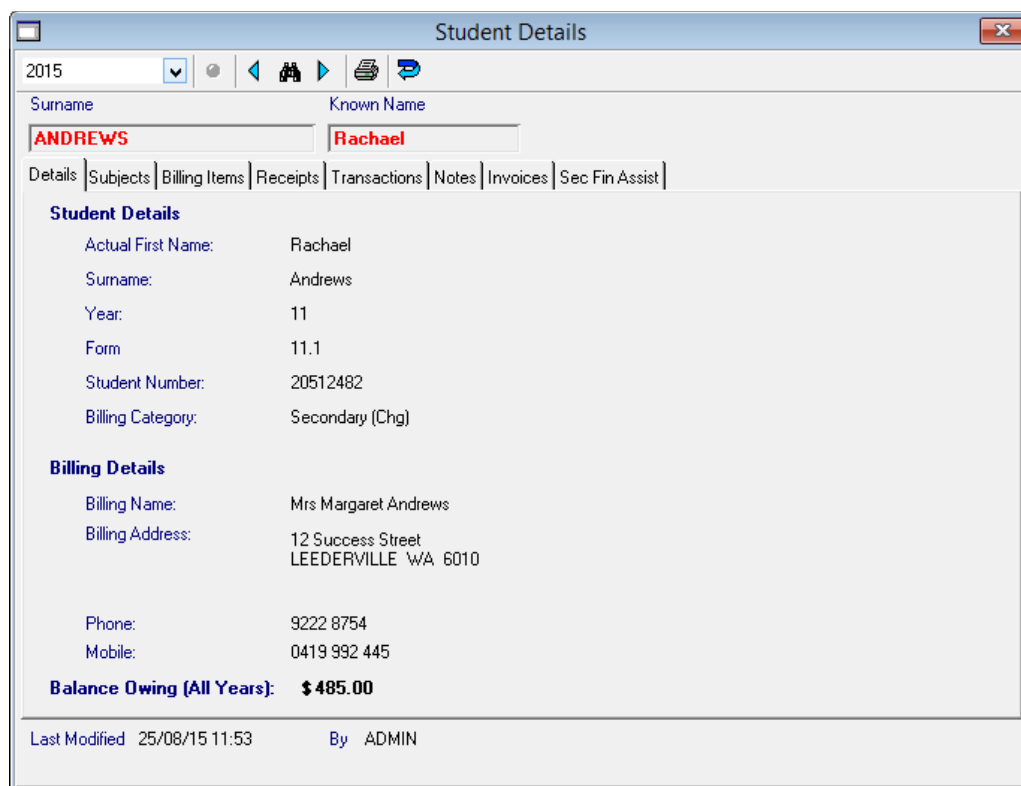
OR

Double-click on the required student

OR

Highlight the required student and press **<enter>**

The Student Details view will then be displayed as illustrated below:



The screenshot shows a window titled "Student Details" with a toolbar at the top containing a dropdown menu set to "2015", a search icon, a list icon, a print icon, and a refresh icon. Below the toolbar, there are two input fields: "Surname" with the value "ANDREWS" and "Known Name" with the value "Rachael". A tabbed interface below these fields includes tabs for "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", and "Sec Fin Assist". The "Details" tab is active, displaying the following information:

Student Details	
Actual First Name:	Rachael
Surname:	Andrews
Year:	11
Form:	11.1
Student Number:	20512482
Billing Category:	Secondary (Chg)
Billing Details	
Billing Name:	Mrs Margaret Andrews
Billing Address:	12 Success Street LEEDERVILLE WA 6010
Phone:	9222 8754
Mobile:	0419 992 445
Balance Owing (All Years):	\$485.00

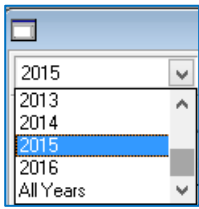
At the bottom of the window, it says "Last Modified 25/08/15 11:53 By ADMIN".

4.10.1 Toolbar – Student Details View

The toolbar on the Student Details View appears as shown below:



4.10.2 Year Drop Down List

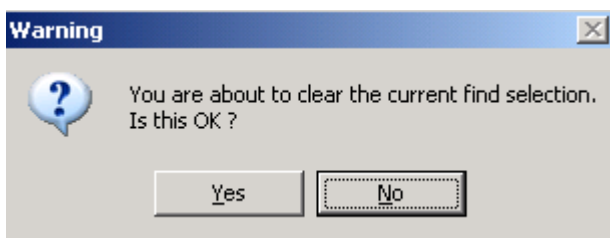


The Year Drop Down List displays all years present in the datafile along with an additional 'All Years' option. Selecting a particular year from the list will enable data for that year to be displayed on the selected tab pane. Note that the year selection does not apply to all tab panes.

4.10.3 Browse Set Button



This button has the same functionality as that in General > Student Details. If no browse set has been selected from the students list view then on entry to the Details tab it will be greyed out. If a group of students are selected using the Find Tool, then that selection becomes the browse set and the button becomes red to show a browse set has been selected. The browse set can be cleared by clicking on the red button. In this case the following message is displayed:



4.10.4 Blue Chevrons and Find Tool



These icons have the same functionality as in the Administration module. Once a browse set has been selected the blue chevrons can be used to scroll through the students in the browse set only (either forwards or backwards).

4.10.5 Print Button



The functionality of this button differs slightly depending on which tab pane is selected. See each individual section for more details.

4.10.6 Return to View



Clicking once on this icon will display the Student List View (front screen) with all selected students displayed (if a current browse set is in place). If no selection is in place then all students on the current roll are displayed.

4.10.7 Red Fields

Surname	Known Name
ANDERSON	Ben

The red fields of Surname and Known Name are scroll fields. Clicking on the red surname or known name will display the next student in the list. <Shift> clicking will scroll through the students in reverse order. Known Name operates in the same fashion.

To find a student perform a right mouse click in the surname field. Enter a name or part thereof and press <enter> and the first or closest match will be displayed.

Note that if there is a browse set in place then the red fields will operate only on that browse set.

Note: It is advisable (and quicker) to search for students from within the drill down section rather than always returning to the front screen. Either the red fields or the binoculars can be used.

4.10.8 Last Modified By

Last Modified	04/05/09 14:10	By	ADMIN
---------------	----------------	----	-------

At the bottom of all the tab panes (i.e. common to all) is a section showing the date and time that any of the tab panes for the selected student were last modified and the initials of the user who made the modification. It does not matter which pane has been modified – these details are updated each time a change is made and displayed at the bottom of all the panes for the selected student.

4.10.9 Notes Indicator Icon



The Notes indicator icon may appear adjacent to the above information on this bar. This will only be displayed for students who have one or more notes attached and it will appear no matter which tab pane is selected.

Last Modified	17/10/11 11:18	By	ADMIN	
---------------	----------------	----	-------	--

4.10.10 Details tab

The Details tab displays the following information.

Actual First Name

The actual first name (1st Name) of the student as entered in the Administration Manager module (General > Student Details).

Surname

The surname of the student as entered in the Administration Manager module (General > Student Details).

Year

The current year group of the student as entered in the Administration Manager module (General > Student Details).

Form

The current form group of the student as entered in the Administration Manager module (General > Student Details).

Student Number

The current Student Number (Schools Curriculum and Standards Authority Number) of the student as entered in the Administration Manager module (General > Student Details).

Billing Category

The student billing category for the selected year for the student (as entered in RM Billing > Students > For Selected > Set Student Billing Category).

Billing Name

The name of the current fees biller for the student as nominated in the Administration Manager module (General > Student Details). Refer to section 2.2.1 on page 2-2 for more information on the fees biller.

Billing Address

The address of the current fees biller for the student as nominated in the Administration Manager module (General > Student Details). Refer to section 2.2.1 on page 2-2 for more information on the fees biller.

Phone

The telephone number of the current fees biller for the student as nominated in the Administration Manager module (General > Student Details). Refer to section 2.2.1 on page 2-2 for more information on the fees biller.

Mobile

The mobile telephone number of the current fees biller for the student as nominated in the Administration Manager module (General > Student Details). Refer to section 2.2.1 on page 2-2 for more information on the fees biller.

Balance Owning

The total balance outstanding for the student (across all years).

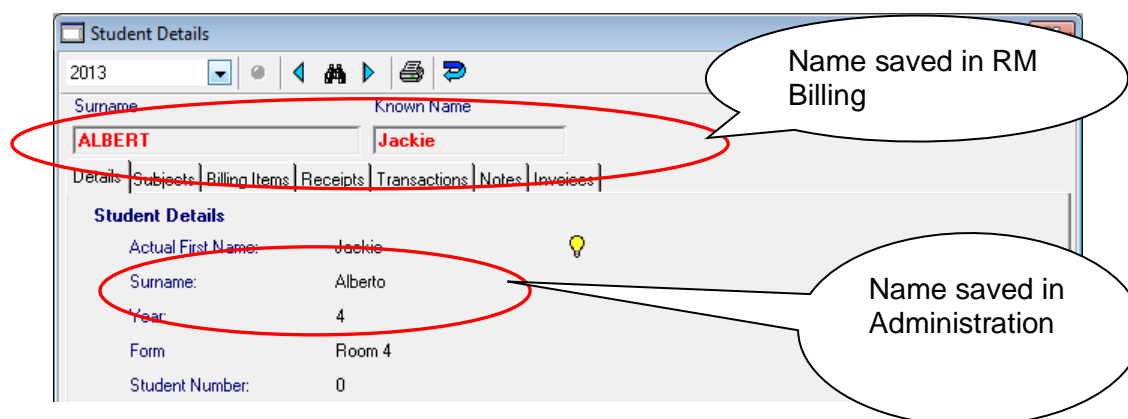
4.11 Update student name from Admin



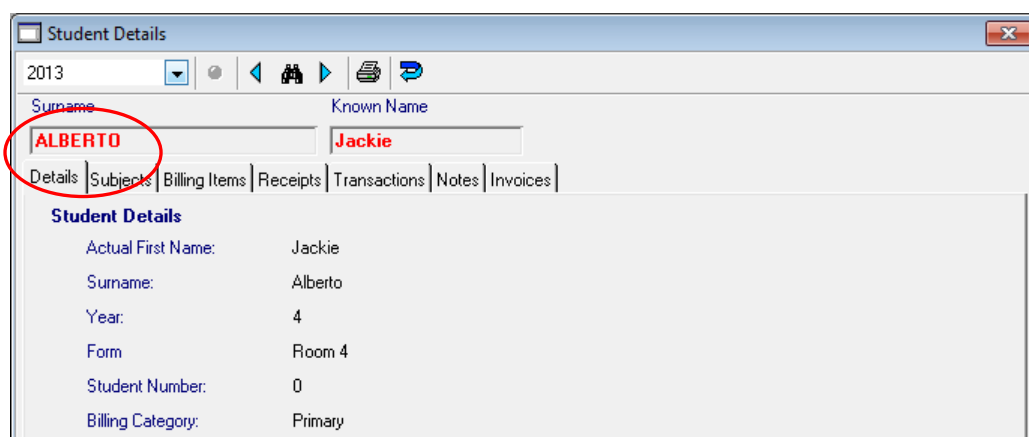
If either the surname of the student and/or the preferred name (known name) of the student is changed in the Administration module after that student has been viewed in RM Billing, then the light globe icon will appear on this screen. This indicates that there is a mismatch between the name stored in Administration and the name stored in RM Billing.

In the example below, the student was entered into the Administration module as Mary Albert. The student was viewed in RM Billing and these details were saved.

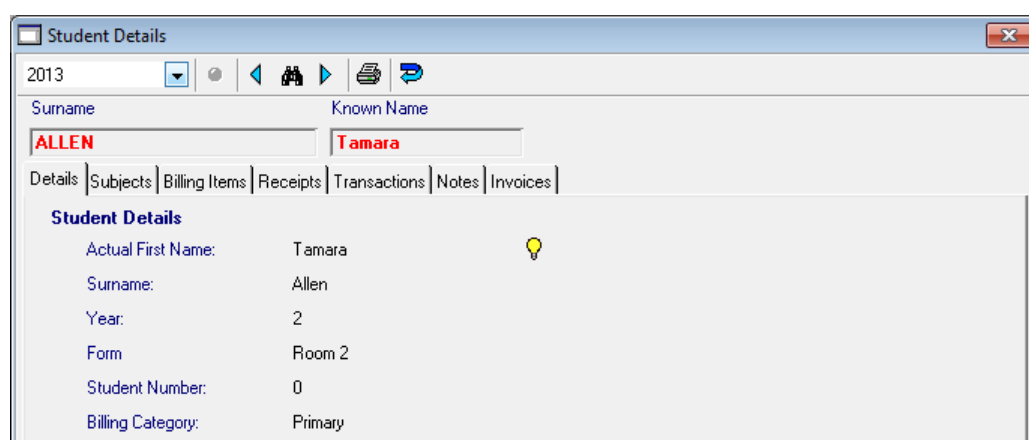
The surname of the student has since been edited to 'Alberto'. This change is not yet saved in RM Billing.



Click on the light globe icon to update the student name change/s in RM Billing. Once the icon is clicked, the screen will appear as shown below, with the name/s listed correctly.



Note: The 'Known Name' field shown in RM Billing is the same as the 'Preferred Name' field in Administration. This is a different field to the 'Actual First Name' field in Administration. If a student's known name (preferred name) is changed in Administration, that change may not be evident on the above screen because the Preferred Name field from Administration is not displayed. In cases such as this the light globe icon will appear, but the difference in name may not be obvious to the user. An illustration of this appears below.



The light globe should be clicked to update the changes.

Note: A process is available for updating all student name changes in bulk as an alternative to viewing individual student records. Refer to section 9.6 on page 9-21 for further details.

4.12 Details tab – Year selection

If the year selection is changed whilst on the Details tab, the information which can change is the Billing Category. This is because each student has one billing category per year. If the year selection is changed to 'All Years' then the screen display is as shown below:

The screenshot shows a web application window titled "Student Details". At the top, there is a dropdown menu set to "All Years". Below this, there are two input fields: "Surname" with the value "ANDERSON" and "Known Name" with the value "Ben". A series of tabs are visible: "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", and "Sec Fin Assist". The "Details" tab is active, displaying student information. Under "Student Details", fields include "Actual First Name: Ben", "Surname: Anderson", "Year: 10", "Form: 10.1", "Student Number: 20512417", and "Billing Category: Only displayed for an individual year". The "Billing Category" field is circled in red. Under "Billing Details", fields include "Billing Name: Mrs Linda Anderson", "Billing Address: 7 McMahon Street, PINEY WOODS WA 6999", "Phone: 9221 6324", and "Mobile: 0411 778 234". At the bottom, it shows "Balance Owing (All Years): \$ 35.00" and "Last Modified 24/08/15 12:28 By ADMIN".

4.12.1 Details tab – Print button

If the print button is selected whilst on the Details tab, the information is printed in the format illustrated below:

West Coast District High School

Details for ANDERSON: Ben

Selected Billing Year: 2013



Student Details

Actual First Name	Ben
Surname	Anderson
Year	10
Form	10.1
Student Number	20512417
Billing Category	Secondary (Vol,Chg)

Billing Details

Billing Name	Mrs Linda Anderson
Billing Address	7 McMahon Street PINEY WOODS WA 6999
Phone:	9221 6324
Mobile:	0411 778 234

Balance owing \$ 0.00

4.13 Subjects tab

Note: If the Timetabling module is not installed then no information will be displayed on this tab pane.

The Subjects tab is only relevant when the Timetabling module is installed. All the primary preferences entered in the Timetabling module for the selected student and the selected year will be displayed on this window in the format illustrated below:

Student Details

2015

Surname: **ANDERSON** Known Name: **Ben**

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

Code	Subject
10Art	Art 10
10ENG	English 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10Ind	Indonesian 10
10Math	Mathematics 10
10PE	Physical Education 10
10S&E	Society & Environment 10
10SCI	Science 10

Last Modified 24/08/15 12:28 By ADMIN

4.13.1 Subjects tab – Year selection

If the year selection is changed whilst on the Subjects tab, the primary preferences from the Timetabling module will be displayed for the newly selected year, assuming the timetable for that year is available. If the timetable does not exist for the selected year then the subject display will be blank.

If the year selection is changed to 'All Years' then the screen display is as shown below:

Student Details

All Years

Surname: **ANDERSON** Known Name: **Ben**

Details Subjects Billing Items Receipts Transactions Notes Invoices Sec Fin Assist

Code	Subject
000	Only displayed for an individual Year


Last Modified 24/08/15 12:28 By ADMIN

4.13.2 Subjects tab – Print button

If the Print button is selected whilst on the Subjects tab then the subjects are printed in the format shown below:

West Coast District High School

Student Subjects for 2008



Student Name: Merika BLOGGS

Subject Code	Subject Name
10Art	Art 10
10Dram	Drama 10
10ENG	English 10
10ESL	English as a Second Language 10
10Fre	French 10
10HE	Health Education 10
10Jew	Jewellery 10
10MUS	Music 10
10Math	Mathematics 10
10PE	PE 10
10S&E	Society & Environment 10
10SCI	Science 10

4.14 Billing Items tab

This window will display all billing items for the selected student for the selected year in the format illustrated below:

Student Details

2015

Surname: **ANDERSON** Known Name: **Ben** 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
603	24 AUG 2015	DR	20.00	0	0.00	0.00	20.00	00C01	00002	2015 School Year		
604	24 AUG 2015	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2015 Chaplaincy		
605	24 AUG 2015	DR	25.00	0	0.00	25.00	0.00	VOL01	00004	2015 English		
606	24 AUG 2015	DR	25.00	0	0.00	25.00	0.00	VOL01	00004	2015 Science		
607	24 AUG 2015	DR	25.00	0	0.00	25.00	0.00	VOL01	00004	2015 Society and		
608	24 AUG 2015	DR	25.00	0	0.00	25.00	0.00	VOL01	00004	2015 Mathematics		
609	24 AUG 2015	DR	30.00	0	0.00	30.00	0.00	VOL01	00004	2015 Health and F		
610	24 AUG 2015	DR	15.00	0	0.00	15.00	0.00	VOL01	00004	2015 LOTE		
611	24 AUG 2015	DR	56.00	0	0.00	56.00	0.00	VOL01	00004	2015 Design and		
612	24 AUG 2015	DR	34.00	0	0.00	34.00	0.00	VOL01	00004	2015 Art		

TOTALS: Amount: 270.00 Discount: 0.00 Paid: 235.00 Balance: 35.00

Add Billing Item Reversal Adjustment Discount

Last Modified 24/08/15 12:28 By ADMIN

The following information is displayed on this window:

Ref

The transaction reference number of the billing item. This is a unique sequential number assigned by the system to every transaction when it is created.

Date

The date the transaction was created.

Type

The transaction type. For a billing item this could be one of the following:

DR Debit (normal billing item)
RV Reversal
AD Adjustment

Amount

The amount of the original billing item (before any discount).

GST

The GST code of the billing item.

Disc

The discount amount (in dollars) applied to the billing item (if any).

Paid

The amount paid against the billing item.

Balance

The balance owing on the billing item.

Bill Code

The billing code attached to the billing item.

Batch #

The batch number of the billing items batch which holds the transaction.

Comment

The comment attached to the billing item. For subject billing items this will be the subject code, followed by the subject name, followed by the year to which the subject belongs. For non-subject billing items this will be the comment entered for the tied billing item in the batch.

Status

This column will show the status of a billing item that has been reversed or adjusted. The status could be blank (not reversed or adjusted) or one of the following:

R	Transaction which has been reversed
V	Transaction created as the result of a reversal
A	Transaction which has been adjusted
T	Transaction created as the result of an adjustment

The transaction reference number of the related transaction will appear after the status character.

Reason

If a transaction has been modified in some way (i.e. discounted, reversed, adjusted, written off or cancelled) then the reason field will begin with standard system-generated text (as shown below) followed by the reason entered by the operator.

Transaction	Reason begins with
Original transaction reversed	Reversed -
Reversal transaction created (RV)	Reversal -
Original transaction adjusted by user	Adjusted -
Adjustment transaction created (AD) (user initiated)	Adjustment -
Original transaction adjusted by refund	Refunded -
Adjustment transaction created (AD) by refund	Refund -
Original transaction discounted	Discounted -
Original transaction written off	Written off -
Adjustment transaction created for writeoff	Writeoff -
Original transaction cancelled	Cancelled -
Adjustment transaction created for cancellation	Cancellation -

Totals

The Amount, Discount, Paid and Balance fields are totalled at the bottom of the window.

4.14.1 Show Billing Items with Outstanding Amounts

If a student has a number of billing items and a variety of operations have been performed on these transactions (e.g. some have been paid, reversed, discounted, adjusted etc.), it can be difficult to see at a glance which billing items still have amounts owing against them.

When the 'Show Billing Items with Outstanding Amounts' button is clicked, the display changes to show the transactions in a format which summarises those with outstanding balances only.

Transactions are displayed as follows:

- No reversed or reversal transactions are shown.
- No transactions created as a result of an adjustment are shown.
- Fully paid transactions are not displayed.
- Original transactions which have not been reversed or adjusted and still have an outstanding balance are shown.
- Original transactions which have been adjusted but still have a partial balance owing will be displayed, with the total outstanding balance reported in the balance column.
- Transactions which have been discounted but still have an outstanding balance will be shown.

When this button is clicked the display changes as illustrated below. Note that the button now reads 'Show All Transactions' and some explanatory text appears highlighted in yellow above the button.

Student Details

2015

Surname: MAHNEY Known Name: Ariel Adjustment amounts included in balances but not shown separately

Show All Transactions

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
165	24 AUG 2015	DR	50.00	0	0.00	15.00	35.00	CHG01	00001	AELIT - Literature		
166	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GECAE - Career ai		
517	24 AUG 2015	DR	20.00	0	0.00	0.00	20.00	DOC01	00002	2015 School Year		
518	24 AUG 2015	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2015 Chaplaincy		
1312	24 AUG 2015	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2015 Year 11 Cam		
1313	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2015 Year 11 Cam		
1314	24 AUG 2015	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2015 Year 11 Cam		
1445	24 AUG 2015	DR	25.00	0	0.00	0.00	25.00	CHG02	00006	2015 Museum of V		

TOTALS: Amount 460.00 Discount 0.00 Paid 15.00 Balance 445.00

Add Billing Item Reversal Adjustment Discount

Last Modified 24/08/15 12:56 By ADMIN

4.14.2 Show All Transactions

To return the screen to the original display, click 'Show All Transactions'.

4.14.3 Add Billing Item

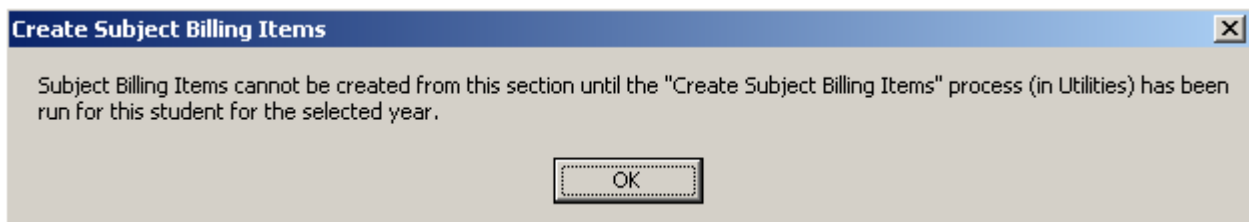
This button allows one or more billing items to be added to a student record.

If the Timetabling module is installed then both subject billing items and non-subject billing items can be added.

If the Timetabling module is not installed then the choice to add a subject billing item is not available.

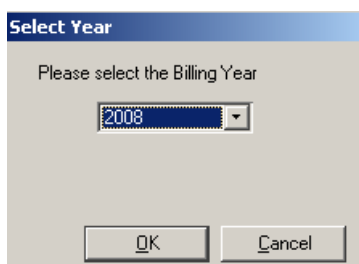
4.14.4 To Add a Subject Billing Item (Timetabling only)

Note: Subject billing items can only be added through this section after the utility to create subject billing items has been run for the selected student in the selected year. If an attempt is made to create subject billing items before the utility has been run the following error message will be displayed. Refer to section 9.1 for details on this process.

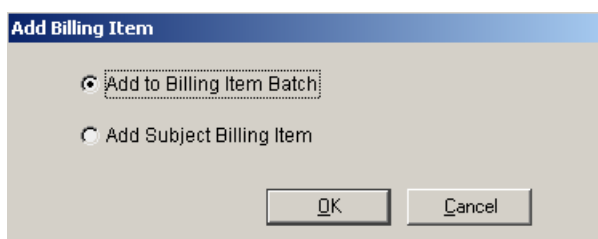


Once the process to create subject billing items has been run, the Add Billing Item button can be used to add new subject billing items to the student for any timetable changes which have occurred after this point in time.

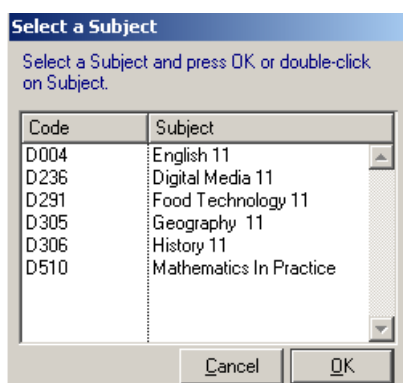
- RM Billing > **Students**
- **Double-click** on the required student
- Click on the **Billing Items** tab
- Click on **Add Billing Item**
- If future years have been created in the datafile then the year selection box is displayed. (If no future years exist then this step will be omitted and the current billing year (as set in Billing Parameters) will be used).



- If the above window is displayed, select the required year and click on OK
- The following window then appears (only if Timetabling is installed)



- Click on **Add Subject Billing Item**
- Click on **OK**
- A screen showing the current primary preferences as entered in the Timetabling module for this student is displayed:

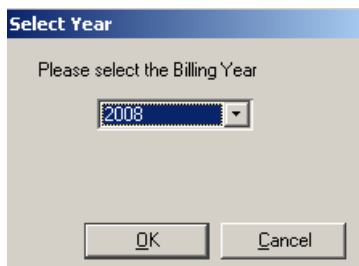


- **Highlight** the required subject (multiple subjects can be selected by <Ctrl> Click)
- Click on **OK**
- A short message may be displayed whilst a billing item is automatically created for the selected subject(s)

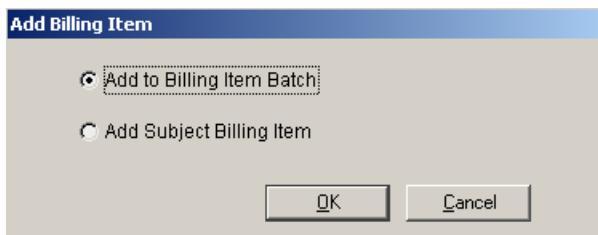
Note: Refer to section 9.1 for details on how subject billing items are created.

4.14.5 To add a non-subject billing item

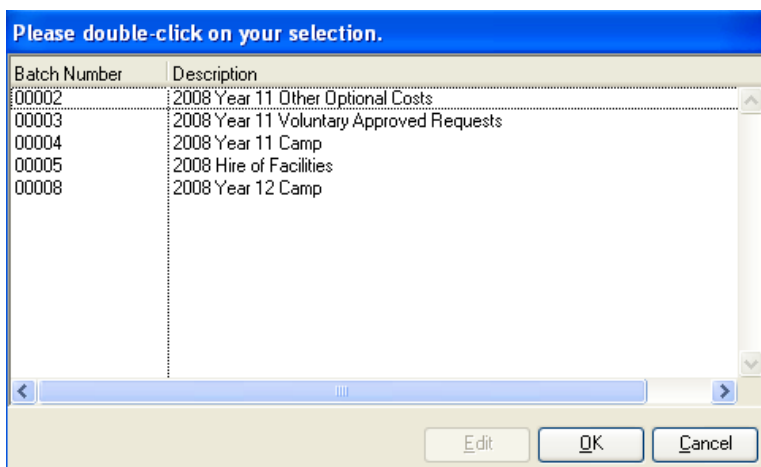
- RM Billing > **Students**
- **Double-click** on the required student
- Click on the **Billing Items** tab
- Click on **Add Billing Item**
- If future years have been created in the datafile then the year selection box is displayed. (If no future years exist then this step will be omitted and the current billing year (as set in Billing Parameters) will be used).



- If the above window is displayed, select the required year and click on **OK**
- If Timetabling is installed then the following window then appears (if Timetabling is not installed then this step is omitted)



- If the above window is displayed select **Add to Billing Item Batch** and click on **OK**
- A list of billing item batches for the selected year is then displayed:



- **Highlight** one or more batches in the above window (dragging or <Ctrl> click can be used for multiple selection) (Note: individual batches can be edited before billing if required – see below)
- Click on **OK**
- A short message may be displayed whilst the billing items are created

4.14.6 Editing billing items before billing

Billing items in a batch may be edited during the above process if required. When the billing batch selection screen is displayed an 'Edit' button is present which is initially 'greyed out' and disabled. The Edit button will become enabled if one (and only one) batch is selected (highlighted).

To edit billing items in the selected batch

- Follow the steps listed above until the billing batch selection screen appears
- **Highlight** one batch in the billing batch selection screen

Please double-click on your selection.

Batch Number	Description
00002	2008 Year 11 Other Optional Costs
00003	2008 Year 11 Voluntary Approved Requests
00004	2008 Year 11 Camp
00005	2008 Hire of Facilities
00008	2008 Year 12 Camp



- The Edit button is enabled
- Click on **Edit**
- The following screen appears



Edit Batch Billing Items

Batch: 00002 2008 Year 11 Other Optional Costs

Tied Billing Items:

Comment	Amount	GST	Bill Code
School Magazine	20.00	0	OOC01

- **Highlight** the line to be edited
- Click on the **edit pencil** 
- Make the required changes to the billing item
- Click on the **green tick** 
- Click on **OK** to bill the student using the newly edited items

Note: New billing items can be added by using the add button  on the above screen. Billing items which are not required for this student can be deleted by using the delete button  on this screen.

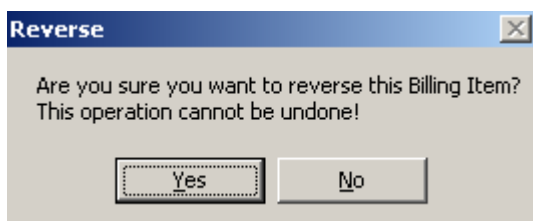
IMPORTANT: Any changes made to the above screen are used for billing this student only. They are not saved to the billing items batch.

4.15 Reversals

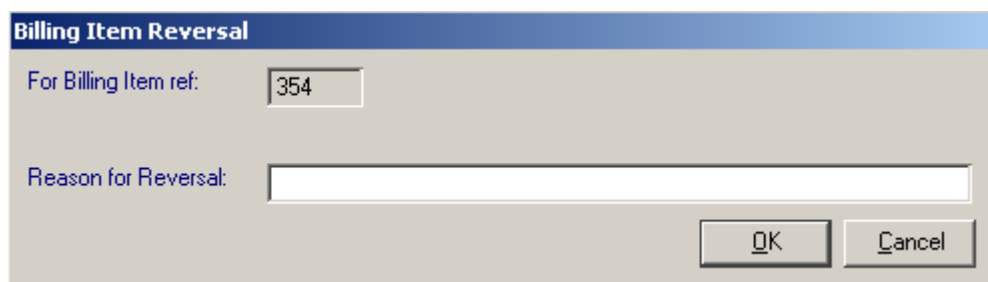
Billing items can be reversed by using the reversal button on the Students > Billing Items tab. When a billing item is reversed an equal and opposite 'reversal' transaction is created which negates the original transaction.

4.15.1 To reverse a billing item

- **Students > Billing Items** tab
- **Highlight** the Billing Item to be reversed
- Click on the **Reversal** button
- The following message appears:



- Click on **Yes**
- The following screen is then displayed:

A form titled "Billing Item Reversal". It has two input fields: "For Billing Item ref:" with the value "354" entered, and "Reason for Reversal:" which is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

- Enter a reason for the billing item reversal
- Click on **OK** to save

The status of the original transaction is marked with an 'R' to show it has been reversed and the transaction reference number of the newly created reversal transaction appears in the status column.

The reversal transaction which has been created is marked with a 'V' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

4.15.2 Restrictions on Reversals

The following items cannot be reversed:

- Items which have a discount applied
- Items which have already been reversed or adjusted
- Transactions created as the result of a reversal or an adjustment

When using the reversal facility available from the Students > Billing Items section, transactions must be reversed individually (one at a time).

4.15.3 Bulk Reversal Facility

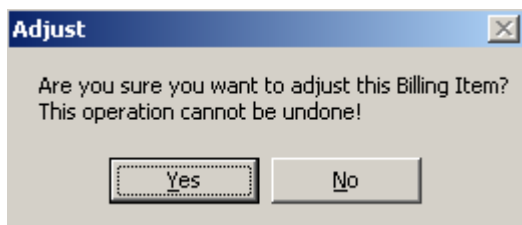
A bulk reversal facility which allows multiple transactions to be reversed in one operation is available from the Billing Items section. Please refer to section 6.11 on page 6-16 for further information regarding bulk reversals.

4.16 Adjustments

Billing items can be adjusted by using the Adjustment button on the Students > Billing Items tab. When a billing item is adjusted the overall amount is reduced by the amount of the adjustment. An adjustment transaction (negative transaction) is created which reduces the overall amount billed.

4.16.1.1 To adjust a billing item

- **Students > Billing Items** tab
- **Highlight** the Billing Item to be adjusted
- Click on the **Adjustment** button
- The following message appears:



- Click on **Yes**
- The following screen is then displayed:

- Enter the **amount** to adjust down by
- Enter a **reason** for the adjustment
- Click on **OK** to save

The status of the original transaction is marked with an 'A' to show it has been adjusted and the transaction reference number of the newly created adjustment transaction appears in the status column.

The adjustment transaction which has been created is marked with a 'T' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

4.16.2 Restrictions on Adjustments

The following items cannot be adjusted:

- Items which have a discount applied
- Items which have been reversed
- Items which have been fully adjusted (to zero)
- Transactions created as the result of a reversal or an adjustment

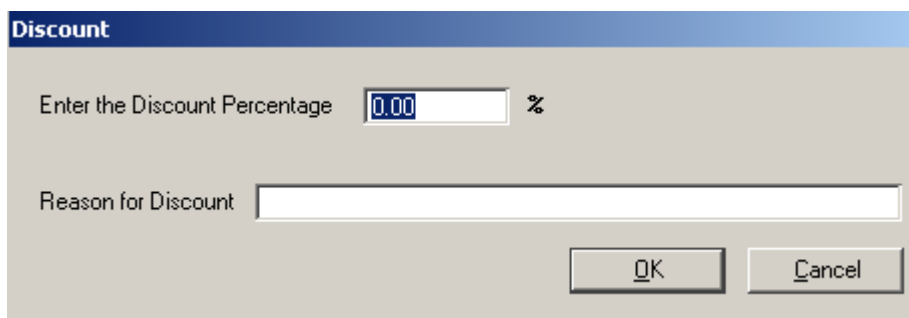
Transactions must be adjusted individually (one at a time). Multiple transactions cannot be adjusted in one operation.

4.17 Discounts

Billing items can be discounted by using the Add Discount button on the Students > Billing Items tab. When a billing item is discounted the overall amount is reduced by the discount percentage. Several items can be discounted at once if required.

4.17.1 To add a discount to a billing item

- **Students > Billing Items** tab
- **Highlight** the Billing Item to be discounted (or select multiple items)
- Click on the **Add Discount** button
- The following message appears:

A screenshot of a 'Discount' dialog box. The title bar is blue with the word 'Discount' in white. The main area has a light gray background. It contains a label 'Enter the Discount Percentage' followed by a text input field with '0.00' and a '%' symbol. Below this is a label 'Reason for Discount' followed by a wide text input field. At the bottom right are two buttons: 'OK' and 'Cancel'.

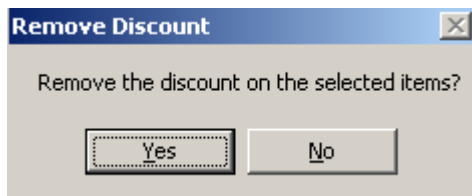
- Enter the percentage by which the item is to be discounted
- Enter a reason for the discount
- Click on **OK** to save

The dollar amount of the discount is calculated and displayed in the Disc column and the balance on the billing item is recalculated accordingly.

The reason field is updated to contain the standard text followed by the reason entered.

4.17.2 To remove a discount from a billing item

- **Students > Billing Items** tab
- **Highlight** the Billing Item from which the discount is to be removed (or select multiple items)
- Click on the **Remove Discount** button
- The following message appears:



- Click on **Yes**

The discount is removed, the Disc column is cleared and the balance on the billing item is reinstated accordingly. The reason field is cleared of the discount information.

4.17.3 Restrictions on Discounts

The following items cannot be discounted:

- Items which are fully paid
- Items which already have a discount applied (see below)
- Items which have been reversed or adjusted
- Transactions created as the result of a reversal or an adjustment

A partly paid item can have a discount applied but the amount of the discount must be less than or equal to the balance owing on the item.

If a further discount needs to be applied to an item which has already been discounted, then the original discount should be removed and the new (larger) discount applied.

4.17.4 Bulk Discount Facility

An additional bulk discount facility which allows multiple items to be discounted for different students in one operation is available from Billing Items section. Please refer to section 6.12 on page 6-18 for further information.

4.18 Unallocated Credit

There will be times when unallocated credit is created. This is a credit amount which is not allocated to any billing items. If a paid billing item is reversed, the amount paid will become unallocated credit. It is also possible when adding a receipt not to allocate the receipt to any billing items thereby creating unallocated credit.

If any unallocated credit exists it will be displayed on the Billing Items tab for the student as illustrated below. If there is no unallocated credit for the student then this information will not appear.

Student Details

2015

Surname: **MORARITY** Known Name: **Georgina** 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
231	24 AUG 2015	DR	35.00	0	0.00	35.00	0.00	CHG01	00001	2ACSC - Computer		
232	24 AUG 2015	DR	25.00	0	0.00	25.00	0.00	CHG01	00001	2AMAT - Mathema		
233	24 AUG 2015	DR	35.00	0	0.00	35.00	0.00	CHG01	00001	2BCSC - Computer		
234	24 AUG 2015	DR	25.00	0	0.00	25.00	0.00	CHG01	00001	2BMAT - Mathema		
235	24 AUG 2015	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	AEGEO - Geograp		
236	24 AUG 2015	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	AEHIM - Modern I		
237	24 AUG 2015	DR	50.00	0	0.00	15.00	35.00	CHG01	00001	AELIT - Literature		
238	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GECAE - Career ai		
537	24 AUG 2015	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2015 School Year		
538	24 AUG 2015	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2015 Chaplaincy		
1342	24 AUG 2015	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2015 Year 11 Carr		
1343	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2015 Year 11 Carr		
1344	24 AUG 2015	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2015 Year 11 Carr		
1449	24 AUG 2015	DR	25.00	0	0.00	0.00	25.00	CHG02	00006	2015 Museum of V		

TOTALS: Amount 680.00 Discount 0.00 Paid 235.00 Balance 445.00

Unallocated Credit Amount 115.00 Allocate Add Billing Item Reversal Adjustment Discount

Last Modified 24/08/15 12:56 By ADMIN

Note: There is also a report (Unallocated Credit Listing) which can be used to identify unallocated credit. Please refer to section 8.6.6 on page 8-30 for further details.

4.18.1 To allocate unallocated credit

At times it may be necessary to allocate the unallocated credit to unpaid billing items for the student.

- **Students > Billing Items** tab
- **Highlight** the Billing Item/s to which the credit should be applied
- Click on the **Allocate** button
- The following message appears:

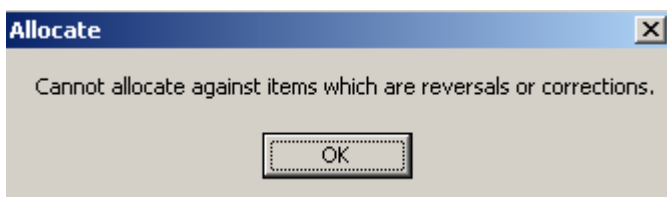
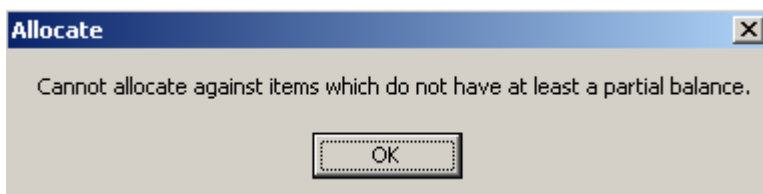
Allocate

Enter the amount to allocate (up to \$50.00)

Cancel OK

- Enter the **amount** to be allocated
- Click on **OK** to save

Credit can only be allocated to unpaid billing items. Items which have been reversed or are correction transactions cannot be allocated against. Items which have been partially adjusted but still have an outstanding balance can be allocated against. If ineligible items are selected for the allocation then one of the following warning messages will be displayed:



4.18.2 Automatic Allocation of Unallocated Credit

A facility to automatically allocate unallocated credit is available from the Billing Items section. Please refer to section 6.13 on page 6-20 for further information.

4.18.3 Billing Items tab – Year selection

If the year selection is changed whilst on the Billing Items tab, then only billing items which belong to the selected year will be displayed. If the 'All Years' option is selected then all billing items for the student across all years will be displayed.

4.18.4 Billing Items tab – Print button

If the Print button is selected on the billing items tab then the billing items currently displayed will be printed in the format illustrated below:

West Coast District High School Billing Items												
Student: BRABAZON: Amy			Year:8			Form:08.2			Items for Billing Year: 2011			
Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
3433	17 OCT 2011	DR	50.00	0	0.00	0.00	50.00	CHG03	00010	Camp Activites		
3434	17 OCT 2011	DR	70.00	0	0.00	0.00	70.00	CHG03	00010	Camp Transport		
3435	17 OCT 2011	DR	30.00	1	0.00	0.00	30.00	CHG03	00010	Camp Food		
TOTALS			150.00	0.00	0.00	0.00	150.00					

4.19 Receipts

This window will display all receipts for the selected student for the selected year in the format illustrated below:

Student Details

2015

Surname: CASSON Known Name: Shane

Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1481	9	24 AUG 2015	CA	300.00	B000002	Year 11 Camp			

Total: 300.00

Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
1255	100.00	CHG03	2015 Year 11 Camp Activities		
1256	50.00	CHG03	2015 Year 11 Camp Transport		
1257	150.00	CHG03	2015 Year 11 Camp Food		

300.00 Total

Last Modified 24/08/15 12:52 By ADMIN

If a receipt is highlighted in the top window, the billing items to which the receipt is allocated are displayed in the lower window.

The following information is displayed for each receipt:

Ref

The transaction reference number of the receipt. This is a unique sequential number assigned by the system to every transaction when it is created.

Rec

The actual receipt number assigned to the receipt. This is a unique sequential number assigned by the system to receipt related transaction only.

Date

The date the transaction was created.

Type

The transaction/payment type. For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV Reversal
RF Refund

Amount

The amount of the receipt.

Batch

The batch number of the receipts batch which holds the transaction.

Comment

The comment attached to the receipt. This will be the comment input by the operator when the receipt is entered.

Unallocated Credit

If there is any unallocated credit contained in the receipt, the amount of unallocated credit will be reported in this column. Note that this amount could be negative.

Status

This column will show the status of a receipt that has been reversed or refunded. The status could be blank (not reversed or refunded) or one of the following:

- R Transaction which has been reversed
- V Transaction created as the result of a reversal
- F Transaction which has been refunded
- D Transaction created as the result of a refund

The transaction reference number of the related transaction will appear after the status character.

Reason

If a transaction has been modified in some way (i.e. reversed or refunded) then the reason field will begin with standard system-generated text (as shown below) followed by the reason entered by the operator.

Transaction	Reason begins with
Original transaction reversed	Reversed -
Reversal transaction created	Reversal -
Original transaction refunded	Refunded -
Refund transaction created	Refund -

4.19.1 Show Unallocated Credit

If a student has unallocated credit it can be difficult to see at a glance which receipts contain credit which is available to be allocated to other items.

When the 'Show Unallocated Credit' button is clicked, the display changes to show the transactions in a format which summarises those with available credit only.

Transactions are displayed as follows:

- No reversed or reversal transactions are shown.
- No transactions created as a result of a refund are shown.
- Fully allocated receipts are not displayed.
- Original transactions which have not been reversed or refunded and contain unallocated credit will be shown.
- Receipts which have been refunded but still have a portion of unallocated credit available will be displayed, with the total unallocated credit available displayed in the Unalloc column.

When this button is clicked the display changes as illustrated below. Note that the button now reads 'Show All Receipts' and some explanatory text appears highlighted in yellow above the button. Also, the lower window is greyed out in this state.

Student Details

2015

Surname: **MORARITY** Known Name: **Georgina** Only receipts with available credit displayed

Show All Receipts

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1625	54	17 SEP 2015	DD	115.00	B00013	Imported Clothing Allowance	115.00		

Total: 115.00

Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
-----	------	-----------	---------	--------	--------

Last Modified 24/08/15 12:56 By ADMIN

4.19.2 Show All Receipts

To return the screen to the original display, click 'Show All Receipts'.

4.19.3

4.19.4 Add Receipt

This button allows a receipt to be entered against a student record.

4.19.5 To add a receipt

- RM Billing > **Students**
- **Double-click** on the required student
- Click on the **Receipts** tab
- Click on **Add Receipt**
- The following screen appears:

Add Receipt

Receipt Details

Batch No.:

Payment Type:

Date:

Amount:

Comment:

Received from:

Title: First Name:

Surname:

Address:

Town/Sub:

State:

Postcode:

Country:

Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
24	5 SEP 2007	CHG01	0	D505 - Introductory Calculus 2008	35.00	Nil	10.00	Nil
153	5 SEP 2007	OOC01	0	School Magazine	20.00	Nil	20.00	Nil
154	5 SEP 2007	VAR01	0	Chaplaincy	15.00	Nil	15.00	Nil
232	5 SEP 2007	CHG03	0	Camp Activities	30.00	Nil	30.00	Nil
233	5 SEP 2007	CHG03	0	Camp Transport	70.00	Nil	70.00	Nil
					220.00	0.00	195.00	0.00

- Enter the **receipts batch number** for the receipt (or press <tab> for a list)
- Enter the **payment type** (or press <tab> for a list)
- The **date** will default to today's date (this can be changed if required – future dates are not permitted)
- Enter the **amount** of the receipt
- Enter the **comment** for the receipt (this will appear on the receipt)
- Edit the '**received from**' fields if required (see note below)
- **Allocate** the receipt against the required billing items in the list. Type the amount to allocate to each billing item in the 'applied' column. If nothing is to be allocated zero can be entered. Press the <tab> key to move between fields.
- Click on **OK** to save

If no amounts are allocated to the items listed in the billing items table then the receipt will become unallocated credit. The following confirmation message will be displayed in this instance:

Add Receipt

Continue, even with the following:
Entered amount doesn't match the total amount against the listed items. The difference will become unallocated credit.

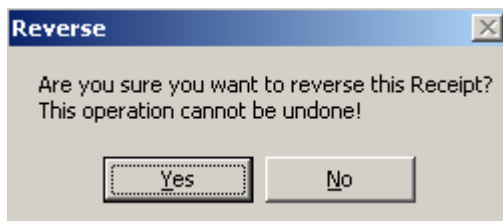
Note: The 'Received From' fields will default to the name of the current fees biller for the student. These can be edited if the payment is being made by a different person. These details are stored with the receipt for future reference.

4.19.5.1 Reversals

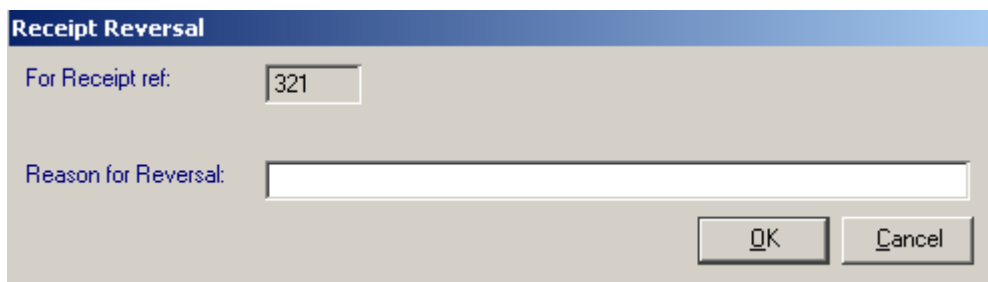
Receipts can be reversed by using the reversal button on the Students > Receipts tab. When a receipt is reversed an equal and opposite 'reversal' transaction is created which negates the original transaction.

4.19.6 To reverse a receipt

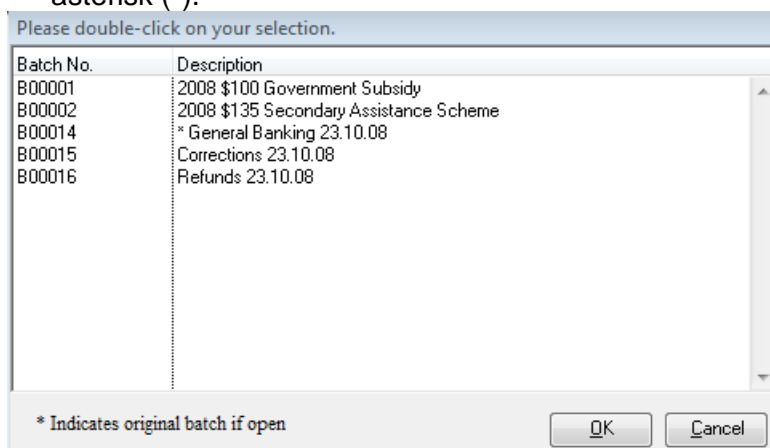
- **Students > Receipts** tab
- **Highlight** the Receipt to be reversed
- Click on the **Reversal** button
- The following message appears:



- Click on **Yes**
- The following screen is then displayed:

A form titled "Receipt Reversal". It has two main sections. The first section is labeled "For Receipt ref:" and contains a text box with the value "321". The second section is labeled "Reason for Reversal:" and contains a large empty text box. At the bottom right, there are two buttons: "OK" and "Cancel".

- Enter a reason for the receipt reversal
- Click on **OK**
- The batch selection screen will be displayed as illustrated below. This window lists all open receipts batches. The batch containing the original receipt (if open) will be marked with an asterisk (*).

A window titled "Please double-click on your selection." containing a list of batches. The list has two columns: "Batch No." and "Description". The data is as follows:

Batch No.	Description
B00001	2008 \$100 Government Subsidy
B00002	2008 \$135 Secondary Assistance Scheme
B00014	* General Banking 23.10.08
B00015	Corrections 23.10.08
B00016	Refunds 23.10.08

At the bottom left, there is a note: "* Indicates original batch if open". At the bottom right, there are two buttons: "OK" and "Cancel".

- Highlight the **original receipts batch** (if open)

- If the original batch is not open then select the **Corrections** batch
- Click on **OK** to save

Note: If the original receipts batch is still open it is best to place the reversal into this batch. The reversal will negate (cancel) the original transaction.

If the original batch has been closed then the reversal should be placed into the current open 'Corrections' batch.

The status of the original transaction is marked with an 'R' to show it has been reversed and the transaction reference number of the newly created reversal transaction appears in the status column.

The reversal transaction which has been created is marked with a 'V' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

4.19.7 Restrictions on Reversals

The following transactions cannot be reversed.

- Receipts which have already been reversed or refunded (full or partial)
- Transactions created as the result of a reversal or a refund

Transactions must be reversed individually (one at a time). Multiple transactions cannot be reversed in one operation.

4.20 Refunds

Receipts can be refunded by using the Refund button on the Students > Receipts tab. When a receipt is refunded a refund transaction (negative transaction) is created for the amount which is refunded. In addition, the billing items to which this amount was allocated are adjusted down by the system to indicate that they are no longer outstanding. There are 3 options available for receipt refunds.

1. Manual Cheque refund
2. System Generated Cheque refund
3. EFT refund

If clicking the Refund button and the 'Export to RM Finance' flag is NOT enabled, then the user can only refund by manual cheque and the Manual Cheque window will automatically open.

4.20.1 To refund a receipt- Manual cheque refund

- **Students > Receipts** tab
- **Highlight** the receipt to be refunded
- Click on the **Refund** button
- The following window appears:

Receipt Refund

For Receipt# **Refund Method: Manual Cheque**

Received from Mrs. Black
113 Charthouse Road
DALKEITH WA 6012

Refund Amount: Maximum refund available \$ 150.00

Refunded to:

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1306	6 MAY 2	CHG03	0	2014 Camp Activities	30.00	30.00	0.00	
1307	6 MAY 2	CHG03	0	2014 Camp Transport	70.00	70.00	0.00	
1308	6 MAY 2	CHG03	1	2014 Camp Food	50.00	50.00	0.00	

Cheque Number Total adjustment

- Enter the refund **amount**
- Enter the **name** of the person receiving the refund
- Enter the **reason** for the refund
- Enter the **amount** to refund on each billing item in the 'Adjust By' column
- Enter the **refund billing code** for each item in the 'Ref Code' column or press <tab> for a list. Only refund type billing codes can be selected.
- Enter the manual cheque number (if known) into the 'Cheque Number' field
- Click on **OK** to save
- The batch selection screen will be displayed as illustrated below. This window lists all open receipts batches. The batch containing the original receipt (if open) will be marked with an asterisk (*).

Please double-click on your selection.

Batch No.	Description
B00001	\$235 Education Program Allowance
B00003	Electronic Funds Transfer 06.05.14
B00004	Corrections 06.05.14
B00005	Refunds 06.05.14
B00006	General Banking 07.05.14

* Indicates original batch if open

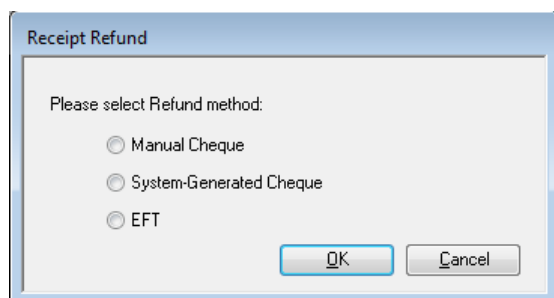
- Highlight the **Refunds** batch
- Click on **OK** to save

The status of the original transaction is marked with an 'F' to show it has been refunded and the transaction reference number of the newly created refund transaction appears in the status column.

The refund transaction which has been created is marked with a 'D' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

If clicking the Refund button and the 'Export to RM Finance' flag IS enabled, a window will open where the user can select the Refund Method from 'Manual Cheque' refund, 'System Generated Cheque' refund or 'EFT' Refund.



Receipt Refund

Please select Refund method:

☐ Manual Cheque

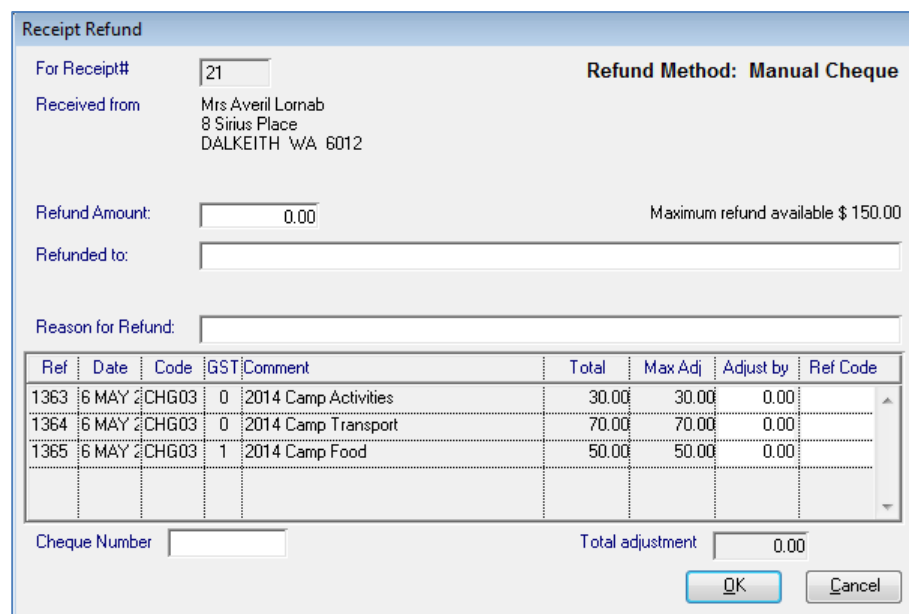
☐ System-Generated Cheque

☐ EFT

OK Cancel

4.20.2 Manual Cheque

When this button is selected, the Manual Cheque refund window will display and data can be entered as described in 4.25.1. The text 'Refund Method': Manual Cheque is displayed in the top right hand corner.



Receipt Refund

For Receipt# 21 Refund Method: Manual Cheque

Received from Mrs Averil Lornab
8 Sirius Place
DALKEITH WA 6012

Refund Amount: 0.00 Maximum refund available \$ 150.00

Refunded to:

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1363	6 MAY 2	CHG03	0	2014 Camp Activities	30.00	30.00	0.00	
1364	6 MAY 2	CHG03	0	2014 Camp Transport	70.00	70.00	0.00	
1365	6 MAY 2	CHG03	1	2014 Camp Food	50.00	50.00	0.00	

Cheque Number Total adjustment 0.00

OK Cancel

4.20.3 System Generated Cheque

When this button is selected, the System Generated Cheque refund window will display and data can be entered with the exception of the Cheque Number label and field which is no longer available. . The text 'Refund Method': 'System Generated Cheque' is displayed in the top right hand corner.

Receipt Refund

For Receipt# **Refund Method: System Generated Cheque**

Received from Mrs Averil Lornab
8 Sirius Place
DALKEITH WA 6012

Refund Amount: Maximum refund available \$ 150.00

Refunded to:
(Enter first 3 characters of surname)

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1363	6 MAY 2	CHG03	0	2014 Camp Activities	30.00	30.00	0.00	
1364	6 MAY 2	CHG03	0	2014 Camp Transport	70.00	70.00	0.00	
1365	6 MAY 2	CHG03	1	2014 Camp Food	50.00	50.00	0.00	

Total adjustment

4.20.4 EFT

When this button is selected, the EFT window will display and data can be entered with the exception of the Cheque Number label and field which is no longer available. The text 'Refund Method': 'EFT' is displayed in the top right hand corner and a field for the EFT Reference, which will display on the recipient's bank statement, appears under the Refund Method.

Receipt Refund

For Receipt# **Refund Method: EFT**

Received from Mrs Averil Lornab
8 Sirius Place
DALKEITH WA 6012

EFT Reference:
This will be shown on the recipient's bank statement

Refund Amount: Maximum refund available \$ 150.00

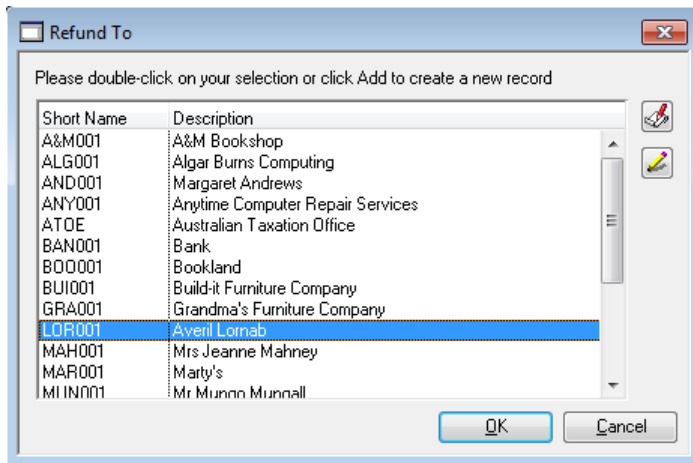
Refunded to:
(Enter first 3 characters of surname)

Reason for Refund:

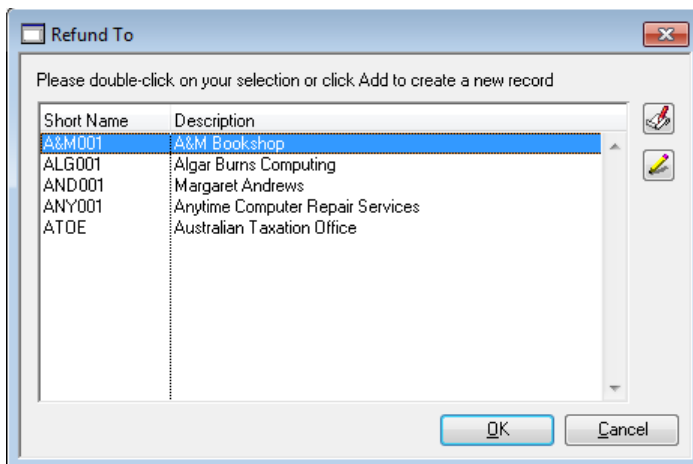
Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1363	6 MAY 2	CHG03	0	2014 Camp Activities	30.00	30.00	0.00	
1364	6 MAY 2	CHG03	0	2014 Camp Transport	70.00	70.00	0.00	
1365	6 MAY 2	CHG03	1	2014 Camp Food	50.00	50.00	0.00	

Total adjustment


If refunding to a Parent/Guardian, they will need to be entered as a supplier. Users can add/edit supplier records which are required in the 'Refunded to:' field. When users press <tab> in this field, the Supplier window is displayed. Users can also type one or more characters into this field and press <tab>. This partially matches the entered data and returns the matched suppliers.



Users can also enter the first letter of the supplier, for example, by typing in 'A' and pressing <tab> will display all supplier codes beginning with 'A' and display them in the Supplier selection window



4.20.5 Add New Supplier

If the supplier does not already exist in the RM Finance datafile, then the user may create the supplier by clicking the 'Add Record' icon from the Supplier selection window . Providing the user has the appropriate access levels, the following window will display

New Details

Short Name
(e.g. ABC001)

Full Name

Address

Telephone

Fax

ABN

Bank Account Name

BSB No.

Account No.

E-mail

Payment Methods

☐ Cheque

☐ EFT

Remittance Method

☒ E-mail


☐ Print

☐ None

OK Cancel

The required data can be entered and then the OK button can be selected to save the new supplier record. Validation checks are set up to ensure the mandatory fields have been entered before saving the new supplier record.

4.20.6 Edit Supplier

The Edit Record  button is displayed from the Supplier selection window. Once a supplier has been highlighted and the Edit Record button is selected, the following window will display

New Details

Short Name
(e.g. ABC001)

Full Name

Address

Telephone

Fax

ABN

Bank Account Name

BSB No.

Account No.

E-mail

Payment Methods

☒ Cheque

☒ EFT

Remittance Method

☒ E-mail

☐ Print

☐ None

OK Cancel

The window is the same as the New Suppliers window except it is pre-populated with the chosen supplier details and the field 'Short Name' and 'Full Name' are both locked and un-editable. Users can edit the other unlocked fields and the same validation checks remains in place before changes can be saved.

4.20.7 Restrictions on Refunds

The following transactions cannot be refunded.

- Government Subsidies (i.e. receipts of type GV)
- Receipts which have been reversed
- Receipts which have been fully refunded (if only partially refunded then a further refund can be carried out)
- Transactions created as the result of a reversal or a refund

Transactions must be refunded individually (one at a time). Multiple transactions cannot be refunded in one operation.

4.20.8 Refunds of Unallocated Credit

If any part of the receipt being refunded is unallocated credit, then this will be reflected in the refunds screen as illustrated below.

Receipt Refund

For Receipt# **Refund Method: System Generated Cheque**

Received from: Mr Grant Mojo
660 Safety Bay Road
JOLIMONT WA 6013

Refund Amount: Maximum refund available \$ 150.00

Refunded to:

(Enter first 3 characters of surname)

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
0		SUS	8	Unallocated Credit	150.00	150.00	0.00	SUS

Total adjustment

The system billing code of SUS is automatically placed as the Ref Code in the unallocated credit line – an alternative refund code cannot be entered by the user. This is to ensure that all refunds of unallocated credit are correctly entered against the Suspense account in RM Finance.

4.20.9 Receipts tab – Year selection

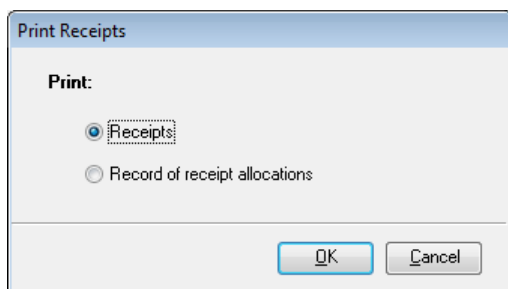
If the year selection is changed whilst on the Receipts tab, then only receipts which belong to the selected year will be displayed. If the 'All Years' option is selected then all receipts for the student across all years will be displayed.

4.20.10 Receipts tab – Print button

Receipts or 'records of receipt allocations' can be printed from the Receipts tab by using the print button on the toolbar.

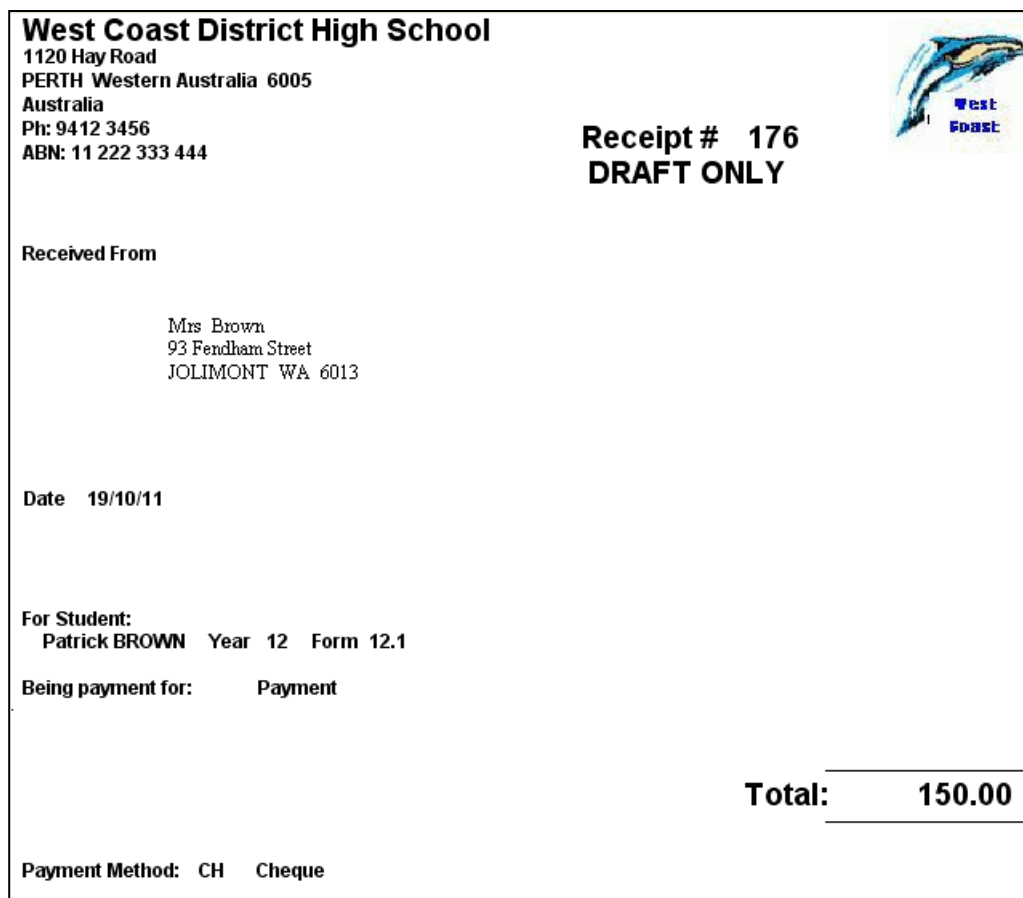
4.20.11 To print a receipt

- **Students > Receipts** tab
- **Highlight** the receipt to be printed (multiple receipts may be selected)
- Click on the **Print** button
- The following window appears:



The 'Print Receipts' dialog box has a title bar 'Print Receipts'. Below the title bar, there is a section labeled 'Print:'. Inside this section, there are two radio buttons. The first radio button is selected and is labeled 'Receipts'. The second radio button is labeled 'Record of receipt allocations'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

- Select **Receipts**
- Click on **OK**
- Select the report destination
- The receipt is printed in A4 format as illustrated below:



The receipt template is for West Coast District High School. It includes the school's address: 1120 Hay Road, PERTH Western Australia 6005, Australia. Contact information: Ph: 9412 3456, ABN: 11 222 333 444. The receipt number is 176, and it is marked 'DRAFT ONLY'. The 'Received From' section lists Mrs Brown, 93 Fendham Street, JOLIMONT WA 6013. The date is 19/10/11. The 'For Student' section lists Patrick BROWN, Year 12, Form 12.1. The 'Being payment for' section lists Payment. The total amount is 150.00. The payment method is CH Cheque.

West Coast District High School
1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: 11 222 333 444

Receipt # 176
DRAFT ONLY

Received From

Mrs Brown
93 Fendham Street
JOLIMONT WA 6013

Date 19/10/11

For Student:
Patrick BROWN Year 12 Form 12.1

Being payment for: Payment

Total: 150.00

Payment Method: CH Cheque

4.20.12 Draft/Copy text on receipts

There will only be one original receipt printed to the printer. If a receipt has never been printed to the printer and is displayed to the screen it will contain the text 'Draft Only'.

If the receipt is sent to the printer via the screen display it will still contain the text 'Draft Only'.

To obtain the original printout of the receipt it must be printed directly to the printer (not via the screen display first). In this case the receipt will not contain any additional text.

If a receipt has already been printed directly to the printer then any subsequent print outs of this receipt will contain the text 'Copy'.

4.20.13 Restrictions on Printing Receipts

Receipts cannot be printed for the following transactions:

- Receipts which have been reversed or refunded
- Transactions created as a result of a reversal or a refund
- Receipts of type GV (Government Subsidies)

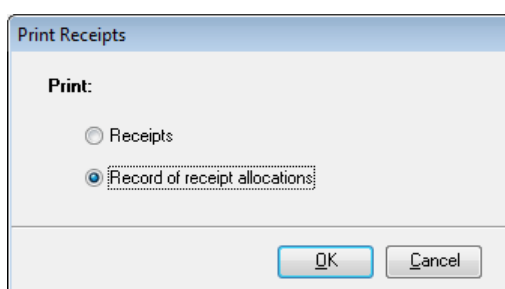
A record of receipt allocations can be printed for these types of transactions.

4.20.14 Record of receipt allocations

An alternative to printing the actual (official) receipt is to print the record of receipt allocations. This will list the billing items to which the receipt is allocated at the time of printing. Note that these allocations can change if circumstances change.

To print the record of receipt allocations:

- **Students > Receipts** tab
- **Highlight** the required receipt(s) (multiple receipts may be selected)
- Click on the **Print** button
- The following window appears:



- Select **Record of receipt allocations**
- Click on **OK**
- Select the report destination
- The record of receipt allocations is printed in A4 format as illustrated below:

West Coast District High School

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: 11 222 333 444



Record of Allocations for Receipt # 176
Received From

Mrs Brown
93 Fendham Street
JOLIMONT WA 6013

Date 19/10/11

For Student:

Patrick BROWN Year 12 Form 12.1

Being payment for: Payment

CHG01	1CWPL - Workplace Learning 1C 2011	35.00
CHG01	1DWPL - Workplace Learning 1D 2011	35.00
CHG01	2ACSC - Computer Science 2A 2011	35.00
	Unallocated Credit	45.00

Total: 150.00

Balance of Unallocated Credit \$45.00

Payment Method: CH Cheque

Note: Draft/Copy text does not apply to the record of receipt allocations – only to the official receipt.

The total amount of unallocated credit for this receipt is summarised and listed on the record of receipt allocations.

4.21 Export EFT and System Generated Cheques to RM Finance

There are three different possible types of refund transactions, Manual Cheque, System Generated Cheque and EFT therefore validation of Supplier Codes must be made. As the EFT and System Cheque transactions to be exported contain a variety of Supplier Codes, these codes must be checked to ensure they exist in the RM Finance datafile before an export can occur. If a matching record cannot be found, a report will generate and display the heading 'Export to RM Finance Supplier Code Error Report', as illustrated below

West Coast District High School

Export to RM Finance Supplier Code Error Report

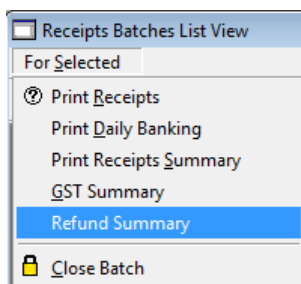
The following Supplier codes do not exist in the linked RM Finance datafile. The selected data cannot be exported. Please create these codes in RM Finance and then try the export again.

Supplier Code	Student	Receipt #
BAN001	BANNER: Nick	5213
SMI001	SMITH: Sally	5643

Once all validation has been passed, the required database fields are updated. The update can proceed in the usual manner.

4.21.1 Refund Summary Report

The Refund Summary Report assists users with reconciling the EFT, System Generated and Manual Cheque totals for Refunds. The Summary Report is accessed through the Receipts > For Selected window.



The user can highlight one or more batches on the Receipts Batches List View screen and select this option

West Coast District High School

Refund Summary Report

Batch #	Batch Description	Refund Method	Total
B00007 Refunds 08.02.13			
		EFT	\$-50.00
		System Cheques	\$-20.00
		Manual Cheques	\$-30.00
		Other transactions	\$70.00
		Batch Total	\$-30.00
B00012 Refunds 14.02.13			
		EFT	\$-80.45
		System Cheques	\$-66.25
		Batch Total	\$-146.70

4.21.2 Receipt Batch Export Summary (Report)

The Receipt Batch Export Summary (Report) displays EFT and System Generated cheques. If an EFT refunds batch has been created for export, then an additional section is added to the report after the 'Batches Exported' section and before the 'Comment' section as shown below

West Coast District High School
1120 Hay Road
PERTH Western Australia 6005
ABN: Not Specified

Receipt Batch Export Summary

Batch Code	Description	Date Created	Date Last Updated	Open	Batch Total
Batches Not Exported					
No Batches					0.00
					0.00
Batches Exported					
B00004	General Banking 13.02.13	14/02/2013	16/02/2013	YES	1450.00
B00006	Refunds 14.02.13	14/02/2013	16/02/2013	YES	-130.00
B00008	Refunds 15.02.13	14/02/2013	16/02/2013	YES	-750.00
B00009	Refunds 16.02.13	14/02/2013	16/02/2013	YES	-430.00
					140.00
Refund Breakdown on Batches Exported					
RM Finance Batch Ref: RMB000001EFT					
B00006 Refunds 14.02.13		-130.00			
B00008 Refunds 15.02.13		-500.00			
B00009 Refunds 16.02.13		-400.00			
Total EFT Refunds:		-1030.00			
Cheque Refunds:					
B00008 Refunds 15.02.13		-250.00			
B00009 Refunds 16.02.13		-30.00			
Total Cheque Refunds:		-280.00			

If no EFT Refunds batch has been created, then this section of the report is suppressed. When printed, a heading is displayed "Refund Breakdown on Batches Exported".

Refund Breakdown on Batches Exported

RM Finance Batch Ref: RMB000001EFT

B00006 Refunds 14.02.13	-130.00
B00008 Refunds 15.02.13	-500.00
B00009 Refunds 16.02.13	-400.00
Total EFT Refunds:	-1030.00

Under this text, 'RM Finance Batch Ref:' is displayed, followed by the batch number created by the system for this export (e.g. RMB000001EFT). Under this heading, the report displays each RM Billing receipts batch from which EFT Refund transactions were exported in this export batch. Once all batches have been reported, the total for EFT Refunds across the listed batches is calculated and reported.

Following this, another sub-heading 'Cheque Refunds' is displayed.

Cheque Refunds:

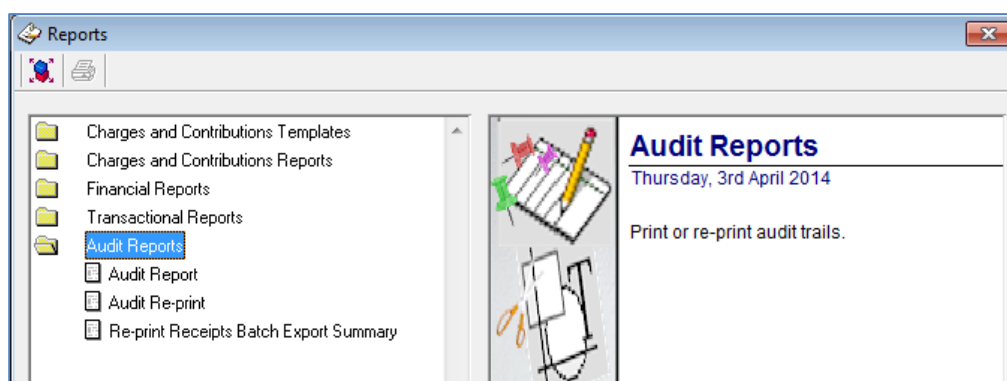
B00008 Refunds 15.02.13	-250.00
B00009 Refunds 16.02.13	-30.00

Under this heading, the report displays each RM Billing Receipts batch from which cheque refunds (either manual or system-generated) were exported in this export. Once all batches have been reported, the total for Cheque Refunds across the listed batches is calculated and reported.

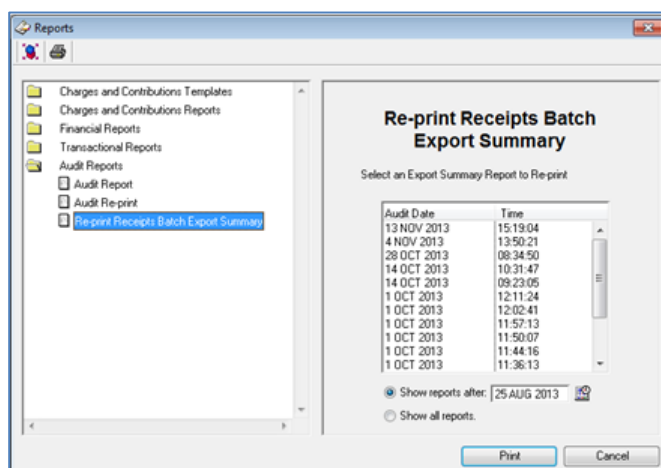
Total Cheque Refunds:	-280.00
------------------------------	----------------

4.21.3 Re-print Receipts Batch Export Summary

It is possible to Re-print the Receipts Batch Export Summary Report via Reports > Audit Reports > Re-print Receipts Batch Export Summary



When the user highlights this report, the re-print options are displayed on the right hand side



Reports which have been previously printed are listed in date/time order descending with the most recent report appearing at the top of the list.

Two radio buttons appear at the bottom of the report. The first radio button displays the text 'Show reports after', followed by a date. The default date displayed is set to three months prior to the current system date. The date selector is displayed to the right of this field and standard functionality applies.

The second radio button displays the text 'Show all reports'. If the user selects this radio button, then all reports which have been previously printed using a previous version of RM Billing are displayed in the list. The user can select one report to re-print by highlighting it in the list on the right hand side. When the user clicks the Print button, the report destination screen is displayed. Once the user has selected the required destination the report is printed.

4.22 Transactions

This window provides a listing of all transactions (both billing items and receipts) for the student for the selected year in the format illustrated below:

Ref	Date	Type	Comment	Disc	Billing Items	Receipts	Running Bal	Status
0			Transactions for Previous Year/s		0.00	0.00	0.00	
231	24 AUG 2015	DR	2ACSC - Computer Science 2A 2015		35.00		35.00	
232	24 AUG 2015	DR	2AMAT - Mathematics 2A 2015		25.00		60.00	
233	24 AUG 2015	DR	2BCSC - Computer Science 2B 2015		35.00		95.00	
234	24 AUG 2015	DR	2BMAT - Mathematics 2B 2015		25.00		120.00	
235	24 AUG 2015	DR	AEGEO - Geography ATAR 11 2015		50.00		170.00	
236	24 AUG 2015	DR	AEHIM - Modern History ATAR 11 2015		50.00		220.00	
237	24 AUG 2015	DR	AELIT - Literature ATAR 11 2015		50.00		270.00	
238	24 AUG 2015	DR	GECAE - Career and Enterprise General		50.00		320.00	
537	24 AUG 2015	DR	2015 School Year Book		20.00		340.00	
538	24 AUG 2015	DR	2015 Chaplaincy		15.00		355.00	
1342	24 AUG 2015	DR	2015 Year 11 Camp Activities		100.00		455.00	
1343	24 AUG 2015	DR	2015 Year 11 Camp Transport		50.00		505.00	
1344	24 AUG 2015	DR	2015 Year 11 Camp Food		150.00		655.00	
1449	24 AUG 2015	DR	2015 Museum of WA Excursion Geog		25.00		680.00	
1622	17 SEP 2015	GV	Imported Educational Program Allowance			235.00	445.00	
1625	17 SEP 2015	DD	Imported Clothing Allowance			115.00	330.00	
0			Transactions for Following Year/s		0.00	0.00	330.00	
Totals:					680.00	350.00	330.00 DR	

Last Modified 24/08/15 12:56 By ADMIN

The following information is displayed on this screen:

Ref

The transaction reference number of the transaction. This is a unique sequential number assigned by the system to every transaction when it is created.

Date

The date the transaction was created.

Type

The transaction type/payment type.

For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV Reversal
RF Refund

For a billing item this could be one of the following:

DR Debit (normal billing item)

RV Reversal
AD Adjustment

Comment

The comment attached to the transaction.

Disc

This applies to billing items only. If a billing item has a discount applied the letter 'Y' will appear in this column. Otherwise it will be blank.

Billing Items

If the transaction is a billing item then the amount of the billing item (after any discount) will be displayed.

Receipts

If the transaction is a receipt then the amount of the receipt will be displayed.

Running Bal

This column displays the 'running balance' up to and including the current line - all billing items and receipts are totalled and the overall balance is displayed.

Status

This column will show the status of a transaction. The status could either be blank or one of the following:

For Billing Items

R Transaction which has been reversed
V Transaction created as the result of a reversal
A Transaction which has been adjusted
T Transaction created as the result of an adjustment

For Receipts

R Transaction which has been reversed
V Transaction created as the result of a reversal
F Transaction which has been refunded
D Transaction created as the result of a refund

The transaction reference number of the related transaction will appear after the status character.

Totals

Totals are displayed at the bottom of the window for the Billing Items, Receipts and Running Balance columns. If the total balance is an amount which is owing (debit amount) then the letters DR will appear after the number. If the total balance is a credit figure then the letters CR will follow the number.


4.22.1 Transactions tab – Year selection

If the year selection is changed whilst on the Transactions tab, then only transactions which belong to the selected year will be displayed.

Any transactions which belong to years prior to the selected year will be totalled and displayed on the 'Transactions for Previous Year/s' line.

Any transactions which belong to years following the selected year will be totalled and displayed on the 'Transactions for Following Year/s' line.

4.23.1 To add a note


- Click on the add button on the right hand side 
- The following screen appears:

- Enter the **subject** and press <tab>
- Enter the **details** in the lower window
- Click on **OK** to save


Note: Once a note is added to the student record the notes indicator icon appears on the status bar as illustrated below.

The screenshot shows the 'Student Details' window for the year 2015. The student's name is 'DEPETE Jonathon'. The 'Notes' tab is selected. In the 'Summary' section, a table lists one note: '25 AUG 2015 Contributions'. To the right of this table are three icons: a plus sign, a pencil, and a trash can. The 'Details' section below shows the full text of the selected note: 'Date: 25/08/2015 Subject: Contributions Mr Depete rang to say that we will not pay for the remainder of the costs as they are volounatry KM'. At the bottom of the window, the status bar shows 'Last Modified 25/08/15 10:16 By ADMIN' and a yellow notepad icon, which is circled in red.

4.23.2 To edit a note

- **Highlight** the note to be edited
- Click on the edit pencil on the right hand side 
- Make any required changes
- Click **OK** to save

4.23.3 To delete a note

- **Highlight** the note to be deleted
- Click on the delete button the right hand side 
- The following message appears:

A 'Warning' dialog box is displayed with the text 'Are you sure you want to delete the selected note\s?'. At the bottom, there are two buttons: 'Yes' and 'No'.

- Click **Yes**


Note: If all notes for a student are deleted, the notes indicator icon is no longer displayed on the status bar.

4.23.4 Notes tab – Year selection

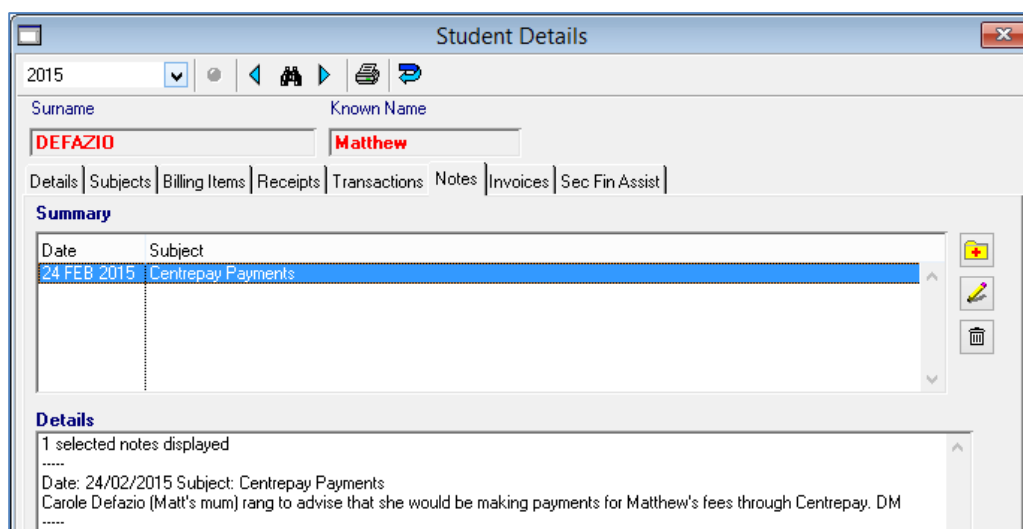
Changing the year selection whilst on the Note tab will have **no effect** on the displayed information.

4.23.5 Printing Notes

There are two options for printing Notes. Notes can be printed from the Notes tab in the student screen. If no notes are highlighted and the Print button is selected on the Notes tab then all notes will be printed in the format illustrated below.

West Coast District High School		
Notes for DEXTER: Renee Year: 11 Form: 11.3		
Date	Subject	
4 APR 2014	Year 11 Camp	Mother advised that Renee will be away on a family holiday during camp week, so Renee will not be attending. Camp charges have been reversed. DM
3 APR 2014	Payment of Charges	Mrs Dexter rang to say she will pay the balance of charges next week. SH
2 Notes printed		

To print one or more notes, firstly highlight the note/s to be printed and then select the Print button. Only the highlighted note will be printed.

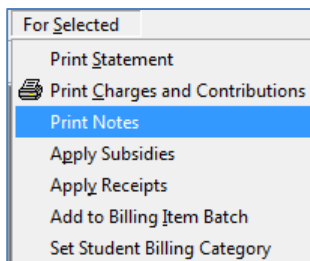


The screenshot shows the 'Student Details' window for the year 2015. The student's name is Matthew Defazio. The 'Notes' tab is selected, showing a summary of notes. A single note is displayed with the date 24 FEB 2015 and the subject 'Centrepay Payments'. The details of the note are visible below the summary, showing the date 24/02/2015 and the subject 'Centrepay Payments', with the text: 'Carole Defazio (Matt's mum) rang to advise that she would be making payments for Matthew's fees through Centrepay. DM'.

Notes entered against student records will appear in the Student window and are identified by a single 'Tick'. Clicking twice on the 'Notes' Header, will group the student notes at the top of the screen.

Name	Notes
DAVIES: Caitlin	✓
DEXTER: Renee	✓
DEFAZIO: Matthew	✓
ALBERT: Jackie	

Notes can be printed from this screen by highlighting the 'Ticks' and clicking on the 'For Selected' menu > Print Notes.



Prior to the report destination screen being displayed, a window allowing for a date range to be entered opens where the user can enter a date range for printing notes. If a student has been at the school for a number of years, they may have numerous notes entered against their record. Entering a date range will allow the user to view current notes as printing an entire Note history for the student is not always necessary.

 A screenshot of a dialog box titled 'Print Notes'. It contains the instruction 'Enter the date range for the printing of notes. Leave blank for all notes.' Below this are two text input fields labeled 'From' and 'To'. At the bottom are 'OK' and 'Cancel' buttons.

Both the 'From' and 'To' date fields is set to blank initially

Both fields are optional

The 'From' date must be before the 'To' date

If the user does not enter any dates, the report operates without a date range and returns all the notes recorded for the selected student

If the user enters a 'From' date but does not enter a 'To' date, the report prints all notes from the start date onwards (including any future dated notes which may have been entered in error)

If the user enters a 'To' date, but does not enter a 'From' date, the report prints all notes up to and including the 'To' date

Once the date selection has been entered and validated, the report destination screen is displayed

Only notes which are dated within the date range (inclusive) are printed

If not date range is entered, then all notes for the selected students are printed

If the user has selected a date range, then this is added after the heading 'Student Notes Report'

West Coast District High School Student Notes Report



Date	Subject	Detail
DEPETE: Jonathon	Year: 10	Form: 10.2
25 AUG 2015	Contributions	Mr Depete rang to say that we will not pay for the remainder of the costs as they are volounatry KM
FULTER: Michael	Year: 11	Form: 11.3
25 AUG 2015	Charges	Mr Fultre ren to sy that he will pay for the camp by the end of next week KM
DEFAZIO: Matthew	Year: 8	Form: 08.4
24 FEB 2015	Centrepay Payments	Carole Defazio (Matt's mum) rang to advise that she would be making payments for Matthew's fees through Centrepay. DM

4.24 Invoices

The first time that a billing item is created for a student an invoice is automatically created by the system. Future billing items created for the student are automatically added to the same open invoice until it is 'closed' (see further explanation below).

The Invoices tab appears as shown below:

Student Details

2015

Surname: **ANDREWS** Known Name: **Rachael**

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

Invoice	Date	Year	Amount	Balance	Printed
1	24 AUG 2015	2015	585.00	485.00	NO

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch	Comment	Status	Reason
1	24 AUG 2015	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	GECAE - Career		
2	24 AUG 2015	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	GEEES - Earth a		
3	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEENG - English		
4	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEGED - Geogre		
5	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEHIM - Modern		
6	24 AUG 2015	DR	100.00	0	0.00	0.00	100.00	CHG01	00001	GEDED - Outdoor R: 153	Reversed	
473	24 AUG 2015	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2015 School Yea		
474	24 AUG 2015	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2015 Chaplaincy		
1246	24 AUG 2015	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2015 Year 11 Ce		
1247	24 AUG 2015	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2015 Year 11 Ce		
1248	24 AUG 2015	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2015 Year 11 Ce		
1532	25 AUG 2015	RV	-100.00	0	0.00	0.00	-100.00	CHG01	00001	GEDED - Outdoor V: 6	Reversal -	

Last Modified 25/08/15 11:53 By ADMIN

Highlighting an invoice in the top part of the window will cause the billing items assigned to that invoice to be displayed in the lower window.

The following information is displayed in the upper window:

Invoice

The invoice number. This is a unique sequential number assigned by the system to every invoice when it is created.

Date

The date the invoice was created.

Year

The billing year to which the invoice belongs. This will be the current billing year (as defined in Billing Parameters) when the invoice is created.

Amount

The amount of the invoice.

Balance

The balance owing on the invoice.

Printed

If the invoice has never been printed straight to the printer then this column will contain the letter 'N'. Once the invoice has been printed straight to the printer then this column will display the letter 'Y'.

Once an invoice has been printed directly to the printer no further items can be added to that invoice (i.e. it is closed). A new invoice is automatically created for items billed after that point.

4.24.1 Invoices tab – Year selection

If the year selection is changed whilst on the Invoices tab, then only invoices which belong to the selected year will be displayed. If the 'All Years' option is selected then all invoices for the student across all years will be displayed.

4.24.2 Invoices tab – Print button

Invoices can be printed from the Invoices tab by using the print button on the toolbar.

4.24.3 To print an invoice

- **Students > Invoices** tab
- **Highlight** the invoice to be printed (multiple invoices may be selected)
- Click on the **Print** button
- If a default message has been entered in Billing Parameters > Invoice tab, the message is automatically displayed in the Print Invoice message window.
- The user may accept the default message or enter a new message

Print Invoice

Enter an appropriate message to appear in the printed reports

Please note that payment is due within 7 days


OK Cancel

If no default message has been entered, the message field will be blank and a message may be entered

This message (if entered) is added to the invoice immediately underneath the key.

Select the report destination

The invoice is printed to the selected destination in the format illustrated below:


 West Coast District High 1120 Hay Road PERTH Western Australia 6005 Australia Ph: 9412 3456 ABN: 11 222 333 444		Tax Invoice Invoice No: 66 Date: 01/04/2014	
To: Mrs Linda Anderson 7 McMahon Street PINEY WOODS WA 6999		DRAFT ONLY	
Student: Ben ANDERSON		Year 10	Form 10.1

Qty	Description of Supply	Status	Price (inc GST)	Disc. Price (inc GST)	GST	Total Price (inc GST)
1	2014 School Year Book		\$ 20.00	-	\$ 0.00	\$ 20.00
1	2014 Chaplaincy		\$ 15.00	-	\$ 0.00	\$ 15.00
1	2014 English		\$ 25.00	-	\$ 0.00	\$ 25.00
1	2014 Science		\$ 25.00	-	\$ 0.00	\$ 25.00
1	2014 Society and Environment		\$ 25.00	-	\$ 0.00	\$ 25.00
1	2014 Mathematics		\$ 25.00	-	\$ 0.00	\$ 25.00
1	2014 Health and Physical Education		\$ 30.00	-	\$ 0.00	\$ 30.00
1	2014 LOTE		\$ 15.00	-	\$ 0.00	\$ 15.00
1	2014 Design and Technology		\$ 56.00	-	\$ 0.00	\$ 56.00
1	2014 Art		\$ 34.00	-	\$ 0.00	\$ 34.00
Totals					\$ 0.00	\$ 270.00
Total Amount Payable Includes GST						\$ 270.00

Key: R - Reversed, A - Adjusted, V - Reversal, T - Adjustment

Please note that payment is due within 7 days

Note: The BPAY logo and the Remittance Advice will only be displayed if these options have been selected in Parameters > Billing Parameters > Invoices tab.

	Biller Code: 9112 Ref: 20512417
Telephone & Internet Banking – BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au	
Please detach and return to: West Coast District High, 1120 Hay Road, PERTH, Western Australia, 6005, Australia.	
Mrs Linda Anderson Ben ANDERSON	
Year: 10	Form: 10.1
Total Payable \$ 270.00	
<input type="checkbox"/> I enclose Cheque/Money Order	For the amount of: \$
OR	
<input type="checkbox"/> Please debit my	<input type="checkbox"/> Mastercard <input type="checkbox"/> VISA
Card No: _____	Expiry Date: ____/____/____
Signature: _____	Name on Card: _____
Printed: 01/04/2015 11:17	
Page 2	

4.24.4 Draft/Copy/Amended text on invoices

To obtain an original invoice, the invoice must be printed directly to the printer (not to the screen and then to the printer).

Invoices printed directly to the printer for the first time will contain no additional text. They will also be 'closed' by printing them straight to the printer.

Invoices viewed to the screen will contain the text 'DRAFT'. If sent to the printer from the screen, the printed copy will contain the text 'DRAFT'.

Copies of invoices printed to the printer for the second or subsequent time will contain the text 'COPY'.

Invoices may also contain the text 'Amended' followed by a date. If an invoice is amended (i.e. changes are made to the billing items attached to the invoice once it has been closed) then an amendment number will be attached to the original invoice number (e.g. 36-1). The invoice will contain the 'Amended' text and the date of amendment. It is possible for an invoice to be amended more than once. Invoices will be amended if the billing items attached to them are reversed, adjusted or discounted once the invoice is closed.

4.24.5 Secondary Financial Assistance Tab

The Secondary Financial Assistance Tab will display applications made for students for the Secondary Assistance Allowances. These include:

Education Program Allowance
Clothing Allowance
Abstudy Supplement Allowance

Applications for Assistance are normally made in Term 1 for students. The parent applying for the assistance must be the holder of an eligible concession card.

The screenshot shows a software window titled "Student Details". At the top, there is a dropdown menu set to "2015" and a "Known Name" field containing "Georgina". Below this is a tabbed interface with tabs for "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", and "Sec Fin Assist". The "Details" tab is active, displaying a table with the following data:

Form#	Date	Form	Assistance Type	Status	Export Date
7	27 MAR 2015	G	Sec Assist	Sent	17 SEP 2015

At the bottom of the window, it says "Last Modified 24/08/15 12:56 By ADMIN".

Highlighting an application and clicking on the Printer Icon will print a copy of the application.

The screenshot shows a "Print" dialog box with the following text:

This will print a copy of this Application.
 If the status of the application is incomplete, some information may be missing.
 Do you wish to continue?

At the bottom, there are two buttons: "Yes" and "No".

Details of how to create and export applications for Secondary Financial Assistance and subsequently importing receipts for students who qualify for this assistance is explained in detail in Section 4.9 of this Manual.

CIVICA

RM Billing Manual
Customers

5

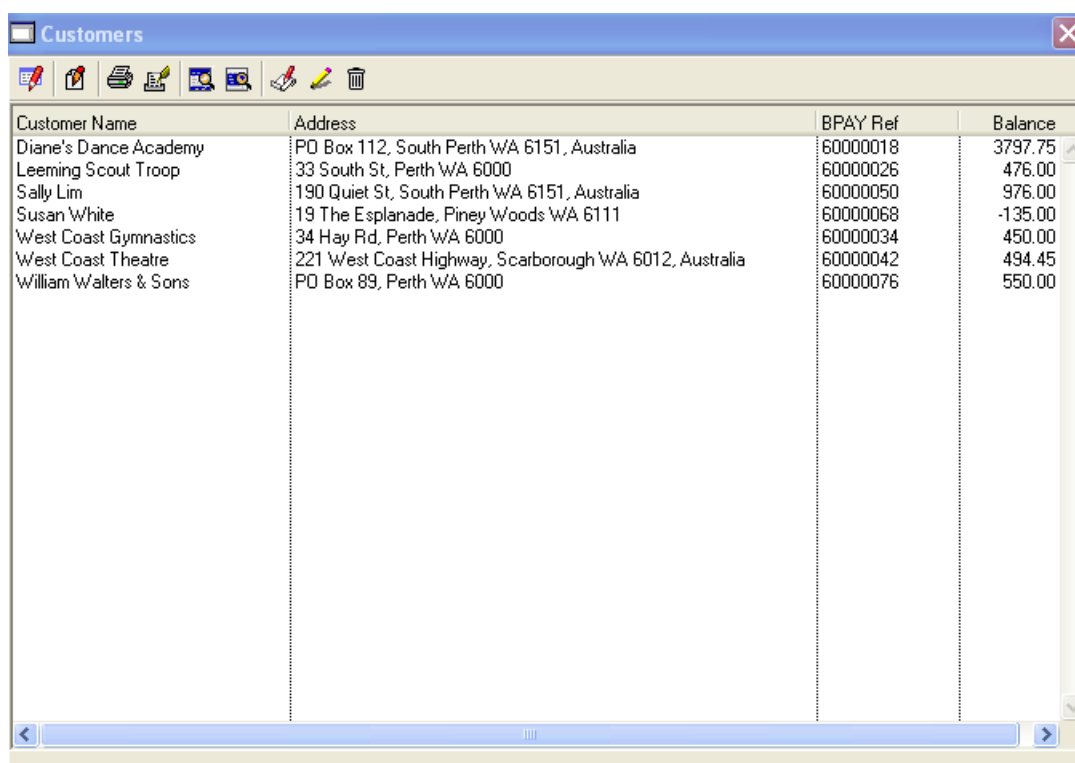
5 Customers

An External Customer may be anyone the school deals with who is not a student or a parent/guardian – i.e. companies or individuals outside of the school environment.

External customers have their own section in RM Billing – the ‘Customers’ section on the side bar.

Unlike students, the customer details are not drawn from the Integris datafile. All Customer Details need to be entered manually into RM Billing.

When the Customers icon is selected on the RM Billing sidebar the Customers window will open as illustrated below:



Customer Name	Address	BPAY Ref	Balance
Diane's Dance Academy	PO Box 112, South Perth WA 6151, Australia	60000018	3797.75
Leeming Scout Troop	33 South St, Perth WA 6000	60000026	476.00
Sally Lim	190 Quiet St, South Perth WA 6151, Australia	60000050	976.00
Susan White	19 The Esplanade, Piney Woods WA 6111	60000068	-135.00
West Coast Gymnastics	34 Hay Rd, Perth WA 6000	60000034	450.00
West Coast Theatre	221 West Coast Highway, Scarborough WA 6012, Australia	60000042	494.45
William Walters & Sons	PO Box 89, Perth WA 6000	60000076	550.00

Initially there will be no customer records in the datafile. These need to be created by the operator.

The following columns are displayed on the Customer window:

Customer Name

The name of the customer (Customer Name Line 1).

Address

The address of the customer.

BPAY Ref

The BPAY Reference for the customer. This is calculated and assigned by the system according to a set of specific rules in accordance with Bank and BPAY requirements. The BPAY Reference will be calculated automatically each time a new customer is added. Once created it cannot be changed.

Balance

The balance outstanding (across all years) for the customer.

5.1 To Sort the List of Customers

The customer list can be sorted by clicking on any of the list headings.

For example, to sort the list in order of balances, click on the **Balance** heading. The list is sorted with the balances in ascending order.

To sort the list in reverse order, click on the **Balance** heading again. The list is now sorted with the balances in descending order.

To sort the list in order of customer name, click on the **Customer Name** heading.

5.2 Quick Search on Customer Name

A quick search on customer name is available on this window. For example, if you click on the first customer in the list and then type the letter 'B' the cursor will move to the first customer whose name begins with 'B'. If more than one letter of the customer name is entered then the cursor will move to the first customer in the list whose name begins with the letters entered.

5.3 Customer Icons

The following icons are available on the Customer List screen:



Load All – Displays all customers in the datafile



Open Details – Opens the drill down facility for the selected customer



Print – Prints all customers displayed in the list view



Print Selected – Prints all selected (highlighted) customers in the list view



Hide Selected – Hides all selected customers



Hide Unselected – Hides all unselected customers



Add Customer – Allows a new customer record to be created



Edit Customer – Allows the selected customer record to be edited (some restrictions apply)




Delete Customer – Allows the selected customer record to be deleted (some restrictions apply)

5.4 Drill Down Facility

Drill down functionality is instigated either by double-clicking on a customer or highlighting the customer and pressing **<enter>** or highlighting a customer and using the Open Details icon. The Customer Details View will now be displayed. Refer to section 5.8 on page 5-6 for further details.


5.5 To Create a New Customer Record

- Click on **Customers**
- Click on the **Add** pencil 

- The following window appears:

- Enter the **customer details** as required (Customer Name Line 1 is mandatory but the other fields are optional)
- Click on **OK** to save

5.6 To Edit a Customer Record

- Click on **Customers**
- **Highlight** the customer record to be edited
- Click on the **Edit** pencil 
- The following screen listing the customer details appears:

Edit Customer

Customer Name

Line 1: West Coast Theatre

Line 2: Attn: Mr William Holt

Customer Address

Address line 1: 221 West Coast Highway

Address line 2:

Address line 3:

Address line 4:

Town/Sub: Scarborough

State: WA

Postcode: 6012

Country: Australia

Phone: 9229 1111

Fax: 9229 2222

E-mail: wct@inet.net.au


Contact: Mr William Holt

OK Cancel

- Make the required changes
- Click on **OK** to save

Note: If transactions have been entered against the customer record then Customer Name Line 1 is locked and cannot be edited. If no transactions have been entered for the customer then all fields can be edited freely.

5.7 To Delete a Customer Record

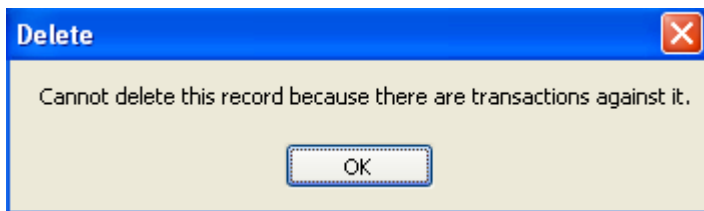
- Click on **Customers**
- Highlight the customer record to be deleted
- Click on the **Delete** button 
- The following message appears:

Delete

Are you sure you wish to delete this customer record?

Yes No

- Click on **Yes**
- If no transactions have been entered against the customer then the record is deleted
- If transactions have been entered against the customer then the following message is displayed:




Note: If transactions have been entered against the customer record then the record cannot be deleted.

5.8 Customer Details View

The Customer Details view can be displayed in three ways:

Either

Click on a customer and then select the **Open Details** icon 

or

Double-click on the required customer

or

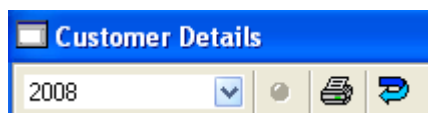
Highlight the required customer and press **<enter>**

The Customer Details view will then be displayed as illustrated below:

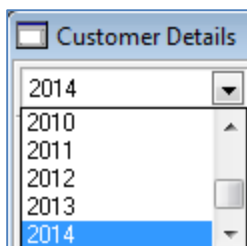
A screenshot of the 'Customer Details' window. It has a blue title bar with the text 'Customer Details' and a red 'X' icon. Below the title bar is a toolbar with icons for back, forward, and search. The main area is divided into sections: 'Customer Name' with a text field containing 'West Coast Theatre'; 'Details' tab selected, with sub-tabs for 'Billing Items', 'Receipts', 'Transactions', 'Notes', and 'Invoices'; 'Customer Name' section with 'Line 1' (West Coast Theatre) and 'Line 2' (Attn: Mr William Holt); 'Customer Address' section with fields for 'Address line 1' (221 West Coast Highway), 'Address line 2', 'Address line 3', 'Address line 4', 'Town/Sub' (Scarborough), 'State' (WA), 'Postcode' (6012), 'Country' (Australia), 'Contact' (Mr William Holt), 'Phone' (9229 1111), 'Fax' (9229 2222), 'BPAY Ref' (60000042), and 'email' (wct@inet.net.au). At the bottom, it shows 'Balance Owing (All Years): \$ 494.45' and 'Last Modified 29/06/09 14:23 By ADMIN'.

5.8.1 Toolbar – Customer Details View

The toolbar on the Customer Details View appears as shown below:



5.8.2 Year Drop Down List



The Year Drop Down List displays all years present in the datafile along with an additional 'All Years' option. Selecting a particular year from the list will enable data for that year to be displayed on the selected tab pane.

5.8.3 Browse Set Button



Although this button is visible on the toolbar it is greyed out and non-operational.

5.8.4 Print Button



The functionality of this button differs slightly depending on which tab pane is selected. See each individual section for more details.

5.8.5 Return to View



Clicking once on this icon will display the Customer List View (front screen).

5.8.6 Red Field



The red field of Customer Name is a scroll field. Clicking on the red name will display the next customer in the list. <Shift> clicking will scroll through the customers in reverse order.

To find a customer perform a right mouse click in the customer name field. Enter a name or part thereof and press <enter> and the first or closest match will be displayed.

Note: It is advisable (and quicker) to search for customers from within the drill down section by using the red field rather than always returning to the front screen.

5.8.7 Last Modified By

Last Modified 21/08/07 09:54 By ADMIN

At the bottom of all the tab panes (i.e. common to all) is a section showing the date and time that any of the tab panes for the selected customer were last modified and the initials of the user who made the modification. It does not matter which pane has been modified – these details are updated each time a change is made and displayed at the bottom of all the panes for the selected customer.

5.8.8 Details tab

The Details tab displays the following information:

Customer Name Line 1

The customer name as entered by the operator (mandatory field).

Customer Name Line 2

An additional (optional) line which may be used as required.

Address Line 1

Line 1 of the customer address.

Address Line 2

Line 2 of the customer address.

Address Line 3

Line 3 of the customer address.

Address Line 4

Line 4 of the customer address.

Town/Sub

The town or suburb of the customer address.

State

The state of the customer address.

Postcode

The post code of the customer address.

Country

The country of the customer address.

Email

The e-mail address of the customer.

Contact

The name of the contact person for the customer.

Phone

The telephone number of the customer.

Fax

The facsimile number for the customer.

Balance Owing

The total balance outstanding for the customer (across all years).

BPAY Ref

The BPAY Reference for the customer. This is calculated and assigned by the system according to a set of specific rules in accordance with Bank and BPAY requirements. The BPAY Reference will be calculated automatically each time a new customer is added. Once created it cannot be changed.

Note: All fields are display only.

5.8.9 Details tab – Year selection

Changing the year selection whilst on the Details tab will have no effect on the displayed information.

5.8.10 Details tab – Print button

If the print button is selected whilst on the Details tab, the information is printed in the format illustrated below:

West Coast District High School Details for West Coast Theatre



Customer Details

Customer Name

Line 1 West Coast Theatre
Line 2 Attn: Mr William Holt

Address

Address Line 1 221 West Coast Highway
Address Line 2
Address Line 3
Address Line 4
Town/Sub Scarborough
State WA
Postcode 6012
Country Australia

Phone 9229 1111
Fax 9229 2222
e-mail wct@inet.net.au
Contact Mr William Holt

BPAY Ref 60000042

Balance owing \$ 494.45

5.9 Billing Items tab

This window will display all billing items for the selected customer for the selected year in the format illustrated below:

Customer Details

2008

Customer Name
West Coast Theatre

Details | **Billing Items** | Receipts | Transactions | Notes | Invoices

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
335	27 AUG 2007	DR	550.00	1	0.00	550.00	0.00	HIR01	00005	2008 Hall Hire Ter	A: 349	Refunde
349	27 AUG 2007	AD	-550.00	1	0.00	-550.00	0.00	REF03	00005	2008 Hall Hire Ter	T: 335	Refund-

TOTALS: Amount Discount Paid Balance

Last Modified 27/08/07 09:06 By ADMIN

The following information is displayed on this window:

Ref

The transaction reference number of the billing item. This is a unique sequential number assigned by the system to every transaction when it is created.

Date

The date the transaction was created.

Type

The transaction type. For a billing item this could be one of the following:

DR Debit (normal billing item)
RV Reversal
AD Adjustment

Amount

The amount of the original billing item (before any discount).

GST

The GST code of the billing item.

Disc

The discount amount (in dollars) applied to the billing item (if any).

Paid

The amount paid against the billing item.

Balance

The balance owing on the billing item.

Bill Code

The billing code attached to the billing item.

Batch #

The batch number of the billing items batch which holds the transaction.

Comment

The comment attached to the billing item. This will be the comment entered for the tied billing item in the batch.

Status

This column will show the status of a billing item that has been reversed or adjusted. The status could be blank (not reversed or adjusted) or one of the following:

- R Transaction which has been reversed
- V Transaction created as the result of a reversal
- A Transaction which has been adjusted
- T Transaction created as the result of an adjustment

The transaction reference number of the related transaction will appear after the status character.

Reason

If a transaction has been modified in some way (i.e. discounted, reversed, adjusted, written off or cancelled) then the reason field will begin with standard system-generated text (as shown below) followed by the reason entered by the operator.

Transaction	Reason begins with
Original transaction reversed	Reversed -
Reversal transaction created (RV)	Reversal -
Original transaction adjusted by user	Adjusted -
Adjustment transaction created (AD) (user initiated)	Adjustment -
Original transaction adjusted by refund	Refunded -
Adjustment transaction created (AD) by refund	Refund -
Original transaction discounted	Discounted -
Original transaction written off	Written off -
Adjustment transaction created for writeoff	Writeoff -
Original transaction cancelled	Cancelled -
Adjustment transaction created for cancellation	Cancellation -

Totals

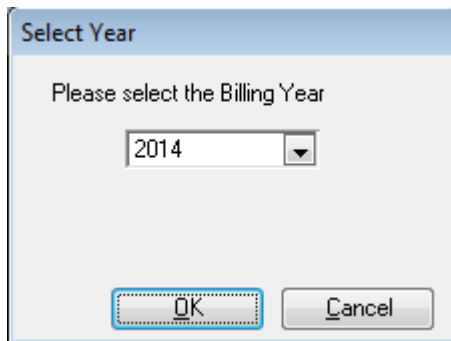
The Amount, Discount, Paid and Balance fields are totalled at the bottom of the window.

5.10 Add Billing Item

This button allows one or more billing items to be added to a customer record.

5.10.1 To add a billing item

- RM Billing > **Customers**
- **Double-click** on the required customer
- Click on the **Billing Items** tab
- Click on **Add Billing Item**
- If future years have been created in the datafile then the year selection box is displayed. (If no future years exist then this step will be omitted and the current billing year (as set in Billing Parameters) will be used).



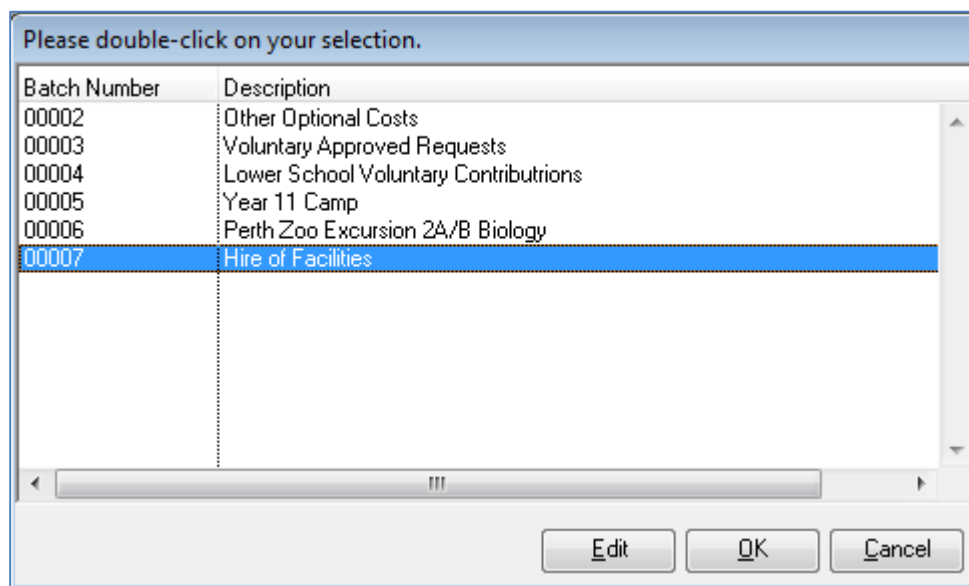
Select Year

Please select the Billing Year

2014

OK Cancel

- If the above window is displayed, select the required year and click on **OK**
- A list of billing item batches for the selected year is then displayed:



Please double-click on your selection.

Batch Number	Description
00002	Other Optional Costs
00003	Voluntary Approved Requests
00004	Lower School Voluntary Contributions
00005	Year 11 Camp
00006	Perth Zoo Excursion 2A/B Biology
00007	Hire of Facilities

Edit OK Cancel

- **Highlight** one or more batches in the above window (dragging or <Ctrl> click can be used for multiple selection)
- Click on **OK**
- A short message may be displayed whilst the billing items are created

5.10.2 Editing billing items before billing

Billing items in a batch may be edited during the above process if required. When the billing batch selection screen is displayed an 'Edit' button is present which is initially 'greyed out' and disabled. The Edit button will become enabled if one (and only one) batch is selected (highlighted).

5.10.3 To edit billing items in the selected batch

- Follow the steps listed above until the billing batch selection screen appears
- Highlight one batch in the billing batch selection screen

Please double-click on your selection.

Batch Number	Description
00002	2008 Year 11 Other Optional Costs
00003	2008 Year 11 Voluntary Approved Requests
00004	2008 Year 11 Camp
00009	2008 Bus Hire
00010	2008 Hall Hire



- The Edit button is enabled
- Click on **Edit**
- The following screen appears



Edit Batch Billing Items

Batch: 00010 2008 Hall Hire

Tied Billing Items:

Comment	Amount	GST	Bill Code
2008 Hall Hire Term 1	550.00	1	CHG04

- **Highlight** the line to be edited
- Click on the **edit pencil** 
- Make the required changes to the billing item
- Click on the **green tick** 
- Click **OK** to bill the customer using the newly edited items

Note: New billing items can be added by using the add button  on the above screen. Billing items which are not required for this customer can be deleted by using the delete button  on this screen.

IMPORTANT

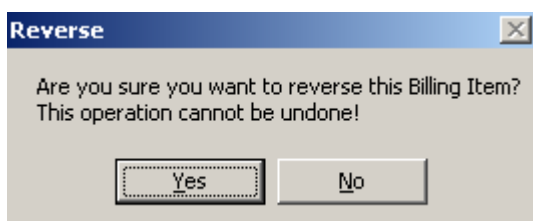
Any changes made to the above screen are used for billing this customer only. They are not saved to the billing items batch.

5.11 Reversals

Billing items can be reversed by using the reversal button on the Customers > Billing Items tab. When a billing item is reversed an equal and opposite 'reversal' transaction is created which negates the original transaction.

5.11.1 To reverse a billing item

- **Customers > Billing Items** tab
- **Highlight** the Billing Item to be reversed
- Click on the **Reversal** button
- The following message appears:



- Click on **Yes**
- The following screen is then displayed:

A form titled "Billing Item Reversal". It has two input fields: "For Billing Item ref:" with the value "354" entered, and "Reason for Reversal:" which is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

- Enter a reason for the billing item reversal
- Click on **OK** to save

The status of the original transaction is marked with an 'R' to show it has been reversed and the transaction reference number of the newly created reversal transaction appears in the status column.

The reversal transaction which has been created is marked with a 'V' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

5.11.2 Restrictions on Reversals

The following items cannot be reversed.

- Items which have a discount applied
- Items which have already been reversed or adjusted
- Transactions created as the result of a reversal or an adjustment

When using the reversal facility available from the Customers > Billing Items section, transactions must be reversed individually (one at a time).

5.11.3 Bulk Reversal Facility

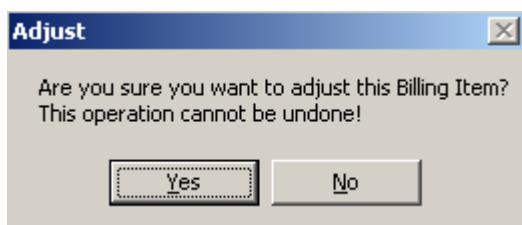
A bulk reversal facility which allows multiple transactions to be reversed in one operation is available from the Billing Items section. Please refer to section 6.11 on page 6-16 for further information regarding bulk reversals.

5.12 Adjustments

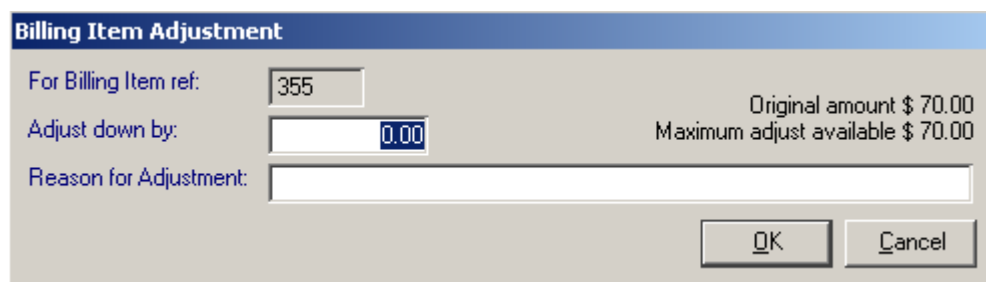
Billing items can be adjusted by using the Adjustment button on the Customers > Billing Items tab. When a billing item is adjusted the overall amount is reduced by the amount of the adjustment. An adjustment transaction (negative transaction) is created which reduces the overall amount billed.

5.12.1 To adjust a billing item

- **Customers > Billing Items** tab
- **Highlight** the Billing Item to be adjusted
- Click on the **Adjustment** button
- The following message appears:



- Click on **Yes**
- The following screen is then displayed:

A screenshot of the "Billing Item Adjustment" form. It has a blue header bar with the title "Billing Item Adjustment". Below the header, there are three input fields: "For Billing Item ref:" with the value "355", "Adjust down by:" with the value "0.00", and "Reason for Adjustment:" which is an empty text box. To the right of the "Adjust down by:" field, it says "Original amount \$ 70.00" and "Maximum adjust available \$ 70.00". At the bottom right, there are two buttons: "OK" and "Cancel".

- Enter the **amount** to adjust down by
- Enter a **reason** for the adjustment
- Click on **OK** to save

The status of the original transaction is marked with an 'A' to show it has been adjusted and the transaction reference number of the newly created adjustment transaction appears in the status column.

The adjustment transaction which has been created is marked with a 'T' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

5.12.2 Restrictions on Adjustments

The following items cannot be adjusted:

- Items which have a discount applied
- Items which have been reversed
- Items which have been fully adjusted (to zero)
- Transactions created as the result of a reversal or an adjustment

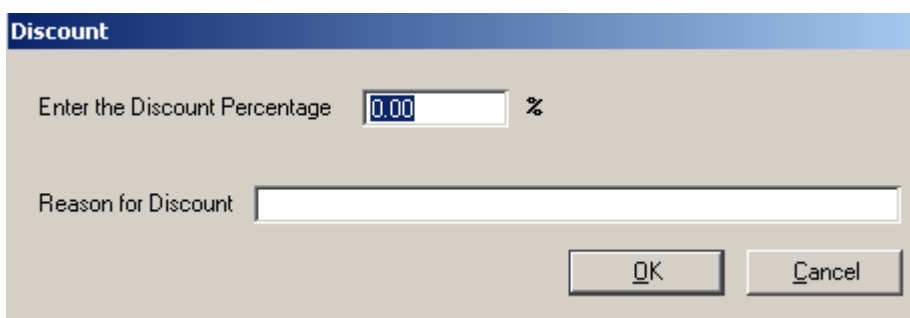
Transactions must be adjusted individually (one at a time). Multiple transactions cannot be adjusted in one operation.

5.13 Discounts

Billing items can be discounted by using the Add Discount button on the Customers > Billing Items tab. When a billing item is discounted the overall amount is reduced by the discount percentage. Several items can be discounted at once if required.

5.13.1 To add a discount to a billing item

- **Customers > Billing Items** tab
- **Highlight** the Billing Item to be discounted (or select multiple items)
- Click on the **Add Discount** button
- The following message appears:



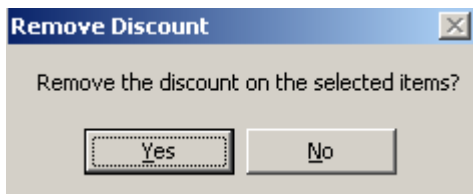
- Enter the percentage by which the item is to be discounted
- Enter a reason for the discount
- Click on **OK** to save

The dollar amount of the discount is calculated and displayed in the Disc column and the balance on the billing item is recalculated accordingly.

The reason field is updated to contain the standard text followed by the reason entered.

5.13.2 To remove a discount from a billing item

- **Customers > Billing Items** tab
- **Highlight** the Billing Item from which the discount is to be removed (or select multiple items)
- Click on the **Remove Discount** button
- The following message appears:



- Click on **Yes**

The discount is removed, the Disc column is cleared and the balance on the billing item is reinstated accordingly. The reason field is cleared of the discount information.

5.13.3 Restrictions on Discounts

The following items cannot be discounted.

- Items which are fully paid
- Items which already have a discount applied (see below)
- Items which have been reversed or adjusted
- Transactions created as the result of a reversal or an adjustment

A partly paid item can have a discount applied but the amount of the discount must be less than or equal to the balance owing on the item.

If a further discount needs to be applied to an item which has already been discounted, then the original discount should be removed and the new (larger) discount applied.

5.13.4 Bulk Discount Facility

An additional bulk discount facility which allows multiple items to be discounted for different customers in one operation is available from Billing Items section. Please refer to section 6.12 on page 6-18 for further information.

5.14 Unallocated Credit

There will be times when unallocated credit is created. This is a credit amount which is not allocated to any billing items. If a paid billing item is reversed, the amount paid will become unallocated credit. It is also possible when adding a receipt not to allocate the receipt to any billing items thereby creating unallocated credit.

If any unallocated credit exists it will be displayed on the Billing Items tab for the customer as illustrated below. If there is no unallocated credit for the customer then this information will not appear.

Note: There is also a report (Unallocated Credit Listing) which can be used to identify unallocated credit. Please refer to section 8.6.6 on page 8-30 for further details.

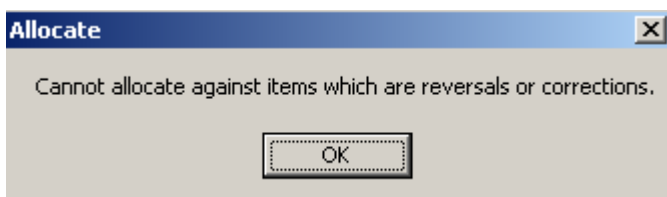
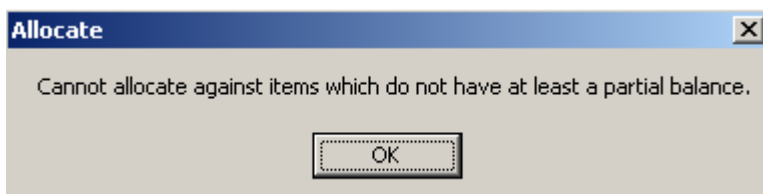
5.14.1 To allocate unallocated credit

At times it may be necessary to allocate the unallocated credit to unpaid billing items for the customer.

- **Customers > Billing Items** tab
- **Highlight** the Billing Item/s to which the credit should be applied
- Click on the **Allocate** button
- The following message appears:

- Enter the **amount** to be allocated
- Click on **OK** to save

Credit can only be allocated to unpaid billing items. Items which have been reversed or are correction transactions cannot be allocated against. Items which have been partially adjusted but still have an outstanding balance can be allocated against. If ineligible items are selected for the allocation then one of the following warning messages will be displayed:



5.14.2 Automatic Allocation of Unallocated Credit


A facility to automatically allocate unallocated credit is available from the Billing Items section. Please refer to section 6.13 on page 6-20 for further information.

5.14.3 Billing Items tab – Year selection

If the year selection is changed whilst on the Billing Items tab, then only billing items which belong to the selected year will be displayed. If the 'All Years' option is selected then all billing items for the customer across all years will be displayed.

5.14.4 Billing Items tab – Print button

If the Print button is selected on the Billing Items tab then the billing items currently displayed will be printed in the format illustrated below:

West Coast District High School												
Billing Items												
Customer: Diane's Dance Academy												
										Items for Billing Year: 2008		
Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
357	19 NOV 2007	DR	550.00	1	0.00	0.00	550.00	HIR01	00005	2008 Hall Hire Term 1		
TOTALS			550.00		0.00	0.00	550.00					



5.14.5 Receipts tab

This window will display all receipts for the selected customer for the selected year in the format illustrated below:

Customer Details

2008

Customer Name
Diane's Dance Academy

Details | Billing Items | Receipts | Transactions | Notes | Invoices

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Status	Reason
358	50	19 NOV 2007	CH	550.00	B00005	Hall Hire Term 1		

Details Total 550.00 Add Receipt Reversal Refund

Ref	Paid	Bill Code	Comment	Status	Reason
357	550.00	HIR01	2008 Hall Hire Term 1		

550.00 Total

Last Modified 19/11/07 12:16 By ADMIN

If a receipt is highlighted in the top window, the billing items to which the receipt is allocated are displayed in the lower window.

The following information is displayed for each receipt:

Ref

The transaction reference number of the receipt. This is a unique sequential number assigned by the system to every transaction when it is created.

Rec

The actual receipt number assigned to the receipt. This is a unique sequential number assigned by the system to receipt related transaction only.

Date

The date the transaction was created.

Type

The transaction/payment type. For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV Reversal
RF Refund

Amount

The amount of the receipt.

Batch

The batch number of the receipts batch which holds the transaction.

Comment

The comment attached to the receipt. This will be the comment input by the operator when the receipt is entered.

Status

This column will show the status of a receipt that has been reversed or refunded. The status could be blank (not reversed or refunded) or one of the following:

- R Transaction which has been reversed
- V Transaction created as the result of a reversal
- F Transaction which has been refunded
- D Transaction created as the result of a refund

The transaction reference number of the related transaction will appear after the status character.

Reason

If a transaction has been modified in some way (i.e. reversed or refunded) then the reason field will begin with standard system-generated text (as shown below) followed by the reason entered by the operator.

Transaction	Reason begins with
Original transaction reversed	Reversed -
Reversal transaction created	Reversal -
Original transaction refunded	Refunded -
Refund transaction created	Refund -

5.14.6 Add Receipt

This button allows a receipt to be entered against a customer record.

5.14.7 To add a receipt

- RM Billing > **Customers**
- **Double-click** on the required customer
- Click on the **Receipts** tab
- Click on **Add Receipt**
- The following screen appears:

[illegible]

- Enter the **receipts batch number** for the receipt (or press <tab> for a list)
- Enter the **payment type** (or press <tab> for a list)
- The **date** will default to today's date (this can be changed if required – future dates are not permitted)
- Enter the **amount** of the receipt
- Enter the **comment** for the receipt (this will appear on the receipt)
- Edit the '**Received From**' fields if required (see note below)
- **Allocate** the receipt against the required billing items in the list. Type the amount to allocate to each billing item in the 'applied' column. If nothing is to be allocated zero can be entered. Press the <tab> key to move between fields.
- Click on **OK** to save

If no amounts are allocated to the items listed in the billing items table then the receipt will become unallocated credit. The following confirmation message will be displayed in this instance:

Add Receipt

Continue, even with the following:
Entered amount doesn't match the total amount against the listed items. The difference will become unallocated credit.

Yes

No

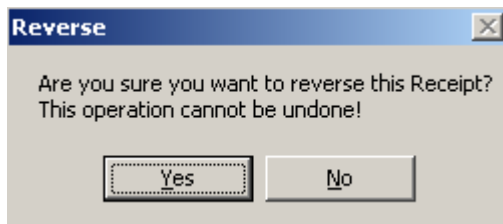
Note: The 'Received From' fields will default to the name and address of the customer as entered on the customer record. These can be edited if the payment is being made by a different person. These details are stored with the receipt for future reference.

5.15 Reversals

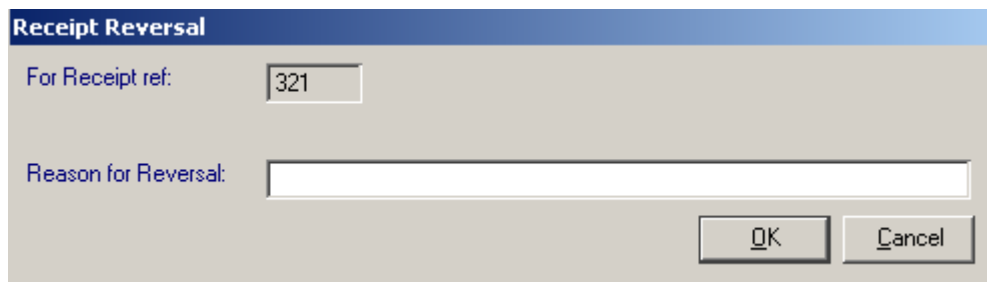
Receipts can be reversed by using the reversal button on the Customers > Receipts tab. When a receipt is reversed an equal and opposite 'reversal' transaction is created which negates the original transaction.

5.15.1 To reverse a receipt

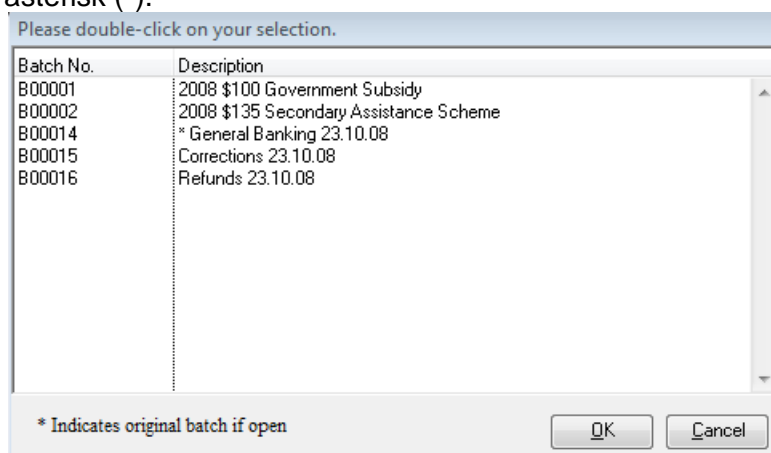
- **Customers > Receipts** tab
- **Highlight** the Receipt to be reversed
- Click on the **Reversal** button
- The following message appears:



- Click on **Yes**
- The following screen is then displayed:

A form titled "Receipt Reversal". It has two input fields: "For Receipt ref:" with the value "321" and "Reason for Reversal:" which is empty. At the bottom right, there are two buttons: "OK" and "Cancel".

- Enter a **reason** for the receipt reversal
- The batch selection screen will be displayed as illustrated below. This window lists all open receipts batches. The batch containing the original receipt (if open) will be marked with an asterisk (*).

A window titled "Please double-click on your selection." containing a table with two columns: "Batch No." and "Description".

Batch No.	Description
B00001	2008 \$100 Government Subsidy
B00002	2008 \$135 Secondary Assistance Scheme
B00014	* General Banking 23.10.08
B00015	Corrections 23.10.08
B00016	Refunds 23.10.08

At the bottom left, there is a note: "* Indicates original batch if open". At the bottom right, there are two buttons: "OK" and "Cancel".

- Highlight the **original receipts batch** (if open)
- If the original batch is not open then select the **Corrections** batch

- Click on **OK** to save

Note: If the original receipts batch is still open it is best to place the reversal into this batch. The reversal will negate (cancel) the original transaction.

If the original batch has been closed then the reversal should be placed into the current open 'Corrections' batch.

The status of the original transaction is marked with an 'R' to show it has been reversed and the transaction reference number of the newly created reversal transaction appears in the status column.

The reversal transaction which has been created is marked with a 'V' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

5.15.2 Restrictions on Reversals

The following transactions cannot be reversed:

- Receipts which have already been reversed or refunded (full or partial)
- Transactions created as the result of a reversal or a refund

Transactions must be reversed individually (one at a time). Multiple transactions cannot be reversed in one operation.

5.16 Refunds

Receipts can be refunded by using the Refund button on the Customers > Receipts tab. When a receipt is refunded a refund transaction (negative transaction) is created for the amount which is refunded. In addition, the billing items to which this amount was allocated are adjusted down by the system to indicate that they are no longer outstanding.

5.16.1 To refund a receipt

- **Customers > Receipts** tab
- **Highlight** the receipt to be refunded
- Click on the **Refund** button
- The following window appears:

Receipt Refund

For Receipt#
 West Coast Theatre
 221 Scarborough Beach Road
 SCARBOROUGH WA 6108

Refund Amount: Maximum refund available \$ 550.00

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1586	3 APR 2	HIR01	1	2014 Term ! Hall Hire Weeks 1-6	550.00	550.00	0.00	

Cheque Number Total adjustment

- Enter the refund **amount**
- Enter the **reason** for the refund
- Enter the **amount** to refund on each billing item in the 'Adjust By' column
- Enter the **refund billing code** for each item in the 'Ref Code' column or press <tab> for a list. Only refund type billing codes can be selected.
- Enter the manual cheque number (if known) into the 'Cheque Number' field
- Click on **OK** to save
- The batch selection screen will be displayed as illustrated below. This window lists all open receipts batches. The batch containing the original receipt (if open) will be marked with an asterisk (*).

Please double-click on your selection.

Batch No.	Description
B00001	\$235 Education Program Allowance
B00003	Electronic Funds Transfer 06.05.14
B00004	Corrections 06.05.14
B00005	Refunds 06.05.14

- Highlight the **Refunds** batch
- Click on **OK** to save

The status of the original transaction is marked with an 'F' to show it has been refunded and the transaction reference number of the newly created refund transaction appears in the status column.

The refund transaction which has been created is marked with a 'D' followed by the transaction number of the original transaction.

The reason field is updated to contain the standard text followed by the reason entered.

5.16.2 Refunds of Unallocated Credit

If any part of the receipt being refunded is unallocated credit, then this will be reflected in the refunds screen as illustrated below.

Receipt Refund

For Receipt#

West Coast Gymnastics
34 Hay Rd
Perth WA 6000

Refund Amount: Maximum refund available \$ 500.00

Reason for Refund:

Ref	Date	Code	IGST	Comment	Total	Max Adj	Adjust by	Ref Code
0		SUS	8	Unallocated Credit	500.00	500.00	0.00	SUS

Cheque Number

Total adjustment

The system billing code of SUS is automatically placed as the Ref Code in the unallocated credit line – an alternative refund code cannot be entered by the user. This is to ensure that all refunds of unallocated credit are correctly entered against the Suspense account in RM Finance.

5.16.3 Restrictions on Refunds

The following transactions cannot be refunded:

- Receipts which have been reversed
- Receipts which have been fully refunded (if only partially refunded then a further refund can be carried out)
- Transactions created as the result of a reversal or a refund

Transactions must be refunded individually (one at a time). Multiple transactions cannot be refunded in one operation.

5.16.4 Receipts tab – Year selection

If the year selection is changed whilst on the Receipts tab, then only receipts which belong to the selected year will be displayed. If the 'All Years' option is selected then all receipts for the customer across all years will be displayed.

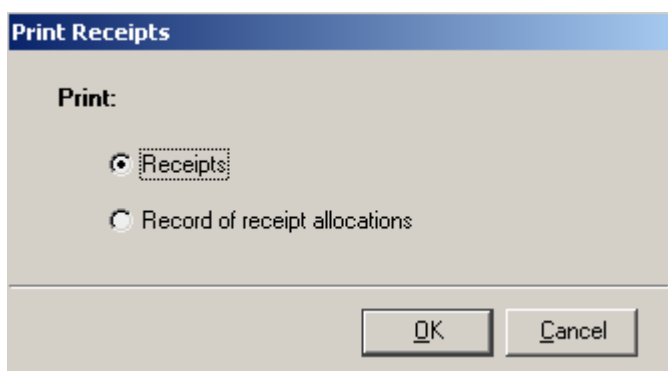
5.16.5 Receipts tab – Print button

Receipts or 'records of receipt allocations' can be printed from the Receipts tab by using the print button on the toolbar.

5.16.6 To print a receipt

- **Customers > Receipts** tab
- **Highlight** the receipt to be printed (multiple receipts may be selected)

- Click on the **Print** button
- The following window appears:



- Select **Receipts**
- Click on **OK**
- Select the report destination
- The receipt is printed in A4 format as illustrated below:

West Coast District High

1120 Hay Road
Perth Western Australia 6005
Australia
Ph: 9412 3456
ABN: 11 222 333 444

Receipt # 193
DRAFT ONLY



Received From

West Coast Dance Academy
Attn: Mrs Sue Coates
PO Box 468
Perth WA 6000
Australia

Date 06/07/09

Being payment for: Hall Hire Term 1 2009

Total: 550.00

Payment Method: CH Cheque

5.16.7 Draft/Copy text on receipts

There will only be one original receipt printed to the printer. If a receipt has never been printed to the printer and is displayed to the screen it will contain the text 'Draft Only'.

If the receipt is sent to the printer via the screen display it will still contain the text 'Draft Only'.

To obtain the original printout of the receipt it must be printed directly to the printer (not via the screen display first). In this case the receipt will not contain any additional text.

If a receipt has already been printed directly to the printer then any subsequent print outs of this receipt will contain the text 'Copy'.

5.16.8 Restrictions on Printing Receipts

Receipts cannot be printed for the following transactions:

- Receipts which have been reversed or refunded
- Transactions created as a result of a reversal or a refund
- Receipts of type GV (Government Subsidies)

A record of receipt allocations can be printed for these types of transactions.

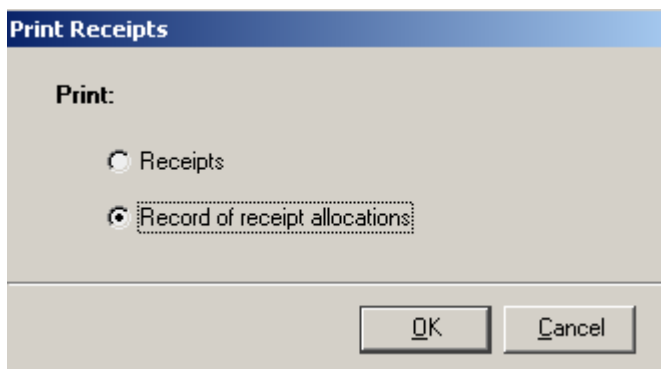
5.16.9

5.16.10 Record of receipt allocations

An alternative to printing the actual (official) receipt is to print the record of receipt allocations. This will list the billing items to which the receipt is allocated at the time of printing. Note that these allocations can change if circumstances change.

To print the record of receipt allocations:

- **Students > Receipts** tab
- **Highlight** the required receipt(s) (multiple receipts may be selected)
- Click on the **Print** button
- The following window appears:



- Select **Record of receipt allocations**
- Click on **OK**
- Select the report destination
- The record of receipt allocations is printed in A4 format as illustrated below:

West Coast District High

1120 Hay Road
Perth Western Australia 6005
Australia
PI: 9412 3456
ABN: 11 222 333 444



Record of Allocations for Receipt # 193
Received From

West Coast Dance Academy
Attn: Mrs Sue Coates
PO Box 468
Perth WA 6000
Australia

Date 06/07/09

Being payment for: Hall Hire Term 1 2009

CHG04 2009 Hall Hire Term 1

550.00

Total: 550.00

Payment Method: CH Cheque

Notes: Draft/Copy text does not apply to the record of receipt allocations – only to the official receipt.

The amount of unallocated credit (if any) in a receipt will be summarised and printed on the Record of receipt allocations

5.17 Transactions

This window provides a listing of all transactions (both billing items and receipts) for the customer for the selected year in the format illustrated below:

Customer Details

2008

Customer Name: **Diane's Dance Academy**

Details | Billing Items | Receipts | Transactions | Notes | Invoices

Ref	Date	Type	Comment	Disc	Billing Items	Receipts	Running Bal	Status
0			Transactions for Previous Year/s		0.00	0.00	0.00	
357	19 NOV 2007	DR	2008 Hall Hire Term 1		550.00		550.00	
358	19 NOV 2007	CH	Hall Hire Term 1			550.00	0.00	
0			Transactions for Following Year/s		0.00	0.00	0.00	
Totals:					550.00	550.00		Nil

Last Modified 19/11/07 12:16 By ADMIN

The following information is displayed on this screen:

Ref

The transaction reference number of the transaction. This is a unique sequential number assigned by the system to every transaction when it is created.

Date

The date the transaction was created.

Type

The transaction type/payment type.

For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV Reversal
RF Refund

For a billing item this could be one of the following:

DR Debit (normal billing item)
RV Reversal
AD Adjustment

Comment

The comment attached to the transaction.

Disc

This applies to billing items only. If a billing item has a discount applied the letter 'Y' will appear in this column. Otherwise it will be blank.

Billing Items

If the transaction is a billing item then the amount of the billing item (after any discount) will be displayed.

Receipts

If the transaction is a receipt then the amount of the receipt will be displayed.

Running Bal

This column displays the 'running balance' up to and including the current line - all billing items and receipts are totalled and the overall balance is displayed.

Status

This column will show the status of a transaction. The status could either be blank or one of the following:

For Billing Items

- R Transaction which has been reversed
- V Transaction created as the result of a reversal
- A Transaction which has been adjusted
- T Transaction created as the result of an adjustment

For Receipts

- R Transaction which has been reversed
- V Transaction created as the result of a reversal
- F Transaction which has been refunded
- D Transaction created as the result of a refund

The transaction reference number of the related transaction will appear after the status character.

Totals

Totals are displayed at the bottom of the window for the Billing Items, Receipts and Running Balance columns. If the total balance is an amount which is owing (debit amount) then the letters DR will appear after the number. If the total balance is a credit figure then the letters CR will follow the number.

5.17.1 Transactions tab – Year selection

If the year selection is changed whilst on the Transactions tab, then only transactions which belong to the selected year will be displayed.

Any transactions which belong to years prior to the selected year will be totalled and displayed on the 'Transactions for Previous Year/s' line.


Any transactions which belong to years following the selected year will be totalled and displayed on the 'Transactions for Following Year/s' line.

The overall totals displayed at the bottom of the window will not change when the year selection is changed.

If the 'All Years' option is selected then all transactions for the customer across all years will be displayed. (The transactions for previous and following years summary lines will not be displayed in this case).

5.17.2 Transactions tab – Print button

If the Print button is selected on the Transactions tab then the transactions currently displayed will be printed in the format illustrated below:

West Coast District High School Transactions									
Customer: West Coast Scouts									
Items for the Billing Year: All Years									
Ref	Date	Type	Comment	Disc.	Billing Items	Receipts	Balance	Status	
879	06/07/2009	DR	2009 Hall Hire Term 2		550.00	0.00	550.00		
880	06/07/2009	CH	Hall Hire Term 2 2009		0.00	550.00	0.00		
2	Entries			Totals:	550.00	550.00			
Closing Balance:									Nil




5.18 Notes

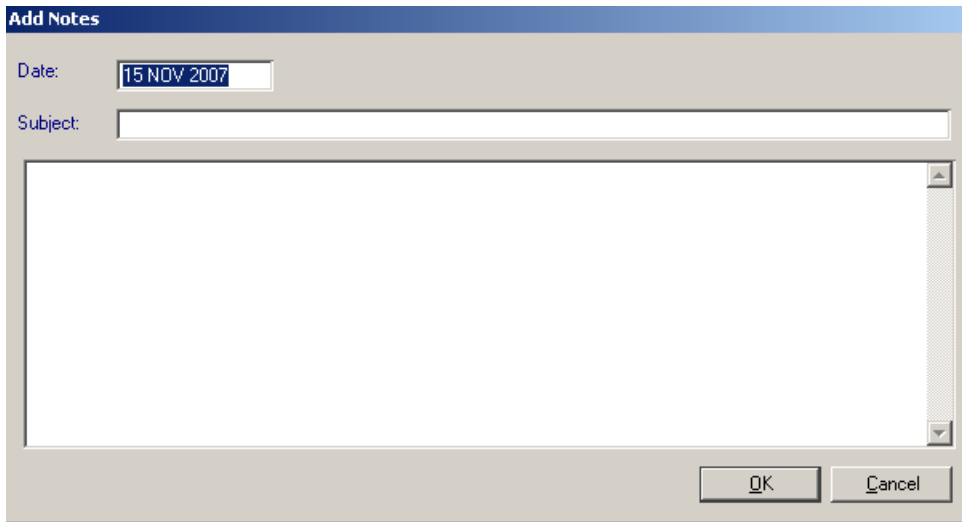
The Notes tab can be used to record any relevant information about the customer or account that should be noted and kept for reference.

The Notes tab appears as illustrated below:

The screenshot shows a software window titled "Customer Details" with a blue header bar. Below the header, there is a dropdown menu set to "2008" and several icons. The main content area has a tabbed interface with tabs for "Details", "Billing Items", "Receipts", "Transactions", "Notes" (which is currently selected), and "Invoices". The "Notes" tab displays a "Summary" section with a table having two columns: "Date" and "Subject". Below this is a "Details" section with a large empty text area. On the right side of the "Summary" table, there are three icons: a yellow folder, a pencil, and a trash can. At the bottom of the window, a status bar shows "Last Modified 19/11/07 12:16" and "By ADMIN".

5.18.1 To add a note

- Click on the add button on the right hand side 
- The following screen appears:

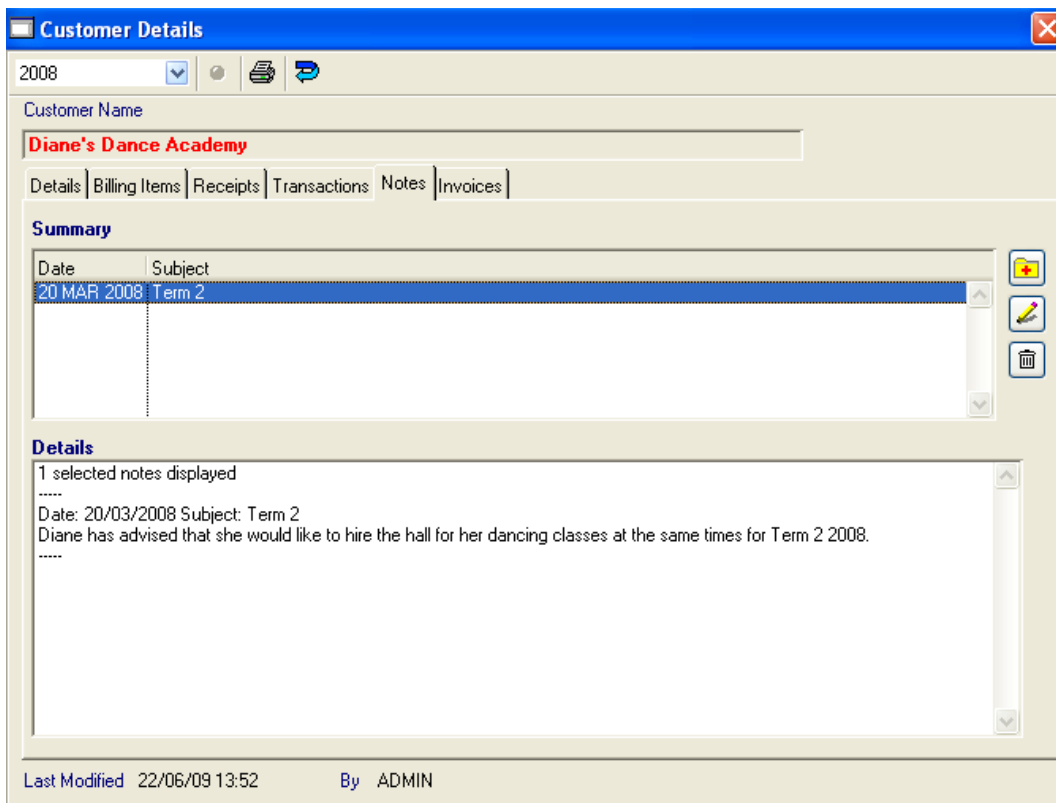


The 'Add Notes' dialog box has a title bar 'Add Notes'. It contains a 'Date:' label with a text box containing '15 NOV 2007'. Below it is a 'Subject:' label with an empty text box. A large empty text area for details is below the subject box. At the bottom right are 'OK' and 'Cancel' buttons.

- Enter the **subject** and press <tab>
- Enter the **details** in the lower window
- Click on **OK** to save

5.18.2 To edit a note

- **Highlight** the note to be edited




The 'Customer Details' window shows a customer named 'Diane's Dance Academy'. It has tabs for 'Details', 'Billing Items', 'Receipts', 'Transactions', 'Notes', and 'Invoices'. The 'Notes' tab is active, showing a table with one note: '20 MAR 2008 Term 2'. To the right of the table are icons for adding, editing, and deleting notes. Below the table is a 'Details' section showing the selected note's content: 'Date: 20/03/2008 Subject: Term 2' and 'Diane has advised that she would like to hire the hall for her dancing classes at the same times for Term 2 2008.' The bottom status bar shows 'Last Modified 22/06/09 13:52 By ADMIN'.


Date	Subject
20 MAR 2008	Term 2

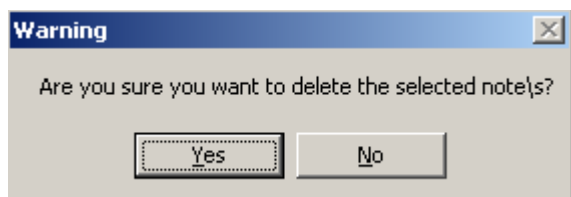
Details
1 selected notes displayed
Date: 20/03/2008 Subject: Term 2
Diane has advised that she would like to hire the hall for her dancing classes at the same times for Term 2 2008.

Last Modified 22/06/09 13:52 By ADMIN

- Click on the edit pencil on the right hand side 
- Make any required changes
- Click on **OK** to save

5.18.3 To delete a note

- **Highlight** the note to be deleted
- Click on the delete button the right hand side 
- The following message appears:



- Click on **Yes**

5.18.4 Notes tab – Year selection

Changing the year selection whilst on the Note tab will have **no effect** on the displayed information.

5.18.5 Notes tab – Print button

If no notes are highlighted and the Print button is selected on the Notes tab then all notes will be printed in the format illustrated below:

West Coast District High School

Notes for Diane's Dance Academy

PO Box 112
South Perth WA 6151



Date	Subject
20 MAR 2008	Term 2
	Diane has advised that she would like to hire the hall for her dancing classes at the same times for Term 2 2008.
1 Notes printed	

If one or more notes are required to be printed, highlight the selected notes first and then click the Print button.

5.18.6 Student Notes

There are two options for printing Notes for students. Notes can be printed from the Notes tab in the student screen or from the For Selected menu in the Student List window. If no notes are

highlighted and the Print button is selected on the Notes tab then all notes will be printed in the format illustrated below.

West Coast District High School	
Notes for DEXTER: Renee Year: 11 Form: 11.3	
Date	Subject
4 APR 2014	Year 11 Camp Mother advised that Renee will be away on a family holiday during camp week, so Renee will not be attending. Camp charges have been reversed. DM
3 APR 2014	Payment of Charges Mrs Dexter rang to say she will pay the balance of charges next week. SH
2 Notes printed	

To print one or more notes, firstly highlight the note/s to be printed and then select the Print button. Only the highlighted note will be printed.

Student Details

2014

Surname: DEXTER Known Name: Renee

Details | Subjects | Billing Items | Receipts | Transactions | Notes | Invoices

Summary

Date	Subject
4 APR 2014	Year 11 Camp
3 APR 2014	Payment of Charges

Details

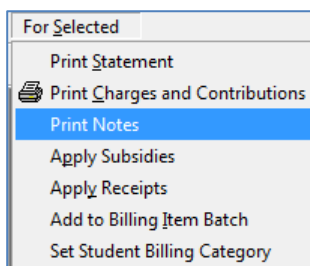
1 selected notes displayed

Date: 03/04/2014 Subject: Payment of Charges
Mrs Dexter rang to say she will pay the balance of charges next week. SH

Notes entered against student records will appear in the Student List window and are identified by a single 'Tick'. Clicking twice on the 'Notes' Header, will group the student notes at the top of the screen.

Name	Notes
DAVIES: Caitlin	✓
DEXTER: Renee	✓
DEFAZIO: Matthew	✓
ALBERT: Jackie	✓

Notes can be printed from this screen by highlighting the 'Ticks' and clicking on the 'For Selected' menu > Print Notes.



Prior to the report destination screen being displayed, a window allowing for a date range to be entered opens where the user can enter a date range for printing notes. If a student has been at the school for a number of years, they may have numerous notes entered against their record. Entering a date range will allow the user to view current notes as printing an entire Note history for the student is not always necessary.

Both the 'From' and 'To' date fields is set to blank initially

Both fields are optional

The 'From' date must be before the 'To' date

If the user does not enter any dates, the report operates without a date range and returns all the notes recorded for the selected student

If the user enters a 'From' date but does not enter a 'To' date, the report prints all notes from the start date onwards (including any future dated notes which may have been entered in error)

If the user enters a 'To' date, but does not enter a 'From' date, the report prints all notes up to and including the 'To' date

Once the date selection has been entered and validated, the report destination screen is displayed

Only notes which are dated within the date range (inclusive) are printed

If not date range is entered, then all notes for the selected students are printed

If the user has selected a date range, then this is added after the heading 'Student Notes Report'

Student Notes

West Coast District High School

Student Notes Report from 8 FEB 2001 to 4 APR 2014

Date	Subject	Detail
DAVIES: Caitlin Year: 11 Form: 11.2		
12 FEB 2014	Payment Plan	Caitlin's mum has requested a Payment Plan be set up for payment of Caitlin's charges for 2014. DM
14 FEB 2014	Payment Plan	The school has made an agreement with Mrs Davies regarding Caitlin's fees. Anne Davies has set up a fortnightly direct debit of \$20 per fortnight. School to advise Anne when all charges are paid so she can cancel the regular payment. DM
DEXTER: Renee Year: 11 Form: 11.3		
3 APR 2014	Payment of Charges	Mrs Dexter rang to say she will pay the balance of charges next week. SH

5.19 Invoices

The first time that a billing item is created for a customer, an invoice is automatically created by the system. Future billing items created for the customer are automatically added to the same open invoice until it is 'closed' (see further explanation below).

The Invoices tab appears as shown below:

Customer Details

2008

Customer Name: **Diane's Dance Academy**

Details | Billing Items | Receipts | Transactions | Notes | Invoices

Invoice	Date	Year	Amount	Balance	Printed
31	19 NOV 2007	2008	550.00	0.00	NO

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch	Comment	Status	Reason
357	19 NOV 2007	DR	550.00	1	0.00	550.00	0.00	HIR01	00005	2008 Hall Hire T		

Last Modified 19/11/07 12:50 By ADMIN

Highlighting an invoice in the top part of the window will cause the billing items assigned to that invoice to be displayed in the lower window.

The following information is displayed in the upper window:

Invoice

The invoice number. This is a unique sequential number assigned by the system to every invoice when it is created.

Date

The date the invoice was created.

Year

The billing year to which the invoice belongs. This will be the current billing year (as defined in Billing Parameters) when the invoice is created.

Amount

The amount of the invoice.

Balance

The balance owing on the invoice.

Printed

If the invoice has never been printed straight to the printer then this column will contain the letter 'N'. Once the invoice has been printed straight to the printer then this column will display the letter 'Y'.

Once an invoice has been printed directly to the printer no further items can be added to that invoice (i.e. it is closed). A new invoice is automatically created for items billed after that point.

5.19.1 Invoices tab – Year selection

If the year selection is changed whilst on the Invoices tab, then only invoices which belong to the selected year will be displayed. If the 'All Years' option is selected then all invoices for the customer across all years will be displayed.

5.19.2 Invoices tab – Print button

Invoices can be printed from the Invoices tab by using the print button on the toolbar.

5.19.2.1.1 *To print an invoice*

Customers > Invoices tab

Highlight the invoice to be printed (multiple invoices may be selected)

Click on the **Print** button

If a default message has been entered in Billing Parameters > Invoice tab, the message is automatically displayed in the Print Invoice message window.

The user may accept the default message or enter a new message

Print Invoice

Enter an appropriate message to appear in the printed reports

Please note that payment is due within 7 days


OK Cancel

If no default message has been entered, the message field will be blank and a message may be entered

This message (if entered) is added to the invoice immediately underneath the key.

Select the report destination

The invoice is printed to the selected destination in the format illustrated below:

 <p>West Coast District High 1120 Hay Road PERTH Western Australia 6005 Australia Ph: 9412 3456 ABN: 11 222 333 444</p>	<p>Tax Invoice Invoice No: 131 Date: 03/04/2014</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">To:</td> <td style="width: 40%;">West Coast Theatre 221 Scarborough Beach Road SCARBOROUGH WA 6108</td> <td style="width: 30%; text-align: center; vertical-align: middle;">DRAFT ONLY</td> </tr> </table>		To:	West Coast Theatre 221 Scarborough Beach Road SCARBOROUGH WA 6108	DRAFT ONLY
To:	West Coast Theatre 221 Scarborough Beach Road SCARBOROUGH WA 6108	DRAFT ONLY		

Qty	Description of Supply	Status	Price (inc GST)	Disc. Price (inc GST)	GST	Total Price (inc GST)
1	2014 Term ! Hall Hire Weeks 1-6		\$ 550.00	-	\$ 50.00	\$ 550.00
1	2014 Term ! Hall Hire Weeks 6-10		\$ 495.00	-	\$ 45.00	\$ 495.00
Totals					\$ 95.00	\$ 1,045.00
Total Amount Payable Includes GST						\$ 1,045.00

Key: R - Reversed, A - Adjusted, V - Reversal, T - Adjustment

Please note that payment is due within 7 days

Note: BPAY information and/or a remittance advice can be included on the invoice if the appropriate options are chosen in Parameters > Billing Parameters > Invoices tab.

CIVICA

RM Billing Manual

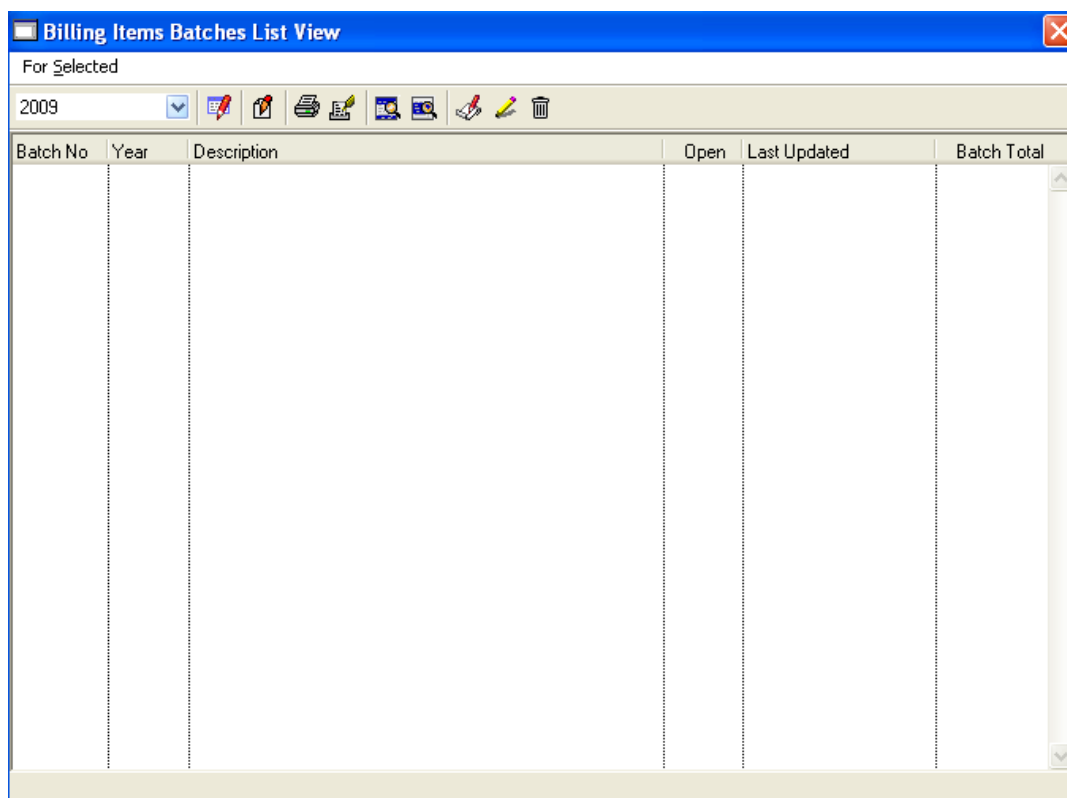
Billing Items

6

6 Billing Items

The Billing Items section allows the operator to create, view and manipulate Billing Item Batches – batches to hold billing items for students and customers.

When the Billing Items icon is selected on the RM Billing sidebar the Billing Items window will open as illustrated below:



Initially there will be no billing item batches in the datafile. These need to be created by the operator (with the exception of Subject Batches which are created by the system if the Timetabling module is being used).

Once billing item batches have been created, they will be displayed in this window in batch number order with the open batches preceding the closed batches.

The following columns are displayed on the Billing Items window:

Batch No

The batch number is generated by the system when a new batch is created (either by the system or by the operator). The batch number is a unique sequential number beginning at '1' and padded with zeroes to a length of 5 digits e.g. 00001.

Year

The year tied to the billing items batch. This is the year selected by the operator when the batch is created.

Description

The description of the billing items batch. For user-created batches this is entered by the operator when creating the batch. The description for subjects batches is created by the system using the text 'Subjects Batch' followed by the relevant year, e.g. Subjects Batch 2009.

Open

If the Billing Items batch is open the word 'YES' will appear in this column. Otherwise the word 'NO' will be displayed.

Last Updated

The date and time that the batch was last updated.

Batch Total

The total of all the billing items held in the batch.

6.1.1 Year Drop Down List



The Year Drop Down List displays all years present in the datafile along with an additional 'All Years' option. Selecting a particular year from the list will enable billing items batches for that year to be displayed. If the 'All Years' option is selected then all billing items batches across all years will be displayed.

6.1.2 To Sort the List of Billing Items Batches

The batch list can be sorted by clicking on any of the list headings.

For example, to sort the list in order of balances, click on the **Batch Total** heading. The list is sorted with the batch totals in ascending order.

To sort the list in reverse order, click on the **Batch Total** heading again. The list is now sorted with the batch totals in descending order.

6.1.3 Quick Search on Batch No

A quick search on Batch No is available on this window. For example, if you click on the first batch in the list and then type all or part of the batch number, the cursor will move to the first batch beginning with the number/s entered.

6.2 Billing Items Icons

The following icons are available on the Billing Item Batches List screen:



Load All – Displays all batches for the selected year



Open Details – Opens the drill down facility for the selected batch



Print – Prints a list of all batches displayed in the list view



Print Selected – Prints a list of all selected (highlighted) batches in the list view



Hide Selected – Hides all selected batches



Hide Unselected – Hides all unselected batches



Add Item – Allows a new batch to be created



Edit Item – Allows the selected batch to be edited (some restrictions apply)




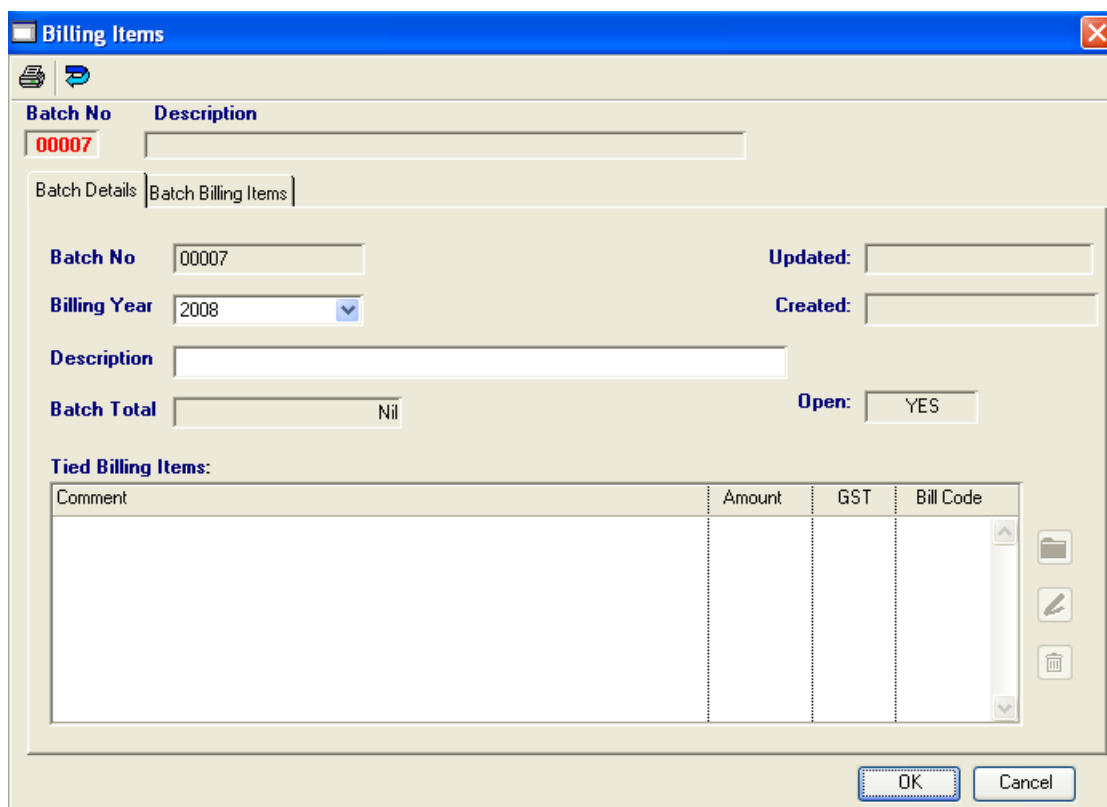
Delete Item – Allows the selected batch to be deleted (some restrictions apply)

6.3 Drill Down Facility

Drill down functionality is instigated by double-clicking on a batch, highlighting the batch and pressing **<enter>** or highlighting a batch and using the Open Details icon. The Billing Items Batch Details tab will now be displayed.


6.4 To Create a New Billing Items Batch

- Click on **Billing Items**
- Click on the **Add** pencil 
- The following window appears:



- The **Batch No** is set by the system and cannot be changed
- Select the required **billing year** from the drop down list (only the current or future years can be selected)
- Enter a **description** for the batch
- Click on **OK** to save
- Now enter the tied billing items for this batch (see following section)

6.4.1 To Enter Tied Billing Items

- Click on the **Add** button on the right hand side 
- Enter a **comment** for the billing item (this will appear on the statement etc) and press **<tab>**


- Enter the **amount** of the billing item and press <tab>
- Enter the **GST code** for the billing item (or press <tab> for a list) and press <tab>
- Enter the **Billing Code** for the billing item (or press <tab> for a list) and press <tab>
- Click on **OK** to save
- Other billing items can now be entered in this list if required

A sample billing items batch is illustrated below:

The screenshot shows a window titled "Billing Items" with a blue header bar. Below the header, there are two tabs: "Batch Details" and "Batch Billing Items". The "Batch Details" tab is active. It contains several fields: "Batch No" (00004), "Description" (2008 Year 11 Camp), "Batch Total" (3,415.00), "Updated" (Mon 27 AUG 07 09:54), "Created" (Thu 23 AUG 07 12:40), and "Open" (YES). Below these fields is a section titled "Tied Billing Items:" which contains a table with four columns: "Comment", "Amount", "GST", and "Bill Code". The table has three rows of data: "Camp Activities" (30.00, 0, CHG03), "Camp Transport" (70.00, 0, CHG03), and "Camp Food" (50.00, 1, CHG03). To the right of the table are three icons: a plus sign, a pencil, and a trash can. At the bottom of the window are "OK" and "Cancel" buttons.

Comment	Amount	GST	Bill Code
Camp Activities	30.00	0	CHG03
Camp Transport	70.00	0	CHG03
Camp Food	50.00	1	CHG03

6.4.2 To Edit a Billing Items Batch

- Click on **Billing Items**
- **Highlight** the batch to be edited
- Click on the **Edit** pencil 
- The following screen listing the batch details appears:

Billing Items

Batch No: 00004 Description: 2008 Year 11 Camp

Batch Details | Batch Billing Items

Batch No: 00004 Updated: Mon 27 AUG 07 09:54

Billing Year: 2008 Created: Thu 23 AUG 07 12:40

Description: 2008 Year 11 Camp

Batch Total: 3,415.00 Open: YES

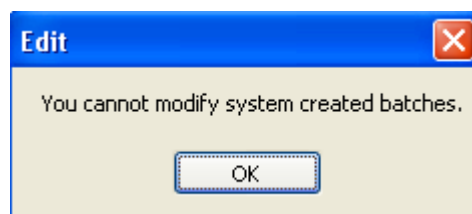
Tied Billing Items:

Comment	Amount	GST	Bill Code
Camp Activities	30.00	0	CHG03
Camp Transport	70.00	0	CHG03
Camp Food	50.00	1	CHG03

OK Cancel

- Edit the batch **description** as required
- Click on **OK** to save

Note: Subjects Batches which are created by the system (if using the Timetabling module) cannot be edited. If an attempt is made to edit a subjects batch then the following error message will be displayed:




6.4.3 To Edit Tied Billing Items

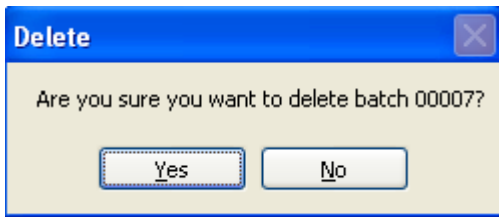
- Click on **Billing Items**
- **Double-click** on the required batch
- **Highlight** the billing item to be edited
- Click on the **edit** pencil on the right hand side
- Make the required changes
- Click on **OK** to save



6.4.4 To Delete a Billing Items Batch

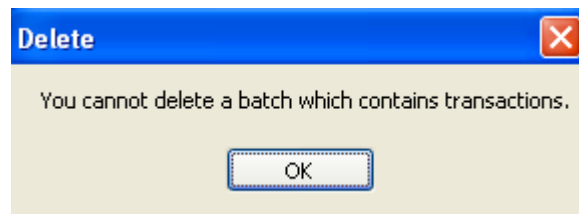
- Click on **Billing Items**
- **Highlight** the batch to be deleted

- Click on the **Delete** button 
- The following message appears:

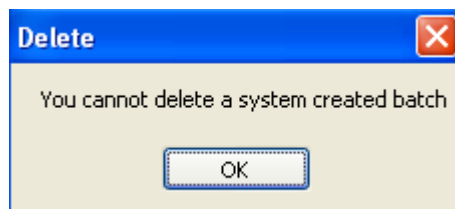


- Click on **Yes**
- The batch is deleted


Note: Batches which contain transactions cannot be deleted. The following error message will be displayed if an attempt is made to delete a batch containing transactions:

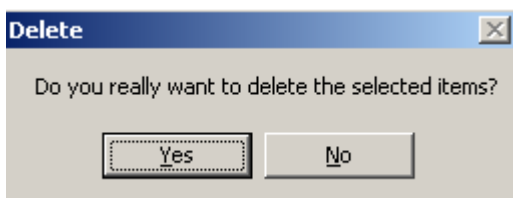


Note: Subjects Batches which are created by the system (if using the Timetabling module) cannot be deleted. If an attempt is made to delete a subjects batch then the following error message will be displayed:



6.4.5 To Delete Tied Billing Items

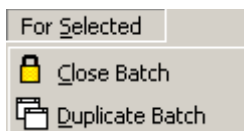
- Click on **Billing Items**
- **Double-click** on the required batch
- **Highlight** the billing item to be deleted
- Click on the **delete** button on the right hand side 
- The following message appears:



- Click on **Yes**

6.5 For Selected Menu

The For Selected menu contains the following options:

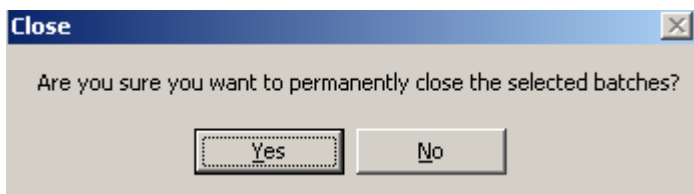


6.6 Close Batch

This option allows a billing items batch to be closed. Once a batch is closed no further transactions can be added to the batch and the batch can no longer be used for billing students and/or customers.

6.6.1 Close a Billing Item Batch

- Click on **Billing Items**
- **Highlight** the batch to be closed (multiple batches may be selected)
- Click on **For Selected**
- Choose **Close Batch**
- The following message is displayed:



- Click on **Yes**
- The selected batch is closed

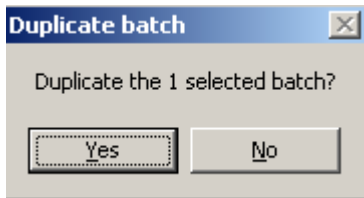
Note: System-created batches cannot be closed by the operator.

6.6.2 Duplicate Batch

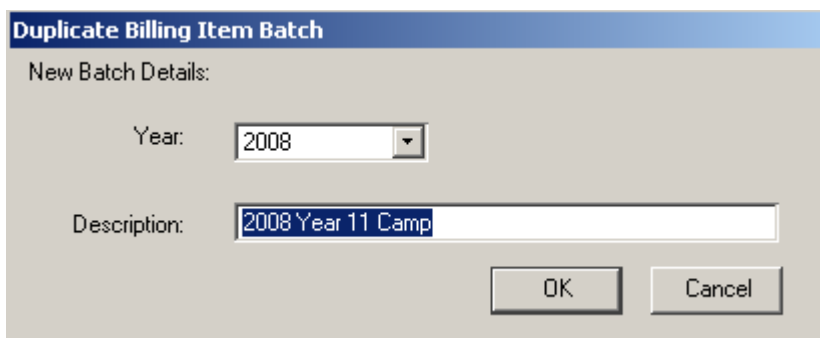
This option allows a billing items batch to be duplicated. The batch structure will be copied (including the tied billing items), but actual billing items contained in the batch will not be duplicated. The newly created batch will be empty.

6.6.3 To duplicate a billing items batch

- Click on **Billing Items**
- **Highlight** the batch to be duplicated (multiple batches may be selected)
- Click on **For Selected**
- Choose **Duplicate Batch**
- The following message is displayed:



- Click on **Yes**
- The following screen appears:

A dialog box titled "Duplicate Billing Item Batch". It contains a section labeled "New Batch Details:" with two input fields. The first field is labeled "Year:" and has a dropdown menu showing "2008". The second field is labeled "Description:" and contains the text "2008 Year 11 Camp". At the bottom right, there are two buttons: "OK" and "Cancel".

- Select the **billing year** for the batch
- Enter the **description** for the batch
- Click on **OK** to save
- The new batch is created

Note: System-created batches cannot be duplicated.

6.7 Billing Items Batch Details View

The Billing Items Batch Details view can be displayed in three ways:

Either

Click on a batch and then select the **Open Details** icon 

or

Double-click on the required batch

or

Highlight the required batch and press **<enter>**

The Billing Items Batch Details view will then be displayed as illustrated below:

Billing Items

Batch No 00004 **Description** 2008 Year 11 Camp

Batch Details | Batch Billing Items

Batch No 00004 **Updated:** Mon 27 AUG 07 09:54

Billing Year 2008 **Created:** Thu 23 AUG 07 12:40

Description 2008 Year 11 Camp

Batch Total 3,415.00 **Open:** YES

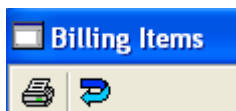
Tied Billing Items:

Comment	Amount	GST	Bill Code
Camp Activities	30.00	0	CHG03
Camp Transport	70.00	0	CHG03
Camp Food	50.00	1	CHG03

OK Cancel

6.8 Toolbar – Billing Items Batch Details View

The toolbar on the Billing Items Batch Details View appears as shown below:



6.8.1 Print Button



The functionality of this button differs slightly depending on which tab pane is selected. See each individual section for more details.

6.8.2 Return to View



Clicking once on this icon will display the Billing Items Batches List View (front screen).

6.8.3 Red Fields

Batch No 00002 **Description** 2008 Year 11 Other Optional Costs

The red fields of Batch No and Description are scroll fields. Clicking on the red Batch No will display the next batch in the list. <Shift> clicking will scroll through the batches in reverse order.

To find a particular batch perform a right mouse click in a red field. Enter the batch or part thereof and press <enter> and the first or closest match will be displayed.

6.8.4 Details tab

The Details tab displays the following information:

Batch No

The batch number is generated by the system when a new batch is created (either by the system or by the operator). The batch number is a unique sequential number beginning at '1' and padded with zeroes to a length of 5 digits e.g. 00001.

Billing Year

The year tied to the billing items batch. This is the year selected by the operator when the batch is created.

Description

The description of the billing items batch.

Batch Total

The total of all the billing items held in the batch.

Updated

The date and time that the batch was last updated.

Created

The date and time that the batch was created.

Open

If the Billing Items batch is open the word 'YES' will appear in this field. Otherwise the word 'NO' will be displayed.

Tied Billing Items

The billing items tied to the batch are listed in this section.

6.8.5 Details tab – Print button

If the print button is selected whilst on the Details tab, the information is printed in the format illustrated below:

West Coast District High School

Batch Billing Items - Details Report

Batch: 00004

2008 Year 11 Camp

Billing Year: 2008

Created: 23 AUG 2007 12:40:42

Open: YES



Batch Total: \$ 3415.00

Comment	Amount	GST Code	Bill Code
Camp Activities	\$ 30.00	0	CHG03
Camp Transport	\$ 70.00	0	CHG03
Camp Food	\$ 50.00	1	CHG03

3 Items

6.9 Batch Billing Items

This window will display all billing items which are held in the selected batch in the format illustrated below:

Billing Items

Batch No: 00004 Description: 2008 Year 11 Camp

Show Outstanding Amounts

Batch Details Batch Billing Items

Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
229	BUTTER: Daniel	10	10.3	30.00	0	0.00	0.00	30.00	CHG03	Camp Activities	R:350	Rev
230	BUTTER: Daniel	10	10.3	70.00	0	0.00	0.00	70.00	CHG03	Camp Transport	R:351	Rev
231	BUTTER: Daniel	10	10.3	50.00	1	0.00	0.00	50.00	CHG03	Camp Food	R:352	Rev
232	BLOOR: Rebecc	10	10.1	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
233	BLOOR: Rebecc	10	10.1	70.00	0	0.00	10.00	60.00	CHG03	Camp Transport		
234	BLOOR: Rebecc	10	10.1	50.00	1	0.00	0.00	50.00	CHG03	Camp Food		
235	BAILEY: Steven	10	10.2	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
236	BAILEY: Steven	10	10.2	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		
237	BAILEY: Steven	10	10.2	50.00	1	0.00	50.00	0.00	CHG03	Camp Food		
238	ANDERSON: Ber	10	10.1	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities	A:345	Ref
239	ANDERSON: Ber	10	10.1	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport	A:346	Ref
240	ANDERSON: Ber	10	10.1	50.00	1	0.00	50.00	0.00	CHG03	Camp Food	A:347	Ref
241	BISHOP: Frank	10	10.3	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
242	BISHOP: Frank	10	10.3	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		
243	BISHOP: Frank	10	10.3	50.00	1	0.00	50.00	0.00	CHG03	Camp Food		
244	BROGAN: Micha	10	10.2	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
245	BROGAN: Micha	10	10.2	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		

TOTALS: Amount 5,215.00 Discount Nil Paid 2,375.00 Balance 2,840.00

SELECTED TOTALS: Amount Nil Discount Nil Paid Nil Balance Nil

OK Cancel

The following information is displayed on this window:

Ref

The transaction reference number of the billing item. This is a unique sequential number assigned by the system to every transaction when it is created.

Student/Cust

The student name or the customer name.

Year

The current year group of the student (blank for customers).

Form

The current form group of the student (blank for customers).

Amount

The dollar amount of the billing item (before any discount applied).

GST

The GST code of the item.

Disc

The discount amount applied to the item.

Paid

The amount paid against the item.

Balance

The balance owing against the item.

Bill Code

The billing code attached to the item.

Comment

The comment attached to the item.

Status

The status of the item, followed by the transaction reference numbers of all related transactions.

Reason

The reason stored with the item.

Totals

The Amount, Discount, Paid and Balance columns are totalled for all transactions in the batch.

Selected Totals

Once one or more lines have been selected in the main body of the window the selected totals will reflect the totals for the highlighted items.

6.9.1 Show Outstanding Amounts



When this button is clicked the display changes to show the transactions in a format which summarises the outstanding balances for transactions after any adjustments have been made. Transactions are displayed as follows:

- No reversed or reversal transactions are displayed.
- No transactions created as a result of an adjustment are shown.
- Original transactions which have not been reversed or adjusted are shown.
- Original transactions which have been adjusted but still have a partial balance owing are shown with the total outstanding balance reported in the balance column.

Note: In the case of a partially adjusted item, the amount minus any discount, minus the amount paid will not equal the balance, but the status flag will indicate that the item has been adjusted and explanatory text is displayed at the bottom of the window.

After the 'Show Outstanding Amounts' button has been clicked the display changes as illustrated below. Note that the button now reads 'Show All Transactions'. The 'Add Receipts' and the 'Auto Allocate' icons are enabled.

The screenshot shows the 'Billing Items' window with the following details:

- Batch No:** 00004
- Description:** 2008 Year 11 Camp
- Button:** Show All Transactions
- Batch Details:** Batch Billing Items

Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
232	BLOOR: Rebecc	10	10.1	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
233	BLOOR: Rebecc	10	10.1	70.00	0	0.00	10.00	60.00	CHG03	Camp Transport		
234	BLOOR: Rebecc	10	10.1	50.00	1	0.00	0.00	50.00	CHG03	Camp Food		
235	BAILEY: Steven	10	10.2	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
236	BAILEY: Steven	10	10.2	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		
237	BAILEY: Steven	10	10.2	50.00	1	0.00	50.00	0.00	CHG03	Camp Food		
238	ANDERSON: Ber	10	10.1	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities	A:345	Ref
239	ANDERSON: Ber	10	10.1	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport	A:346	Ref
240	ANDERSON: Ber	10	10.1	50.00	1	0.00	50.00	0.00	CHG03	Camp Food	A:347	Ref
241	BISHOP: Frank	10	10.3	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
242	BISHOP: Frank	10	10.3	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		
243	BISHOP: Frank	10	10.3	50.00	1	0.00	50.00	0.00	CHG03	Camp Food		
244	BROGAN: Michai	10	10.2	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
245	BROGAN: Michai	10	10.2	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		
246	BROGAN: Michai	10	10.2	50.00	1	0.00	50.00	0.00	CHG03	Camp Food		
247	DALTON: Cara	10	10.1	30.00	0	0.00	30.00	0.00	CHG03	Camp Activities		
248	DALTON: Cara	10	10.1	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		

TOTALS: Amount 5,550.00 Discount Nil Paid 2,675.00 Balance 2,840.00

SELECTED TOTALS: Amount Nil Discount Nil Paid Nil Balance Nil

Adjustment amounts included in balances but not shown separately

6.9.2 Show All Transactions

Show All Transactions


To revert to the previous screen display click on 'Show All Transactions'.

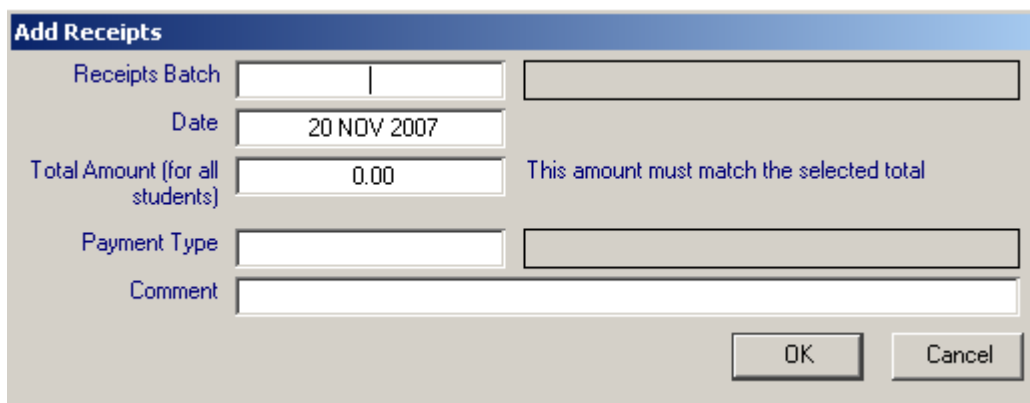
6.9.3 Filter Billing Items



The filter icon can be used to filter the billing items according to certain criteria. When this icon is selected the following screen is displayed:

6.10.1 To add receipts to batch billing items

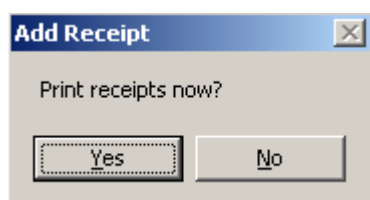
- Click on **Billing Items**
- Double-click on the required **batch**
- Click on the **Batch Billing Items** tab
- Click on the **Show Outstanding Amounts** button
- **Highlight** all the items to be paid
- Click on the **Add Receipts** button 
- The following screen appears:



The 'Add Receipts' dialog box contains the following fields and controls:

- Receipts Batch:** A text input field.
- Date:** A date input field showing '20 NOV 2007'.
- Total Amount (for all students):** A text input field showing '0.00'. To its right is the text 'This amount must match the selected total'.
- Payment Type:** A text input field.
- Comment:** A multi-line text input field.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

- Enter the **receipts batch** to hold the receipts (or press <tab> for a list)
- The date defaults to today's date (this can be changed if required)
- Enter the **total amount to be receipted** for all selected students (this must match the selected total displayed below)
- Enter the **payment type** (or press <tab> for a list)
- Enter the **comment** (this will appear on the receipt)
- Click on **OK**
- The following message is then displayed:



The 'Add Receipt' dialog box contains the following:

- Title:** 'Add Receipt' with a close button (X).
- Text:** 'Print receipts now?'
- Buttons:** 'Yes' and 'No' buttons.

- Select **Yes** to print receipts now, otherwise select **No**.

Note: If selecting to print receipts the option of 'Receipts' or 'Record of Receipt Allocations' is given. Refer to section 4.20.10 on page 4-71 for further details on printing receipts.


6.11 Bulk Reversal of Billing Items

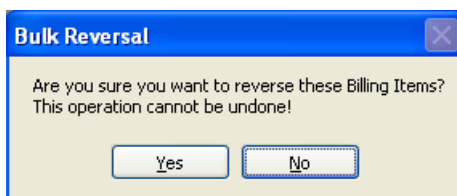


This option provides the facility to reverse multiple billing items in the selected batch in one operation. This is useful if an error has been made in bulk billing students and a series of billing

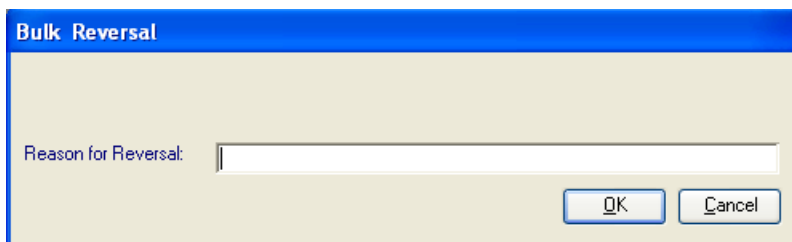
items have been created and added to this batch in error. Using the bulk reversal facility provides a quick way of correcting the error without having to reverse each item individually.

6.11.1 To reverse a group of billing items

- Click on **Billing Items**
- Double-click on the required **batch**
- Click on the **Batch Billing Items** tab
- Click on **Show Outstanding Amounts** (optional, but useful because it restricts the display of ineligible items)
- **Highlight** all the items to be reversed (note that some restrictions apply – see following section)
- Click on the **Reversal** icon 
- The following message is displayed



- Click **Yes**
- The following window appears



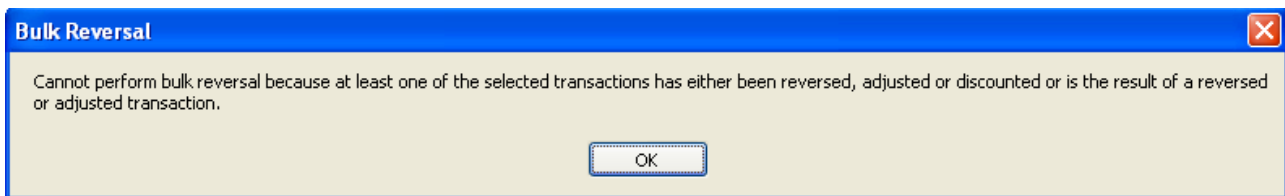
- Enter a **reason** for the reversals (this reason will be applied to all reversals)
- Click **OK**
- The selected items will be reversed

6.11.2 Restrictions on Reversals

The following items cannot be reversed.

- Items which have already been reversed (e.g. status of 'R').
- Items which have been created as a result of a reversal (e.g. status of 'V').
- Items which have been adjusted (e.g. status of 'A').
- Items which have been created as a result of an adjustment (e.g. status of 'T').
- Items which have a discount applied

If any of the above items are selected for reversal the following message will be displayed.




6.12 Bulk Discount



This option provides the facility to discount multiple billing items in this batch in one operation. This is useful if a group of students are all being granted a discount for the same billing item; for example, all students are to receive a 5% discount on an excursion cost.

This button also provides the facility to remove a discount already applied to a group of items.

6.12.1 To add a discount to a group of billing items

- Click on **Billing Items**
- Double-click on the required **batch**
- Click on the **Batch Billing Items** tab
- Click on **Show Outstanding Amounts** (optional, but useful because it restricts the display of ineligible items)
- **Highlight** all the items to be discounted (note that some restrictions apply – see following section)
- Click on the **Discount** icon 
- If all the selected items are eligible for discount then the following screen is displayed

 A screenshot of a "Discount" dialog box. It has a blue title bar. Inside, there is a text field labeled "Enter the Discount Percentage" with "0.00" entered and a "%" symbol to its right. Below this is a text field labeled "Reason for Discount". At the bottom right are "OK" and "Cancel" buttons.

- Enter the **discount percentage** (between 0 and 100)
- Enter a **reason** for the discount (this reason will be applied to all discounts)
- Click **OK**
- If the discount percentage can be applied to all the selected items, then the items are discounted

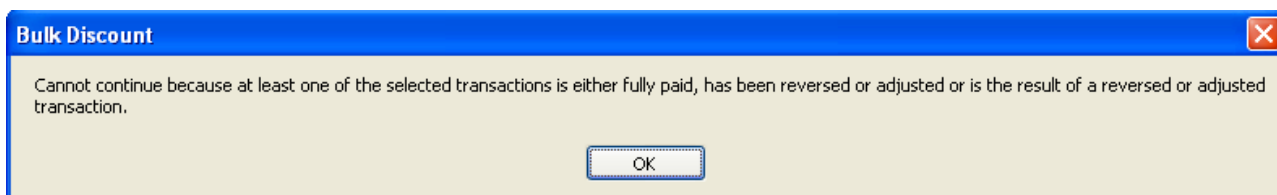
6.12.2 Restrictions on Discounts

The following items cannot be discounted.

- Items which have been reversed (e.g. status of 'R').
- Items which have been created as a result of a reversal (e.g. status of 'V').
- Items which have been adjusted (e.g. status of 'A').

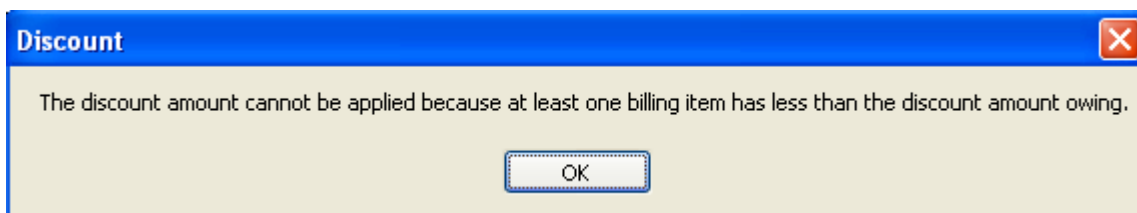
- Items which have been created as a result of an adjustment (e.g. status of 'T').
- Items which have a discount applied
- Items which are fully paid

If any of the above items are selected for discount the following message will be displayed.

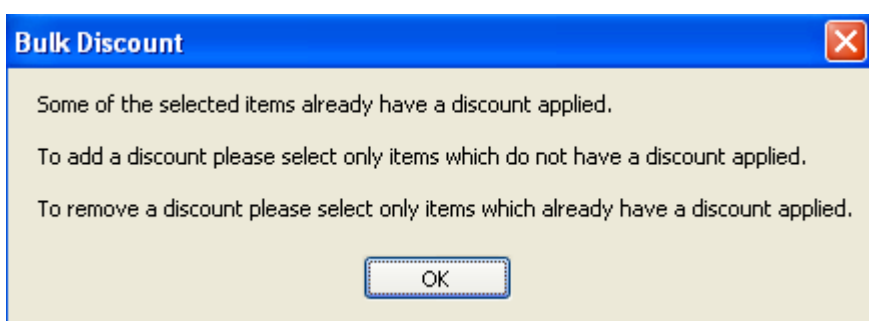


Note: A part paid item can have a discount applied but the discount amount must be less than or equal to the balance owing on the item.

Once the discount percentage has been entered, the system will check whether all of the selected items have less than the discount amount owing. If this is not the case, the following message will appear.




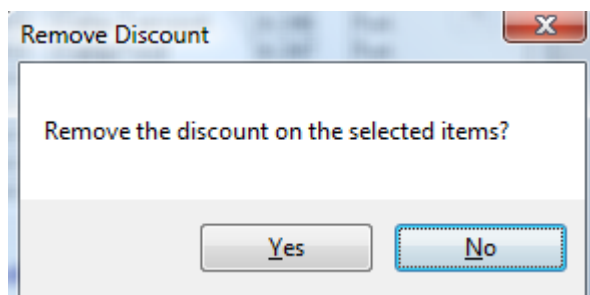
Note: If some of the selected items have a discount applied and some do not, then the following message will be displayed.



6.12.3 To remove a discount from a group of billing items

- Click on **Billing Items**
- Double-click on the required **batch**
- Click on the **Batch Billing Items** tab
- Click on **Show Outstanding Amounts** (optional, but useful because it restricts the display of ineligible items)

- **Highlight** all the items from which the discount is to be removed (note that only items which already have a discount applied should be selected)
- Click on the **Discount** icon 
- If all the selected items have a discount applied the following message will be displayed




- Click on **Yes** to remove the discount from the selected items

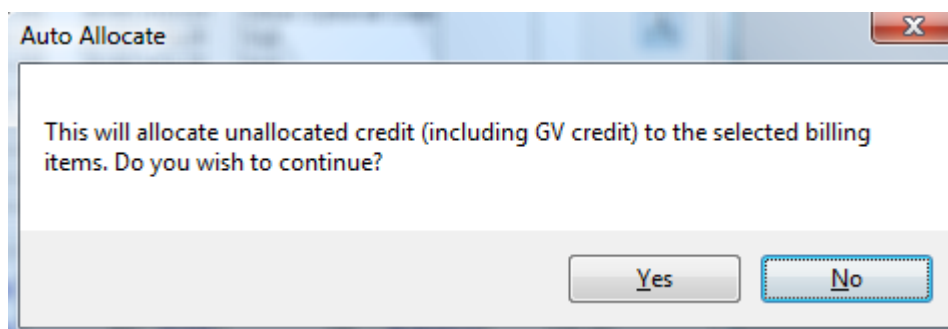
6.13 Automatic Allocation of Credit



This option provides the facility to automatically allocate unallocated credit to selected billing items for a group of students in one operation.

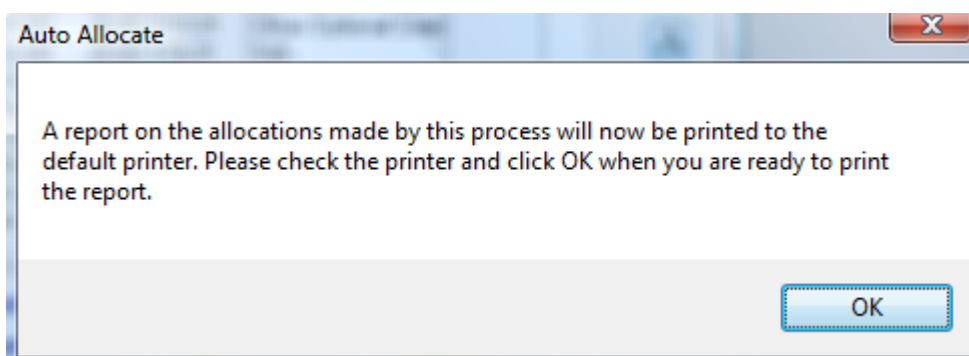
6.13.1 To automatically allocate credit to selected billing items

- Click on **Billing Items**
- Double-click on the required **batch**
- Click on the **Batch Billing Items** tab
- Click on **Show Outstanding Amounts** (mandatory – this causes the Auto Allocate icon to become active)
- **Highlight** all the billing items to which unallocated credit is to be allocated (note that all selected items must have an outstanding balance)
- Click on the **Auto Allocate** icon 
- If all the selected items are eligible for credit to be allocated to them then the following message is displayed

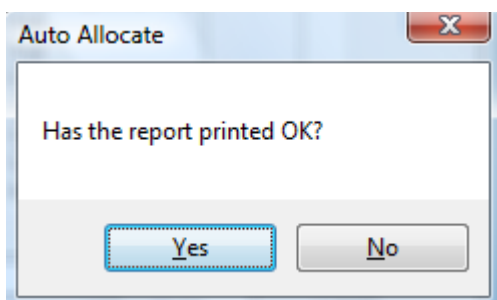


- Click on **Yes** to continue
- The system will work through the list of selected billing items for each student and allocate any available credit to these items (according to specific rules – see following section)

- If the system has allocated any unallocated credit during this process then the following message will be displayed



- Check the printer and click **OK** when it is ready to print (note that this is the only time that this report can be printed – it is not available once this process has ended)
- A report on the allocations made by the process will then be sent to the default printer in the format illustrated below
- The following message will then be displayed



- Click **Yes** if the report has printed OK, or **No** to print the report again

6.13.2 Rules for allocating unallocated credit

The following rules are used by the system when allocating unallocated credit.

Any unallocated credit belonging to receipts of type GV (Government Subsidies) for the student will be allocated first, before receipts of any other payment type. Unallocated credit of type GV will be allocated to the selected billing items according to the billing category attached to each item. The following table shows the order in which GV credit will be applied to the selected billing items. Note that if there are no selected items which belong to a particular category than that category will be skipped. The oldest items within each category will be allocated first.

Order of Priority for allocating GV receipts	Billing Category
1	Adult Student Fees
2	Temporary Visa Overseas Students
3	Voluntary Contributions
4	Charges
5	Residential Boarding Fees
6	Other Optional Coasts
7	Voluntary Approved Requests

Note that billing items in the category of 'Not Applicable' will be excluded from this allocation process.

If there is more than one GV receipt for the student which contains unallocated credit then the oldest GV receipt will be allocated first, followed by any other GV receipts in transaction reference number order.

Once all GV credit has been allocated (if possible), unallocated credit from receipts of other payment types for the student will be applied. The order in which non-GV credit will be allocated is shown in the following table.

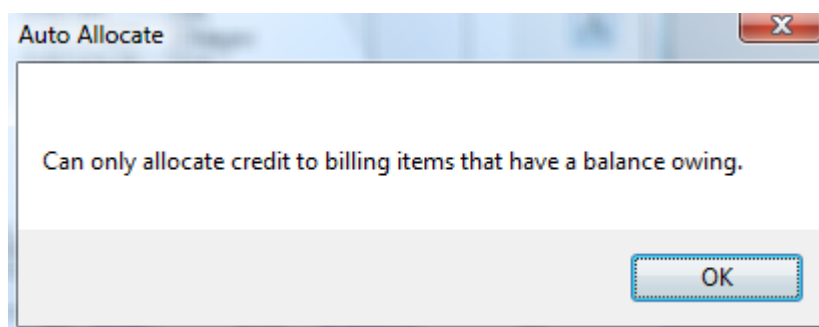
Order of Priority for allocating non-GV receipts	Billing Category
1	Adult Student Fees
2	Temporary Visa Overseas Students
3	Charges
4	Residential Boarding Fees
5	Voluntary Contributions
6	Other Optional Coasts
7	Voluntary Approved Requests
8	Not Applicable

Note that billing items in the category of 'Not Applicable' will be included in this allocation process for non-GV receipts.

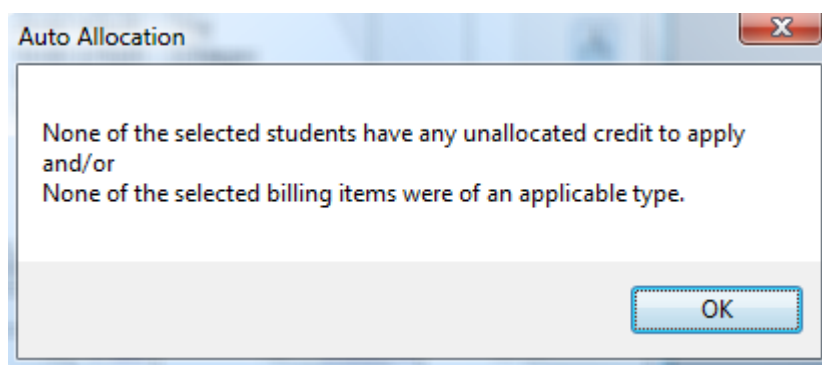
If there is more than one non-GV receipt for the student which contains unallocated credit then the oldest non-GV receipt will be allocated first, followed by any other non-GV receipts in transaction reference number order.

6.13.3 Error messages which may be displayed during the Auto Allocate process

- If some of the selected billing items are fully paid then the following message will be displayed.



- If none of the selected students have any unallocated credit to apply, or the credit exists in GV type receipts and only 'Not Applicable' items have been selected, the following message will be displayed.



6.13.4 Sample report produced by the Auto Allocate process

A sample report produced by the Auto Allocate process appears below.

West Coast District High School Automatic Allocation of Credit - 18 JUN 2009

Batch: 00016 Other Costs 2009



Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
THORNE: Tina	2	Room 2	122	GV	814, 813, 815, 816
			115	CA	817
VARRICCHIO: Kim	4	Room 4	121	GV	809, 808, 810, 811
			114	CA	812
WARD: Guy	7	Room 7	120	GV	804, 803, 805, 806
			113	CA	807
WARD: Simon	7	Room 7	119	GV	799, 798, 800, 801
			112	CA	802
WEST: Thy	K	K/P	118	GV	794, 793, 795, 796
			111	CA	797
WILLIETT: Elizabeth	4	Room 4	117	GV	789, 788, 790, 791
			110	CA	792
WINTER: Annette	2	Room 2	116	GV	784, 783, 785, 786
			109	CA	787

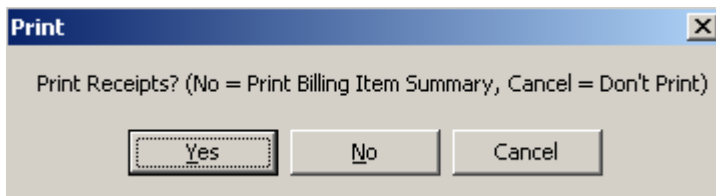
Produced on 18th June 2009 at 12:26

Page 1

Note: If a re-print of this report is required it is available from Reports > Transactional Reports > Re-Print Auto Allocate Transactions. See section 8.7.11 on page 8-46 for further details.

6.14 Batch Billing Items tab – Print button

If the print button is selected immediately after adding receipts (as outlined above), without switching tabs or exiting the screen etc, then the following message is displayed:



If **Yes** is selected then the receipts just added via the 'Add Receipts' process will be printed.

If **No** is selected then all billing items listed on the screen will be printed. (See section 6.9.4 above for the sample report layout.)

If **Cancel** is selected then nothing is printed.

If the Add Receipts process has not just been used then clicking on the Print button will produce a listing of all displayed billing items. (See section 6.9.4 above for the sample report layout.)

CIVICA

RM Billing Manual

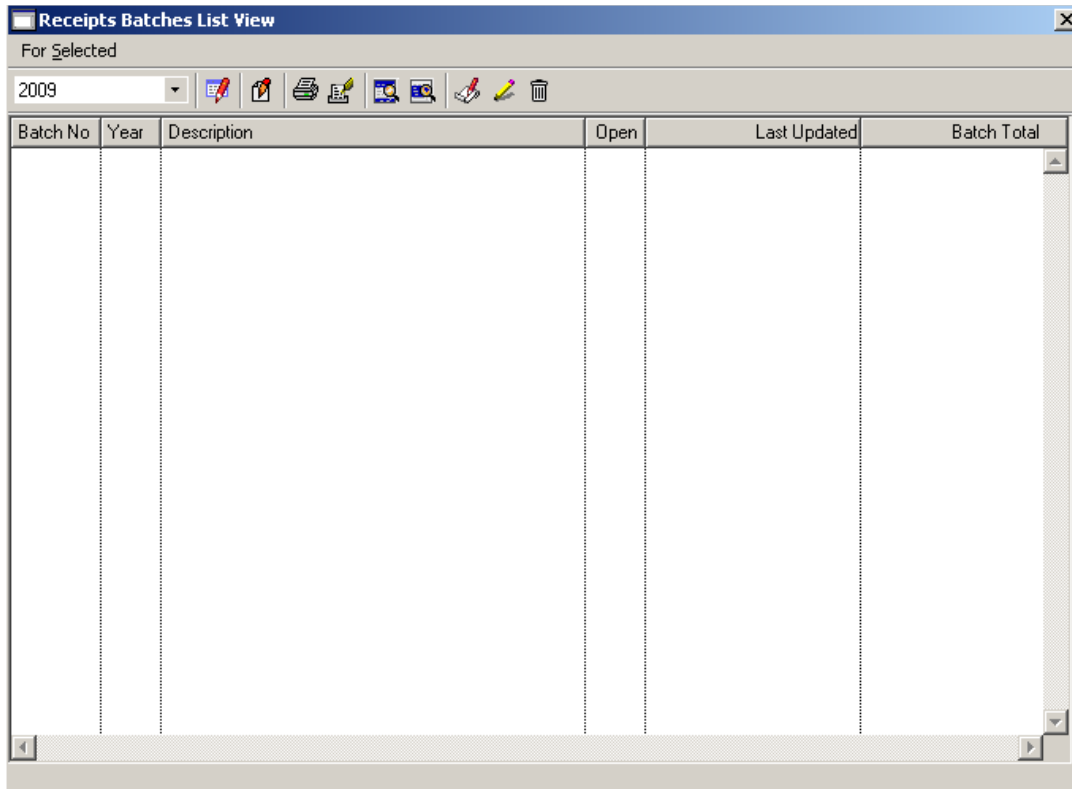
Receipts

7

7 Receipts

The Receipts section allows the operator to create, view and manipulate Receipts Batches – batches to hold receipts from students/parents and customers.

When the Receipts icon is selected on the RM Billing sidebar the Receipts window will open as illustrated below:



Initially there will be no receipt batches in the datafile. These will need to be created by the operator.

Once receipt batches have been created, they will be displayed in this window in batch number order with the open batches preceding the closed batches.

The following columns are displayed on the Receipts window:

Batch No

The batch number is generated by the system when a new batch is created. The receipts batch number commences with 'B' followed by a unique sequential number beginning at '1' and padded with zeroes to a length of 5 digits e.g. B00001.

Year

The year tied to the receipts batch. This is the current billing year at the time the batch is created.

Description

The description of the receipts batch. This is entered by the operator when the batch is created.

Open

If the Receipts batch is open the word 'YES' will appear in this column. Otherwise the word 'NO' will be displayed.

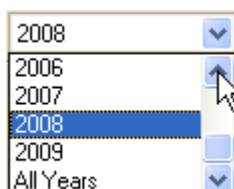
Last Updated

The date and time that the batch was last updated.

Batch Total

The total of all the receipts held in the batch.

7.1 Year Drop Down List



The Year Drop Down List displays all years present in the datafile along with an additional 'All Years' option. Selecting a particular year from the list will enable receipt batches for that year to be displayed. If the 'All Years' option is selected then all receipt batches across all years will be displayed.

7.2 To Sort the List of Receipts Batches

The batch list can be sorted by clicking on any of the list headings.

For example, to sort the list in order of balances, click on the **Batch Total** heading. The list is sorted with the batch totals in ascending order.

To sort the list in reverse order, click on the **Batch Total** heading again. The list is now sorted with the batch totals in descending order.

7.3 Quick Search on Batch No

A quick search on Batch No is available on this window. For example, if you click on the first batch in the list and then type all or part of the batch number, the cursor will move to the first batch beginning with the number/s entered.

7.4 Receipts Icons

The following icons are available on the Receipts Batches List screen.



Load All – Displays all batches for the selected year



Open Details – Opens the drill down facility for the selected batch



Print – Prints a list of all batches displayed in the list view



Print Selected – Prints a list of all selected (highlighted) batches in the list view



Hide Selected – Hides all selected batches



Hide Unselected – Hides all unselected batches



Add Item – Allows a new batch to be created



Edit Item – Allows the selected batch to be edited (some restrictions apply)



Delete Item – Allows the selected batch to be deleted (some restrictions apply)

7.5 Drill Down Facility

Drill down functionality is instigated by double-clicking on a batch, highlighting the batch and pressing **<enter>** or highlighting a batch and using the Open Details icon. The Receipts Batch Details tab will now be displayed.

7.6 To Create a Receipts Batch

- Click on **Receipts**
- Click on the **Add** pencil
- The following window appears:

The 'Add Receipts Batch' dialog box has a blue title bar. Below the title bar, it says 'Please enter a description for the batch to be created'. There is a single-line text input field. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

- Enter a **description** for the batch
- Click on the **OK** to save

7.7 To Edit a Receipts Batch


- Click on **Receipts**
- **Highlight** the batch to be edited
- Click on the **Edit** pencil
- The following screen appears:

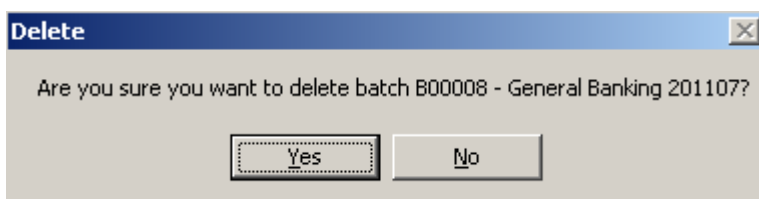
The 'Edit Receipts Batch' dialog box has a blue title bar. Below the title bar, it says 'Description'. There is a single-line text input field containing the text 'General Banking 06.09.07'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

- Edit the batch **description** as required
- Click on **OK** to save

7.8 To Delete a Receipts Batch

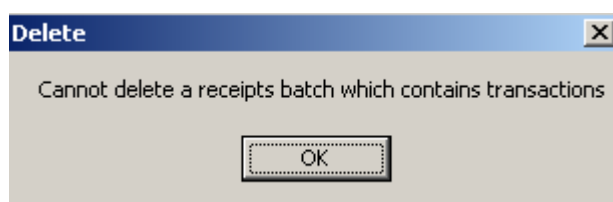
- Click on **Receipts**
- **Highlight** the batch to be deleted

- Click on the **Delete** button 
- The following message appears:



- Click on **Yes**
- The batch is deleted

Note: Batches which contain transactions cannot be deleted. The following error message will be displayed if an attempt is made to delete a batch containing transactions:



7.9 For Selected Menu

The For Selected menu contains the following options:

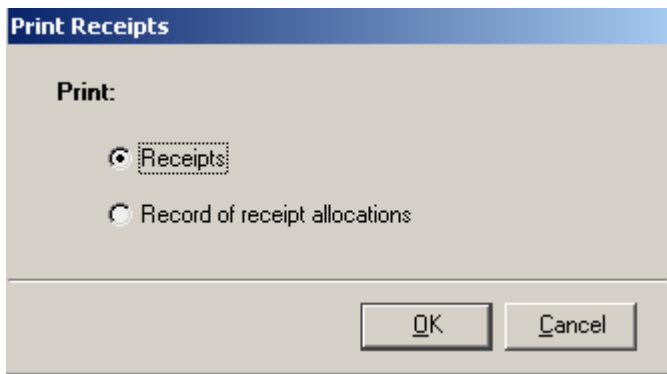


7.9.1 Print Receipts

This option allows receipts or records of receipt allocations to be printed for the selected batch(es).

7.9.1.1 To print receipts for selected batches

- Click on **Receipts**
- **Highlight** the batch for which receipts are to be printed (multiple batches may be selected)
- Click on **For Selected**
- Choose **Print Receipts**
- The following window appears:



- Make the required selection
- Click on **OK**

Note: Refer to section 4.20.10 on page 4-71 for further information on receipt printing.

7.9.2 Print Daily Banking

This option allows a report to be printed for the selected batches to assist with reconciling the daily banking totals.

7.9.2.1 To print the daily banking summary

- Click on **Receipts**
- **Highlight** the batch(es) for which the summary is to be printed (multiple batches may be selected)
- Click on **For Selected**
- Choose **Print Daily Banking**
- Select the report **destination**
- The daily banking summary is printed in the format illustrated below

West Coast District High School Daily Banking Summary 20/11/2007



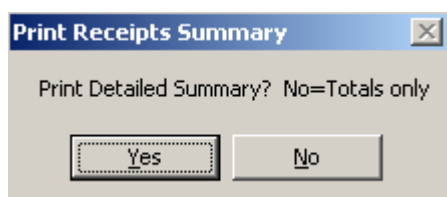
Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
30	\$ 150.00	Mr Bailey	BAILEY: Steven	Camp	B00003	
36	\$ 150.00	Mr Butter	BUTTER: Daniel	Camp	B00003	
37	\$ 150.00	Mr Dalton	DALTON: Cara	Camp	B00003	
38	\$ 150.00	Mr Depete	DEPETE: Jonathon	Camp	B00003	
43	\$ 150.00	Mrs M Andrews	ANDREWS: Rachael	Camp	B00003	
Total Cash		\$ 750.00				
CHEQUE						
29	\$ 145.00	Mr Dalton	DALTON: Cara	Charges and Contributions	B00003	
31	\$ 100.00	Mrs Bloor	BLOOR: Rebecca	Subject Charges	B00003	
32	\$ 150.00	Mrs L Anderson	ANDERSON: Ben	Camp	B00003	F
33	\$ 150.00	Mr Bishop	BISHOP: Frank	Camp	B00003	
34	\$ 150.00	Mrs Bloor	BLOOR: Rebecca	Camp	B00003	R
35	\$ 150.00	Mrs Brogan	BROGAN: Michael	Camp	B00003	
42	\$ 145.00	Mrs L Anderson	ANDERSON: Ben	Balance of the account	B00003	
44	\$ 295.00	Mrs Luck	LUCK: Jem	Balance of the account	B00003	
Total Cheque		\$ 1,285.00				
Total for Cash and Cheques			\$ 2,035.00			
Total for Report:			\$ 2,035.00			

7.9.3 Print Receipts Summary

This option allows a report to be printed which classifies the receipts in the batch. The report will group the transactions by budget, analysis and GST code. This report is useful for manually transferring data to RM Finance.

7.9.3.1 To print the receipts summary

- Click on **Receipts**
- **Highlight** the batch(es) for which the summary is to be printed (multiple batches may be selected)
- Click on **For Selected**
- Choose **Print Receipts Summary**
- Select the report **destination**
- The following message is displayed:



- Select **Yes** for the detailed version or **No** for the totals only version
- The receipts summary is printed in the format illustrated below:

Receipts Summary Report – Detailed Version

West Coast District High School




Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00005 General Banking 29.10.08											
Billing Code CHG01 Upper School Charges											
GST Code 0											
977	90	B00005	CHG01	29/10/2008	MUNGALL: Alexandria	11	11.1			\$ 45.00	\$ 0.00
978	91	B00005	CHG01	29/10/2008	SIMPLE: Sarah	11	11.1			\$ 45.00	\$ 0.00
978	91	B00005	CHG01	29/10/2008	SIMPLE: Sarah	11	11.1			\$ 45.00	\$ 0.00
Total for Income										\$ 135.00	\$ 0.00
Budget: C1051 Analysis: C1050 Totals for GST code 0										\$ 135.00	\$ 0.00
Billing Code CHG03 School Camps											
GST Code 0											
979	92	B00005	CHG03	29/10/2008	MELVILLE: Mitchell	11	11.1			\$ 30.00	\$ 0.00
979	92	B00005	CHG03	29/10/2008	MELVILLE: Mitchell	11	11.1			\$ 70.00	\$ 0.00
Total for Income										\$ 100.00	\$ 0.00
Budget: C1053 Analysis: C1050 Totals for GST code 0										\$ 100.00	\$ 0.00
GST Code 1											
979	92	B00005	CHG03	29/10/2008	MELVILLE: Mitchell	11	11.1			\$ 50.00	\$ 4.55
Total for Income										\$ 50.00	\$ 4.55
Budget: C1053 Analysis: C1050 Totals for GST code 1										\$ 50.00	\$ 4.55
Total for Report:										\$ 285.00	\$ 4.55

Receipts Summary Report – Totals Only Version

West Coast District High School



Receipts Summary (totals only)

	Amount	GST
Batch: B00005 General Banking 29.10.08		
Billing Code CHG01 Upper School Charges		
GST Code 0		
Total for Income	\$ 135.00	\$ 0.00
Budget: C1051 Analysis: C1050 Totals for GST code 0	\$ 135.00	\$ 0.00
Billing Code CHG03 School Camps		
GST Code 0		
Total for Income	\$ 100.00	\$ 0.00
Budget: C1053 Analysis: C1050 Totals for GST code 0	\$ 100.00	\$ 0.00
GST Code 1		
Total for Income	\$ 50.00	\$ 4.55
Budget: C1053 Analysis: C1050 Totals for GST code 1	\$ 50.00	\$ 4.55
Total for Report:	\$ 285.00	\$ 4.55

7.9.4 GST Summary

This option allows a report to be printed which classifies the transactions by GST code.

7.9.4.1 To print the GST summary

- Click on **Receipts**
- **Highlight** the batch(es) for which the summary is to be printed (multiple batches may be selected)
- Click on **For Selected**
- Choose **GST Summary**
- Select the report **destination**
- The following message is displayed:

Select Date Range
Enter the date range

From

To

- Enter the required date range
- Click on **OK**
- The report is printed in the format illustrated below:

West Coast District High School

GST Summary From 01/11/07 to 30/11/07



Ref	Date	Amount	GST	Type	Student/Cust	Batch #	Operator
GST Code 0		GST Free					
371	20/11/07	\$ 30.00	\$ 0.00	CA	BLOOR: Rebecca	B00005	ADMIN
371	20/11/07	\$ 70.00	\$ 0.00	CA	BLOOR: Rebecca	B00005	ADMIN
372	20/11/07	\$ 70.00	\$ 0.00	CA	LEWIS: Emily	B00005	ADMIN
Total for code		\$ 170.00	\$ 0.00				
GST Code 1		Normal GST Supply					
366	14/11/07	\$ 50.00	\$ 4.55	CA	ALBERT: Jackie	B00005	ADMIN
367	14/11/07	\$-50.00	\$-4.55	RV	ALBERT: Jackie	B00005	ADMIN
371	20/11/07	\$ 50.00	\$ 4.55	CA	BLOOR: Rebecca	B00005	ADMIN
Total for code		\$ 50.00	\$ 4.55				
GST Code 8		Outside Scope					
365	14/11/07	\$ 50.00	\$ 0.00	CA	ALKITIK: Adam	B00005	ADMIN
368	14/11/07	\$-5.00	\$ 0.00	RF	ALBERT: Jackie	B00005	ADMIN
Total for code		\$ 45.00	\$ 0.00				
Total for report		\$ 265.00	\$ 4.55				

7.9.5 Close Batch

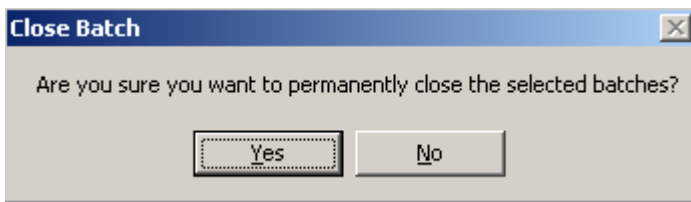
This option allows a receipts batch to be closed. Once closed no further receipts can be input into the batch. The Close Batch process will operate slightly differently depending on whether or not the 'Enable Export to RM Finance' tick box (in Billing Parameters) is checked.

7.9.5.1 To close a receipts batch (exporting)

If the 'Enable Export to RM Finance' option is ticked the Close Batch process will operate as follows.

- Click on **Receipts**
- **Highlight** the batch(es) to be closed (multiple batches may be selected)
- Click on **For Selected**

- Choose **Close Batch**
- The following message is displayed:

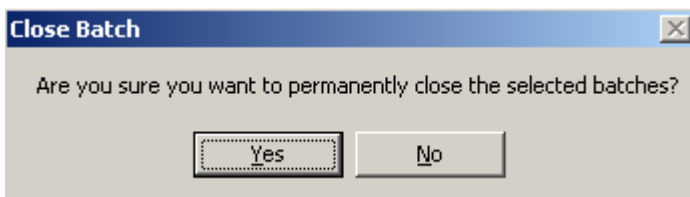


- Click on **Yes**
- The batch is closed

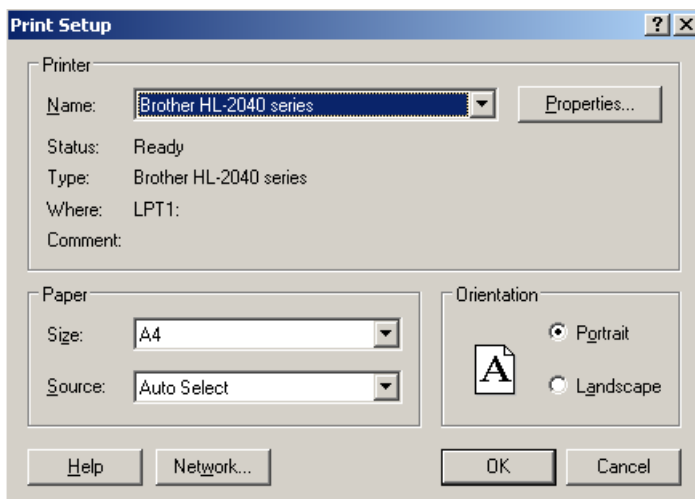
7.9.5.2 To close a receipts batch (not exporting)

If the 'Enable Export to RM Finance' option is **not** ticked the Close Batch process will operate as follows:

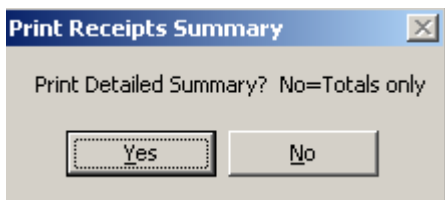
- Click on **Receipts**
- **Highlight** the batch(es) to be closed (multiple batches may be selected)
- Click on **For Selected**
- Choose **Close Batch**
- The following message is displayed:
-



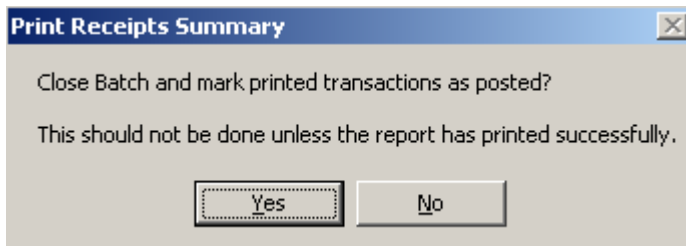
- Click on **Yes**
- The Print Setup screen appears as illustrated below:



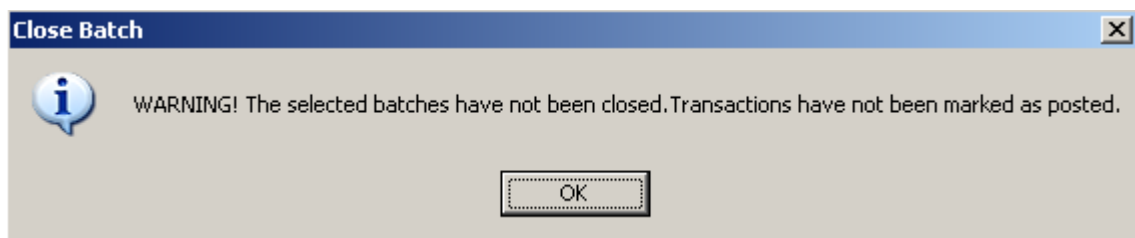
- Adjust any settings as required
- Click on **OK**
- The following message appears:



- Select **Yes** for the detailed summary or **No** for the Totals Only version
- The **Receipts Summary** report is printed to the printer (this is used to input the transactions manually into RM Finance)
- Go to the printer and **check the report** has printed correctly
- The following message is then displayed:



- If the report has **not printed successfully** select **No** and restart this process from the beginning. The batch will not be closed and the transactions will not be marked as posted. In this case the following warning message will be displayed:



- If the report **has printed successfully** select **Yes**. The batch is closed and all transactions are marked as posted.

7.10 Receipts Details View

The Receipts Details view can be displayed in three ways:

Either

Click on a batch and then select the **Open Details** icon 

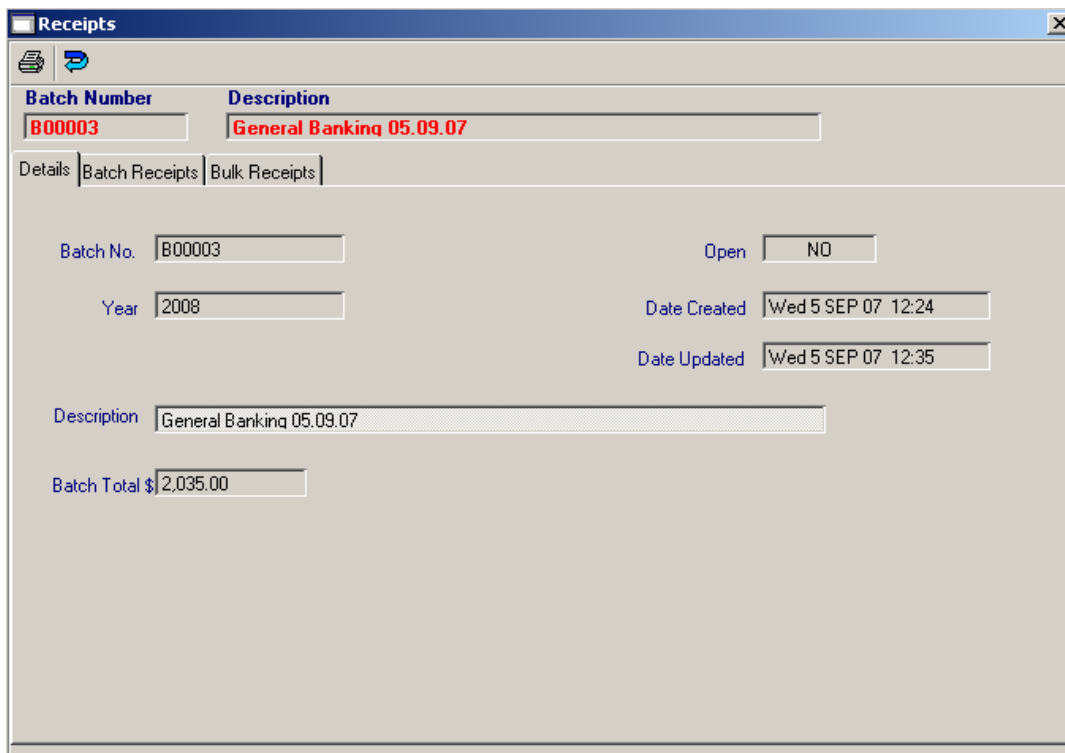
or

Double-click on the required batch

or

Highlight the required batch and press **<enter>**

The Receipts Details view will then be displayed as illustrated below:



Receipts

Batch Number **Description**

B00003 **General Banking 05.09.07**

Details | Batch Receipts | Bulk Receipts

Batch No. B00003 Open NO

Year 2008 Date Created Wed 5 SEP 07 12:24

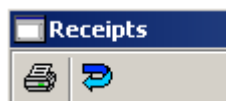
Date Updated Wed 5 SEP 07 12:35

Description General Banking 05.09.07

Batch Total \$ 2,035.00

7.10.1 Toolbar – Receipts Details View

The toolbar on the Receipts Details View appears as shown below:



7.10.1.1 Print Button



The functionality of this button differs slightly depending on which tab pane is selected. See each individual section for more details.

7.10.1.2 Return to View



Clicking once on this icon will display the Receipts Batches List View (front screen).

7.10.2 Red Fields



Batch Number **Description**

B00003 **General Banking 05.09.07**

The red fields of Batch Number and Description are scroll fields. Clicking on the red Batch Number will display the next batch in the list. <Shift> clicking will scroll through the batches in reverse order.

To find a particular batch perform a right mouse click in a red field. Enter the batch or part thereof and press <enter> and the first or closest match will be displayed.

7.10.3 Details tab

The Details tab displays the following information:

Batch No

The batch number is generated by the system when a new batch is created. The receipts batch number commences with 'B' followed by a unique sequential number beginning at '1' and padded with zeroes to a length of 5 digits e.g. B00001.

Year

The year tied to the receipts batch. This is the current billing year at the time the batch is created.

Description

The description of the receipts batch. This is entered by the operator when the batch is created.

Batch Total

The total of all the receipts held in the batch.

Open

If the Receipts batch is open the word 'YES' will appear in this column. Otherwise the word 'NO' will be displayed.

Date Created

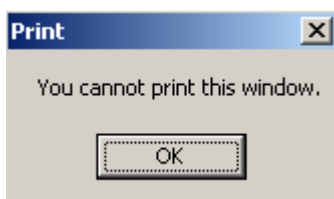
The date and time that the batch was created.

Date Updated

The date and time that the batch was last updated.

7.10.3.1 Details tab – Print button

If the print button is selected whilst on the Details tab, the following message is displayed:



7.10.4 Batch Receipts tab

This window will display all receipts which are held in the selected batch in the format illustrated below:

Receipts

Batch Number: **B00003** Description: **General Banking 05.09.07**

Details | Batch Receipts | Bulk Receipts

Ref	Rec#	Date	Type	Amount	Student/Cust	Comment	Status	Reason
319	29	5 SEP 2007	CH	145.00	DALTON: Cara	Charges and Contributions		
320	30	5 SEP 2007	CA	150.00	BAILEY: Steven	Camp		
321	31	5 SEP 2007	CH	100.00	BLOOR: Rebecca	Subject Charges		
322	32	5 SEP 2007	CH	150.00	ANDERSON: Ben	Camp	F:344	Refunded - Student
323	33	5 SEP 2007	CH	150.00	BISHOP: Frank	Camp		
324	34	5 SEP 2007	CH	150.00	BLOOR: Rebecca	Camp	R:343	Reversed - Cheque
325	35	5 SEP 2007	CH	150.00	BROGAN: Michael	Camp		
326	36	5 SEP 2007	CA	150.00	BUTTER: Daniel	Camp		
327	37	5 SEP 2007	CA	150.00	DALTON: Cara	Camp		

Total: 2035.00

Details

Ref	Paid	Bill Code	Comment	Status	Reason

0.00 Total

If a receipt is highlighted in the top window, the billing items to which the receipt is allocated are displayed in the lower window.

The following information is displayed for each receipt:

Ref

The transaction reference number of the receipt. This is a unique sequential number assigned by the system to every transaction when it is created.

Rec

The actual receipt number assigned to the receipt. This is a unique sequential number assigned by the system to receipt related transaction only.

Date

The date the transaction was created.

Type

The transaction/payment type. For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV Reversal
RF Refund

Amount

The amount of the receipt.

Student/Cust

The name of the student or the customer name attached to the receipt.

Comment

The comment attached to the receipt. This will be the comment input by the operator when the receipt is entered.

Status

This column will show the status of a receipt that has been reversed or refunded. The status could be blank (not reversed or refunded) or one of the following:

- R Transaction which has been reversed
- V Transaction created as the result of a reversal
- F Transaction which has been refunded
- D Transaction created as the result of a refund

The transaction reference number of the related transaction will appear after the status character.

Reason

If a transaction has been modified in some way (i.e. reversed or refunded) then the reason field will begin with standard system-generated text followed by the reason entered by the operator.

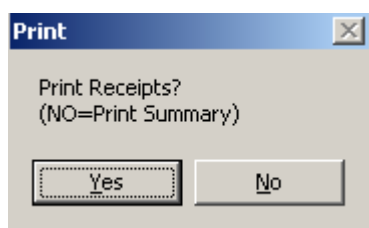
7.10.4.1 Batch Receipts tab – Print button

If no receipts have been highlighted in the window and the print button is selected whilst on the Batch Receipts tab, a listing of all receipts in the batch is produced in the format illustrated below:

West Coast District High School							
Batch Receipt Items							
Batch: B00003		General Banking 05.09.07					
Ref	Rec#	Date	Type	Amount	Student/Cust	Comment	Status Reason
319	29	5 SEP 2007	CH	\$ 145.00	DALTON: Cara	Charges and Contributions	
320	30	5 SEP 2007	CA	\$ 150.00	BAILEY: Steven	Camp	
321	31	5 SEP 2007	CH	\$ 100.00	BLOOR: Rebecca	Subject Charges	
322	32	5 SEP 2007	CH	\$ 150.00	ANDERSON: Ben	Camp	F:344 Refunded- Student is ill and cannot attend
323	33	5 SEP 2007	CH	\$ 150.00	BISHOP: Frank	Camp	
324	34	5 SEP 2007	CH	\$ 150.00	BLOOR: Rebecca	Camp	R:343 Reversed - Cheque dishonoured
325	35	5 SEP 2007	CH	\$ 150.00	BROGAN: Michael	Camp	
326	36	5 SEP 2007	CA	\$ 150.00	BUTTER: Daniel	Camp	
327	37	5 SEP 2007	CA	\$ 150.00	DALTON: Cara	Camp	
328	38	5 SEP 2007	CA	\$ 150.00	DEPETE: Jonathon	Camp	
332	42	5 SEP 2007	CH	\$ 145.00	ANDERSON: Ben	Balance of the account	
333	43	5 SEP 2007	CA	\$ 150.00	ANDREWS: Rachael	Camp	
334	44	5 SEP 2007	CH	\$ 295.00	LUCK: Jem	Balance of the account	
Total for report				\$ 2,035.00			



If one or more receipts have been highlighted in the window and the print button is selected whilst on the Batch Receipts tab, the following message is displayed:



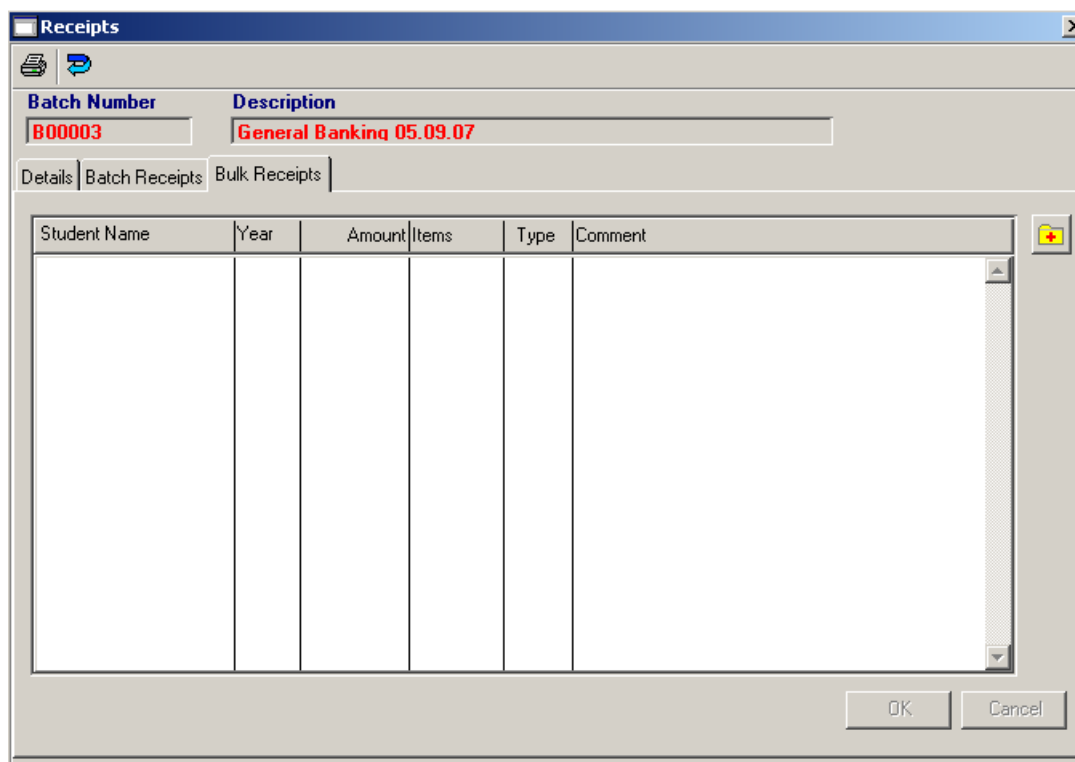
If **Yes** is selected then individual receipts (or record of receipt allocations) are printed for the selected receipts.

If **No** is selected then the summary report listing all receipts in the batch (as shown above) is printed.


7.10.5 Bulk Receipts tab

The bulk receipts tab allows a group of receipts to be input in a list format, one after the other, without the need to access every individual student record. This method is useful when inputting a group of receipts which are mixed in nature – for example, different students paying different amounts for different items.

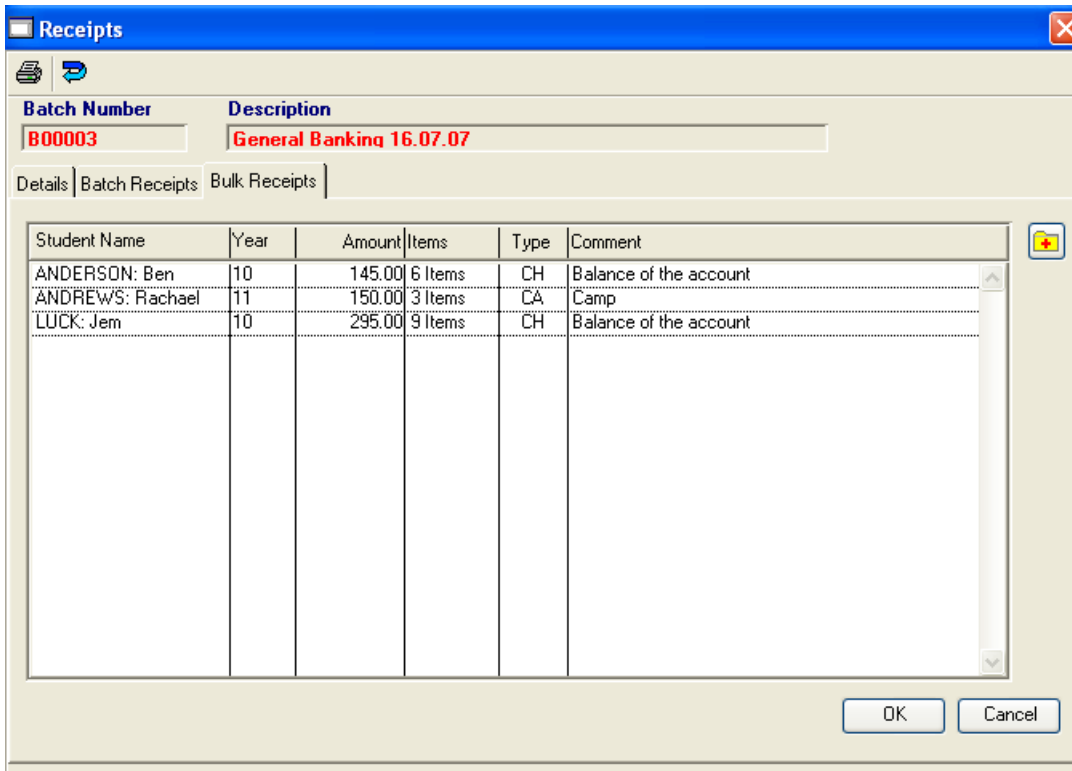
The Bulk Receipts tab is displayed as shown below:

A screenshot of the "Receipts" window. At the top, there are icons for a printer and a refresh button. Below these are two input fields: "Batch Number" with the value "B00003" and "Description" with the value "General Banking 05.09.07". Below the input fields are three tabs: "Details", "Batch Receipts", and "Bulk Receipts". The "Bulk Receipts" tab is currently selected. The main area of the window is a table with the following columns: "Student Name", "Year", "Amount", "Items", "Type", and "Comment". The table is currently empty. At the bottom right of the window are "OK" and "Cancel" buttons.

7.10.5.1 To enter bulk receipts

- Click on **Receipts**
- Double-click on the **batch** to hold the receipts
- Click on the **Bulk Receipts** tab
- Click on the **Add** button on the right hand side 
- Enter the **student's surname** (or part thereof) in the Student Name field and press **<tab>** to select the student from a list
- The year group of the student is automatically displayed
- Enter the **amount** of the receipt and press **<tab>**
- Press **<tab>** in the items field
- **Highlight** the items to be paid, click on **OK** and press **<tab>**
- Enter a comment
- Press **<tab>** to move to the next line
- **Repeat** this process for the next student
- Once all receipts have been entered, click on **OK** to save

An example of the Bulk Receipts window showing data entered is displayed below:



The screenshot shows the 'Receipts' window with the 'Bulk Receipts' tab selected. At the top, there are fields for 'Batch Number' (B00003) and 'Description' (General Banking 16.07.07). Below these are tabs for 'Details', 'Batch Receipts', and 'Bulk Receipts'. The main area contains a table with the following data:

Student Name	Year	Amount	Items	Type	Comment
ANDERSON: Ben	10	145.00	6 Items	CH	Balance of the account
ANDREWS: Rachael	11	150.00	3 Items	CA	Camp
LUCK: Jem	10	295.00	9 Items	CH	Balance of the account

At the bottom right of the window are 'OK' and 'Cancel' buttons. There is also an 'Add' button icon on the right side of the table.

Note: If a blank line is accidentally created, a right mouse click can be performed on the blank line. The Remove Line option will then be displayed.

Remove Line

IMPORTANT

The receipts are not saved until the OK button at the bottom of the screen is clicked. It is therefore recommended that shorter lists are entered and saved regularly to minimise loss of data in the event of a power failure etc.

7.10.5.2 Applying Individual Government Subsidies

An individual Government Subsidy can be applied to a student by using the method outlined above (Receipts > Bulk Receipts).

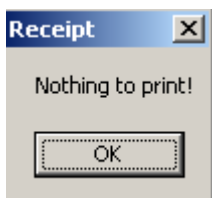
7.10.5.2.1 To apply the subsidy:

- Choose the correct **Government Subsidy receipts batch**.
- Follow the method listed above but **enter the payment type as GV**.
- Also enter the **correct comment** for the subsidy.

7.10.5.3 Bulk Receipts tab – Print button

If a list of receipts have been entered in bulk and saved and the receipts are still displayed on the screen, the print button can be used to print receipts (or record of receipt allocations) for the entered data.

Once the entered data has been cleared from the screen (by exiting the screen or switching tabs), receipts cannot be printed and the following message is displayed if the print button is selected.



CIVICA

RM Billing Manual

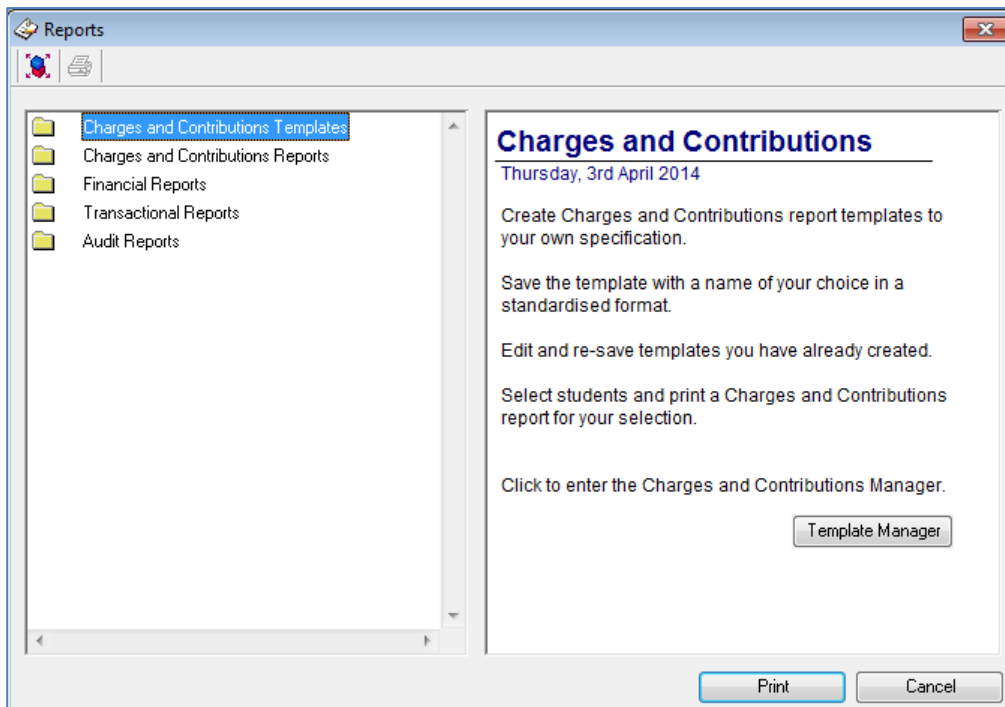
Reports

8

8 Reports

The Reports section contains a variety of standard reports.

When the Reports icon is selected on the RM Billing sidebar the Reports window will open as illustrated below:



8.1 Charges and Contributions Templates

Initially the Charges and Contributions Templates folder will be empty and the yellow folder will not appear in the reports list view (only the name will be displayed). Charges and Contributions templates need to be created by the operator.

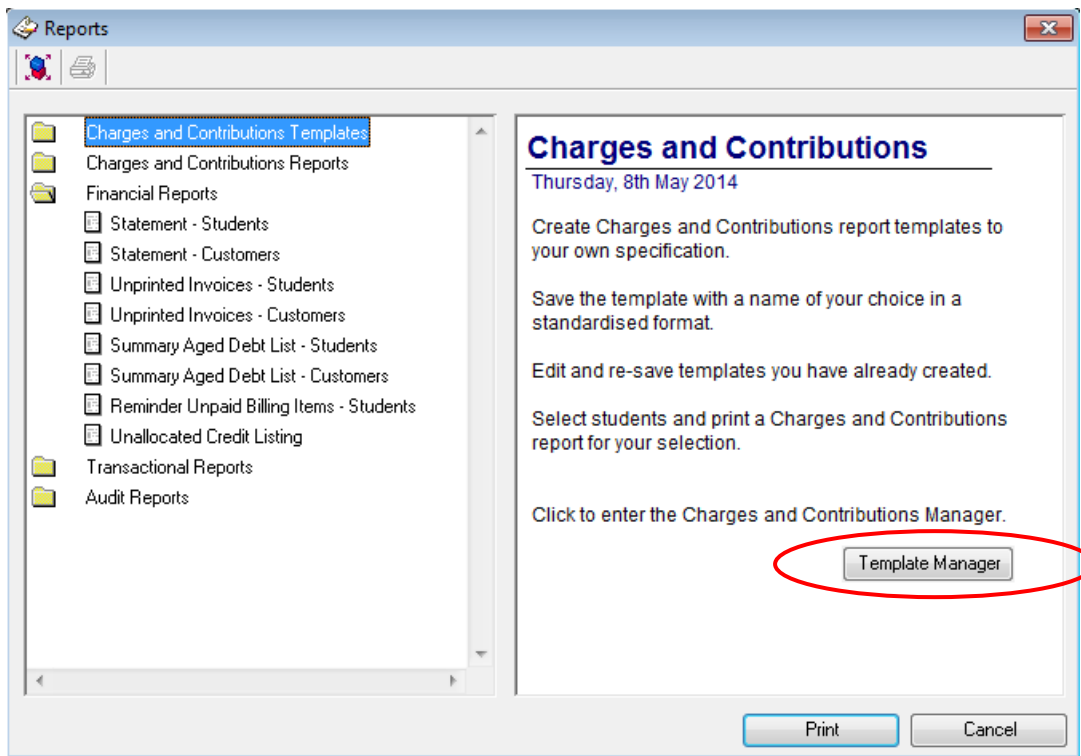
In RM Billing, Charges and Contributions sheets are created based on a template. The sheets are not based on actual billing items. Therefore they can be created before any billing has occurred within the system.

Subject information which needs to appear on the Charges and Contributions sheet is taken from the Primary Preferences held for each student in the Timetabling module (if being used) along with the subject costs entered in RM Billing for those subjects. This information will automatically appear on the Charges and Contributions sheet for each student (unless the code NA is used in the RM Billing subject table).

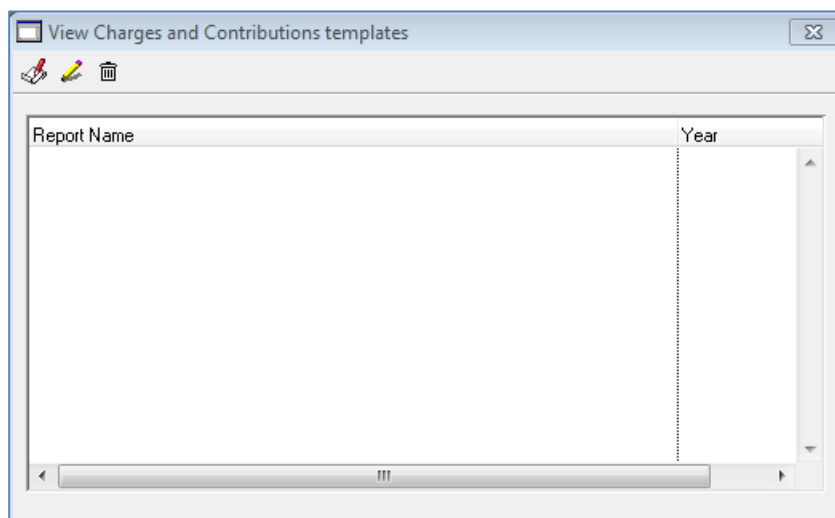
Other information (such as Other Optional Costs, Government Subsidies etc.) which needs to be displayed on the Charges and Contributions sheet is entered manually by the operator into a template.

8.1.1 To Create a Charges and Contributions Sheet Template

- Click on **Reports**
- With **Charges and Contributions Templates highlighted** on the left hand side, click on the **Template Manager** button on the right hand side




- The following screen opens:



- Click on the **Add pencil** (red pencil) to create a new template
- The template screen is displayed as shown below:

Add/Edit Charges and Contributions template


Report Name: 2014 Charges and Contributions - Year 11 Year: 2014

Voluntary Contributions | Charges | Residential Boarding Fees | 

Other Optional Costs | Voluntary Approved Requests | Government Subsidies

Item Description	GST Code	Amount
School Magazine	0	20.00

Footer Message




Save Cancel

Note: If an additional blank line is accidentally created it can be removed by performing a right mouse click on the blank line. The option to remove the line will then be displayed.

Note: Data can be entered on any tab in a similar manner.

8.1.3 To enter a Government Subsidy


One or more Government Subsidies can be entered on the Government Subsidies tab. The order in which the subsidies are entered is the order in which they will be displayed on the Charges and Contributions sheet.

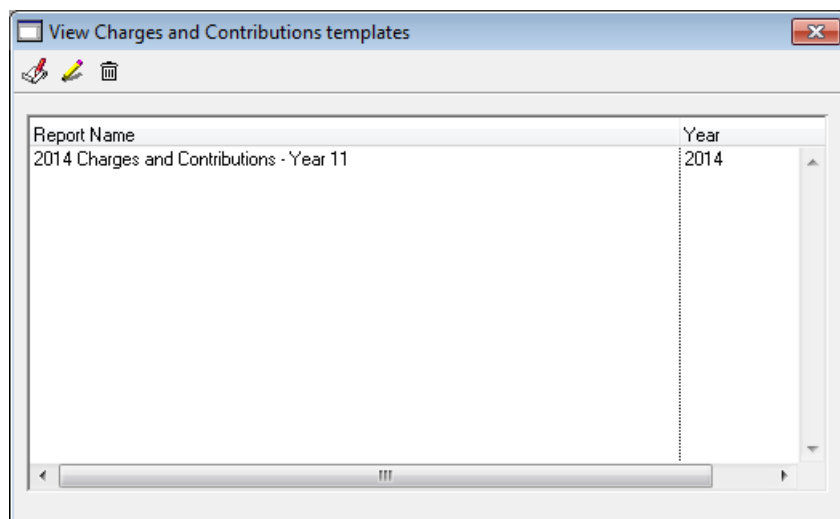
- Click on the **Government Subsidies** tab
- Click on the **Add** button on the right hand side 
- Type in the Government Subsidies (example given below)

Note: The footer message can be entered no matter which tab is currently selected.

8.1.5 To save the template

None of the entered data will be saved until the 'Save' button is clicked.

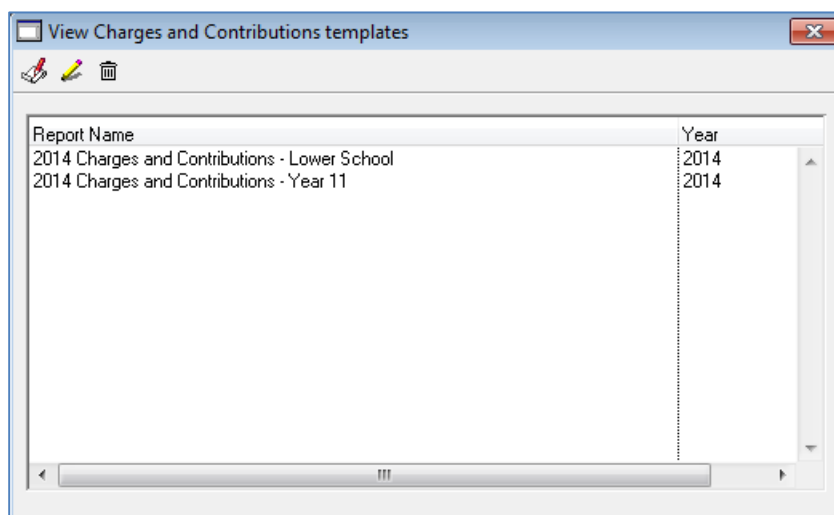
- Click on  to save the template
- The newly created template now appears in the list (example shown below)




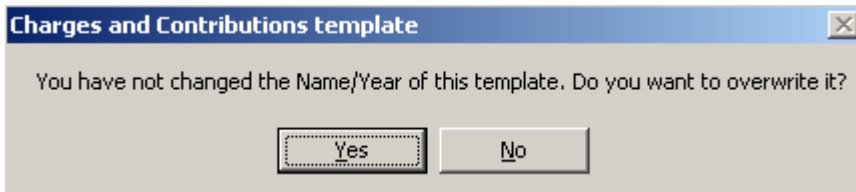
8.1.6 To Edit a Charges and Contributions Sheet Template

Charges and Contributions Sheet Templates can be edited and saved with either the same name (which replaces the original template) or a different name (which leaves the original untouched and creates a new template).

- Click on **Reports**
- With **Charges and Contributions Templates highlighted** on the left hand side, click on the **Template Manager** button on the right hand side
- The list of templates is displayed as illustrated below:



- **Highlight** the template to be edited
- Click on the **edit** pencil 
- Make any required **changes**
- Click on **Save**
- If the name and/or year of the template has not been changed the following message will be displayed:

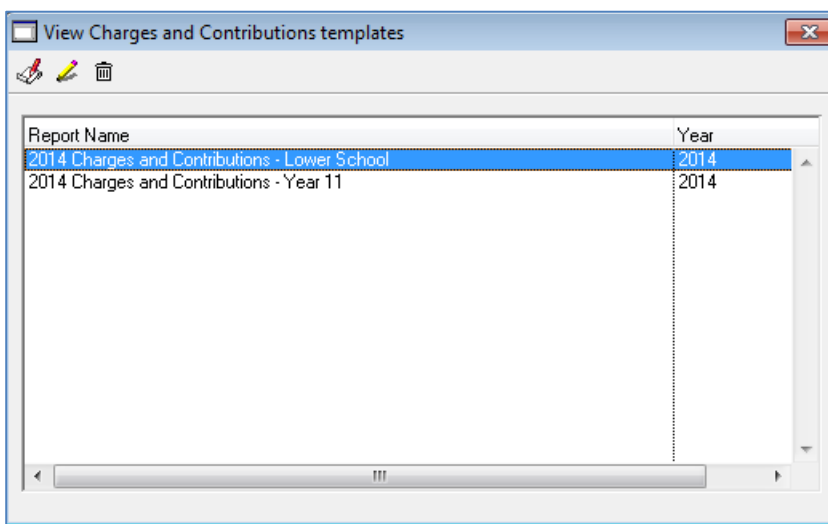



- Click on **Yes** to overwrite the existing template or **No** to have the chance to rename the template
- If the name and/or year of the template has been changed, the new template will be saved with the new name (no warning message will be displayed)

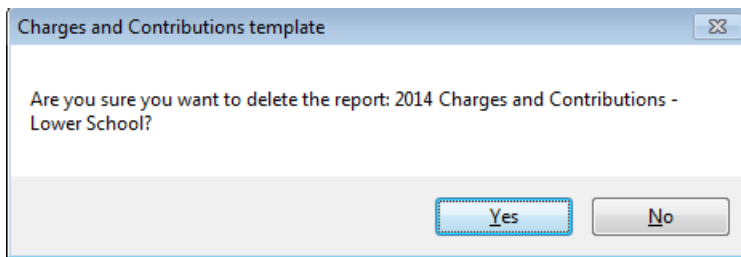
8.1.7 To Delete a Charges and Contributions Sheet Template

Charges and Contributions Sheet Templates can be deleted as required. There are no restrictions on deleting these templates.

- Click on **Reports**
- With **Charges and Contributions Templates highlighted** on the left hand side, click on the **Template Manager** button on the right hand side
- The list of templates is displayed as illustrated below:



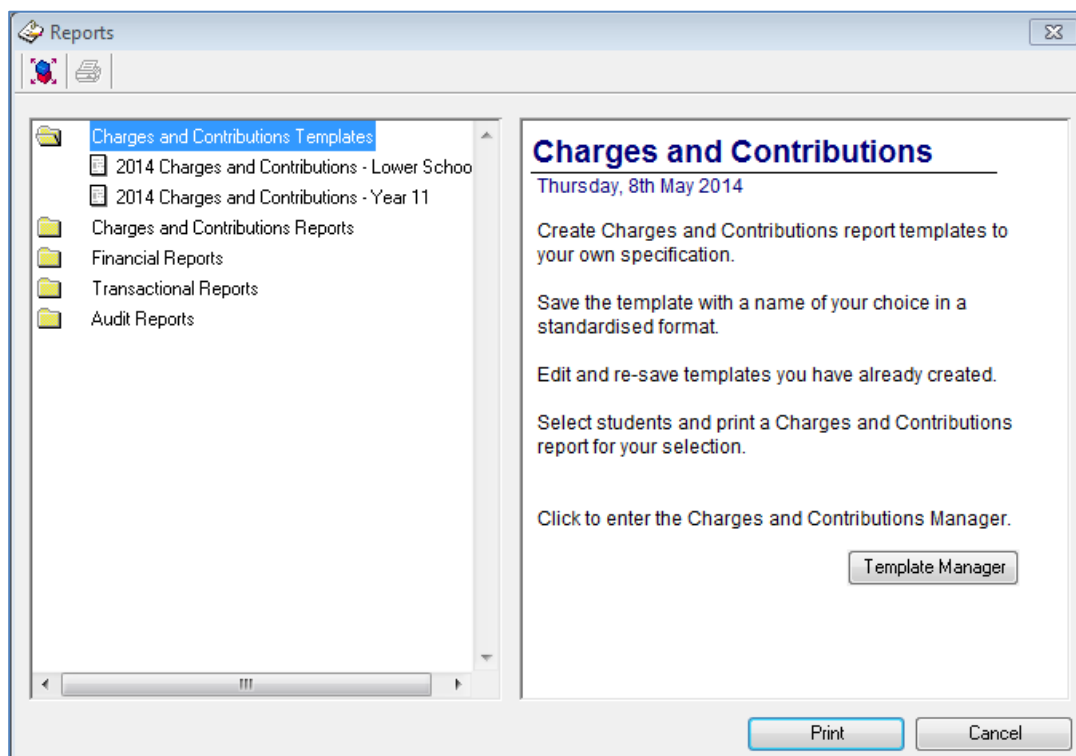
- **Highlight** the template to be deleted
- Click on the **delete** button 
- The following message is displayed:



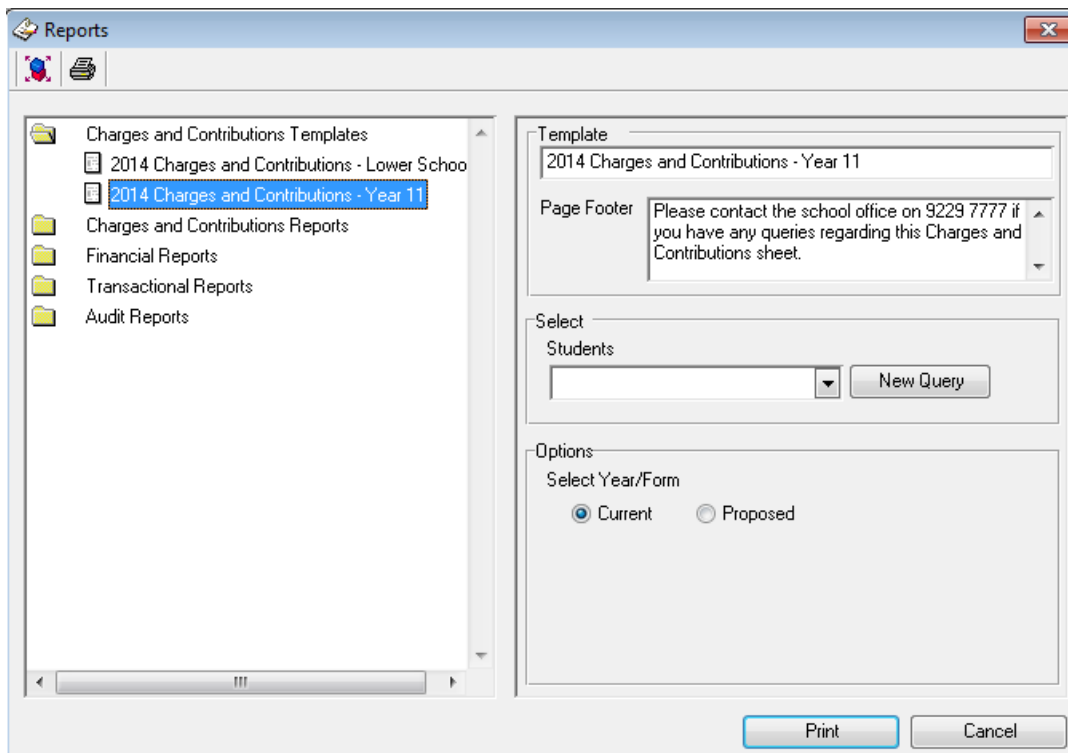
- Click on **Yes** to delete the template

8.1.8 To Print Charges and Contributions Sheets

- Click on **Reports**
- Click on the **Charges and Contributions templates folder** on the left hand side to display the reports which have been created
- The list of reports is displayed as illustrated below:



- **Highlight** the report to be printed
- The window now appears as shown:



- The Page Footer section contains the default message (as entered in the chosen template). This can be edited at this stage if required, but any changes will be used for this print run only and will not be saved to the template.
- Click on the **New Query** button
- Use the **find tool** to select all required students
- Select either the **current** or **proposed** year/form. (The proposed year/form can be used when printing sheets in advance for next year. Note that this information must be set up in the Administration module before it can be used in RM Billing.)
- Click on the **Print** button
- Select the report **destination**
- The reports are printed to the selected destination for the selected students

A sample Charges and Contributions report appears below:

West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified



Charges and Voluntary Contributions 2015

Mrs M Andrews
12 Success Street
LEEDERVILLE WA 6010

Student: Rachael Andrews
Year: 11 Form: 11.1
Student Number: 20512482

Subject/Other Items	Compulsory Charges	Total
GECAE - Career and Enterprise General 11	\$ 50.00	\$ 50.00
GEEES - Earth and Environmental Sci General 11	\$ 50.00	\$ 50.00
GEENG - English General 11	\$ 50.00	\$ 50.00
GECEO - Geography General 11	\$ 50.00	\$ 50.00
GEHIM - Modern History General 11	\$ 50.00	\$ 50.00
GEOED - Outdoor Education General 11	\$ 100.00	\$ 100.00
Total for Compulsory Charges	\$ 350.00	\$ 350.00
Other Optional Costs		
School Year Book	\$ 20.00	
Total for Other Optional Costs		\$ 20.00
Voluntary Approved Requests		
Chaplaincy	\$ 15.00	
Total for Voluntary Approved Requests		\$ 15.00
TOTAL PAYABLE	Includes GST of \$ 0.00	\$ 385.00

Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

	Bill Code: 9112
	Ref: 20512482
Telephone & Internet Banking – BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au	

Please detach and return to: West Coast District High, 1120 Hay Road, PERTH, Western Australia, 6005, Australia.

Mrs M Andrews
Rachael Andrews

Year: 11

Form: 11.1

Total Payable \$ 385.00

☐ I enclose Cheque/Money Order

For the amount of: \$

OR

☐ Please debit my

☐ Mastercard

☐ VISA

Card No: Expiry Date: / /

Signature: Name on Card:

Page 1

Produced on 1st April 2015 at 11:46

Note: The layout of the above report can be varied slightly by altering the parameter settings for the Charges and Contributions sheet. See section 3.4.2 on page 3-9 for more details




Note: Charges and Contributions sheets can also be printed from the Students section. See section 4.3 on page 4-6 for further details.

IMPORTANT

If a student's preferences are changed in the Timetabling module then the subject information printed on the Charges and Contributions sheet will automatically change the next time a sheet is printed.

8.2 Charges and Contributions Reports

The Charges and Contributions Reports folder contains the following reports.

-  Charges and Contributions Reports
 -  Charges and Contributions by Department
 -  Outstanding Amounts by Category

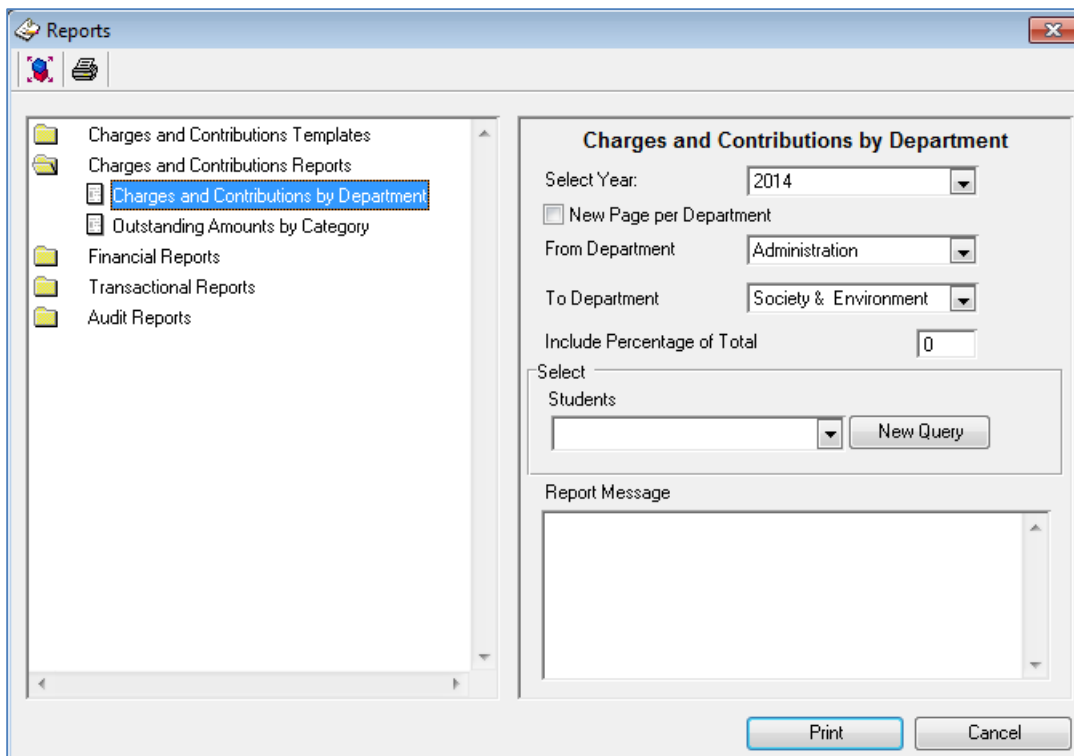
8.2.1 Charges and Contributions by Department (Timetabling Only)

This report calculates and displays how much is due to be paid in Charges and Voluntary Contributions amounts per subject per department for a selected year. The report is based on the number of enrolled students per subject for the selected year (taken from Timetabling) and the Charges and Voluntary Contributions amounts listed against the subjects for the selected year in RM Billing > Parameters > Subjects.

Note: This report will not be visible in the list if the Timetabling module is not installed.

8.2.2 To print the Charges and Contributions by Department report

- Click on **Reports**
- Click on the **Charges and Contributions Reports** folder
- Highlight **Charges and Contributions by Department**
- The window appears as shown below:



- Select the **required year** for the report – past, present and future years are available for selection
- If each Department should start on a **new page** tick the box for New Page per Department
- A **range of departments** can be selected by using the From Department...To Department drop down lists
- A **percentage of the total** (e.g. 80%) can be entered in the 'Include Percentage of Total' box. This will display the entered percentage of the total along with the overall total.
- Click on the **New Query** button to select the students to be included in the report
- A **report message** (to be displayed at the bottom of the report) can be entered if required. This message is saved and can be used next time the report is run.
- Click on **Print**
- Select the report **destination**

A portion of a sample report is displayed below:

West Coast District High School

Charges and Contributions by Department

For Year 2014



Based on the number of timetabled students

Computing

Subject Name	Code	Students	Contributions	Charges	Totals for Contributions	Totals for Charges	Total
Computer Science 2B	2BCSC	89	0.00	35.00	0.00	3,115.00	3,115.00
Computer Science 2A	2ACSC	88	0.00	35.00	0.00	3,080.00	3,080.00
Computer Science 1B	1BCSC	24	0.00	35.00	0.00	840.00	840.00
Computer Science 1A	1ACSC	24	0.00	35.00	0.00	840.00	840.00
Department Totals	100%	225			0.00	7,875.00	7,875.00
Department Totals	80%				0.00	6,300.00	6,300.00

The columns on the report have the following meanings:

Subject Name

The name of the subject. Only timetabled subjects for the selected year will be displayed.

Code

The subject code.

Students

The number of students that are enrolled in the subject for the selected year. This information is taken from the Timetabling module.

Contributions

The voluntary contributions amount entered for the subject in the RM Billing > Parameters > Subjects table for the selected year.

Charges

The charges amount entered for the subject in the RM Billing > Parameters > Subjects table for the selected year.

Totals for Contributions

The contributions amount multiplied by the number of students.

Totals for Charges

The charges amount multiplied by the number of students.

Total

The contributions total plus the charges total.

8.2.3 Outstanding Amounts by Category

The Outstanding Amounts by Category report summarises outstanding amounts per student, broken into Voluntary Contributions, Charges and all other categories. Unpaid billing items for the student for the selected year are used to create the report.

8.2.4 To print the Outstanding Amounts by Category report

- Click on **Reports**
- Click on the **Charges and Contributions Reports** folder
- Highlight **Outstanding Amounts by Category**
- The window appears as shown below:

The screenshot shows a software window titled 'Reports'. On the left is a tree view with folders: 'Charges and Contributions Templates', 'Charges and Contributions Reports', 'Financial Reports', 'Transactional Reports', and 'Audit Reports'. Under 'Charges and Contributions Reports', there are two report files: 'Charges and Contributions by Department' and 'Outstanding Amounts by Category', which is highlighted. On the right, the 'Outstanding Amounts by Category' report configuration panel is shown. It includes a year dropdown set to '2014', a 'Select Students' section with a dropdown and a 'New Query' button, a 'Select Student Billing Category' dropdown set to 'N/S', and a 'Report Options' section with a 'Sort By' dropdown set to 'Student Name' and a checkbox for 'New Page with Subtotals'. At the bottom are 'Print' and 'Cancel' buttons.

- Select the **year** for the report
- Click on the **New Query** button to select the students for the report
- Select a **Student Billing Category** (optional) if required. If all categories are required N/S (Not Specified) should be used.
- Select the required **sort**
- If **New Page with Subtotals** is ticked then each subtotalled group (sort) will begin on a new page
- Click on **Print**
- Select the report **destination**

A portion of a sample report appears below:

West Coast District High School
Outstanding Amounts by Category as at 08/05/14
For Billing Year 2014



Student Name	Year	Form	Student Category	Debtor	Previous Years	Charges	Vol Cont	All Other	Follow Years	Total	Last Receipt	Date Last Receipt
ANDREWS: Rachael	11	11.1	Secondary (Chg)	Mrs M Andrews	0.00	420.00	15.00	20.00	0.00	455.00	50.00	06/05/14
BLACK: Jenny	11	11.1	Secondary (Chg)	Mrs Penelope Black	0.00	320.00	15.00	20.00	0.00	355.00	150.00	06/05/14
CASSON: Shane	11	11.3	Secondary (Chg)	Mrs Shirley Casson	0.00	320.00	15.00	20.00	0.00	355.00	150.00	06/05/14
COOPER: Ryan	11	11.1	Secondary (Chg)	Mrs J Cooper	0.00	320.00	15.00	20.00	0.00	355.00	150.00	06/05/14
DAVIES: Caitlin	11	11.2	Secondary (Chg)	Mr Ralph Davies	0.00	496.00	15.00	20.00	0.00	531.00		
DEXTER: Renee	11	11.3	Secondary (Chg)	Mr S Dexter	0.00	350.00	15.00	20.00	0.00	385.00	120.00	06/05/14
FULTER: Michael	11	11.3	Secondary (Chg)	Mr M Fulter	0.00	120.00	15.00	20.00	0.00	155.00	320.00	06/05/14
GOLD: Stephanie	11	11.1	Secondary (Chg)	Mr M Gold	0.00	420.00	15.00	20.00	0.00	455.00	50.00	06/05/14
GUTHRIE: Sean	11	11.2	Secondary (Chg)	Mr D Guthrie	0.00	483.00	15.00	20.00	0.00	518.00		
HOGAN: Paul	11	11.3	Secondary (Chg)	Mrs T Hogan	0.00	320.00	15.00	20.00	0.00	355.00	150.00	06/05/14
JOHNSTON: Josh	11	11.1	Secondary (Chg)	Mr G Johnston	0.00	470.00	15.00	20.00	0.00	505.00		
KENT: Clayton	11	11.2	Secondary (Chg)	Mr R Kent	0.00	326.00	15.00	20.00	0.00	361.00	170.00	03/04/14
KITCHEN: Marc	11	11.3	Secondary (Chg)	Mrs K Kitchen	0.00	320.00	15.00	20.00	0.00	355.00	150.00	06/05/14
LAM: Chanara	11	11.2	Secondary (Chg)	Mrs V Lam	0.00	261.00	15.00	20.00	0.00	296.00	235.00	06/05/14
LAMBERT: Damien	11	11.3	Secondary (Chg)	Mrs L Lambert	0.00	400.00	15.00	20.00	0.00	435.00	70.00	06/05/14
LAURENTS: Jason	11	11.3	Secondary (Chg)	Mrs H Laurents	0.00	400.00	15.00	20.00	0.00	435.00	70.00	06/05/14
LESLIE: Nathan	11	11.1	Secondary (Chg)	Mr N Leslie	0.00	400.00	15.00	20.00	0.00	435.00		
LIPTON: Livvy	11	11.2	Secondary (Chg)	Mrs J Lipton	0.00	483.00	15.00	0.00	0.00	498.00		
LORNAB: Jessica	11	11.3	Secondary (Chg)	Mrs A Lornab	0.00	320.00	15.00	20.00	0.00	355.00	150.00	02/04/14
LUONG: Amber	11	11.1	Secondary (Chg)	Mrs A Luong	0.00	320.00	15.00	20.00	0.00	355.00	150.00	03/04/14
MAHNEY: Ariel	11	11.2	Secondary (Chg)	Mrs J Mahney	0.00	241.00	15.00	20.00	0.00	276.00	235.00	06/05/14
MARONEY: David	11	11.3	Secondary (Chg)	Mrs S Maroney	0.00	235.00	15.00	20.00	0.00	270.00	235.00	06/05/14
MARSTON: Lauren	11	11.1	Secondary (Chg)	Mr A Marston	0.00	215.00	15.00	20.00	0.00	250.00	235.00	01/04/14

The columns on the report have the following meanings:

Student Name

The name of the student.

Year

The current year group of the student.

Form

The current form group of the student.

Student Category

The student billing category for the student for the selected year.

Debtor

The title, initial and surname of the current fees biller for the student.

Previous Years

The sum of all unpaid billing items for the student for all previous years (prior to the selected year).

Charges

The sum of all unpaid billing items which belong to the category of 'Charges' for the student for the selected year.

Vol Cont

The sum of all unpaid billing items which belong to the category of 'Voluntary Contributions' for the student for the selected year.

All Other

The sum of all unpaid billing items which belong to all other categories (other than 'Charges and 'Voluntary Contributions') for the student for the selected year.

Follow Years

The sum of all unpaid billing items for the student for all years after the selected year.

Total

The sum of all the outstanding balances.

Last Receipt

The amount of the last receipt entered against the student.

Date Last Receipt

The date of the last receipt entered against the student.

8.3 Financial Reports

The Financial Reports folder contains the following reports:

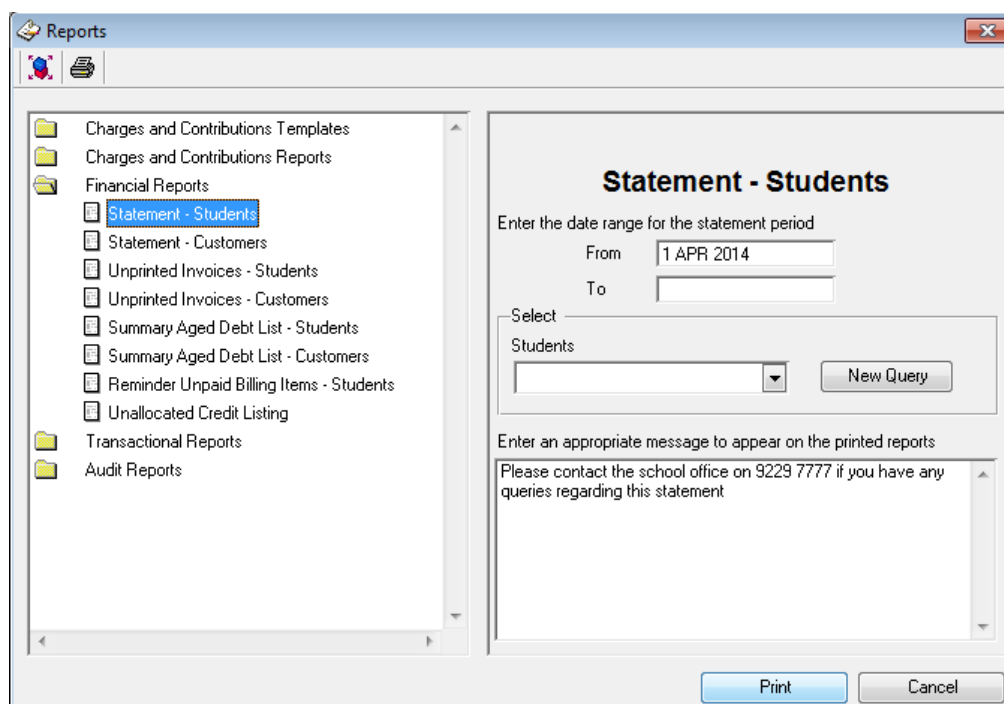


8.3.1 Statement - Students

This report enables a current statement to be produced for one or more students. Statements are addressed to the current fees biller for each student.

8.3.2 To print a statement for students

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Statement - Students**
- The window appears as shown below:



The 'From' date will default to the first day of the current month. All transactions from this date onwards will be listed on the statement. Any transactions dated prior to this date will be summarised in an 'opening balance' figure. If this is the first statement being sent to the parent/guardian then it is advisable to enter an earlier date so that all transactions for the current year are listed.

The 'To' date will appear blank but will default to today's date if left blank. Otherwise an end date may be entered. Transactions dated after the 'To' date will not be included on the statement.

The default message entered in the Billing Parameters section will be displayed. This can be edited at this point if required but the changes will be used for this statement run only and will not be saved.

Change the settings as required

Click on the **New Query** button to select the students for whom statements are to be printed


Click on **Print**

Select the report **destination**

Statements for the selected students are printed to the selected destination

A sample statement appears below:

West Coast District High
1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: 11 222 333 444



Statement

Mrs M Andrews
12 Success Street
LEEDERVILLE WA 6010

Transactions for the period 01/04/2014 to 04/04/2014.

Type	Tx#	Date	Inv#	Details	Amount
Rachael ANDREWS Year 11 Form 11.1 Student Number 20512482					
		01/04/2014		Opening Balance	\$0.00
Charges	1	01/04/2014	1	1AMAT - Mathematics 1A 2014	\$ 25.00
Charges	2	01/04/2014	1	1AWPL - Workplace Learning 1A 2014	\$ 25.00
Charges	3	01/04/2014	1	1BMAT - Mathematics 1B 2014	\$ 25.00
Charges	4	01/04/2014	1	1BWPL - Workplace Learning 1B 2014	\$ 25.00
Charges	5	01/04/2014	1	1XENG - English 1A/B 2014	\$ 50.00
Charges	6	01/04/2014	1	1XGEO - Geography 1A/B 2014	\$ 50.00
Charges	7	01/04/2014	1	1XISC - Integrated Science 1A/B 2014	\$ 50.00
Charges	8	01/04/2014	1	2ACSC - Computer Science 2A 2014	\$ 35.00
Charges	9	01/04/2014	1	2BCSC - Computer Science 2B 2014	\$ 35.00
Other Optional Costs	530	01/04/2014	1	2014 School Year Book	\$ 20.00
Voluntary Contributions	531	01/04/2014	1	2014 Chaplaincy	\$ 15.00
Closing balance as at 4 APR 2014					\$ 355.00
Balance Owing as at 4 APR 2014					\$ 355.00
GST on Balance Owing					\$0.00

Summary of Outstanding Amounts by Category for All Years

Category	Previous Years	2014	Future Years	Totals
Voluntary Contributions		\$ 15.00		\$ 15.00
Charges		\$ 420.00		\$ 420.00
Other Optional Costs		\$ 20.00		\$ 20.00
Totals	\$ 0.00	\$ 455.00	\$ 0.00	\$ 455.00

Total Balance Owing (All Years)	\$ 455.00
--	------------------

Please contact the school office on 9229 7777 if you have any queries regarding this statement

Type

If the transaction is a billing item or a billing item reversal or adjustment, then the category of the billing item (e.g. Charges) will be displayed.

If the transaction is a receipt or receipt reversal, then the payment type (e.g. Cash) will be displayed.

If the transaction is a Government Subsidy or Government Subsidy reversal then 'Government Subsidies' will be displayed.

If the transaction is a refund then 'Refund' will be displayed.

Tx#

The transaction reference number.

Date

The date the transaction was created.

Inv#

The invoice number attached to the billing item (blank for receipt transactions).

Details

The comment attached to the transaction.

Amount

The amount of the transaction.

Billing items are displayed as positive numbers and receipts as negative numbers

Reversals, Adjustments and Refunds are opposite in sign to the original transaction.

Statement Summary Table

A summary table detailing the outstanding amount per category appears on the statement.

This will list the applicable categories in the first column and then display the amounts owing for each category for all previous years, the current billing year and any future years.

Note: The layout of the Statement can be varied slightly by altering the statement parameters available in the Parameters > Billing Parameters section. Please refer to section 3.4.3 on page 3-11 for further details.

Note: Statements with zero balances will be printed if transactions have been processed against the student. If no transactions have been entered for the selected student then a statement will not be printed. See section 4.2.5 on page 4-6 for details on how to print statements for outstanding debtors only.

Note: Statements can also be printed from the Students section. Refer to section 4.2.3 on page 4-5 for further details.

8.4 Statement - Customers

This report enables a current statement to be produced for one or more customers.

8.4.1 To print a statement for a customer

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Statement - Customers**
- The window appears as shown below:

The screenshot shows a window titled 'Reports' with a sidebar containing a tree view of report categories. The 'Financial Reports' folder is expanded, and 'Statement - Customers' is selected. The main area of the window is titled 'Statement - Customers' and contains the following fields and controls:

- Enter the date range for the statement period**
 - From: 1 APR 2014
 - To: (empty field)
- Select Customers**
 - A button with a binoculars icon and the text '(0) Customers Selected'.
- Enter an appropriate message to appear on the printed reports**
 - A text area containing the default message: 'Please contact the school office on 9229 7777 if you have any queries regarding this statement'.
- Buttons:** 'Print' and 'Cancel' at the bottom right.

The From and To dates and the default message operate as outlined in the above section for student statements

Change the settings as required

Click on the **Customer Find Tool (binoculars)** button to select the customers for whom statements are to be printed

The following window appears:

Customer Name	Address
West Coast Theatre	221 West Coast Highway, Scarborough WA 601
Diane's Dance Academy	PO Box 19, South Perth WA 6151
Go Gymnastics	128 Canning Highway, Applecross WA 6153
Mrs Sally Lim	191 The Walk, Nedlands WA 6009

Total Records Found 4

Select Close

The top 'Customer Name' field is a search field. Enter the customer name or part thereof and click on Search. All customers meeting the search criteria will be displayed. For example, enter 'M' and click on Search to display all customer names beginning with 'M'. Use of this field is optional.

Highlight the customers to be selected in the main window.

Click on **Select**

The Customer Find window is closed and the number of selected customers is displayed on the report options screen

Click on **Print**

Select the report **destination**

Statements for the selected customers are printed to the selected destination

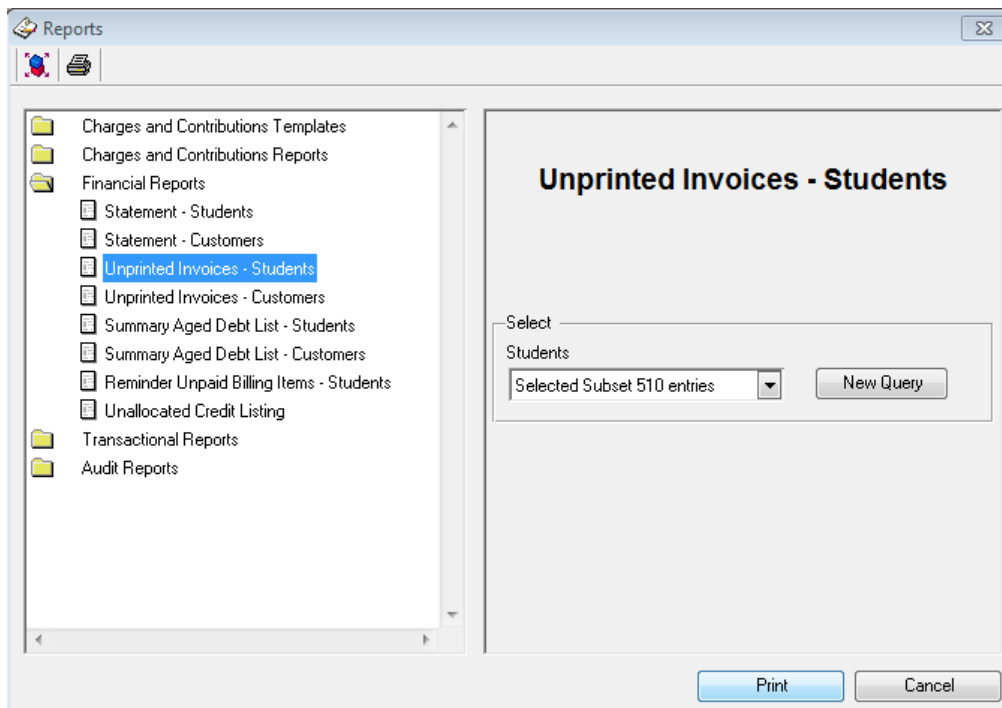
Note: Please refer to the above section 8.3.1 on page 8-16 regarding student statements for further details about the statement layout which is the same for customers. The summary table of outstanding amounts does not appear on the customer statement.

8.5 Unprinted Invoices – Students

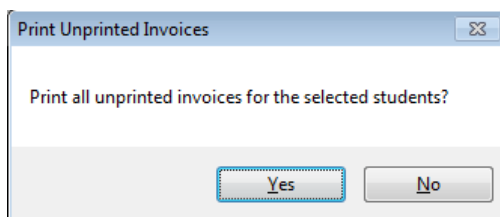
This report enables all (or a selection) of unprinted student invoices to be printed directly to the printer. There is no choice to print to other destinations such as screen.

8.5.1 To print unprinted invoices for students

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Unprinted Invoices - Students**
- The window appears as shown below:

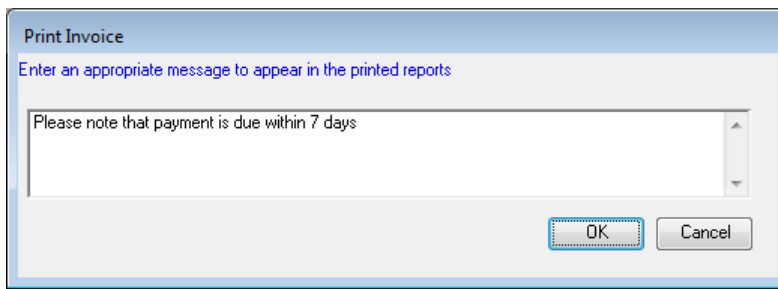


- Click on the **New Query** button to select the required students
- Click on **Print**
- The following message is displayed:



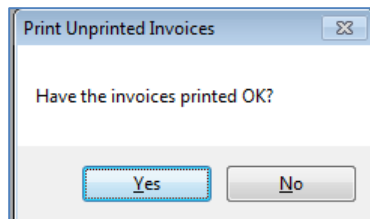
- Click on **Yes**

The following default message is displayed if entered via Parameters > Billing Parameters > Invoice tab. The user can accept the default message or enter a new message in the window.



Click OK

The following confirmation message then appears:



Select '**Yes**' if the invoices have printed OK (If not select 'No' and restart the process)
The new message (if entered) is added to the invoice immediately underneath they key
If no default message has been entered, the invoice will be sent straight to the printer



West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: 11 222 333 444

Tax Invoice

Invoice No: 1
Date: 01/04/2014

To: Mrs Margaret Andrews
12 Success Street
LEEDERVILLE WA 6010

Student: Rachael Andrews Year 11 Form 11.1

Qty	Description of Supply	Status	Price (inc GST)	Disc. Price (inc GST)	GST	Total Price (inc GST)
1	1AMAT - Mathematics 1A 2014		\$ 25.00	-	\$ 0.00	\$ 25.00
1	1AWPL - Workplace Learning 1A 2014		\$ 25.00	-	\$ 0.00	\$ 25.00
1	1BMAT - Mathematics 1B 2014		\$ 25.00	-	\$ 0.00	\$ 25.00
1	1BWPL - Workplace Learning 1B 2014		\$ 25.00	-	\$ 0.00	\$ 25.00
1	1XENG - English 1A/B 2014		\$ 50.00	-	\$ 0.00	\$ 50.00
1	1XGEO - Geography 1A/B 2014		\$ 50.00	-	\$ 0.00	\$ 50.00
1	1XISC - Integrated Science 1A/B 2014		\$ 50.00	-	\$ 0.00	\$ 50.00
1	2ACSC - Computer Science 2A 2014		\$ 35.00	-	\$ 0.00	\$ 35.00
1	2BCSC - Computer Science 2B 2014		\$ 35.00	-	\$ 0.00	\$ 35.00
1	2014 School Year Book		\$ 20.00	-	\$ 0.00	\$ 20.00
1	2014 Chaplaincy		\$ 15.00	-	\$ 0.00	\$ 15.00
1	2014 Camp Activities		\$ 30.00	-	\$ 0.00	\$ 30.00
1	2014 Camp Transport		\$ 70.00	-	\$ 0.00	\$ 70.00
1	2014 Camp Food		\$ 50.00	-	\$ 4.55	\$ 50.00
Totals					\$ 4.55	\$ 505.00
Total Amount Payable Includes GST						\$ 505.00

Key: R - Reversed, A - Adjusted, V - Reversal, T - Adjustment

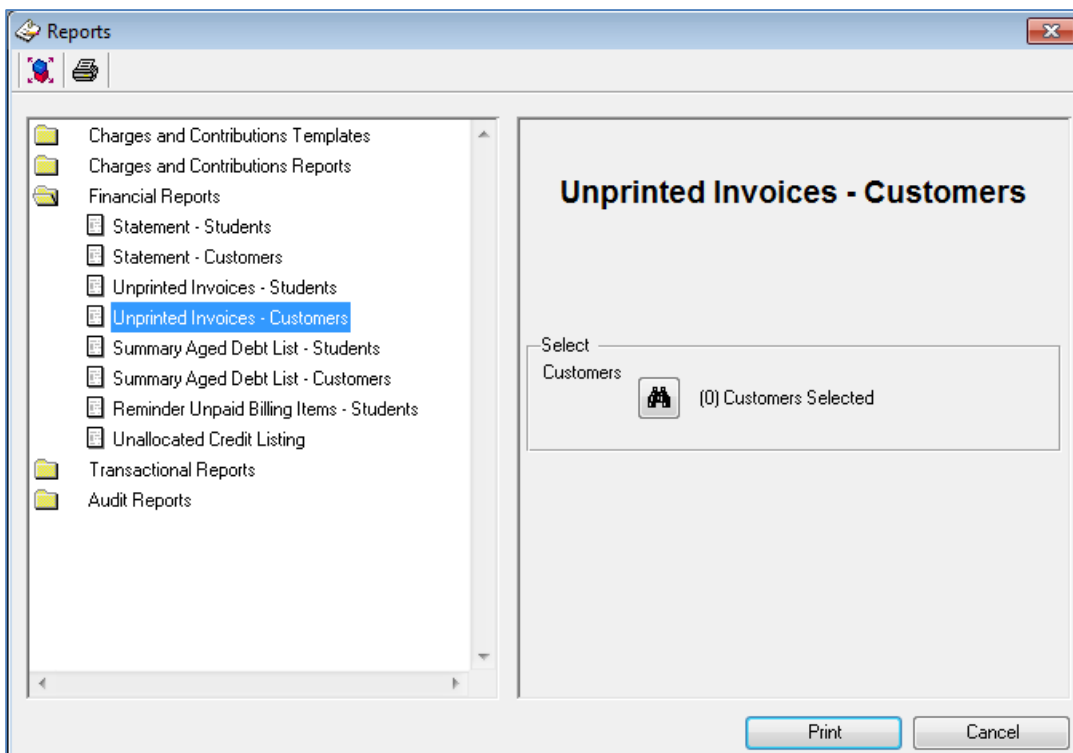
Please note the payment is due within 7 days.

8.5.2 Unprinted Invoices – Customers

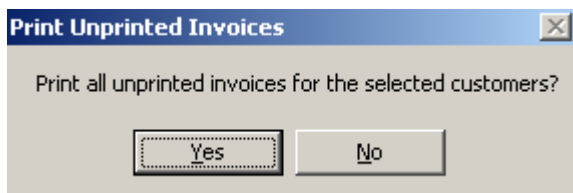
This report enables all (or a selection) of unprinted customer invoices to be printed directly to the printer. There is no choice to print to other destinations such as screen.

8.5.3 To print unprinted invoices for customers

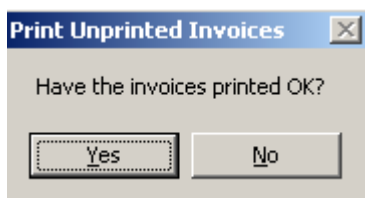
- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Unprinted Invoices - Customers**
- The window appears as shown below:




- Click on the **Customer Find Tool** (binoculars) to select the required customers (see section 8.4.1 above for details)
- Click on **Print**
- The following message is displayed:



- Click on **Yes**
- The invoices are sent to the printer
- The following confirmation message then appears:



- Select 'Yes' if the invoices have printed OK (If not select 'No' and restart the process)

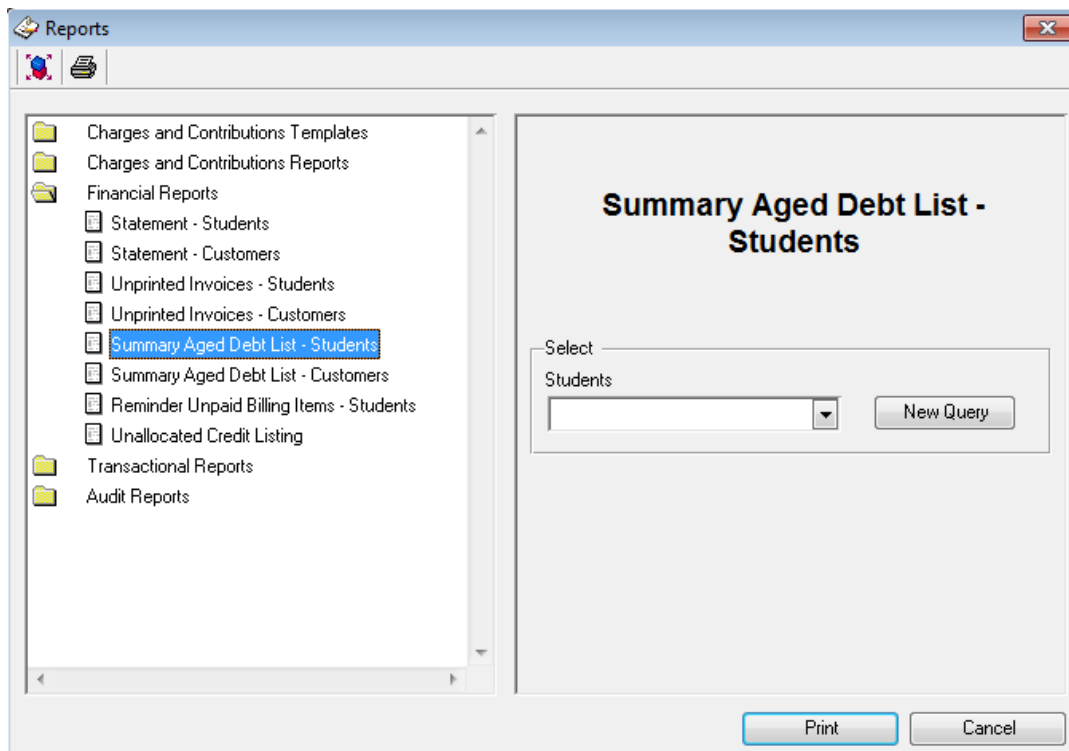
	Bill Code: 9112 Ref: 60000018
Telephone & Internet Banking – BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au	
<hr/>	
Please detach and return to: West Coast District High, 1120 Hay Road, PERTH, Western Australia, 6005, Australia.	
West Coast Theatre	
Total Payable \$ 405.00	
<input type="checkbox"/> I enclose Cheque/Money Order	For the amount of: \$
OR	
<input type="checkbox"/> Please debit my	<input type="checkbox"/> Mastercard <input type="checkbox"/> VISA
Card No: _____	Expiry Date: ____/____
Signature: _____	Name on Card: _____
<hr/>	
Printed: 01/04/2015 11:25	Page 1

8.6 Summary Aged Debt List - Students

This report prints a summary aged debt list for students. This is a list of students with outstanding debt classified in the categories of current, 30 days, 60 days and 90+ days.


8.6.1 To print a summary aged debt list for students

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Summary Aged Debt List - Students**
- The window appears as shown below:



- Click on the **New Query** button to select the required students
- Click on **Print**
- Select the report **destination**

A sample report appears below:

West Coast District High School Summary Aged Debt List as at 04/04/14 - Student based 							
Student Name	Year	Form	Debtor	Current	30 Days	60 Days	90+ Days
ANDREWS: Rachael	11	11.1	Mrs M Andrews	\$455.00	\$0.00	\$0.00	\$0.00
BLACK: Jenny	11	11.1	Mrs Penelope Black	\$355.00	\$0.00	\$0.00	\$0.00
CASSON: Shane	11	11.3	Mrs Shirley Casson	\$355.00	\$0.00	\$0.00	\$0.00
COOPER: Ryan	11	11.1	Mrs J Cooper	\$355.00	\$0.00	\$0.00	\$0.00
DAVIES: Caitlin	11	11.2	Mr Ralph Davies	\$531.00	\$0.00	\$0.00	\$0.00
DEXTER: Renee	11	11.3	Mr S Dexter	\$385.00	\$0.00	\$0.00	\$0.00
FULTER: Michael	11	11.3	Mr M Fulter	\$155.00	\$0.00	\$0.00	\$0.00
GOLD: Stephanie	11	11.1	Mr M Gold	\$455.00	\$0.00	\$0.00	\$0.00
GUTHRIE: Sean	11	11.2	Mr D Guthrie	\$518.00	\$0.00	\$0.00	\$0.00
HOGAN: Paul	11	11.3	Mrs T Hogan	\$355.00	\$0.00	\$0.00	\$0.00
JOHNSTON: Josh	11	11.1	Mr G Johnston	\$505.00	\$0.00	\$0.00	\$0.00
KENT: Clayton	11	11.2	Mr R Kent	\$361.00	\$0.00	\$0.00	\$0.00

The following information is displayed on this report:

Student Name

The name of the student.

Year

The current year group of the student.

Form

The current form group of the student.

Debtor

The name of the current fees biller for the student.

Current

The total unpaid billing items for the student which are less than 30 days old.

30 Days

The total unpaid billing items for the student which are 30 or more days old but less than 60 days old.

60 Days

The total unpaid billing items for the student which are 60 or more days old but less than 90 days old.

90+ Days

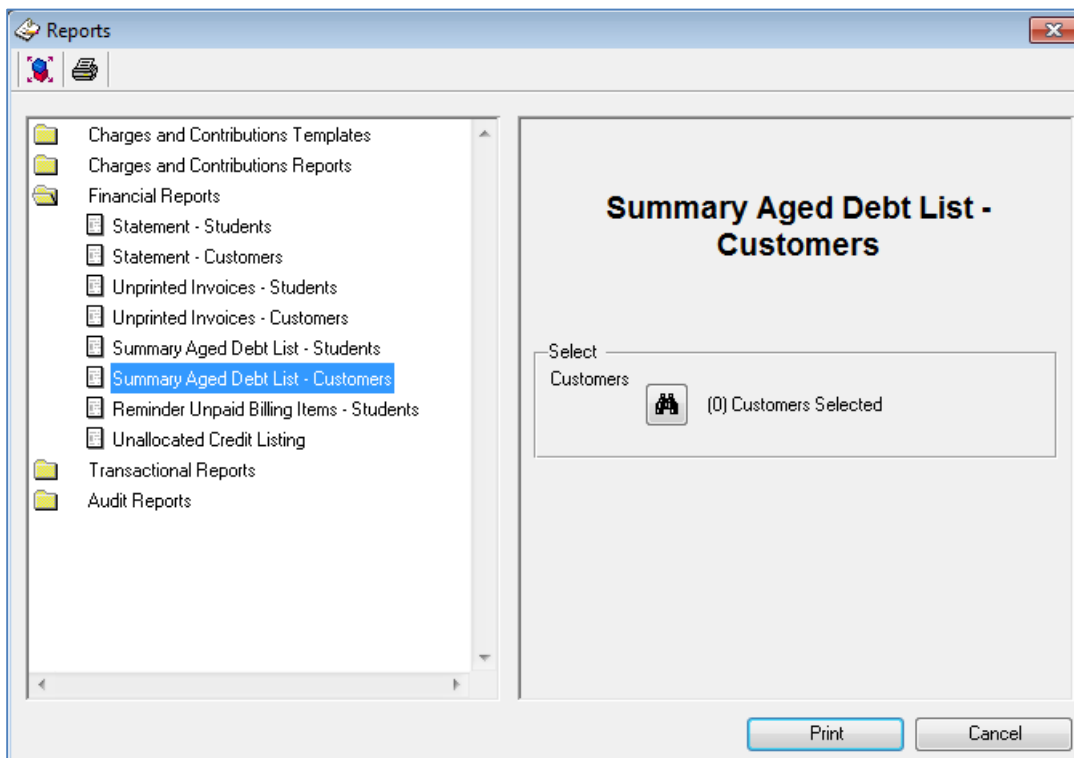
The total unpaid billing items for the student which are greater than 90 days old.

8.6.2 Summary Aged Debt List - Customers

This report prints a summary aged debt list for customers. This is a list of customers with outstanding debt classified in the categories of current, 30 days, 60 days and 90+ days.


8.6.3 To print a summary aged debt list for customers

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Summary Aged Debt List - Customers**
- The window appears as shown below:



- Click on the **Customer Find Tool** (binoculars) to select the required customers (see section 8.4.1 above for details)
- Click on **Print**
- Select the report **destination**

A sample report appears below:

West Coast District High School				
Summary Aged Debt List as at 04/04/14 - Customers				
				
Debtor	Current	30 Days	60 Days	90+ Days
West Coast Theatre	\$1,045.00	\$0.00	\$0.00	\$0.00
Totals	\$1,045.00	\$0.00	\$0.00	\$0.00

The following information is displayed on this report:

Debtor

The name of the customer.

Current

The total unpaid billing items for the customer which are less than 30 days old.

30 Days

The total unpaid billing items for the customer which are 30 or more days old but less than 60 days old.

60 Days

The total unpaid billing items for the customer which are 60 or more days old but less than 90 days old.

90+ Days

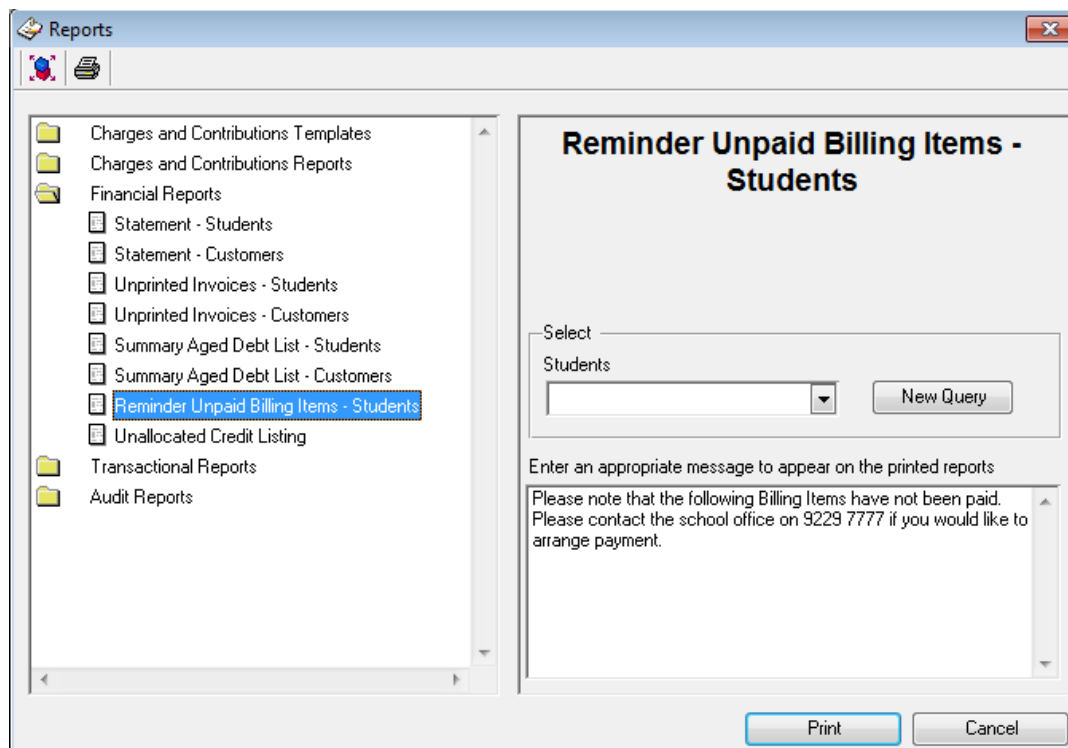
The total unpaid billing items for the customer which are greater than 90 days old.

8.6.4 Reminder Unpaid Billing Items – Students

This report resembles the student statement, but instead of listing all transactions it will only display the billing items which have not been fully paid (for the current and any past years) along with their outstanding balances. Any unallocated credit is not shown on this report.

8.6.5 To print the Reminder of Unpaid Billing Items – Students report

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Reminder Unpaid Billing Items - Students**
- The window appears as shown below:



- Click on the **New Query** button to select the required students

- Click on **Print**
- Select the report **destination**

A sample report appears below:

Reminder of Unpaid Billing Items

Mrs M Andrews
12 Success Street
LEEDERVILLE WA 6010

Date	Tx#	Inv#	Details	Amount
Rachael ANDREWS Year 11 Form 11.1 Student Number 20512482				
01/04/2014	1	1	1AMAT - Mathematics 1A 2014	\$ 25.00
01/04/2014	3	1	1BMAT - Mathematics 1B 2014	\$ 25.00
01/04/2014	5	1	1XENG - English 1A/B 2014	\$ 50.00
01/04/2014	6	1	1XGEO - Geography 1A/B 2014	\$ 50.00
01/04/2014	7	1	1XISC - Integrated Science 1A/B 2014	\$ 50.00
01/04/2014	8	1	2ACSC - Computer Science 2A 2014	\$ 35.00
01/04/2014	9	1	2BCSC - Computer Science 2B 2014	\$ 35.00
01/04/2014	530	1	2014 School Year Book	\$ 20.00
01/04/2014	531	1	2014 Chaplaincy	\$ 15.00
06/05/2014	1303	1	2014 Camp Activities	\$ 30.00
06/05/2014	1304	1	2014 Camp Transport	\$ 70.00
06/05/2014	1305	1	2014 Camp Food	\$ 50.00
Total of Unpaid Billing Items				\$ 455.00

Summary of Unpaid Billing Items

Category	Previous Years	2014	Totals
Voluntary Contributions		\$ 15.00	\$ 15.00
Charges		\$ 420.00	\$ 420.00
Other Optional Costs		\$ 20.00	\$ 20.00
Totals	\$ 0.00	\$ 455.00	\$ 455.00

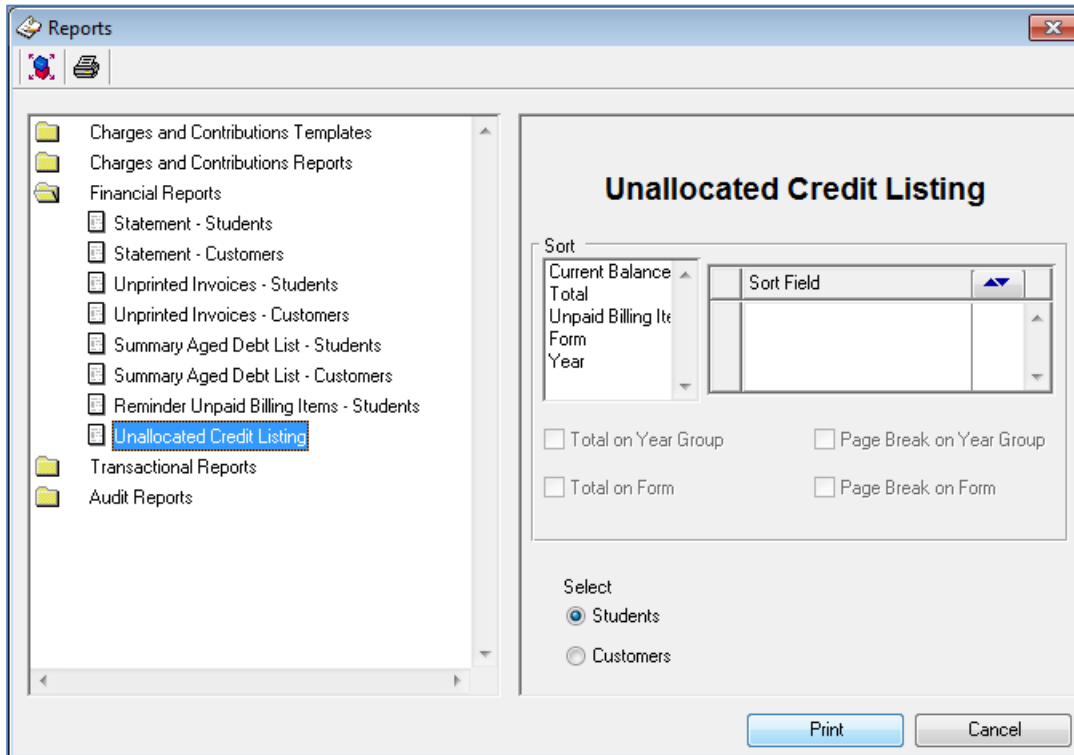
Please note that the following Billing Items have not been paid. Please contact the school office on 9229 7777 if you would like to arrange payment.

8.6.6 Unallocated Credit Listing

This option allows a report on unallocated credit to be printed for either students or customers.

8.6.7 To print the unallocated credit listing

- Click on **Reports**
- Click on the **Financial Reports** folder
- Highlight **Unallocated Credit Listing**
- The window appears as shown below:



8.6.8 Unallocated Credit Listing - Students

- Select the Students radio button (as illustrated above)
- Choose sort fields and totals as applicable (student name is the default sort)
- Click on **Print**
- Select the report **destination**

A sample student report appears below:

West Coast District High School

Unallocated Credit Listing as at 12/05/14 Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
ASPINALL: Simone	9	09.2	-\$250.00	\$0.00	\$0.00	\$250.00	\$250.00
CASSON: Shane	11	11.3	-\$95.00	\$0.00	\$0.00	\$95.00	\$95.00
LAM: Chanara	11	11.2	-\$204.00	\$0.00	\$0.00	\$204.00	\$204.00
LUONG: Amber	11	11.1	-\$65.00	\$0.00	\$0.00	\$65.00	\$65.00
MAHNEY: Ariel	11	11.2	-\$24.00	\$0.00	\$0.00	\$24.00	\$24.00
MOJO: Kelly-Ann	11	11.1	\$285.00	\$435.00	\$0.00	\$150.00	\$150.00
PILTER: Julie	11	11.1	\$285.00	\$335.00	\$0.00	\$50.00	\$50.00
Total Unallocated Credit for All Students					\$0.00	\$838.00	\$838.00

* Indicates all/some unallocated credit belongs to Government Subsidy receipts

Student Name, Year and Form

The name of the student and current year and form group of the student.

Balance

The overall balance for the student. A negative balance indicates a credit.

Unpaid Billing Items

The sum of all unpaid billing items for the student/customer.

Unallocated Credit

The unallocated credit is reported in three sections.

GV

The amount of unallocated credit in GV receipts for the student.

Other Receipts

The amount of unallocated credit in non-GV receipts for the student.

Total

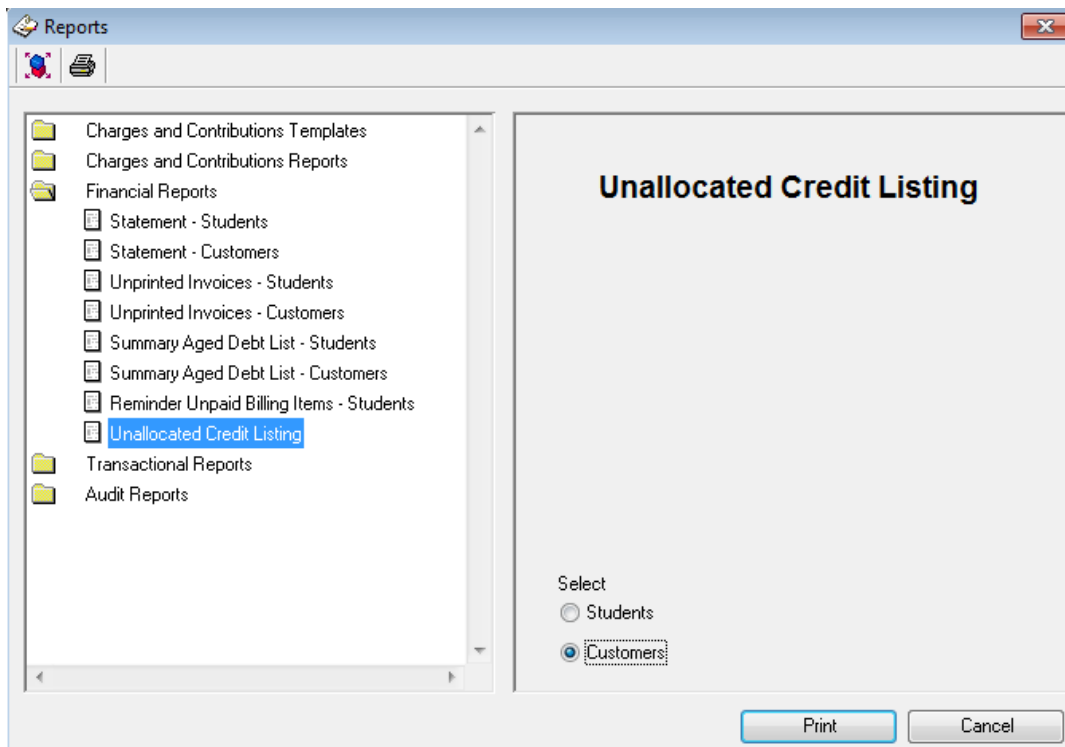
The total amount of unallocated credit for the student (GV + non-GV credit).

Asterisk (*)

If a student has an asterisk against their name this indicates that some/all of the unallocated credit for that student belongs to a Government Subsidy receipt.


8.6.9 Unallocated Credit Listing - Customers

- Select the Customers radio button (as illustrated below)



- Click on **Print**
- Select the report **destination**

A sample customer report appears below – it is slightly different to the student report.

West Coast District High School Unallocated Credit Listing as at 12/05/14 Customers			
			
Customer Name	Balance	Unpaid Billing Items	Unallocated Credit
Scarborough Scout Group	-\$300.00	\$0.00	\$300.00
West Coast Dance Academy	-\$650.00	\$0.00	\$650.00
Total Unallocated Credit for Customers			\$950.00

The following information is shown on the customer report.

Customer Name

The name of the customer.

Balance

The overall balance for the customer. A negative balance indicates a credit.

Unpaid Billing Items

The sum of all unpaid billing items for the customer.

Unallocated Credit

The amount of unallocated credit for the customer.

8.7 Transactional Reports

The Transactional Reports folder contains the following reports:

- Transactional Reports
 - Transaction Summary
 - Print Re-allocation Transactions
 - Re-Print Re-allocation Transactions
 - Re-Print Auto Allocate Transactions
 - Timetabled Subjects and Billing Items

Note: Print Re-allocation Transactions will not be displayed in the above list if 'Enable Export to RM Finance' is ticked in Billing Parameters.

8.7.1 Transaction Summary

The Transaction Summary report allows the operator to obtain a listing of transactions which meet certain criteria.

Reports

Charges and Contributions Templates

Charges and Contributions Reports

Financial Reports

Transactional Reports

Transaction Summary

Re-Print Re-allocation Transactions

Re-Print Auto Allocate Transactions

Timetabled Subjects and Billing Items

Audit Reports

Transaction Summary

☒ Billing Items ☐ Receipts ☐ Both

Students

Customers (0) Customers Selected

From Date 1 APR 2014 To 30 APR 2014

From Ref To

Billing Codes Billing Options Other

Code	Description
NA	Not Applicable
VOL01	Voluntary Contributions (8-10)
CHG01	Upper School Charges
CHG02	Excursions
CHG03	School Camps

Print Cancel

8.7.2 Radio Buttons

One of three radio buttons can be selected – Billing Items, Receipts or Both.

If the 'Billing Items' radio button is selected then the report will display billing items only which meet any selected criteria.

If the 'Receipts' radio button is selected then the report will display receipts only which meet any selected criteria.

If the radio button is set to 'Both' then the report will display both billing items and receipts which meet any selected criteria.

8.7.3 Search Options – Billing Items

The available search options for billing items are shown below. All searches are optional. All criteria entered will operate as a series of logical 'ANDs' and only billing items which match the criteria will be reported.

If no search criteria are entered and the date selection is cleared, then the system will report on every single billing item transaction in the datafile.

The screenshot shows the 'Transaction Summary' form. At the top, there are three radio buttons: 'Billing Items' (selected), 'Receipts', and 'Both'. Below this is a 'Students' section with a dropdown menu and a 'New Query' button. There are two checkboxes: 'Group and subtotal by student' and 'Student Totals Only'. The 'Customers' section has a binoculars icon and '(0) Customers Selected'. Below this are date pickers for 'From Date' (1 APR 2014) and 'To' (30 APR 2014), and 'From Ref' and 'To' fields. There are three tabs: 'Billing Codes', 'Billing Options', and 'Other'. The 'Billing Codes' tab is active, showing a list of codes and descriptions: NA (Not Applicable), VOL01 (Voluntary Contributions (8-10)), CHG01 (Upper School Charges), CHG02 (Excursions), and CHG03 (School Camps). At the bottom are 'Print' and 'Cancel' buttons.

Students

Students can be selected for the report by clicking on the New Query button. Once students have been selected then the 'Group and subtotal by student' tick box and the 'Student totals only' tick box become enabled.

Group and subtotal by student

If this box is ticked then student transactions will be grouped alphabetically by student surname and subtotalled.

Student Totals only

If this box is ticked then the option to 'Group and subtotal by student' will be ticked on automatically. When the 'Student Totals only' box is ticked only the totals for each student will be displayed. All transactions making up these totals will be suppressed.

Customers

Customers can be selected for the report by using the Customer Find Tool (binoculars). If both students and customers are selected for the report then the students will appear in one section and customers in another – with separate totals for each.

From...To Date

A date range may be entered in these fields. The default dates are the first and last days of the previous month. Only transactions dated within the selected range are reported.

From..To Ref

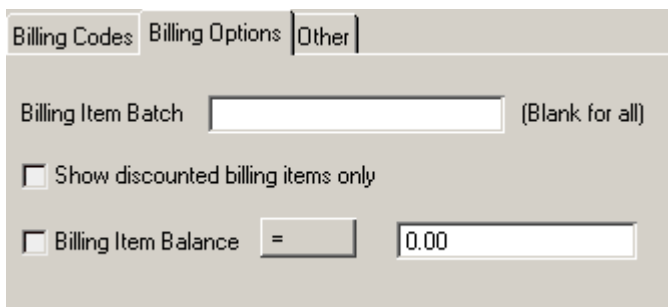
A range of transaction reference numbers may be entered in these fields.

Billing Codes tab

The list of all available billing codes (except SUS) is displayed here. One or more billing codes may be selected.

Billing Options tab

The 'Billing Options' tab appears as shown below. This provides the following additional search criteria:



The screenshot shows the 'Billing Options' tab selected. It contains the following fields and controls:

- Billing Item Batch:** A text input field with the placeholder text "(Blank for all)".
- Show discounted billing items only:** An unchecked checkbox.
- Billing Item Balance:** A section containing an unchecked checkbox, an equals sign (=) button, and a text input field containing "0.00".

Billing Item Batch

Type an asterisk (*) in this field to display the list of available billing items batches. One batch may be selected from this list.

Show discounted billing items only

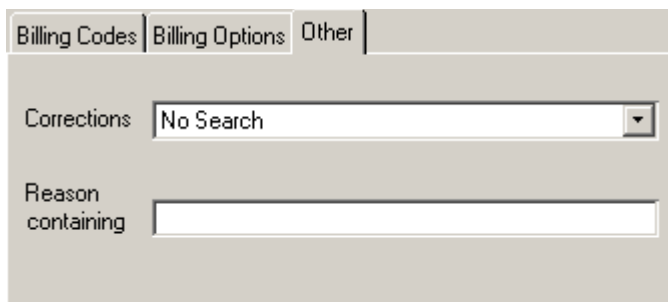
Tick this box on to only show billing items which have been discounted.

Billing Item Balance

Click on the equals sign (=) to display the logical operators. Billing item balances meeting different criteria may be searched for.

Other tab

The 'Other' tab appears as shown below. This provides the following additional search criteria.



The screenshot shows the 'Other' tab selected. It contains the following fields and controls:

- Corrections:** A dropdown menu currently showing "No Search".
- Reason containing:** A text input field.

Corrections

The following options are available.



The screenshot shows the 'Corrections' dropdown menu expanded, displaying the following options:

- No Search
- Original Tx
- Adjustments/Reversals/Refunds
- Adjustments/Reversals/Refunds with Original Tx

No Search

All transactions are available for reporting.

Original Tx

Transactions created as the result of a reversal, adjustment or refund will not be available for reporting. Original transactions only will be displayed.

Adjustments/Reversals/Refunds

Only transactions which have been created as the result of an adjustment, reversal or refund will be available for reporting.

Adjustments/Reversals/Refunds with Original Tx

Transactions which have been created as the result of an adjustment, reversal or refund, together with their original transactions will be available for reporting.

Reason Containing

Text may be entered into this field. The system will search the reason field of each transaction and only transactions where the reason contains the entered text will be reported. The search is not case sensitive.

8.7.4 Search Options – Receipts

The available search options for receipts are shown below. All searches are optional. All criteria entered will operate as a series of logical 'ANDs' and only receipts which match the criteria will be reported.

If no search criteria are entered and the date selection is cleared, then the system will report on every single receipt transaction in the datafile.

The image shows a web-based form titled "Transaction Summary". At the top, there are three radio buttons: "Billing Items", "Receipts" (which is selected), and "Both". Below this, there is a "Students" section with a dropdown menu and a "New Query" button. Underneath the students section are two checkboxes: "Group and subtotal by student" and "Student Totals Only". The "Customers" section features a small icon of people and the text "(0) Customers Selected". Below the customers section are date and reference fields: "From Date" (1 APR 2014) and "To" (30 APR 2014), followed by "From Ref" and "To" fields. A "Receipt Options" section is visible, with a tab labeled "Other". Below this tab is a "Payment Type" field with the instruction "(Blank for all)". At the bottom, there are two more sets of "From" and "To" fields: "From Batch #" and "From Rec #".

Students

Students can be selected for the report by clicking on the New Query button. Once students have been selected then the 'Group and subtotal by student' tick box and the 'Student totals only' tick box become enabled.

Group and subtotal by student

If this box is ticked then student transactions will be grouped alphabetically by student surname and subtotalled.

Student Totals only

If this box is ticked then the option to 'Group and subtotal by student' will be ticked on automatically. When the 'Student Totals only' box is ticked only the totals for each student will be displayed. All transactions making up these totals will be suppressed.

Customers

Customers can be selected for the report by using the Customer Find Tool (binoculars). If both students and customers are selected for the report then the students will appear in one section and customers in another – with separate totals for each.

From...To Date

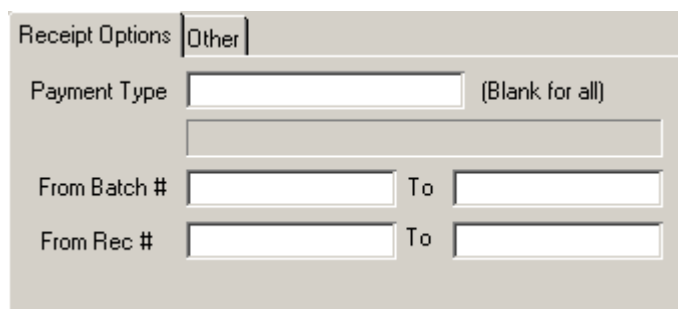
A date range may be entered in these fields. The default dates are the first and last days of the previous month. Only transactions dated within the selected range are reported.

From..To Ref

A range of transaction reference numbers may be entered in these fields.

Receipt Options tab

The 'Receipt Options' tab appears as shown below. This provides the following additional search criteria:



The screenshot shows the 'Receipt Options' tab selected. It contains the following fields:

- Payment Type:** A text input field with the placeholder text '(Blank for all)'.
- From Batch #:** A text input field.
- To:** A text input field.
- From Rec #:** A text input field.
- To:** A text input field.

Payment Type

Type an asterisk (*) in this field to display the list of valid payment types. One payment type can be selected from this list (or leave the field blank for all payment types).

From...To Batch

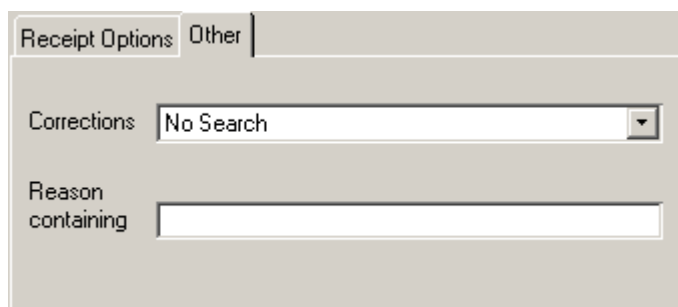
A range of receipt batch numbers may be entered in these fields.

From...To Rec

A range of receipt numbers may be entered in these fields.

Other tab

The 'Other' tab appears as shown below. This provides the following additional search criteria.



The screenshot shows the 'Other' tab selected. It contains the following fields:

- Corrections:** A dropdown menu with 'No Search' selected.
- Reason containing:** A text input field.

Corrections

The following options are available:



No Search
No Search
Original Tx
Adjustments/Reversals/Refunds
Adjustments/Reversals/Refunds with Original Tx

No Search

All transactions are available for reporting.

Original Tx

Transactions created as the result of a reversal, adjustment or refund will not be available for reporting. Original transactions only will be displayed.

Adjustments/Reversals/Refunds

Only transactions which have been created as the result of an adjustment, reversal or refund will be available for reporting.

Adjustments/Reversals/Refunds with Original Tx

Transactions which have been created as the result of an adjustment, reversal or refund, together with their original transactions will be available for reporting.

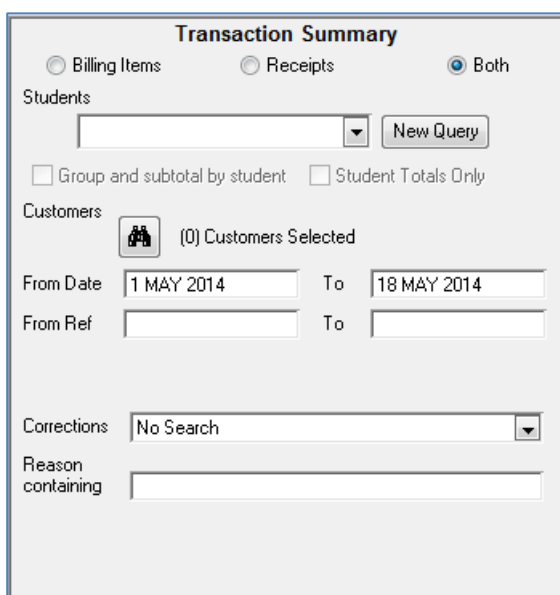
Reason Containing

Text may be entered into this field. The system will search the reason field of each transaction and only transactions where the reason contains the entered text will be reported. The search is not case sensitive.

8.7.5 Search Options – Both

The available search options for both billing items and receipts are shown below. All searches are optional. All criteria entered will operate as a series of logical 'ANDs' and only transactions which match the criteria will be reported.

Please refer to the previous sections on search options for billing items and receipts for a description of the criteria shown below:



Transaction Summary

☐ Billing Items ☐ Receipts ☒ Both

Students
[Dropdown] [New Query]

☐ Group and subtotal by student ☐ Student Totals Only

Customers
[Icon] (0) Customers Selected

From Date 1 MAY 2014 To 18 MAY 2014

From Ref [] To []

Corrections [No Search]


Reason containing []

8.7.6 To print the transaction summary report

- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Transaction Summary**
- The window appears as shown below:

- Set any required search criteria
- Click on **Print**
- Select the report **destination**

A sample report appears below:

West Coast District High School														
Transaction Summary														
Search Criteria														
From Date 01/05/14 To Date 18/05/14														
Billing Items only														
Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust	Description	Reason	Operator	
1303	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$30.00	ANDREWS: Rachael	2014 Camp Activities		ADMIN	
1304	06/05/14		DR		CHG03	\$70.00	\$0.00	\$0.00	\$70.00	ANDREWS: Rachael	2014 Camp Transport		ADMIN	
1305	06/05/14		DR		CHG03	\$50.00	\$4.55	\$0.00	\$50.00	ANDREWS: Rachael	2014 Camp Food		ADMIN	
1306	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$0.00	BLACK: Jenny	2014 Camp Activities		ADMIN	
1307	06/05/14		DR		CHG03	\$70.00	\$0.00	\$0.00	\$0.00	BLACK: Jenny	2014 Camp Transport		ADMIN	
1308	06/05/14		DR		CHG03	\$50.00	\$4.55	\$0.00	\$0.00	BLACK: Jenny	2014 Camp Food		ADMIN	
1309	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$0.00	CAMPBELL: Ashleigh	2014 Camp Activities		ADMIN	
1310	06/05/14		DR		CHG03	\$70.00	\$0.00	\$0.00	\$0.00	CAMPBELL: Ashleigh	2014 Camp Transport		ADMIN	
1311	06/05/14		DR		CHG03	\$50.00	\$4.55	\$0.00	\$0.00	CAMPBELL: Ashleigh	2014 Camp Food		ADMIN	
1312	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$0.00	CASSON: Shane	2014 Camp Activities		ADMIN	
1313	06/05/14		DR		CHG03	\$70.00	\$0.00	\$0.00	\$0.00	CASSON: Shane	2014 Camp Transport		ADMIN	
1314	06/05/14		DR		CHG03	\$50.00	\$4.55	\$0.00	\$0.00	CASSON: Shane	2014 Camp Food		ADMIN	
1315	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$0.00	COOPER: Ryan	2014 Camp Activities		ADMIN	
1316	06/05/14		DR		CHG03	\$70.00	\$0.00	\$0.00	\$0.00	COOPER: Ryan	2014 Camp Transport		ADMIN	
1317	06/05/14		DR		CHG03	\$50.00	\$4.55	\$0.00	\$0.00	COOPER: Ryan	2014 Camp Food		ADMIN	
1318	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$30.00	DAVIES: Caitlin	2014 Camp Activities		ADMIN	
1319	06/05/14		DR		CHG03	\$70.00	\$0.00	\$0.00	\$70.00	DAVIES: Caitlin	2014 Camp Transport		ADMIN	
1320	06/05/14		DR		CHG03	\$50.00	\$4.55	\$0.00	\$50.00	DAVIES: Caitlin	2014 Camp Food		ADMIN	
1321	06/05/14		DR		CHG03	\$30.00	\$0.00	\$0.00	\$30.00	DEXTER: Renee	2014 Camp Activities		ADMIN	
1322	06/05/14		DR	A: 1570	CHG03	\$70.00	\$0.00	\$0.00	\$0.00	DEXTER: Renee	2014 Camp Transport	Refunded - Not attending camp	ADMIN	

Note: The search criteria entered will be displayed in the top left hand section of the report header.

The following information is displayed on this report:

Ref

The transaction reference number.

Date

The date the transaction was created.

Rec #

The receipt number of the transaction (displayed for receipt transactions only).

Type

The transaction type/payment type.

For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV	Reversal
RF	Refund

For a billing item this could be one of the following:

DR	Debit (normal billing item)
RV	Reversal
AD	Adjustment

Status

The status flag followed by the transaction reference number of the related transaction.

Bill Code

The billing code attached to the transaction (billing item transactions only).

Amt

The dollar amount of the transaction.

GST

The GST amount of the transaction.

Disc

The amount of any discount applied to the billing item (billing items only).

Bal

The balance owing on the billing item (billing items only).

Student/Cust

The student name or the customer name.

Description

The comment attached to the transaction.

Reason

The reason attached to the transaction.

Operator

The User Name of the user who entered the transaction.

8.7.7 Print Re-allocation Transactions (Only available if not exporting)**IMPORTANT**

This report is not available if the automatic export to RM Finance has been turned on, i.e. when the 'Enable Export to RM Finance' option in Billing Parameters is ticked.

At times the allocation of receipts may change in RM Billing. For example, a parent may pay some money in advance to be used throughout the year. The money is entered in RM Billing as unallocated credit. It is then transferred into RM Finance and posted against the suspense account (N3199).

Then the student is billed for a camp and the parent instructs for some of the money to be used. So the money is now allocated in RM Billing to the Camp billing items for the student.

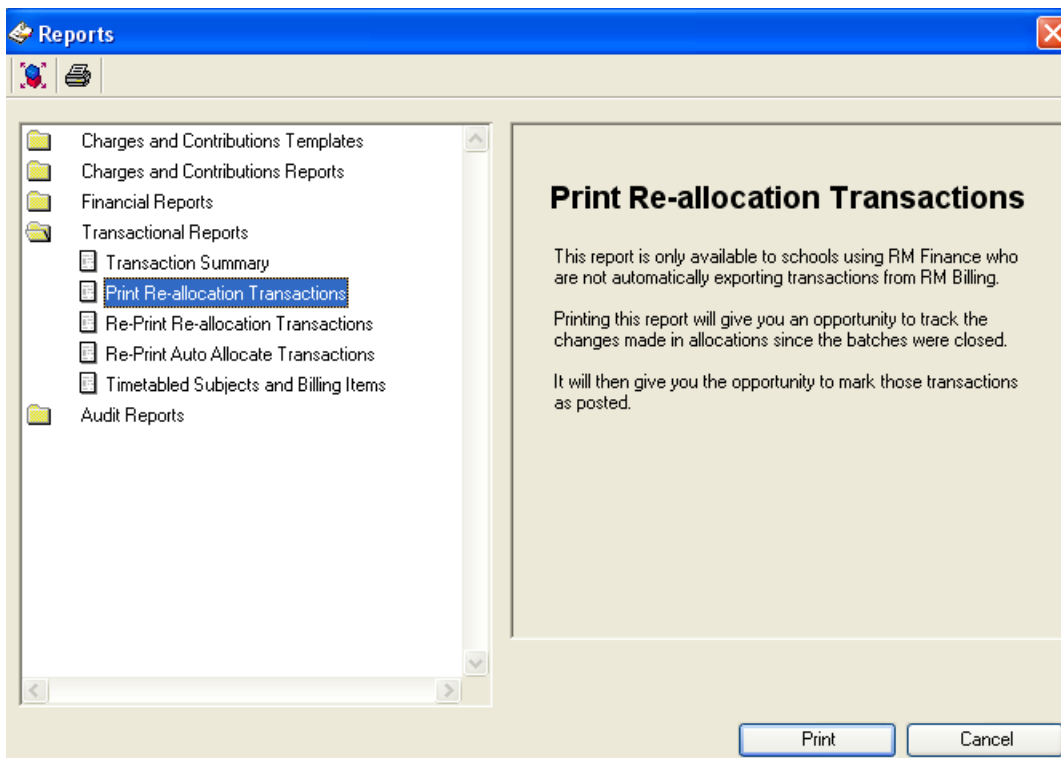
What has happened is that the allocations in RM Billing have changed, and therefore a change needs to be made in RM Finance to 'move' the money out of the suspense account and into the appropriate 'C' account for the camp.

The 'Print Re-allocation Transactions' function produces a **Receipts Summary** report which lists these types of changes only, so that the necessary adjustments can be made in RM Finance.


This report must be printed and the transactions marked as posted before the Export to RM Finance can be turned on.

8.7.8 To print re-allocation transactions

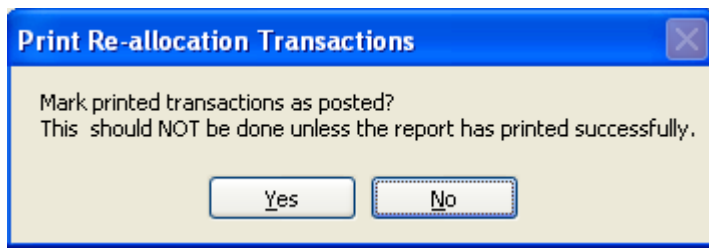
- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Print Re-allocation Transactions**
- The window appears as shown below:



- Click on **Print**
- Select the report destination as **Printer**
- The Detailed report is printed, followed by the Totals Only report (example below)

West Coast District High School					
Re-allocation Transactions (Totals Only)					
				Amount	GST
Billing Code OOC04 Other Optional Costs					
GST Code 0					
Budget: C1201		Analysis: C1200		Totals for GST code 0	\$ 20.00 \$ 0.00
Billing Code SUS Suspense Account					
GST Code 8					
Budget: N3199		Analysis: N3100I		Totals for GST code 8	\$-20.00 \$ 0.00
Total for Report:				\$ 0.00	\$ 0.00

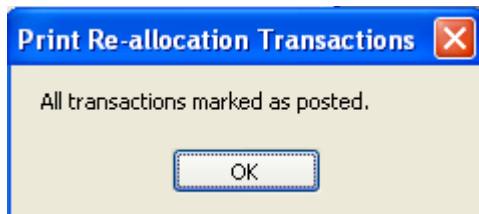
- **Go to the printer** and check whether the report has printed successfully
- The following message is then displayed:



If the **report has not printed correctly** click on '**No**' and restart this process

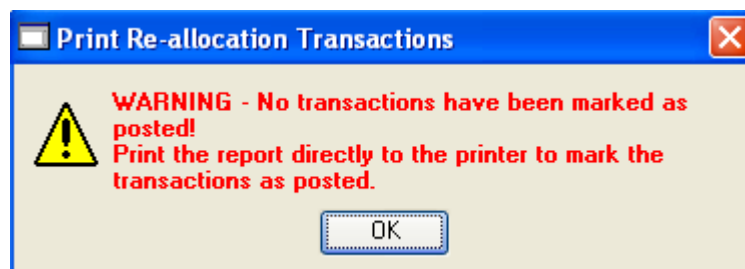
If the report **has printed successfully** click on '**Yes**'

If 'Yes' has been selected then the transactions will be marked as posted and the following message will be displayed



Click on **OK**.

Note: The transactions will not be marked as posted if the report is printed to the screen. In this case the following message will be displayed.



The transactions listed in the report should now be entered into RM Finance.

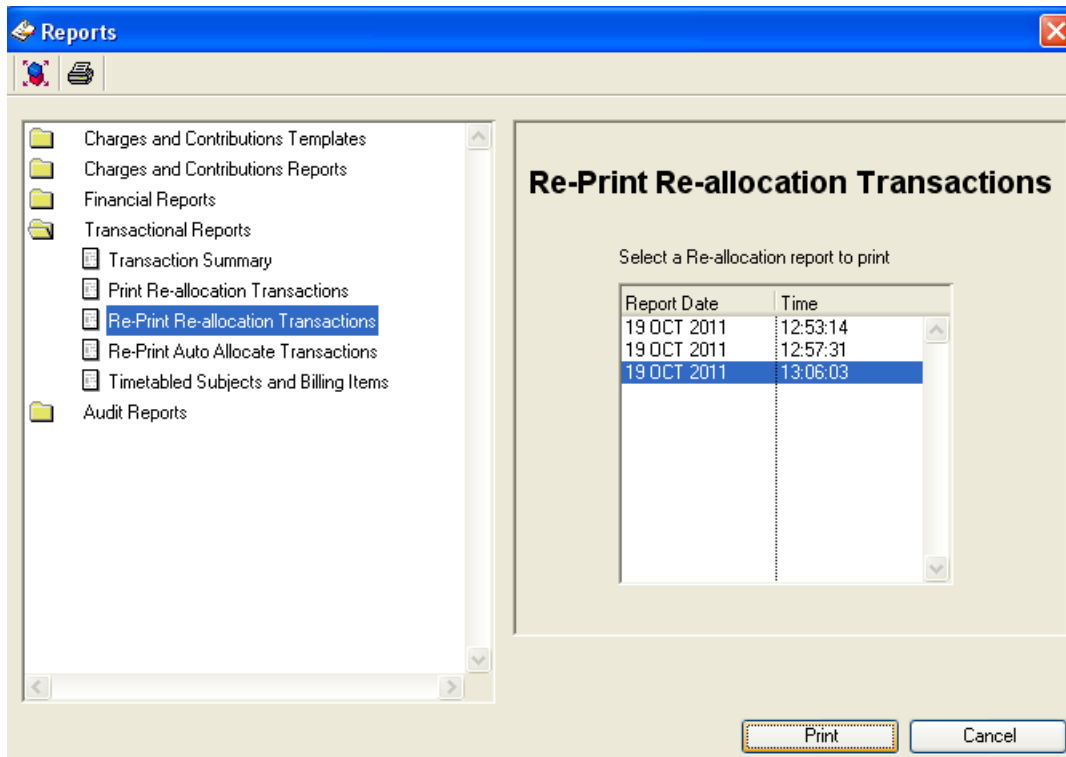
Note: The overall total of the Print Re-allocation Transactions report will always be zero. This is because it represents the movement of monies between accounts (e.g. debit one account and credit another, so the overall effect is zero). In the sample report shown above an income correction transaction for \$20 would be entered against the suspense account (N3199), and an income transaction for \$20 would be entered against the C account (C1001).

8.7.9 Re-Print Re-allocation Transactions

Each time a re-allocation report is printed it is saved by the system. This will allow the user to re-print a previous re-allocation report.

8.7.10 To Re-Print Re-allocation Transactions

- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Re-Print Re-allocation Transactions**
- The window appears as shown below:



- **Highlight** a previous report (named by the date and time the report was initially printed) in the list on the right hand side
- Click on **Print**
- Select the report **destination**
- The report is printed in the format illustrated below (a portion of the detailed report is shown)

West Coast District High School



Re-allocation Transactions Detailed Report

19 OCT 2011 13:06:03 Re-Print Re-Allocation Transactions

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Billing Code SUS Suspense Account											
GST Code 8											
3477	179	B00007	SUS	19/10/2011	ALKITIK: Adam	9	09.1			\$-25.00	\$ 0.00
3477	179	B00007	SUS	19/10/2011	ALKITIK: Adam	9	09.1			\$-25.00	\$ 0.00
3477	179	B00007	SUS	19/10/2011	ALKITIK: Adam	9	09.1			\$-25.00	\$ 0.00
3477	179	B00007	SUS	19/10/2011	ALKITIK: Adam	9	09.1			\$-25.00	\$ 0.00
Budget: N3199 Analysis: N3100I Totals for GST code 8										\$-100.00	\$ 0.00
Billing Code VOL01 Voluntary Contributions (8-10)											
GST Code 0											
3477	179	B00007	VOL01	19/10/2011	ALKITIK: Adam	9	09.1			\$ 25.00	\$ 0.00
3477	179	B00007	VOL01	19/10/2011	ALKITIK: Adam	9	09.1			\$ 25.00	\$ 0.00
3477	179	B00007	VOL01	19/10/2011	ALKITIK: Adam	9	09.1			\$ 25.00	\$ 0.00
3477	179	B00007	VOL01	19/10/2011	ALKITIK: Adam	9	09.1			\$ 25.00	\$ 0.00
Budget: C1001 Analysis: C1000 Totals for GST code 0										\$ 100.00	\$ 0.00

The date and time of printing of the original report is listed in the report title.

The detailed version of the report is printed followed by the 'totals only' version.

8.7.11 Re-Print Auto Allocate Transactions

In the Billing Items > Batch Billing Items window there is a facility that enables unallocated credit to be automatically allocated to billing items. (See section 6.13 on page 6-20.) This is achieved by

clicking on the  icon illustrated in the window below.

Billing Items

Batch No: **00008** Description: **Year 11 Camp** Show All Transactions

Batch Details | Batch Billing Items

Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
2152	ANDREWS: Rac	11	11.1	50.00	0	0.00	50.00	0.00	CHG03	Camp Activites		
2153	ANDREWS: Rac	11	11.1	70.00	0	0.00	70.00	0.00	CHG03	Camp Transport		
2154	ANDREWS: Rac	11	11.1	30.00	1	0.00	30.00	0.00	CHG03	Camp Food		
2157	CAMPBELL: Ashl	11	11.2	50.00	0	0.00	0.00	50.00	CHG03	Camp Activites		
2158	CAMPBELL: Ashl	11	11.2	70.00	0	0.00	0.00	70.00	CHG03	Camp Transport		
2159	CAMPBELL: Ashl	11	11.2	30.00	1	0.00	0.00	30.00	CHG03	Camp Food		
2162	CASSON: Shane	11	11.3	50.00	0	0.00	0.00	50.00	CHG03	Camp Activites		
2163	CASSON: Shane	11	11.3	70.00	0	0.00	0.00	70.00	CHG03	Camp Transport		
2164	CASSON: Shane	11	11.3	30.00	1	0.00	0.00	30.00	CHG03	Camp Food		
2167	COOPER: Ryan	11	11.1	50.00	0	0.00	0.00	50.00	CHG03	Camp Activites		
2168	COOPER: Ryan	11	11.1	70.00	0	0.00	0.00	70.00	CHG03	Camp Transport		
2169	COOPER: Ryan	11	11.1	30.00	1	0.00	0.00	30.00	CHG03	Camp Food		
2172	DAVIES: Caitlin	11	11.2	50.00	0	0.00	0.00	50.00	CHG03	Camp Activites		
2173	DAVIES: Caitlin	11	11.2	70.00	0	0.00	0.00	70.00	CHG03	Camp Transport		
2174	DAVIES: Caitlin	11	11.2	30.00	1	0.00	0.00	30.00	CHG03	Camp Food		
2177	DEXTER: Renee	11	11.3	50.00	0	0.00	0.00	50.00	CHG03	Camp Activites		
2178	DEXTER: Renee	11	11.3	70.00	0	0.00	0.00	70.00	CHG03	Camp Transport		

TOTALS: Amount 9,150.00 Discount Nil Paid 1,165.00 Balance 7,985.00

SELECTED TOTALS: Amount Nil Discount Nil Paid Nil Balance Nil

Adjustment amounts included in balances but not shown separately

OK Cancel

At the completion of this process a report is produced listing the allocations which have been made.

These reports are saved and may be re-printed at a later time if required.

This report option allows the user to re-print a previously printed report.

8.7.12 To Re-Print Auto Allocate Transactions

- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Re-Print Auto Allocate Transactions**
- The window appears as shown below

8.7.13 Timetabled Subjects and Billing Items

Note: This report will only appear in the list if the Timetabling module is installed.

This report identifies mismatches between the subjects in which a student is enrolled (in Timetabling) and the subject billing items which have been created (or not) for the student in RM Billing. It is a useful tool in identifying whether students have been correctly billed for the subjects they are studying.

Three versions of the report are available.

8.8 Report Version 1 – Subjects with no Billing Items

This report will identify if a student is enrolled in a subject in Timetabling (i.e. has a primary preference for a subject) but does not have a matching billing item for that subject in RM Billing (for the selected year).

For example, the student shown below has the following primary preferences for 2011.

The screenshot shows a software window titled 'Student Details'. At the top, there is a dropdown menu set to '2011'. Below this, there are fields for 'Surname' (CATERER) and 'Known Name' (Jessica). A series of tabs are visible: 'Details', 'Subjects', 'Billing Items', 'Receipts', 'Transactions', 'Notes', and 'Invoices'. The 'Subjects' tab is currently selected, displaying a table with two columns: 'Code' and 'Subject'.

Code	Subject
12HR	Home Room 12
2AENG	English 2A
2BENG	English 2B
3ABIO	Biological Sciences 3A
3ACHE	Chemistry 3A
3AECD	Economics 3A
3AMAT	Mathematics 3A
3APHY	Physics 3A
3BBIO	Biological Sciences 3B
3BCHE	Chemistry 3B
3BECD	Economics 3B
3BMAT	Mathematics 3B
3BPHY	Physics 3B

However, she has no subject billing items for any of these subjects.

Student Details

2011

Surname: **CATERER** Known Name: **Jessica** [Show Billing Items with Outstanding Amounts](#)

Details | Subjects | **Billing Items** | Receipts | Transactions | Notes | Invoices

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
-----	------	------	--------	-----	------	------	---------	-----------	--------	---------	--------	--------

TOTALS: Amount: 0.00 Discount: 0.00 Paid: 0.00 Balance: 0.00

[Add Billing Item](#) [Reversal](#) [Adjustment](#) [Discount](#)

Last Modified 04/01/10 12:51 By ADMIN

The report will identify any students who have one or more subjects without matching subject billing items.

8.8.1 To Print a Report on Subjects with No Billing Items

- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Timetabled Subjects and Billing Items**
- The window appears as shown below

- Select the **year** to be reported
- Click on **New Query** and select the students to be reported
- Click on **Subjects with no Billing Items**
- Click on **Print**
- Select the report **destination**
- The report is printed in the format illustrated below

West Coast District High School

Subjects with no Billing Items



Search Criteria

Year: 2011

Selected Subset 2 entries

The following students have no system-created subject billing items for the listed subjects.

Student: CATERER: Jessica

Year: 12

Form: 12.3

12HR Home Room 12
 2AENG English 2A
 2BENG English 2B
 3ABIO Biological Sciences 3A
 3ACHE Chemistry 3A
 3AECO Economics 3A
 3AMAT Mathematics 3A
 3APHY Physics 3A
 3BBIO Biological Sciences 3B
 3BCHE Chemistry 3B
 3BECO Economics 3B
 3BMAT Mathematics 3B
 3BPHY Physics 3B

Student: DEXTER: Renee

Year: 11

Form: 11.3

11HR Home Room 11
 3BPES Physical Education Studies 3B

8.9 Report Version 2 – Billing Items with no Subjects

The purpose of this report is to identify if a student has billing items for subjects in which they are not enrolled. For example, the student has a billing item for a subject but they do not have a primary preference in Timetabling for that subject (for the selected year).

The student shown below has the following primary preferences for 2011.

The screenshot shows the 'Student Details' window for the year 2011. The student's surname is 'DEXTER' and their known name is 'Renee'. The 'Billing Items' tab is selected, displaying a list of subjects with their corresponding codes.

Code	Subject
11HR	Home Room 11
1AENG	English 1A
1BENG	English 1B
2ABIO	Biological Sciences 2A
2ACHE	Chemistry 2A
2AECC	Economics 2A
2AMAT	Mathematics 2A
2APHY	Physics 2A
2BCHE	Chemistry 2B
2BECC	Economics 2B
2BMAT	Mathematics 2B
2BPHY	Physics 2B
3BPES	Physical Education Studies 3B
CALM1	CALM Bushrangers Level 1

She has the following billing items for 2011. Note that a billing item has been created for 2BBIO Biological Sciences 2B 2011 but there is no primary preference for this subject.

The screenshot shows the 'Student Details' window for the year 2011, with the 'Billing Items' tab selected. A button 'Show Billing Items with Outstanding Amounts' is visible. The table below lists the billing items for the student.

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status
1484	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	1AENG - English 1A 2011	
1485	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	1BENG - English 1B 2011	
1486	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2ABIO - Biological Sciences 2A 2011	
1487	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2ACHE - Chemistry 2A 2011	
1488	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2AECC - Economics 2A 2011	
1489	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2AMAT - Mathematics 2A 2011	
1490	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2APHY - Physics 2A 2011	
1491	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2BBIO - Biological Sciences 2B 2011	
1492	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2BCHE - Chemistry 2B 2011	
1493	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2BECC - Economics 2B 2011	
1494	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2BMAT - Mathematics 2B 2011	
1495	4 FEB 2011	DR	35.00	0	0.00	0.00	35.00	CHG01	00002	2BPHY - Physics 2B 2011	
1496	4 FEB 2011	DR	45.00	0	0.00	0.00	45.00	CHG01	00002	CALM1 - CALM Bushrangers Level 1 2	
2175	4 FEB 2011	DR	20.00	0	0.00	0.00	20.00	OCC01	00006	2011 School Magazine	
2176	4 FEB 2011	DR	15.00	0	0.00	0.00	15.00	VAR01	00007	2011 Chaplaincy	
2177	4 FEB 2011	DR	50.00	0	0.00	0.00	50.00	CHG03	00008	Camp Activities	

TOTALS: Amount 650.00 Discount 0.00 Paid 0.00 Balance 650.00

Buttons: Add Billing Item, Reversal, Adjustment, Add Discount

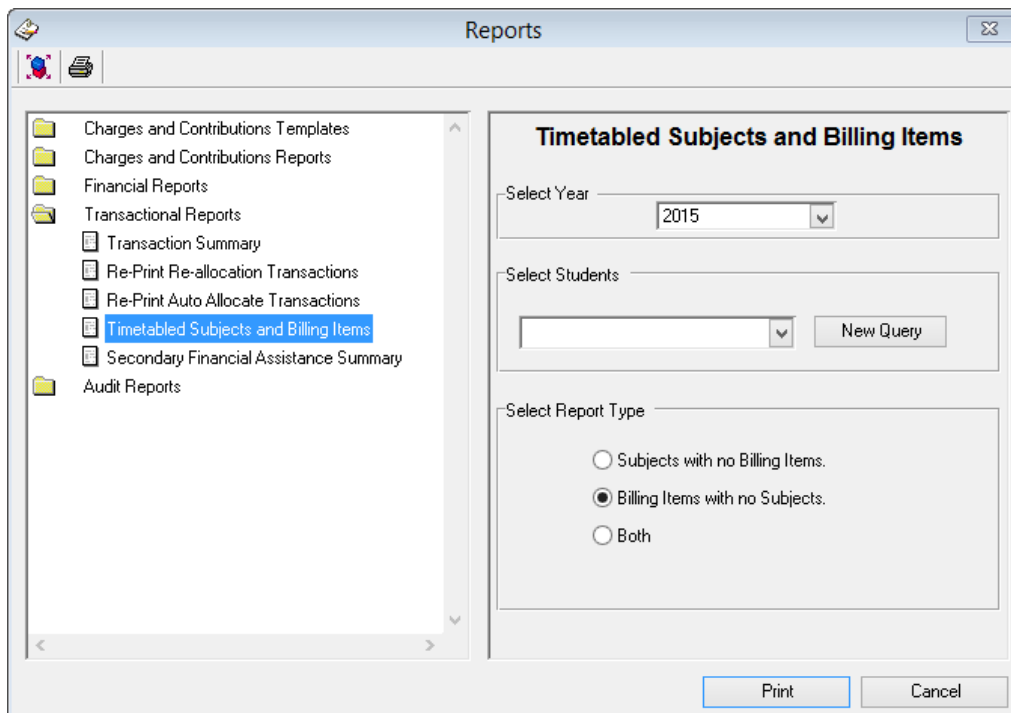
Last Modified 04/02/11 16:14 By ADMIN

The report will identify any students who have one or more subject billing items without matching subjects.

Note: If a subject billing item has been reversed, adjusted, discounted or written-off, then it will not be reported if there is no matching subject. This is because the user has already dealt with this item (by reversing, adjusting, discounting or writing it off).

8.9.1 To Print a Report on Billing Items with No Subjects

- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Timetabled Subjects and Billing Items**
- The window appears as shown below



- Select the **year** to be reported
- Click on **New Query** and select the students to be reported
- Click on **Billing Items with no Subjects**
- Click on **Print**
- Select the report **destination**
- The report is printed in the format illustrated below

West Coast District High School



Billing Items with no Subjects

Search Criteria

Year: 2011

Selected Subset 510 entries

The following system-created subject billing items have no matching subjects for the listed students.
This report does not include billing items which have been reversed, adjusted, discounted or written-off.

Ref	Date	Amt	GST	Paid	Balance	Bill Code	Comment
Student: DEXTER: Renee		Year: 11		Form: 11.3			
1491	4 FEB 2011	35.00	0	0.00	35.00	CHG01	2BBIO - Biological Sciences 2B 2011

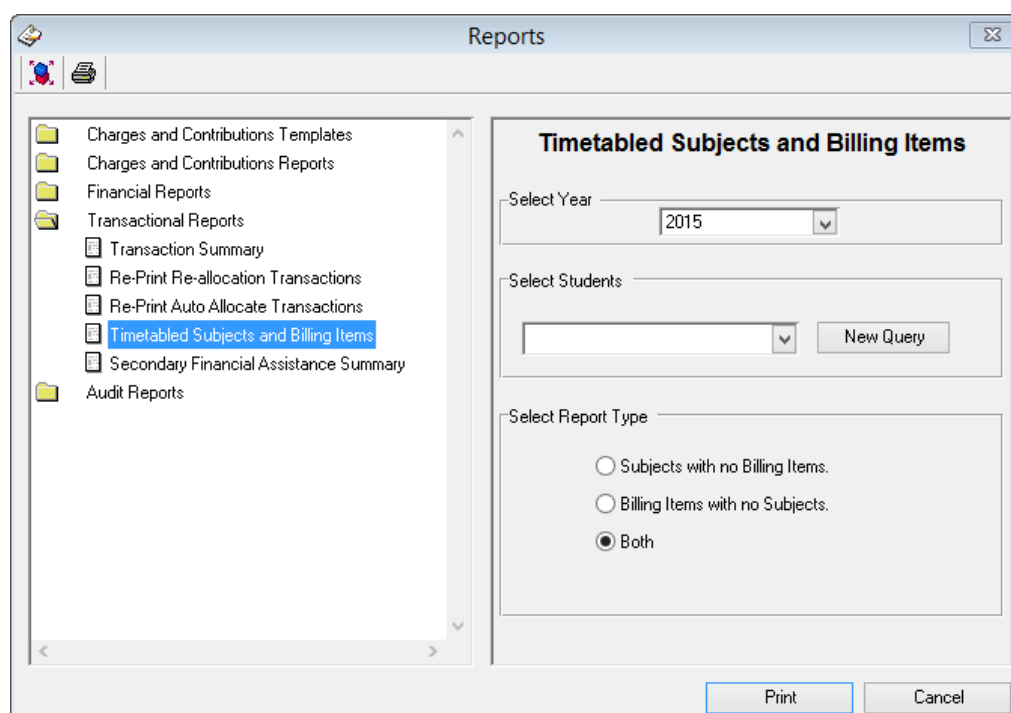
8.9.2 Report Version 3 – Both

This version of the report will combine the information shown in version 1 and version 2 of the report.

The report will list students who have subjects with no billing items and students who have billing items with no subjects. If a student falls into both categories then the student name will be listed once and both sections will appear for that student.

8.9.3 To Print a Report on Both

- Click on **Reports**
- Click on the **Transactional Reports** folder
- Highlight **Timetabled Subjects and Billing Items**
- The window appears as shown below



- Select the **year** to be reported
- Click on **New Query** and select the students to be reported
- Click on **Both**
- Click on **Print**
- Select the report **destination**
- The report is printed in the format illustrated below


West Coast District High School

Subjects with no Billing Items Billing Items with no Subjects

Search Criteria
Year: 2011
Selected Subset 2 entries

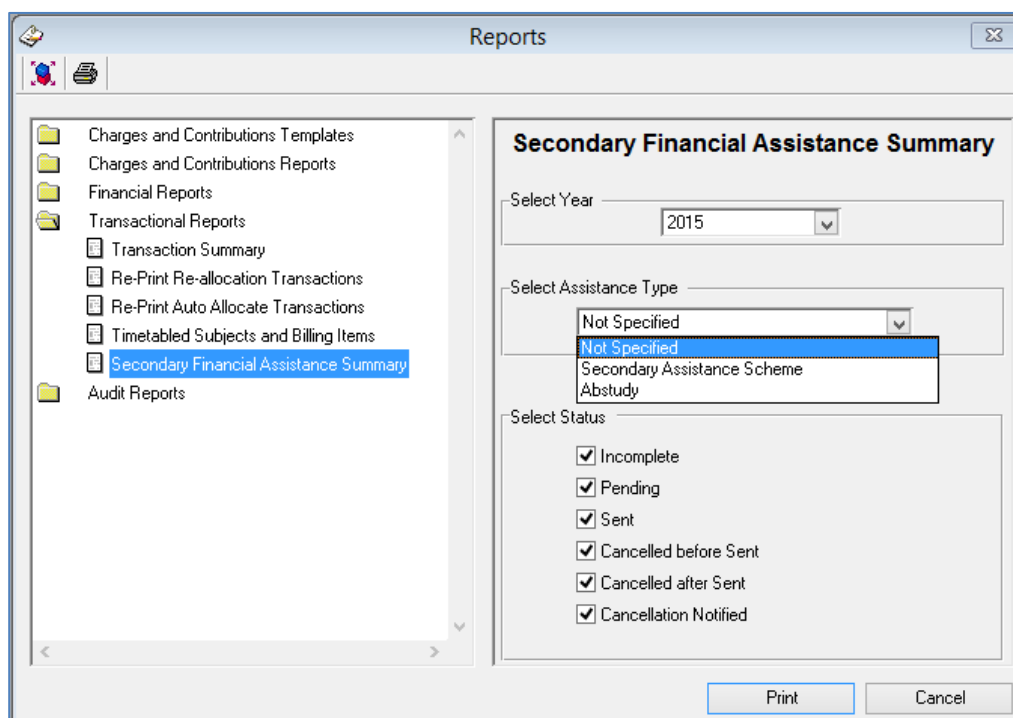
This report shows students who have
 * no system-created subject billing items for the listed subjects
 and/or
 * no subjects for the listed system-created subject billing items (this report does not include billing items which have been reversed, adjusted, discounted or written-off)

Ref	Date	Amt	GST	Paid	Balance	Bill Code	Comment
Student: CATERER: Jessica Year: 12 Form: 12.3 Subjects with no Billing Items 12HR Home Room 12 2AENG English 2A 2BENG English 2B 3ABIO Biological Sciences 3A 3ACHE Chemistry 3A 3AECO Economics 3A 3AMAT Mathematics 3A 3APHY Physics 3A 3BBIO Biological Sciences 3B 3BCHE Chemistry 3B 3BECO Economics 3B 3BMAT Mathematics 3B 3BPHY Physics 3B							
Student: DEXTER: Renee Year: 11 Form: 11.3 Billing Items with no Subjects 1491 4 FEB 2011 35.00 0 0.00 35.00 CHG01 2BBIO - Biological Sciences 2B 2011 Subjects with no Billing Items 11HR Home Room 11 3BPES Physical Education Studies 3B							



8.10 Secondary Financial Assistance Summary

The Secondary Financial Assistance Summary Report will print a list of students who have made an application for Secondary Financial Assistance. The report will display the Status of the application made. Details on how to make applications for Financial Assistance are explained in Section 4.9 of this Manual.



Reports

Secondary Financial Assistance Summary

Select Year: 2015

Select Assistance Type: Not Specified

Select Status:

- ☒ Incomplete
- ☒ Pending
- ☒ Sent
- ☒ Cancelled before Sent
- ☒ Cancelled after Sent
- ☒ Cancellation Notified

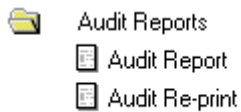
Print Cancel

The Report can be filtered by Year, Assistance Type or the Status of the Application as required.

West Coast District High School						
Secondary Financial Assistance Summary						
Search Criteria:						
Billing Year: 2015						
Assistance Type: All						
Status: Incomplete, Pending, Sent, Cancelled before Sent, Cancelled after Sent, Cancellation Notified						
Student #	Student Name	Year	Assistance Type	Clothing Allowance to:	Status	Export Date
25123454	AMBER: Kylie	7	Secondary Assistance	School	Incomplete	
25123447	ANDREWS: Guy	7	Secondary Assistance	Parent	Cancelled before Sent	
20512482	ANDREWS: Rachael	11	Secondary Assistance	School	Cancellation Notified	17 SEP 2015
20512494	KRAFT: Chelsea	11	Secondary Assistance	School	Sent	17 SEP 2015
20512510	MORARITY: Georgina	11	Secondary Assistance	Parent	Sent	17 SEP 2015
20512517	ORR: Nigel	11	Abstudy		Sent	17 SEP 2015
20512522	PERERA: Trevor	11	Secondary Assistance	School	Sent	17 SEP 2015
20512534	SMEED: Elise	11	Secondary Assistance	School	Sent	17 SEP 2015
20512538	TALEB: Chris	11	Secondary Assistance	Parent	Sent	17 SEP 2015
20512540	WILLIAMS: Tenille	11	Secondary Assistance	School	Sent	17 SEP 2015

8.11 Audit Reports

The Audit Reports folder contains the following reports:

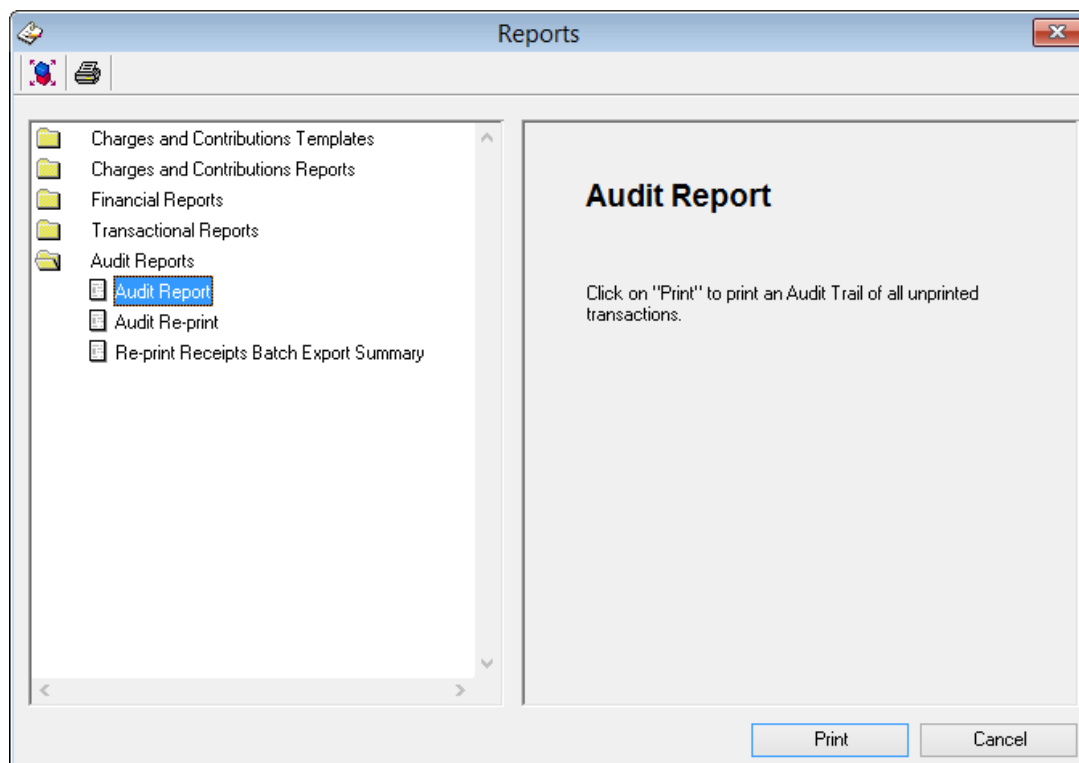


8.11.1 Audit Report

The Audit Report prints an audit trail (transactional listing) of all transactions which have not yet been printed.

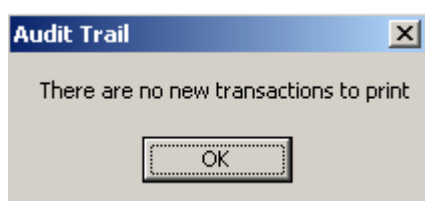
8.11.2 To print the audit report

- Click on **Reports**
- Click on the **Audit Reports** folder
- Highlight **Audit Report**
- The window appears as shown below:




- Click on **Print**
- Select the report **destination**
- A list of all transactions which have not been printed are printed to the selected destination

Note: If no new transactions have been entered since the last audit report was printed the following message will be displayed:



A portion of a sample report appears below:

West Coast District High School											
Audit Trail as at 28/11/2007											
											
Tx Ref	Date	Type	Status	Bill code	Disc	Amount inc	GST disc	Student/Customer	Batch #	Description	Operator
1	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	ANDERSON: Ben	00001	D004 - English 11 2008	ADMIN
2	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	ANDERSON: Ben	00001	D304 - Economics 11 2008	ADMIN
3	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	ANDERSON: Ben	00001	D403 - Chemistry 11 2008	ADMIN
4	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	ANDERSON: Ben	00001	D409 - Physics 11 2008	ADMIN
5	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	ANDERSON: Ben	00001	D501 - Foundations of Mathematics 2008	ADMIN
6	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	ANDERSON: Ben	00001	D505 - Introductory Calculus 2008	ADMIN
7	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BAILEY: Steven	00001	D004 - English 11 2008	ADMIN
8	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BAILEY: Steven	00001	D236 - Digital Media 11 2008	ADMIN
9	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BAILEY: Steven	00001	D291 - Food Technology 11 2008	ADMIN
10	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BAILEY: Steven	00001	D305 - Geography 11 2008	ADMIN
11	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BAILEY: Steven	00001	D306 - History 11 2008	ADMIN
12	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BAILEY: Steven	00001	D510 - Mathematics In Practice 2008	ADMIN
13	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BISHOP: Frank	00001	D004 - English 11 2008	ADMIN
14	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BISHOP: Frank	00001	D236 - Digital Media 11 2008	ADMIN
15	05/09/07	DR		CHG01		\$ 35.00	\$ 0.00	BISHOP: Frank	00001	D291 - Food Technology 11 2008	ADMIN

The following information is displayed on this report:

Tx Ref

The transaction reference number.

Date

The date the transaction was created.

Type

The transaction type/payment type.

For a receipt this could be any valid payment type (from Parameters > Valid Payment Types) or

RV Reversal
 RF Refund

For a billing item this could be one of the following:

DR Debit (normal billing item)

RV Reversal
AD Adjustment

Status

The status flag followed by the transaction reference number of the related transaction.

Bill Code

The billing code attached to the transaction (billing item transactions only).

Disc

If a discount has been applied to a billing item this column will contain the letter 'Y' (billing items only). Otherwise it will be blank.

Amount inc disc

The dollar amount of the transaction after any discount.

GST

The GST amount of the transaction.

Student/Customer

The student name or the customer name.

Batch #

The billing items batch number (for billing items) or the receipts batch number (for receipts) of the batch which contains the transaction.

Description

The comment attached to the transaction.

Operator

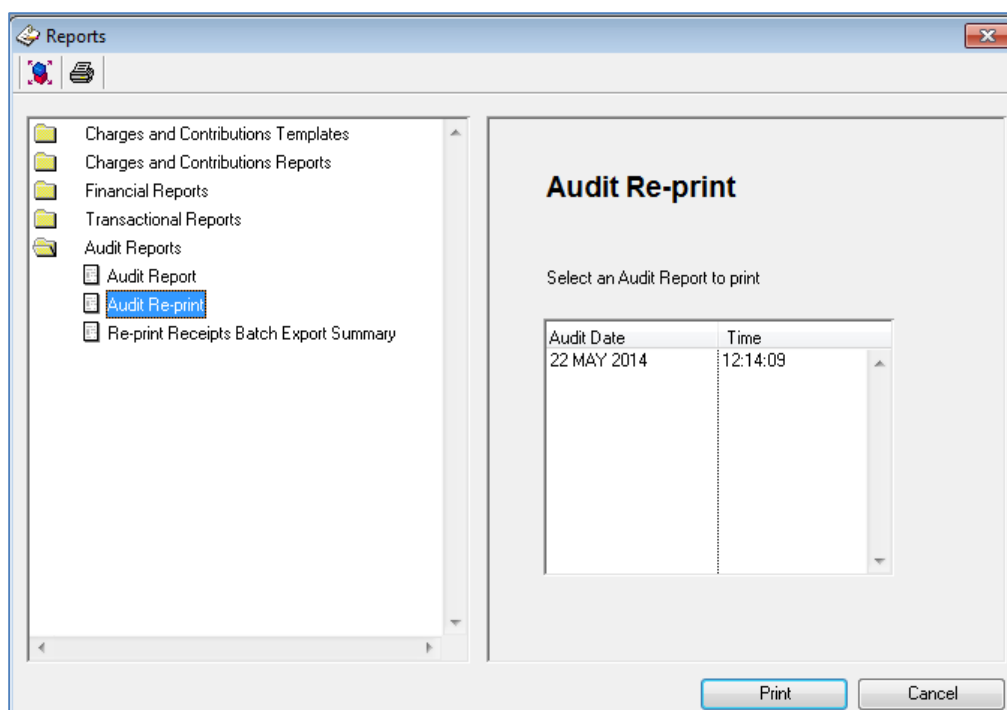
The User Name of the user who entered the transaction.

8.11.3 Audit Reprint

The Audit Reprint allows a previously printed audit trail to be re-printed.


8.11.4 To reprint an audit report

- Click on **Reports**
- Click on the **Audit Reports** folder
- Highlight **Audit Reprint**
- The window appears as shown below:



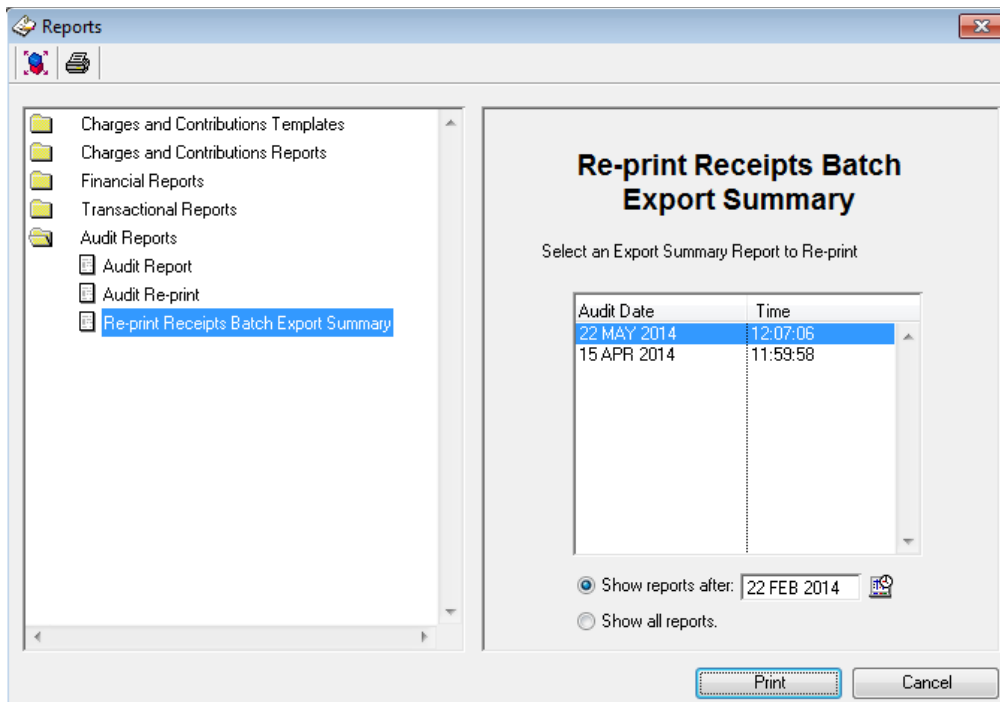
- The list of previously printed audit reports appears on the right hand side. These are labelled by the date and time the previous report was run.
- **Highlight** an audit report to be printed
- Click on **Print**
- Select the report **destination**

A portion of a sample audit reprint is shown below. Note that the report heading indicates it is a reprint. Otherwise all details of the report match the original.

West Coast District High School											
Audit Trail 22/05/2014 Re-print											
											
Tx Ref	Date	Type	Status	Bill code	Disc	Amount inc disc	GST	Student/Customer	Batch #	Description	Operator
1	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	ANDREWS: Rachael	00001	1AMAT - Mathematics 1A 2014	ADMIN
2	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	ANDREWS: Rachael	00001	1AWPL - Workplace Learning 1A 2014	ADMIN
3	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	ANDREWS: Rachael	00001	1BMAT - Mathematics 1B 2014	ADMIN
4	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	ANDREWS: Rachael	00001	1BWPL - Workplace Learning 1B 2014	ADMIN
5	01/04/14	DR		CHG01		\$ 50.00	\$ 0.00	ANDREWS: Rachael	00001	1XENG - English 1A/B 2014	ADMIN
6	01/04/14	DR		CHG01		\$ 50.00	\$ 0.00	ANDREWS: Rachael	00001	1XGEO - Geography 1A/B 2014	ADMIN
7	01/04/14	DR		CHG01		\$ 50.00	\$ 0.00	ANDREWS: Rachael	00001	1XISC - Integrated Science 1A/B 2014	ADMIN
8	01/04/14	DR		CHG01		\$ 35.00	\$ 0.00	ANDREWS: Rachael	00001	2ACSC - Computer Science 2A 2014	ADMIN
9	01/04/14	DR		CHG01		\$ 35.00	\$ 0.00	ANDREWS: Rachael	00001	2BCSC - Computer Science 2B 2014	ADMIN
10	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	BLACK: Jenny	00001	1AMAT - Mathematics 1A 2014	ADMIN
11	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	BLACK: Jenny	00001	1AWPL - Workplace Learning 1A 2014	ADMIN
12	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	BLACK: Jenny	00001	1BMAT - Mathematics 1B 2014	ADMIN
13	01/04/14	DR		CHG01		\$ 25.00	\$ 0.00	BLACK: Jenny	00001	1BWPL - Workplace Learning 1B 2014	ADMIN

8.11.5 Re-print Receipts Batch Export Summary

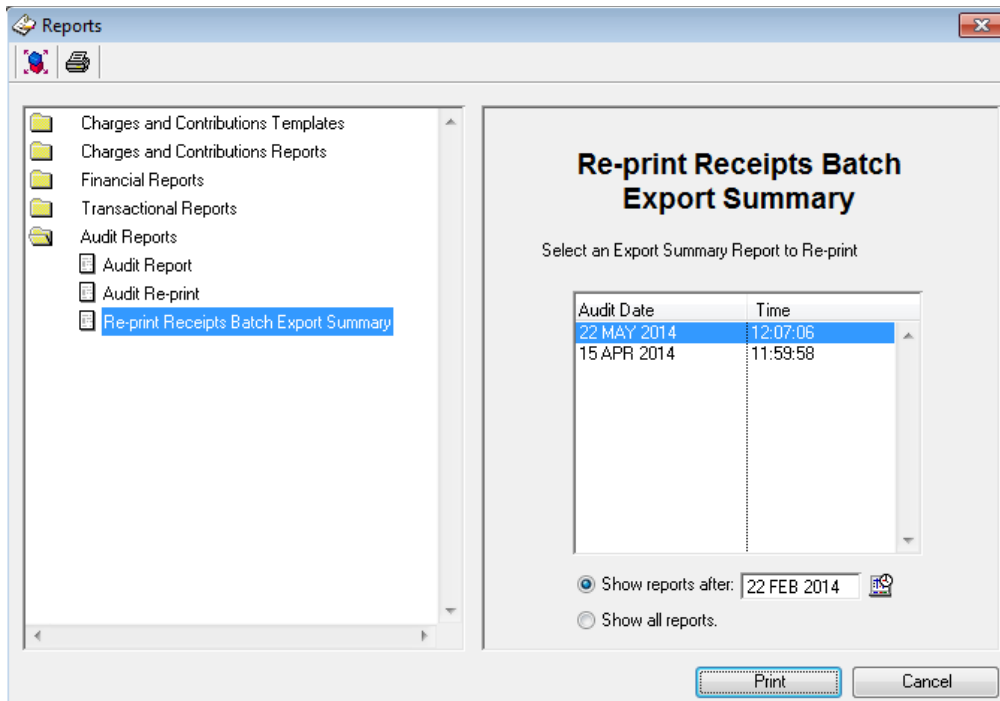
Receipt batches which have been exported into RM Finance can be reprinted through the 'Re-print Receipts Batch Export Summary' Audit Reports. These are reports which have been previously printed are listed in date/time order descending, with the most recent report appearing at the top of the list.



There are two radio buttons on the report window. The first radio button displays the text 'Show reports after', followed by a date. The default date displayed is set to three months prior to the current system date. The date selector is displayed to the right of this field and standard functionality applies.


The second radio button displays the text 'Show all reports'. If the user selects this radio button, then all reports which have been previously printed using RM Billing v1.30.10 are displayed in the list.

The user can select one report to re-print, by highlighting it in the list on the right hand side.



When the user clicks the Print button, the report destination screen is displayed. Once the user has selected the required destination, the report is printed.

West Coast District High
1120 Hay Road
PERTH Western Australia 6005
ABN: 11 222 333 444



Receipt Batch Export Summary 22 MAY 2014 12:07:06 Re-printed

Batch Code	Description	Date Created	Date Last Updated	Open	Batch Total
Batches Not Exported					
No Batches					0.00
					0.00
Batches Exported					
B00007	General Banking 22/05/14	22/05/2014	22/05/2014	YES	1121.00
B00008	Electronic Funds Transfer 22/05/14	22/05/2014	22/05/2014	YES	450.00
					1571.00

Comment: _____

Principal's Signature: _____

Date: _____

CIVICA

RM Billing Manual

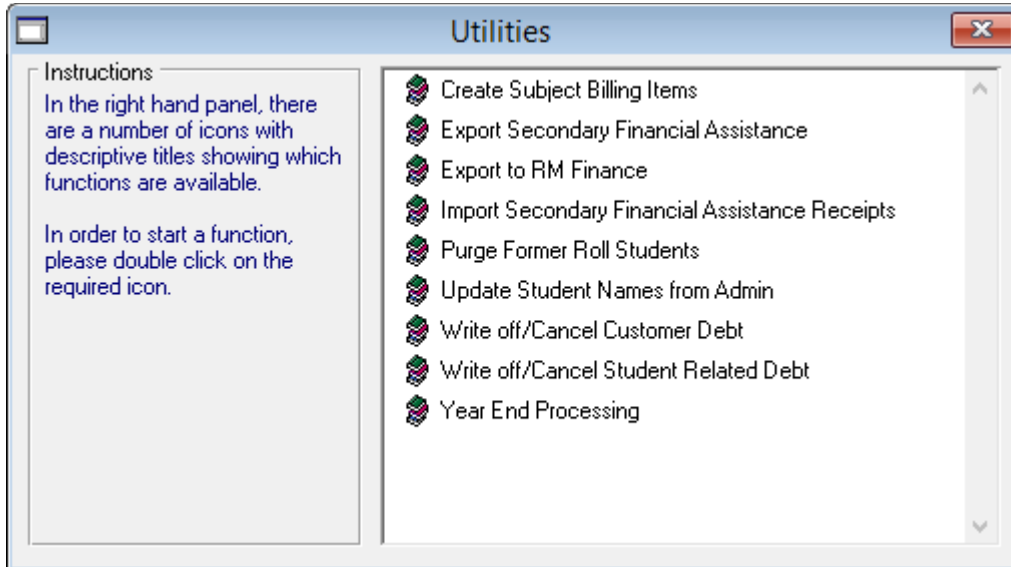
Utilities

9

9 Utilities

The section provides a number of utilities or processes which can be carried out by the system.

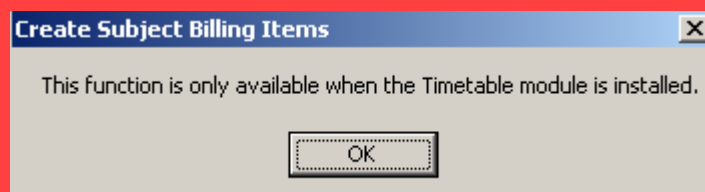
When the Utilities icon is selected on the RM Billing sidebar the Utilities window will open as illustrated below:



9.1 Create Subject Billing Items

IMPORTANT

This function is only available when the Timetabling module is installed. If this option is selected when the Timetabling module is not installed then the following message will be displayed:

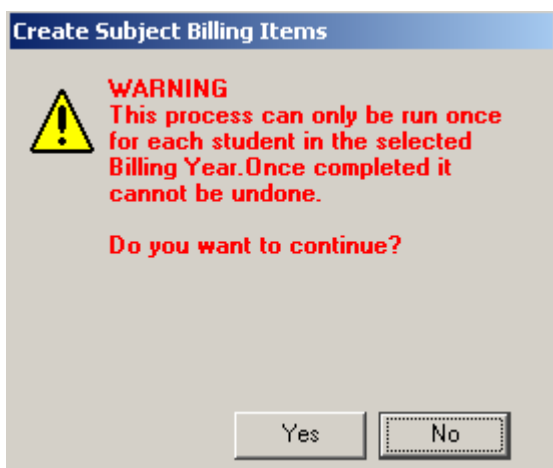


If the Timetabling module is installed then this function will enable subject billing items (based on the current Primary Preferences in Timetabling) to be created in bulk for a group of students.

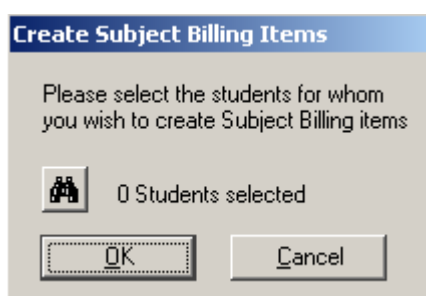
This process can only be run once for each student in each billing year. Once subject billing items have been created for a particular student, any changes required to those items must be handled from the Students > Billing Items section. Refer to section 4.14.4 on page 4-50 for further details.

9.1.1 To create Subject billing items

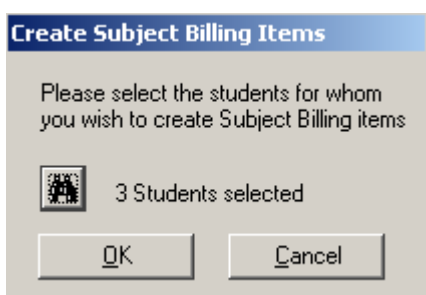
- Click on Utilities
- Double-click on Create Subject Billing Items
- The following message is displayed:



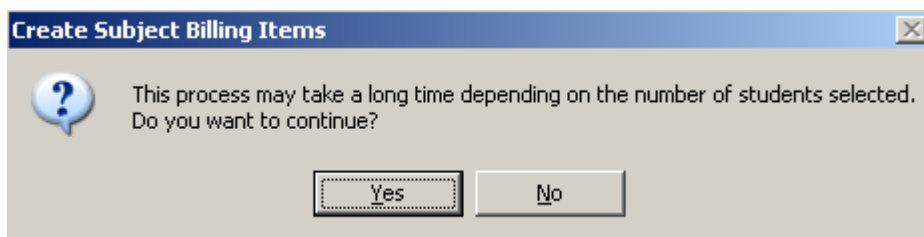
- Click on **Yes**
- If future years exist in the datafile then the **year selection box** will be displayed (showing current and future years only)
- If no future years exist then this step will be omitted and the current billing year will be used
- Select the **required year** for the creation of subject billing items (if appropriate)
- The following window will now appear:



- Use the **student find tool** (binoculars) to select the students for whom subject billing items are to be created
- Click on **OK**
- The window now reflects the number of students selected



- Click on **OK**
- The following message appears:



- Click on **Yes**
- Subject billing items are created for the selected students using the method outlined below.
- If all subject billing items are able to be created for the selected students then the following message is displayed:



The following rules apply when creating subject billing items:

9.1.2 Rules for creating subject billing items

Each student can have at most two billing items created for a subject – one for Cost Type 1 and one for Cost Type 2. The following table shows which cost types are associated with each student billing category.

Student Billing Category	Cost type 1	Cost Type 2
Kindergarten	Voluntary Contributions	Compulsory Charges
Pre-Primary	Voluntary Contributions	Compulsory Charges
Primary	Voluntary Contributions	Compulsory Charges
Secondary (Vol,Chg)	Voluntary Contributions	Compulsory Charges
Secondary (Chg)	Compulsory Charges	Not Applicable
Adult	Adult Students	Compulsory Charges
Temporary Visa	Temporary Visa Overseas Students	Compulsory Charges
Full Fee Paying	Not Applicable	Not Applicable

Where a Cost Type is listed as Not Applicable in the table above a billing item will not be created. So for example, Full Fee Paying students cannot have any subject billing items created by this process. Secondary (Chg) will only be able to have one billing item per subject created (in the Charges category).

The rules used to create these billing items are as follows.

For the billing category of the first selected student:

If Cost Type 1 \neq 0 then a billing item for the first subject (primary preference from Timetabling) will be created using the Amount, GST code and Billing Code from the subjects table for the selected year for this cost type. The comment for this billing item will be - the subject code, followed by the subject name, followed by the year to which the subject belongs (which will be the year selected by the user). For example, 9Art–Art 9 2006.

If Cost Type 1 = 0 then no billing item will be created for this cost type.

If Cost Type 2 <> 0 then a billing item for the first subject (primary preference from Timetabling) will be created using the Amount, GST code and Billing Code from the subjects table for this cost type. The comment for this billing item will be as explained above.

If Cost Type 2 = 0 then no billing item will be created for this cost type.

This process will be repeated for each primary preference stored in Timetabling (for the selected year) for the first student.

The process will then be repeated for each student selected.

These subject billing items will be placed into a special system-generated billing items batch named with the text 'Subjects Batch' followed by the selected year. For example 'Subjects Batch 2008'.

9.1.3 Exception Report

If there are any students for whom no billing items can be created then an exception report will be produced which lists the students and the reason why no billing items could be created for each one.

The reason could be one of the following:

Student does not have a fees biller
Student does not have a student billing category defined for the selected year
Student is a Full Fee Paying student
All related values in the subject table for this student are set to zero
There are no billing subjects defined for this student
Subject billing items have already been created for this student in the selected year

A sample exception report appears below:

West Coast District High School		
Create Subject Billing Items Exception Report		
Billing Year 2008		
No subject billing items could be created for the following students.		
Student Name	2008 Student Category	Reason
ABLE: Mike	Secondary (Vol,Chg)	Student does not have a Fees Biller
ALLEN: Penelope	Primary	There are no Billing Subjects defined for this student
ANDERSON: Ben	Secondary (Chg)	Subject Billing Items have already been created for this student for the selected year.



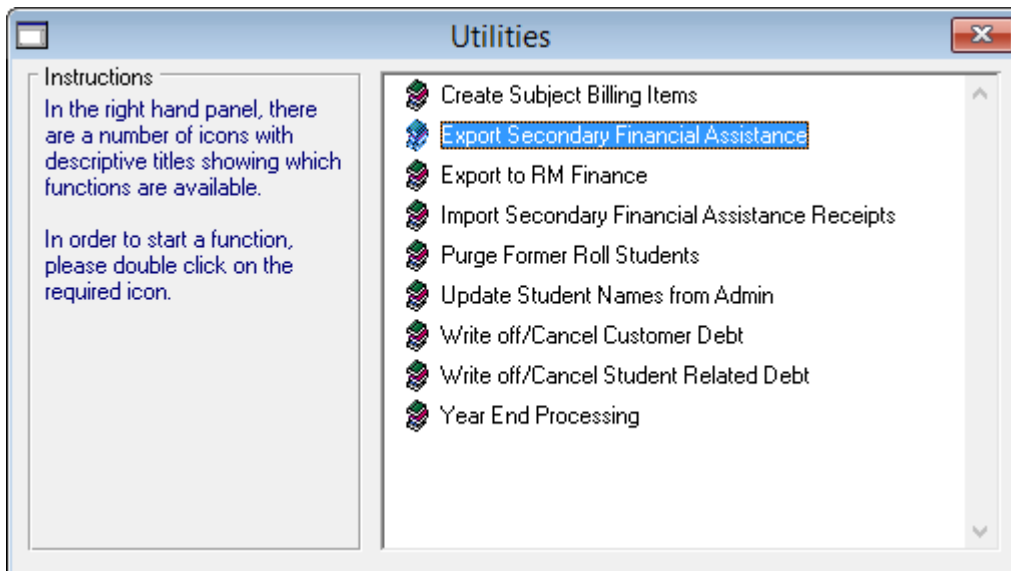
9.2 Export Secondary Financial Assistance

Secondary Financial Assistance Applications can be exported at any time prior to the cut-off date. This date will vary from year to year and you should seek clarification for DoE if unsure.

For full details on managing Secondary Financial Assistance Applications see Section 4.9 of this Manual.

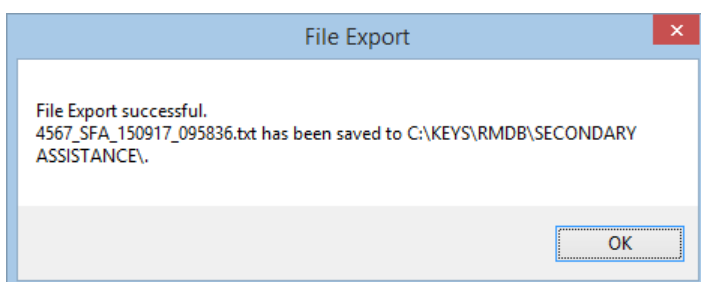
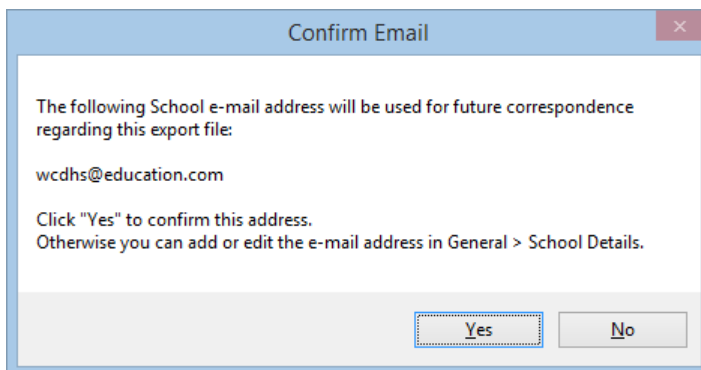
To Export completed applications:

Navigate to Billing | Utilities



Double click on Export Secondary Financial Assistance

Check the Confirmation Email message and Click Yes if the address is correct



The file will be exported. The location of the file is dependent on the file path set up in the Billing Parameters. See Section 3.4 of this Manual for details.

Once a file has been exported, the student record will be updated so that the Status of the application is changed to **Sent**.

The screenshot shows a 'Student Details' window. At the top, there's a dropdown menu set to '2015'. Below it, the 'Surname' field contains 'MORARITY' and the 'Known Name' field contains 'Georgina'. A series of tabs are visible: 'Details', 'Subjects', 'Billing Items', 'Receipts', 'Transactions', 'Notes', 'Invoices', and 'Sec Fin Assist'. The 'Details' tab is active, displaying a table with the following data:

Form#	Date	Form	Assistance Type	Status	Export Date
7	27 MAR 2015	G	Sec Assist	Sent	17 SEP 2015

The exported file can be viewed at the saved location. The File will be a text file containing the details of the applications included in the current export. Each export file will be uniquely named with the school code and date and time values (See example below).

The screenshot shows a Notepad window titled '4567_SFA_150917_095836.txt'. The text inside is as follows:

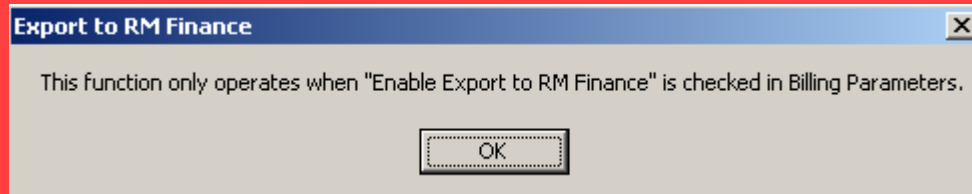
File	Edit	Format	View	Help
"G"	"2015"	"C"	"West Coast District High"	"4567" "wcdhs@education.com" "NO" "Andrews"
"G"	"2015"	"A"	"West Coast District High"	"4567" "wcdhs@education.com" "NO" "Perera"
"G"	"2015"	"A"	"West Coast District High"	"4567" "wcdhs@education.com" "NO" "Williams"
"G"	"2015"	"A"	"West Coast District High"	"4567" "wcdhs@education.com" "NO" "Smeed" "Frodo"
"G"	"2015"	"A"	"West Coast District High"	"4567" "wcdhs@education.com" "NO" "Morarity"

This file must be emailed as an attachment to student.allowances@education.wa.edu.au at Schools Resourcing and Support Directorate at the Department of Education.

9.3 Export to RM Finance

IMPORTANT

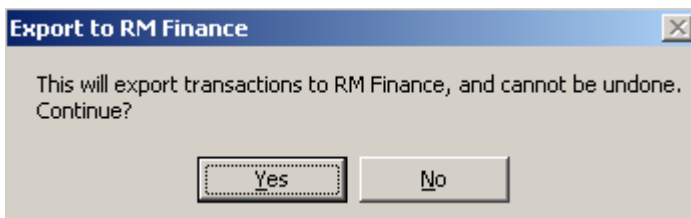
This function is only available when the 'Enable Export to RM Finance' option is enabled in Billing Parameters. If this option is not ticked and the Export to RM Finance function is selected then the following message is displayed:



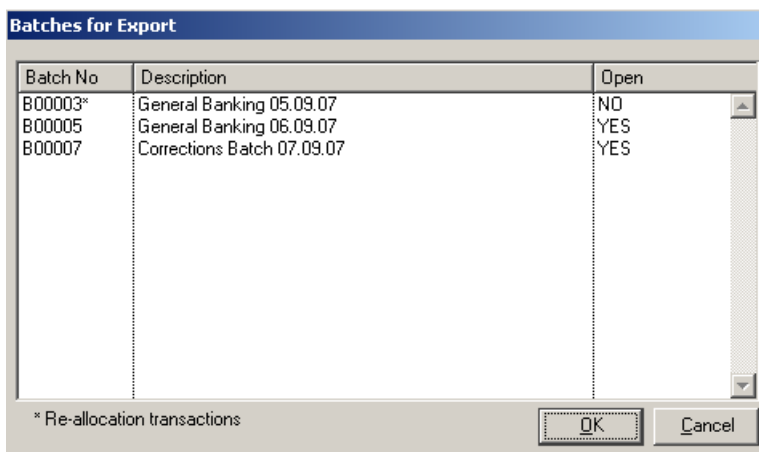
The 'Export to RM Finance' option allows receipts to be exported automatically (under user control) to RM Finance removing the need to re-enter data into RM Finance. All Receipts are available for export with the exception of Government Subsidies. Any Government Subsidies which are entered into RM Billing will be automatically excluded from the export function. This is because Government Subsidy money is entered directly into RM Finance.

9.3.1 To export receipts to RM Finance

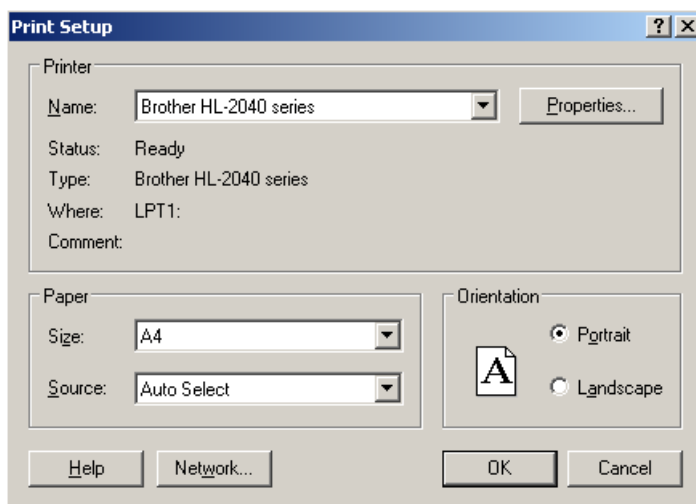
- Click on **Utilities**
- Double-click on **Export to RM Finance**
- The following message is displayed:



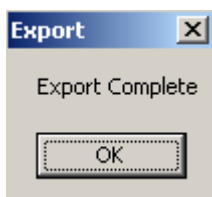
- Click on **Yes**
- A list of batches containing transactions which have not been exported is displayed as illustrated below (see section 9-9 below for more detail)



- Select the batches to be exported (multiple selection permitted)
- The **Print Setup** screen is displayed:



- Make any required changes
- Click on **OK** (selecting Cancel will cancel the entire export process)
- The **Receipts Batch Export Summary** is printed to the **printer** (see section 9.3.3 below for more details)
- The transactions are exported to RM Finance and the following message is displayed:



- Click on **OK**

9.3.2 List of Batches to be Exported

When the batch selection screen is presented for export all open receipts batches will be displayed (with the exception of batches which contain Government Subsidies only).

Closed receipts batches which contain receipts linked to new allocation records (because the allocations have changed since the last export took place) will also be listed. These batches will be

denoted by an asterisk (*) and the text 'Re-allocation transactions' will appear at the bottom of the window.

Generally all batches should be selected for export unless there is a particular reason for not exporting (i.e. a batch has been opened for next month's transactions).

9.3.3 Receipts Batch Export Summary

This is a report which is printed automatically to the printer at the time of exporting. It cannot be printed to the screen or any other destination. It lists all batches which have been exported and all batches which have not been exported during the export process.

A sample report appears below:

West Coast District High School
1120 Hay Road
PERTH Western Australia 6005
ABN: 11 222 333 444



Receipt Batch Export Summary

Batch Code	Description	Date Created	Date Last Updated	Open	Batch Total
Batches Not Exported					
B00006	Clothing Allowance 04.02.11	04/02/2011	04/02/2011	YES	460.00
					460.00
Batches Exported					
B00007	General Banking 17.10.11	08/07/2011	17/10/2011	YES	3436.00
					3436.00

Comment: _____

Principal's Signature: _____

Date: _____

Note: The School Principal is required to sign this report at the end of each month. The report should show that all batches have been exported. Any exceptions to this require an explanation to be provided (e.g. next month's transactions).

This report will be printed even if there are no batches to be reported. In this case both sections – 'Batches Not Exported' and 'Batches Exported' - will have the text 'No Batches' listed under the heading. The Principal is still required to sign this report.

9.3.4 Grouping of transactions for RM Finance

When transactions are exported from RM Billing to RM Finance, the transactions are not exported individually. The transactions are grouped by budget, analysis and GST code and an overall total is exported for each grouping. Details of the individual transactions are available within RM Billing.

9.3.5 Updating transactions in RM Finance

When the transactions are exported from RM Billing to RM Finance they are placed in a normal RM Finance batch.

Once the export is complete, each batch needs to be checked and updated in RM Finance. This involves following the normal RM Finance process of printing the batched transactions report for checking, and if everything is correct, updating the batch.

Refer to the RM Finance manual for more detail on this if required.

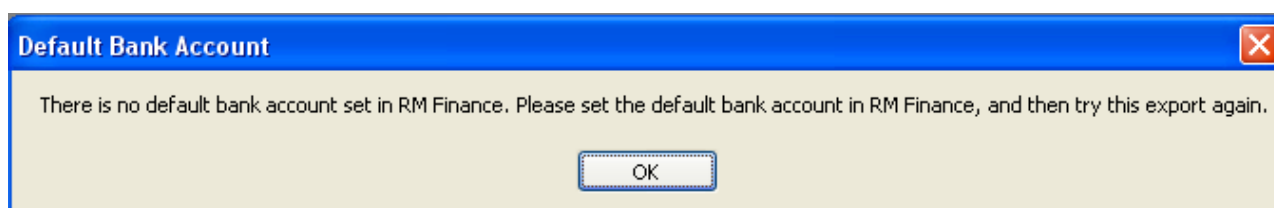
9.3.6 Closing of receipts batches

All batches exported to RM Finance are automatically closed by the system.

9.3.7 Possible Error Messages when Exporting

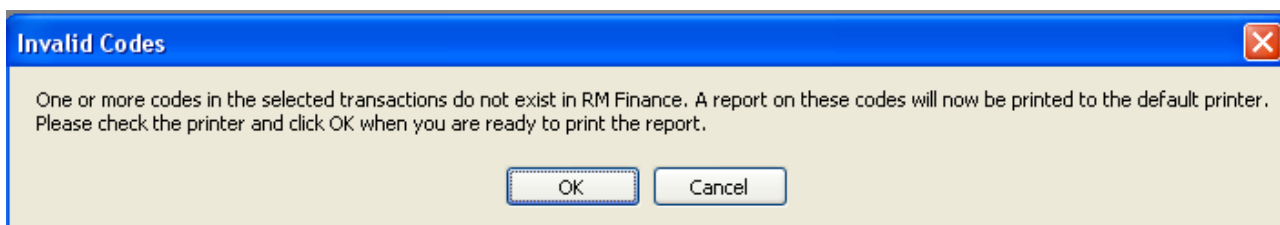
The following messages/reports may be displayed when exporting to RM Finance.

9.3.8 No default bank account



The default bank account must be nominated in RM Finance before the export can proceed. Consult the RM Finance manual for further details.

9.3.9 Invalid Codes



One or more RM Finance budget and/or analysis codes which have been attached to a billing code in RM Billing, no longer exist in RM Finance. A report on the missing codes can be printed to the default printer by clicking OK. The missing codes will need to be re-created in RM Finance before attempting the export again.

A sample report appears below.

West Coast District High School Export to RM Finance Error Report

The following codes do not exist in the linked RM Finance datafile. The selected data cannot be exported. Please create these codes in RM Finance and then try the export again.

Budget Codes	Analysis Codes
C1055	D9999
C1056	
D9991	

9.4 Import Receipts for Secondary Assistance

Once an Export file has been sent to the Schools Resourcing and Support Directorate, it will be evaluated and then Import Receipts files will be emailed back to the school. These files will need to be imported to create Secondary Assistance receipts for the students in the application. For full details on the Application process see Section 4.9 of this Manual.

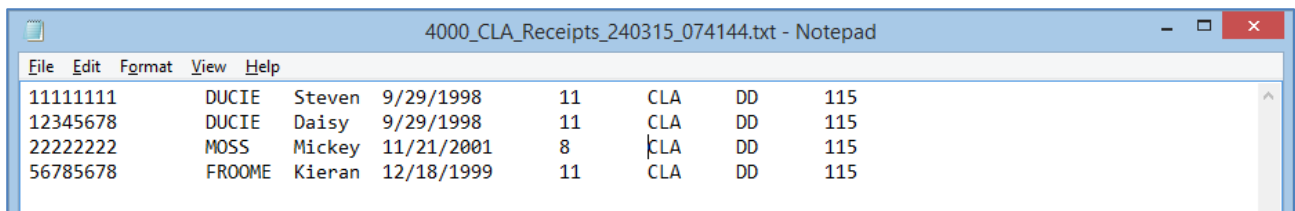
Files may be for the (EPA) Education Program Allowance (GV for \$235) or (CLA) Clothing Allowance (DD for \$115) if the parent has nominated that the Clothing Allowance be paid directly to the school (See Samples Below). Both types of Receipt file are imported in the same way.

Sample Education Program Allowance Receipt File

 A screenshot of a Notepad window titled "4000_EPA_Receipts_240315_074141.txt - Notepad". The window displays a text file with the following data:

File	Edit	Format	View	Help
12341234	BEAR	Wilson	2/17/2001	9 EPA GV 235
11111111	DUMAR	Don	9/29/1998	11 EPA GV 235
12345678	DUMAR	Daisy	9/29/1998	11 EPA GV 235
26600341	MOSSMAN	Michael	5/20/2003	7 EPA GV 235
22222222	MOSSMAN	Shaun	11/21/2001	8 EPA GV 235
24603834	COYLE	William	5/24/2003	9 EPA GV 235
56785678	FROOME	Kersten	12/18/1999	11 EPA GV 235

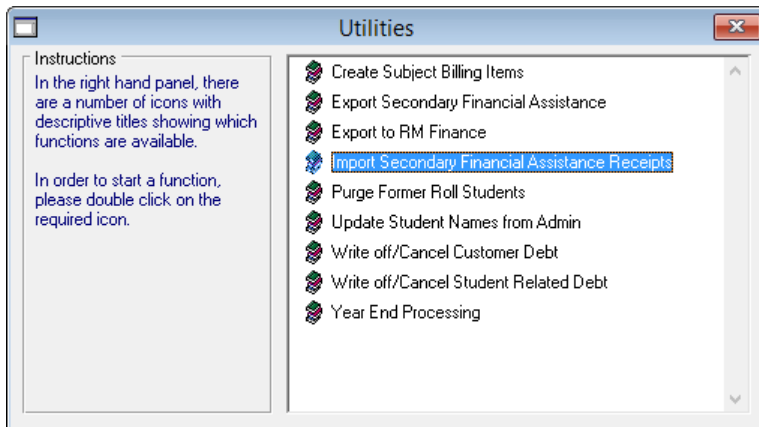
Sample Clothing Allowance Receipt File



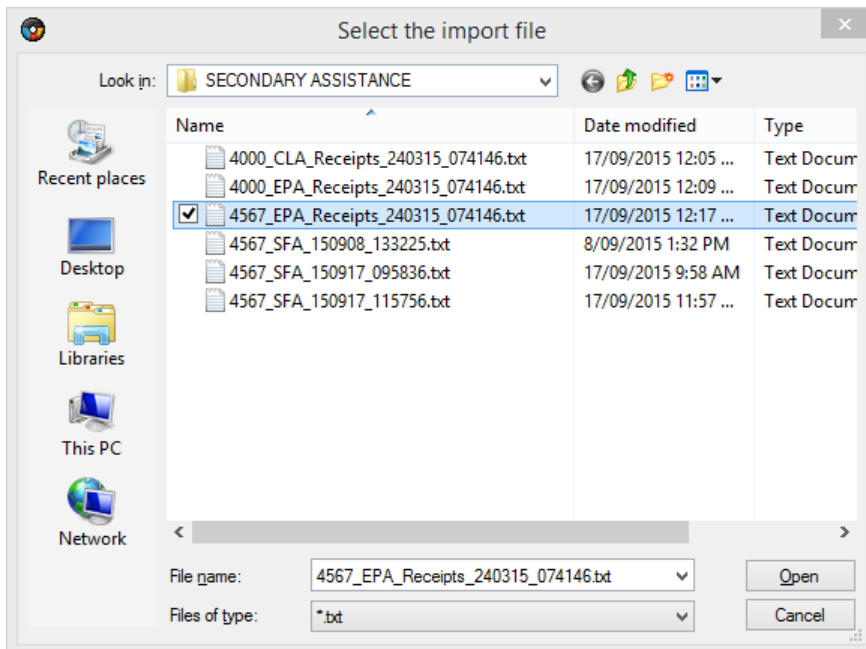
File	Edit	Format	View	Help				
11111111	DUCIE	Steven	9/29/1998	11	CLA	DD	115	
12345678	DUCIE	Daisy	9/29/1998	11	CLA	DD	115	
22222222	MOSS	Mickey	11/21/2001	8	CLA	DD	115	
56785678	FROOME	Kieran	12/18/1999	11	CLA	DD	115	

To Import the Receipts:

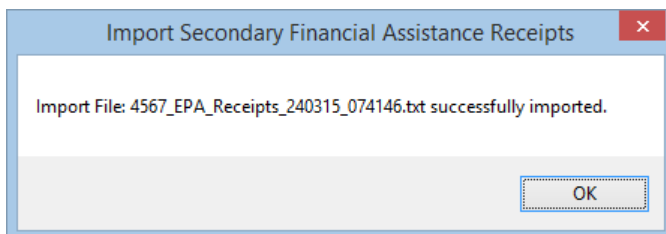
Navigate to **Billing | Utilities**

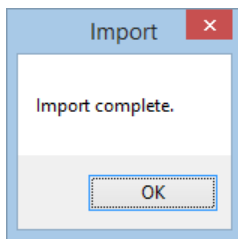


Double Click on Import Secondary Financial Assistance Receipts
Navigate to the location where the Import File was saved



Double Click on the file or highlight and click Open
Click OK and OK to the messages





Importing receipts in this way will create a Receipts Batch for the Secondary Assistance receipts. This batch can be viewed in **Billing | Receipts** and will be named according to the type of allowance and the date the file was created.

Batch No	Year	Description	Open	Last Updated	Batch Total
B00002	2015	General Banking 24.08.15	NO	24 AUG 2015 15:19:22	5140.00
B00003	2015	Electronic Funds Transfer 24.08.15	NO	24 AUG 2015 15:21:07	1490.00
B00012	2015	Imported EPA Financial Assistance Receipts_240315	NO	17 SEP 2015 13:14:27	1175.00

9.5 Purge Former Roll Students

As a school's datafile increases in size it may be desirable to purge some old data from the datafile to prevent the number of transactions from becoming unwieldy and to improve datafile performance.

This utility allows old RM Billing transactions for students on the former roll to be removed.

The routine will only purge transactions for students **on the former roll with a zero transactional balance and a leave date of at least one year prior to the last year end date** stored in Billing Parameters.

The routine will remove the following:

- All transactions and their associated links and invoices linked to the eligible selected students.
- Any billing item batches which are closed and empty (due to removal of transactions).
- Any receipt batches which are closed and empty (due to removal of transactions).

IMPORTANT

A backup copy of the datafile must be taken before running this routine.

9.5.1 To purge records for former roll students

- Ensure all users are logged out
- Take a **backup** of the datafile
- Log in and place the datafile in **Single User** mode
- Click on **Utilities**

- Double-click on **Purge Former Roll Students**
- The following message is displayed

Locked Message

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

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

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

View Users OK

- **Edit** the message as required and click **OK**
- A message similar to the following will then appear (note the date displayed will be one year prior to the last year end date)


Purge Former Roll Students

This process will purge transactions for former roll students with a zero balance and a leave date prior to 31 DEC 2012. This process can take a long time if a large number of students are selected. Have you made a backup of your datafile?

Yes No

- If you have made a backup click **Yes**
- Otherwise click 'No'. The process will abort so a backup can be taken.
- Once a backup has been made the following window will be displayed

Purge Former Roll Students

Select students  0 Students Selected

OK Cancel

- Click on the **binoculars** to open the student find tool

Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

First Name Form

Legal Surname House

Group Type

Group

Contact Surname

Global Name Search

Terms in School

☒ Not Specified

☐ More than

☐ Less than

☐ Equal to

Original Roll

☒ Not Specified

☐ Current

☐ External

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- The roll status selection will default to the former roll as illustrated above
- **Select** the students for whom transactions are to be purged and click **OK**

IMPORTANT

It is recommended that only a small number of students are selected at one time. This is because the purging routine could take a significant amount of time to run if a large number of students are selected.

- Once students have been selected the system will check which ones meet the required criteria
- All selected students meeting the criteria will then be displayed in the following window

Purge Former Roll Students

Student Name	Year	Form	Leave date
BROKENSHIRE: Pamela	6	Room 6	2 OCT 2007
CAMPBELL: Leif	2	Room 2	18 JUL 2007
FLAHERTY: Fynne	8	08.3	14 AUG 2007
FLANAGAN: Ricky	11	11.2	17 APR 2007
FULLER: Blade	8	08.1	11 FEB 2007
WOOLLEY: William	3	Room 5	14 DEC 2007

Note: Students without a Year, Form and Leave date have been deleted from Admin

- **Highlight** the student records to be purged
- Click **Purge Selected Students**
- The following message will then appear

Purge Former Roll Students

This operation will purge the selected students records from the datafile. This operation may take a significant amount of time to run and cannot be undone.

Do you want to continue?

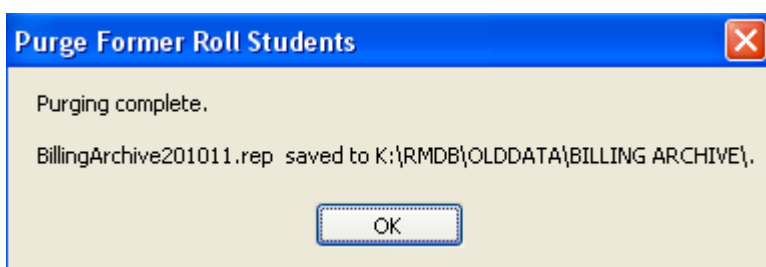
- Click **Yes** to continue or **No** to abort the process
- Once **Yes** is selected the purging will begin
- A series of working messages will be displayed whilst the process is being carried out

IMPORTANT

Do not interrupt the process whilst it is running. This could cause corruption to the datafile.

Wait until the 'Purging complete' message is displayed.

- When the process has completed a message similar to the following will be displayed.



- A report on the purged transactions will be created and saved to the billing archive folder (as listed in Billing Parameters)

9.5.2 To view the Archive Report

- Select **File > Print Saved Reports (from disk)**
- Navigate to the **Billing Archive folder path** (e.g. K:\RMDB\OLDDATA\Billing Archive)
- **Double-click** on the report to be viewed
- The report will now be displayed and can be printed by the normal methods if required
- A portion of a sample report appears below

West Coast District High School

Transactions Purged Mon 24th October 2011 11:59:34



Student: FLAHERTY: Fynne







Year: 8

Form: 08.3

Leave Date: 14 AUG 2007

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Description	Reason	Operator
3564	24/02/07		DR		VOL01	\$25.00	\$0.00	\$0.00	\$0.00	2011 English		ADMIN
3565	24/02/07		DR		VOL01	\$25.00	\$0.00	\$0.00	\$0.00	2011 Science		ADMIN
3566	24/02/07		DR		VOL01	\$25.00	\$0.00	\$0.00	\$0.00	2011 Society and Environment		ADMIN
3567	24/02/07		DR		VOL01	\$25.00	\$0.00	\$0.00	\$0.00	2011 Mathematics		ADMIN
3568	24/02/07		DR		VOL01	\$30.00	\$0.00	\$0.00	\$0.00	2011 Health and Physical Education		ADMIN
3569	24/02/07		DR		VOL01	\$15.00	\$0.00	\$0.00	\$0.00	2011 LOTE		ADMIN
3570	24/02/07		DR		VOL01	\$56.00	\$0.00	\$0.00	\$0.00	2011 Technology and Enterprise		ADMIN
3571	24/02/07		DR		VOL01	\$34.00	\$0.00	\$0.00	\$0.00	2011 Arts		ADMIN
3573	12/04/07	191	CH			-\$235.00	\$0.00			Payment		ADMIN
Closing Balance						\$0.00						

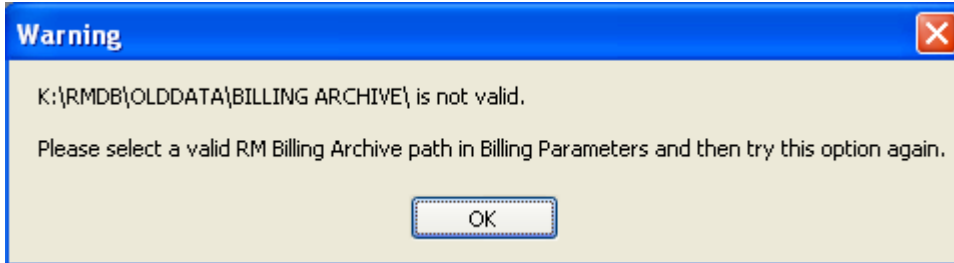
Note: The report will be named 'BillingArchiveddmmmy.rep' where 'ddmmyy' represents the day, month and year the report was created. If two or more reports are created on the same day then the filename will be appended with '_1', '_2', etc. as illustrated in the following example.

 BillingArchive201011.rep
 BillingArchive241011.rep
 BillingArchive241011_1.rep
 BillingArchive241011_2.rep
 BillingArchive241011_3.rep
 BillingArchive241011_4.rep

9.5.3 Possible messages

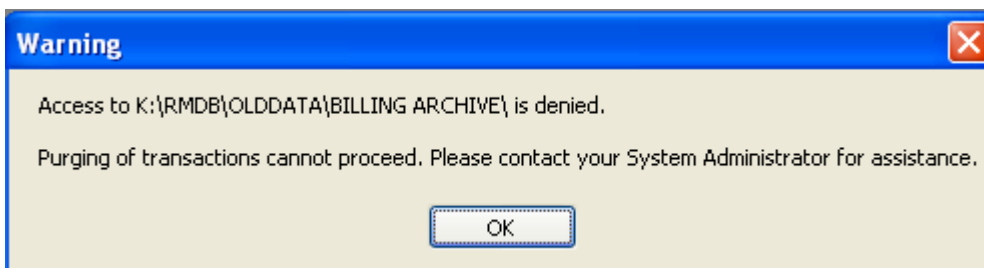
When running the purge routine the following messages may be displayed at certain times.

9.5.4 Billing Archive folder path incorrect



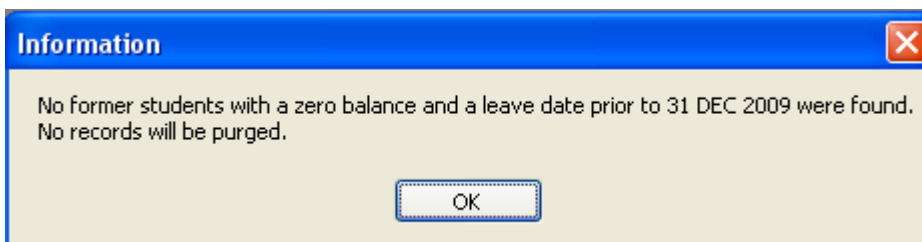
The path listed in the message does not exist. Either create the path listed, or go to Parameters > Billing Parameters > General and select a valid archive folder path.

9.5.5 Archive folder path access denied



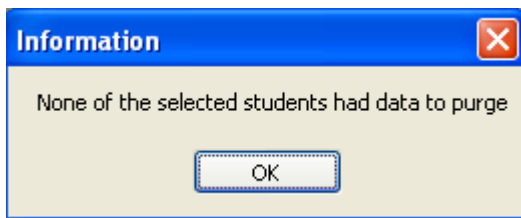
The logged-in user does not have write access to the billing archive folder path as listed in the message. Write access must be granted before the process can continue. Contact the System Administrator at your school or the Customer Service Centre for assistance.

9.5.6 No students matching the criteria



This message will be displayed if none of the selected students meet the required criteria.

9.5.7 Students with no data to purge



The students selected meet the criteria but they had no transactions to purge.

9.6 Update Student Names from Admin

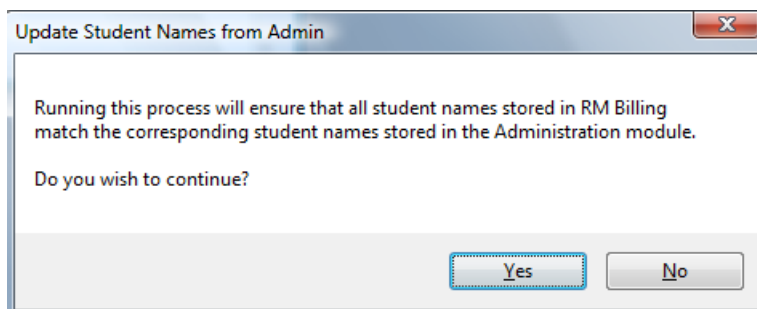
The student name entered in the Administration module is also saved in the RM Billing module. It is necessary to save the student name in RM Billing because it is possible that a student may be deleted from the Administration module. If this student has transactions in RM Billing then the name of the student would be lost if it was not saved within the RM Billing module.

However, there are cases where the student name changes in the Administration module (either due to an actual name change or a data entry error) and therefore must be updated in RM Billing.

The 'Update Student Names from Admin' utility will allow the user to update all student name changes in the RM Billing module to ensure they match the names stored in the Administration module.

9.6.1 To Update Student Names from Admin

- Click on **Utilities**
- Double-click on **Update Student Names from Admin**
- The following message is displayed:



- Click on **Yes**
- Select the **report destination**
- A report will be produced in the format shown below listing the names which have been updated

West Coast District High School

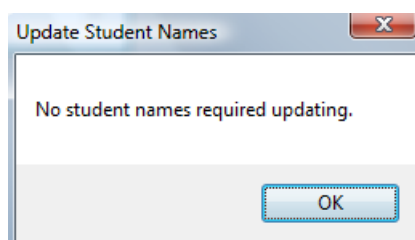
Student Name Changes



The following students have had their names updated in RM Billing

Student Name (current)	Previous Surname	Previous First Name
BAILIE: Dora	BAILIE	Doyen
CHUMLEY: Nora	CHUM	Nora
SHARP: Sara	SHARP	Sarah
3 students updated		

Note: If all names match correctly then the report will not be printed and the following message will be displayed.



Note: If the student name stored in RM Billing does not match the student name stored in the Administration module then the light globe icon will appear on the Students > Details tab. This enables the student name for an individual student to be updated from this area. Refer to section 4.11 on page 4-41 for further details.

9.7 Write off/Cancel Customer Debt

The 'Write off/Cancel Customer Debt' option allows debt to be written off for a customer when it is likely it will never be recovered.

Note: All write offs must be carried out in accordance with the WA Department of Education and Training's write off policy.

Before using this function it is necessary to create a special billing items batch to hold the write-offs. This can be done via the Billing Items section. The batch created should not contain any tied billing items. A sample batch appears below:

Billing Items			
Batch No	Description		
00010	2008 Write-off Customer Debt		
Batch Details Batch Billing Items			
Batch No	Updated:		
00010	Wed 28 JAN 09 13:09		
Billing Year	Created:		
2009	Wed 28 JAN 09 13:09		
Description			
2008 Write-off Customer Debt			
Batch Total	Open:		
Nil	YES		
Tied Billing Items:			
Comment	Amount	GST	Bill Code

OK Cancel

9.7.1 To write off/cancel a customer debt

- Click on **Utilities**
- Double-click on **Write off/Cancel Customer Debt**
- The following message is displayed:

Write-Off/Cancel Customer Debt

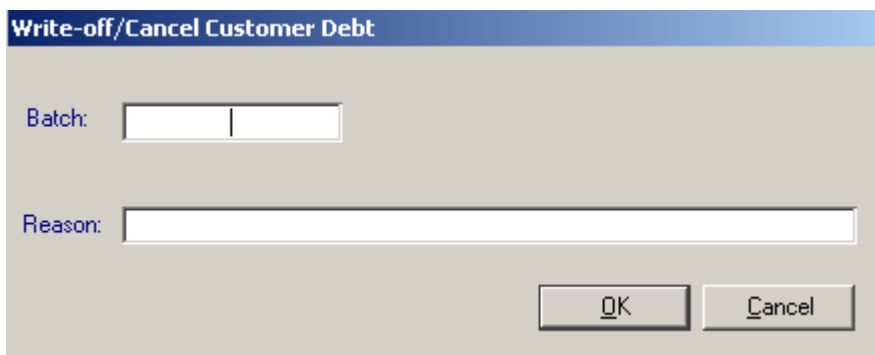
Before using this function you must create a billing items write-off batch (from Billing Items). Have you created a write-off batch?

Yes

No

- If a write-off batch has **not been created**, click on **No**. The batch can then be created and this process re-started.
- If a write-off batch **has been created**, click on **Yes**
- The following screen is then displayed:

- Click on **Yes**
- The batch selection screen is then displayed:



Write-off/Cancel Customer Debt

Batch:

Reason:

- Enter the appropriate **write-off batch** (or press **<tab>** for a list of all open batches)
- Enter a **reason** for the write-off
- Click on **OK**
- The following confirmation message is then displayed:

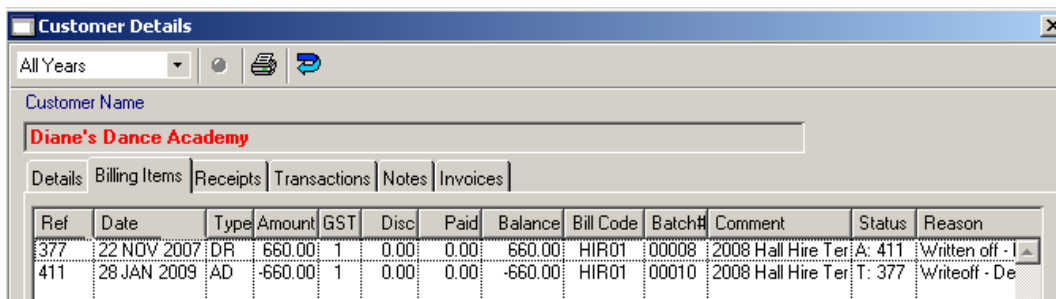


Customer Write-offs

All write-offs/cancellations completed successfully.

- Click on **OK**

The write-off transaction is created against the customer record as illustrated below:



Customer Details

All Years

Customer Name: **Diane's Dance Academy**

Details | Billing Items | Receipts | Transactions | Notes | Invoices

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
377	22 NOV 2007	DR	660.00	1	0.00	0.00	660.00	HIR01	00008	2008 Hall Hire Ter	A: 411	Written off - I
411	28 JAN 2009	AD	-660.00	1	0.00	0.00	-660.00	HIR01	00010	2008 Hall Hire Ter	T: 377	Writeoff - De

9.8 Write off/Cancel Student Related Debt

The 'Write off/Cancel Student Related Debt' option allows debt to be written off or cancelled for a student when it is likely it will never be recovered.

Note: All write offs must be carried out in accordance with the WA Department of Education and Training's write off policy.

Before using this function it is necessary to create a special billing items batch to hold the write-offs/cancellations. This can be done via the Billing Items section. The batch created should not contain any tied billing items. A sample batch appears below:

The 'Billing Items' window displays the following details for a batch:

Batch No	Description
00011	2008 Write-off Batch

Batch Details | Batch Billing Items

Batch No: 00011 Updated: Wed 28 JAN 09 13:28

Billing Year: 2009 Created: Wed 28 JAN 09 13:28

Description: 2008 Write-off Batch

Batch Total: Nil Open: YES

Tied Billing Items:

Comment	Amount	GST	Bill Code

Buttons: OK, Cancel

9.8.1 To write off/cancel a student related debt

- Click on **Utilities**
- Double-click on **Write off/Cancel Student Related Debt**
- The following message is displayed:

Write-Off/Cancel Student-Related Debt


Before using this function you must create a billing items write-off batch (from Billing Items). Have you created a write-off batch?

Buttons: Yes, No

- If a write-off batch has **not been created**, click on **No**. The batch can then be created and this process re-started.
- If a write-off batch **has been created**, click on **Yes**
- The following screen is then displayed:

Write-Off/Cancel Student-Related Debt


Select Year: 2008

Select students:  0 Students Selected

- Select the **year** to which the debt belongs (all past years plus the current billing year are available for selection)
- Use the **student find tool** (binoculars) to **select the required students** (multiple students can be selected)
- The number of selected students will then be displayed on the window

Write-Off/Cancel Student-Related Debt

Select Year: 2008

Select students:  10 Students selected

- Click on **OK**
- The following window then appears. (Only the selected students who have outstanding debt for the selected year will be displayed.)

Write-off/Cancel Student Debt											
For Selected											
Student Name	Year	Form	CHG	VOL	ADU	TMP	RES	VAR	OOC	N/A	Total
ALKITIK: Adam	9	9.1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	540.00
AMBER: Kyle	2	Room	10.00	20.00	0.00	0.00	0.00	0.00	30.00	0.00	60.00
ANDERSON: Ben	10	10.1	10.00	20.00	0.00	0.00	0.00	40.00	30.00	50.00	150.00
ANDERSON: Kurt	3	Room	10.00	20.00	0.00	0.00	0.00	40.00	30.00	50.00	150.00
ANDREWS: Luke	K	K/P	10.00	20.00	0.00	0.00	0.00	40.00	30.00	50.00	150.00
ANDREWS: Rachael	11	11.1	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00
ASPINALL: Simone	9	9.2	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
BAILEY: Steven	10	10.2	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00
BAILIE: Doyen	4	Room	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
BAKER: Reuben	6	Room	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00
Totals:			110.00	125.00	0.00	0.00	500.00	130.00	120.00	740.00	1725.00
Selected Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outstanding amounts for the Billing Year 2008											

Sorting by clicking on column headings is enabled.

The **quick search** on student surname is available on this window. Click in the students column and enter the full or partial surname of the student.

The following information is displayed on this window:

Student Name

The name of the student.

Year

The current year group of the student.

Form

The current form group of the student.

CHG

The total of unpaid billing items for the student for the selected year in the category of Charges.

VOL

The total of unpaid billing items for the student for the selected year in the category of Voluntary Contributions.

ADU

The total of unpaid billing items for the student for the selected year in the category of Adult student fees.

TMP

The total of unpaid billing items for the student for the selected year in the category of Temporary Visa Overseas Students.

RES

The total of unpaid billing items for the student for the selected year in the category of Residential Boarding Fees.

VAR

The total of unpaid billing items for the student for the selected year in the category of Voluntary Approved Requests.

OOC

The total of unpaid billing items for the student for the selected year in the category of Other Optional Costs.

N/A

The total of unpaid billing items for the student for the selected year in the category of Not Applicable.

Total

The total of the amounts listed on the screen for the student.

9.8.2 To print the write-off report



The Write-off/Cancel report must be printed and approval obtained before actually performing any write-offs/cancellations.

- **Highlight** the students for whom the debt is to be written-off/cancelled

- **Tick** the appropriate tick boxes on the column headings to select the categories to be written off/cancelled. Only the amounts in the ticked columns will be removed for each selected student (see example below)

Write-off/Cancel Student Debt

For Slected

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 type="checkbox"/> VAR	<input checked="" type="checkbox"/> OOC	<input type="checkbox"/> N/A	Total
ALKITIK: Adam	9	9.1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00	540.00
AMBER: Kyle	2	Room	10.00	20.00	0.00	0.00	0.00	0.00	30.00	0.00	60.00
ANDERSON: Ben	10	10.1	10.00	20.00	0.00	0.00	0.00	40.00	30.00	50.00	150.00
ANDERSON: Kurt	3	Room	10.00	20.00	0.00	0.00	0.00	40.00	30.00	50.00	150.00
ANDREWS: Luke	K	K/P	10.00	20.00	0.00	0.00	0.00	40.00	30.00	50.00	150.00
ANDREWS: Rachael	11	11.1	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00
ASPINALL: Simone	9	9.2	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
BAILEY: Steven	10	10.2	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00
BAILIE: Doyen	4	Room	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
BAKER: Reuben	6	Room	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00
Totals:			110.00	125.00	0.00	0.00	500.00	130.00	120.00	740.00	1725.00
Selected Totals:			110.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	230.00

Outstanding amounts for the Billing Year 2008

- Click on **Print Selected** 
- Select the report **destination**

Note: The Print button on the top tool bar will print a list of all students and amounts currently displayed on the screen. This report cannot be used to obtain approval for write-offs/cancellations.

A sample report is shown below:

West Coast District High School

Write-off/Cancel Student-Related Debt

Outstanding amounts for the Billing Year 2008



10 Students Selected

Student Name	Year	Form	Debtor Name	CHG	OOB	Total
ALKITIK: Adam	9	9.1	Mr P Alkitik	0.00	0.00	0.00
AMBER: Kyle	2	Room 2	Ms P Linum	10.00	30.00	40.00
ANDERSON: Ben	10	10.1	Mrs L Anderson	10.00	30.00	40.00
ANDERSON: Kurt	3	Room 3	Mrs L Anderson	10.00	30.00	40.00
ANDREWS: Luke	K	K/P	Miss D Andrews	10.00	30.00	40.00
ANDREWS: Rachael	11	11.1	Mrs M Andrews	70.00	0.00	70.00
ASPINALL: Simone	9	9.2	Ms MJL Aspinall	0.00	0.00	0.00
BAILEY: Steven	10	10.2	Mr Peter Bailey	0.00	0.00	0.00
BAILIE: Doyen	4	Room 4	Mrs G Bailie	0.00	0.00	0.00
BAKER: Reuben	6	Room 6	Mrs Ann Pearce	0.00	0.00	0.00
Totals for Report				110.00	120.00	230.00

* Note: VOL and VAR amounts are not subject to write-off.

☐ **PROVISIONAL APPROVAL** - Individual debts \$5 000.00 or less
In accordance with Treasurer's Instruction 107, I hereby provisionally approve the write-off of the above unrecoverable debts owing to the school.

I certify that the above details are correct and all individual costs are \$5000 or less. Every feasible effort has been made to recover the amounts listed above, remedial action has been taken and all documentation in support of the write-off application is being held at the school.

OR

☐ **CERTIFICATION** - Individual debts more than \$5 000.00
All appropriate recovery action has been taken. I hereby request for an approval to write off the above items.

Comment

Principal's Name _____ Principal's Signature _____ Date _____

Key		
CHG - Charges	TMP - Temporary Visa Overseas Student Fees	OOB - Other Optional Costs
VOL - Voluntary Contributions	RES - Residential Boarding Fees	N/A - Not Applicable
ADU - Adult Student Fees	VAR - Voluntary Approved Requests	

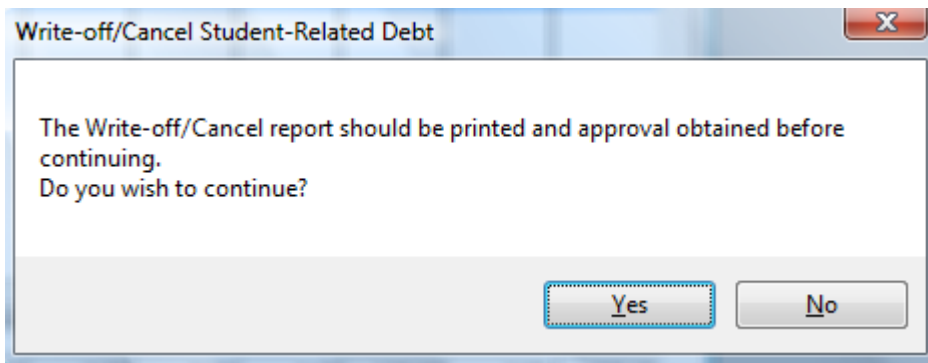
Produced on 8th July 2009 at 12:33

Page 1

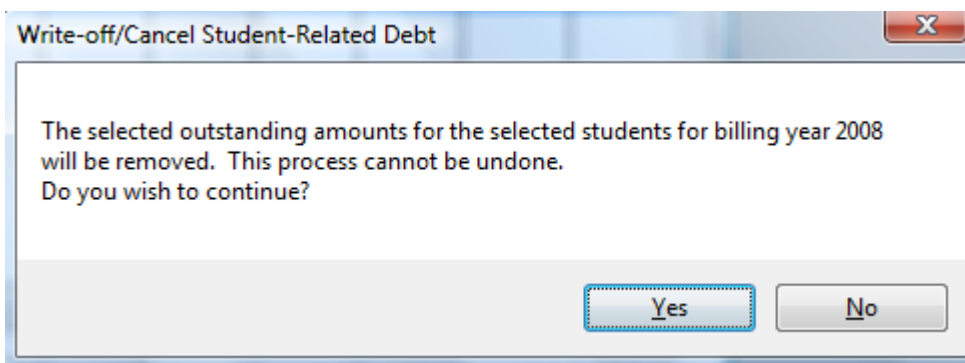
Once approval has been obtained and the above form has been signed, the write-offs/cancellations can be performed.

9.8.3 To write-off/cancel the debt

- With the selection of students still highlighted and the correct boxes ticked, click on **For Selected**
- Click on **Write-off/Cancel Student Related Debt**
- The following message is displayed:



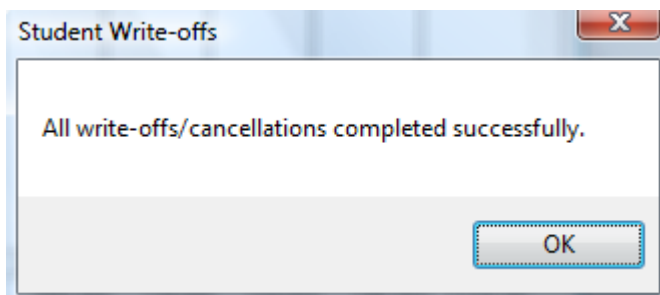
- If the report has **not been printed** click on '**No**'. Print the report and then re-start this process.
- If the report **has been printed** click on '**Yes**'
- The following message is then displayed:



- Click on **Yes**
- The batch selection screen is then displayed:

A screenshot of a Windows-style dialog box titled "Write-off/Cancel Student-Related Debt". The dialog contains two input fields: "Batch:" and "Reason:". Below these fields are two buttons: "OK" and "Cancel".

- Enter the appropriate **write-off batch** (or press **<tab>** for a list of all open batches)
- Enter a **reason** for the write-off
- Click on **OK**
- The following confirmation message is then displayed:



- Click on **OK**

The write-off transactions are created against the student records.

These transactions can also be viewed by looking at the Billing items write-off batch.

Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
678	AMBER: Kyle	2	Room	-10.00	0	0.00	0.00	-10.00	CHG01	Charges	T:616	Writ
679	AMBER: Kyle	2	Room	-30.00	0	0.00	0.00	-30.00	OOC01	Other Optional Coas	T:618	Writ
680	ANDERSON: Ber	10	10.1	-10.00	0	0.00	0.00	-10.00	CHG01	Charges	T:624	Writ
681	ANDERSON: Ber	10	10.1	-30.00	0	0.00	0.00	-30.00	OOC01	Other Optional Coas	T:626	Writ
682	ANDERSON: Kur	3	Room	-10.00	0	0.00	0.00	-10.00	CHG01	Charges	T:629	Writ
683	ANDERSON: Kur	3	Room	-30.00	0	0.00	0.00	-30.00	OOC01	Other Optional Coas	T:631	Writ
684	ANDREWS: Luke	K	K/P	-10.00	0	0.00	0.00	-10.00	CHG01	Charges	T:634	Writ
685	ANDREWS: Luke	K	K/P	-30.00	0	0.00	0.00	-30.00	OOC01	Other Optional Coas	T:636	Writ
686	ANDREWS: Rac	11	11.1	-35.00	0	0.00	0.00	-35.00	CHG01	E402 - Biology 12 2C	T:394	Writ
687	ANDREWS: Rac	11	11.1	-35.00	0	0.00	0.00	-35.00	CHG01	E502 - Discrete Math	T:395	Writ

TOTALS:		Amount	-230.00	Discount	Nil	Paid	Nil	Balance	-230.00
SELECTED TOTALS:		Amount	Nil	Discount	Nil	Paid	Nil	Balance	Nil

9.9 Year End Processing

The option allows the user to perform a year end roll over.

9.9.1 Preparing for Year End Processing

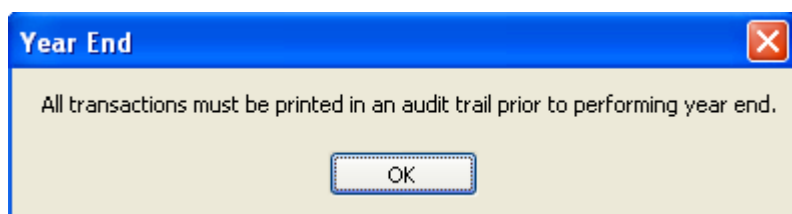
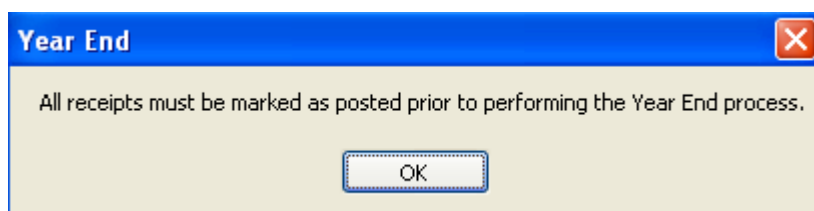
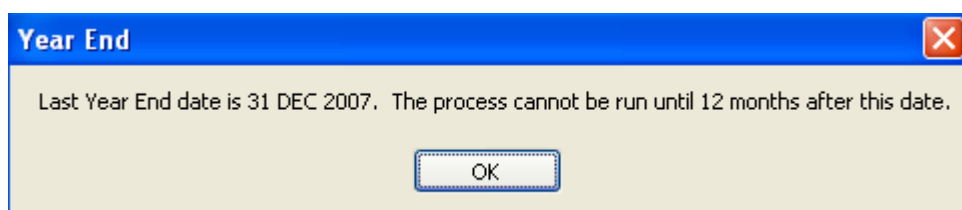
A number of actions must take place before year end processing can be carried out. These actions are described below.

- The system date on the workstation must be at least one year in advance of the last year end date stored in Billing Parameters. Year End cannot be run twice in the same year.
- All transactions must have been printed in an audit trail prior to performing year end. (Reports > Audit Reports > Audit Report).

- If the 'Enable Export to RM Finance' is ticked then all receipts must have been exported to RM Finance prior to performing year end.
- If the 'Enable Export to RM Finance' is not ticked then all receipts must have been marked as posted (with the exception of Government Subsidies), i.e. receipt batches closed and all re-allocation transactions printed.
- The calendar for the new year (i.e. the subsequent year to the current billing year) must be created in Admin prior to performing the year end.

If any of these conditions are not met the year end process cannot be run and a message will be displayed detailing why the year end cannot continue.

Some sample messages are displayed below:



9.9.2 Possible Year End Error Messages

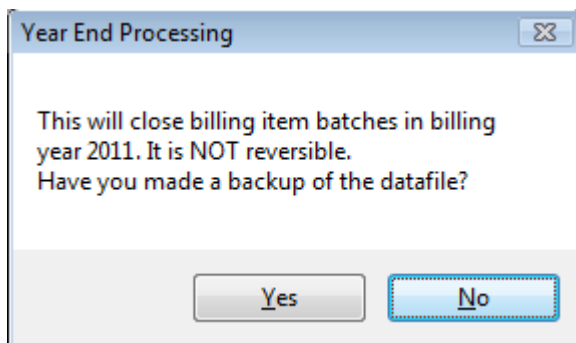
The error messages which may be displayed when attempting to perform the year end roll over are listed in the table below:

Possible Year End Error Messages
Last Year End date is 31 Dec 2006. The process cannot be run until 12 months after this date.
All transactions must be printed in an audit trail prior to performing year end.
There are receipts which have not been exported to RM Finance.
All receipts must be marked as posted prior to performing the Year End process.
Year 2008 has not been created in General > School Details > School Diary > Setup School Year.

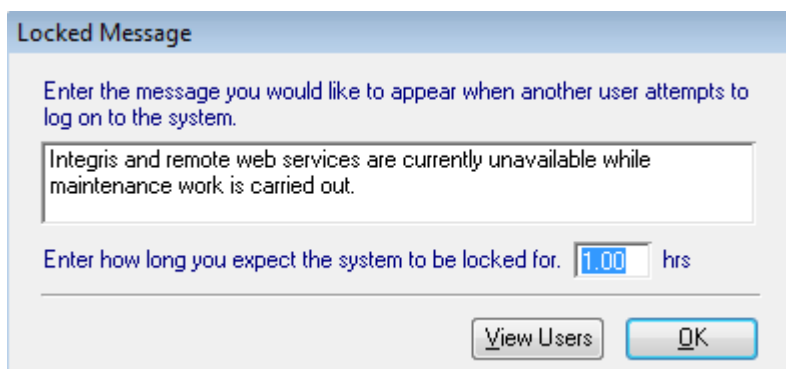
9.9.3 To perform the year end roll over

Note: Year End Processing must be carried out in single user mode. Ensure all other users are logged out before beginning the year end process.

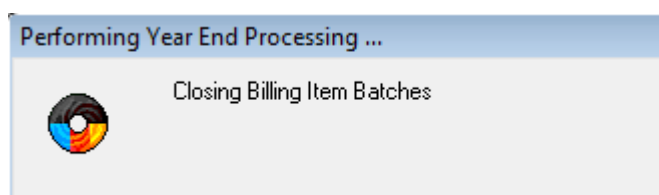
- Click on **Utilities**
- Double-click on **Year End Processing**
- The following message is displayed:



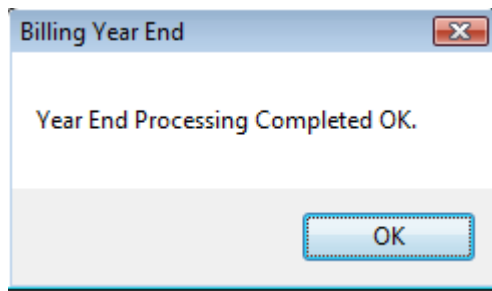
- Select '**Yes**' if a backup has been made. If not, select '**No**' to exit from the year end process.
- If 'Yes' is selected the following message is then displayed:



- The locked message and the estimated time can be edited as required
- Click on **OK** to proceed
- The year end process will then be performed and working messages such as the following may be displayed whilst the process is running.



- When the process is complete the following message appears:



- Click on **OK**

9.9.4 Year End Actions

The following actions are carried out as part of the year end process:

- Billing Item batches (apart from Subject batches) attached to the current year are closed. Those created which are attached to the new year are left open. All subject batches remain open.
- Receipt batches in the current year are closed.
- The Last Rollover Date is updated in Billing Parameters to be the system date on which the year end process is performed.
- The Last Year End date is incremented by one year in Billing Parameters.
- The current billing year is incremented by one year.

9.9.5 Year End Report

A report which details the actions carries out during the year end process is sent to the ...Integris\Outbox.

A sample report appears below:

```
West Coast District High School
Year End Processing for Billing Year 2011

--Closing of Billing Item Batches
  Batch 00028: 2011 Years 8-12 other optional costs closed
  Batch 00029: 2011 Voluntary Approved Requests closed
  Batch 00033: 2011 P&C Contributions closed
  3 Batches closed
--Closing of Receipt Batches
  Batch B00001: 2011 Government subsidies closed
  1 Batches closed
Billing Year End 2011 Completed 10 JAN 2012 18:50.12
--Year End Parameters Updated
  Year End date set to 31 DEC 2011
  Last rollover date set to 10 JAN 2012
  Current billing year set to 2012
```

CIVICA

RM Billing Manual

Index

10

10 Index

A

Add Billing Item	
Customers	5-11
Add Receipt	
Customers	5-21
Students	4-62
Add Receipts	6-15
Add Subject Billing Item.....	4-50
Add to Billing Items Batch.....	4-15, 4-51
Adjustments	
Billing Items.....	4-55, 5-15
Admissions roll	2-5
Apply Receipts.....	4-12
Apply Subsidies	4-9
Archive Folder.....	3-8
Audit Report	8-57
Audit Reprint.....	8-59
Automatic Allocation of Credit.....	6-20

B

Batch Billing Items.....	6-12
Printing	6-24
Batch Receipts.....	7-14
Billing Codes.....	2-12, 3-2
Adding.....	3-4
Deleting.....	3-5
Editing.....	3-5
Naming convention.....	3-4
Printing	3-5
Refunds.....	3-6
System-created.....	3-2
User-defined.....	3-4
Billing Items	6-2
Customers	5-10
Editing.....	4-52
Icons	6-3
Searching.....	6-3
Sorting	6-3
Students.....	4-47
Subjects.....	4-50
Billing Items Batch	
Closing	6-8
Creating.....	6-4
Deleting.....	6-6
Duplicating	6-8
Editing.....	6-5
Billing Parameters	2-11
General	3-7
Bulk Billing	4-15
Bulk Receipts.....	7-17

C

Charges and Contributions	
Templates	8-1
Charges and Contributions by Department.....	8-11

Charges and Contributions Sheet	4-6
Parameters.....	3-9
Charges and Contributions Sheets	
Printing.....	8-8
Sample	8-10
Charges and Contributions Templates	
Deleting.....	8-7
Editing.....	8-6
Close Batch	6-8, 7-10
Corrections Batch	4-66, 5-25
Create Subject Billing Items	9-2
Customers	
Adding.....	5-4
Creating.....	5-3
Deleting.....	5-5
Drill Down	See
Editing.....	5-4
Icons.....	5-3
Quick Search.....	5-3
Sorting.....	5-3

D

Daily Banking.....	7-6
Discounts	
Billing Items.....	4-56, 5-16
Bulk.....	6-18
Duplicate Batch.....	6-8

E

Editing Billing Items	4-52
Export to RM Finance	3-14, 9-8
Error messages	9-11
External roll.....	2-5

F

Fees Biller	2-2
Filter Billing Items.....	6-14
Find Tool	
Customers	8-19
Former roll	2-5

G

Getting started	2-2
Government Subsidies	
Individual.....	7-19
GST Codes	3-18
GST Summary.....	7-9

I

Integris setup	2-2
Invoices	
Customers	5-37
Draft/Copy/Amended	4-88, 5-40

Parameters.....	3-12
Printing	4-86, 5-38
Students.....	4-85

L

Last Modified By.....	4-40, 5-8
Logging on	2-2

M

Mark Transactions as Posted	7-12
-----------------------------------	------

N

Notes	
Customers	5-32
Indicator icon	4-40, 4-82
Printing	5-34
Printing	4-8, 4-83
Printing	5-34
Students.....	4-8, 4-80

O

Outstanding Amounts by Category.....	8-14
--------------------------------------	------

P

Parameters	3-2
Charges and Contributions Sheet	3-9
Invoices	3-12
Statements.....	3-11
Print Daily Banking	7-6
Print Re-allocation transactions	3-15
Print Re-allocation Transactions.....	8-42
Print Receipts Summary.....	7-7
Purge Former Roll Students	9-11, 9-15
Archive Report.....	9-19
Error Messages.....	9-20

R

Receipts	7-2
Customers	5-19
Draft/Copy	4-73, 5-27
Icons	7-3
Printing	4-72, 5-26, 7-5
Searching.....	7-3
Sorting	7-3
Students.....	4-59
Receipts Batch	
Closing	7-10
Creating.....	7-4
Deleting.....	7-4
Editing.....	7-4
Receipts Batch Export Summary	9-10
Receipts Summary.....	7-7
Record of Receipt Allocations	4-73, 5-28
Red Fields	
Billing Items.....	6-11
Customers	5-7
Receipts	7-13
Students.....	4-40

Refunds	
Receipts.....	4-65, 5-24
Reminder Notice	3-11, 8-29
Reminder of Unpaid Billing Items.....	8-29
Reports	8-1
Re-Print Auto Allocate Transactions	8-47
Re-Print Re-allocation Transactions.....	8-44
Reversals	
Billing Items.....	4-54, 5-14
Bulk.....	6-17
Receipts.....	4-64, 5-23
RM Billing	
Adding module	2-8
RM Finance	
Exporting.....	9-8
Setup.....	2-6

S

Secondary Assistance Application-Cancelling.....	4-25
Secondary Assistance Scheme Allowance Form	4-19
Secondary Assistance-Abstudy Supplement Allowance Form	4-20
Secondary Assistance-Allocating GV Credit.....	4-34
Secondary Assistance-Application Form	4-23
Secondary Assistance-Edit a Completed Application	4-25
Secondary Assistance-Editing Incomplete applications ..	4-24
Secondary Assistance-Export Applications.....	4-28
Secondary Assistance-Import Receipts.....	4-30, 9-12
Secondary Assistance-Importing Clothing Allowance Receipts	4-36
Secondary Assistance-Print and Finalise an Application ..	4-22
Secondary Assistance-View Imported Receipt Details 4-31, 4-33	
Secondary Assistance-View Imported Receipts in Students.4-33	
Secondary Financial Assistance	4-17
Secondary Financial Assistance Application Form	4-17
Set Student Billing Category.....	4-16
Show All Receipts	
Students.....	4-62
Show All Transactions.....	6-14
Students.....	4-49
Show Billing Items with Outstanding Amounts	
Students.....	4-48
Show Outstanding Amounts	6-13
Show Unallocated Credit	
Students.....	4-61
Statement	
Customers	8-19
Outstanding Debtors.....	4-6
Students.....	4-5, 8-16
Statements	
Parameters.....	3-11
Student Billing Category	4-16
Students.....	4-2
Drill Down	4-5
For Selected.....	4-5
Icons.....	4-4
Quick Search.....	4-4
Selecting.....	4-4
Sorting.....	4-4
Subject Billing Item.....	4-50
Subject Billing Items	
Creating.....	9-2

Subjects	3-19, 4-44
Copy Costs to Year	3-22
Set Values.....	3-22
Summary Aged Debt List	
Customers	8-28
Students.....	8-26
Support NT.....	11-2

T

Tax Invoice.....	5-37
Tied Billing Items	6-5
Timetabled subjects and billing items report	8-49
Transaction Summary.....	8-34
Transactions	
Customers	5-29
Students.....	4-78

U

Unallocated Credit.....	4-57, 5-17
Automatic Allocation	6-20
Receipts	4-61, 4-74
Unallocated Credit Listing.....	8-30
Customers	8-32

Students	8-31
Unprinted Invoices	
Customers	8-24
Students.....	8-21
Update student names from Admin	4-41, 9-21
User Access Rights.....	2-14
Utilities	9-2

V

Valid Payment Types	3-24
---------------------------	------

W

Write off/Cancel Customer Debt	9-22
Write off/Cancel Student Related Debt	9-25
Write-off Report.....	9-29

Y

Year End Processing.....	9-32
Error Messages.....	9-33

CIVICA

RM Billing Manual

Index

11

11 Support

11.1 WA

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

Email (CSC)

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

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

11.2 NT

Should you require support please contact the following:

DEET SAMS Support

Email sams.deet@nt.gov.au
Or Call DEET Hotline 8999 3531
Or Fax SAMS/DEET 89995611
Or Web Site <http://www.latis.net.au/sams/>