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RM Billing EOY Training Notes - Secondary



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1 Introduction

1.1 RM Billing Module

RM Billing is a module that is available within Integris. When the RM Billing module is added, a new sidebar called RM Billing appears.

This module allows both students and external customers (companies and/or individuals external to the school environment) to be billed for any type of cost. Students can be billed for subject related costs, charges and voluntary contributions, other optional costs, voluntary approved requests, camps and excursions. Customers can be billed for items such as hire of the school hall.

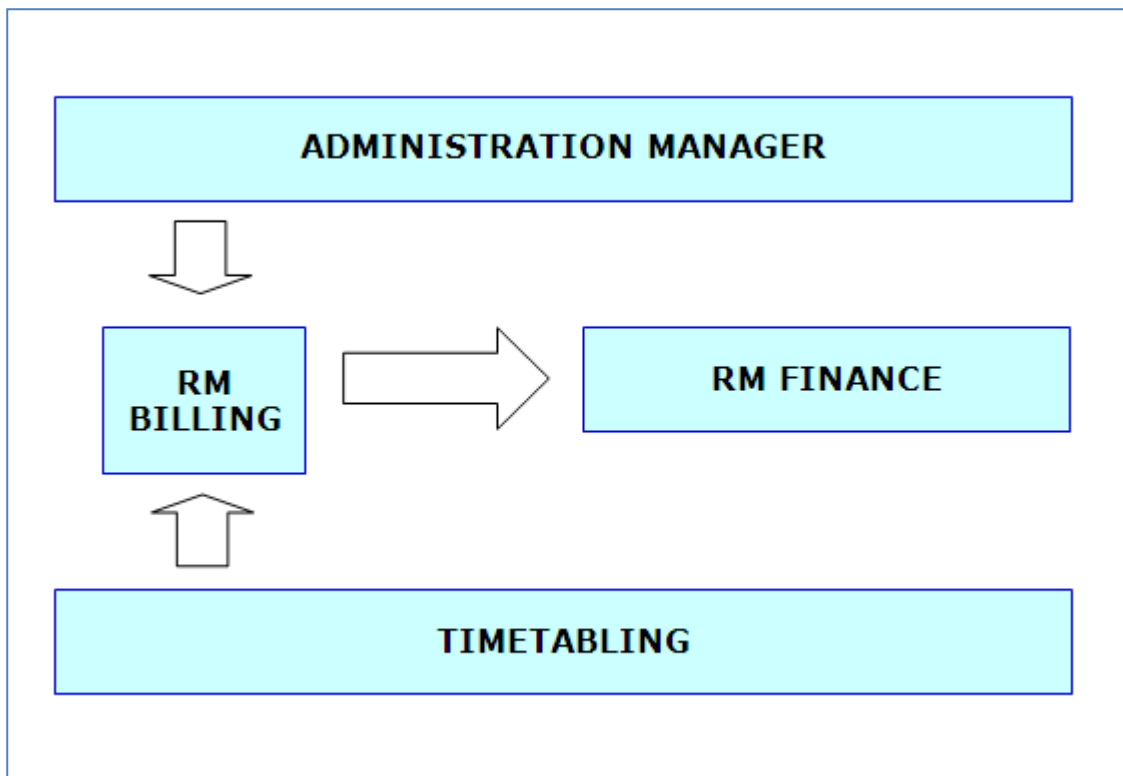
Student details and those of their related contacts (for example, Parent/Guardian 1, Parent/Guardian 2) should be accurate within the Administration module before adding the RM Billing module. Each student should have one contact nominated as the person who will be responsible for paying their fees. Correspondence generated from RM Billing - such as Charges and Contributions Sheets and Statements - will be addressed to the first contact marked for Fees Billing for each student in the Administration module. RM Billing will draw on student and contact data held in the Administration module.

The RM Billing module may be used in conjunction with the Timetabling module. Student subject preferences from Timetabling are available in RM Billing. Costs for each subject can be entered in RM Billing and students can be billed according to the subjects they have chosen to study. The bulk billing facility enables students to be billed in bulk for any other types of costs.

RM Billing supports several methods of receipting, including bulk receipting, and provides a suite of useful reports.

RM Billing can also be linked to RM Finance. A set of Billing Codes created in RM Billing provide the link to the budget and analysis codes used by the school in RM Finance. Receipts entered in RM Billing can be automatically exported to RM Finance against the correct budget and analysis codes.

The following diagram illustrates how RM Billing interacts with other Integris modules.



1.2 RM Billing Secondary Training Program

Time	Contents
8.30am	Coffee
9.00am	<ul style="list-style-type: none">• Process Receipts for the current year• Process Receipts for the upcoming year prior to the creation of Billing Items• Set student Billing Categories• Copy and Edit Subject costs• Produce Charges and Contribution Sheet• Produce Charges and Contributions Report• Close General Banking Batches• Enter General Banking Batches into RM Finance
10.30am	Morning Tea
10.50 am	<ul style="list-style-type: none">• End-of-Month Procedures<ul style="list-style-type: none">○ Review the Unallocated Credit Listing○ Write off/Cancel Student Debt○ Print and Post the Reallocation Report○ Enter Reallocation Transactions into RM Finance○ Print the Audit Report
12.30pm	Lunch
1.10 pm	<ul style="list-style-type: none">• Process the End of Year Rollover• Process Receipts in the new year prior to billing• Process Secondary Assistance Scheme• Create and process Billing Items• Review and apply Unallocated Credit• Print and Post the Reallocation Report• Enter Reallocation Transactions into RM Finance• Print Student Statements

1.3 Training Outcomes

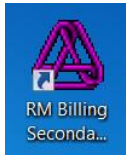
At the end of the RM Billing Secondary End-of-Year Training Program participants should be able to:

- Assign a Fees Biller
- Process Receipts for the current billing year
- Receipt Subject Deposits and payments in advance
- Assign student Billing Categories
- Copy, enter and edit student Subject Costs
- Produce the Charges and Contributions Sheet
- Enter Receipt Batches into RM Finance
- Allocate Unallocated Credit
- Print and Post the Reallocation Report
- Enter Reallocation Transactions into RM Finance
- Write off/Cancel Student Debt
- Print the Audit Report
- Run the RM Billing End of Year Process
- Create Subject and Non Subject Billing Items
- Print Student Statements

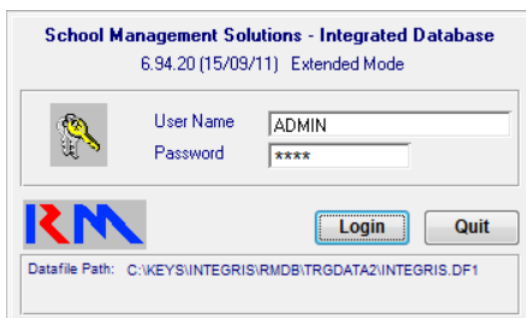
1.4 Logging on to the System

Activity

- Double click on the **RM Billing Secondary EOY** icon on your desktop



- Type **ADMIN** into the **User Name** field
- <Tab>
- Type **keys** into the **Password** field

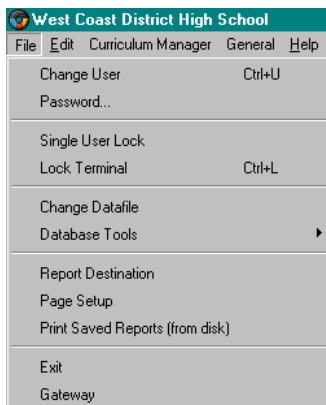
A screenshot of the 'School Management Solutions - Integrated Database' login window. The window title is 'School Management Solutions - Integrated Database' and the version is '6.94.20 (15/09/11) Extended Mode'. It features a key icon, a 'User Name' field with 'ADMIN' entered, and a 'Password' field with '****' entered. Below the fields is the 'RM' logo and two buttons: 'Login' and 'Quit'. At the bottom, it shows the 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDAT2\INTEGRIS.DF1'.

- Click on **Login** or <Enter>

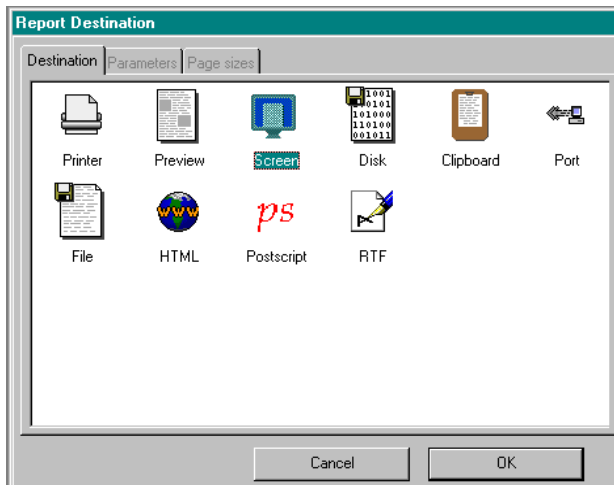
Note: In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration. It is strongly recommended that you change your password regularly.

1.5 The File Menu

The file menu may be accessed by clicking on File in the top left of your screen.



- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Change User** should be used to ensure that each person accessing Integrus does so under their own user name and with their personal levels of access.
- **Lock Terminal** may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again.
- **Report Destination** allows the user to choose where to send any report created in Integrus. The options are displayed below.



Activity

Top Toolbar > File

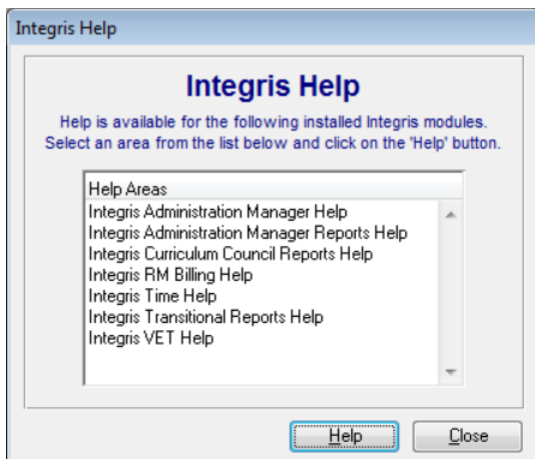
- View each of the following items in the File menu
- Password
- Change User
- Lock Terminal
- Report Destination

1.6 Accessing Help

Activity

Top Toolbar > Help > Help Contents and Index

- Click **Help** in the top toolbar
- Select **Help Contents and Index**



- Highlight **Integris RM Billing Help**
- Click **Help**
- View the manual
- **Close** the manual and Help

2 RM Billing End of Year and New Year Processes

Preparing for the 2012 billing year can be commenced once the School Diary has been created. Some processing, such as setting subject charges, will depend on student subject selection being entered into the Timetabling module and producing the Charges and Contribution sheets will require students being placed in their proposed year and form in the Administration module.

This training course demonstrates some of the steps schools will need to undertake to complete the End of Year process and to prepare for the new billing year. This will include completing the End of Month process, preparation for the new billing year and rolling over to the new billing year. The steps demonstrated in training are shaded in the checklist below.

During this period schools may also be receipting payment for 2012 charges and contributions prior to the creation of their related billing items.

RM Billing End of Year Checklist-Secondary		
RM Billing Preparation for Charges and Contributions		
1	Assign Fees Biller to Current and Admissions students	
2	Assign Billing Category to Current and Admissions students	
3	Set Subject Costs and check Billing Codes	
4	Create Charges and Contributions Template	
5	Print Charges and Contribution sheets	
6	Receipt subject deposits and payments in advance	
End of Month Processes		
1	Review Current and Former Roll student records, process any adjustments, reversals, refunds or write offs	
2	Review the Unallocated Credit Listing	
3	Print and Post the Reallocation Report. Enter and post any reallocations in to RM Finance	
4	Review the Unallocated Credit Listing and the Billing Suspense Account N3199	
5	Close open Receipt, Correction and Refund Batches. Enter and post into RM Finance	
6	Print the End-of-Month Reports	
7	Print the Audit Report	

Running the Year End <i>(see warning below)</i>		
1	Ensure the Administration Manager Year-End is complete	
2	Back up Integris	
3	Set Single User Lock	
4	Run RM Billing Year-End	
5	Create a RM Billing Audit Log 2012 folder on the G:\ drive	
Prepare for Billing in the New Year		
1	Receipt payment in advance of 2012 billing items	
2	Run the Subjects Billing Items Batch	
3	Add Non Subject Billing Items Batch(es)	
4	Allocate Unallocated Credit	

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

The RM Billing End of Year Rollover must be run in 2012.

RM Billing Preparation for Charges and Contributions		
1	Assign Fees Biller to Current and Admissions	
2	Assign Billing Category to Current and Admissions	
3	Set Subject Costs	
4	Create 2012 Charges and Contributions Template	
5	Issue Charges and Contribution Sheets	
6	Receipting in 2011 for 2012 charges and contributions	

3 Fees Biller

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

The Fees Biller must also be set for students on the Admissions Roll.

If required, schools may also set a Fees Biller on External and Former Roll Students.

3.1 Assign a Fees Biller to Admissions Students



Activity

Admin > Speed Edit

- Click on **Select Students** 
- Select Roll **Status: Admissions**



Roll Status: Admissions

- Click **Find, Select and Yes**
- From **Area** select **Parent/Guardian 1 Fees Billing**
- Click on **Select All**
- Check **New Value** 
- Click **Apply Changes** 
- Click **Save and Yes**
- Close

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

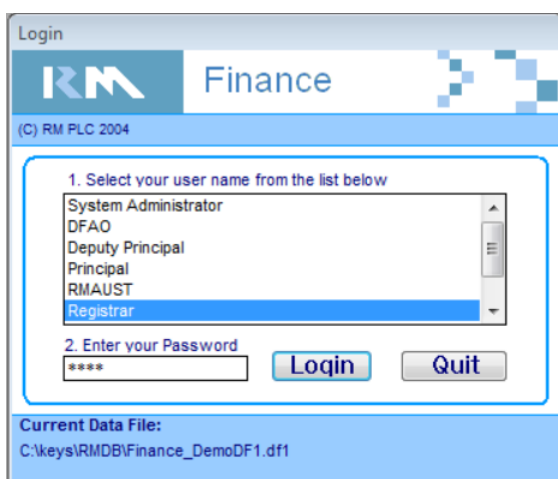
4 Logging into RM Finance

Activity

All RM Billing users must log onto RM Finance before any processing can be undertaken.

RM Billing > Students

- Select User Name **Registrar**
- Enter password **keys**



- Click 

Note: The Registrar login is being used for training purposes only.

5 Producing Charges and Contributions Sheets for the Following Year

RM Billing can be used to produce Charges and Contributions Sheets for students for the following year which will display the students proposed year and form.

Prior to commencing work for 2012:

- The 2012 School Diary must be created
- Students must have their proposed year and form entered in the Administration Manager module. (If proposed form and year is not allocated, **not specified/n/s** will be display on the sheets)
- Students must have their subject preferences entered for 2012 in the Timetabling module
- Students must have their Billing Category set for 2012
- Subject costs must be assigned to 2012 subjects

Once these tasks have been completed the Charges and Contribution template can be created.

5.1 Setting the Students' Billing Categories for the Following Year

Note: We are billing for 2012, however our Admin data is still in 2011, (until the Year End is performed), therefore, care needs to be taken with our year groups. Remember the year group displayed is the year group for 2011. As we are billing for 2012, we need to be aware of what year group the students will belong to in 2012.

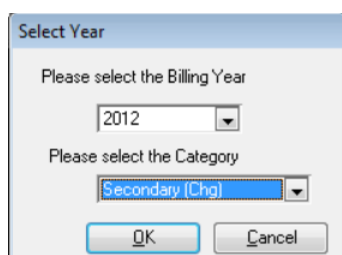
Activity

The 2012 school diary has been created, the students have their proposed years and forms entered for 2012, their subject preferences have been entered in the Timetabling module and the Administration module Year-End has not been completed.

Set the students billing category for 2012.

RM Billing > Students

- Sort the students by clicking twice on the **Year** group column
- Select all of the Year **10** and **11** students
- Choose **For Selected > Set Student Billing Category**
- Select the Billing Year of **2012**
- Choose **Secondary (Chg)** from the drop down list



- Click **OK** to save

- Select all of the Year **7, 8** and **9** students
- Choose **For Selected > Set Student Billing Category**
- Select the Billing Year of **2012**
- Choose **Secondary (Vol, Chg)** from the drop-down list

Select Year

Please select the Billing Year

2012

Please select the Category

Secondary (Vol, Chg)

OK Cancel

- Click **OK** to save
- Select all of the Year **P** to Year **6** students
- Choose **For Selected > Set Student Billing Category**
- Select the Billing Year of **2012**
- Choose **Primary** from the drop down list

Select Year

Please select the Billing Year

2012

Please select the Category

Primary

OK Cancel

- Click **OK** to save
- Select the Year **K** students
- Choose **For Selected > Set Student Billing Category**
- Select the Billing Year of **2012**
- Choose **Pre-Primary** from the drop down list

Select Year

Please select the Billing Year

2012

Please select the Category

Pre-Primary


OK Cancel

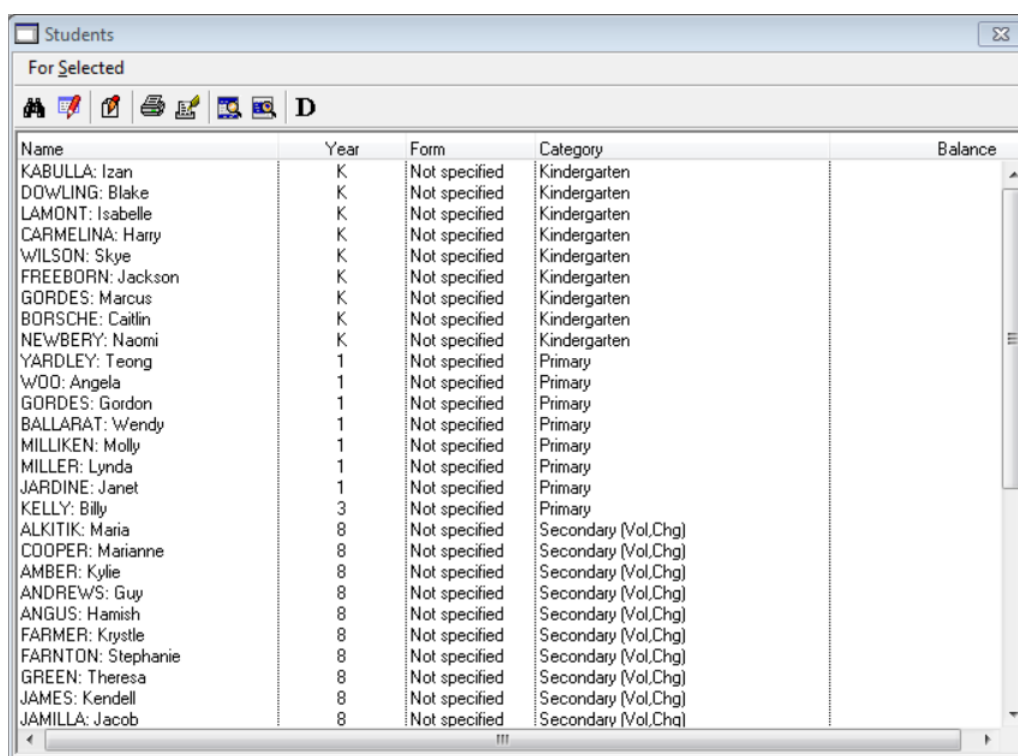
- Click **OK** to save

IMPORTANT: Students on the Admissions Roll must also be assigned a Billing Category for 2012.

Activity

RM Billing > Students

- Click **Student Find** 
- Select **Roll Status Admissions**
- Click on **Find, Select** and then **Yes**
- Click on the **Year** heading to sort the students by year order
- Highlight the **Kindergarten** students
- Click on **For Selected >Student Billing Category**
- Select **2012**
- Select **Kindergarten** and **OK**
- Continue assigning Student Billing Categories to all remaining students on Admissions roll



Name	Year	Form	Category	Balance
KABULLA: Izan	K	Not specified	Kindergarten	
DOWLING: Blake	K	Not specified	Kindergarten	
LAMONT: Isabelle	K	Not specified	Kindergarten	
CARMELINA: Harry	K	Not specified	Kindergarten	
WILSON: Skye	K	Not specified	Kindergarten	
FREEBORN: Jackson	K	Not specified	Kindergarten	
GORDES: Marcus	K	Not specified	Kindergarten	
BORSCH: Caitlin	K	Not specified	Kindergarten	
NEWBERY: Naomi	K	Not specified	Kindergarten	
YARDLEY: Teong	1	Not specified	Primary	
WOO: Angela	1	Not specified	Primary	
GORDES: Gordon	1	Not specified	Primary	
BALLARAT: Wendy	1	Not specified	Primary	
MILLIKEN: Molly	1	Not specified	Primary	
MILLER: Lynda	1	Not specified	Primary	
JARDINE: Janet	1	Not specified	Primary	
KELLY: Billy	3	Not specified	Primary	
ALKITIK: Maria	8	Not specified	Secondary (Vol,Chg)	
COOPER: Marianne	8	Not specified	Secondary (Vol,Chg)	
AMBER: Kylie	8	Not specified	Secondary (Vol,Chg)	
ANDREWS: Guy	8	Not specified	Secondary (Vol,Chg)	
ANGUS: Hamish	8	Not specified	Secondary (Vol,Chg)	
FARMER: Krystle	8	Not specified	Secondary (Vol,Chg)	
FARNTON: Stephanie	8	Not specified	Secondary (Vol,Chg)	
GREEN: Theresa	8	Not specified	Secondary (Vol,Chg)	
JAMES: Kendell	8	Not specified	Secondary (Vol,Chg)	
JAMILLA: Jacob	8	Not specified	Secondary (Vol,Chg)	

- Close

Note: Admissions students have been entered with the Year in which they will be enrolled in 2012.

5.2 Checking the Billing Codes

Important:

Before proceeding, it is important to check the billing codes to ensure the correct analysis and budget codes have been used and any changes to the Chart of Accounts have been addressed. It may be necessary to create new billing codes if there have been changes to the Chart of Accounts.


Note: Before deleting Budget Accounts in RM Finance check that Billing Items with outstanding balances or open receipt batches in RM Billing are not linked to the Budget Codes you want to delete. It is recommended that Budget Codes are initially edited to Do not use and deleted after they have been obsolete for two years.

5.2.1 Add a New Billing Code

Activity

The school will be collecting payments for the Year 10 Ski Trip. This is a non curriculum based activity which will take place during the July school holidays.

RM Billing > Parameters > Billing Codes

- Click 
- Enter code: **OOC02** and <Tab>
- Enter detail **Year 10 Ski Trip**
- Select Analysis code **N3200I Non Curriculum Student Funded Activities** and <Tab> twice
- Select Budget Code **N3205 Year 10 Ski Trip**
- Select Category **Other Optional Costs**

<input type="checkbox"/> Refund	<input type="text" value="OOC02"/>	<input type="text" value="Year 10 Ski Trip"/>	<input type="text" value="N3200I"/>	<input type="text" value="N3205"/>	<input type="text" value="Other Optional C..."/>
---------------------------------	------------------------------------	-----------------------------------------------	-------------------------------------	------------------------------------	--------------------------------------------------

- Click **OK**

5.2.2 Assigning Subject Costs to 2012 Subjects

It is necessary to assign Subject costs to 2012 subjects if these are to be included on the Charges and Contributions sheets.

5.2.3 Copying Subject Costs from one year to another

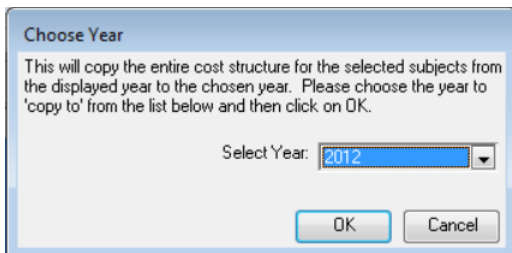
Subject costs can be copied from one year to another. If there is not a large number of changes in subject costs from one year to the next, the user may choose to copy them and edit any subjects which do have changes.

Activity

Because most of our subject costs will not be changing from 2011 to 2012, we will copy the costs from one year to the next.

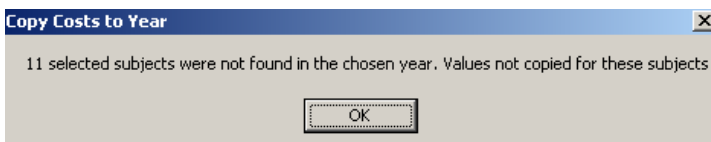
RM Billing > Parameters > Subjects

- Select **2012** in the **Year** dropdown to see the 2012 subjects from the Timetabling module
- Change back to **2011**
- Left click anywhere on the list of subjects
- **<Ctrl+A>** to select all subjects
- Click **For Selected > Copy Costs to Year**
- Select **2012** in **Select Year**



- Click **OK**

Note: This message will only display if subjects that were available in 2011 are not available in 2012.



Note: Check details carefully and edit Billing and GST codes if required.

5.2.4 Setting New Subject Costs for 2012

Activity

- Change to **2012**
- Click on the **Code** header to sort subject by year level
- Select all **Year 9** subjects except **Indonesian, Italian and Homeroom**

9Art	Art 9	0.00	0.00	0.00	0.00
9Cra	Craft 9	0.00	0.00	0.00	0.00
9Dram	Drama 9	0.00	0.00	0.00	0.00
9Eng	English 9	0.00	0.00	0.00	0.00
9Fab	Fabrics 9	0.00	0.00	0.00	0.00
9Food	Food Production 9	0.00	0.00	0.00	0.00
9HE	Health Education 9	0.00	0.00	0.00	0.00
9HR	Home Room 9	0.00	0.00	0.00	0.00
9ITAL	Italian 9	0.00	0.00	0.00	0.00
9Ind	Indonesian 9	0.00	0.00	0.00	0.00
9MED	Media 9	0.00	0.00	0.00	0.00
9MUS	Music 9	0.00	0.00	0.00	0.00
9Mw	Metalwork 9	0.00	0.00	0.00	0.00
9Math	Mathematics 9	0.00	0.00	0.00	0.00
9PE	Physical Education 9	0.00	0.00	0.00	0.00
9S&E	Society & Environment 9	0.00	0.00	0.00	0.00
9Sci	Science 9	0.00	0.00	0.00	0.00
9Ww	Woodwork 9	0.00	0.00	0.00	0.00

- Click **For Selected > Set Values**
- Check **Voluntary** and enter the following

	Amount	GST	Billing	Code
<input checked="" type="checkbox"/> Voluntary	25.00	0	VOL01	Voluntary Contributions
<input type="checkbox"/> Charges	0.00			
<input type="checkbox"/> Adult	0.00			
<input type="checkbox"/> Temp Visa	0.00			

OK Cancel

- Click **OK**
- Select **Year 9 Indonesian and Italian**

- Click **For Selected > Set Values**
- Select **Voluntary** and enter the following

The 'Set Values' dialog box has a table with the following data:

	Amount	GST	Billing Code	
<input checked="" type="checkbox"/> Voluntary	15.00	0	VOL01	Voluntary Contributions
<input type="checkbox"/> Charges	0.00			
<input type="checkbox"/> Adult	0.00			
<input type="checkbox"/> Temp Visa	0.00			

Buttons: OK, Cancel

- Click **OK**

5.2.5 Editing Subject Costs

Activity

Computer Science subjects have had a charge increase.

RM Billing > Parameters > Subjects

- Click on the **Subject Name** heading
- Select the **Computer Science** subjects

Code	Subject Name	Voluntary	T	Code	Charges	T	Code	Adult	T	Code	Temp Visa	T	Code
3BCFCI	Children, Family and Community 3B:	0.00			25.00	0	CHG01	0.00			0.00		
1ACSC	Computer Science 1A	0.00			35.00	0	CHG01	0.00			0.00		
1BCSC	Computer Science 1B	0.00			35.00	0	CHG01	0.00			0.00		
2ACSC	Computer Science 2A	0.00			35.00	0	CHG01	0.00			0.00		
2BCSC	Computer Science 2B	0.00			35.00	0	CHG01	0.00			0.00		
10CRA	Craft 10	0.00			0.00			0.00			0.00		

- Click **For Selected > Set Values**
- Edit the **Amount** to read **65.00**

The 'Set Values' dialog box has a table with the following data:

	Amount	GST	Billing Code	
<input type="checkbox"/> Voluntary	0.00			
<input checked="" type="checkbox"/> Charges	65.00	0	CHG01	Upper School Charges
<input type="checkbox"/> Adult	0.00			
<input type="checkbox"/> Temp Visa	0.00			

Buttons: OK, Cancel

- Click **OK**

- Highlight **all the Physical Education Studies Subjects (1A/1B, 2A/2B and 3A/3B)**

1APES	Physical Education Studies 1A	0.00		25.00	0	CHG01
1BPES	Physical Education Studies 1B	0.00		25.00	0	CHG01
2APES	Physical Education Studies 2A	0.00		25.00	0	CHG01
2BPES	Physical Education Studies 2B	0.00		25.00	0	CHG01
3APES	Physical Education Studies 3A	0.00		25.00	0	CHG01
3BPES	Physical Education Studies 3B	0.00		25.00	0	CHG01

- Click **For Selected > Set Values**
- Edit the **Amount** to read **100.00**

	Amount	GST	Billing Code	
<input type="checkbox"/> Voluntary	0.00			
<input checked="" type="checkbox"/> Charges	100.00	0	CHG01	Upper School Charges
<input type="checkbox"/> Adult	0.00			
<input type="checkbox"/> Temp Visa	0.00			

- Click **OK**
- Close

5.3 Creating Charges and Contributions Sheet Templates for 2012

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.

5.3.1 Creating a Charges and Contributions Sheet Template




Activity

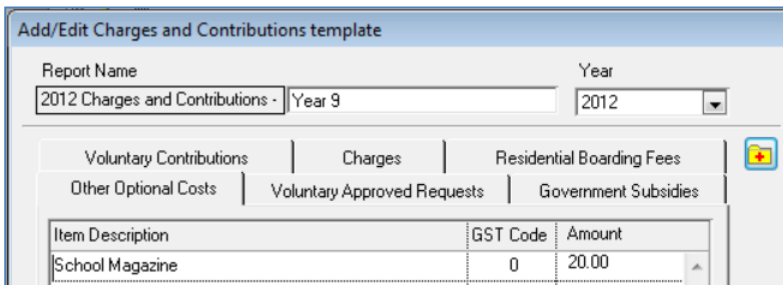
Create a Charges and Contributions Sheet template to be used for Year 9 students in 2012 (remember these students are Year 8 in 2011 until the Administration module Year End has been completed). The following information must be included on the Charges and Contributions sheet:

Item	Category	GST Code	Amount
Student's primary subject selection and their related costs	Drawn from information entered in Timetabling and the RM Billing> Subjects		
School Magazine	Other Optional Costs	0	\$20.00
Chaplaincy	Voluntary Approved Requests	0	\$15.00

Note: Ensure that the GST is correct for your school's particular situation


RM Billing > Reports

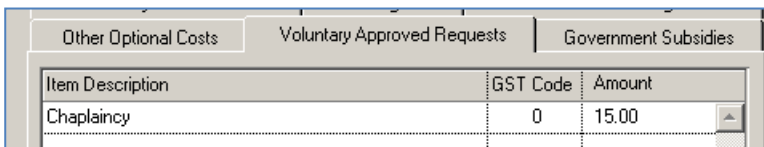
- Click 
- Click 
- Select 2012 from the Year drop down menu
- Type **Year 9** as the name of the template
- Select the **Other Optional Costs** tab
- Click 
- Enter the Details for the **School Magazine** costs



Item Description	GST Code	Amount
School Magazine	0	20.00

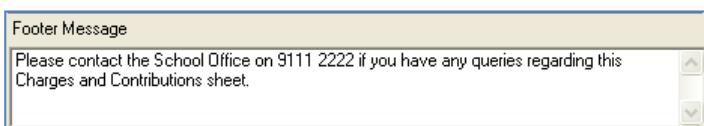
Note: If you create an additional line by mistake, right mouse click and select Remove Line.

- Select the **Voluntary Approved Requests** tab
- Click 
- Enter the details for **Chaplaincy** costs



Item Description	GST Code	Amount
Chaplaincy	0	15.00

- Click in the Footer message field



Footer Message

Please contact the School Office on 9111 2222 if you have any queries regarding this Charges and Contributions sheet.

- Click 

Note: The subject information does not need to be entered because the template will automatically draw from student primary preferences in Timetabling and subject costs entered in RM Billing.



5.3.2 Copy and Edit an Existing Charges and Contributions Template

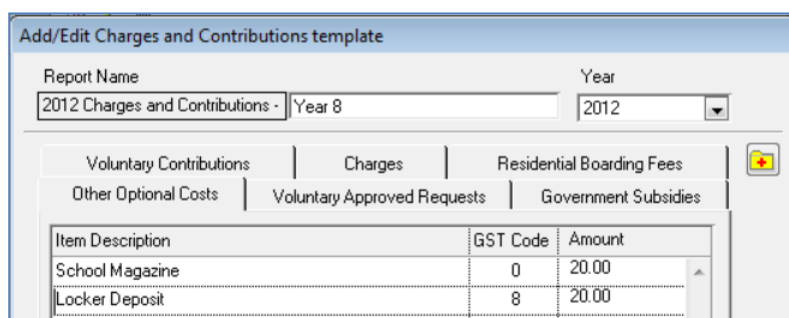
Activity

Create a Charges and Contributions Sheet template to be used for Year 8 students in 2012. The Year 8s have the same charges and contributions as the Year 9s with an additional amount for locker deposit. We will edit the Year 9 template to create one for the Year 8's.

Item	Category	GST Code	Amount
Student's primary subject selection and their related costs	To be picked up from Timetabling and the RM Billing Subjects table		
School Magazine	Other Optional Costs	0	\$20.00
Chaplaincy	Voluntary Approved Requests	0	\$15.00
Locker Deposit	Other Optional Costs	8	\$20.00

RM Billing > Reports > Template Manager

- Select the **2012 Charges and Contribution Year 9** template
- Click 
- Change the name of the template to **Year 8**
- Select the **Other Optional Costs** tab
- Click 
- Enter **Locker Deposit**



Item Description	GST Code	Amount
School Magazine	0	20.00
Locker Deposit	8	20.00

- Click **Save**

The newly created template appears on the list.

Note: Schools using the Alternative Method for Billing may include Subject or Learning Area voluntary contributions or charges as required. Refer to the Alternative Method for Timetabled Schools handout for more information.

5.3.3 Editing 2011 Charges and Contributions Sheet Templates and saving them for 2012


When RM Billing has been used to create Charges and Contributions templates for previous years, it is possible to edit these templates and use them for following years.

Activity

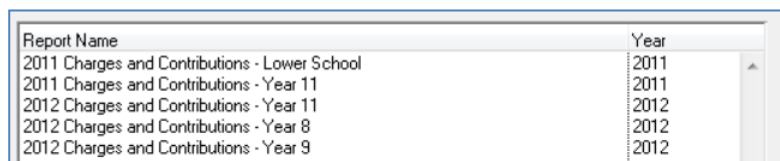
The 2011 Year 11 Charges and Contributions Sheet template can be copied and used as the basis for the 2012 template. This template will be used to advise our current Year 10 students of their year 11 charges and contributions for 2012.

Item	Category	GST Code	Amount
Student's primary subject selection and their related costs	To be picked up from Timetabling and the RM Billing Subjects table		
School Magazine	Other Optional Costs	0	\$20.00
Chaplaincy	Voluntary Approved Requests	0	\$15.00

RM Billing > Reports

- Select the **2011 Charges and Contributions Year 11** template
- Click 
- Select Year **2012**


- Click 



Report Name	Year
2011 Charges and Contributions - Lower School	2011
2011 Charges and Contributions - Year 11	2011
2012 Charges and Contributions - Year 11	2012
2012 Charges and Contributions - Year 8	2012
2012 Charges and Contributions - Year 9	2012

5.3.4 Deleting Charges and Contributions Templates

Activity

- Select the **2011 Year 11 Charges and Contributions Template**
- Select Delete Selected Line 
- Click **Yes**
- Close Template Manager

5.4 Printing Charges and Contributions Sheets for 2012

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

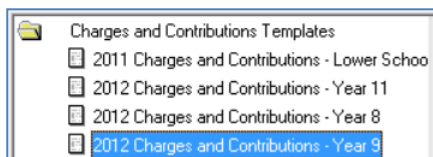
5.4.1 Printing a Charges and Contributions Sheet via Reports


Activity

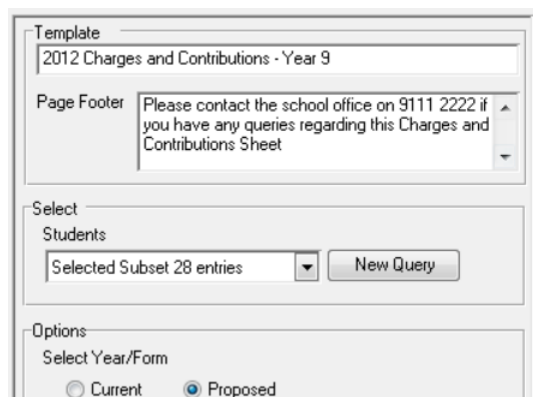
Print Charges and Contributions sheets for all Form 8.1 students. These students will be in Year 9 in 2012.

RM Billing > Reports

- Open the **Charges and Contributions Templates** folder
- Select the **2012 Charges and Contributions- Year 9** template



- Click 
- Select **Form 8.1** students
- Click **Find, Select and Yes**
- Select the **Proposed** radio button



- **Print** to screen
- View and close the Charges and Contributions sheets displaying 2012 billing information
- Close


Note: A student's Curriculum Council number is also used as the BPay reference number for schools using BPay. For students who do not have a Curriculum Council number the BPay option should be deselected in Parameters > Billing Parameters when printing the Charges and Contribution sheet.

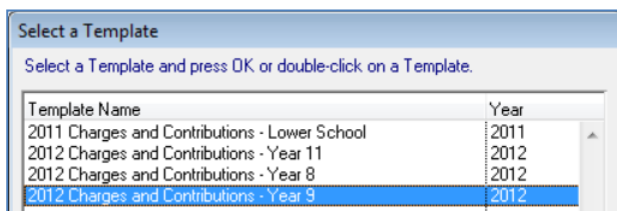
5.4.2 Printing Charges and Contributions Sheets via Students

Activity

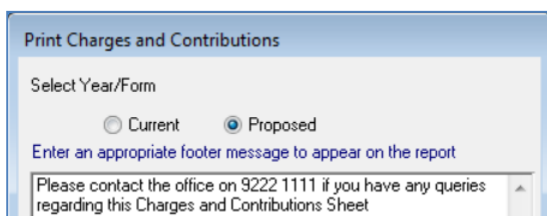
Print the Charges and Contributions sheets for 2012 Year 9 Students.

RM Billing > Students

- Click on 
- Select the current **Form 8.2**
- Click **Find, Select** and **Yes**
- **<Ctrl+A>** to select all the students
- Click **For Selected > Print Charges and Contributions**
- Select the **2012 Charges and Contributions – Year 9** template



- Click **OK**
- Select to show the **Proposed** Year/Form



- Click **OK**
- Click **OK** to print to screen
- View and close the Charges and Contributions sheets
- Close

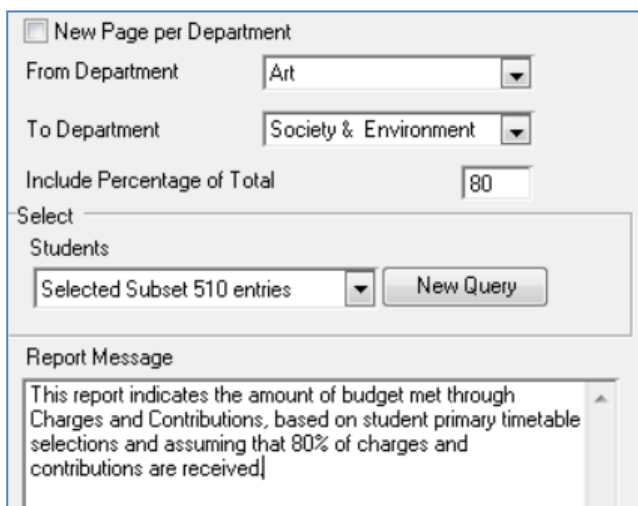
5.5 Charges and Contributions Report

The Charges and Contributions Report is a useful tool for financial planning. It allows for the school to predict the amount of income received from student charges and contributions. Settings can be adjusted to reflect individual school circumstances.

Activity

RM Billing > Reports

- Open the **Charges and Contributions Reports** folder
- Open the **Charges and Contributions by Department Report**
- Select Year **2012**
- Select From Department: **Art**
- Enter percentage total as **80**
- Click **New Query**
- Click **Find, Select and Yes**
- Enter the report message as indicated in the screen shot below:



The screenshot shows a web form for generating a report. It includes a checkbox for 'New Page per Department', dropdown menus for 'From Department' (set to 'Art') and 'To Department' (set to 'Society & Environment'), a text input for 'Include Percentage of Total' (set to '80'), a 'Select' section with a 'Students' dropdown (set to 'Selected Subset 510 entries') and a 'New Query' button, and a 'Report Message' text area containing the text: 'This report indicates the amount of budget met through Charges and Contributions, based on student primary timetable selections and assuming that 80% of charges and contributions are received'.

- Click **Print**
- View and close the report

Note: This message is saved for the next time you produce the report.

Note: Any shortfall of income from charges and contributions to a budget must be made up from the School Grant.

6 Processing Receipts


6.1 Processing Receipts for the Current Year

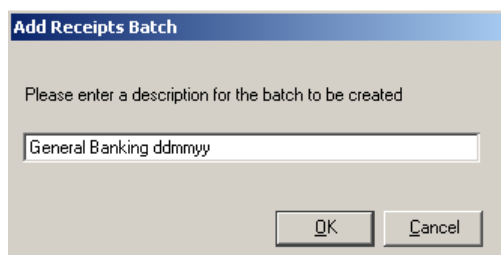
Activity

The following students have paid \$20 cash for the school magazine

- Ben Anderson
- Rachel Andrews
- Steven Bailey
- Frank Bishop
- Ryan Cooper

RM Billing > Receipts

- Click 
- Using **Today's** date enter Receipt Batch description as shown below



Add Receipts Batch


Please enter a description for the batch to be created

General Banking ddmmyy


OK Cancel

- Click **OK**
- Close

RM Billing > Billing Items

- Double click on the **Other Optional Costs** batch
- Click the **Batch Billing Items** tab
- Click  (this ensures that the balances owing on the billing items after adjustments, if any, are displayed)
- Click on the **Student/Cust** heading
- Highlight the records for the students listed above (press <Ctrl> and click on each of the student's names)

Batch Details Batch Billing Items												
Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
908	ANDERSON, Ben	10	10.1	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
780	ANDREWS, Rac	11	11.1	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
918	BAILEY, Steven	10	10.2	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
928	BISHOP, Frank	10	10.3	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
938	BLOOR, Rebecca	10	10.1	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
948	BROGAN, Michael	10	10.2	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
958	BUTTER, Daniel	10	10.3	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
782	CAMPBELL, Ashl	11	11.2	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
784	CASSON, Shane	11	11.3	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		
786	COOPER, Ryan	11	11.1	20.00	0	0.00	0.00	20.00	OOC01	2011 School Magaz		

- Click **Add Receipts** for Selected Billing Items 
- <Tab>
- Select the **General Banking Batch** and <Tab>
- Enter an amount of **\$100** and <Tab>
- <Tab> to select **Payment Type: CA cash**
- <Tab> and enter **School Magazine** in **Comment**

Add Receipts

Receipts Batch

800004

General Banking 01.12.11

Date

1 DEC 2011

Total Amount (for all students)

100.00

This amount must match the selected total

Payment Type

CA

Cash

Comment

School Magazine

OK

Cancel

- Click **OK**
- Click **No** as you do not want to print the receipt now

Note: At school users may elect to print the receipt at this point

- Close

6.2 Receipting in Advance for 2012

The following is from the RM Billing Receipting in Advance for 2012 Factsheet, please refer to the Finance web for more information.

When receipting a confirmation charge for an optional cost component for 2012 (see Charges, Contributions and Fees Policy, Section 5.2.2.2) or where the school 'bookshop' is held in 2011 or prior to the RM Billing rollover, the following procedures for receipting in advance should be undertaken.

Prior to receipting in advance:

- *Deal with unallocated credit for 2011 (for example, issue refund cheques)*
- *Issue statements for 2011 (if required depending on the time of year)*

Secondary Schools

Direct Receipting into RM Billing (Preferred Method)

- *In addition to the General Banking batch, create a 'General Banking Prior to Subject Debt 2012 ddmmy' receipts batch.*
- *Enter receipts for 2012 into RM Billing via Student > Add Receipt (be sure to select 2012 from the year drop down list) or Receipts > Bulk Receipts as unallocated credit using this batch.*
- *Enter '2012 charges and contributions in advance' into the Comments field for the receipts.*
- *The unallocated credit for 2012 will show in RM Billing as a credit on the statement however when the receipt is labelled as '2012 charges and contributions in advance' this will reflect on the statement which will add clarity for the parents.*
- *Close each 'General Banking Prior to Subject Debt 2012 ddmmy' batch in conjunction with the 'General Banking ddmmy' batch. The two batches must balance with the banking.*
- *When posting manually to N3199 RM Finance it is imperative that the Details field for the receipts in advance states '2012 charges and contributions in advance'. This will help differentiate the 2012 unallocated credit from any remaining 2011 unallocated credit.*



Make a note of any parent requests, such as cancellation of voluntary contributions. These requests can then be actioned easily, when the subject billing items are created prior to allocation of unallocated credit.

The amount of unallocated credit in N3199 RM Billing Suspense Account must be accrued as part of the Year-End rollover in RM Finance.

This process can be continued in 2012 until the subject billing items are created, other billing items added and secondary assistance (where applicable) applied to the students. The unallocated credit can then be applied to the students.


Following the allocation of unallocated credit in 2012, the required transactions from N3199 to the appropriate C accounts must be undertaken using the re-allocation report. (Transactional Reports>Print Reallocation Transactions)

Retrospective Receipting in RM Billing (Not demonstrated in Training)

Where the decision is made to enter receipts in advance into RM Finance and enter them retrospectively into RM Billing following the creation of 2012 billing items, the following steps must

be undertaken. (Note, a separate receipt book for charges and contributions in advance would be helpful.)

- **IMPORTANT** The details of each batch of receipts must be held (for example, copies of notated/validated charges and contributions sheets, spreadsheet or separate receipt book) to ensure that receipts can be entered into RM Billing in corresponding batches as duplicate receipts.
- Enter the receipts into N3199 in RM Finance.
- Enter '2012 charges and contributions in advance' in the Details field in RM Finance. This will help differentiate the 2012 unallocated credit from any 2011 unallocated credit and assist with the reconciliation process with RM Billing.

 Make a note of any parent requests, such as cancellation of voluntary contributions. These requests can then be actioned easily, when the subject billing items are created prior to entering the retrospective receipts.

The amount in N3199 must be accrued as part of the Year-End rollover in RM Finance.

This process can be continued in 2012 until the subject billing items are created, other billing items added and secondary assistance is applied to the students (where applicable). Following this, retrospective receipting in RM Billing can commence.

- Enter the retrospective receipts into RM Billing in 2012 as duplicate receipts and cross reference with the original receipt number.
- Balance the RM Billing batches with the billing portion of the RM Finance batches and the bank.

When the RM Billing retrospective receipt batches are closed the Receipt Summary reports must be used to make adjustments in RM Finance.

- An income transaction is processed to the accounts shown on the report.
- An income correction is processed to the N3199 for the total of the income transactions.

Notes: When entering receipts retrospectively into RM Billing from a Z tape or receipt book ensure that details are entered as a duplicate receipt cross referencing to the original receipt details.

Batches for processing 2012 receipts should run alongside the General Banking batch for the same receipting period. For example, a school taking payments for charges and contributions for both 2011 and 2012 will have two batches open. These batches should reflect receipts for the same period and be closed at the same time. The total of these batches will then balance to the bank deposit total.

When entering RM Billing Receipting Batches into RM Finance use the RM Billing batch number as a cross reference.

When receipting in 2011 for the 2012 Charges and Contributions ensure the receipt description indicates the payment is for 2012, for example, 2012 Charges and Contributions in Advance.

Schools accepting advance payment/ deposits for 2012 Billing Items in 2011 should send out statements for remaining 2011 debt prior to receipting deposits and advance payments.


If you are considering any other method of managing amounts for charges and contributions in advance contact your Senior Finance Consultant for advice.

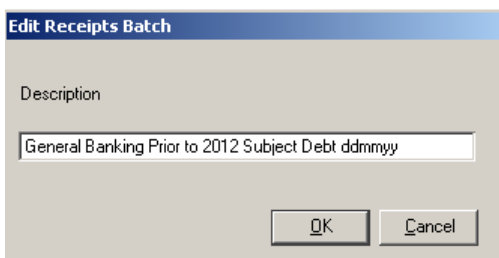
Activity

It is possible to receipt payments for the new billing year prior to the creation of the 2012 billing items. Care must be taken when receipting these items to ensure that they are not applied to 2011 billing items and are shown as unallocated credit on the student's record. Allocate 2011 unallocated credit where possible, prior to receipting in advance.

We will be processing receipts prior to the Billing Items being created. This batch is named General Banking Prior to 2012 Subject Debt dd.mm.yy for payments by cash or cheque.

RM Billing > Receipts

- Click 
- Using **Today's** date enter the description shown below



- Click **OK**

6.2.1 Receipting in Advance via Student > Apply Receipt

Activity

Todd Virgil has unpaid 2011 billing items. His parents would like to make a payment for his 2012 billing items but not any of his 2011 billing items.

In this activity we will use the **Students > Apply Receipts** method to receipt the payment against his 2012 billing items.

Note: Record any parent instructions regarding the allocation of payments or declining to pay the voluntary contributions on the Charges and Contribution sheet. This will assist when applying unallocated credit.

RM Billing > Students

- Highlight the record for **Todd Virgil**
- Click on **For Selected > Apply Receipts**

Please select the Billing Year

2012

- Select **2012** and click **OK**

Note: When receipting for 2012 it is essential to select Billing Year 2012. The new year will be available for selection once the School Diary has been created.

- <Tab> in the **Receipts Batch** cell
- Select the **General Banking Prior to 2012 Subject Debt** batch and click **OK**
- <Tab> to **Amount** and enter **\$300.00**
- <Tab> twice and in the **Payment Type** cell select **CA** and click **OK**
- <Tab> and enter **2012 Charges and Contributions in advance**

Apply Receipts

Receipts Batch: B00005 General Banking Prior to 2012 Subj Debt 01.12.11

Date: 1 DEC 2011

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

Payment Type: CA Cash

Comment: 2012 Charges and Contributions in advance

OK Cancel

- Click **OK**
- Double click on **Todd Virgil**
- Select the **Receipts** tab
- Highlight the **2012 Charges and Contributions in advance** receipt

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Status	Reason
1821	16	1 DEC 2011	CH	300.00	B00005	2012 Charges and Contributions in advance		

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

- View that the payment has been processed as unallocated credit
- Close


Note: This payment must be entered in RM Finance and posted to the Billing Suspense Account N3199. If using the Students > Receipts > Add Receipt screen, it is important that the payment is not applied against 2011 billing items and the whole amount is processed as unallocated credit.

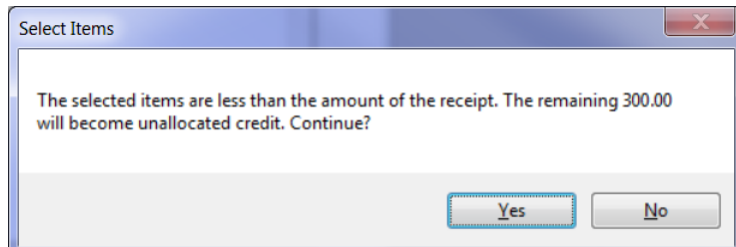
6.2.2 Receipting in Advance via Receipts > Bulk Receipts

Activity


Rory North has unpaid 2011 billing items. His parents wish to make a payment for his 2012 charges and contributions but do not wish to pay for any of his 2011 billing items.

RM Billing > Receipts

- Double click on the **General Bank Prior to 2012 Subject Debt** batch
- Select the **Bulk Receipts** tab
- Click 
- Type **North** in the **Name** cell and <Tab> to select **Rory North**
- Click **OK**
- Enter Amount **300.00** and <Tab> twice
- Do not select any 2011 billing items but click **OK**



- Click **Yes**
- Enter **Payment Type: CH**
- Enter a **Comment: 2012 Charges and Contributions in advance**

Details Batch Receipts Bulk Receipts						
Student Name	Year	Amount	Items	Type	Comment	
NORTH: Rory	10	300.00	0 Items	CH	2012 Charges and Contributions in advance	

DO NOT CLOSE THIS WINDOW.

6.2.4 Receipting Subject Deposits

Activity

Schools may also be receipting subject deposits in 2011 for 2012. The following students have paid a \$50 subject deposit for Physical Education Subjects.

- Steven Bailey
 - Daniel Butter
 - Rebecca Bloor
 - Rhys Fitton
 - Britt Laughton
- <Tab> for and new line and continue to enter the receipts, as shown below

Do not pay off any 2011 billing items, not all students have unpaid billing items.

Hint: <Ctrl+ C> the comment and <Ctrl+V> to paste it into the comment line below

BAILEY: Steven	10	50.00	0 Items	CH	2012 Physical Education deposit
BUTTER: Daniel	10	50.00	0 Items	CH	2012 Physical Education deposit
BLOOR: Rebecca	10	50.00	0 Items	CH	2012 Physical Education deposit
FITTON: Rhys	10	50.00	0 Items	CA	2012 Physical Education deposit
LAUGHTON: Britt	10	50.00	0 Items	CA	2012 Physical Education deposit

- Click **OK**
- Click Return 

Note: Entering detailed information in the comment field of receipts will assist in the revision of unallocated credit.

Note: If receipting for the following year via the Student > Receipts > Add Receipt screen, users must select 2012 to ensure payment is not applied to unpaid 2011 billing items. The receipt would then be processed as unallocated credit.

These amounts must be entered in RM Finance and posted to the Billing Suspense account N3199.

6.3 Close Receipt Batches

Activity

RM Billing > Receipts

Print the Daily Banking Report

- Highlight the **General Banking dd/mm/yy** and **General Banking prior to 2012 Subject Debt dd/mm/yy** batches

B00004	2011	General Banking 01.12.11	YES
B00005	2011	General Banking Prior to 2012 Subj Debt 01.12.11	YES

- Click on **For Selected > Print Daily Banking**
- Click **OK** to print the report to the **Screen**
- View then close the report

Note: RM Billing will total the cash and cheques processed into both batches to print the total for banking.

Print the Receipt Summaries

- Highlight the **General Banking dd/mm/yy** batch

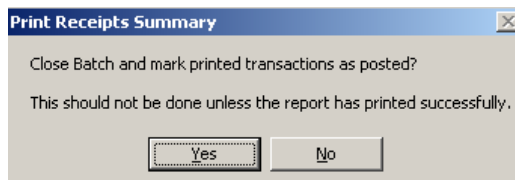
B00004	2011	General Banking 01.12.11	YES
--------	------	--------------------------	-----

- For **Selected > Print Receipt Summary**
- Click **OK** to print to **Screen**
- Click **Yes** to print the Detailed Summary
- View then close the report
- Repeat the steps above to print the Receipt Summary for the **General Banking prior to 2012 Subject Debt dd/mm/yy** batch

B00005	2011	General Banking Prior to 2012 Subj Debt 01.12.11	YES
--------	------	--------------------------------------------------	-----

Close the Batches

- Highlight the **General Banking dd/mm/yy** and **General Banking prior to 2011 Subject Debt dd/mm/yy** batches
- Click on **For Selected > Close Batch**
- Click **Yes** to permanently close the batches
- Click **OK** at the printer prompt
- Click **No** to print the **Totals Only** Report



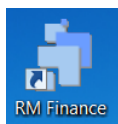
- Click **Yes**
- Minimise Integris

Complete the Batch Register

DEPARTMENT OF EDUCATION AND TRAINING										
BATCH REGISTER										
Batch No	Date/Date Export	Reference No			For the month of		Period			
		From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	BANK RELATED TRANSACTIONS	
									Adjustments/Reversals **	
									Income (I/C)	Expend (E/C)
B00004				GB	1	100				
B00005				GB	1	850				

6.4 Enter Billing Batches into RM Finance

Activity



- Double click on **RM Finance**
- Select **user name Registrar** and the **Password keys**

Login

RM Finance

(C) RM PLC 2004 RM Finance - Version 7.83 - 30 March 2011
Australia Module - Version 7.83 - 30 March 2011

1. Select your user name from the list below

- System Administrator
- Deputy Principal
- Principal
- RMAUST
- Registrar**
- School Administrator
- Senior Finance Consultant Schools

2. Enter your Password

.....

Login Quit

Current Data File:
C:\KEYS\RMDB\FINANCE_DEMODF1.DF1

- Click **Login**

West Coast District High School



Receipts Summary (totals only)

	Amount	GST
Batch: B00004 General Banking 01.12.11		
Billing Code OOC01 Other Optional Costs		
GST Code 0		
Total for Income	\$ 100.00	\$ 0.00
Budget: C1201 Analysis: C1200 Totals for GST code 0	\$ 100.00	\$ 0.00
Total for Report:	\$ 100.00	\$ 0.00

RM Finance >Transactions> Income

- Enter **Inc source: INC001**
- **<Tab>** twice
- Enter the following, **<Tab>** between the lines:
 - Total: **100.00**
 - Reference: **B00004**
 - Batch Ref: **B00004**
 - Detail: **Other Optional Costs**
 - Budget code: **C1201**
 - Line total: **100**
 - Tax code: **0**
 - Receipt number: **B00004**



Income

Inc Source	INC001	Income	
Date	1 DEC 2011	Period	12
Total	100.00		
Reference	B00004	Batch Ref.	B00005




Add new Income line											
Analysis	C1200	Personal Items and Other Services									
Detail	Other Optional Costs										
Budget	C1201	Other Optional Costs	Bal. 155.00								
Line Total	100.00										
Tax code	0	0.00 %	Tax 0.00								
Nett	100.00										
All Income Lines											
Detail	\$ Nett	\$ Tax	\$ Line Total								
<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </table>								Totals	0.00	0.00	0.00
Totals	0.00	0.00	0.00								

- Click **OK**
- Select **Cheque Account** and click **OK**
- Click **Yes** to batch the transaction


View the Batched Transaction Report

- Click  **Report**
- Select  **Batched transactions**
- Select Transaction type ☒ **Income**
- Click **Print**
- View then close the report

View/Post the Batch

- **Transactions > View Post Batch**
- Select **Income**
- Click on **display**
- Click on ,  and **Yes** to post the Batch
- Click on 

- Repeat the steps above to enter and update batch **B00005**

West Coast District High School


Receipts Summary (totals only)

	Amount	GST
Batch: B00005 General Banking Prior to 2012 Subj Debt 01.12.11		
Billing Code SUS Suspense Account		
GST Code 8		
Total for Income	\$ 850.00	\$ 0.00
Budget: N3199 Analysis: N3100I Totals for GST code 8	\$ 850.00	\$ 0.00
Total for Report:	\$ 850.00	\$ 0.00



Income

Inc Source	INC001	Income	
Date	1 DEC 2011	Period	12
Total	850.00		
Reference	B00005	Batch Ref.	B00005



Add new Income line ↻

Analysis	N31001	Other Suspense Accounts
Detail	2012 Charges and Cont. in advance	
Budget	N3199	Billing Suspense
		Bal. 510.00
Line Total	850.00	
		Receipt No. B00005
Tax code	8	0.00 %
Tax		0.00
Nett	850.00	

View the Batched Transaction Report

- Click  **Report**
- Select  **Batched transactions**
- Select Transaction type ☒ **Income**
- Click **Print**
- View then close the report

View/Post the Batch

- **Transactions > View Post Batch**
- Select **Income**
- Click on **display**
- Click on ,  **Update** and **Yes** to post the Batch
- Minimise RM Finance

7 End of Month Processes

Prior to running the RM Billing end-of-year rollover schools must complete their End-of-Month tasks.

At school, users must complete all the End of Month tasks before undertaking the RM Billing End of Year rollover. In training, we will be looking at the processes which are shaded in the list below.

End-of-Month Processes		
1	Review Current and Former Roll Student records, process any adjustments, reversals, refunds or write offs	
2	Review the Unallocated Credit Listing	
3	Print the Reallocation Transactions report. Enter and post any reallocations in to RM Finance.	
4	Review the Unallocated Credit Listing and the Billing Suspense Account N3199	
5	Close open receipt, correction and refund Batches. Enter and post into RM Finance	
6	Print the End-of-Month reports	

7.1 Review Unallocated Credit

As part of the End-of-Month tasks unallocated credit must be reviewed and if possible allocated against student billing items each month.

Activity

RM Billing > Reports > Financial Reports > Unallocated Credit Listing

- Check **Students**
- Click **Print**

Unallocated Credit Listing as at 03/10/11 Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
BAILEY: Steven	10	10.2	\$200.00	\$250.00	\$0.00	\$50.00	\$50.00
BLOOR: Rebecca	10	10.1	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
BUTTER: Daniel	10	10.3	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
CASSON: Shane	11	11.3	\$530.00	\$543.00	\$0.00	\$13.00	\$13.00
DEXTER: Renee	11	11.3	\$530.00	\$543.00	\$0.00	\$13.00	\$13.00
FITTON: Rhys	10	10.3	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
FULTER: Michael	11	11.3	\$530.00	\$543.00	\$0.00	\$13.00	\$13.00
HOGAN: Paul	11	11.3	\$530.00	\$543.00	\$0.00	\$13.00	\$13.00
KENT: Clayton	11	11.2	-\$50.00	\$0.00	\$0.00	\$50.00	\$50.00
LAM: Chanara *	11	11.2	\$246.00	\$296.00	\$50.00	\$0.00	\$50.00
LAUGHTON: Britt	10	10.2	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
LAURENTS: Jason	11	11.3	\$530.00	\$543.00	\$0.00	\$13.00	\$13.00
LIPTON: Livvy	11	11.2	\$211.00	\$361.00	\$0.00	\$150.00	\$150.00
NORTH: Rory	10	10.3	-\$30.00	\$270.00	\$0.00	\$300.00	\$300.00
VIRGIL: Todd	10	10.3	-\$30.00	\$270.00	\$0.00	\$300.00	\$300.00
Total Unallocated Credit for Students					\$50.00	\$1,115.00	\$1,165.00

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

Total Unallocated Credit for Report **\$1,165.00**

Note: Printing the detailed receipt summary reports for 2012 Prior to Subject Debt batches, allows users to easily identify any unallocated credit for 2012 billing items.

RM Billing > Receipts

- Highlight the **General Banking Prior to 2012 Subject Debt** batch
- For **Selected > Print Receipt Summary**
- **Print** to the **Screen**
- Select **Yes** to print the detailed summary

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 Prior to 2012 Subj Debt 01.12.11

Billing Code	SUS	Suspense Account
--------------	-----	------------------

GST Code 8

1821	16	B00005	SUS	01/12/2011	VIRGIL: Todd	10	10.3			\$ 300.00	\$ 0.00
1822	17	B00005	SUS	01/12/2011	NORTH: Rory	10	10.3			\$ 300.00	\$ 0.00
1823	18	B00005	SUS	01/12/2011	BAILEY: Steven	10	10.2			\$ 50.00	\$ 0.00
1824	19	B00005	SUS	01/12/2011	BUTTER: Daniel	10	10.3			\$ 50.00	\$ 0.00
1825	20	B00005	SUS	01/12/2011	BLOOR: Rebecca	10	10.1			\$ 50.00	\$ 0.00
1826	21	B00005	SUS	01/12/2011	FITTON: Rhys	10	10.3			\$ 50.00	\$ 0.00
1827	22	B00005	SUS	01/12/2011	LAUGHTON: Britt	10	10.2			\$ 50.00	\$ 0.00

Total for Income

\$ 850.00 \$ 0.00

Budget: N3199

Analysis: N3100I

Totals for GST code 8

\$ 850.00 \$ 0.00

Total for Report:

\$ 850.00 \$ 0.00

The following students have unallocated credit for 2011 which must be reviewed:

- Shane Casson \$13.00
- Renee Dexter \$13.00
- Michael Fulter \$13.00
- Paul Hogan \$13.00
- Clayton Kent \$50.00
- Chanara Lam \$50.00
- Livvy Lipton \$150.00
- Jason Laurents \$13.00

7.2 Apply Unallocated Credit

7.2.1 Apply Unallocated Credit via the Student Record

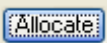
Activity

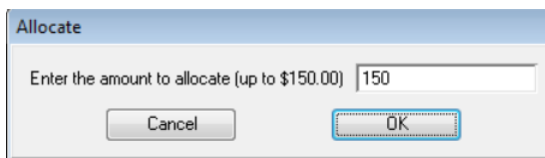
Livvy Lipton was billed and paid for a camp. She did not attend the camp and her billing items were reversed resulting in unallocated credit. Mrs Lipton has advised that the unallocated credit can be applied against any outstanding costs.

RM Billing > Students

- Open the records for **Livvy Lipton**
- Click on the **Billing Items** tab
- Click on the **Comment Header** twice to sort the billing items by subject
- Select outstanding Subject Billing Items which together total \$150.00

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
238	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2BLIT - Literature :		
237	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2BHIM - Modern H		
236	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2BGEO - Geograp		
235	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2BBIO - Biological		
234	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2ALIT - Literature :		
233	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2AHIM - Modern H		
232	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2AGEO - Geograp		
231	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2ABIO - Biological		

- Click 
- Enter the amount **\$150**



Allocate


Enter the amount to allocate (up to \$150.00)

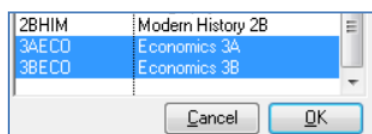
- Click **OK**

Note: A note should be recorded when parents have given permission to re allocate money from paid billing items that are reversed

Clayton Kent changed subjects from Literature to Economics during the year, whilst the Literature billing item was reversed he was not billed for Economics.

Firstly, we will need to add the Billing Item for Economics.

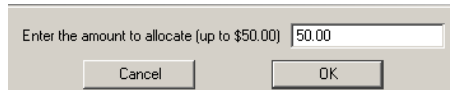
- Right click into the red surname cell
- Type **Kent** and <Enter>
- Select the **Billing Items** tab
- Click 
- Select **Add Subject Billing Item** and click **OK**
- Check Billing Year **2011** is selected and click **OK**
- From the list highlight **Economics 3A** and **3B**



- Click **OK**

Next, we will apply the unallocated credit again against the Economics billing item.


- Highlight the **3A** and **3B Economics** billing items
- Click **Allocate**
- Enter the amount **\$50.00** and click **OK**



Chanara Lam has unallocated Secondary Assistance Scheme credit which can be applied to any unpaid billing items

- Right click into the red surname cell
- Type **Lam** and <Enter>
- Click on the **Balance** header twice
- Select unpaid subject Billing Items that total at least \$50

186	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	28GEO - Geograp
187	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00001	2BHIM - Modern H

- Click **Allocate**
- Enter the amount **50.00** and click **OK**
- Click Return 

7.2.2 Apply Unallocated Credit via the Billing Item batch

Activity

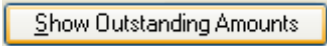
We have been advised that the following students paid for an excursion but the money was originally receipted as unallocated credit before the Billing Item was created. We will use the Auto Allocation process to apply their unallocated credit.

- Shane Casson
- Renee Dexter
- Michael Fulter
- Paul Hogan
- Jason Laurents

Use Auto allocate to apply the unallocated credit

Note: Ensure printer is selected prior to commencing the auto allocation process

RM Billing> Billing Items

- Double click on the **Foothills Excursion** batch
- Click on the **Batch Billing Items** tab
- Click  (this ensures that the balances owing on the billing items after adjustments, if any, are displayed)
- Click on the **Balance** header and highlight the five students' transaction lines

1744	CASSON: Shane	11	11.3	26.00	0	13.00	0.00	13.00	CHG02	2011 Foothills Excur	Disc
1746	DEXTER: Renee	11	11.3	26.00	0	13.00	0.00	13.00	CHG02	2011 Foothills Excur	Disc
1747	FULTER: Michael	11	11.3	26.00	0	13.00	0.00	13.00	CHG02	2011 Foothills Excur	Disc
1749	HOGAN: Paul	11	11.3	26.00	0	13.00	0.00	13.00	CHG02	2011 Foothills Excur	Disc
1754	LAURENTS: Jason	11	11.3	26.00	0	13.00	0.00	13.00	CHG02	2011 Foothills Excur	Disc
1743	CAMPBELL: Ashli	11	11.2	26.00	0	0.00	0.00	26.00	CHG02	2011 Foothills Excur	
1745	DAVIES: Caitlin	11	11.2	26.00	0	0.00	0.00	26.00	CHG02	2011 Foothills Excur	
1748	GUTHRIE: Sean	11	11.2	26.00	0	0.00	0.00	26.00	CHG02	2011 Foothills Excur	
1751	KITCHEN: Marc	11	11.3	26.00	0	0.00	0.00	26.00	CHG02	2011 Foothills Excur	
1752	LAM: Chanara	11	11.2	26.00	0	0.00	0.00	26.00	CHG02	2011 Foothills Excur	

- Click 

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

- Click **Yes**

Auto Allocate
A report on the allocations made by this process will now be printed to the default printer. Please check the printer and click OK when you are ready to print the report.

- Click **OK**

West Coast District High School Automatic Allocation of Credit - 3 OCT 2011

Batch: 00006

Foothills Excursion 2011



Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
CASSON: Shane	11	11.3	4	CA	1744
DEXTER: Renee	11	11.3	5	CA	1746
FULTER: Michael	11	11.3	6	CA	1747
HOGAN: Paul	11	11.3	7	CA	1749
LAURENTS: Jason	11	11.3	8	CA	1754

Auto Allocate

Has the report printed OK?

- Click **Yes**

Handy hint: Deal with the 2011 unallocated credit on a monthly basis to minimize the number of students with unallocated items.

Activity

RM Billing > Reports > Financial Reports > Unallocated Credit Listing

- Check **Students** and **Print** to the **Screen**
- View the unallocated credit listing

West Coast District High School

Unallocated Credit Listing as at 03/10/11
Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
BAILEY: Steven	10	10.2	\$200.00	\$250.00	\$0.00	\$50.00	\$50.00
BLOOR: Rebecca	10	10.1	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
BUTTER: Daniel	10	10.3	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
FITTON: Rhys	10	10.3	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
LAUGHTON: Britt	10	10.2	\$220.00	\$270.00	\$0.00	\$50.00	\$50.00
NORTH: Rory	10	10.3	-\$30.00	\$270.00	\$0.00	\$300.00	\$300.00
VIRGIL: Todd	10	10.3	-\$30.00	\$270.00	\$0.00	\$300.00	\$300.00
Total Unallocated Credit for Students					\$0.00	\$850.00	\$850.00
* Indicates all/some unallocated credit belongs to Government Subsidy receipts							
Total Unallocated Credit for Report							\$850.00

The remaining unallocated items are payments in advance for 2012 billing items.

Note: When reconciling the Unallocated Credit Listing with the Billing Suspense Account N3199, unallocated Secondary Assistance Scheme amounts must be deducted. Therefore, the amount to reconcile to in this example is \$850.00

Note: Schools must refund unallocated credit or with parental permission carry it forward into the new billing year.

Note: Refunds of unallocated credit must use a refund billing code linked to the Billing Suspense Account N3199.

7.3 Printing the Re-Allocation Transactions Report

When any amount posted to a billing item or unallocated credit is subsequently re-allocated to another billing item or to unallocated credit, after the original batch is closed, this change must be reflected in RM Finance.

Note: Although the total for the reallocation report is zero, transactions still need to be processed in RM Finance.

Occasionally, the income and income/correction transactions are to be posted to the same analysis, budget account and tax code. In these cases only, reallocation transactions are not required.

Activity

RM Billing > Reports > Transactional Reports > Print Re-allocation Transactions

- Click **Print**
- Click **OK** to print to the **Screen**

Livvy Lipton had money transferred from unallocated credit to pay billing items. In order to reflect this change in RM Finance the amount must be moved from the Billing Suspense (N3199) to Upper School Charges (C1051).

Clayton Kent had money moved from unallocated credit to his subject costs. In order to reflect this change in RM Finance the amount must be moved from the Billing Suspense (N3199) to Upper School Charges (C1051).

Students attending the Foothills Excursion had unallocated credit applied to their excursion costs. In order to reflect this change in RM Finance the amount must be moved from the Billing Suspense (N3199) to Excursions (C1055).

- Close the Detailed Report

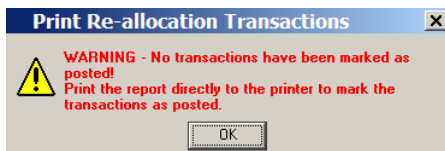
West Coast District High School

Re-allocation Transactions (Totals Only)



			Amount	GST
Billing Code CHG01 Upper School Charges				
GST Code 0				
Budget: C1051	Analysis: C1050	Totals for GST code 0	\$ 200.00	\$ 0.00
Billing Code CHG02 Excursions				
GST Code 0				
Budget: C1055	Analysis: C1050	Totals for GST code 0	\$ 65.00	\$ 0.00
Billing Code SUS Suspense Account				
GST Code 8				
Budget: N3199	Analysis: N3100I	Totals for GST code 8	\$-265.00	\$ 0.00
Total for Report:			\$ 0.00	\$ 0.00

- Close the report



- Click **OK**

Note: At school this report must be printed directly to the printer. Printing the report from the Print to Screen option will NOT mark the transactions as posted. Therefore for training purposes only, we will change the print destination to the printer, in order to flag these transactions as posted.

RM Billing > Reports > Transactional Reports > Print Re-allocation Transactions

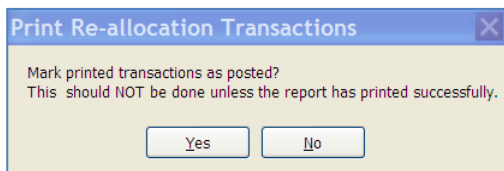
- Click **Print**



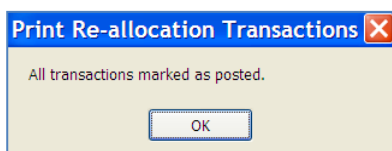
- Select **Printer**



- Click **OK**



- Click **Yes**



- Click **OK**

Important: Re-allocation Transactions must be processed into RM Finance as part of the End-of-Month processes. These transactions are processed as an income correction and an income transaction. In this example, it is an income correction to Billing Suspense N3199 and an income transaction to Upper School Charges C1051 and Excursions C1055. Refer to the Receipt Summary to ensure that the correct GST code is used.

Account	Budget Code	GST	Amount	Amount	
Billing Suspense	N3199	8	-265.00		Income Correction
Upper School Charges	C1051	0		200.00	Income Transaction
Excursions	C1055	0		65.00	Income Transaction

Complete the Batch Register

DEPARTMENT OF EDUCATION AND TRAINING										
BATCH REGISTER										
For the month of					Period					
Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS					Adjustments/Reversals **
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)
B00004				GB	1	100				
B00005				GB	1	850				
123					1	265			265	

7.4 Enter the Re-allocations into RM Finance

7.4.1 Process the Reallocation Income Correction

Activity

- Maximise RM Finance

Transactions > Adjustments and Corrections

- Click on **Income Adjust/Correct**
- Enter the details shown below, <Tab> between the fields

Income Adjust / Correct

Inc Source: INC001 Income: Total: 265.00
Date: 1 DEC 2011 Period: 12

Analysis: N31001 Other Suspense Accounts: Reference: N31001 Batch Ref.: 123
Detail: RMB Reallocation 01/12/11
Nett: 265.00
Tax code: 8 0.00 % Tax: 0.00
Budget: N3199 Billing Suspense: Current Balance 1310.00

- Click on **OK**, to
- Select the **Cheque Account** and click **OK**
- Click **Yes** to update the batch
- Click on

View the Batched Transaction Report

- Click on **Report**
- Select **Batched transactions**
- Select Transaction type ☒ **Income**
- Click **Print**
- View then close the Batched Transaction Report

View/Post the Batch

- **Transactions >View/Post Batch**
- Select **Income**
- Click **Display**
- Click on , **Update** and **Yes**

7.4.2 Process the Reallocation Income Transaction

Activity

Transactions > Income

- Enter the following details, <Tab> between the fields

Income

Inc Source	INC001	Income	
Date	1 DEC 2011	Period	12
Total	265.00		
Reference	RA011211	Batch Ref.	123

Add new Income line

Analysis C1050 Charges

Detail RMB Reallocation 01/12/11

Budget C1051 Upper School Charges Bal. 2770.00

Line Total 200.00 Receipt No.

Tax code 0 0.00 % Tax 0.00

Nett 200.00

- Continue to enter the excursion line

Edit selected Income line

Analysis C1050 Charges

Detail RMB Reallocation 01/12/11

Budget C1055 Excursions Bal. 126.00

Line Total 65.00 Receipt No.

Tax code 0 0.00 % Tax 0.00

Nett 65.00

- Check the total at the bottom matches the total in the top window



All Income Lines			
Detail	\$ Nett	\$ Tax	\$ Line Total
RMB Reallocation 01/12/11	65.00	0.00	65.00
RMB Reallocation 01/12/11	200.00	0.00	200.00
Totals	265.00	0.00	265.00

- Click **OK**
- Select the cheque account and click **OK**
- Click **Yes** to update the batch

View the Batched Transaction Report

- Click **Report**
- Select  **Batched transactions**
- Select  **Income**
- Click **Print**
- View then close the Batched Transaction Report

View/Post the Batch

- **Transactions >View Post Batch**
- Select **Income**
- Click **Display**
- Click on ,  and **Yes**

Note: *At school these transactions should also be reconciled.*

Note: *Unallocated Credit Listing should also be reconciled to the Billing Suspense Account N3199, allowing for amounts of unallocated secondary assistance.*

7.5 Writing off Student Debt

It will be necessary to write off irrecoverable charges for students on the Current and Former Rolls. It is important that reports created using this process are kept on file for use at a later date. Write-offs can be performed whenever charges are deemed as irrecoverable.

Refer to Department of Education's Write-Off Procedures for Irrecoverable Debts document for further information.

At the end of the year or at the beginning of the new year schools should review their previous years' billing data. Any amounts which are deemed as irrecoverable can be written off. Write-offs from previous years can also take place throughout the year, however they should only be submitted to DoE once a year. Schools should maintain a write-off file throughout the year which contains:

- a copy of all write-off applications (including provisionally approved applications), lists and supporting documents;
- a copy of all approvals from ETSSC to write-off for debts; and
- all other relevant supporting documents.

In accordance with Treasurer's Instruction 107 Authorisations, the Director General has authorised school principals to provisionally write-off irrecoverable debts with a value of up to \$5 000 per student. These write-offs have to be periodically submitted to the Director General for the final approval. For further information refer to the Department's documentation.

Unpaid voluntary amounts will need to be removed from current and former roll students. These amounts can be cancelled. They do not have to be reported to the Department of Education.

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

It is recommended that schools process the write off/cancellation of debt prior to running the End-of-Year process. It is necessary to create Billing Item batches for written off or cancelled billing items for amounts less than \$5000 per student. *Only if required, a separate batch must be created for writing off or cancelling debt over \$5000 per student.* Voluntary amounts are cancelled and must not be included in applications to write off.

Note: Review and apply where possible any unallocated credit before writing off/cancelling debt.

Activity

After completing all the processes relating to the collection of unpaid debt and all processes prior to the write off/cancellation of debt, it has been decided to Write off/Cancel remaining debt for the 2011 Year 10 students.

- Maximise Integris

RM Billing > Billing Items

- Click 
- Enter description **Write off/Cancel student debt <\$5000 per student**

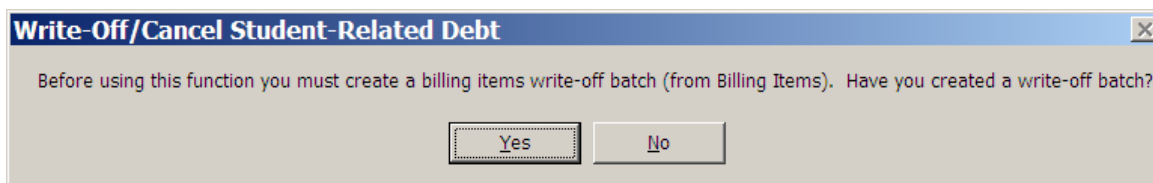


The screenshot shows a form with two fields. The first field is labeled 'Billing Year' and has a dropdown menu with '2011' selected. The second field is labeled 'Description' and contains the text 'Writeoff/cancel student related debt <\$5000 per student'.


- Click **OK** and close

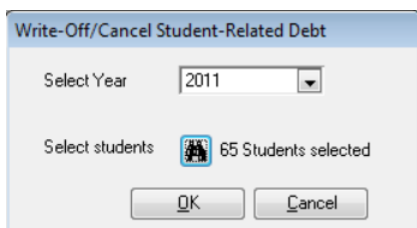
RM Billing>Utilities

- Double click on **Write off/Cancel student Related Debt**



The dialog box has a title bar 'Write-Off/Cancel Student-Related Debt'. The main text says: 'Before using this function you must create a billing items write-off batch (from Billing Items). Have you created a write-off batch?'. At the bottom, there are two buttons: 'Yes' and 'No'.

- Click **Yes**
- Select Billing Year **2011**
- Click  and **Select Year Group 10**




The dialog box shows the 'Select Year' dropdown set to '2011'. Below it, the 'Select students' section shows a students icon and the text '65 Students selected'. At the bottom, there are 'OK' and 'Cancel' buttons.

- Click **OK**

- Select to remove **Charges, Voluntary Contributions, Voluntary Approved Requests** and **Other Optional Costs**

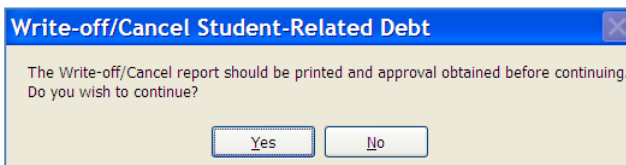
Student Name	Year	Form	<input checked="" type="checkbox"/> CHG	<input checked="" type="checkbox"/> VOL	<input type="checkbox"/> ADU	<input type="checkbox"/> TMP	<input type="checkbox"/> RES	<input checked="" type="checkbox"/> VAR	<input checked="" type="checkbox"/> OOC	<input type="checkbox"/> N/A	Total
--------------	------	------	-----------------------------------------	-----------------------------------------	------------------------------	------------------------------	------------------------------	-----------------------------------------	-----------------------------------------	------------------------------	-------

- Highlight all students
- Click  to print for selected students
- Print to the **Screen**

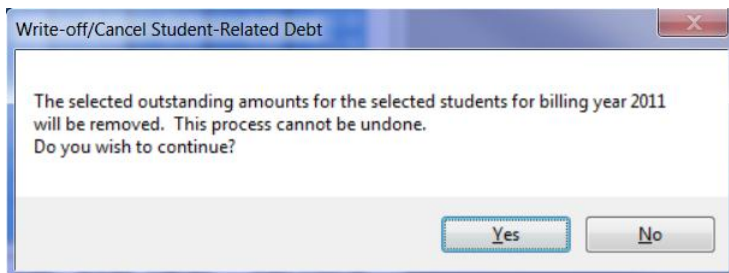
Note: At school this report must be printed and signed by the Principal. Once the report is signed, then the debt owed by the students named in the report may be written off. The signed report is filed in the Write-off file.

- Close the report

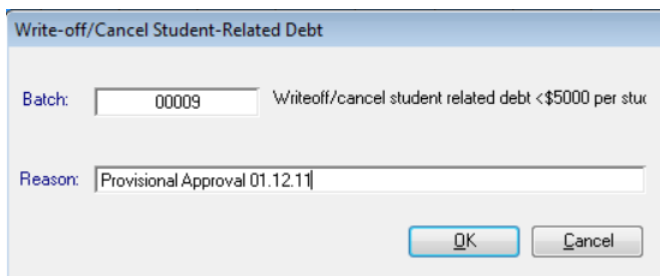
- Click **For Selected>Write off Cancel Student Related Debt**



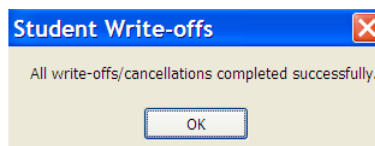
- Click **Yes**



- Click **Yes**
- <Tab> and select the **Write off/Cancel student debt <\$5000 per student**
- Enter the **Reason: Provisional Approval dd/mm/yy**



- Click **OK**



- Click **OK**

IMPORTANT: Use the write-off report from RM Billing and follow the write-off procedures to submit the School Debt Write Off Application Form (\$5000 or less) to ETSSC for final write off approval from the Director General.

8 Preparing for End-of-Year Rollover

The End of Year process for RM Billing runs separately to the End of Year processes for RM Finance and Administration. At school these rollovers may occur at different times. The RM Billing End of Year rollover can only be run after the Administration module End of Year process is complete.

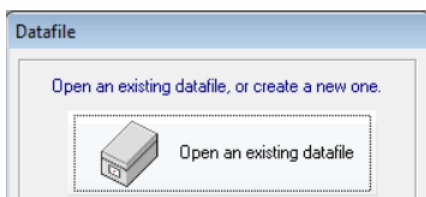
In training we wish to simulate processes as they occur in school. To do this we will change to datafiles which reflect the Administration module and RM Finance in the new year. That is:

- The Administration End of Year process for students has taken place and students have been incremented into their 2012 classes.
- All data entered in the previous datafile in preparation for the new year has also been entered into this datafile.
- All voluntary contribution and voluntary approved request debt has been cancelled.

Activity

Integris>File

- Click on File and Change Datafile
- Choose Open an existing datafile



- Navigate to **C:\Keys\Integris\RMDB\TrgData3** and double click on the Integris datafile
- Log in with **User Name: Admin** and **Password: keys**

RM Billing > Parameters

- Select User Name **Registrar** and **Password keys**
- Click 

8.1 Close Open Receipt Batches

Receipts batches must be closed before processing the End-of-Year Rollover. The Secondary Assistance Scheme batch is closed as part of the End-of-Year process, without transferring data into RM Finance. This batch must only contain the payment type GV. All other receipt batches must be closed and entered or exported into RM Finance.

Activity

RM Billing > Receipts

- View to ensure that all batches except the \$235 Secondary Assistance Scheme Batch are closed.
- Close the Receipts Screen

Note: All receipts (except the Secondary Assistance Scheme), Corrections and Refunds batches must be entered into RM Finance and posted.

Note: 2011 invoices for both students and customers may be closed by printing the Unprinted Invoices through Reports > Financial > Print Unprinted Invoices. Invoices not required for distribution could be printed to a PDF or to Microsoft Office Document Image Writer. If this option is used create a folder in G:\RM Billing\Audit Reports 2011 called Invoices. Date and save the invoices to this folder.

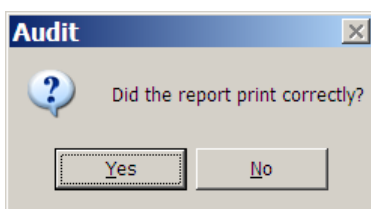
8.2 Print the Audit Report

The Audit Report must be printed and saved to the G drive as part of the End-of-Month process. The RM Billing End-of-Year rollover cannot be run until the Audit Report is printed.

Activity

RM Billing > Reports > Audit Reports > Audit Report

- **Print** the report to the **Screen**
- View then close the report



- Click **Yes**
- Close

Note: At school the Audit report must be printed and saved to the G Drive. The Audit Report must be printed before running the End-of-Year process

Note: Schools must also print the Discounted Billing Items and the Billing Item - Adjustments, Refunds and Reversal Reports for December.

9 Year-End

The End of Year Process must be run in the new year, that is **after 1 January 2012**. To simulate the End of Year process in training we will be adjusting the system clock. **Do not do this at school.**

Activity

- Double click on the time display at the bottom right corner of the screen
- Advance the date to **25 January 2012**
- Click **Apply**

Warning: The system clock is changed for training purposes only. Do NOT change the System Clock at school. The End of Year Process must be run in 2012.

Running Year-End		
1	Ensure the Administration Manager Year End is complete	
2	Set Single User Lock	
3	Backup Integris	
4	Run RM Billing Year-End	

9.1 Check the Current Year

Activity

RM Billing > Parameters > Billing Parameters




- Ensure that the **Current Billing Year** is 2011
- Close

9.2 Single User Mode

The End of Year process must be done in single user mode.

Activity

File > Single User Lock

- Enter **Password keys** and click **OK**
- Click **View Users** to ensure all users are logged out then **Close**
- Click **OK**
- View the Single User icon 

9.3 Back up the Datafile

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

Use the new Safe Backup to back up the Integriss datafile. Ensure that previous End-of-Year backups are not overwritten as the financial data needs to be stored for seven years.

All Integriss users must be logged out before undertaking the backup.

9.4 Year-End Actions

The following actions are carried out as part of the Year-End process:

- A cut-off date is calculated which is 12 months before the last Year-End date stored in Billing Parameters. This is used in a number of calculations in 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.
- Audit trails that were created before the cut-off date are removed.
- RM Finance export entries that were created before the cut-off date are removed.
- Tax invoices that were created before the cut-off date are flagged as printed. Any of these invoices that have a zero balance and no transactions attached are removed.
- Students on the Former roll or who have been purged/deleted from Integriss and who have a zero balance and no transactions associated with them are removed.
- 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.

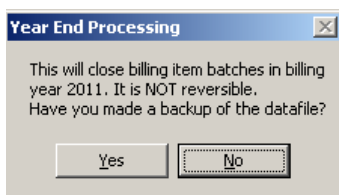
9.5 Run the Year-End Process

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

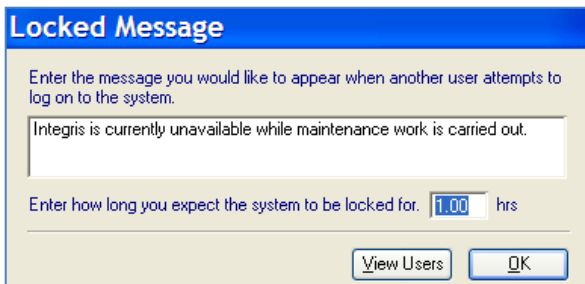
The RM Billing End-of-Year Rollover must be run in 2012.

Activity

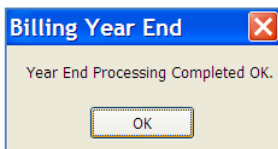
RM Billing > Utilities > Year End Processing



- Click **Yes**



- Click **OK**



- Click **OK**

9.6 Year-End Report

A report which details transactions processed during the previous year has been saved to **K:\Keys\Integris\Outbox\RMBillingYearEnd2011**

Activity

- Navigate to **C:\Keys\Integris\Outbox\RMBillingYearEnd2011**
- Open the RM Billing Year-End Text file
- View then close

West Coast District High School
Year End Processing for Billing Year 2011

```
--Closing of Billing Item Batches
  Batch 00002: Other Optional Costs Closed
  Batch 00003: Voluntary Approved Requests Closed
  Batch 00004: Lower School Voluntary Contributions Closed
  Batch 00005: Year 11 Camp Closed
  Batch 00006: Foothills Excursion Closed
  Batch 00007: Hire of Facilities Closed
  Batch 00009: Writeoff/cancel student related debt <$5000 per student Closed
7 Batches closed
--Closing of Receipt Batches
  Batch B00001: $235 Secondary Assistance Scheme Closed
1 Batches closed
Billing Year End 2011 Completed 25 JAN 2012 13:36.52
--Year End Parameters Updated
  Year End date set to 31 DEC 2011
  Last rollover date set to 25 JAN 2012
  Current billing year set to 2012
```

9.7 View the Billing Year

Activity

RM Billing Parameters > Billing Parameters

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

Year End		
Last Year End	<input type="text" value="31 DEC 2011"/>	Last Rollover <input type="text" value="25 JAN 2012"/>
Current Billing Year	<input type="text" value="2012"/>	

10 Preparing for Billing in the New Year

Prepare for Billing in the New Year		
1	On the G drive create a new folder called RM Billing Audit Log 2012 . If required create a statements folder and an Invoices folder within the new folder	
2	Schools may be receipting for 2012 billing items prior to their creation	
3	Run the subjects billing items batch	
4	Add non subject billing items batch	
5	Allocate unallocated credit	

11 Receipting in the New Year Prior to the Creation of Billing Items

Refer to page 36 for detailed information regarding receipting prior to the creation of billing items.

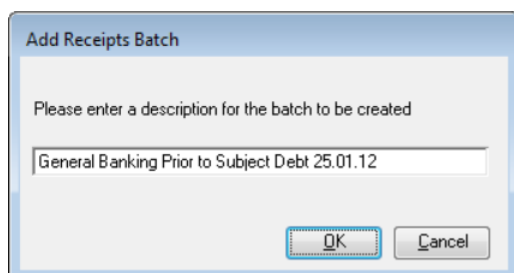
11.1 Create a Receipts Batch

Activity

We will be processing receipts prior to the billing items being created. This payment must be processed in a batch identified as General Banking Prior to Subject Debt. This will allow schools to easily identify payments for 2012 billing items.


RM Billing > Receipts

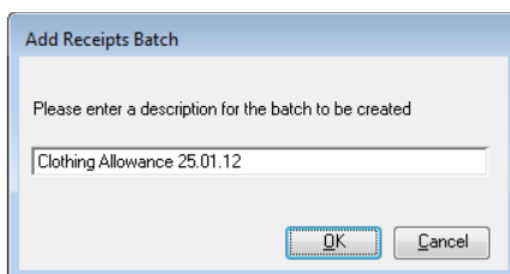
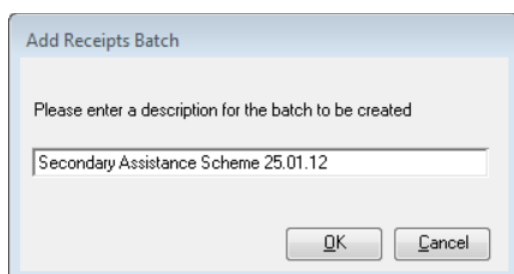
- Click 
- Enter a description as shown below



- Click **OK**

Schools may also be processing the Secondary Assistance Scheme and Clothing Allowance receipts against student records.

- Open  batches to process these amounts.



11.2 Process Receipts in Advance via Student Record

Activity

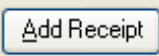
It is the new school year and Mrs Anderson wishes to pay for Ben Anderson's Year 11 Charges and Contributions.

As the 2012 Billing Items have not been created for students, the amount is processed in RM Billing as unallocated credit and posted to the Billing Suspense account (N3199) in RM Finance.

Charges and Voluntary Contributions 2012		
Mrs L Anderson 7 McMahon Street PINEY WOODS WA 6999		Student: Ben Anderson Year: 11 Form: 11.1 CC No: 20512417
Subject/Other Items	Compulsory Charges	Total
1ACSC - Computer Science 1A	\$ 65.00	\$ 65.00
1BCSC - Computer Science 1B	\$ 65.00	\$ 65.00
2ABIO - Biological Sciences 2A	\$ 25.00	\$ 25.00
2AECO - Economics 2A	\$ 25.00	\$ 25.00
2AENG - English 2A	\$ 25.00	\$ 25.00
2AMAT - Mathematics 2A	\$ 25.00	\$ 25.00
2BBIO - Biological Sciences 2B	\$ 25.00	\$ 25.00
2BECO - Economics 2B	\$ 25.00	\$ 25.00
2BENG - English 2B	\$ 25.00	\$ 25.00
2BMAT - Mathematics 2B	\$ 25.00	\$ 25.00
3AGEO - Geography 3A	\$ 25.00	\$ 25.00
3BGEO - Geography 3B	\$ 25.00	\$ 25.00
Total for Compulsory Charges	\$ 380.00	\$ 380.00
Other Optional Costs		
School Magazine	\$ 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	\$ 415.00

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

RM Billing > Students

- Open records for **Ben Anderson**
- Select the **Receipts** tab and click 
- <Tab> and select the **General Banking Prior to Subject Debt** batch
- Click **OK**
- <Tab> twice and select: **CH Cheque**
- Click **OK**
- <Tab> and enter **Amount: \$415**
- <Tab> and enter **Comment: Charges and Contributions in Advance**

Add Receipt

Receipt Details		Received from:	
Batch No.:	B00006	Title	First Name
	General Banking Prior to Subject Debt 25.01.12	Mrs	Linda
Payment Type:	CH	Surname	Anderson
	Cheque	Address	7 McMahon Street
Date:	25 JAN 2012		
Amount:	415.00	Town/Sub	PINEY WOODS
Comment:		State	WA
	Charges and Contributions in Advance	Postcode	6999
		Country	

Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
					0.00	0.00	0.00	0.00

OK Cancel

- Click **OK**

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

- Click **Yes**
- Highlight the **Charges and Contribution in Advance** receipt
- Note there is Unallocated Credit

Ref	Paid	Bill Code	Comment
0	415.00	SUS	Unallocated Credit

Note: This amount must be entered in RM Finance and posted to Billing Suspense account N3199.

11.3 Process Receipts in Advance


Activity

The following students wish to pay for their 2012 Charges and Contributions. We will also be recording Secondary Assistance Scheme and Clothing Allowance receipts against student records.

Student	Secondary Assist	Clothing Allowance	Parent Payment
Maddie Lim	\$235	\$115	\$215
Troy Prout	\$235	\$115	\$65
Lana Marston			\$415
Hanna Hill			\$415
Kea Guester	\$235		\$50
Cherie Ramber	\$235		\$50
Chanara Lam	\$235		\$100

Process the Secondary Assistance Scheme Receipts

RM Billing > Students

- Click on 
- Select the Year 11 students and click **Find**
- Highlight the following students and click on **Select** and **Yes**

Kea Guester
Maddie Lim
Troy Prout
Cherie Ramber

- Highlight the four students

Name	Year	Form
GUESTER: Kea	11	11.3
LIM: Maddie	11	11.2
PROUT: Troy	11	11.2
RAMBER: Cherie	11	11.3

- Click on **For Selected** and **Apply Subsidies**
- Tab to select the **Secondary Assistance Scheme** batch
- Enter the amount of **\$235**
- Enter the comment **2012 \$235 Secondary Assistance Scheme**

Apply Subsidies

Receipts Batch	800008	Secondary Assistance Scheme 25.01.12
Date	25 JAN 2012	
Amount (for each student)	235.00	Amount applied to each individual student
Payment Type	GV	Government Subsidies
Comment	2012 \$235 Secondary Assistance Scheme	

OK Cancel

- Click **OK**
- Open **Kea Guester's** Record
- Go to the **Receipts Tab**
- View the **Secondary Assistance Scheme** receipt

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Status	Reason
3558	24	25 JAN 2012	GV	235.00	800008	2012 \$235 Secondary Assistance Scheme		

Total 235.00


Add Receipt Reversal Refund

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

- Note the SAS has been receipted as Unallocated Credit
- Close the Student Details screen

Secondary Assistance Scheme receipts can also be processed through the Receipts batch

RM Billing>Receipts

- Double Click on the **Secondary Assistance Scheme** receipts batch
- Select the **Bulk Receipts** tab
- Click on 
- <Tab> and type **Lam**
- Select **Chanara Lam** and click OK
- Enter an **Amount \$235**
- <Tab> twice
- Click **OK** or <Enter>

Select Items

The selected items are less than the amount of the receipt. The remaining 235.00 will become unallocated credit. Continue?

Yes No

- Click **Yes** or <Enter>
- <Tab> and select **Payment Type: GV**
- <Tab> Enter a **Comment: 2012 \$235 Secondary Assistance Scheme**


Batch Number	Description
B00008	Secondary Assistance Scheme 25.01.12

Details | Batch Receipts | Bulk Receipts |

Student Name	Year	Amount	Items	Type	Comment
LAM: Chanara	12	235.00	0 Items	GV	2012 \$235 Secondary Assistance Scheme

- Click **OK**
- Click 

Process the Clothing Allowance Receipts

- Double Click on the **Clothing Allowance** batch
- Click on the **Bulk** Receipts tab
- Click 
- <Tab> and type **Prout**
- Continue to process the following Clothing Allowance receipts


Batch Number	Description
B00008	Clothing Allowance 25.01.12

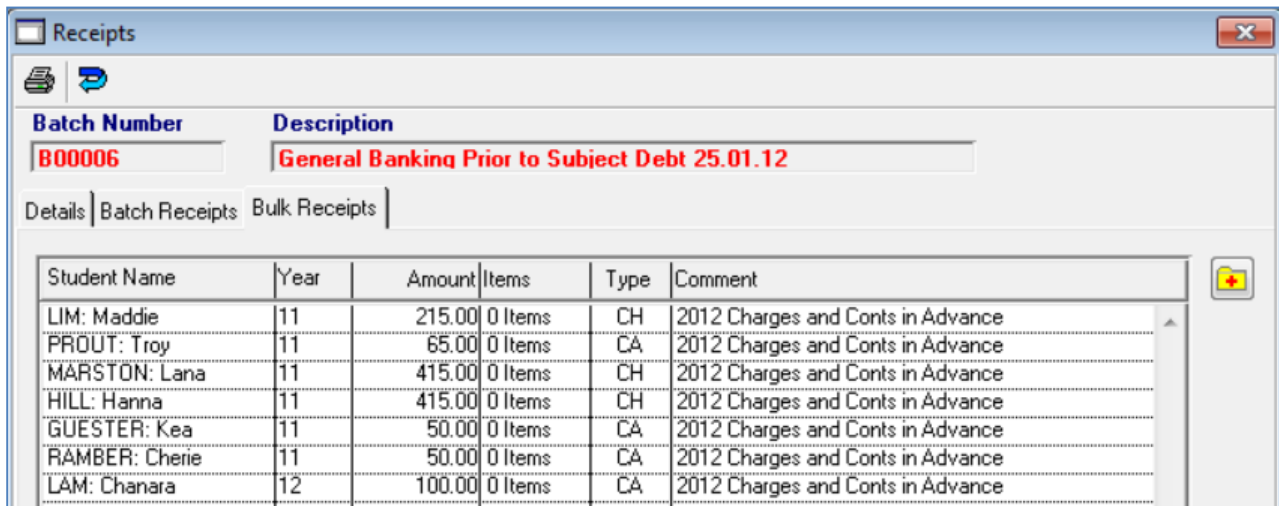
Details | Batch Receipts | Bulk Receipts |

Student Name	Year	Amount	Items	Type	Comment
PROUT: Troy	11	115.00	0 Items	DD	2012 Clothing Allowance
LIM: Maddie	11	115.00	0 Items	DD	2012 Clothing Allowance

- Click **OK**
- Click 

Process the Balance of Payment receipts

- Double click on the **General Banking Prior to Subject Debt** batch
- Select the **Bulk Receipts** tab
- Click 
- Process the Balance of Payments as shown below



The screenshot shows a 'Receipts' window with a 'Batch Number' of 'B000006' and a 'Description' of 'General Banking Prior to Subject Debt 25.01.12'. The 'Bulk Receipts' tab is selected. Below the tabs is a table with the following data:

Student Name	Year	Amount	Items	Type	Comment
LIM: Maddie	11	215.00	0 Items	CH	2012 Charges and Conts in Advance
PROUT: Troy	11	65.00	0 Items	CA	2012 Charges and Conts in Advance
MARSTON: Lana	11	415.00	0 Items	CH	2012 Charges and Conts in Advance
HILL: Hanna	11	415.00	0 Items	CH	2012 Charges and Conts in Advance
GUESTER: Kea	11	50.00	0 Items	CA	2012 Charges and Conts in Advance
RAMBER: Cherie	11	50.00	0 Items	CA	2012 Charges and Conts in Advance
LAM: Chanara	12	100.00	0 Items	CA	2012 Charges and Conts in Advance

- Click **OK**
- Click 

11.4 Close the RM General Banking Prior to Subject Debt batch

Activity

At this point, only the General Banking batch (if one is opened) and General Banking Prior to Subject Debt are closed and entered into RM Finance. The Clothing Allowance batch is closed and entered into RM Finance when the Clothing Allowance payment is received at school (via the April gateway payment). The Secondary Assistance Scheme batch remains open for processing any adjustments to the Secondary Assistance Scheme receipts. The Secondary Assistance Scheme payment is receipted directly into RM Finance, to the mandatory budget code of C1042.

RM Billing > Receipts

Print the Daily Banking Report

- Highlight the **General Banking prior to Subject Debt 25.01.12** batch
- Click on **For Selected > Print Daily Banking**

West Coast District High School Daily Banking Summary 25/01/2012



Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
32	\$ 65.00	Mrs M Prout	PROUT: Troy	2012 Charges and Contributions in Advance 2012 Charges and Contributions in Advance 2012 Charges and Contributions in Advance 2012 Charges and Contributions in Advance	B00006	
35	\$ 50.00	Mr D Guester	GUESTER: Kea		B00006	
36	\$ 50.00	Mrs J Ramber	RAMBER: Cherie		B00006	
37	\$ 100.00	Mrs V Lam	LAM: Chanara		B00006	
Total Cash		\$ 265.00				
CHEQUE						
23	\$ 415.00	Mrs L Anderson	ANDERSON: Ben	Charges and Contributions in Advance 2012 Charges and Contributions in Advance 2012 Charges and Contributions in Advance 2012 Charges and Contributions in Advance	B00006	
31	\$ 215.00	Mrs S Lim	LIM: Maddie		B00006	
33	\$ 415.00	Mrs J Marston	MARSTON: Lana		B00006	
34	\$ 415.00	Mr K Hill	HILL: Hanna		B00006	
Total Cheque		\$ 1,460.00				

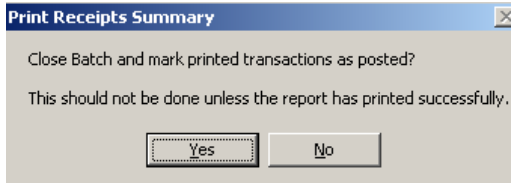
- View then close the report

Print the Receipt Summary

- **For Selected > Print Receipt Summary**
- Click **OK** to print to screen
- Click **Yes** to print the Detailed Report
- View and close the report

Close the Batches

- **For Selected > Close Batch**
- Click **Yes** to permanently close the batches
- Click **OK** at the printer prompt
- Click **No** to print the **Totals Only** report



- Click **Yes**
- Minimise Integris

Complete the Batch Register

DEPARTMENT OF EDUCATION AND TRAINING												
BATCH REGISTER												
					For the month of		Period					
Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS							Internal Charge**
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **			
									Income (I/C)	Expend (ESC)		
B00004				GB	1	100						
B00005				GB	1	850						
123					1	265			265			
B00006				GB	1	1725						

11.5 Enter Billing Batches into RM Finance

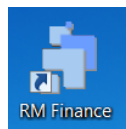
Activity

West Coast District High School

Receipts Summary (totals only)



	Amount	GST
Batch: B00006 General Banking Prior to Subject Debt 25.01.12		
Billing Code SUS Suspense Account		
GST Code 8		
Total for Income	\$ 1,725.00	\$ 0.00
Budget: N3199 Analysis: N3100I Totals for GST code 8	\$ 1,725.00	\$ 0.00
Total for Report:	\$ 1,725.00	\$ 0.00



- Log in to **RM Finance**
- To login to a Period 1 datafile in Finance we will need to change datafiles
- Click on File and Change Datafile
- Navigate to **C:\keys\RMDB** and double click on **Finance_DemoDF2**
- Login again as **Registrar** and **keys**

Transactions> Income

- Enter the following details, <Tab> between the fields

Income

Inc Source	INCO01	Income	
Date	25 JAN 2012	Period	1
Total	1725.00		
Reference	B00006	Batch Ref.	B00006

Edit selected Income line




Analysis	N3100I	Other Suspense Accounts
Detail	Charges and Contributions in Advance	
Budget	N3199	Billing Suspense
Line Total	1725.00	Receipt No.
Tax code	0	0.00 %
Nett	1725.00	

- Click **OK**
- Select the **Cheque Account** and click **Yes** to batch the transaction

View the Batched Transaction Report

- Click **Report**
- Select  **Batched transactions**
- Select **Transaction Type** ☒ **Income**
- Click **Print**
- View then close the report

View/Post the Batch

- **Transactions > View Post Batch**
- Select **Income**
- Click **Display**
- Click on  ,  and **Yes** to post the batch
- Click 
- Minimize RM Finance
- Maximise Integris

12 Billing Students

12.1 Create Subject Billing Items

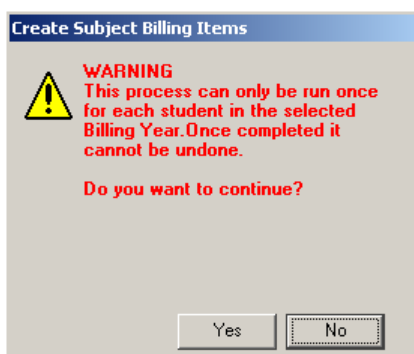
The Charges and Contributions sheet provided to families shows the amounts students will be charged in the upcoming year. Up to this point in training no actual debt has been created for students. Actual debt is created through the application of billing items to a student's record.

It is recommended that schools create Subject billing items once the majority of student subject changes have taken place.

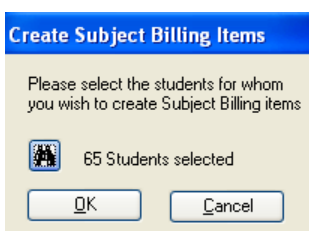
Billing items must be created in order for a student statement to be produced. Statements draw charge and contribution information from billing items applied to the student record.

Activity

RM Billing > Utilities > Create Subject Billing Items



- Click **Yes**
- Find  **Year Group 11**



- Click **OK** and **Yes**
- Click **OK**
- Repeat the steps above to bill **Chanara Lam**

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

12.2 Copy Billing Item Batches

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

Activity

In 2011 Billing Item batches for Year 11 Other Optional Costs and Voluntary Approved Requests were created and applied to the Year 11 students. We wish to bill the 2012 Year 11 students with the same items. The batches from 2011 can be copied and applied to the 2012 students.

RM Billing > Billing Items

- Change the year to **2011**
- Select the

00002	2011	Other Optional Costs	NO	28 JAN 2011 09:33:16
00003	2011	Voluntary Approved Requests	NO	28 JAN 2011 09:33:16

 batches
- Click **For Selected > Duplicate Batch**
- Click **Yes**
- Click **OK** twice
- Change the year to **2012**
- Double Click on

00010	2012	Other Optional Costs	YES
-------	------	----------------------	-----
- Highlight **2011 School Magazine** and click 
- Edit the item to read **2012 School Magazine**
- Click **OK**
- Click on

Batch No
00011

 to advance to the Voluntary Approved Request billing batch
- Edit the **Tied Billing Item** to **2012**
- Click 

12.3 Create Billing Item Batches

Activity

We also wish to bill the Year 11 Students for Dinner Dance which will take place in Term 1.

RM Billing>Billing Items

- Click 
- Enter the **Description Year 11 Dinner/Dance**

Billing Year

Description

- Click **OK**
- Click 
- Enter the **Tied Billing Item** as shown below

Tied Billing Items:			
Comment	Amount	GST	Bill Code
2012 Year 11 Dinner Dance	50.00	1	OOC01

- Click **OK**
- Click 

- Repeat the steps above to create a billing item for the 2012 Year 10 Ski Trip

Tied Billing Items:			
Comment	Amount	GST	Bill Code
2012 Year 10 Ski Trip	2,000.00	1	OOC02


- Click **OK**
- Click **Yes** to the amount warning
- Close

Note: We will not apply these batches in training

12.4 Apply the Non-Subject Billing Items Batch

Activity

RM Billing > Students

- Find  the **Year 11** students
- Highlight all their names (**Hint: Ctrl A**)
- **For Selected > Add to Billing Item Batch**
- Select the **Other Optional Costs** and **Voluntary Approved Requests** batches

Batch Number	Description
00010	Other Optional Costs
00011	Voluntary Approved Requests

- Click **OK**

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

View a student's record to ensure that the subject and non-subject billing items batches have been processed correctly.

RM Billing > Students

- Double click to open the record for **Ben Anderson**
- Select the **Billing Items** tab and view
- Change to **2011**
- View the written off and cancelled billing items
- Close

13 Unallocated Credit

Any amounts receipted into RM Billing which have not been applied against a Billing Item will appear as unallocated credit.

13.1 Unallocated Credit Listing

Activity

RM Billing > Reports > Financial Reports

- Select the **Unallocated Credit Listing**
- Check **Students**
- **Print** the report to the **Screen**

Unallocated Credit Listing as at 25/01/12 Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
ANDERSON: Ben	11	11.1	\$0.00	\$415.00	\$0.00	\$415.00	\$415.00
BAILEY: Steven	11	11.2	-\$15.00	\$35.00	\$0.00	\$50.00	\$50.00
BLOOR: Rebecca	11	11.1	-\$15.00	\$35.00	\$0.00	\$50.00	\$50.00
BUTTER: Daniel	11	11.3	-\$15.00	\$35.00	\$0.00	\$50.00	\$50.00
FITTON: Rhys	11	11.3	-\$15.00	\$35.00	\$0.00	\$50.00	\$50.00
GUESTER: Kea *	11	11.3	-\$115.00	\$285.00	\$235.00	\$165.00	\$400.00
HILL: Hanna	11	11.1	\$0.00	\$415.00	\$0.00	\$415.00	\$415.00
LAM: Chanara *	12	12.2	-\$35.00	\$300.00	\$235.00	\$100.00	\$335.00
LAUGHTON: Britt	11	11.2	-\$15.00	\$35.00	\$0.00	\$50.00	\$50.00
LIM: Maddie *	11	11.2	\$115.00	\$565.00	\$235.00	\$215.00	\$450.00
MARSTON: Lana	11	11.2	\$0.00	\$415.00	\$0.00	\$415.00	\$415.00
NORTH: Rory	11	11.3	-\$265.00	\$35.00	\$0.00	\$300.00	\$300.00
PROUT: Troy *	11	11.2	\$0.00	\$415.00	\$235.00	\$180.00	\$415.00
RAMBER: Cherie *	11	11.3	\$0.00	\$285.00	\$235.00	\$50.00	\$285.00
VIRGIL: Todd	11	11.3	-\$265.00	\$35.00	\$0.00	\$300.00	\$300.00
Total Unallocated Credit for Students					\$1,175.00	\$2,805.00	\$3,980.00

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

Total Unallocated Credit for Report

\$3,980.00

- View then close the report

Refer to Receipts batches holding payments in advance to assist in applying unallocated credit. Schools should also refer to notations on receipts and the Charges and Contributions sheets to assist with applying unallocated credit.

RM Billing>Receipts

- Change to
- Highlight the **General Banking Prior to Subject Debt** batches
- **For Selected > Print Daily Baking**

West Coast District High School Daily Banking Summary 25/01/2012



Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
16	\$ 300.00	Mrs J Virgil	VIRGIL: Todd	2012 Charges and Contributions in advance	B00005	
21	\$ 50.00	Mrs G Fitton	FITTON: Rhys	2012 Physical Education deposit	B00005	
22	\$ 50.00	Ms D Andrews	LAUGHTON: Britt	2012 Physical Education deposit	B00005	
32	\$ 65.00	Mrs M Prout	PROUT: Troy	2012 Charges and Contributions in Advance	B00006	
35	\$ 50.00	Mr D Guester	GUESTER: Kea	2012 Charges and Contributions in Advance	B00006	
36	\$ 50.00	Mrs J Ramber	RAMBER: Cherie	2012 Charges and Contributions in Advance	B00006	
37	\$ 100.00	Mrs V Lam	LAM: Chanara	2012 Charges and Contributions in Advance	B00006	
Total Cash		\$ 665.00				
CHEQUE						
17	\$ 300.00	Mrs A North	NORTH: Rory	2012 Charges and Contributions in advance	B00005	
18	\$ 50.00	Mr Bailey	BAILEY: Steven	2012 Physical Education deposit	B00005	
19	\$ 50.00	Mr Butter	BUTTER: Daniel	2012 Physical Education deposit	B00005	
20	\$ 50.00	Mrs Bloor	BLOOR: Rebecca	2012 Physical Education deposit	B00005	
23	\$ 415.00	Mrs L Anderson	ANDERSON: Ben	Charges and Contributions in Advance	B00006	
31	\$ 215.00	Mrs S Lim	LIM: Maddie	2012 Charges and Contributions in Advance	B00006	
33	\$ 415.00	Mrs J Marston	MARSTON: Lana	2012 Charges and Contributions in Advance	B00006	
34	\$ 415.00	Mr K Hill	HILL: Hanna	2012 Charges and Contributions in Advance	B00006	
Total Cheque		\$ 1,910.00				
Total for Cash and Cheques		\$ 2,575.00				
Total for Report:		\$ 2,575.00				

13.2 Apply Unallocated Credit

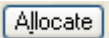
13.2.1 Apply Unallocated Credit via Student Screen

Activity

RM Billing > Students

- Open the records for **Lara Marston**
- Select the **Billing Items** tab
- Highlight the Billing Items with an outstanding balance

MARSTON		Lana										
Details	Subjects	Billing Items	Receipts	Transactions	Notes	Invoices						
Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
2214	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00009	2AENG - English 2		
2215	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00009	2AMAT - Mathema		
2216	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00009	2BENG - English 2		
2217	28 JAN 2011	DR	25.00	0	0.00	0.00	25.00	CHG01	00009	2BMAT - Mathema		
2218	28 JAN 2011	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	2XBIO - Biological		
2219	28 JAN 2011	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	2XECD - Econom		
2220	28 JAN 2011	DR	50.00	0	0.00	0.00	50.00	CHG01	00009	2XPHY - Physics 2		
2569	28 JAN 2011	DR	20.00	0	0.00	0.00	20.00	ODC01	00011	2011 School Mag		
2570	28 JAN 2011	DR	15.00	0	0.00	0.00	15.00	VAR01	00012	2011 Chaplaincy		

- Click 
- Enter amount to allocated **415**

Allocate

Enter the amount to allocate (up to \$415.00)

- Click **OK**
- Close

13.2.2 Auto-allocate Unallocated Credit via the Billing Item Batch

Activity


The Auto-allocation of unallocated credit should be processed after :

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

Reviewing the receipts batches shows that many students have paid a subject deposit for 2X Physical Education, we will use the auto-allocation process to apply unallocated subject deposits.

Note: The Print destination must be set prior to using this process

RM Billing>Billing Items

- Double click on the **Subjects Batch 2012**
- Click on the **Batch Billing Items** tab
- Click 
- Click on the **Comment** heading
- Highlight all of the transaction lines for **2APES**

3671	LIM: Maddie	11	11.2	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed
3712	LAM: Chanara	12	12.2	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed
3612	BUTTER: Daniel	11	11.3	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed
3600	BLOOD: Rebecc	11	11.1	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed
3624	FITTON: Rhys	11	11.3	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed
3588	BAILEY: Steven	11	11.2	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed
3658	LAUGHTON: Briti	11	11.2	100.00	0	0.00	0.00	100.00	CHG01	2APES - Physical Ed

- Click 

Auto Allocate

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

- Click **Yes**

Auto Allocate

A report on the allocations made by this process will now be printed to the default printer. Please check the printer and click OK when you are ready to print the report.

- Click **OK**

West Coast District High School Automatic Allocation of Credit - 28 JAN 2011

Batch: 00009

Subjects Batch 2011 2011




Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
BAILEY: Steven	11	11.2	119	CH	2009
BLOOR: Rebecca	11	11.1	121	CH	2025
BUTTER: Daniel	11	11.3	120	CH	2041
FITTON: Rhys	11	11.3	122	CA	2087
LAM: Chanara	12	12.2	1	GV	2512
LAUGHTON: Britt	11	11.2	123	CA	2177

Auto Allocate

Has the report printed OK?

Yes

No

- Click **Yes**
- Click on the **Balance Header** twice to bring outstanding balances to the top
- Highlight all transactions with a balance
- Click on Auto Allocate  apply any unallocated credit to the remaining subject billing items

Note: Schools must be mindful of rules determining allocation of payment when using the auto allocation process.

Note: Only highlight items which have an outstanding balance

13.2.3 Review Student Records

Activity

RM Billing > Students

- Open the records for **Lana Marston**
- Click on the **Receipts** tab
- Highlight the **Charges and Contributions in advance** receipt
- View how the unallocated credit has been applied

Ref	Paid	Bill Code	Comment	Status	Reason
0	415.00	SUS	Unallocated Credit		
3618	65.00	CHG01	1ACSC - Computer Science 1A 2012		
0	-65.00	SUS	Unallocated Credit		
3619	65.00	CHG01	1BCSC - Computer Science 1B 2012		
0	-65.00	SUS	Unallocated Credit		
3620	65.00	CHG01	2ACSC - Computer Science 2A 2012		

- Right click into the red **Surname** cell
- Type in **Prout** and **<Enter>**
- Highlight the **Secondary Assistance Scheme** receipt
- View how the unallocated credit has been applied

Ref	Paid	Bill Code	Comment	Status	Reason
0	-25.00	SUS	Unallocated Credit		
3635	25.00	CHG01	2AMAT - Mathematics 2A 2012		
0	-25.00	SUS	Unallocated Credit		
3636	5.00	CHG01	2BBIO - Biological Sciences 2B 2012		
0	-5.00	SUS	Unallocated Credit		

- Repeat to view the receipt allocation for the **Clothing Allowance** and **Charges and contributions in advance**
- Right click into the red **Surname** cell enter
- Type in **Lam** and **<Enter>**
- View the allocation of for the **2012 Secondary Assistance Scheme** receipt.

Note: Unallocated 2011 GV is applied before any unallocated 2012 GV.

13.3 Reallocation Report

Payments are either applied against existing billing items or as unallocated credit. Should the application be changed from one billing item to another, or from unallocated credit to a billing item, these changes must be reflected in RM Finance.

If the batch in which the original receipt was processed is still open, the reallocation will be reflected in the postings for that batch.

If the batch in which the original receipt was processed is closed, a reallocation report must be printed. This is an important task, as printing the report provides the process for the user to mark the reallocations posted in RM Finance.

Activity

All unallocated credit applied to billing items in the previous activities was processed in receipt batches which are closed. The movement of amounts from unallocated credit to various billing items must be reflected in RM Finance.

RM Billing > Reports > Transaction Reports > Print Re-allocation Transactions

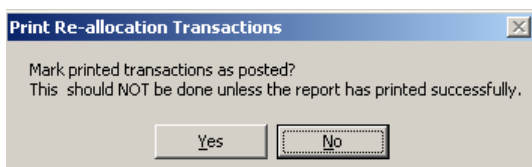
- Click **Print**

A sample of the report is shown below.

Re-allocation Transactions (Totals Only)				Amount	GST
Billing Code CHG01 Upper School Charges					
GST Code 0					
Budget: C1051	Analysis: C1050	Totals for GST code 0		\$ 1,800.00	\$ 0.00
Billing Code OOC01 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		\$-1,835.00	\$ 0.00
Billing Code VAR01 Voluntary Approved Requests					
GST Code 0					
Budget: C1501	Analysis: C1500	Totals for GST code 0		\$ 15.00	\$ 0.00
Total for Report:				\$ 0.00	\$ 0.00



- Click **OK**
- **Print to the Printer**



- Click **Yes** and **OK**

Note: These transactions must be reflected in RM Finance. In this instance, the change to Billing Suspense N3199 is processed as an income correction. The items are then processed as income transactions to the appropriate budget account.

13.4 Enter Reallocation Transactions into RM Finance

Activity

- Complete the Batch Register

DEPARTMENT OF EDUCATION AND TRAINING										
BATCH REGISTER										
For the month of					Period					
Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS					
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **	
									Income (I/C)	Expend (ESC)
B00004				GB	1	100				
B00005				GB	1	850				
123					1	265			265	
B00006				GB	1	1725				
RA250112					1	1835			1835	

Account	Budget	GST	Amount	Amount	RM Finance Process
Billing Suspense	N3199	8		-1835.00	Income Correction
Upper School Charges	C1051	0	1800.00		Income Transaction
Other Optional Costs	C1201	0	20.00		Income Transaction
Voluntary Approved Requests	C1501	0	15.00		Income Transaction

RM Finance > Transactions > Adjustments/Corrections

- Click **Income Adjust/Correct**
- Enter the following, <Tab> between fields

Income Adjust / Correct

Inc Source Income

Total

Date Period

Analysis

Reference Batch Ref.

Detail


Nett

Tax code Tax

Budget

- Click **OK**,
- Select the **Cheque Account**
- Click **Yes** to batch this transaction

View the Batched Transaction Report

- Click 
- Click **Report**
- Select  **Batched transactions**
- Select **Transaction Type** ☒ **Income**
- Click **Print**
- View then close the report

View/Post the Batch

- Transactions > View Post Batch**
- Select **Income**
- Click **Display**
- Click on ,  **Update** and **Yes** to post the batch
- Click on 

Enter the Income Transaction

Transactions > Income

- Enter the details as shown below, <Tab> between the fields

Income

Inc Source	INC001	Income	
Date	25 JAN 2012	Period	1
Total	1835.00		
Reference	RA250112	Batch Ref.	124

Edit selected Income line

Analysis	C1050	Charges	
Detail	RMB Reallocation Report 25/01/12		
Budget	C1051	Upper School Charges	Bal. 0.00
Line Total	1800.00	Receipt No.	
Tax code	0	0.00 %	Tax 0.00
Nett	1800.00		

- Continue to enter the remaining transactions

Description	Budget Code	Line Total	Tax Code
Other Optional Costs	C1201	20.00	0
Voluntary Approved Requests	C1501	15.00	0

Income

Inc Source	INC001	Income	
Date	25 JAN 2012	Period	1
Total	1835.00		
Reference	RA250112	Batch Ref.	124

Add new Income line



Analysis			
Detail			
Budget			Bal. 0.00
Line Total	0.00	Receipt No.	
Tax code	%	Tax	0.00
Nett	0.00		

All Income Lines



Detail	\$ Nett	\$ Tax	\$ Line Total
RMB Reallocation Report 25/01	15.00	0.00	15.00
RMB Reallocation Report 25/01	20.00	0.00	20.00
RMB Reallocation Report 25/01	1800.00	0.00	1800.00
Totals	1835.00	0.00	1835.00

- Click **OK**
- Select the **Cheque Account**
- Click **Yes** to batch these transactions

View the Batched Transaction Report

- Click **Report**
- Select  **Batched transactions**
- Select **Transaction Type**  **Income**
- **Print**
- View then close the report

View/Post the Batch

- **Transactions > View Post Batch**
- Select **Income**
- Click **Display**
- Click on ,  **Update** and **Yes** to post the batch
- Close RM Finance

14 Student Statements

Student Statements can be printed from Reports > Financial Reports > Student Statements or Students > For Selected > Print Statements.

Activity

We will view the statements for students in Form 11.1

RM Billing > Reports > Financial Reports > Statements - Student

- Click **New Query**
- **Find Form 11.1**
- **Print** to the Screen
- View then close

Transactions for the period 01/01/2012 to 25/01/2012.					
Type	Tx#	Date	Inv#	Details	Amount
Ben ANDERSON Year 11 Form 11.1 CC No. 20512417					
		01/01/2012	65	Opening Balance	\$0.00
Cheque	3557	25/01/2012		Charges and Contributions in Advance	-\$415.00
Charges	3572	25/01/2012	65	1ACSC - Computer Science 1A 2012	\$ 65.00
Charges	3573	25/01/2012	65	1BCSC - Computer Science 1B 2012	\$ 65.00
Charges	3574	25/01/2012	65	2ABIO - Biological Sciences 2A 2012	\$ 25.00
Charges	3575	25/01/2012	65	2AECO - Economics 2A 2012	\$ 25.00
Charges	3576	25/01/2012	65	2AENG - English 2A 2012	\$ 25.00
Charges	3577	25/01/2012	65	2AMAT - Mathematics 2A 2012	\$ 25.00
Charges	3578	25/01/2012	65	2BBIO - Biological Sciences 2B 2012	\$ 25.00
Charges	3579	25/01/2012	65	2BECO - Economics 2B 2012	\$ 25.00
Charges	3580	25/01/2012	65	2BENG - English 2B 2012	\$ 25.00
Charges	3581	25/01/2012	65	2BMAT - Mathematics 2B 2012	\$ 25.00
Charges	3582	25/01/2012	65	3AGEO - Geography 3A 2012	\$ 25.00
Charges	3583	25/01/2012	65	3BGEO - Geography 3B 2012	\$ 25.00
Other Optional Costs	3724	25/01/2012	65	2012 School Magazine	\$ 20.00
Voluntary Approved Requests	3725	25/01/2012	65	2012 Chaplaincy	\$ 15.00
Closing balance as at 25 JAN 2012					\$0.00
Balance Owing as at 25 JAN 2012					\$0.00
GST on Balance Owing					\$0.00

- **File > Exit** to close Integris

Activity: Reset the System Clock

- Double click on the time in the bottom right-hand corner
- Reset the date to TODAY'S date

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15 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education and Training. Contact details below:

15.1 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.

15.2 Fax (CSC)

9264 4701

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

15.3 Email (CSC)

customer.servicecentre@det.wa.edu.au

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

16 Online Manuals and Training Notes

16.1 RMA

Online manuals and training notes are available to download in PDF format from the RM Asia-Pacific website.

www.rmeducation.com.au

Select online manual login.
Username: school
Password: help

16.2 STIMS Project

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

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

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

DEPARTMENT OF EDUCATION AND TRAINING

BATCH REGISTER

[illegible]

*Reversals and internal charges are not batched but must be recorded. Billing batches are prefaced with a 'B'. Accruals are entered if manually processed.