

CIVICA

RM Billing EOY Training Notes - Primary



Document Control

Ver.	Reason	Who	Date
0.1	Completed draft for review	Kerry Dickinson(RMA-WA)	21/07/08
1.0	For DET Approval	Kerry Dickinson(RMA-WA)	21/07/08
1.1	Updated after DET review	Kerry Dickinson(RMA-WA)	29/08/08
1.2	Updated after DET review	Kerry Dickinson (RMA-WA)	01/09/08
1.3	Updated after Training	Kerry Dickinson (RMA-WA)	01/09/08
1.4	Review after Training	Kerry Dickinson (RMA-WA)	24/09/08
1.5	Reformatting and corrections	Joshua Kragt (RMA-WA)	26/09/08
1.6	Corrections requested by DET	Susan Richardson (RMA-WA)	05/11/08
1.7	Updated for Billing 1.10.04 and 2009	Kerry Dickinson (RMA-WA)	17/07/09
1.8	Proofed with minor corrections	Shauna Henry (RMA-WA)	24/07/09
1.9	Updated table of contents	Susan Richardson (RMA-WA)	27/07/09
2.0	Updated after DET review	Joshua Kragt (RMA-WA)	28/08/09
2.1	Updated after DET review and Training	Joshua Kragt and Kerry Dickinson (RMA-WA)	14/09/09
3.2	All changes accepted before DET review and version number matched to SharePoint version history	Susan Richardson (RM Ed)	31/08/10
3.3	Updated for RM Billing 1.20.04 and 2011	Kerry Dickinson (RM Ed)	28/9/10
3.4-3.8	Reviewed and amended	Susan Richardson (RM Ed)	05/10/10
3.9	Minor Corrections	Derek Mathieson (RM Ed)	08/10/10
4.0	Updated after DoE review	Kerry Dickinson (RM Ed)	25/10/10
4.1-4.3	Updated for 2011	Derek Mathieson (RM Ed)	01/09/11
4.4	Updated after DoE review	Derek Mathieson (RM Ed)	11/10/11
5.0	Minor Corrections	Derek Mathieson (RM Ed)	11/10/11
5.1-5.7	Updated for RM Billing 1.30.02 and 2012	Derek Mathieson (Civica Ed)	28/09/12
6.0	Published	Derek Mathieson (Civica Ed)	22/10/12

Civica Education Pty Ltd ACN 086 405 174

Copyright © MMXII

All Rights Reserved

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

Contents

1	Introduction	6
1.1	RM Billing	6
1.2	RM Billing Primary Training Program.....	8
1.2.1	Morning Session	8
1.2.2	Afternoon Session	8
1.3	Training Outcomes	9
1.4	Logging on to the System	9
1.5	The File Menu	10
1.6	Accessing Help	11
2	RM Billing End of Year Checklist - Primary.....	12
3	Fees Biller	14
3.1	Assign a Fees Biller to Admissions Students.....	14
4	Logging into RM Finance.....	16
5	Preparing for the New Billing Year.....	17
5.1	Setting the Students' Billing Category for the following year	17
5.2	Checking the Billing Codes.....	20
5.3	Add a New Billing Code.....	20
5.4	Editing Billing Codes	21
5.5	Creating Billing Items for the New Year	21
5.6	Copying Existing Billing Items Batches.....	22
5.6.1	Editing the Newly Created Batch.....	23
5.7	Create New Billing Items	24
6	Processing Receipts.....	26
6.1	Processing Receipts for the Current Year.....	26
6.2	Receipting Prior to the Creation of Next Year's Billing Items	28
6.2.1	Prior to the Creation of Billing Items	28
6.2.2	After the Creation of Billing Items with a Billing Year of 2013.....	29
6.3	Processing Receipts for the New Year	29
7	Exporting Open Receipt Batches.....	31
7.1	Printing the Daily Banking and Receipt Summary.....	31
7.2	Exporting Receipt Batches to RM Finance	32
7.3	Updating the Exported Batch in RM Finance	33
8	End of Month.....	34
8.1	Apply Unallocated Credit.....	34
8.1.1	Unallocated Credit List.....	34
8.1.2	Exporting Open Receipt Batches	39
8.1.3	Update RM Finance Batches.....	41
8.2	Write off/ Cancel Student Related Debt	42
8.2.1	Creating billing item batches for written-off or cancelled amounts	43
8.2.2	Processing write off/cancel student debt	44
8.3	End of Month Reports	47
8.3.1	Transaction Summary for Billing Items and Receipts.....	47
8.3.2	Transaction Summary Report for Discounts.....	49
8.3.3	Print the Audit Report	50
8.4	Print Unprinted Invoices	50
9	Prepare the End of Year Rollover	51
9.1	Back up the Data file	51
9.2	Check the Current Year.....	51
9.3	Billing Year End.....	52

9.4	Single User Mode	52
10	Run the End of Year Rollover	53
10.1	Year End Actions.....	53
10.2	Run the Year End Process	54
10.3	Year End Report.....	56
10.4	View the Billing Year	57
11	Purging Transactions (Optional)	58
12	Processing Receipts Prior to Applying Billing Items.....	62
12.1	Exporting Open Receipt Batches.....	64
12.1.1	<i>Printing the Daily Banking and Receipt Summary.....</i>	64
12.1.2	<i>Exporting Receipt Batches to RM Finance.....</i>	65
12.2	Updating the Exported Batch in RM Finance	66
13	New Billing Year	67
14	Apply Billing Items	67
14.1.1	<i>Bill by Year Level</i>	67
14.1.2	<i>Billing Multiple Year Levels.....</i>	69
14.1.3	<i>Billing Students by Group</i>	71
15	Applying Unallocated Credit	72
15.1	View the Unallocated Credit List.....	72
15.2	Review the General Banking Prior to Billing Item Batches.....	73
15.3	Applying Unallocated Credit via Student Screen.....	75
15.4	Auto Allocate unallocated Credit via the Billing Item Batch	76
15.5	Applying Unallocated Credit for Items paid in Advance.....	78
15.6	Export the Reallocations.....	80
15.7	Print Student Statement or Reminder of Unpaid Billing Items.....	82
16	Reset System Clock and Date.....	83
17	Support	85
17.1	Phone (CSC).....	85
17.2	Fax (CSC)	85
17.3	Email (CSC)	85
18	Online Manuals and Training Notes.....	85
18.1	Civica Education.....	85
18.2	STIMS Project	85
19	Finance Web	86
19.1	Department of Education – SIS Finance.....	86

Copyright

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

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

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

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

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

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

Intellectual Property

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

1 Introduction

1.1 RM Billing

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 etc. Customers can be billed for items such as hire of the school hall etc.

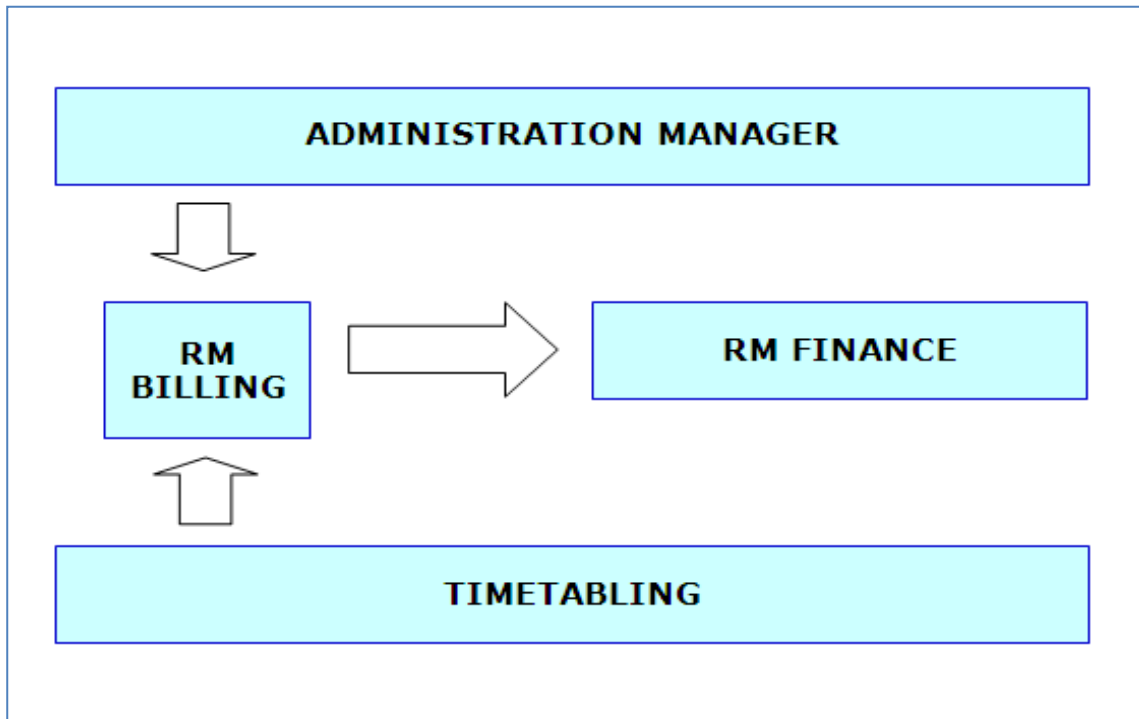
Student details and those of their related contacts (for example Parent/Guardian 1, Parent/Guardian 2, etc) should be accurate within the Administration module before adding the RM Billing module. Each student should have one contact nominated as the person who will be responsible for paying their fees. 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 can be used in conjunction with the Timetabling module. This is optional. Student subject preferences from Timetabling are available to 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 Primary Training Program

1.2.1 Morning Session

Time	Contents
8.30am	Coffee
8.45am	<ul style="list-style-type: none">• Set Student Fees Biller• Edit and Create Billing Codes• Set Student Billing Categories• Create Billing Items• Process Receipts for 2012/2013
10.15am	Morning Tea
10.30am	<ul style="list-style-type: none">• Apply Unallocated Credit• Refund Unallocated Credit• Export to RM Finance• Write off Student Debt• End of Month Reports• Print Audit Report• Process End of Year Rollover• Bill Students• Allocate Unallocated Credit
11.45	Close

1.2.2 Afternoon Session

Time	Contents
12.30pm	Coffee
12.45pm	<ul style="list-style-type: none">• Set Student Fees Biller• Edit and Create Billing Codes• Set Student Billing Categories• Create Billing Items• Process Receipts for 2012/2013
2.15pm	Morning Tea
2.30pm	<ul style="list-style-type: none">• Apply Unallocated Credit• Refund Unallocated Credit• Export to RM Finance• Write off Student debt• End of Month Reports• Print Audit Report• Process End of Year Roll over• Bill Students• Allocate unallocated credit
3.45pm	Close

1.3 Training Outcomes

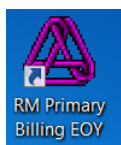
At the end of the RM Billing Primary End of Year Training Program participants will be able to:

- Assign student Fees Biller
- Assign student Billing Categories
- Create and edit Billing Items
- Process receipts for 2013 Billing Items
- Apply and refund Unallocated Credit
- Run the Billing End of Year Process
- Apply Billing Items in the New Year
- Write off student related debt

1.4 Logging on to the System


Activity


- Double click on the **Integriss – 2012 RM Primary Billing EOY** icon on your desktop



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

School Management Solutions - Integrated Database
6.96.10 (13/06/12) Extended Mode

	User Name	ADMIN
	Password	*****



Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA1\INTEGRIS.DF1

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

Note: In schools, each user has their user name and password, which enables access to particular sections of the software as determined by the school administration.

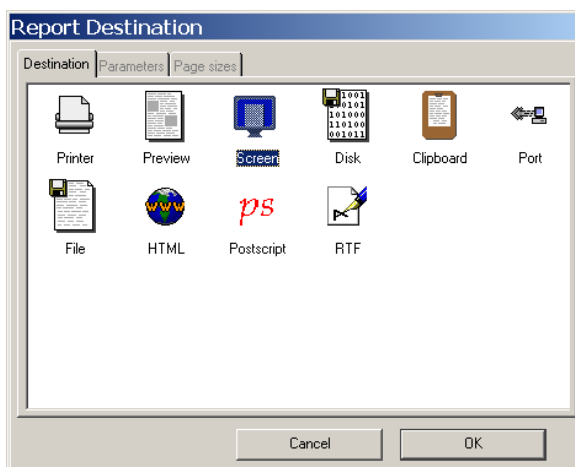
Note: It is strongly recommended that you change your password regularly.

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 Integris 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 Integris. The options are displayed below.



Activity

Top Toolbar > File

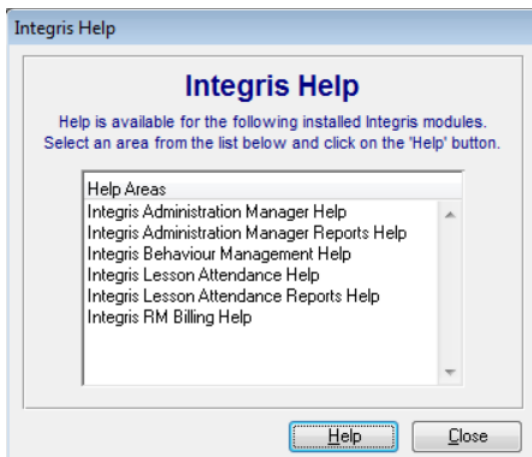
- View each of the following items in the File menu
- Password
- Change User
- Lock Terminal
- Report Destination

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 Checklist - Primary

Preparing for the 2013 Billing Year can be commenced once the School Diary has been created.

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.

The steps demonstrated in training are shaded in the table below.

During this period schools will also be receipting for 2013 Charges and Contributions in 2012.

RM Billing Preparation for 2013 Billing		
1	Assign Fees Biller to current and admissions students	
2	Assign Billing Category to current and admissions students	
3	Receipt prior to the creation of 2013 Billing Items	
4	Create 2013 Billing Items to current students	
End of Year Processes		
1	After reviewing any unallocated credit, review Current and Former Roll Student Records, process any adjustments, reversals, refunds or write offs.	
2	Review the Unallocated Credit List	
3	If not exporting to RM Finance, print and post the Reallocation Report. Enter any reallocations in to RM Finance. If exporting, ensure any reallocation batches are exported and posted in RM Finance	
4	Review the Unallocated Credit List and the Billing Suspense Account N3199, ensure that these balance	
5	Export any open Receipt, Correction and Refund Batches. Post in RM Finance	
6	Print the End of Month Reports	
7	Print the Audit Report	
8	Printing Unprinted Invoices	

Running the Year End		
1	Ensure the Administration Manager Year End is complete	
2	Back up the Integris Data file	
3	Set Single User Lock	
4	Run RM Billing Year End	
5	Create a RM Billing Audit Log 2013 folder on the G:\ drive	
6	Purge Transactions from Former Roll Students (Optional)	
Billing in the New Year		
1	Receipt prior to the creation of 2013 billing items	
2	Apply Billing Items to current students	
3	Allocate unallocated credit, where required	

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 2013.

RM Billing Preparation for 2013 Billing		
1	Assign Fees Biller to current and admissions students	
2	Assign Billing Category to current and admissions students *	
3	Review Billing Codes	
4	Create 2013 Billing Items *	

Note: Tasks marked * may be commenced once the 2013 School Calendar has been created.

3 Fees Biller


All students on the Current Roll must have a Fees Biller nominated on their student record. It is important to ensure that contact details are current.

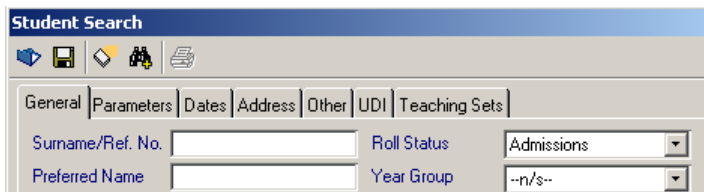
A Fees Biller must be set for students on the Admissions Roll. If required, schools may also set a Fees Biller on the External and Former Roll for students.

3.1 Assign a Fees Biller to Admissions Students

Activity

Admin > Speed Edit

- Click Find 
- Select **Roll Status: Admissions**



Student Search

General Parameters Dates Address Other UDI Teaching Sets

Surname/Ref. No. Roll Status

Preferred Name Year Group

- Click **Find**
- Click on the **Year** header to sort by year
- Highlight the **Primary Students (K-7)**
- Click **Select** and **Yes**
- In **Area**, select **Parent/Guardian 1 Fees Billing**
- Click **Select All**
- Check **New Value**

Speed Edit


Area
Parent/Guardian 1 Fees Billing

Select All Deselect All Invert Selection Blanks n/s

Ref.	Student Name	Value	Status
1	Ballarat, Wendy	NO	
11	Gordes, Gordon	NO	
14	Jardine, Janet	YES	
13	Miller, Lynda	NO	
12	Milliken, Molly	NO	
17	Woo, Angela	NO	
15	Yardley, Teong	NO	
3	Kelly, Billy	NO	
25	Borsche, Caitlin	YES	
23	Carmelina, Harry	YES	
18	Dowling, Blake	YES	
22	Freeborn, Jackson	YES	
9	Gordes, Marcus	YES	
24	Kabulla, Izan	YES	
21	Lamont, Isabelle	YES	
20	Newbery, Naomi	YES	
19	Wilson, Skye	YES	

New Value ☒

☒ Close Save

- Click **Apply Changes** 
- Click **Save and Yes**
- Close

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

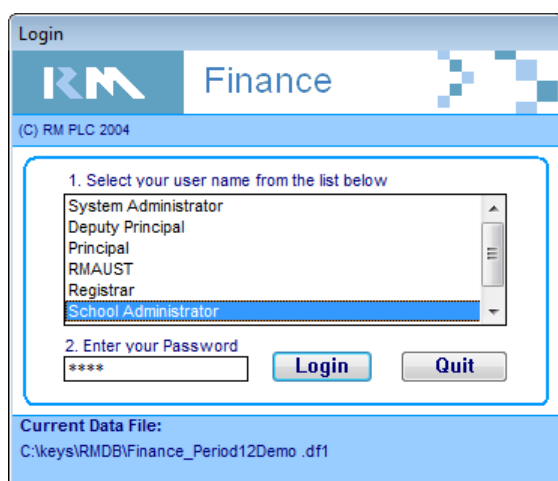
4 Logging into RM Finance

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

Activity

RM Billing > Students

- Select User Name **School Administrator**
- Enter Password **KEYS**



- Click



Note: The School Administrator login is being used for training purposes only as we will be changing datafiles later in the Training.

5 Preparing for the New Billing Year

Before preparation for 2013 Billing can be commenced, the following tasks must be completed:

- The school diary must be created
- Students must have their proposed year and form entered in the Administration Manager module (*If not entered Year/Form will be reported as Not Specified*)
- Students must have their Billing Category set for 2013.

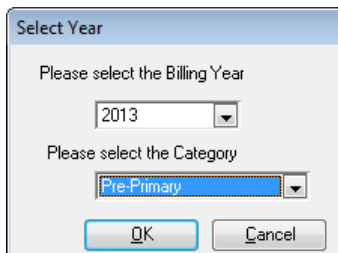
5.1 Setting the Students' Billing Category for the following year

Note: We are billing for 2013, however the Admin data file is still in 2012, (until the year end is performed), therefore it is important to be very careful with the year groups. Remember the year group displayed is the year group for 2012. So if billing for 2013, users need to be aware of what year group the student(s) will belong to in 2013.

Activity

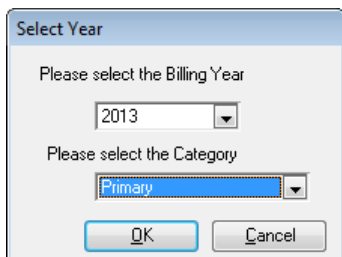
RM Billing > Students

- Click on the **Year** header to sort by year
- Select the **Year K** students
- Click **For Selected > Set Student Billing Category**
- Select the Billing Year of **2013**
- Choose **Pre-Primary** from the drop down list



- Click **OK** to save

- Select all of the **Year P** to **Year 6** students
- Click **For Selected > Set Student Billing Category**
- Select the Billing Year of **2013**
- Choose **Primary** from the drop down list



- Click **OK** to save


Note: As the Year 7 students are Leavers we do not need to set a Billing Category for them.

IMPORTANT

If you wish to bill Students on the Admissions Roll, they must also be assigned a Billing Category for 2013.

Activity

RM Billing > Students

- Click 
- Select **Roll Status > Admissions**
- Click **Find**, then **Select** and **Yes**
- Click on the **Year** heading twice to sort the students by year
- Highlight the **Kindergarten** students
- Click **For Selected > Set Student Billing Category**
- Select **2013**
- Select **Kindergarten**

Select Year

Please select the Billing Year

2013

Please select the Category

Kindergarten

OK Cancel

- Click **OK**
- Assign the remaining Primary students a **Billing Category** for **2013**

Students					
For Selected					
Name	Notes	Year	Form	Category	Balance
BORSCHKE: Caitlin		K	Not specified	Kindergarten	-40.00
CARMELINA: Harry		K	Not specified	Kindergarten	-40.00
DOWLING: Blake		K	Not specified	Kindergarten	-40.00
WILSON: Skye		K	Not specified	Kindergarten	-40.00
FREEBORN: Jackson		K	Not specified	Kindergarten	-40.00
GORDES: Marcus		K	Not specified	Kindergarten	-40.00
KABULLA: Izan		K	Not specified	Kindergarten	-40.00
NEWBERRY: Naomi		K	Not specified	Kindergarten	-40.00
LAMONT: Isabelle		K	Not specified	Kindergarten	-40.00
YARDLEY: Teong		1	Not specified	Primary	
MILLIKEN: Molly		1	Not specified	Primary	
WOO: Angela		1	Not specified	Primary	
MILLER: Lynda		1	Not specified	Primary	
BALLARAT: Wendy		1	Not specified	Primary	
JARDINE: Janet		1	Not specified	Primary	
GORDES: Gordon		1	Not specified	Primary	
KELLY: Billy		3	Not specified	Primary	
BROWN: Roberta		8	Not specified		
WOO: Tom		8	Not specified		

Note: Admissions students have been entered into Integris in the year they will be enrolled in 2013.

5.2 Checking the Billing Codes

IMPORTANT

Before proceeding, it is important to check the billing codes, and to ensure that the analysis and budget codes are correct 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.

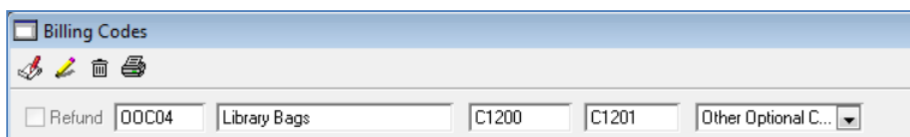
5.3 Add a New Billing Code

Activity

The School has decided to sell Library Bags to their 2013 Pre-Primary students. We will need to create a billing code for this transaction.

RM Billing > Parameters > Billing Codes

- Click 
- Enter Code: **OOC04** , <Tab>
- Enter Description: **Library Bag** and <Tab> twice
- Select Analysis code **C1200 Personal Items and Other Services**
- <Tab> twice and select Budget code **C1201 Other Optional Costs**
- Select Category **Other Optional Costs**




- Click **OK**

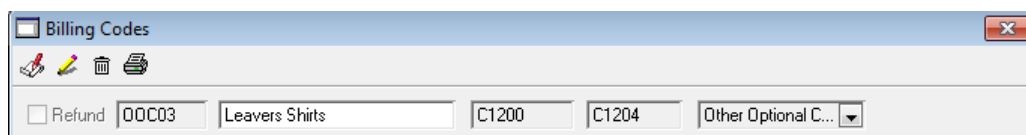
5.4 Editing Billing Codes

Activity

The Billing Code description for Graduation Shirts is being changed to Leavers Shirts.

RM Billing > Parameters > Billing Codes

- Highlight the **Graduation Shirts** billing code
- Click 
- Change the description to read **Leavers Shirts**



- Click **OK**
- Close Billing Codes and Parameters

Note: Once a Billing Code (through a Billing Item) has been used in a Transaction, only the Description of the Billing Code can be edited.

5.5 Creating Billing Items for the New Year

The Finance Committee have agreed on the following schedule of charges and contributions for the 2013 school year. Parents have been advised of the charges and contributions in a recent newsletter. At this point at school, the billing items have not been created for 2013.

Charge or Contribution	Amount
Kindergarten Voluntary Contributions	\$40.00
Pre Primary Voluntary Contributions	\$40.00
Primary Voluntary Contributions	\$50.00
Year 7 Leavers Shirt	\$25.00
Year 7 Camp	\$80.00
In-term Swimming	\$22.00
P&C Family Contributions	\$25.00
Instrumental Music	\$50.00
Excursions	Up to \$40.00

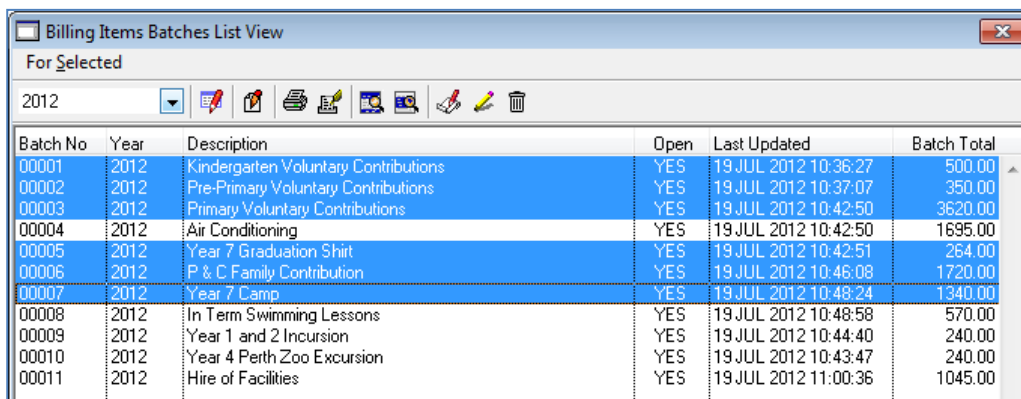
5.6 Copying Existing Billing Items Batches

Schools may wish to use details from existing billing items as the basis for billing items in the next year. Once copied, the new billing item batch can be edited in any way.

Activity

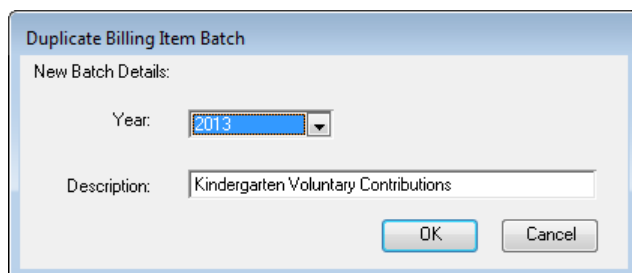
RM Billing > Billing Items

- Highlight the Billing Items Batches as shown below (Use <Control> and click on selection)



Batch No	Year	Description	Open	Last Updated	Batch Total
00001	2012	Kindergarten Voluntary Contributions	YES	19 JUL 2012 10:36:27	500.00
00002	2012	Pre-Primary Voluntary Contributions	YES	19 JUL 2012 10:37:07	350.00
00003	2012	Primary Voluntary Contributions	YES	19 JUL 2012 10:42:50	3620.00
00004	2012	Air Conditioning	YES	19 JUL 2012 10:42:50	1695.00
00005	2012	Year 7 Graduation Shirt	YES	19 JUL 2012 10:42:51	264.00
00006	2012	P & C Family Contribution	YES	19 JUL 2012 10:46:08	1720.00
00007	2012	Year 7 Camp	YES	19 JUL 2012 10:48:24	1340.00
00008	2012	In Term Swimming Lessons	YES	19 JUL 2012 10:48:58	570.00
00009	2012	Year 1 and 2 Incurison	YES	19 JUL 2012 10:44:40	240.00
00010	2012	Year 4 Perth Zoo Excursion	YES	19 JUL 2012 10:43:47	240.00
00011	2012	Hire of Facilities	YES	19 JUL 2012 11:00:36	1045.00

- Click **For Selected > Duplicate Batch**
- Click **Yes** to duplicate six batches
- Select Billing Year **2013** and leave the description



Duplicate Billing Item Batch

New Batch Details:

Year: 2013

Description: Kindergarten Voluntary Contributions

OK Cancel

- Click **OK**
- Continue to create a **2013** batch for each of the selected billing items, ensure the billing year 2013 is selected

5.6.1 Editing the Newly Created Batch


Once batches have been copied from one year to another, users must edit the newly created 2013 batches to ensure that the tied billing items reflect the correct year. Users may also wish to change the description, costs, GST code or billing code associated to a particular billing item.

Activity

RM Billing > Billing Items

- Change Year to **2013**
- All of the duplicated batches will appear
- Double click on **Kindergarten Voluntary Contributions** batch
- Highlight **2012 Library** tied billing item

Tied Billing Items:			
Comment	Amount	GST	Bill Code
2012 Library	5.00	0	VOL03

- Click 
- Change the comment to read **2013 Library**
- Click **OK**
- Click on **2012 Cooking**
- Change the comment to read **2013 Cooking**
- Repeat the steps above to edit the rest of the tied billing items

Tied Billing Items:			
Comment	Amount	GST	Bill Code
2013 Library	5.00	0	VOL03
2013 Cooking	10.00	0	VOL03
2013 Art	10.00	0	VOL03
2013 Physical Education	5.00	0	VOL03
2013 Music	10.00	0	VOL03

- Click on to the batch number  to move to the next batch
- Ensure that the **2013 Pre Primary Voluntary Contributions** batch is displayed

Billing Year	2013
Description	Pre-Primary Voluntary Contributions

- Repeat the steps above to edit the year in the **Pre Primary Voluntary Contributions** tied billing items

- Continue to edit the remaining batches for 2013 making the changes to the charges as shown below.

Primary Voluntary Contributions	2013	\$50.00
P&C Family Contribution	2013	\$25.00
Year 7 Leavers Shirt	2013	\$25.00
Year 7 Camp	2013	Same charges as 2012



- Click OK
- Click 

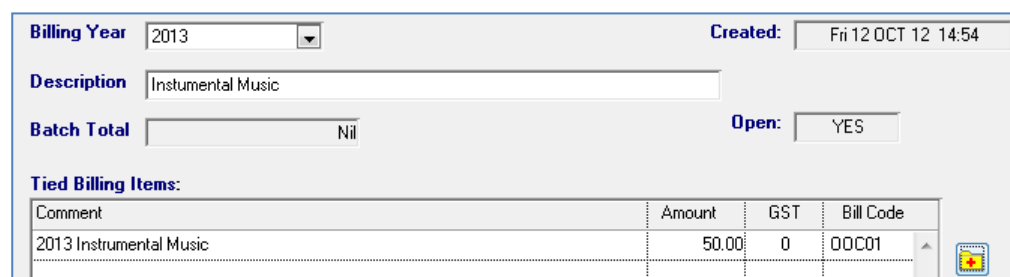
5.7 Create New Billing Items

Activity

New billing items will need to be created for Instrumental Music, In-term Swimming and Library Bags.

RM Billing > Billing Items

- Click 
- Select Billing Year **2013**
- Enter Description **Instrumental Music**
- Click **OK**
- Click 
- Enter Comment **2013 Instrumental Music** and <Tab>
- Enter an Amount of **50.00** and <Tab> twice
- Select GST code **0** and <Tab> twice
- Select Billing code for **OOC01 - Instrumental Music**



Billing Year: 2013 Created: Fri 12 OCT 12 14:54


Description: Instrumental Music

Batch Total: Nil Open: YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
2013 Instrumental Music	50.00	0	OOC01

- Click **OK**

- Click 
- Repeat the steps above to create Billing Item Batches for **In-term Swimming** and **Library Bags** using the following screenshots

Note: Ensure you select 2013 as the Billing Year as you create each new Billing Item.

Billing Year: 2013 Created: Fri 12 OCT 12 14:56

Description: In Term Swimming Lessons

Batch Total: Nil Open: YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
2013 In Term Swimming Lessons	50.00	0	CHG04

Billing Year: 2013 Created: Fri 12 OCT 12 14:59

Description: Library Bags

Batch Total: Nil Open: YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
2013 Pre-Primary Library Bag	15.00	0	OOC04

- Close

6 Processing Receipts


6.1 Processing Receipts for the Current Year

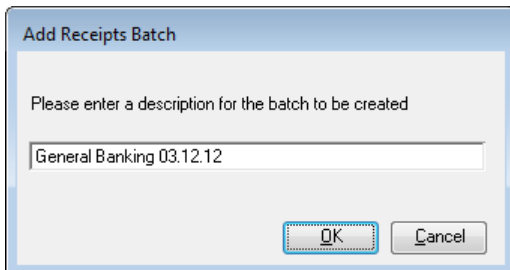
Activity

The following students have paid \$16.50 cash for the 2012 Graduation Shirt:

- Jenna Dudney
- Todd Hardley
- Guy Ward



RM Billing > Receipts

- Click 
- Using **Today's** date enter Receipt batch details



- Click **OK**
- Close


RM Billing > Billing Items

- Double click on the **Year 7 Graduation Shirt** batch
- Click on the **Batch Billing Items** tab
- Click 
- Click on the **Student/Cust** header to sort in to alphabetical order
- Highlight the records for the students listed above (Press <Ctrl> and click on the individual students)
- Click on Add Receipts for Selected Billing Items 
- <Tab> and select the **General Banking** batch for today
- Click **OK**
- Enter an amount of **\$49.50** and <Tab> twice
- Select **CA Cash**, and click **OK**
- <Tab> and enter **Year 7 Graduation Shirt** in **Comment**

Add Receipts

Receipts Batch	B00004	General Banking 03.12.12
Date	3 DEC 2012	
Total Amount (for all students)	49.50	This amount must match the selected total
Payment Type	CA	Cash
Comment	Year 7 Graduation Shirt	

OK Cancel

- Click **OK**
- Click **No** to print receipts at this time.
- Click 
- Close

6.2 Receipting Prior to the Creation of Next Year's Billing Items

(Extracted from *RM Billing – Receipting in Advance for 2013 v1.3 July 2012*)

6.2.1 Prior to the Creation of Billing Items

- In addition to the general banking batch, create a 'General Banking **Prior to Billing Items 2013** ddmmyy'.
- Enter receipts for 2013 into RM Billing via Student > Add Receipt. Be sure to select 2013 from the drop down list to ensure money is receipted as unallocated credit.
- Enter '2013 charges and contributions in advance' into the Comments field for the receipts. (If recording a payment from a receipt book, the RM Billing receipt must be entered as a duplicate receipt.)
- Ensure the 'General Banking Prior to Billing Items 2013 ddmmyy' batch and the 'General Banking ddmmyy' batch balance with the banking.
- Export the batches (or close and post manually if not exporting). If posting manually to N3199 it is imperative that the Details field for the receipts in advance, states '2013 charges and contributions in advance'. This will help differentiate the 2013 unallocated credit from any remaining 2012 unallocated credit.
- Unallocated credit for 2013 billing items must be allocated after the EOY process is complete and the 2013 billing items have been added. The required transactions from N3199 to the appropriate C accounts must be undertaken, either through the export process or the use of the re-allocation report for non-exporting schools (Transactional reports >Print Reallocation Transactions).

6.2.2 After the Creation of Billing Items with a Billing Year of 2013

- Create the billing items for 2013 ensuring that a Billing Year of 2013 is selected.
- Receipt directly into the general banking batch against the 2013 billing items.
- Export (or close the batch and post manually if not exporting) to RM Finance.

The billing items must be created with billing codes that reflect the appropriate accounts eg C1000, C1050 etc. It is important that the school takes this into consideration when budgeting in the new year.

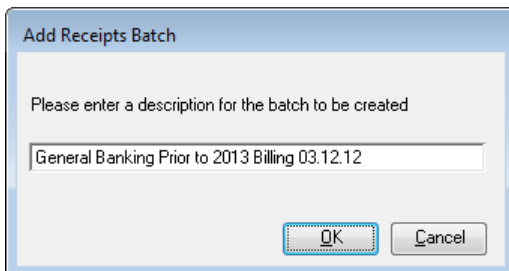
6.3 Processing Receipts for the New Year

Activity


Mrs Rogers has received the 2013 Charges and Contributions Sheet for Conan and would like to pay \$130 cash towards his 2013 Charges and Contributions.

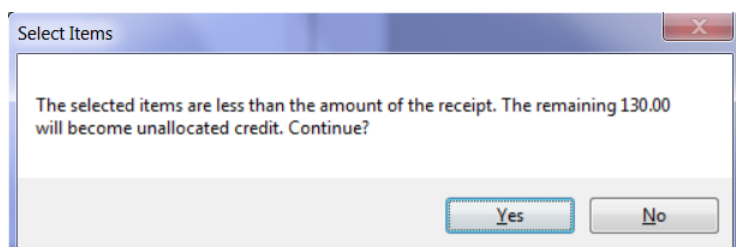
RM Billing > Receipts

- Click on 
- Enter description using today's date **General Banking Prior to 2013 Billing**



- Click **OK**
- Double click on the **General Banking Prior to 2013 Billing** to open the batch
- Click on the **Bulk Receipts** tab

- Click 
- Enter **Rogers** in the Surname field and <Tab>
- Select **Conan Rogers** and click **OK**
- Enter an amount of **\$130** and <Tab> twice
- Do not select any billing items as the payment is not for 2012 charges or contributions, click **OK**



- Click **Yes**
- Enter payment type **CA** and <Tab>
- Enter **2013 Vol Cont, Swim, Excursions in advance** in Comment

Batch Number	Description
B00005	General Banking Prior to 2013 Billing 03.12.12

Details | Batch Receipts | Bulk Receipts

Student Name	Year	Amount	Items	Type	Comment
ROGERS: Conan	2	130.00	0 Items	CA	2013 Vol Conts, Swim and excursions in advance

- Click **OK** and close

RM Billing > Students

- Open the record for Conan Rogers to view the Receipt
- Click on the **Receipts** tab
- Highlight the **2013 Vol cont, Swim, Excursions in advance** line, note that the amount is now Unallocated Credit

ROGERS **Conan** Show Unallocated Credit

Details | Subjects | Billing Items | Receipts | Transactions | Notes | Invoices

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
562	30	3 DEC 2012	CA	130.00	B00005	2013 Vol Conts, Swim and excursions	130.00		

Total 130.00 Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	130.00	SUS	Unallocated Credit		

- Close

Note: Processing these payments into separate batches assists in the management of unallocated credit by listing amounts paid in advance.

7 Exporting Open Receipt Batches

7.1 Printing the Daily Banking and Receipt Summary

Activity

RM Billing > Receipts

- Highlight the open batches for **General Banking** and **General Banking Prior to 2013 Billing**
- Click **For Selected > Print Daily Banking**
- Select to print to the **Screen** and click **OK**
- View and close

Note: The Daily Banking Report will combine transactions for the selected batches providing the banking total.

- Highlight the **General Banking dd/mm/yy** batch
- **For Selected > Print Receipt Summary**
- Select to print to the **Screen** and click **OK**
- Select **Yes** to print the Detailed Report
- View and close
- Complete the Batch Register

DEPARTMENT OF EDUCATION AND TRAINING														
BATCH REGISTER														

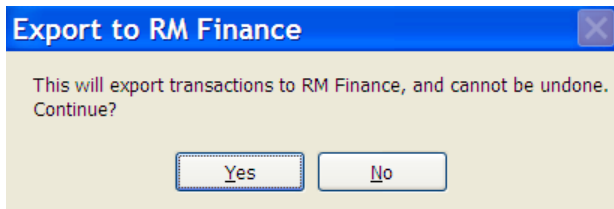
- Highlight the **General Banking Prior to 2013 Billing Items dd/mm/yy** batch
- **For Selected > Print Receipt Summary**
- Select to print to the **Screen** and click **OK**
- Select **Yes** to print the Detailed Report
- View and close

7.2 Exporting Receipt Batches to RM Finance

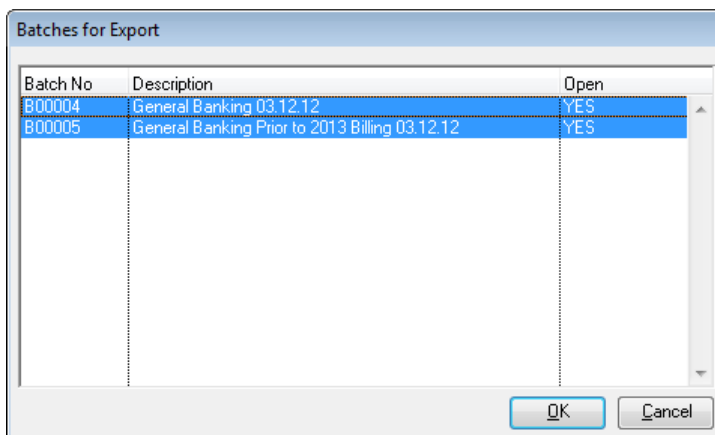
Activity

RM Billing > Utilities

- Open **Export to RM Finance**



- Click **Yes**
- Select both open batches



- Click **OK**
- Minimize Integris

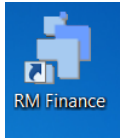
Note: At school the *Export Summary* would be produced and kept as part of the *End of Month Reports*.

7.3 Updating the Exported Batch in RM Finance

Activity


Open RM Finance

- Double click on the **RM Finance** icon on your Desktop





- Select **User: School Administrator**
- Enter **Password: keys**

RM Finance >Transactions

- Click on **Reports** 
- Select to view **Batched Transactions**
- Select to view **Income Transactions**
- Click **Print**
- View, then close the report

Updating the Batch

- Select **View/Post Batch**
- Select **Income**
- Click on **Display**
- Click on ,  and **Yes**
- Close RM Finance

8 End of Month

8.1 Apply Unallocated Credit

8.1.1 Unallocated Credit List

As part of the End of Month processes, unallocated credit should be reviewed and where possible allocated against student billing items.

Activity

RM Billing > Reports > Financial Reports > Unallocated Credit Listing

- Sort by **Year**
- Check that the **Students** button is selected and click **Print**

The screenshot shows a software window titled 'Reports'. On the left is a tree view with categories: 'Charges and Contributions Templates', 'Charges and Contributions Reports', 'Financial Reports', 'Transaction Reports', and 'Audit Reports'. Under 'Financial Reports', several report types are listed, with 'Unallocated Credit Listing' highlighted. The main area of the window is titled 'Unallocated Credit Listing'. It contains a 'Sort' section with a list box showing 'Current Balance', 'Total', 'Unpaid Billing It', and 'Form', with 'Form' selected. To the right of this is a table with columns 'Sort Field' and 'Sort Order'. The table has one row with 'Year' in the 'Sort Field' column and '1' in the 'Sort Order' column. Below the table are four checkboxes: 'Total on Year Group', 'Page Break on Year Group', 'Total on Form', and 'Page Break on Form'. At the bottom, there is a 'Select' section with two radio buttons: 'Students' (which is selected) and 'Customers'. At the very bottom of the window are 'Print' and 'Cancel' buttons.

Sort Field	Sort Order
Year	1

West Coast District High School

Unallocated Credit Listing as at 03/12/12 Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
PARKEY: Lauren	1	Room 1	-\$10.00	\$0.00	\$0.00	\$10.00	\$10.00
ROGERS: Conan	2	Room 2	-\$65.00	\$65.00	\$0.00	\$130.00	\$130.00
ANDERSON: Kurt	3	Room 3	\$55.00	\$105.00	\$0.00	\$50.00	\$50.00
CONNELL: Melissa	3	Room 3	\$75.00	\$125.00	\$0.00	\$50.00	\$50.00
DE MAMIEL: Zola	3	Room 3	\$75.00	\$125.00	\$0.00	\$50.00	\$50.00
EM: Brenton	3	Room 3	\$75.00	\$125.00	\$0.00	\$50.00	\$50.00
KINGSTON: Cain	3	Room 3	\$75.00	\$125.00	\$0.00	\$50.00	\$50.00
OLIVER: Jared	3	Room 3	\$75.00	\$125.00	\$0.00	\$50.00	\$50.00
TAYLOR: Cass	7	Room 7	-\$80.00	\$0.00	\$0.00	\$80.00	\$80.00
BORSCHKE: Caitlin	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
CARMELINA: Harry	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
DOWLING: Blake	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
FREEBORN: Jackson	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
GORDES: Marcus	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
KABULLA: Izan	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
LAMONT: Isabelle	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
NEWBERY: Naomi	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
WILSON: Skye	K	Not specified	-\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
Total Unallocated Credit for All Students					\$0.00	\$880.00	\$880.00

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

Conan Rogers has paid for 2013 voluntary contributions, swimming and excursions in advance. The amount will be held as unallocated credit until the billing items are created.

2013 Kindergarten students have paid for 2013 voluntary contributions in advance. These amounts will be held as unallocated credit until the billing items are created.

Cass Taylor is a Year 7 student who paid for, but did not attend camp. The camp billing items were reversed but the credit was held for any additional charges and contributions in 2012. As none have arisen, this amount is to be refunded.

Several **Year 3 students** have paid for Term 1 In Term Swimming in advance. These payments were receipted as unallocated credit.

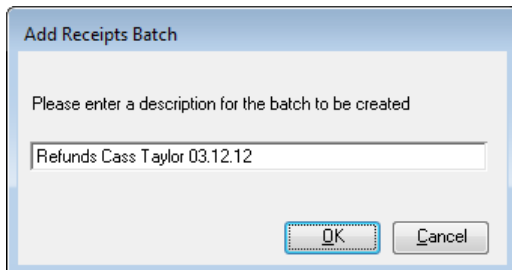
Lauren Parkey has a \$10 overpayment. We have been advised that this amount may be carried into the new year and allocated against 2013 costs

Note: For Exporting schools any reallocations will be processed into the batch in which the original receipt was processed. This batch is then re exported to RM Billing with only the reallocation details. Non exporting schools must enter these transactions in RM Finance.

A refunds receipts batch must be opened for processing the refund for Cass Taylor.

RM Billing > Receipts

- Click 
- Enter **Refunds Cass Taylor dd.mm.yy**



Add Receipts Batch

Please enter a description for the batch to be created

Refunds Cass Taylor 03.12.12

OK Cancel

- Click **OK**
- Close

RM Billing > Students

- [illegible]

- | Receipt Refund | | | | | | | | | |
|-----------------------|--------|---|-----|--------------------------------|------------------|------------------------------------|------------------------------------|----------|--|
| For Receipt# | | <input type="text" value="16"/> | | | | | | | |
| Received from | | Ms Leonora Taylor
34 Malone Street
PINEY WOODS WA 6999
Australia | | | | | | | |
| Refund Amount: | | <input type="text" value="80.00"/> | | | | Maximum refund available \$ 171.50 | | | |
| Refunded to: | | <input type="text" value="Ms Leonora Taylor"/> | | | | | | | |
| Reason for Refund: | | <input type="text" value="Cass did not attend camp"/> | | | | | | | |
| Ref | Date | Code | GST | Comment | Total | Max Adj | Adjust by | Ref Code | |
| 356 | 19 JUL | VAR01 | 0 | 2012 Air Conditioning | 15.00 | 15.00 | 0.00 | | |
| 357 | 19 JUL | OOC03 | 1 | 2012 Year 7 Graduation Shirt | 16.50 | 16.50 | 0.00 | | |
| 519 | 19 JUL | VAR02 | 8 | 2012 P & C Family Contribution | 20.00 | 20.00 | 0.00 | | |
| 0 | | SUS | 8 | Unallocated Credit | 80.00 | 80.00 | 80.00 | SUS | |
| | | | | | | | | | |
| Cheque Number | | <input type="text" value="123456"/> | | | Total adjustment | | <input type="text" value="80.00"/> | | |
| | | | | | OK | | Cancel | | |

- civica**

- Select the **Refunds Cass Taylor** batch

Please double-click on your selection.

Batch No.	Description
800006	Refunds Cass Taylor 03.12.12

* Indicates original batch if open

OK Cancel

- Click **OK**

Notes: A School Payment Voucher must be completed for this transaction. The Budget Code in RM Finance for the refund of unallocated credit will be N3199.

Schools must refund unallocated credit unless parent permission has been received to carry it forward into the new billing year.

The Unallocated Credit Listing should be reconciled to the Billing Suspense Account N3199.

8.1.2 Exporting Open Receipt Batches

Note: All receipt, correction and refund batches must be exported into RM Finance before running the Year End process.

Activity

RM Billing > Receipts

- Highlight the **Refunds Cass Taylor dd.mm.yy** batch
- Click **For Selected > Print Daily Banking**
- Select to print to the **Screen** and click **OK**
- View and close

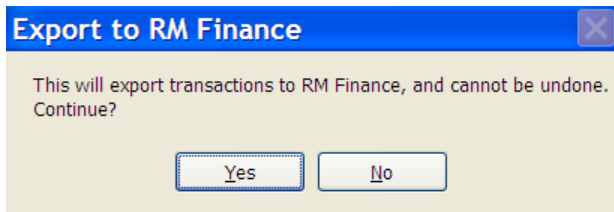
- Click **For Selected > Print Receipt Summary**
- Select to print to the **Screen** and click **OK**
- Select **Yes** to print the Detailed Report
- View and Close

Complete the Batch Register

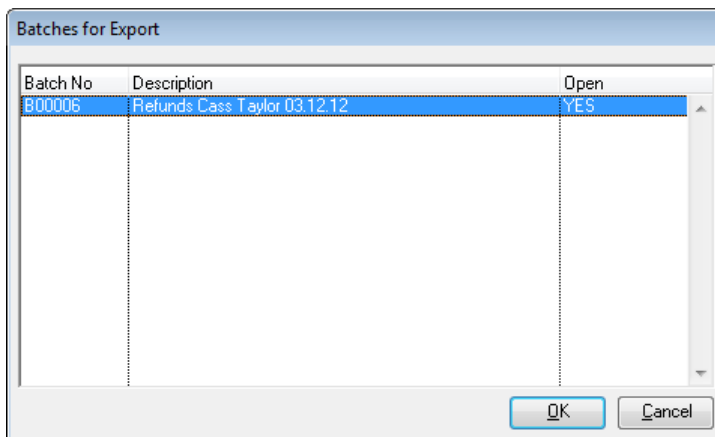
DEPARTMENT OF EDUCATION AND TRAINING										
BATCH REGISTER										
For the month of					Period					
Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS					
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **	
									Income (I/C)	Expend (ESC)
B00004				GB	1	49.50				
B00005				GB	1	130.00				
B00006				REF	1		80.00			

RM Billing > Utilities

- Open **Export to RM Finance**



- Click **Yes**
- Select the **Refunds Cass Taylor dd.mm.yy** batch.



- Click **OK**


Note: All receipt batches including any open corrections/refunds batches must be exported into RM Finance. Once these batches are exported, the batch must be updated in RM Finance.

8.1.3 Update RM Finance Batches



Activity

Maximise RM Finance

RM Finance > Transactions

- Click on **Reports** 
- Select to view **Batched Transactions**
- Select to view **Income Transactions**
- Click **Print**
- View, then close the report

Updating the Batch

- Select **View/Post Batch**
- Select **Income**
- Click on **Display**
- Click on ,  and **Yes**
- Close RM Finance

Note: Refunds of unallocated credit are posted as income corrections in RM Finance.

Note: As part of the End of Month processes, users of RM Finance must ensure all batches are updated.

8.2 Write off/ Cancel Student Related Debt

It will be necessary to write off irrecoverable charges from students on the Current and Former Roll. 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 from current and former roll students.

Refer to Department of Education Write-Off Procedures for Irrecoverable Debts document for further information regarding all write-offs.

At the end of the year schools should look back at their previous year's 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.

Refer to the Department of Education policies for more information.

IMPORTANT

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

When writing off billing items from students the user will access Write off/Cancel Student Related Debt via the Utilities menu.

8.2.1 Creating billing item batches for written-off or cancelled amounts

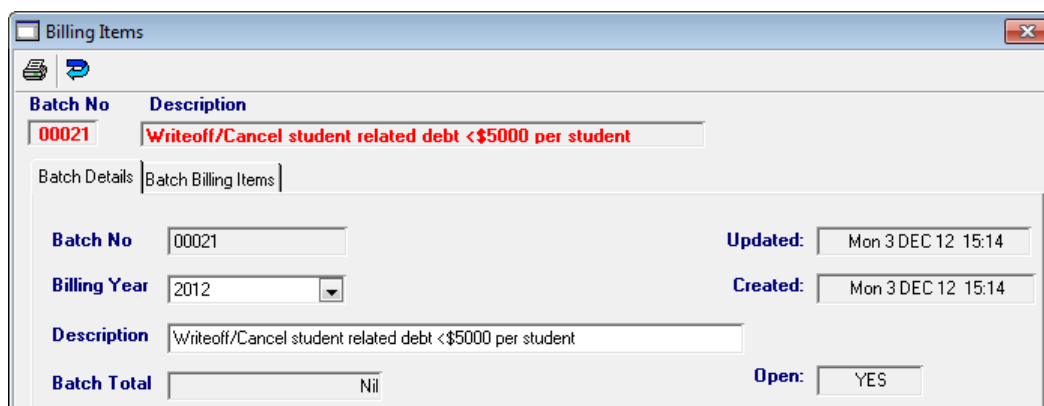
Write-offs/cancellation of debt may be undertaken prior to the end of year process or processed during the year. It is necessary to create billing item batches to place written-off or cancelled billing items into. Two separate batches are created, one for amounts greater than \$5000 per student and one for amounts less than \$5000 per student. Voluntary amounts are cancelled and must not be included in applications to write off.

It is recommended that schools process write off/cancellation of all student debt, for which the recovery processes have been completed, prior to end of year rollover.

Activity

RM Billing > Billing Items

- Click on 
- Enter **Description Write off/Cancel Student Related Debt <\$5000 per student**
- Click **OK**



The screenshot shows a software window titled "Billing Items". It contains a table with two columns: "Batch No" and "Description". The first row shows "00021" and "Writeoff/Cancel student related debt <\$5000 per student". Below the table, there are fields for "Batch No" (00021), "Billing Year" (2012), "Description" (Writeoff/Cancel student related debt <\$5000 per student), and "Batch Total" (Nil). On the right side, there are fields for "Updated:" (Mon 3 DEC 12 15:14), "Created:" (Mon 3 DEC 12 15:14), and "Open:" (YES).

Notes: Process all allocations, refunds and adjustments before undertaking the write off process.

It is recommended that schools process write off/cancellation of all student debt, for which the recovery processes have been completed, prior to end of year rollover.

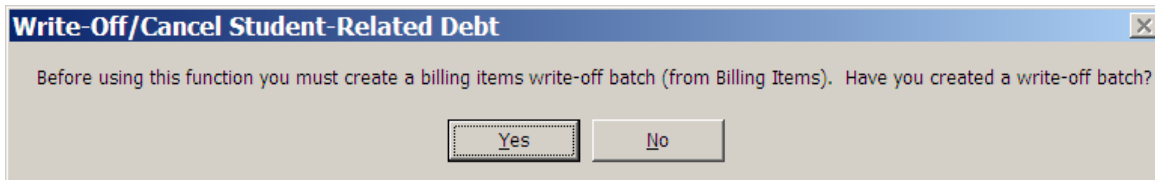
8.2.2 Processing write off/cancel student debt

Activity

It has been decided to write off/cancel all remaining debt for the Year 7 leavers.

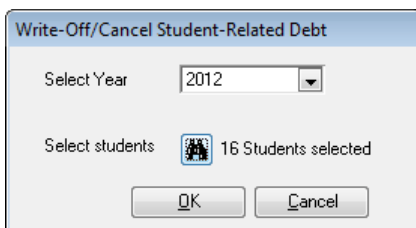
RM Billing > Utilities

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



A dialog box titled "Write-Off/Cancel Student-Related Debt" with a close button (X) in the top right corner. The text inside reads: "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".

- Select Billing Year **2012**
- Click 
- Select Year Group **7**




A form titled "Write-Off/Cancel Student-Related Debt". It has a "Select Year" dropdown menu set to "2012". Below it, "Select students" is followed by a students icon and the text "16 Students selected". At the bottom are "OK" and "Cancel" buttons.

- Click **OK**
- Select the billing categories for which debt is to be written off/cancelled

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
--------------	------	------	---	---	------------------------------	------------------------------	------------------------------	---	---	------------------------------	-------

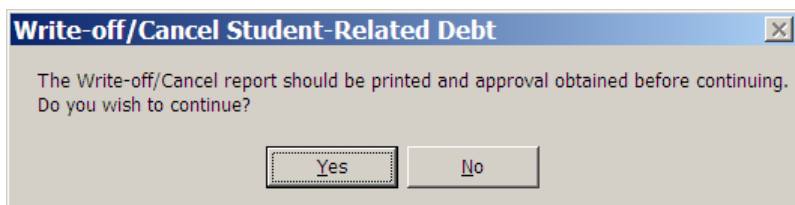
- Highlight all Year 7 students

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
DAVIDS: Chelsea	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	171.50
DUDNEY: Jenna	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	0.00	0.00	155.00
ETHERIDGE: Kirsty	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	171.50
GODDARD: Tim	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	171.50
GRAY: Sebastian	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	171.50
HARDLEY: Todd James	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	0.00	0.00	155.00
LESLEY: Codie	7	Room	40.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	131.50
NICHOLS: Tanya	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	171.50
SINTAR: Ellen	7	Room	80.00	40.00	0.00	0.00	0.00	15.00	16.50	0.00	151.50
SMITH: Thy	7	Room	80.00	40.00	0.00	0.00	0.00	35.00	16.50	0.00	171.50
WARD: Guy	7	Room	80.00	40.00	0.00	0.00	0.00	15.00	0.00	0.00	135.00

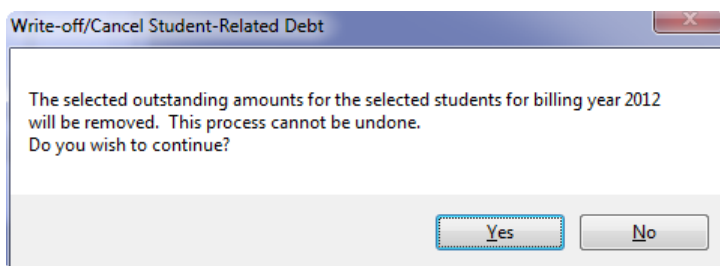
- Click Print Selected 
- View and close the report

Note: This report must be signed by the Principal prior to the write off/cancellation of debt.

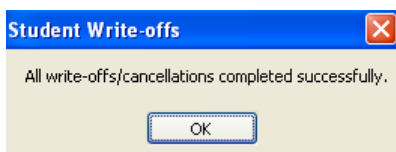
- Click **For Selected > Write off Cancel Student Related Debt**



- Click **Yes**



- Click **Yes**
- <Tab> in the **Batch** cell
- Select the **Write off/Cancel Student Related Debt <\$5000 per student**
- Click **OK**
- Enter the reason **Provisional Approval dd/mm/yy**
- Click **OK**



- Click **OK**
- Close

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

The End of Year Process for RM Billing runs separately to the End of Year processes for RM Finance and Students. At school these rollovers may occur at different times.

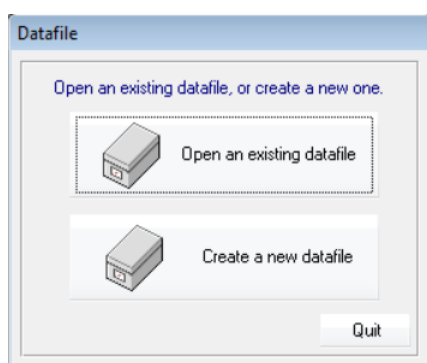
In training we wish to simulate processes as they occur in school. To do this we will change to a data file which reflects students and RM Billing in the new year:

- The End of Year process for the Administration module has taken place and students have been incremented into their 2013 classes
- The End of Year Processes for RM Finance have taken place
- All data entered in the previous data file in preparation for the new year has also been entered into this data file
- Cancellation of all 2012 Voluntary Contributions and Voluntary Approved Requests have been processed

Activity

We will now log in to a data file which has been setup for 2013. This datafile includes all our data entry from today but assumes we are in 2013. The Admin EOY has been completed.

- Click on the File Menu and select Change Datafile
- Select Open an existing datafile



- Navigate to **C:\keys\integriss\RMBD\TrgData2**
- Double Click on the **Integriss.df1** file
- Enter User Name: **ADMIN** <tab>
- Password: **keys**
- Click **Login**

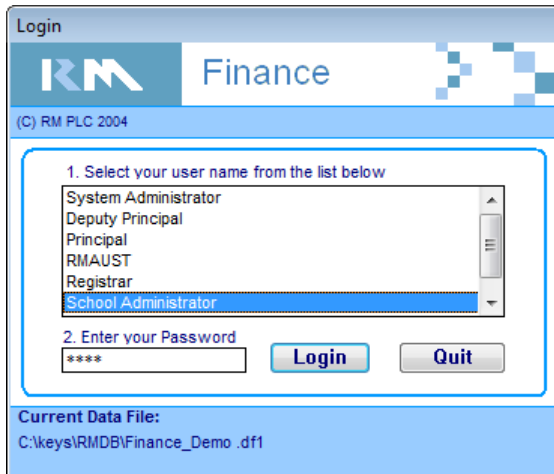
8.3 End of Month Reports

8.3.1 Transaction Summary for Billing Items and Receipts

Activity


RM Billing>Reports

- Select User Name **School Administrator**
- Enter Password **KEYS**



- Click 

RM Billing > Reports > Transactional Reports > Transaction Summary

- Select Transaction type: **Both**
- Click **New Query**
- Click **Find**, **Select** and **Yes** to load all students
- Click 
- Select all **Customers**

Note: *In Training there is only one customer. At school there may be many.*

- Enter date Range **01.12.12** to **31.12.12**
- Select Corrections: **Adjustments/Reversals/Refunds with Original Tx**

Transaction Summary


☐ Billing Items
 ☐ Receipts
 ☒ Both

Students

Selected Subset 456 entries ▼ [New Query](#)

☐ Group and subtotal by student
 ☐ Student Totals Only

Customers

 (1) Customers Selected

From Date: 1 DEC 2012 To: 31 DEC 2012

From Ref: To:

Corrections: Adjustments/Reversals/Refunds with Original Tx ▼

Reason containing:

[Print](#) [Cancel](#)

- Click **Print**
- View, then close

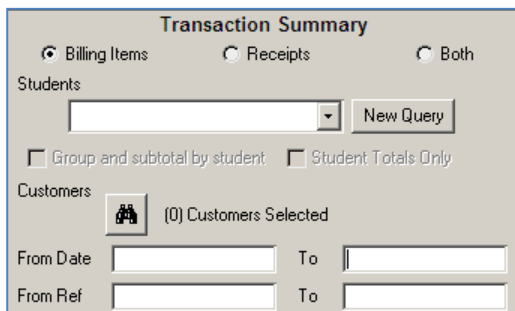
Note: Cancellation of Voluntary Contributions and Voluntary Approved Requests have been processed for students in December.

8.3.2 Transaction Summary Report for Discounts

Discussion:

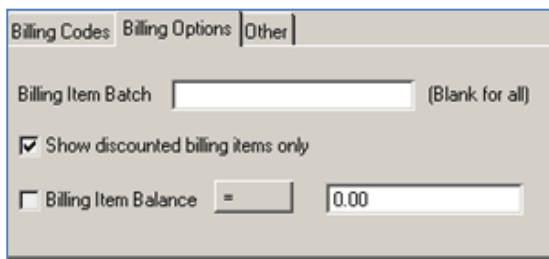
RM Billing > Reports > Transactional Reports > Transaction Summary

- Select **Billing Items**
- **Delete** default dates



The screenshot shows the 'Transaction Summary' form. At the top, there are three radio buttons: 'Billing Items' (selected), 'Receipts', and 'Both'. Below this is a 'Students' section with a dropdown menu and a 'New Query' button. There are two checkboxes: 'Group and subtotal by student' and 'Student Totals Only'. The 'Customers' section shows a tree icon and '(0) Customers Selected'. At the bottom, there are 'From Date' and 'To' date pickers, and 'From Ref' and 'To' reference pickers.

- From the **Billing Options** tab select **Show discounted billing items only**



The screenshot shows the 'Billing Options' tab. It has three tabs: 'Billing Codes', 'Billing Options' (selected), and 'Other'. There is a 'Billing Item Batch' dropdown menu with '(Blank for all)' next to it. A checkbox 'Show discounted billing items only' is checked. Below it, there is a 'Billing Item Balance' section with an equals sign and a text box containing '0.00'.

- On the **Other** tab enter



The screenshot shows the 'Other' tab. It has three tabs: 'Billing Codes', 'Billing Options', and 'Other' (selected). There is a 'Corrections' dropdown menu with 'No Search' selected. Below it, there is a 'Reason containing' text box with 'December 2012' entered.

- **Print**

Note: There are no discounted Billing Items for December 2012.

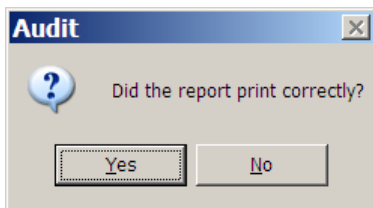
8.3.3 Print the Audit Report

Prior to running the End of Year process the Audit Report must be printed. At School the Audit report is saved to the G drive as part of the End of Month Processes.

Activity

RM Billing > Reports > Audit Reports

- Click on **Audit Report**
- Click on **Print** and **OK**
- Close **the report**



- Select **Yes**

8.4 Print Unprinted Invoices

Printing the invoices not yet printed will close invoices for the 2012 Billing Year, any future billing items will appear on a new invoice.

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

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

To avoid wasting paper the invoices can be printed to a printer substitute such as a Microsoft Office Document Image Writer. This will save the invoice in a soft copy. Create a folder called Invoices in the **G:\RM Billing\Audit Log 2012** folder. Date and Save the invoice in this creation.

9 Prepare the End of Year Rollover

Running the Year End		
1	Ensure the Administration Manager Year End is complete	
2	Back up the Integris Data file	
3	Set Single User Lock	
4	Run RM Billing Year End	
5	Create a RM Billing Audit Log 2013 folder on the G:\ drive	
7	Purging Transactions for Former Roll Students	

9.1 Back up the Data file

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

Use the Safe Backup to back up the Integris datafile. Ensure that previous end of year backups are not overwritten as the financial data needs to be stored for 7 years.

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

9.2 Check the Current Year

Activity

RM Billing > Parameters > Billing Parameters



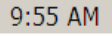
The screenshot shows a window titled 'Year End' with two input fields. The first field is labeled 'Last Year End' and contains the text '31 DEC 2011'. The second field is labeled 'Current Billing Year' and contains the text '2012'.

- Ensure that the Billing Year is **2012**
- Close

9.3 Billing Year End

The End of Year Process must be run in the new year, that is, after **1 January 2013**. To simulate the End of Year process in training we will adjust the system clock. **Do not do this at school.**

Activity

- Double click on the **Time Display**  (bottom right corner of the screen)
- Advance the date to **25 Jan 2013**
- Click on **Apply** and click **OK**


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

9.4 Single User Mode

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

Activity

File > Single User Lock

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

10 Run the End of Year Rollover

10.1 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 Integrus, 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.

10.2 Run the Year End Process

Warning:

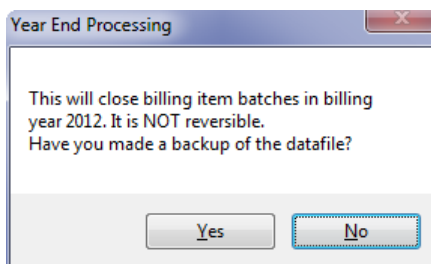
The Administration Module End of Year Process must be completed before undertaking the RM Billing End of Year Process

Note: All Receipt batches must be closed before undertaking the End of Year rollover.

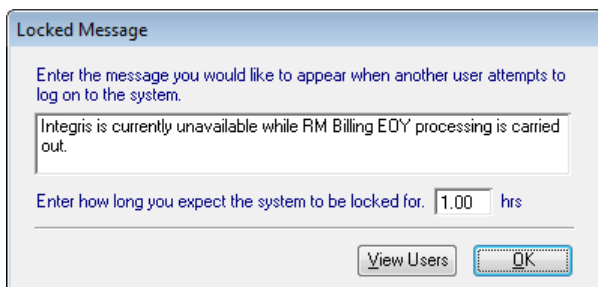
Activity

RM Billing > Utilities > Year End Processing

- Double click on **Year End Processing**

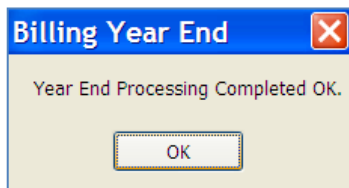


- Click **Yes**



- Click **OK**

- Click **OK**



- Click **OK** and close

10.3 Year End Report

A report which details transactions processed during the previous year has been saved to **K:\Keys\Integris\Outbox\RMBillingYearEnd2012**

Activity

- To view this report during training navigate to **C:\Keys\Integris\Outbox\RMBillingYearEnd2012**

```
West Coast District High School
Year End Processing for Billing Year 2012

--Closing of Billing Item Batches
Batch 00001: Kindergarten Voluntary Contributions Closed
Batch 00002: Pre-Primary Voluntary Contributions Closed
Batch 00003: Primary Voluntary Contributions Closed
Batch 00004: Air Conditioning Closed
Batch 00005: Year 7 Graduation Shirt Closed
Batch 00006: P & C Family Contribution Closed
Batch 00007: Year 7 Camp Closed
Batch 00008: In Term Swimming Lessons Closed
Batch 00009: Year 1 and 2 Incursion Closed
Batch 00010: Year 4 Perth Zoo Excursion Closed
Batch 00011: Hire of Facilities Closed
Batch 00021: writeoff/Cancel student related debt <$5000 per student Closed
12 Batches closed
--Closing of Receipt Batches
0 Batches closed
Billing Year End 2012 completed 25 JAN 2013 09:48.07
--Year End Parameters Updated
Year End date set to 31 DEC 2012
Last rollover date set to 25 JAN 2013
Current billing year set to 2013
```

- View then close

10.4 View the Billing Year

Activity

RM Billing > Parameters > Billing Parameters

Year End			
Last Year End	31 DEC 2012	Last Rollover	25 JAN 2013
Current Billing Year	2013		

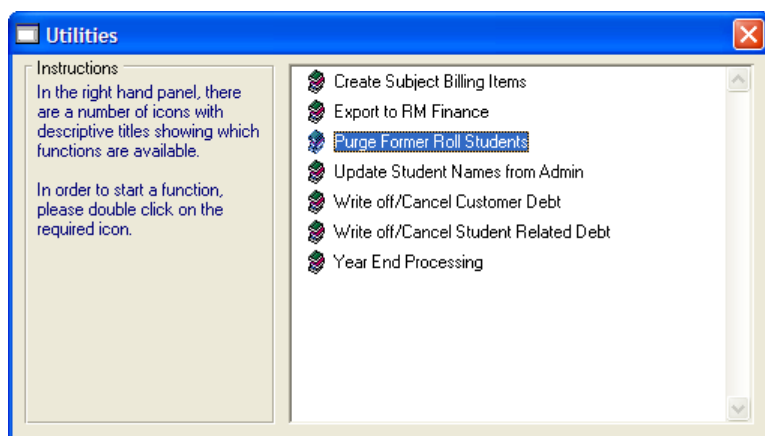
- View the **Last Year End**, **Last Roll Over** and **Current Billing Year** to ensure that the dates are correct

11 Purging Transactions (Optional)

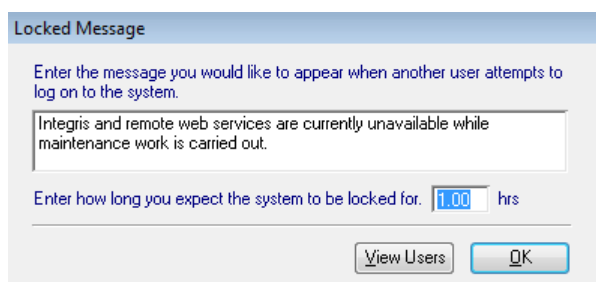
Note: This is not demonstrated in Training. The following process can be followed by schools after they have processed their RM Billing Year End. Please refer to your SFC for Guidance

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

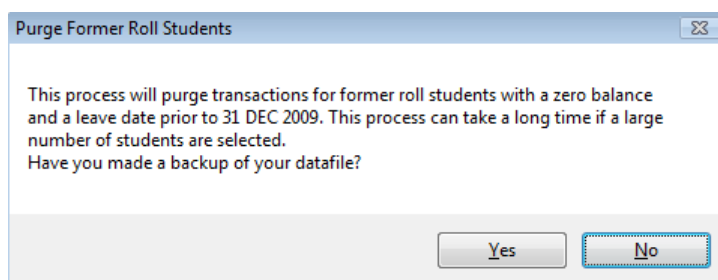
The Utility is accessed from **RM Billing>Utilities**



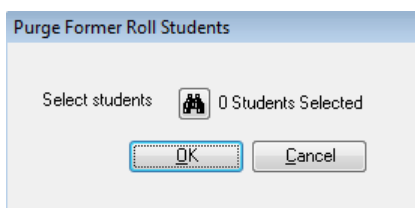
1. This process is required to be run in single user mode.
2. Once the process has been instigated the user will be prompted to enter the message for the single user lock.



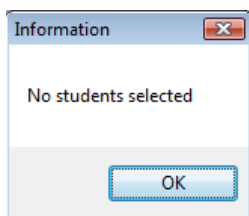
3. The following message is then displayed.



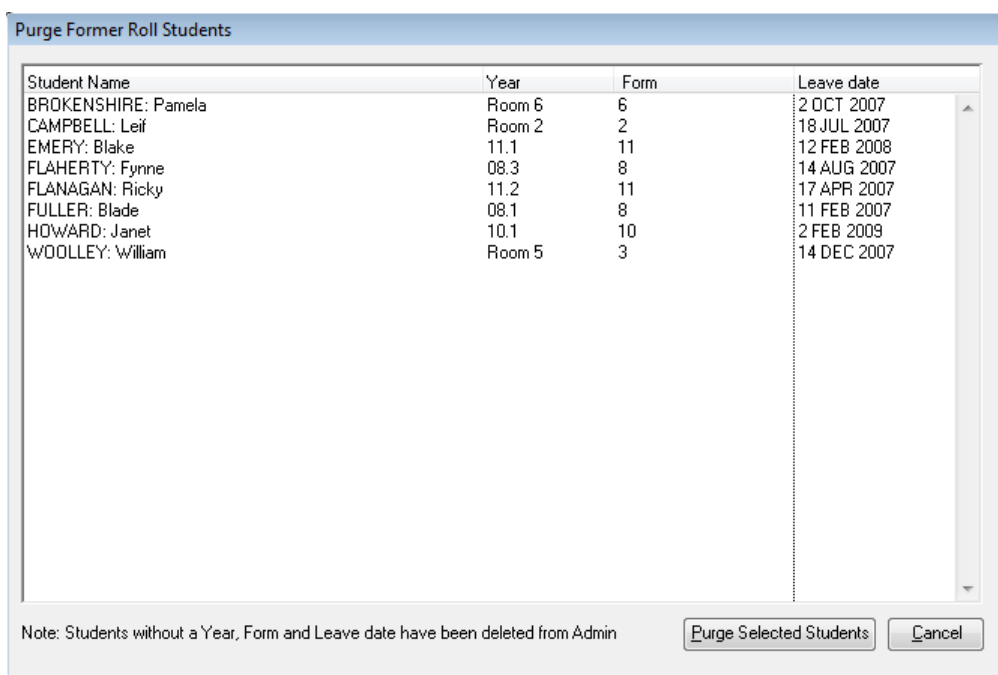
4. Selecting 'Yes' will display the Student Find Tool.



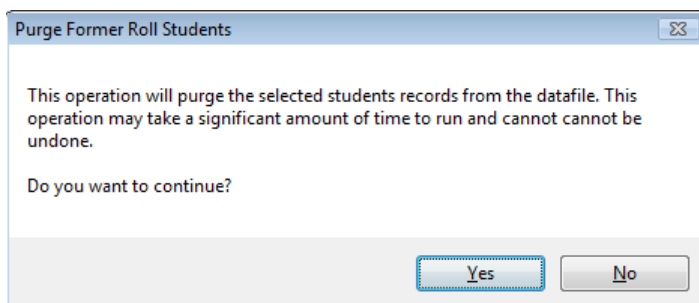
5. If the user clicks **OK** without selecting any students the following message is displayed



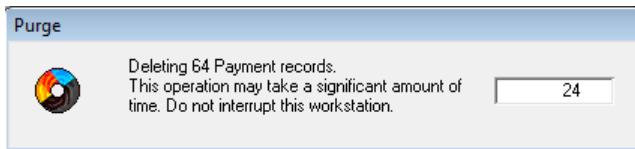
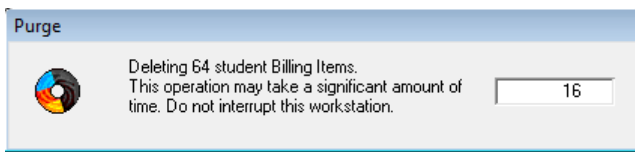
6. When **OK** is clicked the message closes but the student find window remains open
7. Once the user has selected students, the eligible students will be displayed in the following window.



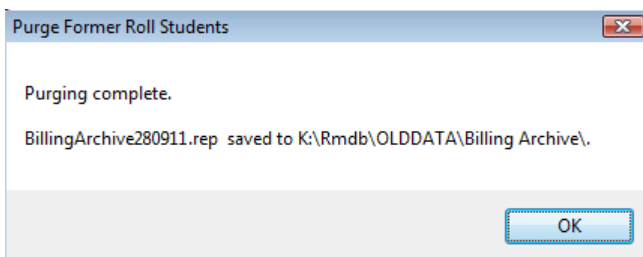
8. The user will highlight students and click the '**Purge Selected Students**' button.
9. The following message is then displayed.



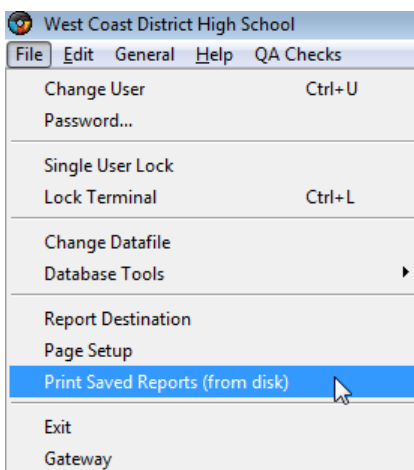
10. When the user clicks 'Yes', a series of different progress messages are displayed (some examples appear below), so the user is aware of the different stages in the process.



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



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



Parameters

General | Charges and Contributions | Statements | Invoices

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

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

Year End
 Last Year End 31 DEC 2010 Last Rollover 28 JAN 2011
 Current Billing Year 2011

Accounting System
☒ RM Finance ☐ No External Actg ABN 11 222 333 444

Options
☒ Automatically show student balances

RM Finance
 RM Finance Datafile K:\Rmdb\finance.dft Browse
☒ Enable Export to RM Finance

RM Billing Archive
 RM Billing Archive Folder K:\Rmdb\OLDDATA\Billing Archive\ Browse

Change Parameters

IMPORTANT

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

The specification lists this folder name without a space.

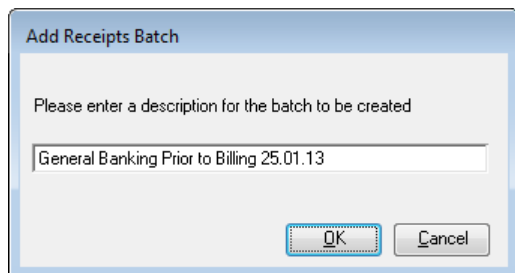
12 Processing Receipts Prior to Applying Billing Items


Activity

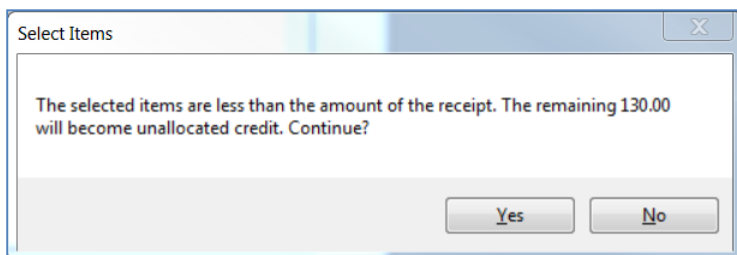
Several parents wish to pay for student charges and contributions. At this point, we have not billed students. Receipts must be processed as fees in advance and held as unallocated credit until they can be allocated against billing items.

Billing>Receipts

- Create a Receipts batch, as shown below



- Click **OK**
- Double click on the **General Banking Prior to Billing 25.01.13**
- Click on the **Bulk Receipts** tab
- Click 
- Enter **Smith** under **Student Name** and <Tab>
- Select **Steven**
- Click **OK**
- Enter an **Amount \$130** and <Tab> twice
- Click **OK**



- Click **Yes**
- Enter payment **Type: CA** and **<Tab>**
- Enter a **Comment: 2013 Vol Cont, Swim, Excursions in advance**
- **<Tab>** to create the next line
- Enter the remaining receipts as shown below

Hint: Highlight over Comment and **Ctrl/C** to copy and **Ctrl/V** to paste into next comment line

Batch Number

B00007

Description

General Banking Prior to Billing 25.01.13

Details

Batch Receipts

Bulk Receipts

Student Name	Year	Amount	Items	Type	Comment
SMITH: Steven	3	130.00	0 Items	CA	2013 Vol Cont, Swim, Excursions in advance
PAULEY: Candice	3	130.00	0 Items	CH	2013 Vol Cont, Swim, Excursions in advance
EM: Brenton	4	80.00	0 Items	CA	2013 Vol Cont, Excursions in advance
AMBER: Kyle	3	130.00	0 Items	CH	2013 Vol Cont, Swim, Excursions in advance
CHUM: Nora	7	235.00	0 Items	CH	2013 Vol Cont, Swim, Camp, Excur, Leav Shirt in adv
TEP: Josh	7	235.00	0 Items	CH	2013 Vol Cont, Swim, Camp, Excur, Leav Shirt in adv

- Click **OK**

12.1 Exporting Open Receipt Batches

12.1.1 Printing the Daily Banking and Receipt Summary

Activity

RM Billing> Receipts

- Highlight the **General Banking Prior to Billing** batch
- Click **For Selected > Print Daily Banking**
- Select to print to the **Screen** and click **OK**
- View then close

Note: The Daily Banking Report will combine transactions for any selected batches providing the banking total.

- Highlight the **General Banking Prior to Billing** batch
- **For Selected > Print Receipt Summary**
- Select to print to the screen and click **OK**
- Select **Yes** to print the Detailed Report
- View then close
- Complete the Batch Register

DEPARTMENT OF EDUCATION AND TRAINING

BATCH REGISTER

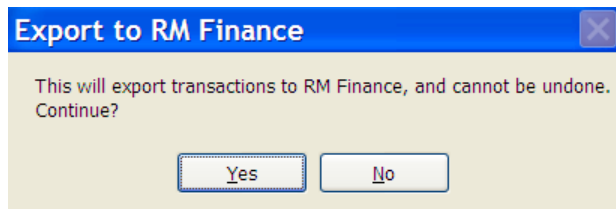
					For the month of		Period			
Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **	
		From	To						Income (I/C)	Expend (ESC)
B00004				GB	1	49.50				
B00005				GB	1	130.00				
B00006				REF	1		80.00			
B00007				GB	1	940				

12.1.2 Exporting Receipt Batches to RM Finance

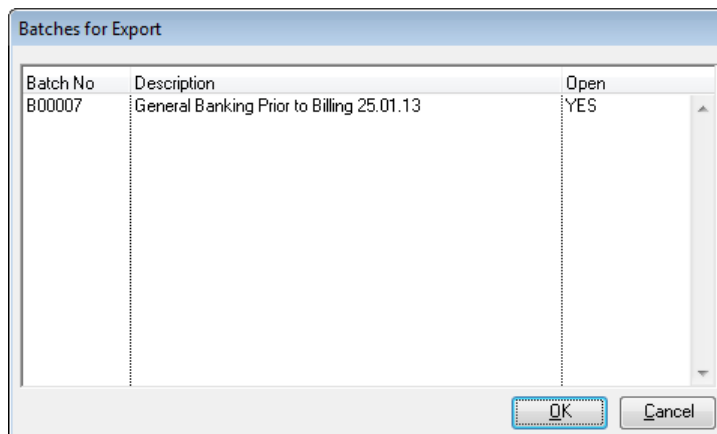
Activity

RM Billing > Utilities

- Open Export to RM Finance



- Click **Yes**
- Select the available batches

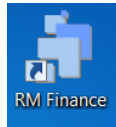


- Click **OK** and **OK**
- Minimize Integris

Note: At school the Export Summary would be produced and kept as part of the End of Month Reports.

12.2 Updating the Exported Batch in RM Finance

Activity



- Double click on the **RM Finance** icon on your desktop
- Login as **School Administrator** and **keys** as we need to change to a Period 1 Finance Datafile
- Click on **File** and **Change Datafile**
- Navigate to **C:\keys\RMDB**
- Select the **Finance_Period1DemoDF1** datafile The icon for the Finance_Period1Demo.dfl file, showing a document with a blue header and the filename 'Finance_Period1Demo.dfl'.
- Login to Finance as **School Administrator** and **keys**

RM Finance > Reporting

- Select the **Transactions** tab
- Select **Batched Transactions**
- Select **Income Transactions**
- Click **Print**

Updating the Batch

RM Finance > Transactions

- Select **View/Post Batch**
- Select **Income**
- Click **Display**
- Click on , and **Yes**
- Close RM Finance

13 New Billing Year

Billing in the New Year		
1	Create Billing Items Batches to apply to current students, as required.	
2	Apply Billing Items to students newly entered on the current roll.	
3	Allocate unallocated credit where required.	

14 Apply Billing Items

Students can be billed for the charges and contributions related to the new year. Schools may elect to:

- Bulk bill all students, as shown in training, or
- Apply the Billing Item on an individual basis as payments are receipted

This task should be undertaken in the new year.


14.1.1 Bill by Year Level

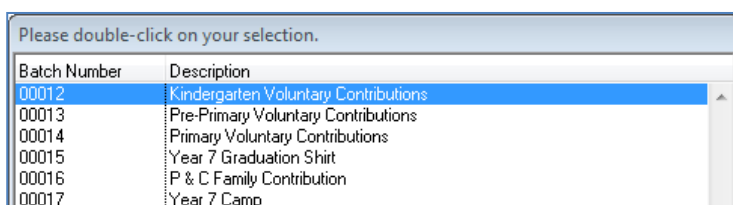
Activity

Admissions students can be billed at any time, however, it is recommended that school only bill students once they have commenced at school.

We have been advised that the Kindergarten students have commenced and have been moved to the Current Roll.

RM Billing > Students

- Click 
- **Select Year K**
- **<Ctrl> +A** to select all students
- Click **For Selected > Add to Billing Item Batch**
- Highlight the **Kindergarten Voluntary Contributions**




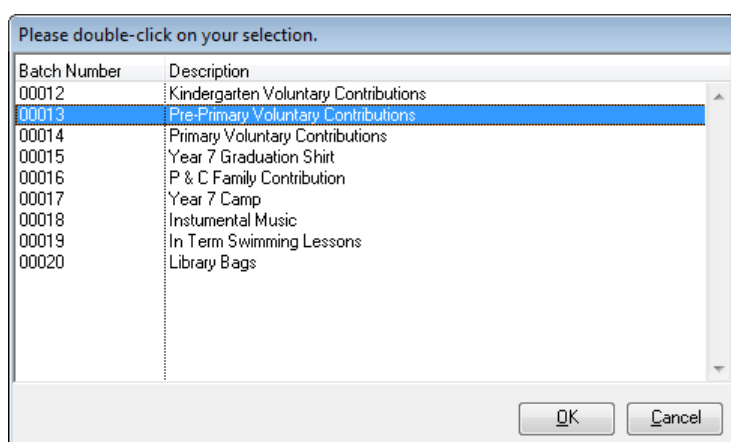
- Click **OK**


Note: It is recommended that schools apply billing items to one or two students and check their statement before proceeding to bill the remaining students, with ongoing checking of processing.

Activity

RM Billing > Students

- Click 
- **Select Year P**
- **<Ctrl> +A** to select all students
- Click **For Selected > Add to Billing Item Batch**
- Select the **Pre Primary Voluntary Contributions** billing items




- Click **OK**
- Double click on the record for **Lorena Pate**
- Click on the **Billing Items** tab
- View the 2013 billing items
- Click 

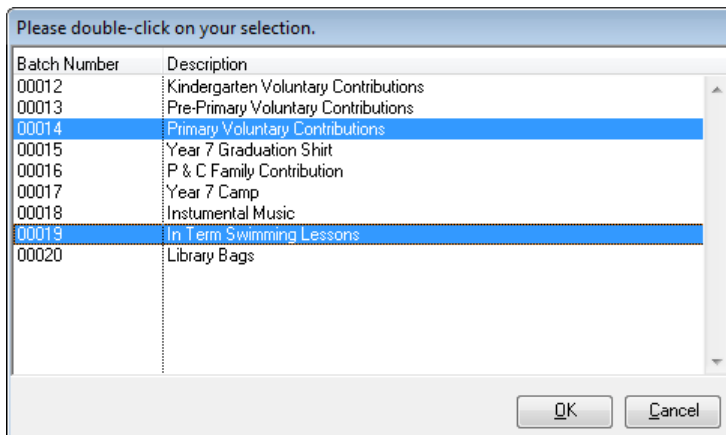
14.1.2 Billing Multiple Year Levels

Activity

RM Billing > Students

Bill the Primary Students for Voluntary Contributions and for In-term swimming which will occur early Term 1.


- Click  to reload all students
- Click on the Year header to sort by year
- Highlight the **Year 1** to **Year 6** students
- Click **For Selected > Add to Billing Item Batch**
- Select the **Primary Voluntary Contribution** and **In Term Swimming** batches



- Click OK
- Close the Students screen

The Year 7 students will be billed for Primary Voluntary Contributions, In-term Swimming, Year 7 Leavers Shirt and Year 7 Camp. First we are going to edit the description of the Graduation Shirt Billing Item. *This could have been done when the batches were duplicated.*

RM Billing>Billing Items


- Highlight the **Year 7 Graduation Shirt** Billing Item
- Click Edit 
- Edit the description to read **Year 7 Leavers Shirt**

Batch No	00015	Updated:	Fri 12 OCT 12 14:52
Billing Year	2013	Created:	Fri 12 OCT 12 14:39
Description	Year 7 Leavers Shirt		
Batch Total	Nil	Open:	YES

- Click **OK**
- Close the **Billing Item** screen

Open the Students screen to Bulk Bill all of the Year 7's

RM Billing>Students

- Click 
- **Select Year Group 7**
- Use **<Ctrl> +A** to highlight all the students
- Click **For Selected > Add to Billing Item Batch**
- Select the billing items as shown below

Please double-click on your selection.

Batch Number	Description
00012	Kindergarten Voluntary Contributions
00013	Pre-Primary Voluntary Contributions
00014	Primary Voluntary Contributions
00015	Year 7 Leavers Shirt
00016	P & C Family Contribution
00017	Year 7 Camp
00018	Instrumental Music
00019	In Term Swimming Lessons
00020	Library Bags

OK Cancel

- Click **OK**

14.1.3 Billing Students by Group


Schools may manage student billing by placing some students in groups. Where a select group of students are attending special programs which attract a charge or contribution, we can place these students in groups, which will make billing easier.

Placing these students in Groups also provides additional benefits when using the Lesson Attendance Module and using features such as mail merge for letters and certificates.

Activity

Students attending the Instrumental Music Program have been placed in a group. This will make it easier to bill these students for costs associated with the Instrumental Music Program.

RM Billing > Students

- Click 
- Select **Group Type: 2013 Music**
- Select **Group: Instrumental Music**
- Click **Find**, then **Select** and **Yes**
- Use <Ctrl> +A to select all the students
- Click **For Selected > Add to Billing Item Batch**
- Select the **Instrumental Music** Billing Item
- Click **OK**

Note: *It is recommended that schools apply billing items to one or two students and check their statement before proceeding to bill the remaining students. It suggested that small groups are billed at a time, with ongoing checking of processing.*

15 Applying Unallocated Credit

15.1 View the Unallocated Credit List

Activity

RM Billing > Reports > Financial Reports > Unallocated Credit Listing

- Select **Students**
- Sort by **Year**
- Print to the screen

West Coast District High School

Unallocated Credit Listing as at 25/01/13
Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
PARKEY: Lauren	2	Room 1	\$90.00	\$100.00	\$0.00	\$10.00	\$10.00
AMBER: Kyle	3	Room 2	-\$30.00	\$100.00	\$0.00	\$130.00	\$130.00
PAULEY: Candice	3	Room 2	-\$30.00	\$100.00	\$0.00	\$130.00	\$130.00
ROGERS: Conan	3	Room 2	-\$30.00	\$100.00	\$0.00	\$130.00	\$130.00
SMITH: Steven	3	Room 2	-\$30.00	\$100.00	\$0.00	\$130.00	\$130.00
ANDERSON: Kurt	4	Room 3	\$50.00	\$100.00	\$0.00	\$50.00	\$50.00
CONNELL: Melissa	4	Room 3	\$50.00	\$100.00	\$0.00	\$50.00	\$50.00
DE MAMIEL: Zola	4	Room 3	\$50.00	\$100.00	\$0.00	\$50.00	\$50.00
EM: Brenton	4	Room 3	-\$30.00	\$100.00	\$0.00	\$130.00	\$130.00
KINGSTON: Cain	4	Room 3	\$50.00	\$100.00	\$0.00	\$50.00	\$50.00
OLIVER: Jared	4	Room 3	\$50.00	\$100.00	\$0.00	\$50.00	\$50.00
CHUM: Nora	7	Room 6	-\$30.00	\$205.00	\$0.00	\$235.00	\$235.00
TEP: Josh	7	Room 6	\$20.00	\$255.00	\$0.00	\$235.00	\$235.00
BORSCHÉ: Caitlin	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
CARMELINA: Harry	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
DOWLING: Blake	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
FREEBORN: Jackson	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
GORDES: Marcus	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
KABULLA: Izan	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
LAMONT: Isabelle	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
NEWBERRY: Naomi	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
WILSON: Skye	K	Not specified	\$0.00	\$40.00	\$0.00	\$40.00	\$40.00
Total Unallocated Credit for All Students					\$0.00	\$1,740.00	\$1,740.00

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

- View then close

15.2 Review the General Banking Prior to Billing Item Batches

Processing Receipts in advance into separate batches will assist in the reconciling of unallocated credit and its later application as billing items are created.

Note should be taken of any changes to billing items before allocations are processed. For example, if a parent advises that they do not wish to pay Voluntary Contributions this amount can be reversed from the student record.

Activity

Three receipts batches have been processed to record charges and contribution paid in advance. These should be reviewed so that unallocated credit is applied accurately to billing items.

RM Billing > Receipts

- Select Billing Year **2012**
- Highlight Batch **B00002 General Banking Kindy Vols in Advance**
- Click **For Selected>Print Daily Banking**
- Review the report then close


West Coast District High School Daily Banking Summary 25/01/2013



Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
7	\$ 40.00	Mrs K Borsche	BORSCHKE: Caitlin	Kindy Voluntary Contributions in Advance	B00002	
8	\$ 40.00	Mrs J Carmelina	CARMELINA: Harry	Kindy Voluntary Contributions in Advance	B00002	
9	\$ 40.00	Mrs Y Dowling	DOWLING: Blake	Kindy Voluntary Contributions in Advance	B00002	
10	\$ 40.00	Mrs S Freeborn	FREEBORN: Jackson	Kindy Voluntary Contributions in Advance	B00002	
11	\$ 40.00	Mr R Kabulla	KABULLA: Izan	Kindy Voluntary Contributions in Advance	B00002	
12	\$ 40.00	Mrs L Lamont	LAMONT: Isabelle	Kindy Voluntary Contributions in Advance	B00002	
13	\$ 40.00	Ms C Newbery	NEWBERY: Naomi	Kindy Voluntary Contributions in Advance	B00002	
14	\$ 40.00	Mrs S Wilson	WILSON: Skye	Kindy Voluntary Contributions in Advance	B00002	
15	\$ 40.00	Mrs J Gordes	GORDES: Marcus	Kindy Voluntary Contributions in Advance	B00002	
Total Cash		\$ 360.00				
Total for Cash and Cheques		\$ 360.00				
Total for Report:		\$ 360.00				

These payments are all for Kindergarten Voluntary Contributions, we will apply them later using the auto allocation process.

- Repeat the steps above to review the **General Banking Prior to 2013 Billing 03.12.12** batch

West Coast District High School Daily Banking Summary 25/01/2013 						
Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
30	\$ 130.00	Mr D Rogers	ROGERS: Conan	2013 Vol Conts, Swim and excursions in advance	B00005	
Total Cash		\$ 130.00				
Total for Cash and Cheques			\$ 130.00			
Total for Report:			\$ 130.00			

- Change the year to **2013**
- Review the **General Banking Prior to Billing batch 25.01.2013**

West Coast District High School

Daily Banking Summary 25/01/2013

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
32	\$ 130.00	Mr J Smith	SMITH: Steven	2013 Vol Cont, Swim, Excursions in advance	B00007	
34	\$ 80.00	Ms L Scholar	EM: Brenton	2013 Vol Cont, Excursions in advance	B00007	
Total Cash		\$ 210.00				
CHEQUE						
33	\$ 130.00	Mrs S Pauley	PAULEY: Candice	2013 Vol Cont, Swim, Excursions in advance	B00007	
35	\$ 130.00	Mr K Amber	AMBER: Kyle	2013 Vol Cont, Swim, Excursions in advance	B00007	
36	\$ 235.00	Ms Chum	CHUM: Nora	2013 Vol Cont, Swim, Camp, Excur, Leav Shirt in adv	B00007	
37	\$ 235.00	Mr H Oscar	TEP: Josh	2013 Vol Cont, Swim, Camp, Excur, Leav Shirt in adv	B00007	
Total Cheque		\$ 730.00				
Total for Cash and Cheques			\$ 940.00			
Total for Report:			\$ 940.00			

15.3 Applying Unallocated Credit via Student Screen

Activity

RM Billing > Students

- Open the record for **Nora Chum**
- Click on the **Billing Items** tab
- Highlight the **Primary Voluntary Contributions, Year 7 Camp, In Term Swimming** and **Year 7 Leavers Shirt** billing items

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
1140	25 JAN 2013	DR	50.00	0	0.00	0.00	50.00	VOL01	00014	2013 Primary Volun		
1141	25 JAN 2013	DR	25.00	1	0.00	0.00	25.00	OOC03	00015	2013 Leavers Shir		
1142	25 JAN 2013	DR	10.00	0	0.00	0.00	10.00	CHG01	00017	2013 Camp Activit		
1143	25 JAN 2013	DR	40.00	0	0.00	0.00	40.00	CHG01	00017	2013 Camp Transp		
1144	25 JAN 2013	DR	30.00	1	0.00	0.00	30.00	CHG01	00017	2013 Camp Food		
1145	25 JAN 2013	DR	50.00	0	0.00	0.00	50.00	CHG04	00019	2013 In Term Swir		

- Click **Allocate**
- Enter amount to allocate \$205.00 (\$30 is for excursions and is yet to be allocated)

Allocate

Enter the amount to allocate (up to \$205.00)

- Click **OK**
- Repeat these steps to for **Joshua Tep** but do not apply payment for Instrumental Music
- Close

15.4 Auto Allocate unallocated Credit via the Billing Item Batch

Auto Allocate Unallocated Credit is an 'automatic' routine to allocate unallocated credit for students and customers. The Auto Allocate function is only accessible through a Billing Item. Allocation of unallocated credit is possible for all students/customers within the billing item who have a balance owing and unallocated credit available.

Activity

RM Billing > Billing Items

- Open the **2013 Kindergarten Voluntary Contributions** batch
- Click on the **Batch Billing Items** tab
- Click on
- Highlight all transactions

Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
1012	BORSCHKE: Caitlin	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Library		
1013	BORSCHKE: Caitlin	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Cooking		
1014	BORSCHKE: Caitlin	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Art		
1015	BORSCHKE: Caitlin	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Physical Educ		
1016	BORSCHKE: Caitlin	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Music		
1017	CARMELINA: Ha	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Library		
1018	CARMELINA: Ha	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Cooking		
1019	CARMELINA: Ha	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Art		
1020	CARMELINA: Ha	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Physical Educ		
1021	CARMELINA: Ha	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Music		
1022	DOWLING: Blake	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Library		
1023	DOWLING: Blake	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Cooking		
1024	DOWLING: Blake	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Art		
1025	DOWLING: Blake	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Physical Educ		
1026	DOWLING: Blake	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Music		
1027	FREEBORN: Jac	K	Not st	5.00	0	0.00	0.00	5.00	VOL03	2013 Library		
1028	FREEBORN: Jac	K	Not st	10.00	0	0.00	0.00	10.00	VOL03	2013 Cooking		

TOTALS: Amount 360.00 Discount Nil Paid Nil Balance 360.00
SELECTED TOTALS: Amount 360.00 Discount Nil Paid Nil Balance 360.00

- Click on to apply unallocated credit against these billing items

Auto Allocate

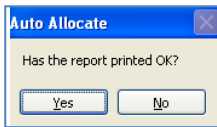
This will allocate unallocated credit (including GV credit) to the selected billing items. Do you wish to continue?

- 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**



- Click **Yes**

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

- Repeat the steps above to apply the unallocated credit to the Primary Voluntary Contributions and Swimming batches

Hint: Sort by balance and highlight only transactions which have an outstanding balance.

15.5 Applying Unallocated Credit for Items paid in Advance


Activity

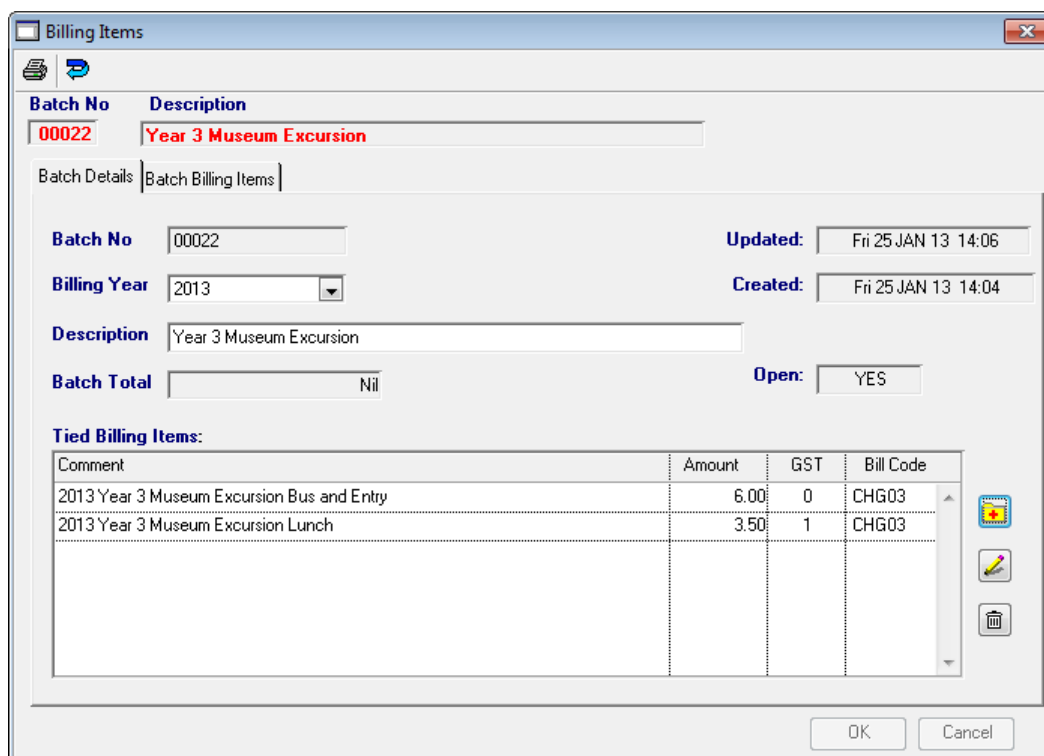
Parents have been advised that maximum cost for all excursions for this year will be \$30. At the time of payment, the actual detail of these excursions has not been determined. Until the actual costs of each excursion has been identified all amounts paid in advance are held as unallocated credit and only allocated as each billing item is raised.

We have been advised that the Year 3 students will be attending an excursion to the Museum at a total cost of \$9.50 Bus and entry costs are \$6.00 and lunch is \$3.50

Create a billing item and use the auto allocation process to apply unallocated credit

RM Billing > Billing Items

- Click 
- Create this billing item as shown below



Billing Items

Batch No 00022 **Description** Year 3 Museum Excursion

Batch Details | **Batch Billing Items**

Batch No 00022 **Updated:** Fri 25 JAN 13 14:06

Billing Year 2013 **Created:** Fri 25 JAN 13 14:04

Description Year 3 Museum Excursion

Batch Total Nil **Open:** YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
2013 Year 3 Museum Excursion Bus and Entry	6.00	0	CHG03
2013 Year 3 Museum Excursion Lunch	3.50	1	CHG03

OK Cancel

- Click **OK** to save



Bill the Year 3 Students

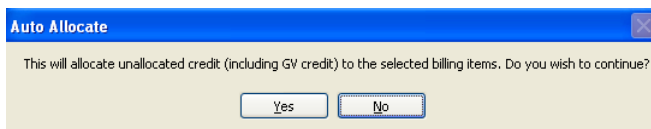
RM Billing > Students

- Highlight the **Year 3** students
- Click on **For Selected>Add to a Billing Item Batch**
- Select **Year 3 Museum Excursion**
- Click **OK**

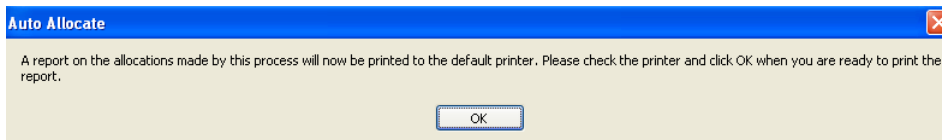
Apply the Unallocated Credit

RM Billing > Billing Items

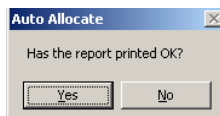
- Open the **Year 3 Museum Excursion** batch
- Click on the **Batch Billing Items** tab
- Click on 
- Highlight all transactions
- Click on  to apply unallocated credit against these billing items



- Click **Yes**



- Click **OK**



- Click **Yes**

15.6 Export the Reallocations

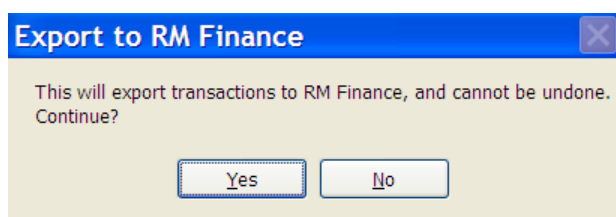
Reallocations of receipts must be reflected in RM Finance. Exporting schools must re-export the receipt batches the original receipt was entered into. These batches are indicated with an asterisk in the Export Batch screen. Schools not exporting must complete the income adjustment in RM Finance, using the Print Reallocation Transaction report

Activity

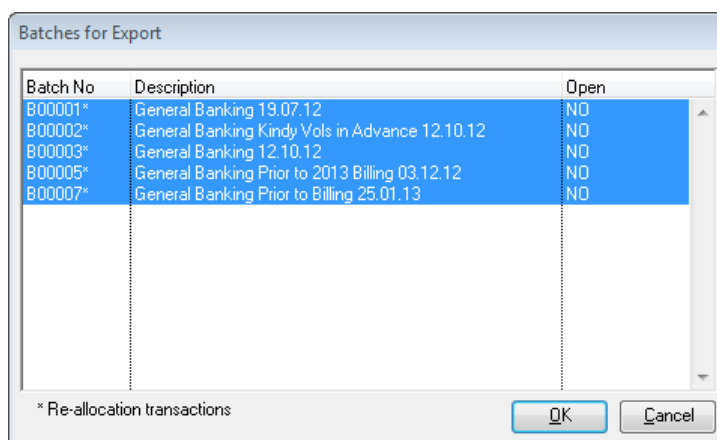
Export to RM Finance

RM Billing > Utilities

- Open **Export to RM Finance**



- Click Yes
- Select all Batches




- Click **OK** and **OK**
- Minimize Integris



Open RM Finance

- Double click on the **RM Finance** icon on your Desktop
- Login in as **School Administrator** and **keys**

RM Finance > Transactions

- Click on **Reports** 
- Select to view **Batched Transactions**
- Select to view **Income Transactions**
- Click **Print**
- View, then close the report

Updating the Batch

- Select **View/Post Batch**
- Select **Income**
- Click on **Display**
- Click on ,  **Update** and **Yes**
- Close RM Finance

RM Billing > Reports > Financial Reports > Unallocated Credit Listing

- Sort by **Total** and click **Print**

Student unallocated credit consists of \$30 excursion costs paid in advance. Some students have the full amount held as unallocated credit, others like the Year 3 students have had some of this amount allocated to the museum excursion reducing their amount.

West Coast District High School

Unallocated Credit Listing as at 25/01/13
Students



Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
AMBER: Kyle	3	Room 2	-\$20.50	\$0.00	\$0.00	\$20.50	\$20.50
PAULEY: Candice	3	Room 2	-\$10.50	\$10.00	\$0.00	\$20.50	\$20.50
ROGERS: Conan	3	Room 2	-\$10.50	\$10.00	\$0.00	\$20.50	\$20.50
SMITH: Steven	3	Room 2	-\$10.50	\$10.00	\$0.00	\$20.50	\$20.50
CHUM: Nora	7	Room 6	-\$30.00	\$0.00	\$0.00	\$30.00	\$30.00
EM: Brenton	4	Room 3	\$20.00	\$50.00	\$0.00	\$30.00	\$30.00
TEP: Josh	7	Room 6	\$20.00	\$50.00	\$0.00	\$30.00	\$30.00
Total Unallocated Credit for All Students					\$0.00	\$172.00	\$172.00

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

15.7 Print Student Statement or Reminder of Unpaid Billing Items

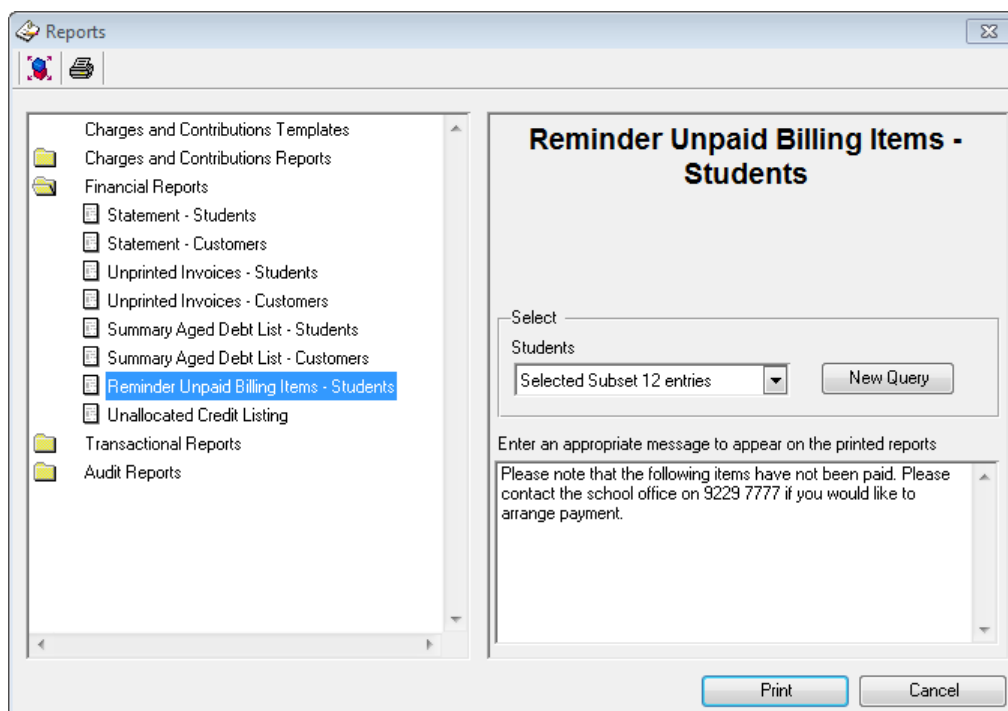
Activity

RM Billing > Students

- Click twice on the **Balance** header
- Select the **Year 7** students with an outstanding balance
- Click **For Selected > Print Statement**
- Accept default dates and click **OK**
- Click **OK** to print the statement to screen
- View then close

RM Billing>Reports>Financial Reports>Reminder Unpaid Billing Items

- Click on **New Query** and select the **Year 7** Students



- Click on **Print**
- View then close

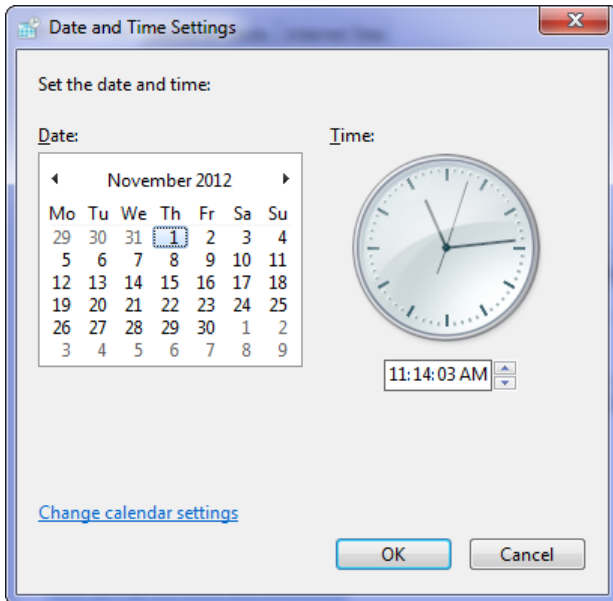
Note: Statements can also be produced via RM Billing > Reports > Financial Reports > Statements – Students.

16 Reset System Clock and Date

Please Reset the System Clock at the conclusion of Training.

Activity Reset the System Clock

- Double click on the time
- Reset the date to today's date.



- File and Exit out of Integris

Index

A

Audit Report 50

B

Bill by Year Level 67
 Billing Codes 20
 Billing Items 21
 Apply 67
 Editing 22
 Billing Multiple Year Levels 69
 Billing Students by Group 71

C

Change User 10
 Checklist 12

D

Daily Banking 31

E

End of Month 34
 Exporting Receipt Batches 64
 Exporting Receipt Batches to RM Finance 32

F

Fees Biller 14

L

Lock Terminal 10
 Logging on to the System 9

N

New Billing Items 24

O

Open Receipt Batches
 Closing of 39

P

Password 10
 Processing Receipts 26
 Purging Transactions 58

R

Receipt Summary 31
 Receipts 29
 Receipts Prior to Applying Billing Items 62
 Report Destination 10

S

Single User Mode 52
 Student Statement 82
 Students' Billing Category 17

T

The File Menu 10

U

Unallocated Credit 72
 Apply 34
 Report 34
 Unlocking the terminal 10
 Update RM Finance 41

W

Write off Debt 42

Y

Year End Process 54
 Year End Report 56

17 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

17.1 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.

17.2 Fax (CSC)

9264 4701

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

17.3 Email (CSC)

customer.servicecentre@det.wa.edu.au

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

18 Online Manuals and Training Notes

18.1 Civica Education

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

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

Select **Integris Support**.
Log in to **Western Australian SIS Schools**.
Username: **school**
Password: **help**

18.2 STIMS Project

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

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

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

19 Finance Web

19.1 Department of Education – SIS Finance

<http://det.wa.edu.au/finance/detcms/portal/>

Log on to the DoE Portal to access the latest factsheets.

RM Billing - Quick Reference Guide and FAQ

RM Billing - Procedures for RM Billing Receipts Batches

RM Billing - Using RM Billing _Alternative Method for Timetabled schools Yrs 8 -10

RM Billing – Printing Unprinted Invoices

RM Billing – Writeoff-Cancel Student Related Debt

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.

