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RM Billing Primary Receipting Training Notes

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RM Billing Receipts Primary Training Program

Morning Course

Time	Contents
8.30am	Coffee
9.00am	• Overview of RM Billing • Receipting Methods • Individual Receipts • Billing Item Bulk Receipts • Charges and Contribution Receipts • Printing Receipts
10.15am	• Morning Tea

10.30am	• Receipt Reports
	  • Daily Banking
	  • Receipt Summary
	• Correcting Errors
	• Processing Refunds
	• Closing a Receipts Batch
	• Unallocated Credit
	• Auto Allocate Unallocated Credit
	• Following up unpaid debt
	• Statements
	• Review activities and questions

11.45am	Questions

Afternoon Course

Time	Contents
12.30pm	Coffee
12.45pm	• Overview of RM Billing • Receipting Methods • Individual Receipts • Billing Item Bulk Receipts • Charges and Contribution Receipts • Printing Receipts
2.15pm	• Afternoon Tea

2.30pm	• Receipt Reports
	  • Daily Banking
	  • Receipt Summary
	• Correcting Errors
	• Processing Refunds
	• Closing a Receipts Batch
	• Unallocated Credit
	• Auto Allocate Unallocated Credit
	• Following up unpaid debt
	• Statements
	• Review activities and questions

3.45pm	Questions

Training Outcomes

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

- Create receipt batches
- Understand and apply the various methods for receipting
- Issue receipts for students and customers
- Record bulk student payments
- Export a receipts batch
- Reverse a receipt
- Refund receipts
- Produce receipt reports
- Allocate unallocated credit
- Produce reports for unpaid debt
- Produce statements

TRAINERS USE TRAINING DATA 1 AND RM FINANCE DEMO

1   Introduction to the RM Billing Module

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

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

Student details and those of their related contacts (e.g. 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 (optional). Student subject preferences from Timetabling are available in RM Billing. Costs for each subject can be entered in RM Billing and students can be billed according to the subjects they have chosen to study. The bulk billing facility enables students to be billed en masse 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.
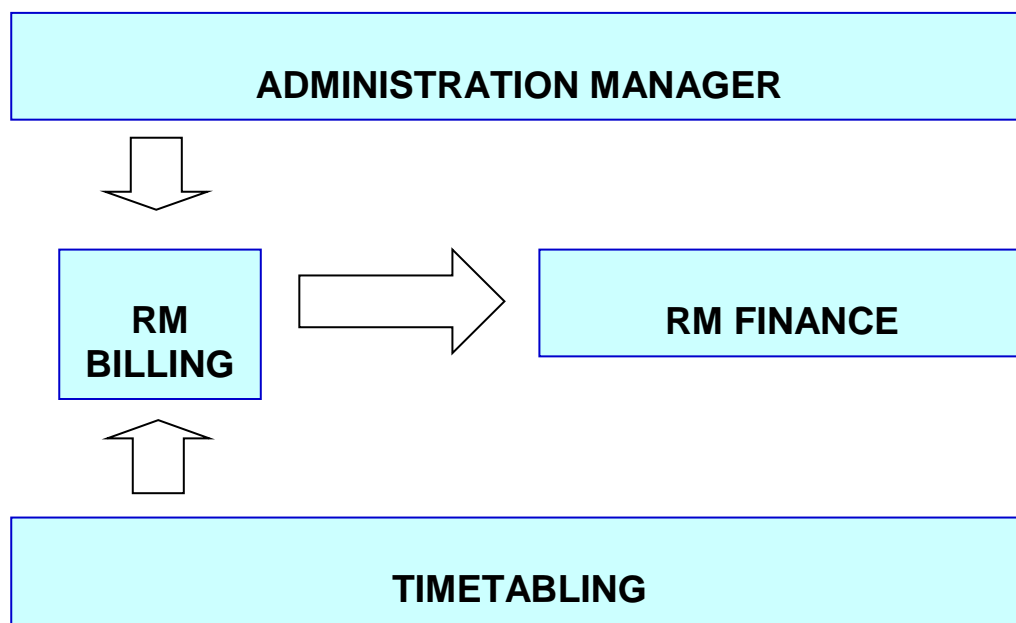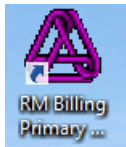
1.1 Logging on to the System

Activity: Logging On

- Double click on the **RM Billing Primary Receipting** icon on your desktop

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

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

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

It is strongly recommended that you change your password regularly.

1.2 The File Menu

The file menu may be accessed by clicking on File in the top left of your screen.
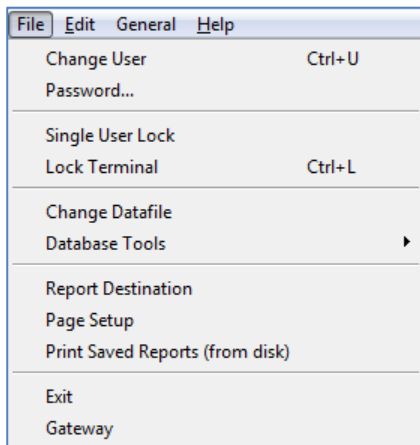
- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Change User** should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.
- **Lock Terminal** 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: The File Menu

Top Toolbar > File

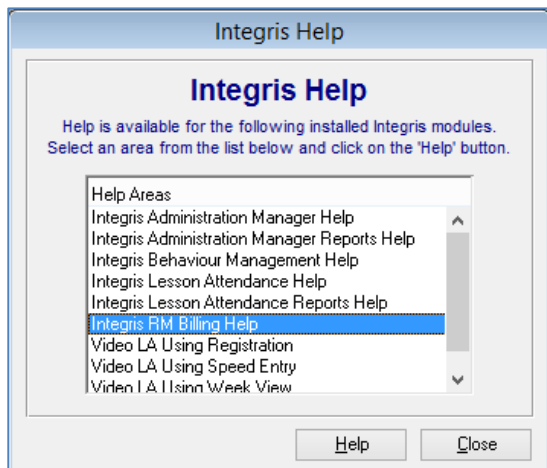View each of the following items in the File menu:

- Password
- Change User
- Lock Terminal
- Report Destination

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2 Accessing Help

Activity: Accessing Help

Top Toolbar > Help > Help Contents and Index

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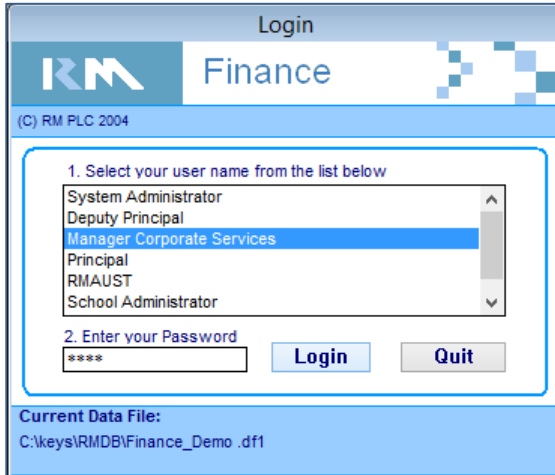- Select **Help Contents and Index**

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

Activity: Logging onto RM Finance

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

RM Billing > Students

- Select User Name **Manager Corporate Services**
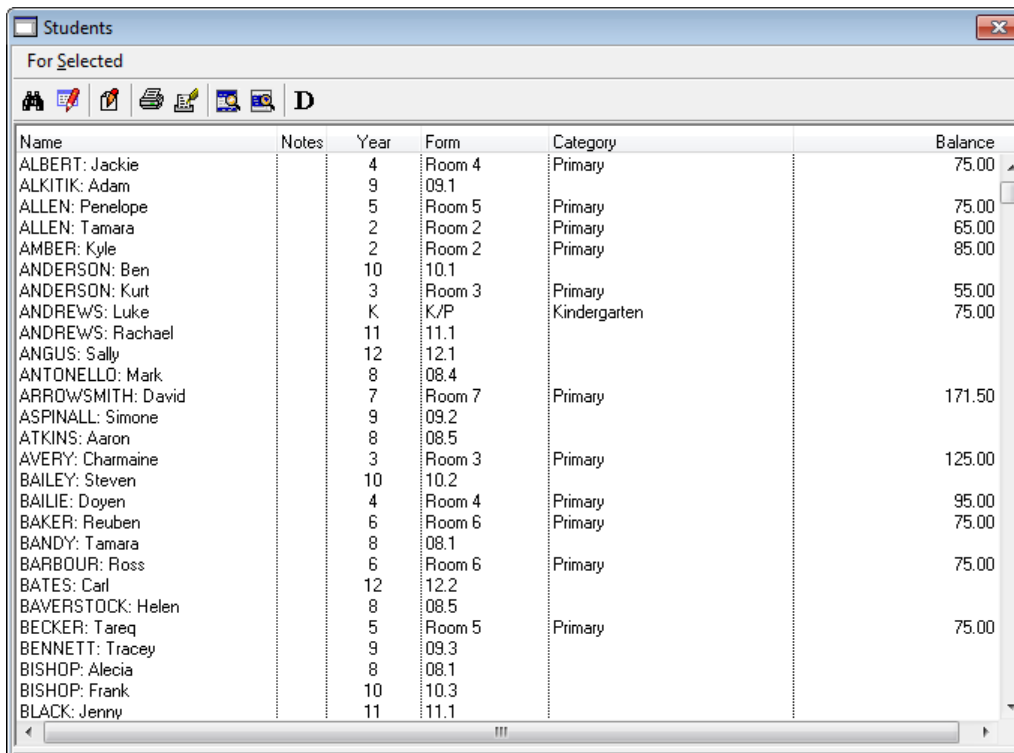- Enter password **keys**

- Click on **Login**

3   Brief Overview of RM Billing

3.1   Students

The Students section is the 'heart' of the RM Billing module. When the window opens all students on the current roll are displayed along with their current year group and current form.

3.1.1   Student Icons

The following icons are available on the Student List screen.

🔍	Standard Student Find Tool
📝	Load Current Students – Displays all students on the current roll
📋	Open Details – Opens the drill down facility for the selected student
🖨	Print – Prints all students displayed in the list view
📑	Print Selected – Prints all selected (highlighted) students in the list view
🔲	Hide Selected – Hides all selected students
🔳	Hide Unselected – Hides all unselected students
D	Show/Hide Deleted Students – Displays students who have been deleted from the Administration module but still have a record in RM Billing

3.1.2 Using the Student Window Icons

Activity: Using the Student Window Icons

RM Billing > Students

- Click **Find Student** 🔍
- Select Year Group 6 to display only the Year 6 students
- Click **Find > Select > Yes**
- Click **Load Current Students** 📝 to display all students who are on the current roll
- Highlight any student and select **Open Details** 🖊
- Click **Return to View** ↩

- Click **Print List** 🖨
- Click **OK** to print to screen
- Close the Student Summary Report

- Hold **<Ctrl>** and select 5 students from the list
- Click **Print Selected** 🖌
- Click **OK** to print to screen
- Close the Student Summary – Selected Items Report

- Click **Hide Selected** 🔍 to hide those selected students
- Hold **<Ctrl>** and select 5 students from the list
- Click **Hide Unselected** 🔍 to only view those selected students
- Click **Load Current Students** 📝 to display all students who are on the current roll
- Double click on the **Notes** header
- Highlight the students with Notes
- Click **For Selected > Print Notes** and **OK**

West Coast District High School
Student Notes Report

Date	Subject	Detail
DE JONG: Sebastian	**Year: 2**	**Form: Room 2**
18 FEB 2019	Payment Plan	Mrs De Jong has arranged to make a payment of $10 per month to cover Sebastian's account. SH
ANDERSON: Kurt	**Year: 3**	**Form: Room 3**
18 FEB 2019	Voluntary Contributions	Mrs Anderson sent a note to the office today to say she is not going to pay the Voluntary Contributions as they are Voluntary. SH

- View and close the notes screen

3.1.3   Quick Search on Student Surname

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

3.1.4   Drill Down Facility

Drill down functionality is instigated by double-clicking or pressing <enter> on a student name. Note that all transactions will be attached to the student's record. The name of the fees biller is also attached to this record.

3.1.5   Red Fields

The red fields at the top of the screen are scroll fields and search fields.
- Left mouse click to view the next student.
- Shift and left mouse click to view the previous student.
- Right mouse click to enter the name of a new student to view.
- It is recommended that users work with smaller groups of students and this method is used to navigate between students.

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

3.1.6   Return to View

Use the blue circular arrow to return from the drill down display to the front list screen. Selecting return to view will recalculate student balances.

Activity: Searching for Students

RM Billing > Students

- Type the Surname **Avery**
- Double click **Charmaine Avery**
- View the tabs available in the student window
- **Right click** in the Surname field and type **ANDREWS** then press**<Enter>**. The first student with that surname is displayed
- Close the Student details window

Note: The student details window will be used in depth later in training.

3.2 Customers

This section is used to bill customers who are external to the school (i.e. not parents/guardians/students). For example the local theatre group who wish to hire the school hall for their rehearsals.

Customer records can be created at any time by the user.

The functionality available in the Customers section is very similar to the functionality available in the Students section.
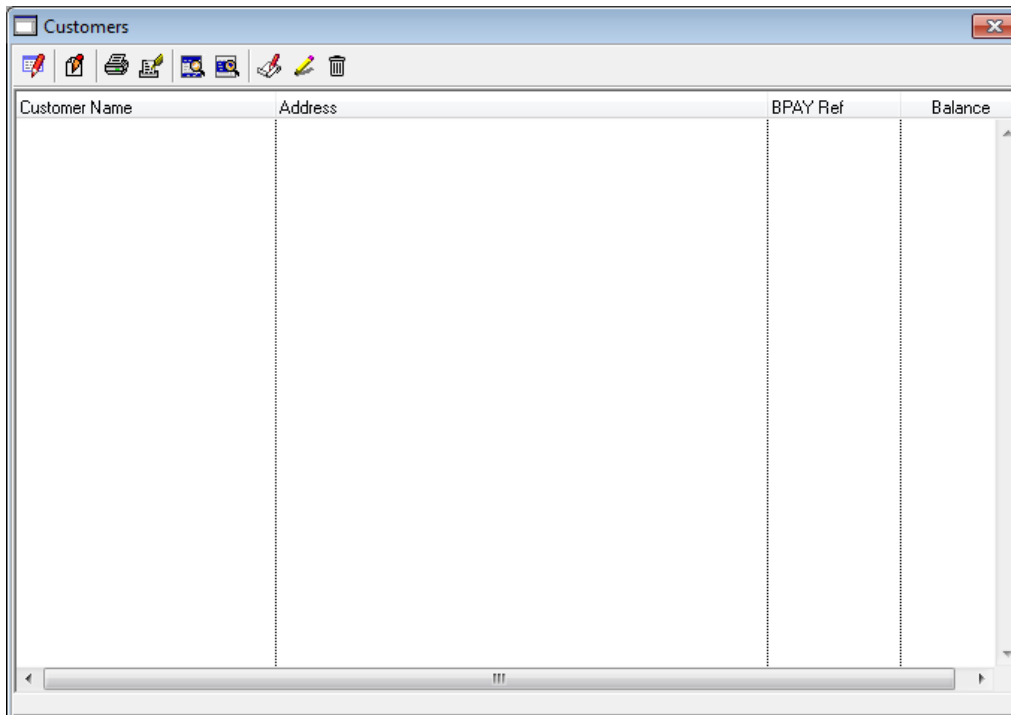
3.2.1 Customer Icons

The following icons are available in the Customers section.

	Load All – Displays all customers in the list view
	Open Details – Opens the drill down facility for the selected customer
	Print – Prints all customers displayed in the list view
	Print Selected – Prints all selected (highlighted) customers in the list view
	Hide Selected – Hides all selected customers
	Hide Unselected – Hides all unselected customers
	Add Customer – Allows a customer record to be added
	Edit Customer – Allows a customer record to be edited (restricted editing only if there are transactions against the customer)
	Delete Customer - Allows a customer record to be deleted (only if there are no transactions against the customer)

3.2.2 Quick Search on Customer Name

A quick search on Customer Name is available on this window. For example, if you click on the first Customer and then type the letter 'B' the cursor will move to the first Customer whose name begins with 'B'. If you type the entire Customer Name then that Customer Name will be highlighted.

3.2.3 Drill Down Facility

Drill down functionality is instigated by double-clicking or pressing <enter> on a Customer Name.

3.2.4 Red Field
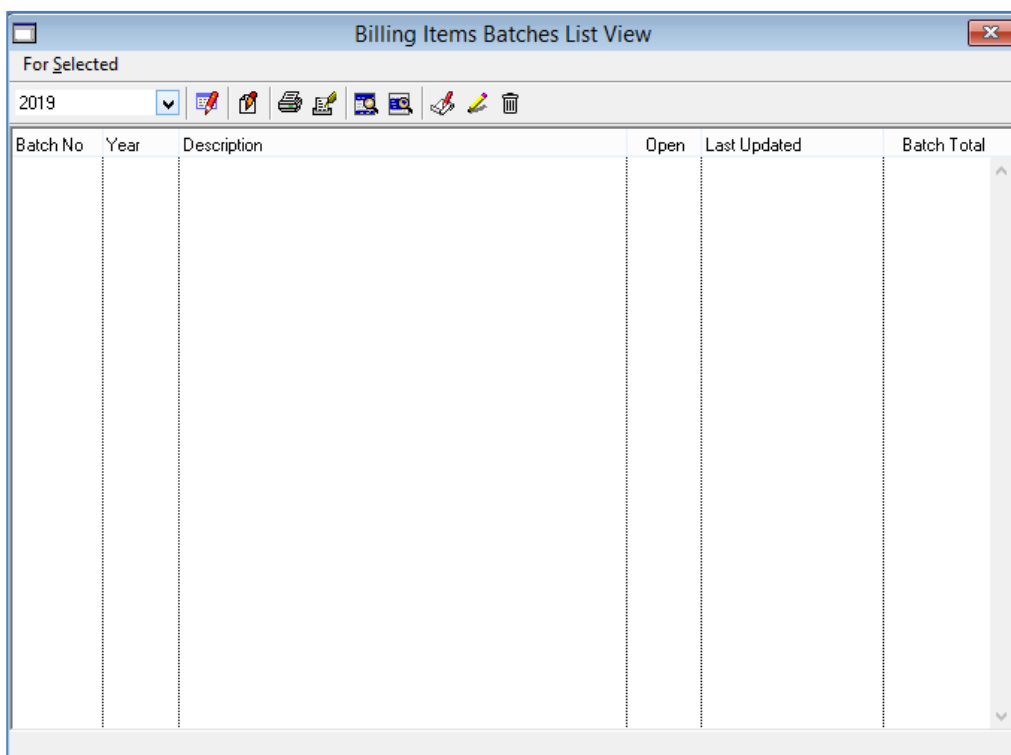
The red field at the top of the screen is a scroll field and a search field (see Students section).

3.2.5 Return to View

Use the blue circular arrow to return from the drill down display to the front list screen.

3.3 Billing Items

This section is used to create Billing Item batches. These batches will hold the billing item transactions once the students have been billed. The standard icons which have already been discussed are available on this window.

3.4 Receipts

The Receipts section is used to create Receipts batches. These batches will hold the receipts entered into RM Billing. The standard icons which have already been discussed are also available on this window.

3.5 Reports

A variety of standard reports are available from this section as illustrated below. These will be covered as we progress through the training course.
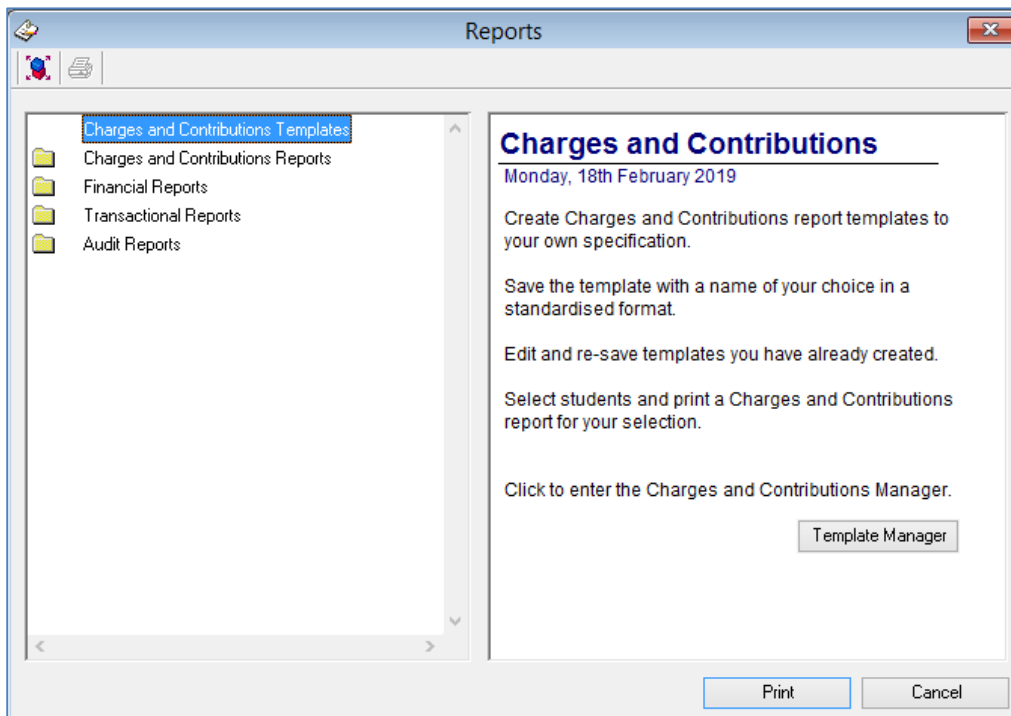
3.6 Parameters

Parameters can be set to customise the RM Billing module for use in your school. More detail will be provided on the relevant parameters during the course of this training.
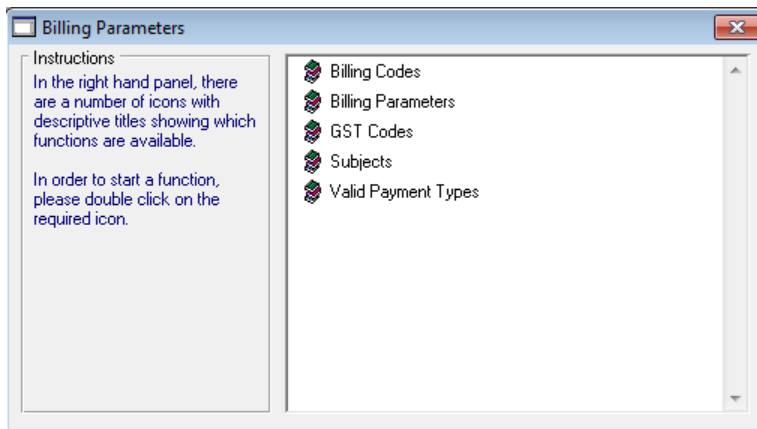
3.7 Utilities

The Utilities section provides a set of standard routines/processes that need to be run at certain times within the RM Billing module. These will be covered later in training.

4 Receipting

All receipts entered into RM Billing must be placed into a receipts batch. Receipts batches must be created before the receipts are entered.

The following conventions should be followed when creating receipts batches.

4.1 Separate Receipts Batches

Create separate batches for the following options:

- General Banking (daily takings – cash and cheques)
- Electronic Funds Transfers which include electronic credit card payments
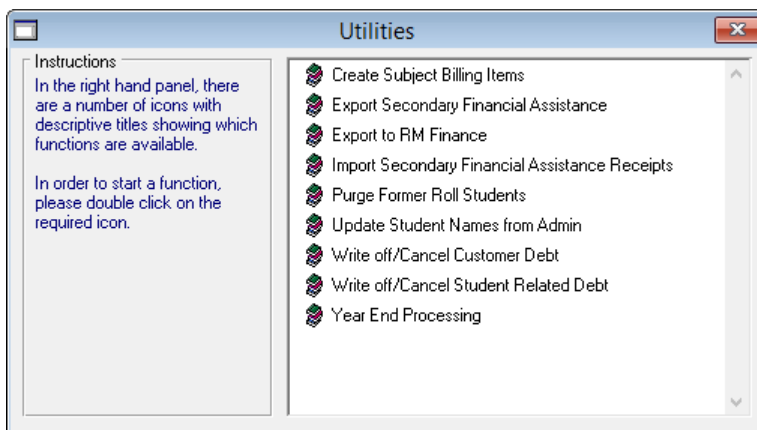- Direct Deposits, such as payments from Centrelink or Family and Children's Services
- BPAY
- Corrections (Reversals)
- Refunds
- Government Subsidies (special type of receipt – not exported)

It is important that you separate the different types of receipts. This will make reconciliation in RM Finance much easier.

For example, a general banking batch containing Cash and Cheques should be closed off when you are ready to bank the money. Then the batch total in RM Billing (which is transferred to RM Finance) will match the deposit amount you take to the bank. When you reconcile in RM Finance, the same batch total will appear on the bank statement and also in RM Finance making it easy to reconcile.

If you enter other types of receipts into the batch which are not banked your batch total in RM Billing and RM Finance will not match what is on the bank statement.

4.2 Naming Receipts Batches

The Receipts batch number will be automatically created by RM Billing. It will always begin with the letter 'B' followed by a sequential 5 digit number beginning with 00001.

When naming a receipts batch the description should contain the type of batch and the date it was created (dd.mm.yy).

For example:
General Banking 18.02.19
Electronic Funds Transfer 18.02.19

Note: For receipts entered retrospectively from receipt books or Z tapes enter the comment "Duplicate- original receipt #xxxx" or "Duplicate-original Z tape #xxxx" as required

Note: For more information log on to http://det.wa.edu.au/finance/detcms/portal/ to access "Procedures for RM Billing Receipts batches.

4.3 Receipt Payment Types

The following standard payment types exist in RM Billing and need to be used when entering receipts onto the system.

CA   Cash
CH   Cheque
CR   Credit Card
EF   EFTPOS
BP   BPAY
DD   Direct Deposit
GV   Government Subsidies

4.4 Methods of Receipting

There are a number of different methods that can be used for entering receipts into RM Billing. The method used will depend upon the circumstances.

4.4.1 Receipting Methods

There are four methods users may select from when processing receipts. Each has features to assist users with individual receipting needs.

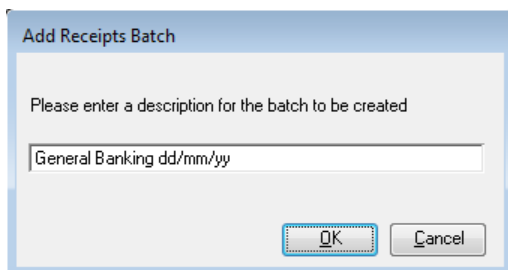| Receipt Process		Features	Type of Payment
Apply Receipt	Students>For Selected>Apply Receipt	Payment is automatically allocated to billing items	CA, CH,CR,EF,BP,DD
Add Receipt	Student Record>Add Receipt	Payment is automatically allocated to billing items. Users may edit allocations.	CA, CH,CR,EF,BP,DD
Bulk Receipts	Receipts>Receipt batch>Bulk Receipts	Allows users to receipt via payment type. Users select the billing items to be paid.	CA, CH,CR,EF,BP,DD, GV Ensure correct payment batch type is selected
Add Receipt for selected Billing Items	Billing Items> Batch Billing Items> Show Outstanding Balances> Add Receipt	Allows users to receipt payments of the same billing item, amount and payment method.	CA, CH,CR,EF,BP,DD

Activity: Creating a Receipts Batch

Create the following two receipts batches using today's date.

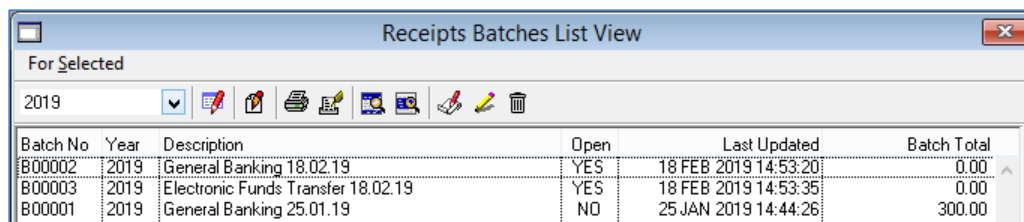- General Banking dd.mm.yy
- Electronic Funds Transfer dd.mm.yy

RM Billing > Receipts

- Click **Add Item**
- Enter the description and today's date

- Click **OK**

- Create an **Electronic Funds Transfer** Receipts Batch using the instructions above

4.4.2 Bulk Receipting for the same Billing Item (via the Billing Items batch)

This method is useful if a group of students are all paying the same amount for the same billing item(s). For example, a group of students are all paying $250 for their Camp Charges.
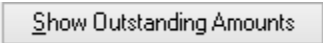
The Payment Type (e.g. Cash or Cheque) must also be the same for each group entered.

Activity: Entering Bulk Receipts for the same Billing Item

The following students have all paid in full for their Camp Charges. Follow the instructions below to enter these receipts in bulk via the Billing Items batch.

Name	Payment Type	Amount Paid
Kate Ellard	CHEQUE	250
Keith Jones	CHEQUE	250
Tamara Murphy	CHEQUE	250
Total Amount Paid		**750**

RM Billing > Billing Items

- Double-click on the **Year 6 Camp** batch
- Click on the **Batch Billing Items** tab

- Click [Show Outstanding Amounts] (this ensures that the balances owing on the billing items after adjustments, if any, are displayed)

- Click on the **Student/Cust** column to sort alphabetically
- **Highlight** all the billing items for the students who have paid in full

- Check the **Selected Totals Amount**. This should match the total expected of 750.00

Note: The Selected Totals amount must match the total amount being receipted.

- Click **Add Receipts**
- Press **<Tab>** and select the General Banking batch
- Press **<Tab>** to the Amount and enter **750** (this is the combined total)
- Enter the payment type of **CH** for Cheque or press **<Tab>** for a list
- Enter a comment (e.g. Year 6 Camp)
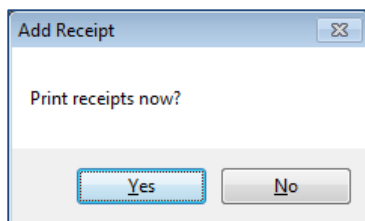
- Click **OK**

- Click **Yes**

- Select **Receipts** and click **OK**
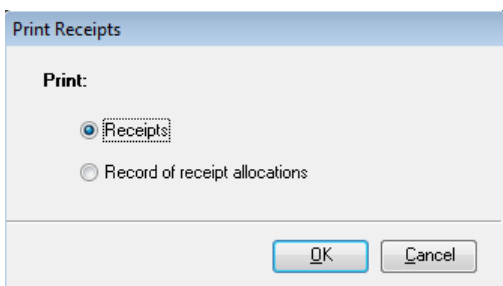
- Click **OK** to print to screen
- View and close the receipts

To print receipts at another time:

- Choose **Students**
- Select the appropriate student
- Choose the **Receipts** tab
- Select the appropriate receipt in the top half of the window
- Choose the **Printer** icon

Activity: Review of Entering Bulk Receipts for the same Billing Item

Use the same method to enter the receipts for those students who have paid by Cash for the camp. Print the receipts to the screen.

Name	Payment Type	Amount Paid
Mark Mills	CASH	250
Mason Richards	CASH	250
Josh Tep	CASH	250
Total Amount Paid		**750**

4.4.3 Entering Bulk Receipts for Charges and Contributions (via Apply Receipts)

RM Billing > Students > For Selected

This method is useful if a group of students are all paying the same amount for **charges and contributions**. The system will automatically allocate the entered amount to each student to pay off their Billing Items in a specified order, according to regulations. If the amount of the receipt is greater than the amount owing for the specified categories, then the additional amount will become unallocated credit (i.e. a credit amount which not assigned to any billing items).

Billing Items will be paid off in the following order:

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

Activity: Entering Bulk Receipts for Charges and Contributions (via Apply Receipts)

The following students have all paid $40 for their Charges and Contributions. The payments have been processed via EFTPOS. Enter receipts for the student payments in the table below.

Student	Payment
Luke Andrews	40.00
Charmaine Avery	40.00
Reuben Baker	40.00

RM Billing > Students

- Highlight the students listed in the table above
- Click 🔳 **Hide Unselected**
- Highlight the 3 students

Name	Notes	Year	Form	Category	Balance
ANDREWS: Luke		K	K/P	Kindergarten	75.00
AVERY: Charmaine		3	Room 3	Primary	125.00
BAKER: Reuben		6	Room 6	Primary	341.50

- Click **For Selected > Apply Receipts**
- Press **<Tab>** and select the **Electronic Funds Transfer** receipts batch
- Press **<Tab>** to the Amount and enter **40.00** (the amount that will be applied to each student)
- Press **<Tab>** and select the payment type of **EF**
- Enter a comment (e.g. **Charges and Contributions**)

	Apply Receipts	
Receipts Batch	B00003	Electronic Funds Transfer 18.02.19
Date	18 FEB 2019	
Amount (for each student)	40.00	Amount applied to each individual student
Payment Type	EF	EFTPOS
Comment	Charges and Contributions	

[OK] [Cancel]

- Click **OK**
- Close the Students window

<div style="color:white; background:red; text-align:center">

IMPORTANT:
The amount entered will be applied to each student record. Therefore, this functionality can only be used when each student has paid the same amount.

</div>

4.4.4 Printing receipts for items which have been receipted in bulk

Receipts can be printed via the receipts batch for items which have been receipted in bulk.

Activity: Print Receipts for Bulk Entries

Print receipts for Luke Andrews, Charmaine Avery and Reuben Baker for the payment for their Charges and Voluntary Contributions.

RM Billing > Receipts

- Double-click on the Electronic Funds Transfer batch
- Choose the **Batch Receipts** tab
- Highlight the receipts to be printed in the top window

- Click **Print**

- Click on **Yes**

- Select **Receipts** and click **OK**

Print Receipts

Print:

- ⦿ Receipts
- ○ Record of receipt allocations

[OK] [Cancel]

- Click **OK** to print to screen
- View and close the receipts

Activity: Review of Entering Bulk Receipts via Students

1. The following students have all paid $40 for their Charges and Contributions. The payments have been processed via cheque. Enter receipts for the student payments in the table below.
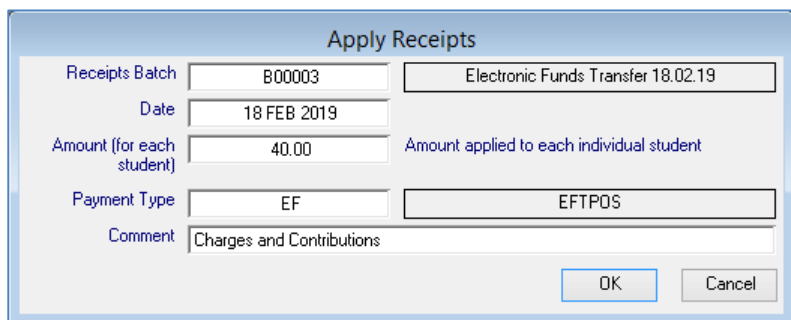
Student	Payment
Penelope Allen	40.00
Ross Barbour	40.00
Tanya Born	40.00

2. Print Receipts for these students.

4.4.5   Bulk Receipting for a mixture of items via the Receipts batch

This method is useful for inputting a group of receipts which are mixed in nature. For example, different students are paying different amounts with various payment types for different items.
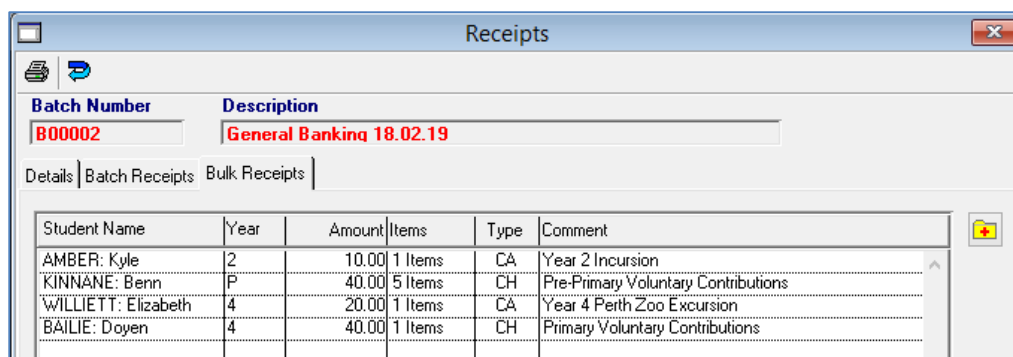
Activity: Entering Bulk Receipts for a Mixture of Items

The following payments have been received. They are mixed in nature. Enter these receipts via Receipts > Bulk Receipts. Print receipts for the students.

Name	Amount Paid	Payment Type	Payment For
Kyle Amber	$10	Cash	Year 2 Incursion
Benn Kinnane	$40	Cheque	Pre-Primary Voluntary Contributions
Elizabeth Williett	$20	Cash	Year 4 Zoo Excursion
Doyen Bailie	$40	Cheque	Primary Voluntary Contributions

RM Billing > Receipts

- Double-click the **General Banking** receipts batch
- Select the **Bulk Receipts** tab
- Click **Add**
- Enter the student's **surname** (or part thereof) in the Student Name field and **<Tab>** to select the student from a list
- Enter the **amount** and press **<Tab>**
- Press **<Tab>** in the **items** field
- **Highlight** the items to be paid, click **OK** and press**<Tab>**
- Enter the **Payment Type** (or **<Tab>** for a list) and press **<Tab>** to the comment field
- Enter a **Comment** (i.e. Incursions), then press **<Tab>** to move to the next line
- **Repeat** this process using the table above

- Click **OK**
- Click **Print**
- Select **Receipts** and click **OK**

- Click **OK** to print to screen
- View and close the receipts
- Click **Return to View**

Note: If you create a blank line and need to remove it, perform a right mouse click on the blank line. You will then be given the option to remove the line.

IMPORTANT

The receipts are not saved until the OK button at the bottom of the screen is clicked. It is therefore recommended that shorter lists are entered and saved regularly to minimise loss of data in the event of a power failure etc.

Activity: Review of Entering Bulk Receipts for a Mixture of Items

1. The following payments have been received. These payments were all received via EFTPOS therefore they must be entered into the Electronic Banking receipts batch. Enter these receipts via Receipts > Bulk Receipts.

Name	Amount Paid	Payment Type	Payment For
Cassie Brood	$75	EFTPOS	Balance of account
Haley DeSilva	$250	EFTPOS	Year 6 Camp
Tamara Allen	$55	EFTPOS	Primary Voluntary Contributions & IPad Replacement Fund

2. Print receipts for these students.

- Click on **Return to View**

Activity: Receipting Overpayments

Steven Brown wishes to pay $325.00 in cash for his Charges and Contributions. Currently his Billing Items total $75.00. The overpayment will be processed as unallocated credit.
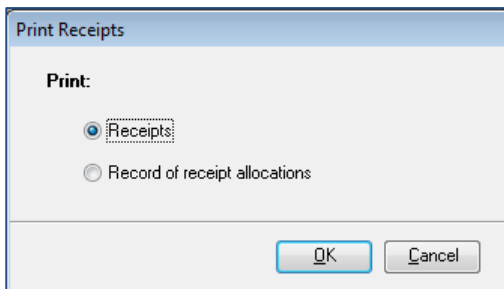
RM Billing > Receipts

- Double click on the **General Banking Batch** receipts batch
- Select the **Bulk Receipts** tab
- Click **Add Receipts**
- Type **Brown** and press **<Tab>** to select Steven
- Type **325.00** in the amount
- Press **<Tab>** in the items field and select all items

Please double-click on your selection.						
Ref	Date	Code	Amount	GST	Balance	Comment
253	18 FEB 2019	VOL01	40.00	0	40.00	2019 Primary Voluntary Contributions
254	18 FEB 2019	VAR01	15.00	0	15.00	2019 Ipad Replacement Fund
448	18 FEB 2019	VAR02	20.00	8	20.00	2019 P&C Family Contributions

- Click **OK**

Select Items

The selected items are less than the amount of the receipt. The remaining 250.00 will become unallocated credit. Continue?

Yes   No

- Click **Yes**
- Press **<Tab>** in the Type column and select **CA**
- Type in comment **Charges and Contributions**

Details	Batch Receipts	Bulk Receipts				
Student Name	Year	Amount	Items	Type	Comment	
BROWN: Steven	5	325.00	3 Items	CA	Charges and Contributions	

- Click **OK**

Note: The overpayment will be recorded as unallocated credit within Steven Brown's record. The amount will be posted against the Billing Suspense Account N3199 in RM Finance.

4.4.6 Individual Receipting

This method can be used to enter a receipt for an individual student.

Activity: Entering an Individual Receipt

Mr James Elliott, Katherine Elliott's grandfather wishes to pay with a cheque for $40 for her Voluntary Contributions. Enter the receipt into RM Billing.

RM Billing > Students

- Double-click on the record for **Katherine Elliott**
- Select the **Receipts** tab
- Click Add Receipt
- Press **<tab>** for a list of open receipts batches
- Select the **General Banking** batch for today
- Press **<tab>** to move to the Payment Type field
- Press **<tab>** for a list of valid payment types (or type the code if you know it)
- Select **Cheque**
- Enter **$40** as the amount and press <tab>
- Enter a **comment** (e.g. Voluntary Contributions)

- Edit the title to read: **Mr**
- Edit the First Name to read: **James**
- Edit the Address to **54 Lois Lane**

<table>
<tr><td colspan="2"></td><td colspan="2">Add Receipt</td></tr>
<tr><td>**Receipt Details**</td><td></td><td>**Received from:**</td><td></td></tr>
</table>

Receipt Details		Received from:	
Batch No.:	B00002	Title / First Name	Mr / James
	General Banking 18.02.19	Surname	Elliott
Payment Type:	CH	Address	54 Lois Lane
	Cheque		
Date:	18 FEB 2019		
Amount:	40.00	Town/Sub	PINEY WOODS
		State	WA
Comment:		Postcode	6999
Voluntary Contributions		Country	Australia

Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
255	18 FEB 2019	VOL01	0	2019 Primary Voluntary Contribution	40.00	Nil	40.00	40.00
256	18 FEB 2019	VAR01	0	2019 Ipad Replacement Fund	15.00	Nil	15.00	Nil
442	18 FEB 2019	VAR02	8	2019 P&C Family Contributions	20.00	Nil	20.00	Nil
					75.00	0.00	75.00	40.00

OK   Cancel

- Click **OK** to save

> *Note: The 'Received from' fields on the Add Receipt screen show the name of the current fees biller for the student. If someone else is paying the money, these fields should be edited to contain the name and address of that person. These details are saved with the receipt.*

4.4.7 Printing an Individual Receipt

Activity: Printing an Individual Receipt

Print a receipt for Katherine Elliot for her payment of Voluntary Contributions.

- Highlight the receipt on the Receipts tab for Katherine Elliot

- Click **Print**
- Select **Receipts**, click **OK**

- Click **OK** to print to the screen
- View and close the Receipt
- Click **Print**

- Select **Record of receipt allocations**
- Click **OK**
- Click **OK** to print to the screen
- View and close the Record of receipt allocation

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Notes: The official document is the 'Receipt'. This is what should be printed and given to the parent.

The 'Record of Receipt Allocation' can also be printed if required. This lists the billing items to which the receipt is currently allocated. Note that the allocations for a receipt can change if paid billing items are reversed or adjusted or if unallocated credit is allocated.

4.4.8   Original/Draft/Copy text on Receipts

To obtain an original receipt, the receipt must be printed directly to the printer (not to the screen and then to the printer).

Receipts printed directly to the printer for the first time will contain no additional text.
Receipts viewed to the screen will contain the text 'DRAFT'. If sent to the printer from the screen, the printed copy will contain the text 'DRAFT'. Receipts printed to the printer for the second or subsequent time will contain the text 'COPY'.

The above is an important audit consideration as there should only ever be one original receipt created.

4.4.9   Entering an Individual Receipt for more than one billing item

Activity: Enter Individual Receipts for a Number of Billing Items

Troy Dean has $50 cash to pay for his Voluntary Contributions and Incursions. Enter and print a receipt and receipt allocation for Troy.

RM Billing > Students

- Right click in the red surname field
- Type in **Dean** and Enter

- Select the **Receipts** tab

- Click Add Receipt

- Press **<Tab>** in the Batch No. field and select the **General Banking** Receipts Batch click **OK**
- Press **<Tab>** in the Payment Type and select **Cash** press **<Tab>**
- Enter **50.00** in the Amount **<Tab>**
- Enter the Comment **Primary Voluntary Contributions and Incursion**

- View the Applied column and notice that the payment has been automatically applied from the top down and is against the IPad Replacement billing item

- Delete the **10.00** that has been applied to the IPad Replacement billing item
- **<Tab>** down to the Incursions billing item
- Enter **10.00** in the applied column **<Tab>**

- Click **OK**

- Highlight the new receipt
- View the details of the receipt in the lower details section of the screen

- Click **Print**
- Select **Receipts**, click **OK**

- Click **OK** to print to the screen
- View a**nd** close the receipt

- Click **Print**
- Select **Record of receipt allocations**
- Click **OK**
- Click **OK** to print to the screen
- View and close the record of receipt allocations

Activity: Review of Entering Individual Receipts

1. Conan Rogers has brought a cheque for $55 to pay for his Voluntary Contributions and IPad Replacement Fund. Enter and print a receipt for Conan.

2. Nora Chum has brought $250 cash to pay for the Year 6 camp. (Hint: you will need to change the allocation of the receipt). Enter and print a receipt for Nora.

4.5 Receipting for Customers
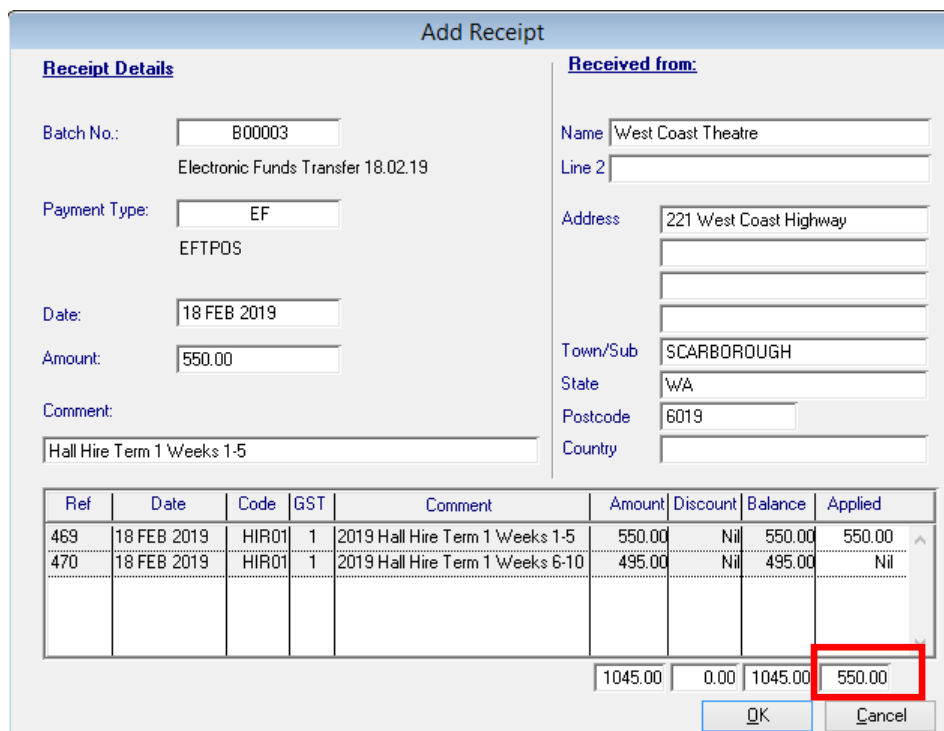
Individual receipts can be created for a particular customer. This is done via the Customers section by drilling down on the Customer record and going to the Receipts tab.

Activity: Add a Customer Receipt

West Coast Theatre has paid in full for the hall hire. The money has been paid directly into the bank using EFTPOS via the schools on-site machine. Print a copy of the receipt for West Coast Theatre.

RM Billing > Customers

- Double click on **West Coast Theatre**
- Select the **Receipts** tab
- Click Add Receipt   Add Receipt
- Press **<Tab>** in the Batch No field and select the **Electronic Funds Transfer** batch
- Enter the payment type of **EF** or **<Tab>** for a list
- Accept the default date
- Enter the amount of **550.00**
- Enter a Comment (e.g. **Hall Hire Term 1 Weeks 1-5**)
- Check that the applied amount is correctly allocated in the lower window

- Click **OK**
- Highlight the receipt and click **Print** 🖨

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- Select **Receipts** and click **OK**

- Click **OK** to print to screen
- View and close the receipts
- Close the Customer Details window

4.6 Reporting on Receipts

4.6.1 The Daily Banking Summary

This report is useful in reconciling the daily takings. It will separate the transactions by payment type (e.g. Cash and Cheque) and give overall totals

---

Activity: Print the Daily Banking Summary

Print the Daily Banking Summary for the General Banking receipts batch for today.

RM Billing > Receipts

- Highlight the General Banking receipts batch
- Click For Selected > Print Daily Banking
- View and close the Daily Banking report

West Coast District High School
Daily Banking Summary 18/02/2019

| Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
10	$ 250.00	Mr K Morton	MILLS: Mark	Year 6 Camp	B00002	
11	$ 250.00	Judge J Percival	RICHARDS: Mason	Year 6 Camp	B00002	
12	$ 250.00	Mr H Oscar	TEP: Josh	Year 6 Camp	B00002	
19	$ 10.00	Ms P Linum	AMBER: Kyle	Year 2 Incursion	B00002	
21	$ 20.00	Ms P Williett	WILLIETT: Elizabeth	Year 4 Perth Zoo Excursion	B00002	
26	$ 325.00	Ms S Throssell	BROWN: Steven	Charges and Contributions	B00002	
28	$ 50.00	Ms D Dean	DEAN: Troy	Primary Voluntary Contributions and Incursion	B00002	
30	$ 250.00	Ms Chum	CHUM: Nora	Year 6 Camp	B00002	
Total Cash	**$ 1,405.00**					
CHEQUE						
7	$ 250.00	Ms R Ellard	ELLARD: Kate	Year 6 Camp	B00002	
8	$ 250.00	Ms H Jones	JONES: Keith	Year 6 Camp	B00002	
9	$ 250.00	Mr J Murphy	MURPHY: Tamara	Year 6 Camp	B00002	
16	$ 40.00	Miss K Allen	ALLEN: Penelope	Charges and Contributions	B00002	
17	$ 40.00	Mrs Ritchie	BARBOUR: Ross	Charges and Contributions	B00002	
18	$ 40.00	Mrs T Born	BORN: Tanya	Charges and Contributions	B00002	
20	$ 40.00	Mr F Kinnane	KINNANE: Benn	Pre-Primary Voluntary Contributions	B00002	
22	$ 40.00	Mrs G Bailie	BAILIE: Doyen	Primary Voluntary Contributions	B00002	
27	$ 40.00	Mr J Elliott	ELLIOTT: Katherine	Voluntary Contributions	B00002	
29	$ 55.00	Mr D Rogers	ROGERS: Conan	Voluntary Contributions and Ipad Replacement	B00002	
Total Cheque	**$ 1,045.00**					
Total for Cash and Cheques	**$ 2,450.00**					
Total for Report:	**$ 2,450.00**					

4.6.2 The Receipts Summary Reports

This report will group all receipt allocations by analysis code, budget code and GST code. It is a mandatory report and must be printed and filed.

Activity: Print the Receipts Summary

Print the Receipts Summary – Detailed Report for the General Banking receipts batch for today.

RM Billing > Receipts

- Highlight the **General Banking** receipts batch
- Click **For Selected > Print Receipts Summary**
- Click **OK** to print to the screen
- Click **Yes** to print the Detailed Summary

```
Print Receipts Summary                    ⊠

Print Detailed Summary?  No=Totals only


          Yes              No
```
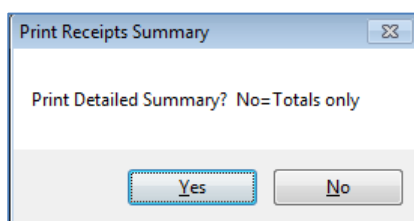
A portion of the report is displayed below

West Coast District High School

Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST

Batch: B00002 General Banking 18.02.19

Billing Code CHG01   School Camps

GST Code 0

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form			Amount	GST
477	7	B00002	CHG01	18/02/2019	ELLARD: Kate	6	Room 6			$ 100.00	$ 0.00
477	7	B00002	CHG01	18/02/2019	ELLARD: Kate	6	Room 6			$ 40.00	$ 0.00
478	8	B00002	CHG01	18/02/2019	JONES: Keith	6	Room 6			$ 100.00	$ 0.00
478	8	B00002	CHG01	18/02/2019	JONES: Keith	6	Room 6			$ 40.00	$ 0.00
479	9	B00002	CHG01	18/02/2019	MURPHY: Tamara	6	Room 6			$ 40.00	$ 0.00
479	9	B00002	CHG01	18/02/2019	MURPHY: Tamara	6	Room 6			$ 100.00	$ 0.00
480	10	B00002	CHG01	18/02/2019	MILLS: Mark	6	Room 6			$ 40.00	$ 0.00
480	10	B00002	CHG01	18/02/2019	MILLS: Mark	6	Room 6			$ 100.00	$ 0.00
481	11	B00002	CHG01	18/02/2019	RICHARDS: Mason	6	Room 6			$ 100.00	$ 0.00
481	11	B00002	CHG01	18/02/2019	RICHARDS: Mason	6	Room 6			$ 40.00	$ 0.00
482	12	B00002	CHG01	18/02/2019	TEP: Josh	6	Room 6			$ 100.00	$ 0.00
482	12	B00002	CHG01	18/02/2019	TEP: Josh	6	Room 6			$ 40.00	$ 0.00

- View and close the Receipts Summary Detailed Report

Print the Totals Only Report.

The Totals Only Report is recommended for the manual input of receipts into RM Finance

- Highlight the **General Banking** receipts batch
- Click **For Selected > Print Receipts Summary**
- Click **OK** to print to the screen
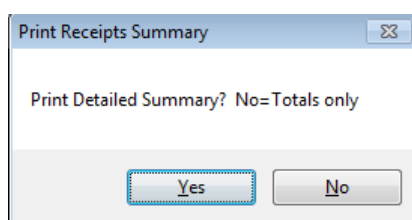
- Click **No** to print the Totals only report

West Coast District High School

Receipts Summary (totals only)

	Amount	GST
Batch: B00002 General Banking 18.02.19		
Billing Code CHG01 School Camps		
GST Code 0		
Total for Income	$1,060.00	$0.00
Budget: C1102 Analysis: C1100 Totals for GST code 0	$1,060.00	$0.00
GST Code 1		
Total for Income	$770.00	$70.00
Budget: C1102 Analysis: C1100 Totals for GST code 1	$770.00	$70.00

- View the Totals only report and close

4.7 Preparing to Export a Banking Batch

Activity: Printing the Daily Banking Summary

We have finished entering the transactions from the Electronic Funds Transfer Report and are now ready to close that batch. The General Banking batch will be left open as we may receive some more payments before we are ready to close it and bank the proceeds.

Print the Daily Banking Summary for the Electronic Funds Transfer receipts batch for today.

RM Billing > Receipts

- Highlight the **Electronic Funds Transfer** receipts batch
- Click **For Selected > Print Daily Banking**
- Click **OK** to print to screen

West Coast District High School

Daily Banking Summary   18/02/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
EFTPOS						
13	$ 40.00	Miss Andrews	ANDREWS: Luke	Charges and Contributions	B00003	
14	$ 40.00	Ms A Avery	AVERY: Charmaine	Charges and Contributions	B00003	
15	$ 40.00	Mr Pearce	BAKER: Reuben	Charges and Contributions	B00003	
23	$ 75.00	Mr Brood	BROOD: Cassie	Balance of account	B00003	
24	$ 250.00	Mr R Desilva	DESILVA: Haley	Year 6 Camp	B00003	
25	$ 55.00	Miss K Allen	ALLEN: Tamara	Primary Voluntary Contributions and Ipad replacement	B00003	
31	$ 550.00	West Coast Theatre		Hall Hire Term 1 Weeks 1-5	B00003	

Total EFTPOS	$ 1,050.00

Total for Other Payment Types	$ 1,050.00

Total for Report:	$ 1,050.00

- View and close the Daily Banking Summary

Note: The Daily Banking Summary must be printed and filed for reference.

Activity: Print the Receipts Summary

Print the Receipts Summary for the Electronic Funds receipts batch for today.

RM Billing > Receipts

- Highlight the **Electronic Funds** receipts batch
- Click **For Selected > Print Receipts Summary**
- Click **OK** to print to screen

Print Receipts Summary	⊠
Print Detailed Summary? No=Totals only	
Yes	No

- Click **Yes** to print the **Detailed Report**

Receipts Summary Detailed Report

West Coast

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST

Batch: B00003 Electronic Funds Transfer 18.02.19

Billing Code CHG01   School Camps

GST Code 0

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Amount	GST
485	15	B00003	CHG01	18/02/2019	BAKER: Reuben	6	Room 6	$ 40.00	$ 0.00
494	24	B00003	CHG01	18/02/2019	DESILVA: Haley	5	Room 5	$ 40.00	$ 0.00
494	24	B00003	CHG01	18/02/2019	DESILVA: Haley	5	Room 5	$ 100.00	$ 0.00

| | Total for   Income | | | | | | | $ 180.00 | $ 0.00 |

Budget: C1102	Analysis: C1100	Totals for GST code 0	$ 180.00	$ 0.00

GST Code 1

494	24	B00003	CHG01	18/02/2019	DESILVA: Haley	5	Room 5	$ 110.00	$ 10.00
	Total for Income							$ 110.00	$ 10.00

- View and close the Detailed Receipts Summary Report

Note: The Detailed Receipt Summary is a mandatory report and must be printed and signed by the Principal as part of the batch closing routine and for End of Month Reporting.
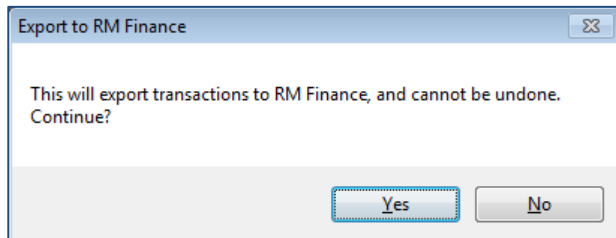
4.8 Exporting a Receipts Batch
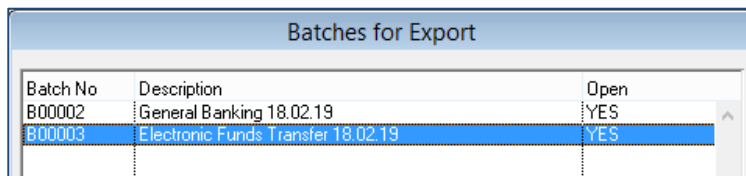
Activity: Export the Receipts Batch

Once processing is completed, the Daily Banking Summary and the Receipts Summary Detailed report are printed the batch can be exported to RM Finance. This process will automatically close the batch and mark the transactions as posted.

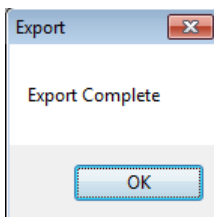**RM Billing > Utilities**

- Double click **Export to RM Finance**

- Click **Yes**
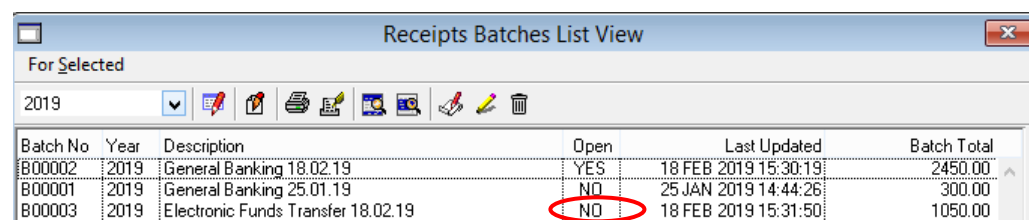- Highlight the **Electronic Funds Transfer** Batch

- Click **OK**
- Check the settings on the Print Setup screen and click **OK** (do not Cancel at this stage, otherwise transactions will not be exported).

- Click **OK** once the Export is Complete

As a batch has been exported, it is automatically closed, so a new Electronic Funds Transfer batch will need to be created to hold the next day's takings.

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The Receipt Batch Export Summary is displayed below.

Note: The Receipts Batch Export Summary Report will be printed. Ensure this report is kept for End of Month reporting. This Report can be re-printed from RM Billing>Reports>Audit Reports if required.

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

Receipt Batch Export Summary

Batch Code	Description	Date Created	Date Last Updated	Open	Batch Total
Batches Not Exported					
B00002	General Banking 18.02.19	18/02/2019	18/02/2019	YES	2450.00
					2450.00
Batches Exported					
B00003	Electronic Funds Transfer 18.02.19	18/02/2019	18/02/2019	YES	1050.00
					1050.00

Comment: _____

_____

Principal's Signature: _____

Date: _____

5 Correcting Errors/Making Adjustments

The table below outlines the different adjustment options which are available for billing items and receipts.

At times it may be necessary to correct an error made when entering a billing item or a receipt. Alternatively it may be necessary to make some type of an adjustment to a billing item or a receipt due to a change in circumstances.

Billing Items		Receipts	
Reversal	This will create an opposite (reversal) transaction thereby 'cancelling out' the billing item. • Used to correct an error (billing item should not have been created) • Used when a student should no longer be charged for an item (e.g. billed for Camp but now not going)	**Reversal**	This will create an opposite (reversal) transaction thereby 'cancelling out' the receipt • Used to correct an error • Used for cheques that are not cleared • Used for EFTPOS payments that have failed (Note that Billing item balances will be reinstated.)
Adjustment	This will create an adjustment transaction for the amount entered. This reduces the amount of the billing item by the adjusted dollar amount. Note: An alternative method could be to reverse the item and then add a new billing item which can be edited for a lower amount.	**Refund**	Used to refund amounts that have already been paid. • Used when money needs to be returned (refunded) to the parent. The associated billing items will be reversed automatically so that the debt is not reinstated.
Write-Off	This will create an opposite write-off transaction to negate the amount still owing on the billing item thereby 'cancelling out' the billing item. • Used at the end of the year to write-off debts that will not be recovered (in accordance with the Department's write-off policy)		

6 Receipt Reversals

A receipt can be reversed for a number of reasons. If the original batch the receipt was processed into has been closed, then an alternative batch must be created to either hold the receipt or pass the receipt through to another record. If a receipt is to be refunded and the original batch has been closed, then a Refunds batch must be created to hold the reversed receipt.

The Corrections Batch

A Corrections batch would be created if the original batch the receipt was processed into has been closed and a receipt reversal is to be performed. This could be because of user error resulting in a receipt having to be reversed, or perhaps a cheque has been dishonoured by the bank, or a receipt has been applied against a wrong student record and therefore must be reversed and applied to the correct student.

The Refunds Batch

A refunds batch would be created if money which has been paid, needed to be returned (refunded) to a parent/guardian. Refund batches must be identified according to the type of Refund eg: EFT, System Generated cheques or Manual written cheques. If processing EFT refunds, the batch would be named Refunds – EFT dd/mm/yy etc.

Unlike a General Banking batch or an EFT batch which may stay open until the banking is ready to be finalised, both the Corrections and the Refunds batches are closed as soon as the Correction or Refund has been completed.

Non Exporting Schools

Schools which are not exporting to RM Finance may write manual cheques or produce system generated cheques which can be created when the expenditure transaction is entered into RM Finance.

Exporting Schools

Schools which are exporting to RM Finance have the option of refunding through a Manual cheque, a System Generated cheque or through EFT. This functionality is only available for students at this time and not for Customer refunds. Customer refunds can only be made through a manual written cheque.

Activity: Create Correction and Refund Batches

West Coast Theatre has informed us that the Hall is unsuitable and have requested a refund to which we have agreed and will issue them with a manual cheque
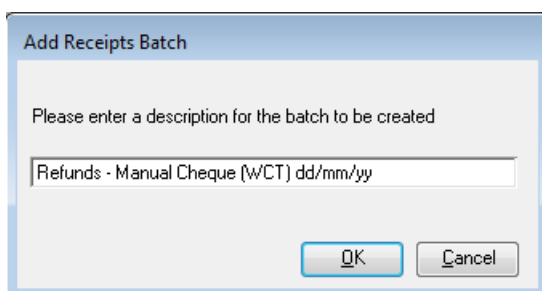
We have also received a call from Ms Chum to say that Nora is unable to attend the Year 6 camp and have agreed to issue her with a refund via a system generated cheque

We have also been advised that Elizabeth Williett has broken her leg and cannot attend the Year 4 Perth Zoo Excursion and would like a refund via EFT.

- Create 3 Refunds batches for the following:

    o Refunds – Manual Cheque (WCT) dd/mm/yy
    o Refunds – System Cheque (Nora Chum) dd/mm/yy
    o Refunds – EFT (Elizabeth Williett) dd/mm/yy

RM Billing > Receipts

- Click Add Item

- Click **OK**

- Click Add Item

- Click **OK**

- Click Add Item

- Click **OK**

It has also been discovered that a $40 Electronic Funds Transfer payment processed against Reuben Baker should have been processed against Tareq Becker. A Corrections batch must be opened to process the receipt from Reuben Baker to Tareq Becker

Create the following receipt batch using today's date.

Corrections dd/mm/yy

- Click Add Item

- Click **OK**

- The batch numbers are recorded on the Finance Batch Register

- Close the Receipts window

Activity: Reverse a Receipt

Reverse the receipt from Rueben Baker and apply the receipt to Tareq Becker

Note: As the Electronic Funds Transfer batch used to process this transaction is closed, these transactions are processed using a Corrections batch.

RM Billing > Students

- Double click on **Reuben Baker**
- Select the **Receipts** tab
- Highlight the $40 receipt

- Click Reversal

- Click **Yes**
- Enter a reason for the reversal (i.e. Error – should have been applied to Tareq Becker)

- Click **OK**

- Select the **Corrections batch**

- Click **OK**

View the reversal transaction

<table>
<tr><td colspan="2">

Activity: Re-enter the Reversed Receipt

RM Billing > Students

- Right click into the red Surname cell
- Enter **Becker**
- Press **<Tab>**
- Select the **Receipts** tab
- Click on Add Receipt
- Press **<Tab>** in the Batch Number
- Select the **Corrections Batch**
- Press **<Tab>** in payment type select **EF**
- Enter amount of **$40**
- Enter comment **Charges and Contributions**

- Click **OK**

</td></tr>
</table>

IMPORTANT

Normally the revered receipt would be posted into the original open receipts batch, however if the original batch is closed, the receipt must be entered into the Corrections batch.

Activity: Print the Receipts Summary Report

View the Daily Banking and Receipts Summary reports for the Corrections batch to see the reversal transactions.

RM Billing > Receipts

• Select the **Corrections Batch**
• **For Selected > Print Daily Banking**
• Click **OK** to print to screen

West Coast District High School
Daily Banking Summary 18/02/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
EFTPOS						
32	$-40.00	Mr Pearce	BAKER: Reuben	Charges and Contributions	B00007	V
33	$ 40.00	Ms Becker	BECKER: Tareq	Charges and Contributions	B00007	
Total EFTPOS		$ 0.00				
Total for Other Payment Types			$ 0.00			
Total for Report:			$ 0.00			

• View and Close

• **For Selected > Print Receipts Summary**
• Click **OK** to print to screen

Print Receipts Summary

Print Detailed Summary? No=Totals only

Yes   No

• Click **Yes** to print the Detailed Summary report

West Coast District High School

Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00007 Corrections 18.02.19											
Billing Code CHG01			**School Camps**								
GST Code 0											
502	32	B00007	CHG01	18/02/2019	BAKER: Reuben	6	Room 6			$-40.00	$ 0.00
					Total for Income					$-40.00	$ 0.00
			Budget: C1102		Analysis: C1100		Totals for GST code 0			$-40.00	$ 0.00
Billing Code VOL01			**Primary Voluntary Contributions**								
GST Code 0											
503	33	B00007	VOL01	18/02/2019	BECKER: Tareq	5	Room 5			$ 40.00	$ 0.00
					Total for Income					$ 40.00	$ 0.00
			Budget: C1002		Analysis: C1000		Totals for GST code 0			$ 40.00	$ 0.00
							Total for Report:			$ 0.00	$ 0.00

- Close the receipts summary
- Close the receipts window

Notes: Printing both of these reports are mandatory for all receipts batches. Corrections batch should be closed and either exported (or entered) into RM Finance to reflect changes of receipt allocation. Due to time constraints we will not be doing this in training.

6.1 Student Refunds

Activity: Perform a Student Refund – System Cheque

Nora Chum's mother has contacted the school to say that Nora is ill and cannot attend the camp. She has already paid and has asked for a refund to which the school has agreed. A System Generated cheque will be issued to Ms Chum.
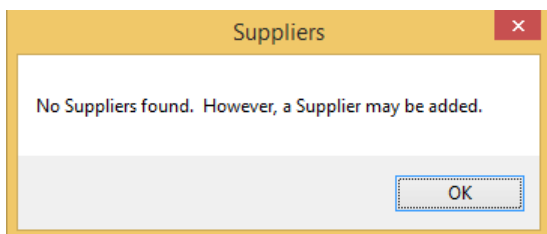
RM Billing > Students

- Double-click Nora Chum
- Select the **Receipts** tab
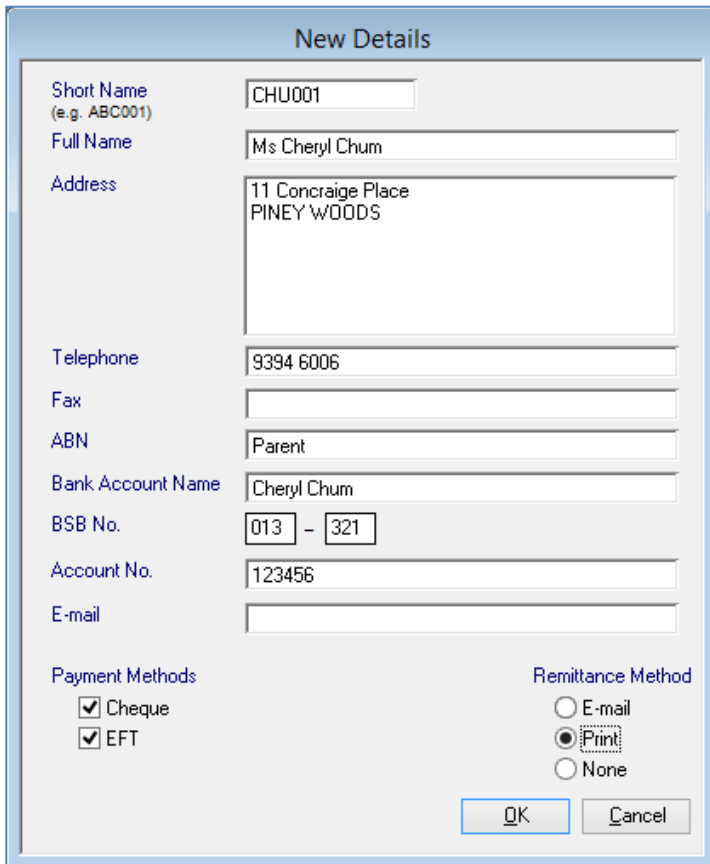- Highlight the receipt to be refunded

- Click [Refund]
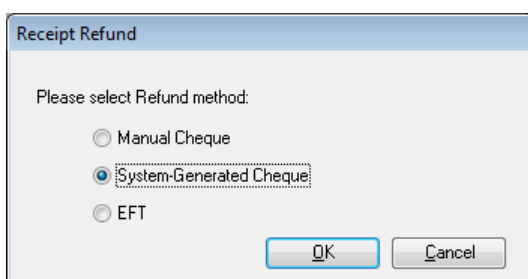
- Select **System Generated Cheque** and **OK**
- Enter the **Refund Amount** of 250 (Note: Full or partial refunds can be entered) **<tab>**
- Enter the first 3 letters of the surname **CHU** <Tab>

Ms Chum has not been added as a supplier, so in order for the refund to be processed, her Details must be added to the supplier list.

- Click **OK** to the message

- Click Add Record
- Enter the following information

- Click **OK**

- Click **OK**

Cheryl Chum has now been entered as a supplier and the refund process can continue

- Click **OK**
- Enter the **Reason** for the refund

- Enter the **Amount** of the refund for each billing item in the **'Adjust by'** column
- Select the correct **Refund Billing Code** for Charges (press **<Tab>** in the **'Ref Code'** field for a list)

- Click **OK**

- Select the **Refunds – System Cheque**

- Click **OK**

- View the reversed receipt
- Close the Student window

Activity: Perform a Customer Refund – Manual Cheque

West Coast Theatre will not be using the Hall during Term 1. They have asked for a full refund of their money to which the school has agreed. The manual cheque number is 123567.

RM Billing > Customers

- Double-click on West Coast Theatre's record
- Select the **Receipts** tab
- Highlight the receipt to be refunded

- Click **Refund**
- Enter the refund **Amount** of 550.00
- Enter the **Reason** for the refund
- Enter the **Amount** of the refund in the 'Adjust by' column
- Select the correct **Refund Billing Code** for Facilities Hire (press <Tab> in the 'Ref Code' field for a list)
- Enter the manual cheque number in the 'Cheque Number' field

- Click **OK**

- Select the **Refunds – Manual Cheque (WCT)**

Please double-click on your selection.

Batch No.	Description
B00002	General Banking 18.02.19
B00004	Refunds - Manual Cheque (WCT) 18.02.19
B00005	Refunds - System Cheque (Nora Chum) 18.02.19
B00006	Refunds - EFT (Elizabeth Williett) 18.02.19
B00007	Corrections 18.02.19

* Indicates original batch if open   OK   Cancel

- Click **OK**

Customer Details

2019

Customer Name

West Coast Theatre

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Status	Reason
501	31	18 FEB 2019	EF	550.00	B00003	Hall Hire Term 1 Weeks 1-5	F:508	Refunded- WCT will n
508	35	18 FEB 2019	RF	-550.00	B00004	Hall Hire Term 1 Weeks 1-5	D:501	Refund - WCT will not

- View the Refund Transaction and Close the Customer Details window

Notes: The Customer Refund screen does not have the facility to enter a name in the 'Refunded To' section. The refund will automatically be recorded against the customer name which cannot change.

Refunds of unallocated credit are processed using a System refund code of SUS

Refund batches should be either exported or entered into RM Finance as the refund is processed. We will not be doing this in training due to time constraints.
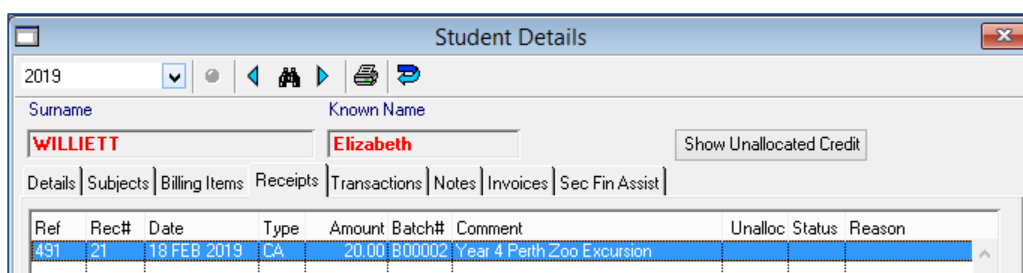
Activity: Refund Via EFT

Elizabeth Williett has broken her leg and will be unable to attend the Year 4 Perth Zoo Excursion. Mrs Williett has given the school her bank account details for a refund via EFT.
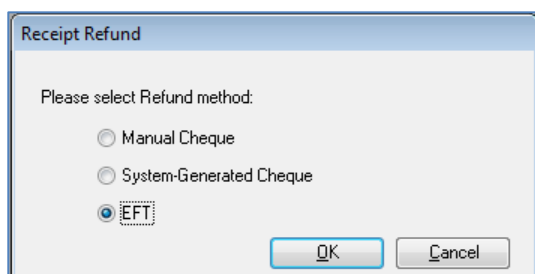
RM Billing > Students

- Double click on Elizabeth Williett
- Click on the Receipts tab
- Highlight the receipt for the Year 4 Perth Zoo Excursion

- Click [Refund]

- Select **EFT** and **OK**
- Enter the **Refund Amount** of 20
- <Tab> <tab> to bring up a list of suppliers
- Scroll down and select Ms Patricia Williett

- Click **OK**

- Enter the **Reason** for the refund <tab>
- Enter the **EFT Reference** (this is the name or initials of your school) <tab>
- Enter the **Amount** of the refund in the 'Adjust by' column <tab>
- Select the correct **Refund Billing Code**

- Click **OK**
- Select the **Refunds – EFT** batch

- Click **OK**

- View the refund

7 Unallocated Credit and Payments in Advance

If money has been receipted against a billing item and the billing item is reversed or adjusted, the money assigned to these items will become unallocated credit.

If money is receipted before any billing items have been created then this money will become unallocated credit.
It is not uncommon for schools to accept payments in advance for billing items that will occur during the year. This may happen at the onset of a new year where schools will accept payments from parents/guardians for charges that will arise during the term or during the year. These typically may be for charges and contributions, camps, excursions, incursions etc. The payments received are held as unallocated credit until the billing items have been created, then once created, the money may be applied against the required billing item.

Payments may be taken by schools at any time during the year or at the end of the year, for billing items that will arise in the new school year and will be held as unallocated credit.

Unallocated credit can either be refunded or can be used to pay for other billing items for the student in accordance with the parent's instructions.

Activity: Reverse Billing Items which have been paid

Haley DeSilva is unable to attend the camp, but her parents have paid for it in advance. The money paid for the camp will become unallocated credit.

Mr DeSilva rang to say that the camp money can be used to pay for any other amounts which are outstanding for Haley. Reverse the billing items for the camp.

RM Billing > Students

- Right Click in the **Red Surname** field
- Enter **DeSilva** and <Enter>
- Select the **Billing Items** tab
- Highlight the first item for the camp

439	18 FEB 2019	DR	20.00	8	0.00	0.00	20.00	VAR02	00006	2019 P&C Family C
463	18 FEB 2019	DR	100.00	0	0.00	100.00	0.00	CHG01	00007	2019 Camp Accon
464	18 FEB 2019	DR	40.00	0	0.00	40.00	0.00	CHG01	00007	2019 Camp Transp
465	18 FEB 2019	DR	110.00	1	0.00	110.00	0.00	CHG01	00007	2019 Camp Food

- Click **Reversal**

Reverse

Are you sure you want to reverse this Billing Item?
This operation cannot be undone!

Yes   No

- Click **Yes**
- Enter a reason for the reversal (e.g. Haley is unable to attend the camp) *Hint: Ctrl/C to copy the reason and Ctrl/V to paste it for the remaining reasons*

Billing Item Reversal

For Billing Item ref: 463

Reason for Reversal: May 2019 - Haley is unable to attend the camp

OK   Cancel

- Click **OK**
- Continue reversing the other two camp billing items
- View the unallocated credit at the bottom of the student window

Unallocated Credit
Amount   250.00   Allocate

- Click on   Show Billing Items with Outstanding Amounts

CIVICA

Student Details

2019

Surname	Known Name	Adjustment amounts included in balances but not shown separately
DESILVA	Haley	Show All Transactions

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
231	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	VOL01	00003	2019 Primary Voluntary C		
232	18 FEB 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00004	2019 Ipad Replacement		
439	18 FEB 2019	DR	20.00	8	0.00	0.00	20.00	VAR02	00006	2019 P&C Family Contrib		

TOTALS: Amount 75.00   **Discount** 0.00   **Paid** 0.00   **Balance** 75.00

Unallocated Credit
Amount 250.00 | Allocate | Add Billing Item | Reversal | Adjustment | Discount

Last Modified 18/02/19 09:38   By   ADMIN

Note: Normally this credit would be allocated straight away, however for Training we want to view the credit in the Unallocated Credit Listing Report.

- Close the student window

7.1 Locating Unallocated Credit Amounts

A report can be produced to list all students and/or customers who have unallocated credit.

Activity: Produce an Unallocated Credit Listing

RM Billing > Reports

Produce a report to view students who have unallocated credit

- Open the **Financial Reports** folder
- Select the **Unallocated Credit Listing**
- Ensure **Students** is ticked
- View the **Sort** options available
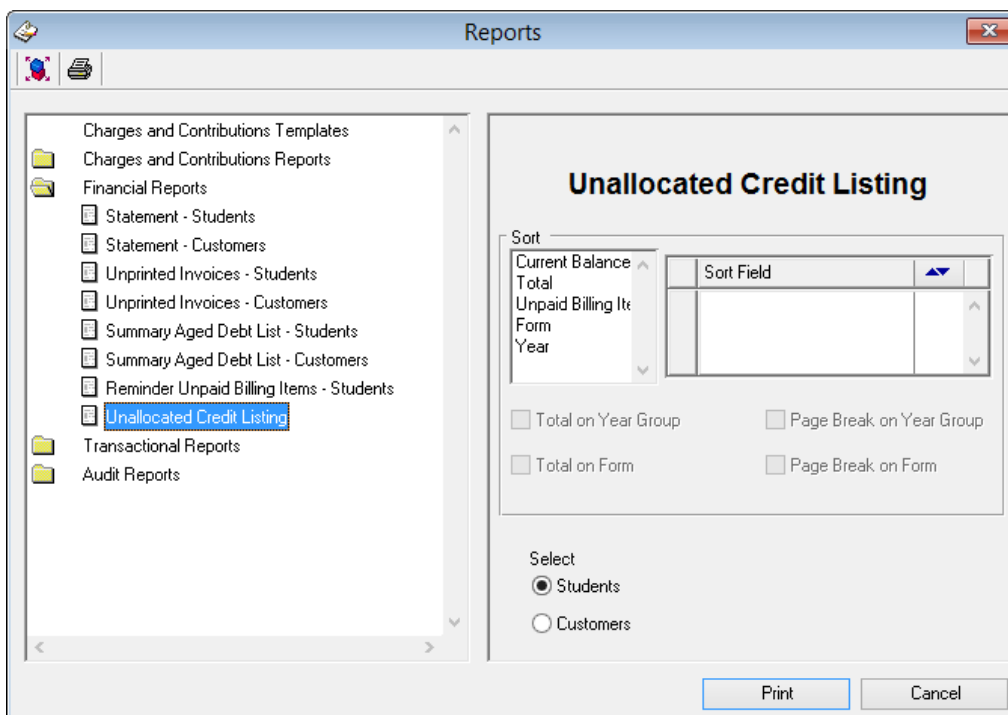
- Click **Print**
- Select **OK** to print to screen

West Coast District High School
Unallocated Credit Listing as at 18/02/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
ANDERSON: Kurt	3	Room 3	$55.00	$105.00	$0.00	$50.00	$50.00
BROWN: Steven	5	Room 5	-$250.00	$0.00	$0.00	$250.00	$250.00
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
DESILVA: Haley	5	Room 5	-$175.00	$75.00	$0.00	$250.00	$250.00
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
Total Unallocated Credit for All Students					**$0.00**	**$800.00**	**$800.00**

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

- Close the report
- Close the reports window

Prior to the start of the academic school year, the following students paid in advance for their In Term Swimming lessons. In accordance with the parent's instructions, the amounts have been held as unallocated credit until the Billing Items were created and could then be allocated against the student's record.

Kurt Anderson	Melissa Connell
Zola De Mamiel	Brenton Em
Cain Kingston	Jared Oliver

Note: if the customer option is selected, the unallocated credit list will appear on a separate page of the report.

7.2 Allocating Unallocated Credit

Activity: Allocating Unallocated Credit

Mr DeSilva has advised that the credit created by reversing the camp billing items can be used to pay for other outstanding items. We will now allocate the unallocated credit.

RM Billing > Students

- Double-click **Haley DeSilva**
- Select the **Billing Items** tab
- Click on **Show Billing Items with Outstanding Amounts**

  Show Billing Items with Outstanding Amounts

- Only Billing Items with amounts to be paid are displayed
- Highlight the billing items

- Click Allocate
- Enter the amount to allocate

- Click **OK**
- The **$175.00** difference will be held as unallocated credit on the student's account
- Click on Show Billing Items with Outstanding Amounts

- Click on Show All Transactions
- Leave the student window open

Activity: Allocating Unallocated Credit

Steven Brown has $250 of unallocated credit on his account. We have been advised that he has been granted permission to attend the Year 6 Camp, so this can be used to pay for the Year 6 camp billing items.

- Right Click in the red surname cell. Enter **Brown**
- Scroll to the records for Steven Brown
- Select the **Billing Items** tab
- Click Add Billing Item

- Highlight the Year 6 Camp Billing Items

- Click **OK**

- Click on Show Billing Items with Outstanding Amounts

- Highlight the Camp Billing Items
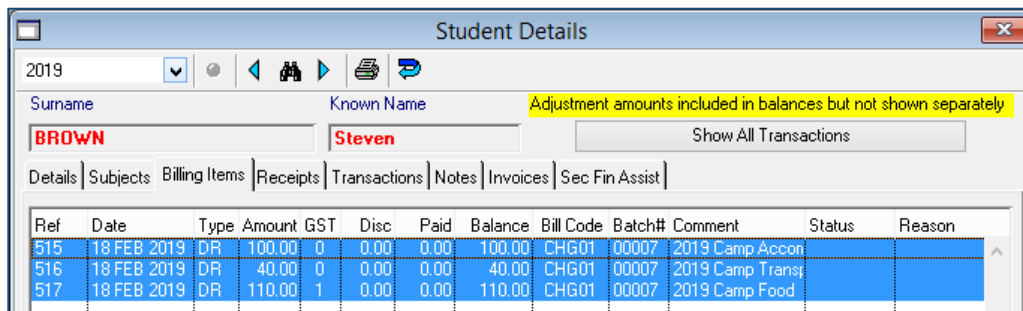
- Click Allocate and allocate the full $250

Allocate

Enter the amount to allocate (up to $250.00) `250.00`

Cancel   OK

- Click **OK**

Student Details

`2019` ▼ | ● | ◄ | 🔍 | ► | 🖨 | ⤶

Surname   **Known Name**

BROWN   **Steven**   Show Billing Items with Outstanding Amounts

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

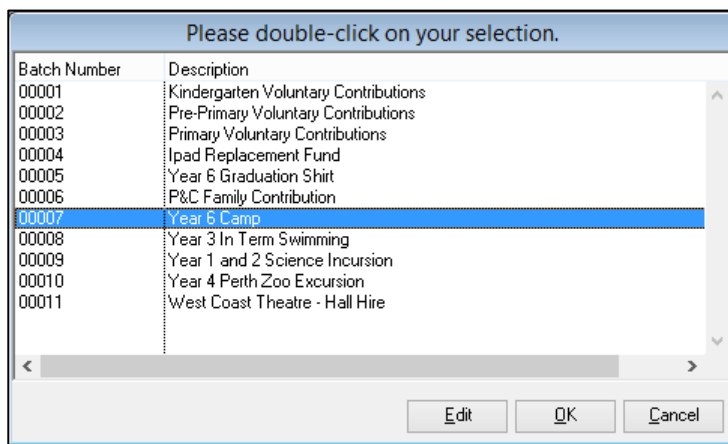| Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
253	18 FEB 2019	DR	40.00	0	0.00	40.00	0.00	VOL01	00003	2019 Primary Volu		
254	18 FEB 2019	DR	15.00	0	0.00	15.00	0.00	VAR01	00004	2019 Ipad Replac		
448	18 FEB 2019	DR	20.00	8	0.00	20.00	0.00	VAR02	00006	2019 P&C Family C		
515	18 FEB 2019	DR	100.00	0	0.00	100.00	0.00	CHG01	00007	2019 Camp Accon		
516	18 FEB 2019	DR	40.00	0	0.00	40.00	0.00	CHG01	00007	2019 Camp Transp		
517	18 FEB 2019	DR	110.00	1	0.00	110.00	0.00	CHG01	00007	2019 Camp Food		

TOTALS: Amount `325.00` **Discount** `0.00` **Paid** `325.00` **Balance** `0.00`

Add Billing Item | Reversal | Adjustment | Discount

Last Modified 18/02/19 09:49   By ADMIN

- Close the Student screen

Notes: Reallocations of payments made in a batch which is now closed will be handled automatically by RM Billing. The previously closed batch will appear on the export list with an asterisk.

School's not using the Export Utility must print and post the Re allocation Transaction Report and enter the reallocations in RM Finance.
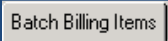
8 Auto Allocate Unallocated Credit

Where there is more than one student with unallocated credit, it is possible to use the function 'Auto Allocate' to automatically allocate unallocated credit to student's billing items
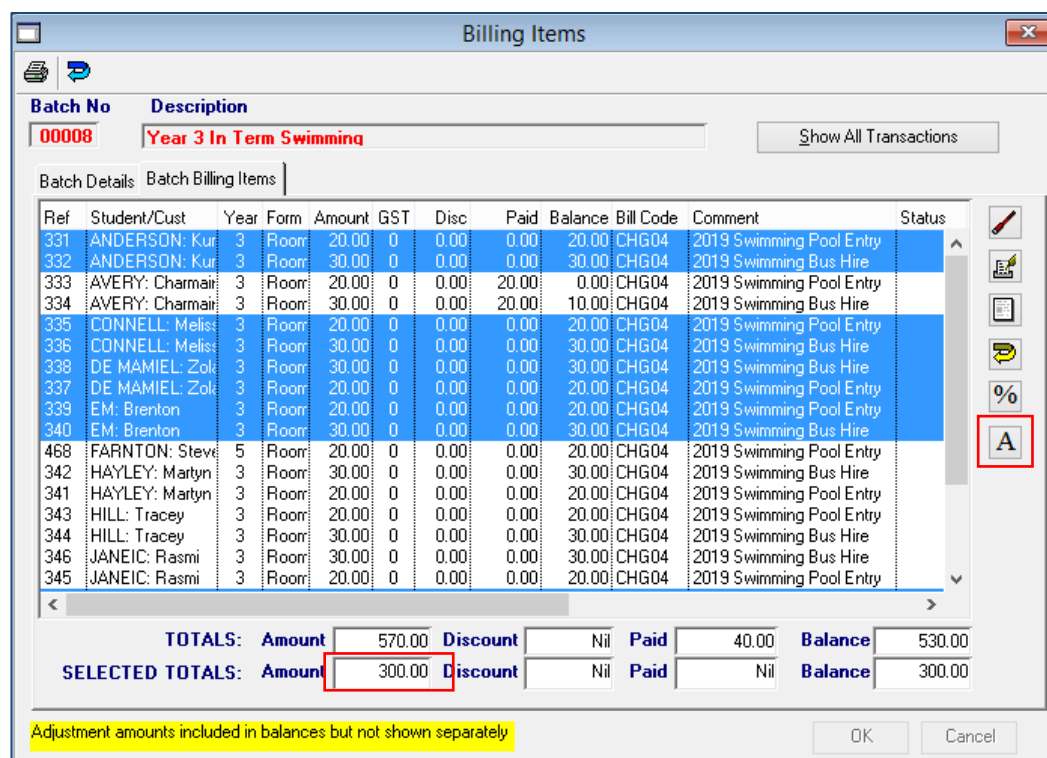

Activity: Auto Allocate Unallocated Credit

As several of the Year 3 students had their In Term Swimming lessons paid for in advance, the money paid has been held as unallocated credit.   As the school year has now commenced and the billing item created, we can use the Auto Allocate function to allocate the swimming money against each student's record. They have all paid the $50 for Bus Hire and Pool Entry

RM Billing > Billing Items

- Double click on the **Year 3 In Term Swimming** billing item

- Click on the **Batch Billing Items** tab Batch Billing Items

- Click **Show Outstanding Amounts** Show Outstanding Amounts (this ensures that the balances owing on the billing items after adjustments if any, are displayed)

- Click on the **Student/Cust** Header to sort alphabetically
- Highlight the **Swimming Pool Entry** and **Swimming Bus Hire** lines for the following students

Kurt Anderson	Melissa Connell
Zola De Mamiel	Brenton Em
Cain Kingston	Jared Oliver

- Ensure the Selected Totals: Amount is $300
- Click Auto Allocated credit to the selected billing items **A**

Auto Allocate

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

[Yes]   [No]

- 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.

[OK]

- Click OK

Auto Allocate

Has the report printed OK?

[Yes]   [No]

- Go to the printer and check the report has printed
- Click **Yes**
- Click on the Balance header and view the Paid and Balances columns

Billing Items

Batch No | Description
00008 | Year 3 In Term Swimming   [Show Outstanding Amounts]

Batch Details | Batch Billing Items

Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status
331	ANDERSON: Kur	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	
332	ANDERSON: Kur	3	Room	30.00	0	0.00	30.00	0.00	CHG04	2019 Swimming Bus Hire	
333	AVERY: Charmair	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	
335	CONNELL: Meliss	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	
336	CONNELL: Meliss	3	Room	30.00	0	0.00	30.00	0.00	CHG04	2019 Swimming Bus Hire	
337	DE MAMIEL: Zola	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	
338	DE MAMIEL: Zola	3	Room	30.00	0	0.00	30.00	0.00	CHG04	2019 Swimming Bus Hire	
340	EM: Brenton	3	Room	30.00	0	0.00	30.00	0.00	CHG04	2019 Swimming Bus Hire	
339	EM: Brenton	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	
348	KINGSTON: Cain	3	Room	30.00	0	0.00	30.00	0.00	CHG04	2019 Swimming Bus Hire	
347	KINGSTON: Cain	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	
350	OLIVER: Jared	3	Room	30.00	0	0.00	30.00	0.00	CHG04	2019 Swimming Bus Hire	
349	OLIVER: Jared	3	Room	20.00	0	0.00	20.00	0.00	CHG04	2019 Swimming Pool Entry	

- Close the window

A report is sent straight to the Printer. There is no option to print it to screen, however the Auto Allocation Report can be Re-Printed from the Reports Window.

RM Billing > Reports

- Open the Transactional Reports
- Highlight Re Print Auto Allocate Transactions

- Select the Report
- Click Print

West Coast District High School
Automatic Allocation of Credit - 18 February 2019   09:55:55
Re-Printed

Batch: 00008   Year 3 In Term Swimming 2019

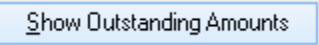| Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
ANDERSON: Kurt	3	Room 3	1	CA	331, 332
CONNELL: Melissa	3	Room 3	2	CA	335, 336
DE MAMIEL: Zola	3	Room 3	3	CA	337, 338
EM: Brenton	3	Room 3	4	CA	339, 340
KINGSTON: Cain	3	Room 3	5	CA	347, 348
OLIVER: Jared	3	Room 3	6	CA	349, 350

- View and Close the Report
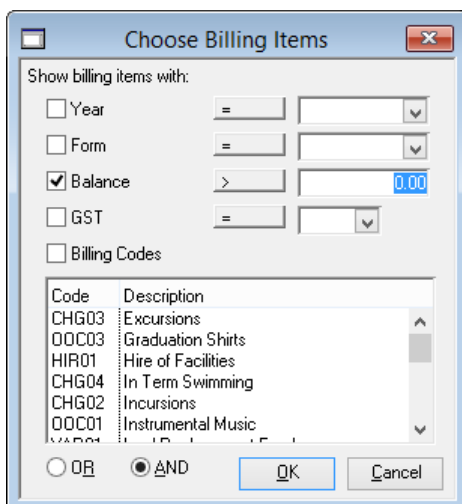
9 Following up Debt

9.1.1   Printing Outstanding Billing Items from the Billing Items batch

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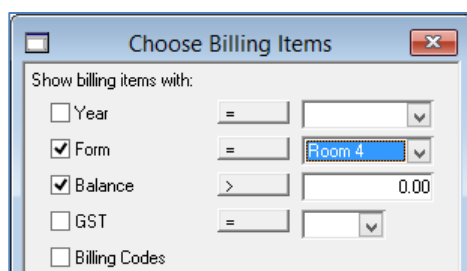## Activity: Print the Outstanding Billing Items Report

There are a number of report available to identify outstanding Billing Items. Print a list of outstanding billing items for the Year 4 Perth Zoo Excursion batch.

RM Billing > Billing Items

- Double-click on the **Year 4 Zoo Excursion** batch
- Click on the **Batch Billing Items** tab
- Click **Show Outstanding Amounts** `Show Outstanding Amounts`
- Click **Filter** ✏

- Enter the following to highlight all items with a balance greater than (>) 0.00

Note: Where multiple classes are attending an event you could also add the Form Room required as shown below.

- Click on the **Student/Customer** heading to re-order alphabetically

---

The students who are highlighted still owe money for the Year 4 Perth Zoo Excursion

- Click **Print Selected**

This report will list individual billing items and the overall outstanding balance. If a summary for tied Billing Item payments is required, then the Transaction Summary report can be printed.

- View and close the report
- Close the Billing Items window

9.1.2   Print the Transaction Summary Report

Activity: Print the Transaction Summary Report

The Transaction Summary Report will display outstanding totals per student. Print the Transaction Summary Report for all students who have not paid in full for the Camp.

RM Billing > Reports

- Open the **Transaction Reports** folder
- Select the **Transaction Summary**
- Select the **Billing Items** radio button
- Click **New Query**
- Use the Find tool to select the **Year 6** students
- Place a tick in the **Student Totals Only** box
- Delete the default dates
- Click on the **Billing Options** tab
- Type and asterisk (*) in the **Billing Item Batch** field
- Press **<Tab>**
- Select the **Year 6 Camp** and **OK**
- Place a tick in the **Billing Item Balance** box
- Click on the equals sign (=) and select the > operator from the list

- Click **Print** and **OK**

CIVICA

West Coast District High School
Transaction Summary

Search Criteria
Billing Items only
Billing Item Batch: Year 6 Camp
Billing Item Balance > $0.00
12 Students Selected

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust
Totals for BAKER: Reuben						$250.00	$10.00	$0.00	$250.00	
Totals for BARBOUR: Ross						$250.00	$10.00	$0.00	$210.00	
Totals for BORN: Tanya						$250.00	$10.00	$0.00	$210.00	
Totals for LOXTON: Katherine						$210.00	$10.00	$0.00	$210.00	
Totals for LUCK: Martin						$250.00	$10.00	$0.00	$250.00	
Totals for Report						$1,210.00	$50.00	$0.00	$1,130.00	

- View and Close the Report

- Untick the **Student Totals Only** box
- Print the report

Transaction Summary

Search Criteria
Billing Items only
Billing Item Batch: Year 6 Camp
Billing Item Balance > $0.00
12 Students Selected

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust	Description
BAKER: Reuben											
262	18/02/19		DR		CHG01	$100.00	$0.00	$0.00	$100.00	BAKER: Reuben	2019 Camp Accommodation and Activities
263	18/02/19		DR		CHG01	$40.00	$0.00	$0.00	$40.00	BAKER: Reuben	2019 Camp Transport
264	18/02/19		DR		CHG01	$110.00	$10.00	$0.00	$110.00	BAKER: Reuben	2019 Camp Food
Totals for BAKER: Reuben						$250.00	$10.00	$0.00	$250.00		

10 Producing Statements

10.1 Producing Statements for Students

In RM Billing, an individual statement can be produced for each student. Student statements can be accessed from two places:
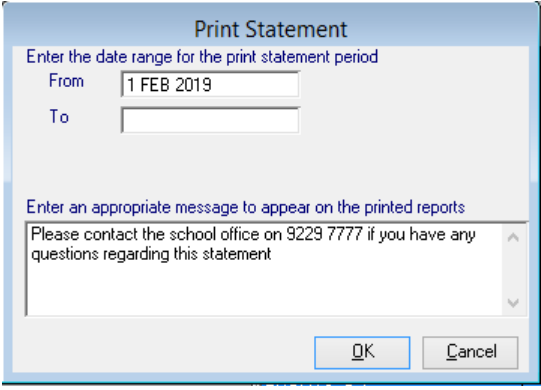
- **Students > For Selected > Print Statement**
- **Reports > Financial Reports > Statements-Students**

Activity: Print a Student Statement via the Student screen

Produce a statement for all Kindergarten students.

RM Billing > Students

- Sort by Year group
- Select all the **Year K** students
- Click **For Selected > Print Statement**
- Enter **From** date as shown below

- The 'From' date will default to the first day of the current month. All transactions from this date onwards will be listed on the statement. Any transactions dated prior to this date will be summarised in an 'opening balance' figure. If this is the first statement you are sending to the parent/guardian then it is advisable to enter an earlier date so that all transactions for the current year are listed. For training leave the default date
- The 'To' date will appear blank but will default to today's date if left blank. Otherwise an end date may be entered. Transactions dated after the 'To' date will not be included on the statement. Leave this date blank for training
- The default message that you entered in the Billing Parameters section will be displayed. This can be edited at this point if required but the changes will be used for this statement run only and will not be saved down. Leave the default message for training
- Click **OK** and print to the screen

Note: This method can also be used to print statements for individual students.

- Scroll down the statements. Note that discounts are displayed where they have been given
- View the summary table at the bottom of each statement. This will categorise ALL amounts outstanding, (regardless of the dates you may have entered for the date range), by billing year and category
- Close the statements
- Close the students window

Note: When printing statements, print one or two and check that they are correct before printing for all students at once. Some printers may have problems coping with large quantities of statements at once).
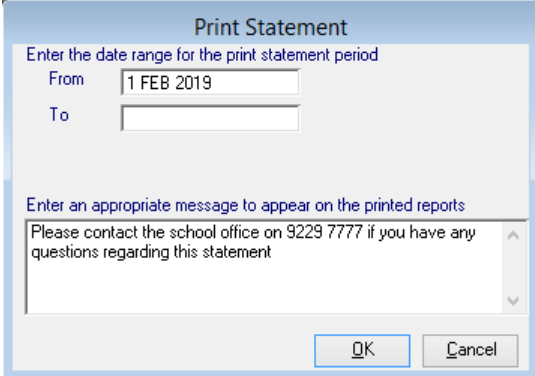
10.2 Statements for Outstanding Debtors

Statements can be produced for students with outstanding debt.

Activity: Produce Statements for Outstanding Student Debtors

Produce a statement for each student with outstanding debt.

RM Billing > Students

- Click on the **Balance** heading twice to bring those students with outstanding balances to the top of the list
- Highlight the students with a balance **> 0**
- Click **Hide Unselected**
- Click on the Name heading to sort the students alphabetically by surname
- Click on the Printer to print a list of all students receiving a Statement
- **<Ctrl> + A** to select all the students
- Click **For Selected > Print Statement**

- Enter **From** date
- Click **OK**
- Click **OK** to print to screen
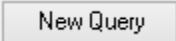- View and close the statements
- Close the students window

Note: At school Statements should be printed to Preview and a copy saved to the G:\Audit Reports\Student Statements folder prior to printing. A list of Students to whom Statements are being sent must also be printed, signed by the Principal and filed.

10.3 Producing a Reminder Unpaid Billing Items Report

Activity: Print Reminder of Unpaid Billing Items Report

Print a Reminder of Unpaid Billing Items Report for all Year 6 students.

RM Billing > Reports

- Open the **Financial Reports** folder
- Select the **Reminder Unpaid Billing Items**
- The Date range and the default message operate as described in the previous section

- Click New Query
- Find and Select the **Year 6** students

Note: The default message set up in the Billing Parameters section is displayed. This may be edited if required, but the changes will only be for the current statement and will not change the original message set up in Billing Parameters.
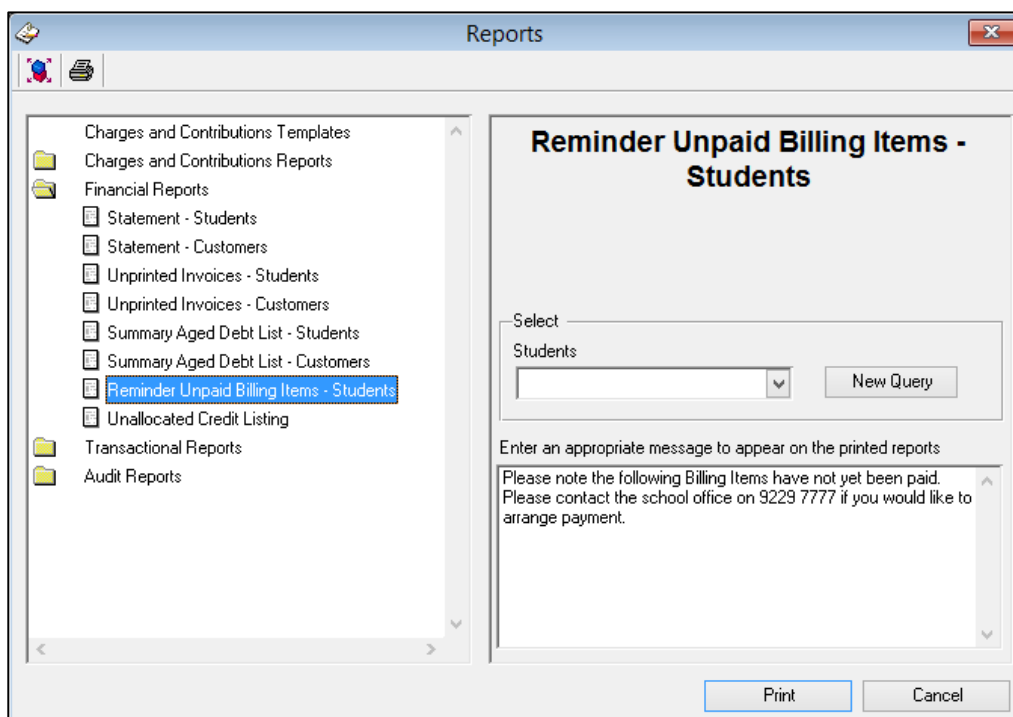
- Click **Print**
- Click **OK** to print to screen

Reminder of Unpaid Billing Items

Mr A Pearce
22 Cardinal Gardens
PERTH WA 6000

Date	Tx#	Inv#	Details	Amount
Reuben BAKER	**Year 6**	**Form Room 6**		
18/02/2019	259	86	2019 Primary Voluntary Contributions	$ 40.00
18/02/2019	260	86	2019 Ipad Replacement Fund	$ 15.00
18/02/2019	261	86	2019 Year 6 Graduation Shirt	$ 16.50
18/02/2019	262	86	2019 Camp Accommodation and Activities	$ 100.00
18/02/2019	263	86	2019 Camp Transport	$ 40.00
18/02/2019	264	86	2019 Camp Food	$ 110.00
18/02/2019	462	86	2019 P&C Family Contributions	$ 20.00

Total of Unpaid Billing Items   **$ 341.50**

Summary of Unpaid Billing Items

Category	Previous Years	2019	Totals
Voluntary Contributions		$ 40.00	$ 40.00
Charges		$ 250.00	$ 250.00
Voluntary Approved Requests		$ 35.00	$ 35.00
Other Optional Costs		$ 16.50	$ 16.50
Totals	$ 0.00	$ 341.50	$ 341.50

Please note the following Billing Items have not yet been paid. Please contact the school office on 9229 7777 if you would like to arrange payment.

- View the displayed **Reminder Unpaid Billing Items** reports
- Close the Reports and the reports window

This Report can be used as an alternative to Statements, however, schools will still need to save a copy with their Audit Reports and Print a list of all students receiving a Reminder Notice.

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11 Support

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

Contact details below:

11.1 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.

11.2 Fax (CSC)

9264 4701

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

11.3 Email (CSC)

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

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

12 Online Manuals and Training Notes

12.1 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*

12.2 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.

13 Finance Web

13.1 Department of Education – SIS Finance

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

Log on to the DET 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

DEPARTMENT OF EDUCATION AND TRAINING

BATCH REGISTER

For the month of   Period

| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | BANK RELATED TRANSACTIONS | | | | Adjustments/Reversals ** | | Internal Charge** | Accruals (Manual Only) | BA/Vire Totals | Proc By |
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)				

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