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RM Billing Primary Training Notes

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RM Billing Primary Training Program

Day 1

Time	Contents
8.45am	COFFEE
9.00am	Welcome Housekeeping Introductions and Registration
9.15am	Introduction to the RM Billing module Logging on and using Help Billing Parameters Overview of RM Billing Creating Billing Codes Set Student Billing Category
10.30am	MORNING TEA
10.50am	Creating Billing Items for students Billing Students Discounts Producing Statements
12.30pm	LUNCH
1.00pm	Receipting External Customers
3.00pm	Finish

Day 2

Time	Contents
8.45am	COFFEE
9.00am	Day One Recap Activity Closing the Batches RM Billing & RM Finance Interface Manual entry of receipts into RM Finance
10.30am	MORNING TEA
10.50am	Receipting Class Collections Exporting to RM Finance Follow up of unpaid debts
12.30pm	LUNCH
1.00pm	Correcting errors and making adjustments Processing Refunds Unallocated Credit Exporting Re-allocations to RM Finance Moving Students to the Former Roll Write-offs End of Month Procedures
3.00pm	Finish

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Training Outcomes

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

- Create Billing Codes
- Set Student Billing Categories
- Create Billing Item batches
- Bill students in bulk
- Bill students individually
- Apply discounts
- Create receipts batches
- Apply receipts in bulk
- Apply individual receipts
- Produce statements
- Create records for external customers
- Export receipts to RM Finance
- Set up class collections
- Enter notes for students
- Correct errors and make adjustments to transactions
- Process refunds through manual and system cheques and EFT
- Process reversals
- Export Re-allocations to RM Finance
- Follow up unpaid amounts
- Produce a variety of reports
- Perform student and customer write-offs

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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.

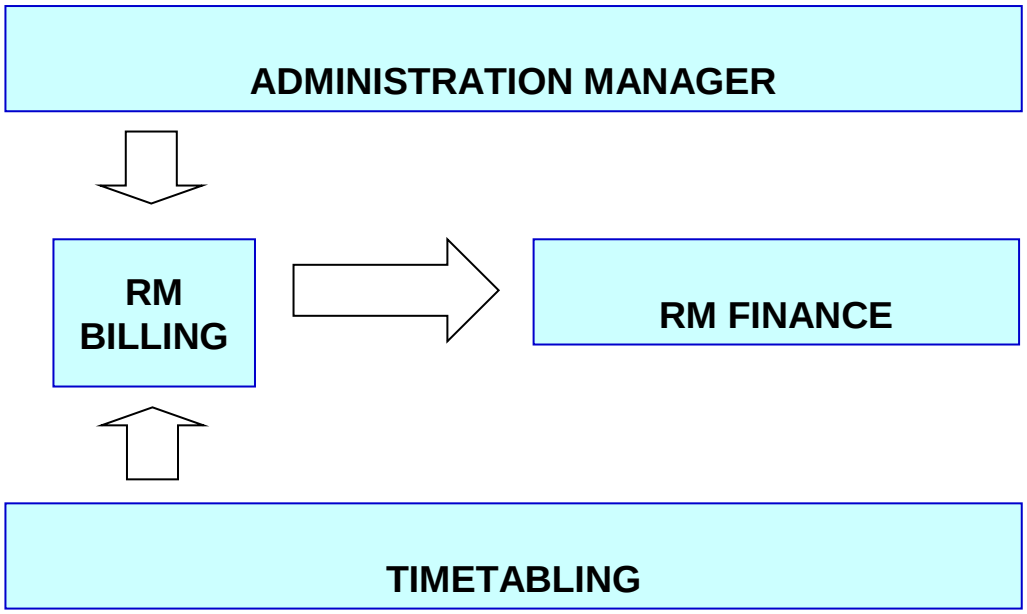
Student details and those of their related contacts (e.g. Parent/Guardian 1, Parent/Guardian 2 etc.) should be accurate within the Administration module before adding the RM Billing module. Each student should have one contact nominated as the person who will be responsible for paying their fees. Correspondence 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 is also 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.



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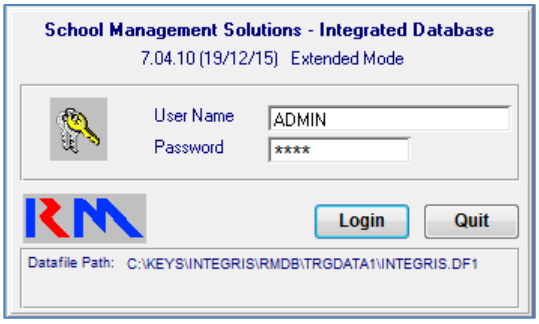
Activity: Logging On

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

- Type **ADMIN** into the **User Name** field
- Press the <**Tab>** key
- 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 you change your password regularly.

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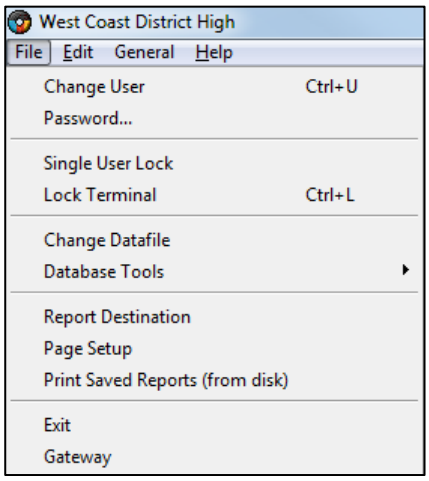
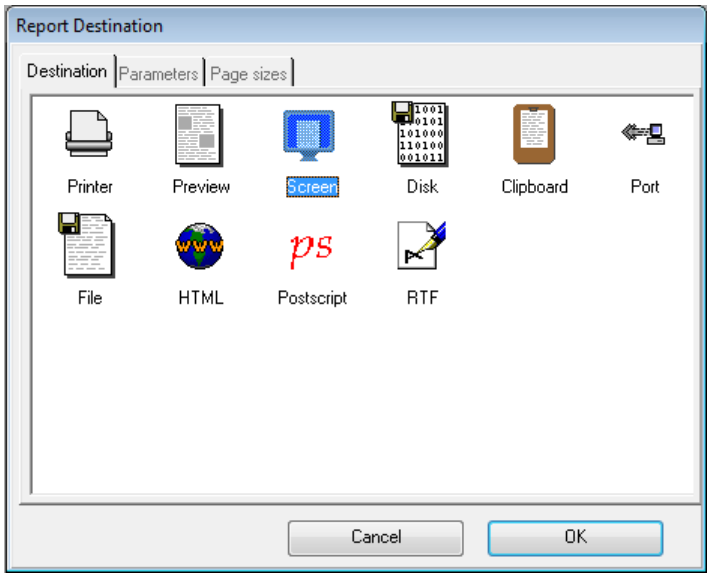
1.1 The File Menu

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.



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Activity: The File Menu

Top Toolbar > File

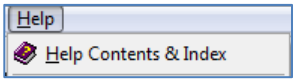
- View each of the following items in the File menu
    - Password
    - Change User
    - Lock Terminal
    - Report Destination

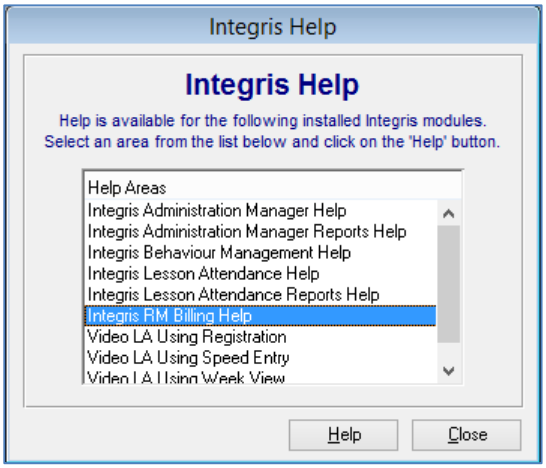
1.2 Accessing Help

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

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2 Implementation of RM Billing at Your School

As with any new Integris module the RM Billing module must be implemented at your school before it can be used.

There is a standard process for the implementation of this new module which will be completed by your project officer. In this training course we will mirror the process to be used at your school as closely as possible so that you can assist the project officer in the implementation process.

2.1 Step 1 - Preparation of Administration Manager Data

Before implementing the RM Billing module it is important that the data held in the Administration Manager module is as accurate as possible and is set up for use with RM Billing.
This is because the RM Billing module accesses data held in the Administration module. In particular, student names and the details of their associated contacts (e.g. parents/guardians) are used by RM Billing.

2.1.1 Ensure Administration Manager Data is Accurate

You should ensure that the student names and addresses and the names and addresses of their contacts are up to date. If you have been advised of any name or address changes then these should be updated before the module is added.

Refer to the document 'Student Details – SIS Data Entry Procedures' available from
http://www.det.wa.edu.au/education/sis/dataentryprocedures.htm

Activity: Updating Parent/Guardian Details

Jennifer Dunstan's address details and her Parent/Guardian information is incomplete and incorrect. Add the following details for Jennifer.

General > Student Details

- Type **DUN,J** in the Search field

- Press **<Enter>** to display Jennifer Dunstan's student details
- Click on the **Edit pencil**
- Enter **Jennifer's address** as follows:

48 Hodgson Street
TUART HILL
6060
Tel: 9444 1890

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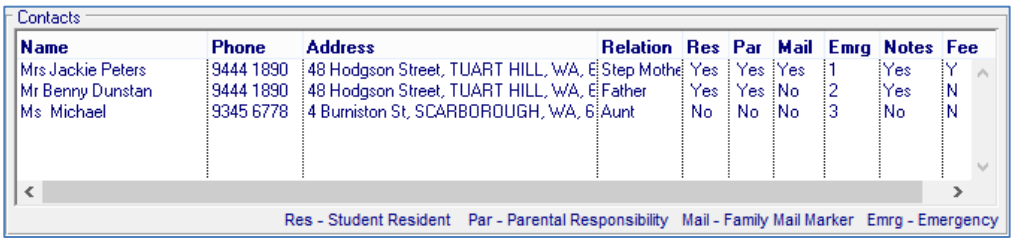
- Choose **Family Group** tab
- Select **Parent/Guardian 1** tab
- Enter the Title: **Mrs**
- Enter Surname: **Peters**
- Enter First Name: **Jackie**
- Change the relationship to **Stepmother**
- Make sure that the boxes are ticked for **Parental Responsibility/Fees Billing/Student Res/FMM**
- Salutation: **Mrs Peters and Mr Dunstan** (as per DoE data entry guidelines)
- Select **Parent/Guardian 2** tab
- Check the information for the father Benny Dunstan
- Remove the Salutation as he is not a Family Mail Marker
- Click **OK**

Note: The fees billing information is shown on the front screen of General > Student Details in the lower window.


Contacts

Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Notes	Fee
Mrs Jackie Peters	9444 1890	48 Hodgson Street, TUART HILL, WA, 6	Step Mothe	Yes	Yes	Yes	1	Yes	Y
Mr Benny Dunstan	9444 1890	48 Hodgson Street, TUART HILL, WA, 6	Father	Yes	Yes	No	2	Yes	N
Ms Michael	9345 6778	4 Burniston St, SCARBOROUGH, WA, 6	Aunt	No	No	No	3	No	N

Res - Student Resident Par - Parental Responsibility Mail - Family Mail Marker Emrg - Emergency

2.1.2 Set the Fees Billing Marker

Each student to be billed must have one contact nominated as their 'Fees Biller'. This should be the person who is responsible for paying any costs associated with the student (i.e. the contact who has been marked as the Fees Billing Marker on the Admissions Form).

RM Billing will only use **one** contact for the fees biller. It is not possible to have multiple fees billing contacts in RM Billing. It is therefore recommended that only one contact be ticked on for Fees Billing in the Administration module.

IMPORTANT

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

It is likely that your school will have already set the fees billing marker from the information listed on the Admissions form.

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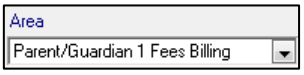
However, if you do not have the Fees Billing Marker already set for your students you can use speed edit to help with the editing.

Activity: Speed Editing the Fees Billing Marker

We will set the fees billing marker to PG1 for all students on the current roll.

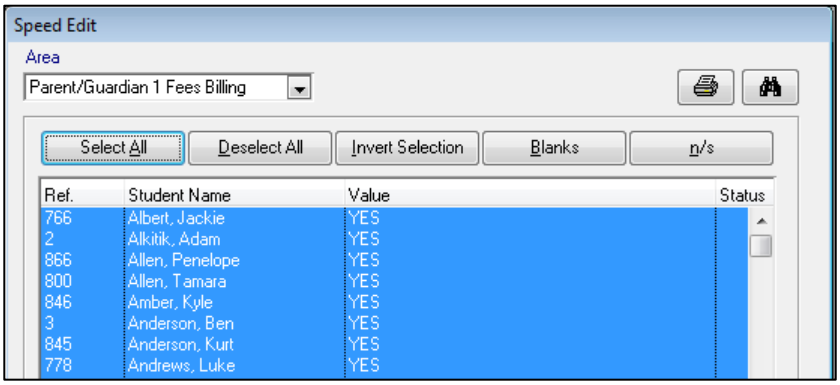
Admin > Speed Edit

- Click on the dropdown box called **'Area'** and select 

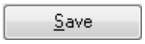
- Click on the student search **binoculars**
- Click **Find**
- Click **Select**
- Choose **Yes**

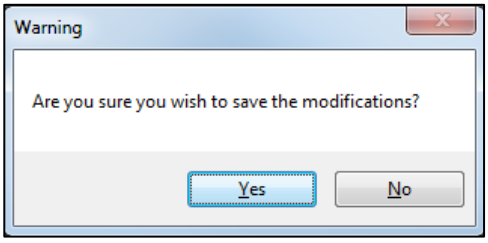
- Click

to highlight all students



- Place a tick in the **New Value** box at the bottom of the window

- Click the **blue tick** to make the modifications
- The letter **M** will appear in the 'Status' column to indicate the records have been **'Modified'**
- Click 



- Click **Yes**
- Click **Close**

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2.1.3 Students on the Admissions Roll

Students on the admissions roll can be billed in the same manner as students on the current roll. A contact must be nominated as the fees biller.

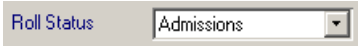
Activity: Billing students on the Admissions Roll

Set the fees billing marker to Parent Guardian 1 for the following students on the Admissions roll.

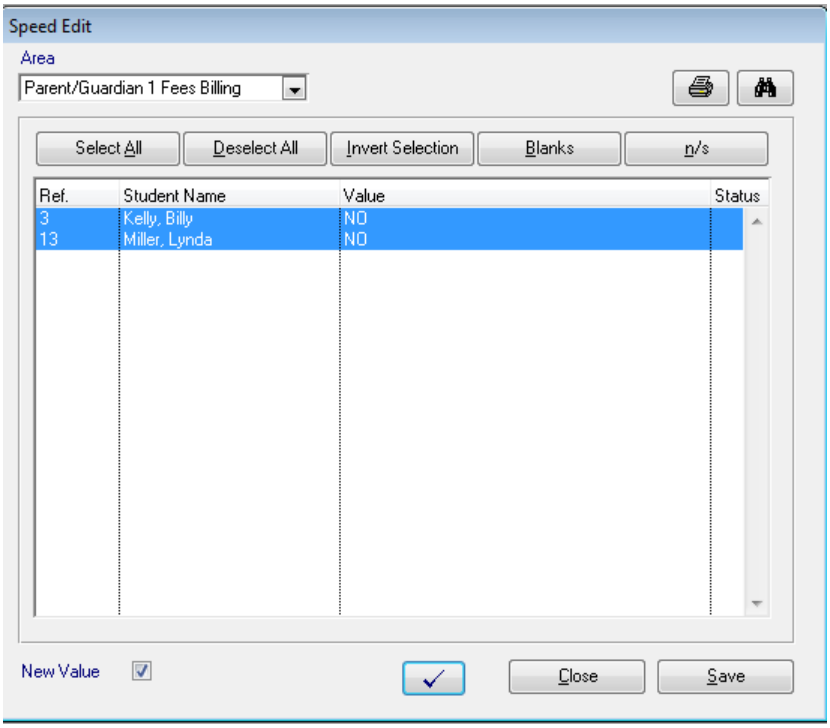
- Billy Kelly
- Lynda Miller

Admin > Speed Edit

- Click on the dropdown box called **'Area'** and select

- Click on the student search **binoculars**
- Choose the roll status of **Admissions** 

- Click on **Find**
- Highlight the students **Billy Kelly** and **Lynda Miller** (use the **<Ctrl>** key)
- Click on **Select**
- Choose **Yes**
- **Highlight** both students



- Place a tick in the **New Value** box at the bottom of the window
- Click on the blue tick to make the modifications
- The letter **M** will appear in the 'Status' column
- Click on **Save** to save the modifications
- Click on **Yes**
- Click on **Close**

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IMPORTANT

If the contact name changes for the Fees Billing marker for a student this can just be edited in the Administration module. RM Billing will be automatically updated with the details of the new fees biller.

2.1.4 Students on the External Roll

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

2.1.5 Students on the Former Roll

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

2.1.6 Setting the Fees Billing marker for PG2 or Other Contacts

If you have any students where the Fees Billing marker needs to be set for Parent/Guardian 2 or for another contact you need to do the following:

- Ensure that the fees billing marker for all previous contacts is **not** ticked
- Tick the fees billing marker for the correct contact

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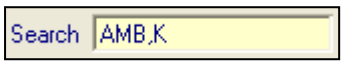
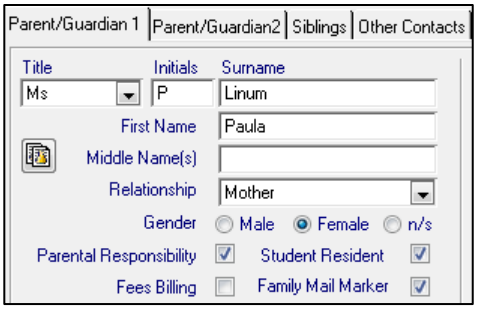
Activity: Assigning PG2 Fees Biller

Mr Ken Amber is responsible for paying the student fees for Kyle Amber. Mr Amber is PG2.

General > Student Details

- Type **AMB,K** in the Search field 

- Press <**Enter**> to display Kyle Amber's student details
- Click on **Edit**
- Select the **Family Group** tab
- Select the **Parent/Guardian 1** tab
- **Remove the tick** from the Fees Billing checkbox for **Ms Linum**



- Select the **Parent/Guardian 2** tab
- **Place a tick** in the Fees Billing checkbox for **Mr Amber**
- Also place a tick in the **Family Mail Marker** box for Mr Amber
- Enter the Salutation **Mr Amber**

- Click on **OK**

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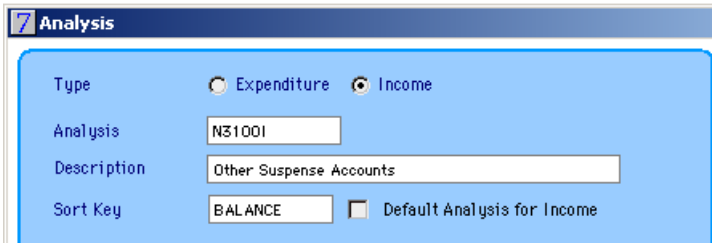
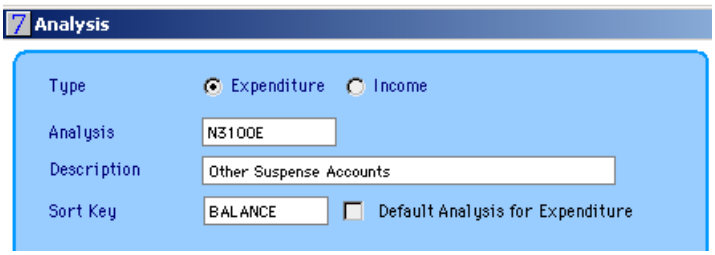
2.2 Preparing RM Finance (Discussion Only)

- Analysis Codes N3100I and N3100E Other Suspense Accounts must be created in RM Finance as these are used for recording Unallocated Credit.

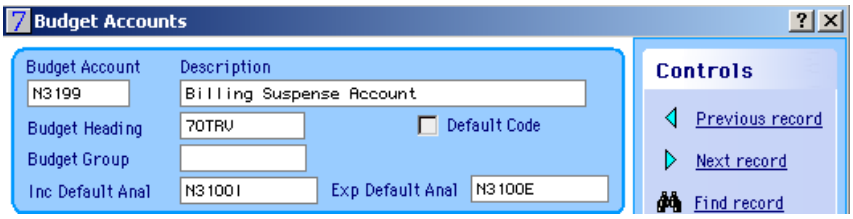
RM Finance > Records > Income/Expenditure Analysis





- Budget Code N3199 Billing Suspense Account must be created in RM Finance. This account is used to hold Unallocated Credit recorded in RM Billing.

RM Finance > Records > Budget Accounts



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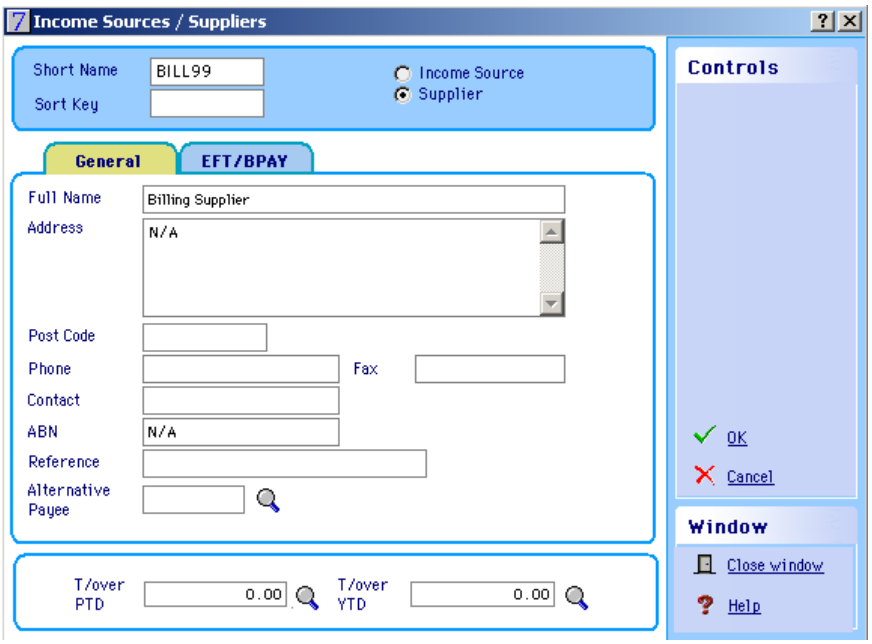
Creating a Billing Supplier Code

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

RM Finance > Records > Income Sources/Suppliers > New Record > General Tab



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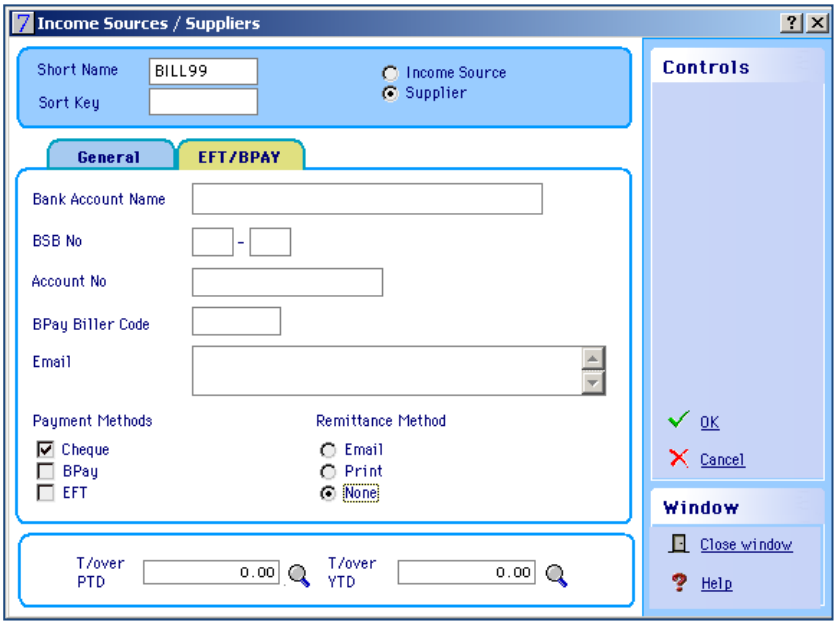
- **EFT/BPAY Tab**



- Click OK to save when completed

Important

Ensure the short name is BILL99. This must be exact – no spaces or additional characters

2.3 Adding the RM Billing Module

The implementation of the RM Billing Module will be undertaken by your Finance Consultant (schools) and must not be added by any school personnel. Your Finance Consultant will manage all steps in the preparation for and installing RM Billing, including the recording of any opening balances.

Important

Your Finance Consultant will manage all steps in the preparation and installation of the RM Billing Module.

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Getting Started

Once the RM Billing module has been implemented, your Project Officer will assist with the setting up of the RM Billing Parameters and Log in procedures.

2.3.1 Setting the General Parameters

The General tab in the Billing Parameters window must be set in accordance with the following instructions:

General Tab	
Monetary Value Warning Limit	**Already set to $1000**. Leave this as it is. (When processing an entered amount exceeding the value defined in this box a warning message will be displayed asking for confirmation that the entered amount is correct.)
Date Warning Limit	**Already set to 30 days**. Leave this as it is. (When processing, if the date that is entered against a transaction is older than the number of days specified in the Date Warning Limit box a message will be displayed asking for confirmation that the date entered is correct.)
School's Biller Code 1	If you have elected to display the BPAY logo on any of the relevant documents, enter your school's BPAY Biller Code into this field.
School's Biller Code 2	This field should be left blank. It is a provision for possible future functionality.
Last Year End	Schools will be advised of the Year End by the Finance Consultant (schools)
Accounting System	Already set to RM Finance
ABN	**Enter your school's ABN into this field.** e.g.11 222 333 444
Options	Automatically show student balances. This box is ticked by default and displays current student balances when the student window opens. If the option is 'unticked', the user has the option of showing the balances when the 'Show Balance' tab is selected in the Student window
RM Finance Datafile	The location and name is set by default to k:\RMDB\finance.df1. At school you need to navigate to your datafile. **For the training course only this is set to C:\keys\RMDB\Finance_Demo.df1.**
Enable Export To RM Finance	**Do not tick this box at this point of the training course.** This option allows schools to export their Billing Receipts automatically into RM Finance. If not ticked, all income transactions need to be entered manually into RM Finance **Note:** Once this option is ticked and saved it can never be 'unticked'. It is recommended that Primary schools begin exporting to RM Finance straight away. Secondary Schools are advised not to tick the export function without discussion with their Senior Finance Consultant.
RM Billing Archive File Path	At school this will be set to **K:\keys\RMDB\OLDDATA\Billing Archive.** This folder will hold reports created from a Utility to Purge Former Roll Students. The Utility purges all transactions from Former Roll students with a zero balance and a leave date of at least one year prior to the last year end date, along with those transactions from students who have been deleted from Admin.

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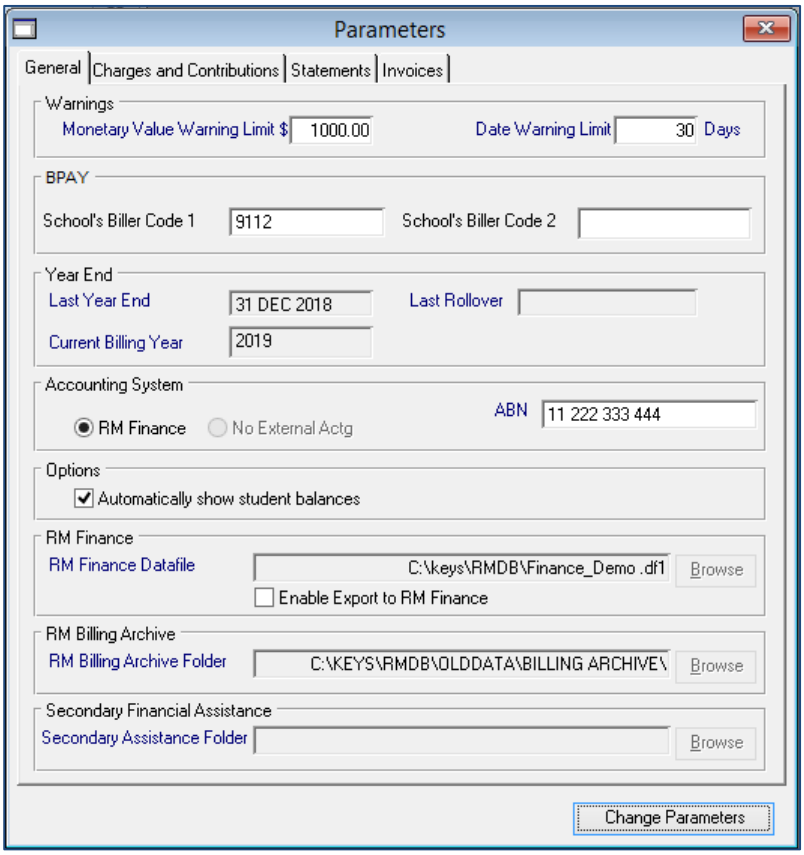
Note: If your school initially decides against exporting to RM Finance, please discuss this with your Senior Finance Consultant (schools).



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2.3.2 Charges and Contributions Parameters

As primary schools do not use RM Billing to produce a Charges and Contributions Sheet, it will not be necessary to make any changes to the settings on the Charges and Contributions tab. The following table is included **as a reference only**.

Charges and Contributions Tab	
Show School Address	Tick this box if you would like the school name and address to be printed at the top of the Charges and Contributions Sheet. If unticked the school name and address will not appear so that school letterhead can be used.
Show School Logo on right hand side	Tick this box if you would like the school logo to appear on the right hand side of the header.
Show Department Logo on left hand side (See note below)	Tick this box if you require the department's logo to appear on the left hand side of the header.
Narrow Logo/Wide Logo	If you have elected to show the department's logo you must then choose the correct radio button to indicate whether the narrow or wide version of the logo is being used.
Department Logo Path	If you have elected to show the department's logo then click on the spy glass to the right of this field and navigate to the location where the logo is stored.
Show BPAY Logo	Tick this box if you would like the BPAY logo to be displayed on the Charges and Contributions Sheet.
Show Remittance Advice	Tick this box if you would like a remittance advice slip to be printed at the end of each Charges and Contributions report.

- For Primary training we do not have any settings on the Charges and Contributions tab.

Note: Schools are not to use the Department Logo on any items unless they have an international element to their operations

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2.3.3 Statement Parameters

Statements Tab	
Default Statement Message	Enter a message which the school would like to appear on the bottom of the student statements, E.g. 'Please contact the school office on 9229 7777 if you have any queries regarding this account'. Note that the message can be edited/altered at the time of printing if required.
Show School Address	Tick this box for training. If this box is ticked, the school's name, address, phone number and ABN will be included in the top left hand corner of the statement. If this option is not ticked, then this space is left blank for the school letterhead.
Show School Logo on the right hand side	This will allow the school logo to be displayed on statements in the top right hand side of the report.
Show BPAY Logo	Tick this box if you would like the BPAY logo to be displayed on the Statement. BPAY will not apply to Primary Schools.
Show Remittance Advice	Tick this box if you would like a remittance advice slip to be printed at the end of each Statement.
Show CC Number	Tick this box if you would like the student's Curriculum Council number to be displayed on the Statement. This setting is applicable to the Student Statement only (not the Customer Statement). Not applicable in Primary Schools.
Default Reminder Notice	Default Reminder Notices can be sent out reminding Fees Billers of Unpaid Billing Items. Enter a message which the school would like to appear on the bottom of the reminder notice, E.g. 'Please contact the school office on 9229 7777 if you have any queries regarding this notice'. Note that the message can be edited/altered at the time of printing if required.

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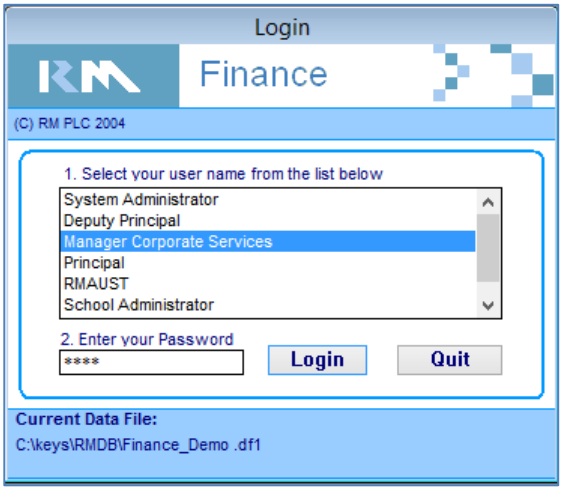
Activity: Log into RM Billing

When first opening the RM Billing sidebar and selecting a function from the sidebar, the user will be presented with the RM Finance log in window. RM Billing performs certain validation within the linked RM Finance datafile based on the RM Finance user login. In order to achieve this validation, the user's RM Finance login details must be entered and validated before the user can proceed. This does not indicate the user has logged into RM Finance as this is entered in a separate log in window when opening Finance from the Finance icon.

RM Billing > Parameters

- Double click on **Parameters**
- Highlight **Manager Corporate Services**
- Enter the Password **Keys**



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

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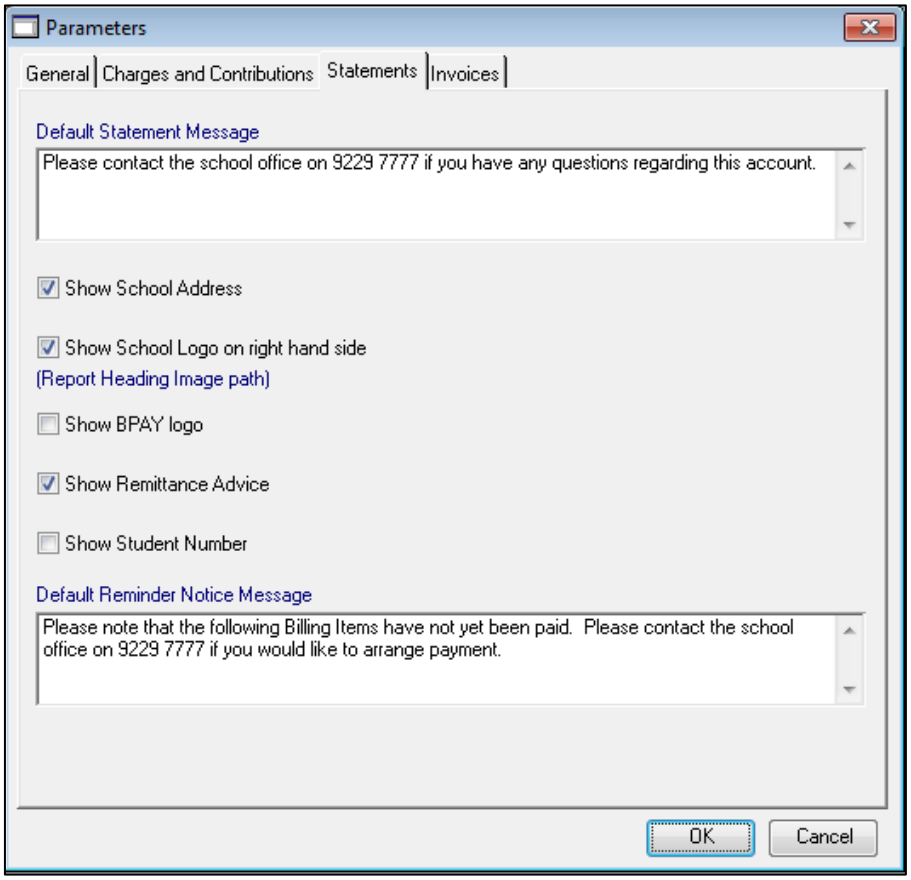
2.3.4 Enter the Statement Parameters

Activity: Create Statement

RM Billing > Billing Parameters > Statement Tab

- Click on [Change Parameters]
- Enter the Statement Parameters as shown below
- Include a message for both Statements and the Reminder Notice



You may wish to include Bank Account Details if you wish parents to pay by Direct Deposit.

Note: The statement parameter settings will apply to both student and customer statements.

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2.3.5 Invoice Parameters

Invoice Tab	
Show BPAY Logo	If ticked, this will display the BPAY Logo and payment details (Biller Code and Reference) on the statement. BPAY will not apply to Primary Schools.
Show Remittance Advice	When ticked, a remittance advice will be printed on the bottom of the invoice displaying the school name, address, school phone number, ABN number and school logo. ***Note:*** There is no option to turn on/off school logo. If set up in **General > Control > Preferences > Reports**, it will appear on invoices by default.
Default Invoice Message	Enter a message which the school would like to appear on the bottom of the customer Invoices. E.g. 'Please contact the school office on 9229 7777 if you have any queries regarding this account'. You may wish to include Bank Account Details where you wish customers to pay by Direct Deposit. Note that the message can be edited/altered at the time of printing if required.

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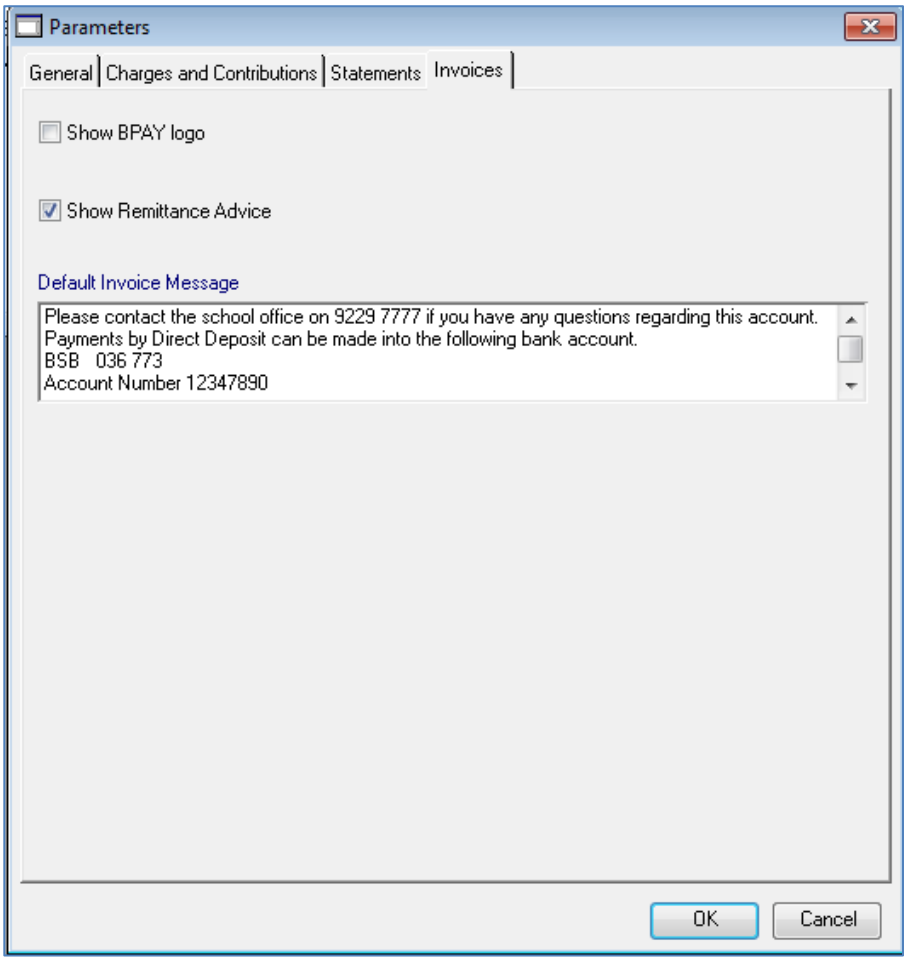
2.3.6 Enter Invoice Parameters

Activity: Enter Invoice Message

RM Billing > Billing Parameters > Invoices Tab

- Tick **'Show Remittance Advice'**
- Enter a Default Invoice Message



Note: The Invoice parameter settings will apply to both student and customer invoices

- Click ***OK*** to save the Parameter settings [OK] and close
- Close the Billing Parameters window

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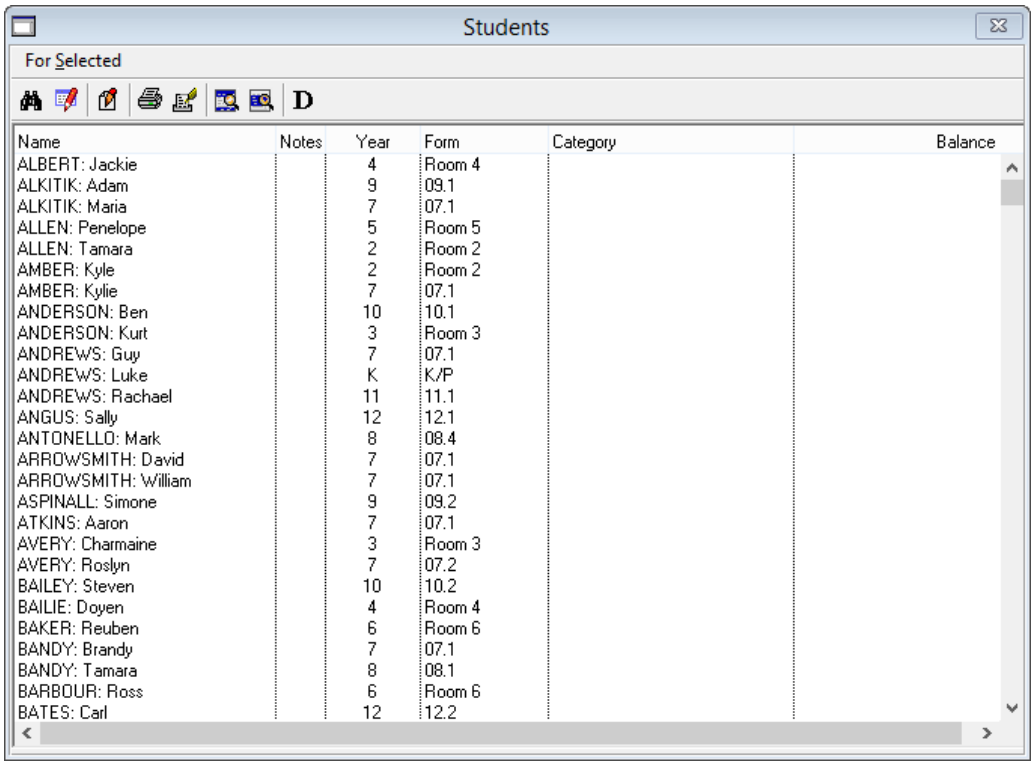
3 Brief Overview of RM Billing

3.1 Students

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



Name	Notes	Year	Form	Category	Balance
ALBERT: Jackie		4	Room 4		
ALKITIK: Adam		9	09.1		
ALKITIK: Maria		7	07.1		
ALLEN: Penelope		5	Room 5		
ALLEN: Tamara		2	Room 2		
AMBER: Kyle		2	Room 2		
AMBER: Kylie		7	07.1		
ANDERSON: Ben		10	10.1		
ANDERSON: Kurt		3	Room 3		
ANDREWS: Guy		7	07.1		
ANDREWS: Luke		K	K/P		
ANDREWS: Rachael		11	11.1		
ANGUS: Sally		12	12.1		
ANTONELLO: Mark		8	08.4		
ARROWSMITH: David		7	07.1		
ARROWSMITH: William		7	07.1		
ASPINALL: Simone		9	09.2		
ATKINS: Aaron		7	07.1		
AVERY: Charmaine		3	Room 3		
AVERY: Roslyn		7	07.2		
BAILEY: Steven		10	10.2		
BAILIE: Doyen		4	Room 4		
BAKER: Reuben		6	Room 6		
BANDY: Brandy		7	07.1		
BANDY: Tamara		8	08.1		
BARBOUR: Ross		6	Room 6		
BATES: Carl		12	12.2		

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

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

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3.1.2 Opening the Students Window

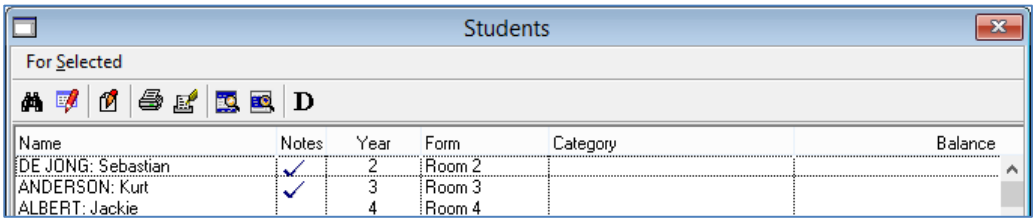
The very first time the Students window is opened in RM Billing a record for each student on the current roll will be created in RM Billing. Therefore this process may take a few minutes when run for the first time.

3.1.3 Using the Student Window Icons

Activity:

RM Billing > Students

- Click **Find Student**
- Select Year Group 6 to display only the Year 6 students
- **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**
- Close the Student Summary Report
- Hold **<Ctrl>** and select 5 students from the list
- Click **Print Selected**
- 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
- Click on the **Notes Header** twice to bring all students with Notes attached to their record to the top of the window
- Highlight the students with notes



- Click **For Selected** and **Print Notes**
- Leave the date range blank to print all notes
- View and close the **Notes Report**

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3.1.4 Quick Search on Student Surname

A quick search on student surname is available in 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.

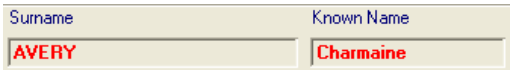
3.1.5 Drill Down Facility

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.

3.1.6 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.

3.1.7 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
- Click on the red Surname field

to scroll through the student names
- Right click in the Surname field and type **BAKER** then press **<Enter>.** The first student with that surname is displayed
- Close the Student details window

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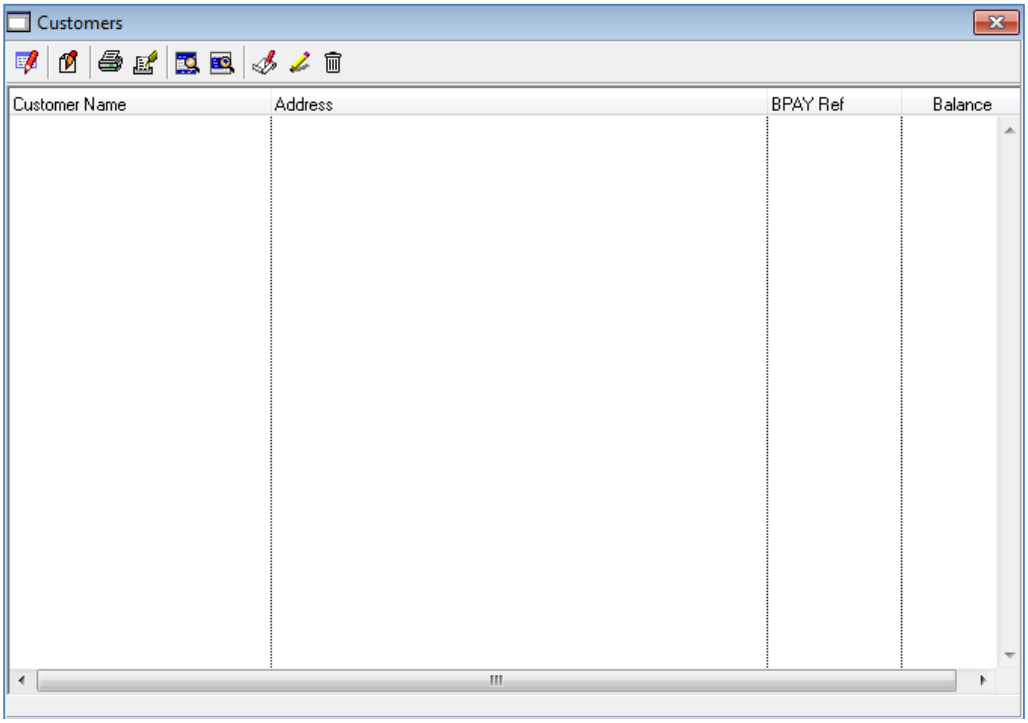
3.2 Customers

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)

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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

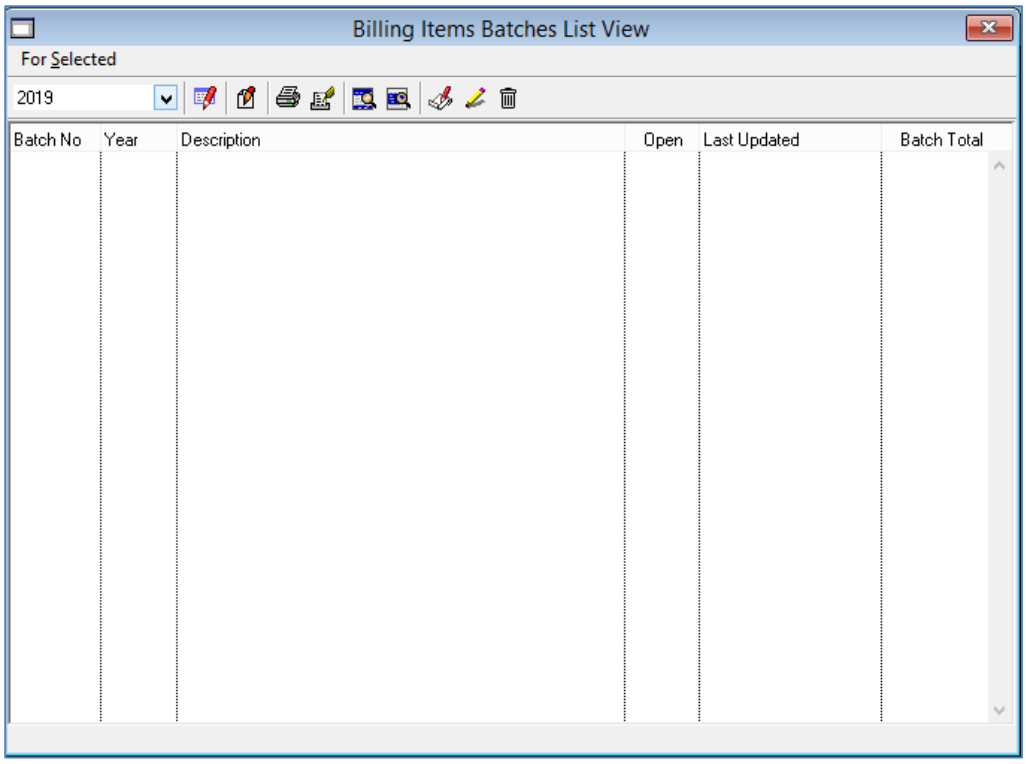
Drill down functionality is instigated by double-clicking or pressing <enter> on a Customer Name.

3.2.4 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.

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.



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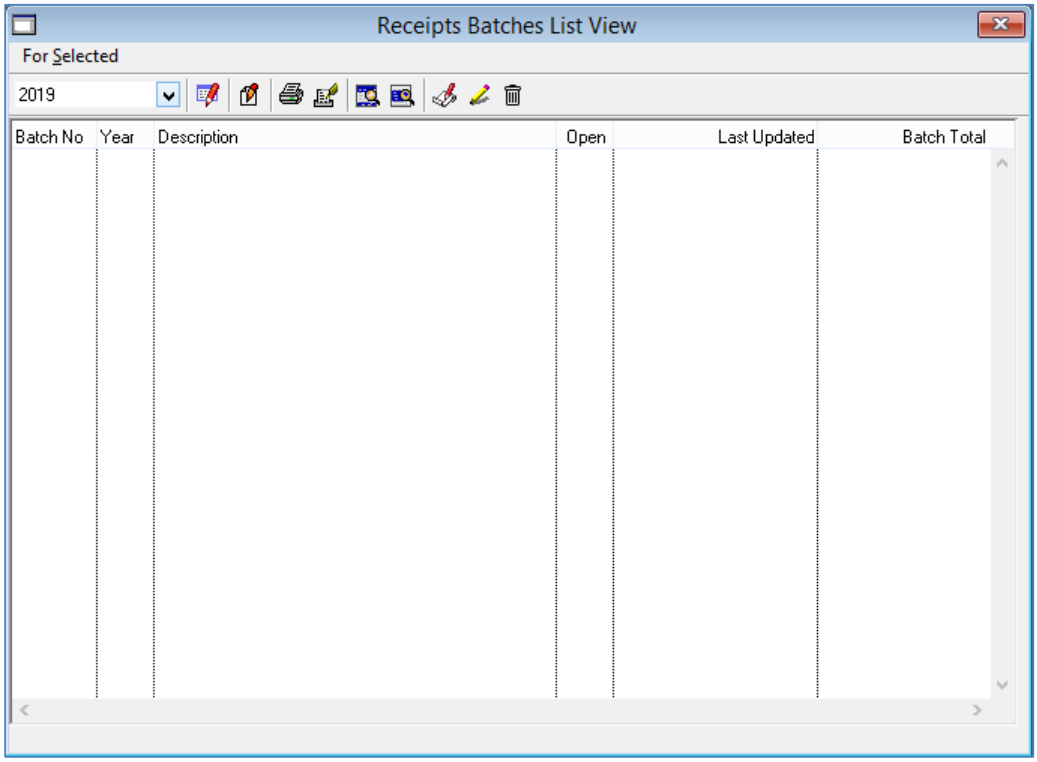
3.4 Receipts

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.



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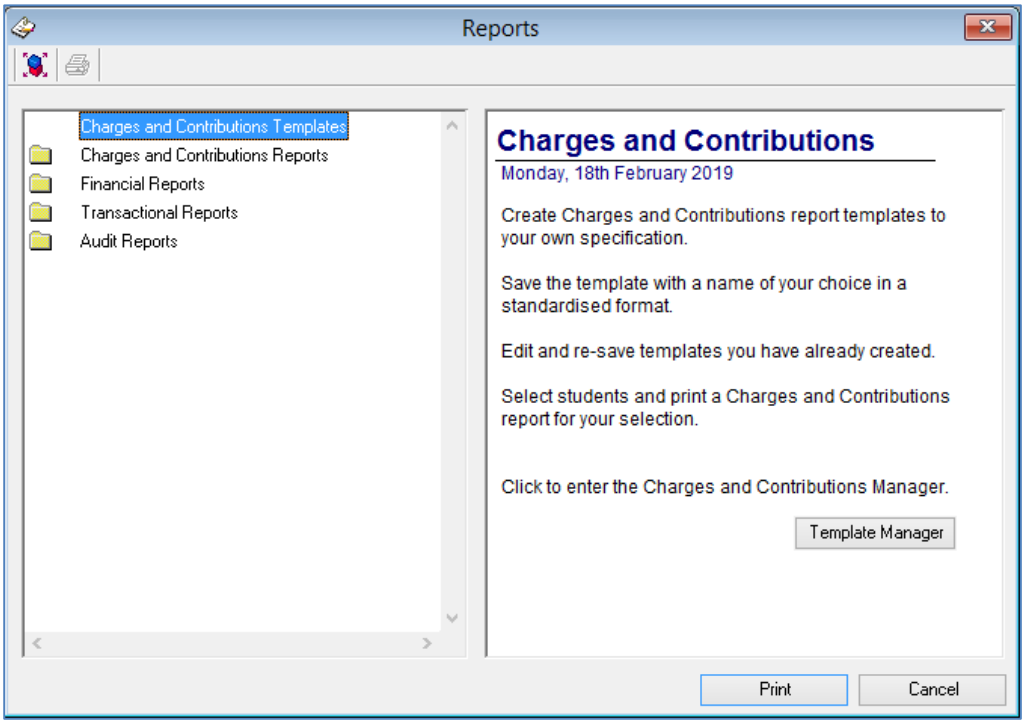
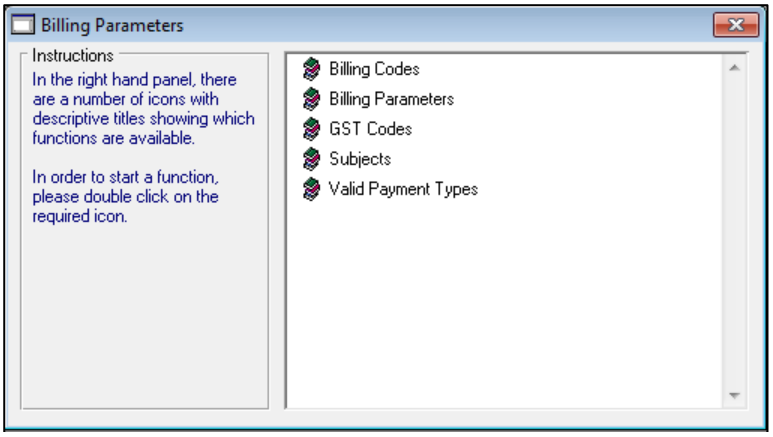
3.5 Reports

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.



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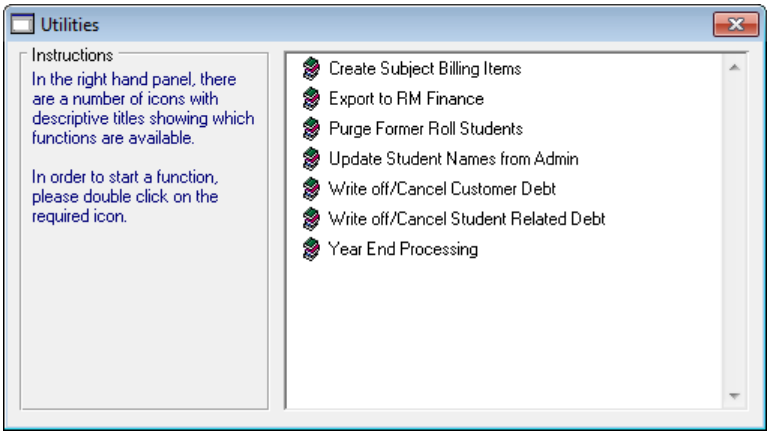
3.7 Utilities

The Utilities section provides a set of standard routines/processes that need to be run at certain times within the RM Billing module. Again, the relevant processes will be covered as we progress through the training.



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4 Using RM Billing – Other Required Settings

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

In RM Billing the Billing Code represents a general type of item for which a student can be billed. For example, we could create a billing code for Voluntary Contributions – Years K to 6. The billing code is linked to a specific analysis code and budget code within RM Finance which, for this example, would relate to the Voluntary Contributions for years K to 6.

Billing Codes must also be linked to a billing category. The billing categories are the standard education categories – Voluntary Contributions, Charges, Other Optional Costs, Voluntary Approved Requests, Residential Boarding Fees, Adult Student Fees and Temporary Visa Overseas Students. An additional category of 'Not Applicable' is also available.

4.1 System-Defined Billing Codes

There are two system created billing codes NA and SUS.

NA- This Billing Code can only be used if directed

SUS-This Billing Code relates to the Billing Suspense Account N3199 in RM Finance. It is used to receipt or refund any amounts held as Unallocated Credit. That is amounts that have not been allocated against any Billing Items.

4.2 User-defined Billing Codes

It will be necessary to create some additional billing codes to be used at your school. These Billing Codes will represent the items/activities for which your students are commonly billed.
For example, Voluntary Contributions Yrs K-6, School Camps, Excursions, School Magazine etc.
Each Billing Code must be attached to the correct billing category (as mentioned earlier) to ensure that the types of costs are correctly classified.

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4.2.1 Naming of Billing Codes

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

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

4.2.2 Standard Naming Convention for Billing Codes

Code Begins with	For Category	Code Used For (examples)
VOL	**Voluntary Contributions**	Secondary Subject Voluntary Contributions Primary Voluntary Contributions
CHG	**Charges**	Subject Charges School Camps School Excursions Hire of Facilities
OOC	**Other Optional Costs**	School Magazine Yearbook
VAR	**Voluntary Approved Requests**	P&C Contributions Chaplain
NA	**Not Applicable**	Only use if directed
REF	**Not Applicable**	Refunds
TVS	**Temporary Visa Overseas Students**	Temporary Visa Student Fees
ADU	**Adult Student Fees**	Adult Student Fees
RBF	**Residential Boarding Fees**	Residential Boarding Fees

Note: Other than use with refunds, NA should only be used in special circumstances if advised by your Senior Finance Consultant (schools).

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4.2.3 Checking RM Finance and creating Budget Codes where necessary

Each Billing code is linked to a Budget code and corresponding Analysis code in RM Finance. This is so that information from RM Billing can be manually or automatically input into RM Finance against the correct Budget and Analysis code. All monies receipted through RM Billing must ultimately be input into RM Finance. We will cover this later in training.

Prior to creating a Billing code the Budget code that we wish to link this billing code to must be created in RM Finance. The user will find that many of the budget codes may already exist in their RM Finance datafile. Those that do not exist can be easily created.

Activity: Creating Budget Codes in RM Finance

When viewing a list of charges, contributions, other optional costs and voluntary approved requests which are passed on from the Finance committee, we can see that it will be necessary to create several new Billing Codes in RM Billing. Prior to creating these codes, check that the corresponding budget codes exist in the RM Finance datafile. If not, create them.

The following is a list of items that the school expects to have income or expenditure throughout the year, but does not have an existing Budget Code in RM Finance.

Note: These can be added to during the year if and when unexpected income items arise.

Budget Code	Description	Budget Heading	Analysis Code Income	Analysis Code Expenditure
C1201	Instrumental Music	10REV	C1200	
C1202	School Year Book	10REV	C1200	
C1203	Graduation Shirt	10 REV	C1200	
C1525	Ipad Replacement Fund	10REV	C1500	
D4602	Refunds Prim Voluntary Contribution	20EXP		D4600

Note: Budget and Analysis codes used in RM Billing, must not be deleted from RM Finance.

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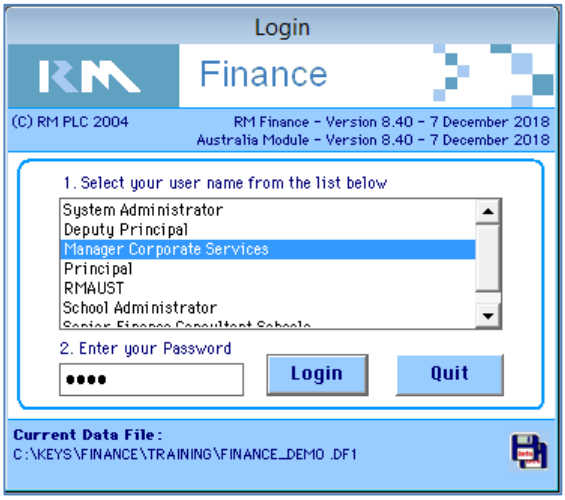
RM Finance

Open RM Finance

- Highlight **Manager Corporate Services**
- Enter Password **Keys**



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

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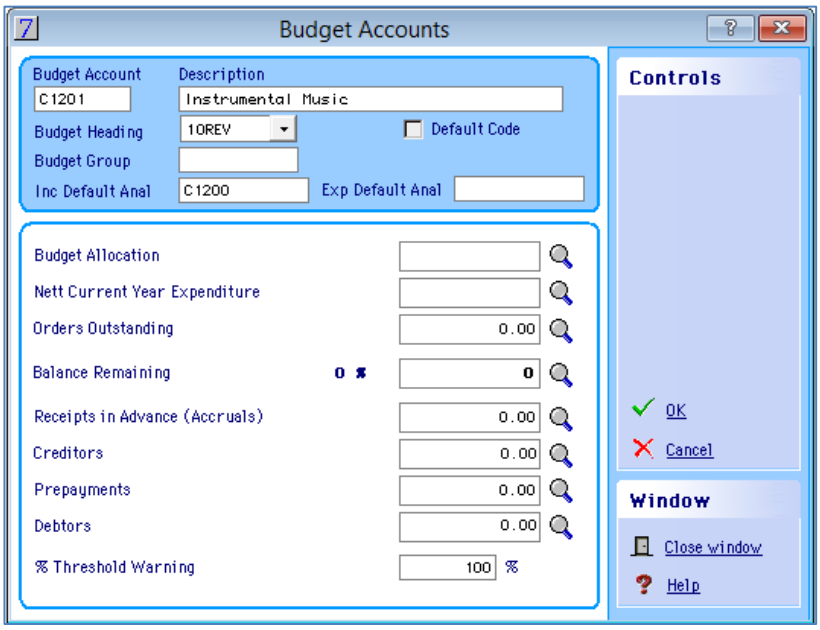
RM Finance > Records > Budget Accounts

- Click Find record
- Type **C1201**, press **<Enter>**

- If the Budget Account does not exist click New record
- Type **C1201** in the Budget Account field <tab>
- Enter the description **Instrumental Music** <tab>
- Select the Budget Heading **10REV** <tab> twice
- Enter the Income Default Analysis of **C1200**
- Click OK



- Continue to add the remaining budget codes in the table below

Budget Code	Description	Budget Heading	Analysis Code Income	Analysis Code Expenditure
C1202	School Year Book	10REV	C1200	
C1203	Graduation Shirt	10REV	C1200	
C1525	Ipad Replacement Fund	10REV	C1500	
D4602	Refunds Prim Voluntary Contributions	20EXP		D4600

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Activity: View Created Codes

Records > Reports > Default Analysis Codes

- Click on Print Report and view the budget codes and analysis codes. Check new budget codes have the correct details, analysis code and budget heading. A portion of the report is displayed below.

Account	Description	Income Default Analysis	Expenditure Default Analysis
00PRE	**Previous Year Closing Balance**		
YYYY	Previous Year Closing Balance	YYYYI	YYYYE
10REV	**Revenue Accounts**		
C1001	Secondary Vol Contributions 7-10	C1000	
C1002	Primary Voluntary Contributions	C1000	
C1003	Pre-Primary Voluntary Contributions	C1000	
C1004	Kindy Voluntary Contributions	C1000	
C1051	Upper School Charges	C1050	
C1053	Outdoor Ed	C1050	
C1055	Excursions	C1050	
C1101	K-Extra Optional Costs	C1100	
C1102	School Camps	C1100	
C1103	PP-Y6 Excursions	C1100	
C1104	PP-Y6 Incursions	C1100	
C1105	In Term Swimming	C1100	
C1246	K-Personal Items and other Services	C1200	
C1272	Year 12 Overseas Fee paying	C1270	
C1275	Year 8-10 Overseas Fee Paying	C1270	
C1305	P&C Donations	C1300	
C1501	Voluntary Approved Requests	C1500	
C1555	Donations	C1550	
C1705	Hire of Facilities	C1700	
C1805	Bank Interest	C1800	
C1905	Sale of Assets	C1900	
C2005	Do Not Use	C2000	
C2035	Commonwealth Literacy Program	C2000	
C3005	Bookshop - Books	C3000	
C5015	Miscellaneous Revenue	C5000	
C5999	GST Rounding	C5000	
20EXP	**Expenditure Accounts**		
D1025	Stationery & Office Supplies		D1000
D1085	Entertainment (FBT)-Employees		D1000
D1086	Entertainment-Non Employees		D1000
D1087	Bank Fees and Charges		D1000
D1089	Purchasing Card (Surcharge)		D1000
D1455	Water		D1450
D1510	Facilities - cleaning		D1500
D1615	Computer Repairs		D1600
D1810	Purchase of Computers - Maths		D1800
D2005	Furniture - Administration		D2000
D2705	Professional Dev - Teaching Staff		D2700
D2710	Staff Development - Admin		D2700
D3005	Bookshop - Books		D3000

- Close the report and minimise RM Finance

Note: Budget Codes and Analysis Codes must be created in RM Finance before they are available for use in RM Billing

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4.2.4 Creating a Billing Code

To create a Billing Code, follow these general rules:

- Determine which category the Billing Code fits into
- Use the appropriate first three letters given in the table on page 40
- Add a two digit number to the end of the code (no spaces) e.g. **VOL01**
- Give the code a description
- Assign an Analysis Code to the billing code
- Assign a Budget Code to the billing code
- Assign a Billing Category to the billing code

Activity: Add Billing Codes

RM Billing > Parameters > Billing Codes

- Click Add Item
- Type the Billing Code **VOL01,** press <tab>
- Type the description **Primary Voluntary Contributions** <tab>
- Type the Analysis Code **C1000** (or press <tab> for a look-up list) <tab>
- Enter the Budget Code **C1002** (or press <tab> for a look-up list) <tab>
- Select the category **Voluntary Contributions** from the drop down list
- Click **OK** to save
- Using the above instructions create the billing codes listed below:

Code	Description	Analysis Code	Budget Code	Category
VOL02	Pre-Prim Voluntary Contributions	C1000	C1003	Voluntary Contributions
VOL03	Kindy Voluntary Contributions	C1000	C1004	Voluntary Contributions
CHG01	School Camps	C1100	C1102	Charges
CHG02	Excursions	C1100	C1103	Charges
CHG03	Incursions	C1100	C1104	Charges
CHG04	In Term Swimming	C1100	C1105	Charges
OOC01	Instrumental Music	C1200	C1201	Other Optional Costs
OOC02	School Year Book	C1200	C1202	Other Optional Costs
OOC03	Graduation Shirt	C1200	C1203	Other Optional Costs
VAR01	IPad Replacement Fund	C1500	C1525	Voluntary Approved Requests
VAR02	P&C Family Contribution	N3000I	N3005	Voluntary Approved Requests
HIR01	Hire of Facilities	C1700	C1705	Charges

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4.2.5 Editing a Billing Code

To edit a Billing Code:

- RM Billing > Parameters > Billing Codes
- Highlight the appropriate code
- Click on the edit pencil (yellow pencil)
- Update the required details
- Click on OK to save

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

4.2.6 Deleting a Billing Code

To delete a Billing Code:

- RM Billing > Parameters > Billing Codes
- Highlight the appropriate code
- Click on the delete button (rubbish bin)
- Answer 'yes' to the message

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

4.2.7 Printing a list of Billing Codes

To print a list of Billing Codes:

- RM Billing > Parameters > Billing Codes
- Click on the Printer

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4.2.8 Refund Billing Codes

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

Note: 'D' accounts will only be available for selection once the refund checkbox has been ticked. The refund checkbox must be ticked before you can enter your analysis and budget codes!

Activity: Add Refund Codes

RM Billing > Parameters > Billing Codes

- Click **Add Item**
- Tick the Refund checkbox
- Type the Billing Code **REF01**, press **<Tab>**
- Type the description **Refunds – Primary Vol Cont**, press **<Tab>**
- Type the Analysis Code **D4600** (or press <tab> for a look-up list), press **<Tab>**
- Enter the Budget Code **D4602** (or press <tab> for a look-up list), press **<Tab>**
- Leave the category **Not Applicable**
- Click **OK** to save
- Using the above instructions create the billing codes listed below (REMEMBER TO TICK THE REFUND CHECKBOX):

Code	Description	Analysis Code	Budget Code	Category
REF02	Refunds - Charges	D4600	D4626	Not applicable
REF03	Refunds - Facilities Hire	D4800	D4808	Not applicable

Check your data entry is correct. This can be done by checking from the data entry screen or alternatively by printing a report

- Click and **OK** to print to the screen.
- Check the report and Close
- Close the Billing Codes window
- Close the Billing Parameters window

Note: Refunds of unallocated credit are processed against a System created code of SUS.

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5 Setting the Student Billing Category

Students within RM Billing need to be classified into their student billing category for the current billing year.

The available student Billing Categories are:

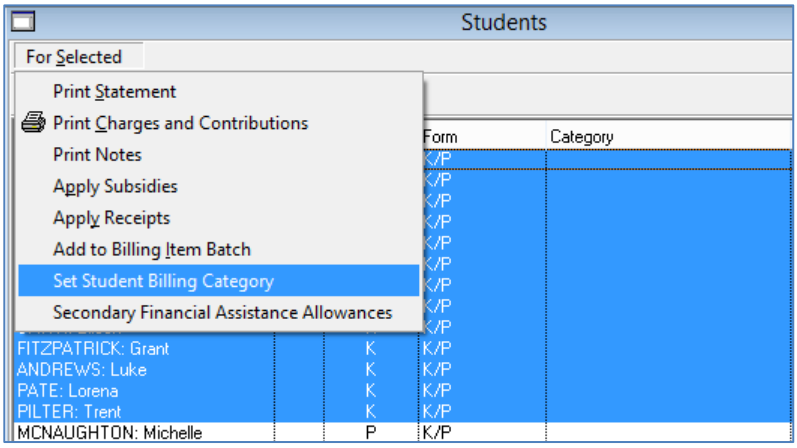
- **Kindergarten**
- **Pre-Primary**
- **Primary**
- **Secondary (Vol, Chg)**
- **Secondary (Chg)**
- **Adult**
- **Temporary Visa**
- **Full Fee Paying**

Billing categories must be assigned to all student records. This includes Admission roll students that may be available within the RM Billing module.

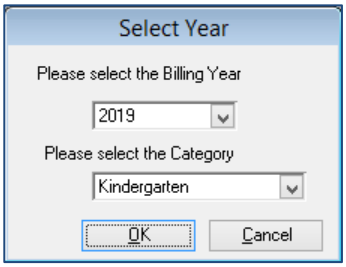
Activity: Set Student Billing Category

RM Billing > Students

- Sort the students by clicking on the **Year** group column (or use the Find tool)
- Select all of the **Year K** students
- Choose **For Selected > Set Student Billing Category**



- Select **Kindergarten** from the drop down list



- Click **OK** to save

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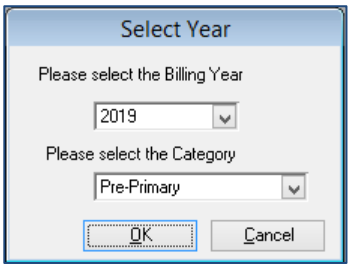
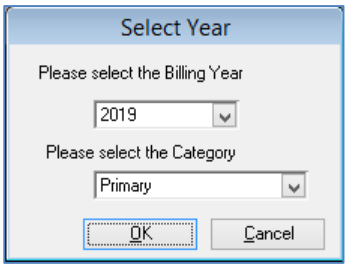
- Select all of the Year **P** students
- Choose **For Selected > Set Student Billing Category**
- Choose **Pre-Primary** from the drop down list



- Click **OK** to save

- Select all of the **Year 1** to **Year 6** students
- Choose **For Selected > Set Student Billing Category**
- Choose **Primary** from the drop down list



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

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6 Creating Billing Items for Students

Billing items need to be created:

- Before statements can be produced
- Before money can be receipted (unless the money is to be entered as unallocated credit)

Billing items can be created by setting up Billing Item batches. Billing Item batches can be created for any items for which students are to be billed.

For example:

- Voluntary Contribution amounts for Kindergarten, Pre-Primary and Primary students
- Other Optional Costs
- Voluntary Approved Requests
- School Camps, Excursions and Incursions

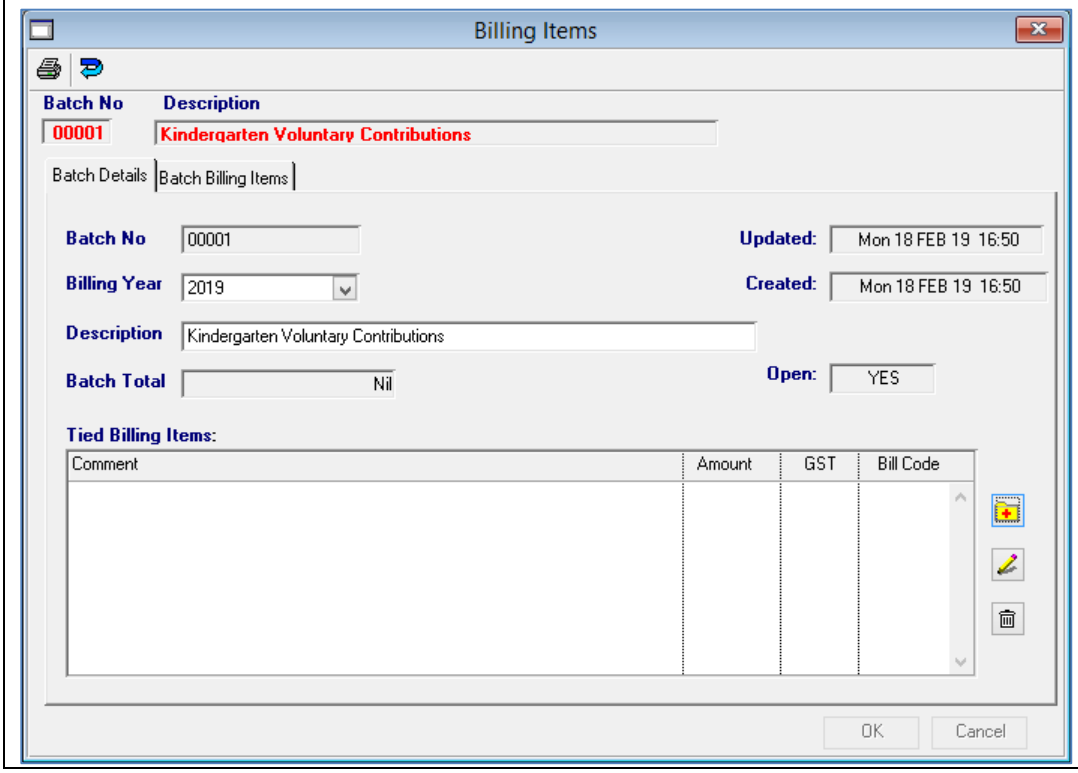
6.1 Creating the Billing Item Batch Header

Activity: Create a Billing Item

Create a Billing Items batch for the Kindergarten Voluntary Contributions.

RM Billing > Billing Items

- Click Add Item
- Select the billing year from the drop down list (only the current and future years are available)
- Enter the description **Kindergarten Voluntary Contributions**
- Click **OK** to save



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Note: Batch numbers are automatically created by RM Billing. Batch numbers are created sequentially beginning at 00001. Batch numbers are not re-used.

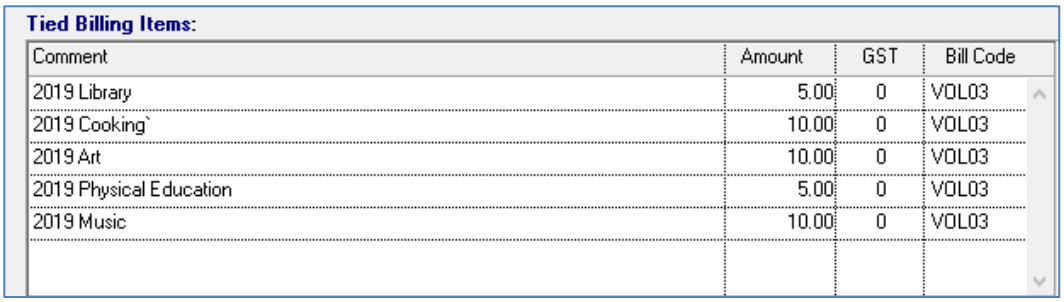
6.1.1 Adding tied billing items

We will now add a number of tied billing items to this batch header. These are the billing items for which the students will be billed.

Activity: Create Tied Billing Items

RM Billing > Billing Items

- Click Add Debit
- Type **2019 Library** in the Comment field <tab>
- Type **5** in the Amount <tab>
- Type **0** in the GST field or <tab>to select the relevant code from a list <tab>
- <tab> in the Bill Code field and select the relevant code for **Kindergarten Voluntary Contributions (VOL03)**
- Click **OK**
- Using the method outlined above continue to enter tied billing items as per the screenshot

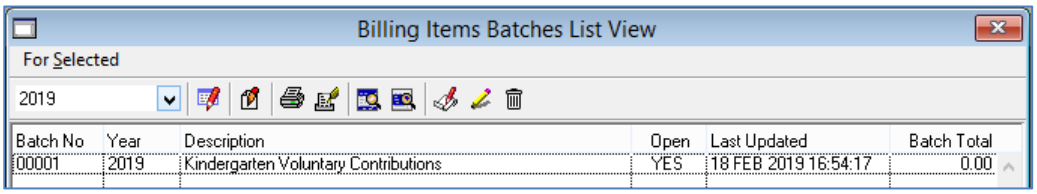


Tied Billing Items:

Comment	Amount	GST	Bill Code
2019 Library	5.00	0	VOL03
2019 Cooking`	10.00	0	VOL03
2019 Art	10.00	0	VOL03
2019 Physical Education	5.00	0	VOL03
2019 Music	10.00	0	VOL03

- Click **Return to View**

The new Billing Item is added



Billing Items Batches List View

For Selected

2019

Batch No	Year	Description	Open	Last Updated	Batch Total
00001	2019	Kindergarten Voluntary Contributions	YES	18 FEB 2019 16:54:17	0.00

Note: If you have more than one tied billing item, each line should be entered separately and saved (by clicking on OK). Each tied billing item must have a description beginning with the Billing Year, a GST code (a look up list operates by pressing <tab>) and a Billing Code (a look up list operates by pressing <Tab>). Ensure the correct billing code is selected for each item.

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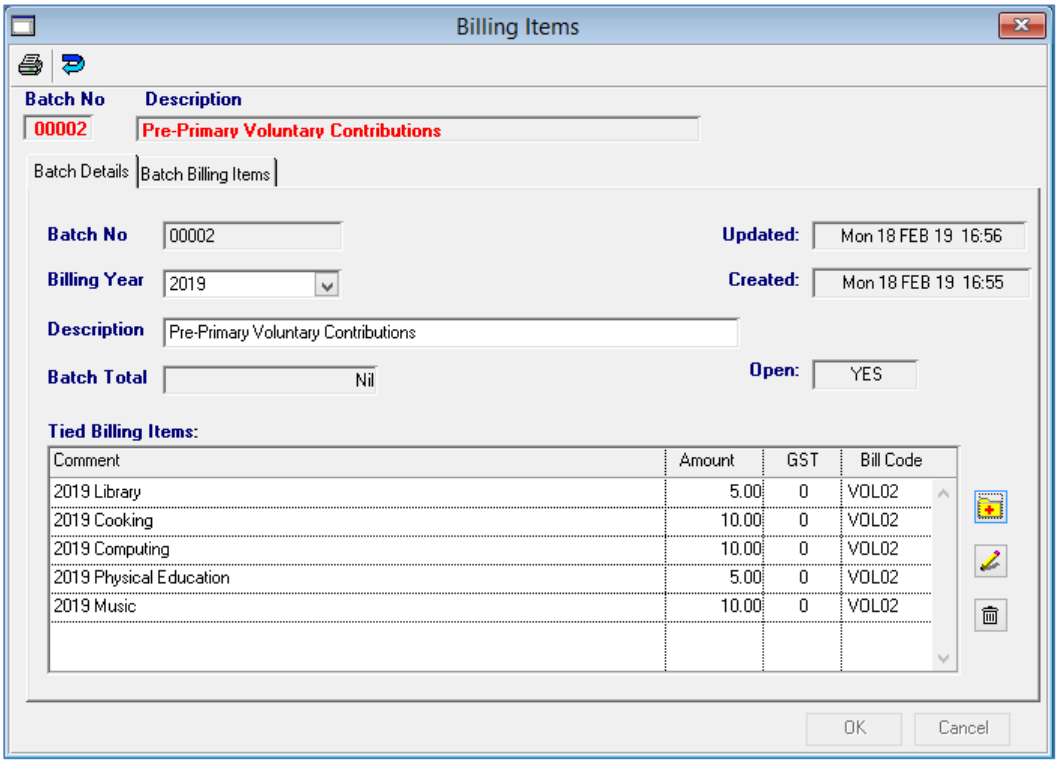
Activity: Create Pre-Primary Voluntary Contributions Batch

Create a Billing Items batch for the Pre-Primary Voluntary Contributions.

RM Billing > Billing Items

- Click Add Item
- Select the billing year from the drop down list (only the current and future years are available)
- Enter the description **Pre-Primary Voluntary Contributions**
- Click **OK** to save
- Add tied billing items as per the screenshot below



- Click **Return to View**

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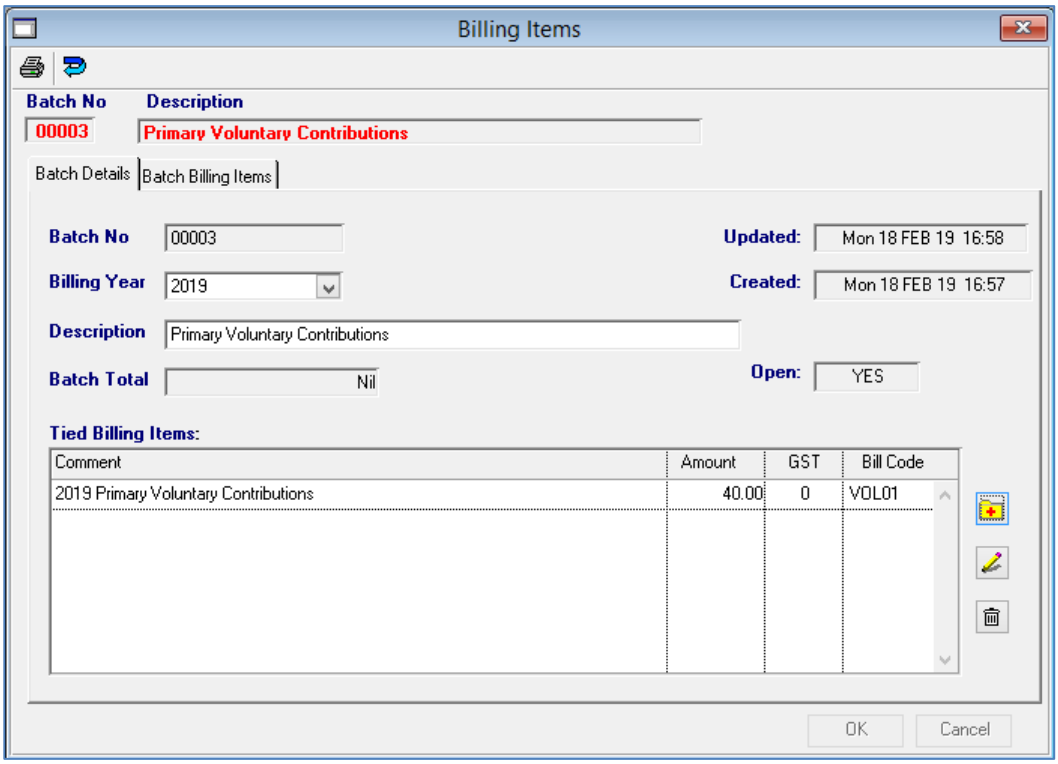
6.2 Creating a Billing Items Batch for Contributions – Alternative Method

In the above examples separate Tied Billing Items were created for the Kindergarten and Pre-Primary Voluntary Contributions. An alternative method is to create one line item only for the total amount.

Activity: Create Primary Voluntary Contributions Batch

RM Billing > Billing Items

- Click Add Item
- Select the billing year (only the current and future years are available)
- Enter the description **Primary Voluntary Contributions**
- Click **OK** to save
- Add the tied billing item as per the screenshot below



- Click **OK**
- Click **Return to View**

Note: If this method is used, it is important that parents are advised of the composition of the voluntary contribution.

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6.3 Creating Billing Item Batches for Charges, Other Optional Costs and Voluntary Approved Requests

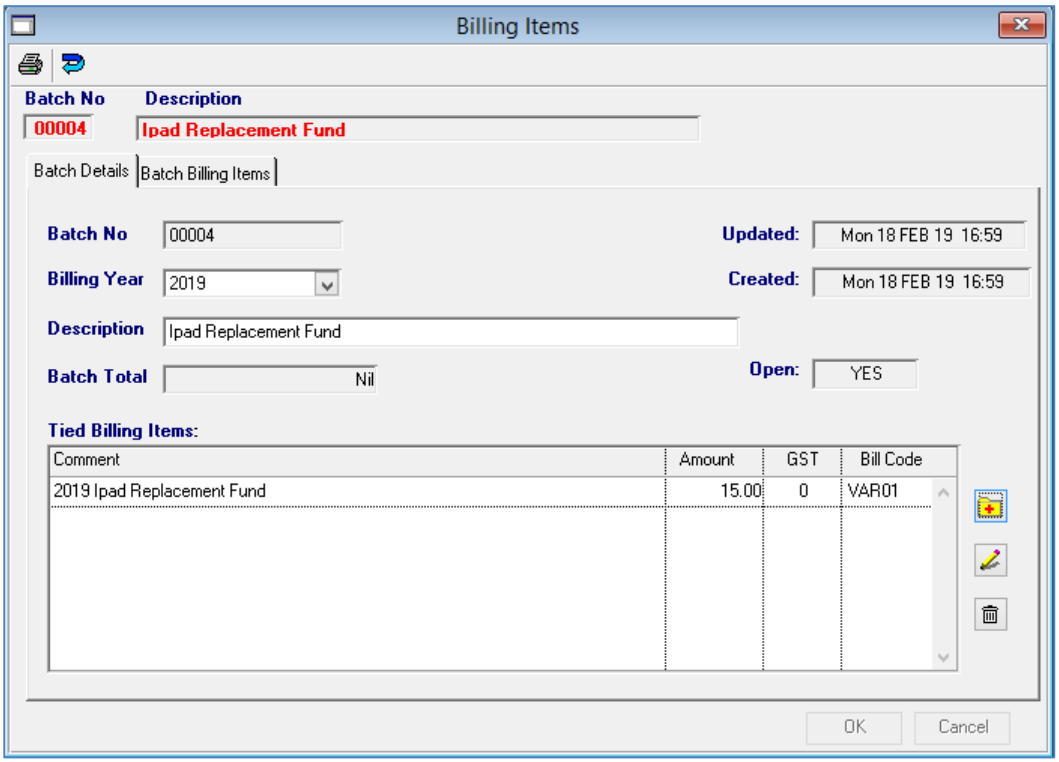
Schools may wish to display items other than Voluntary Contributions on Statements. If so, billing item batches will need to be created for these items in order for students to be billed.

Activity: Creating a Voluntary Approved Request Batch

It has been decided that the school would like to include a Voluntary Approved Request on all student statements for an Ipad replacement fund. Create a Billing Items Batch for Ipad replacement.

RM Billing > Billing Items

- Click Add Item
- Follow the screenshot below to enter the relevant details



- Click **OK**
- Click **Return to View**

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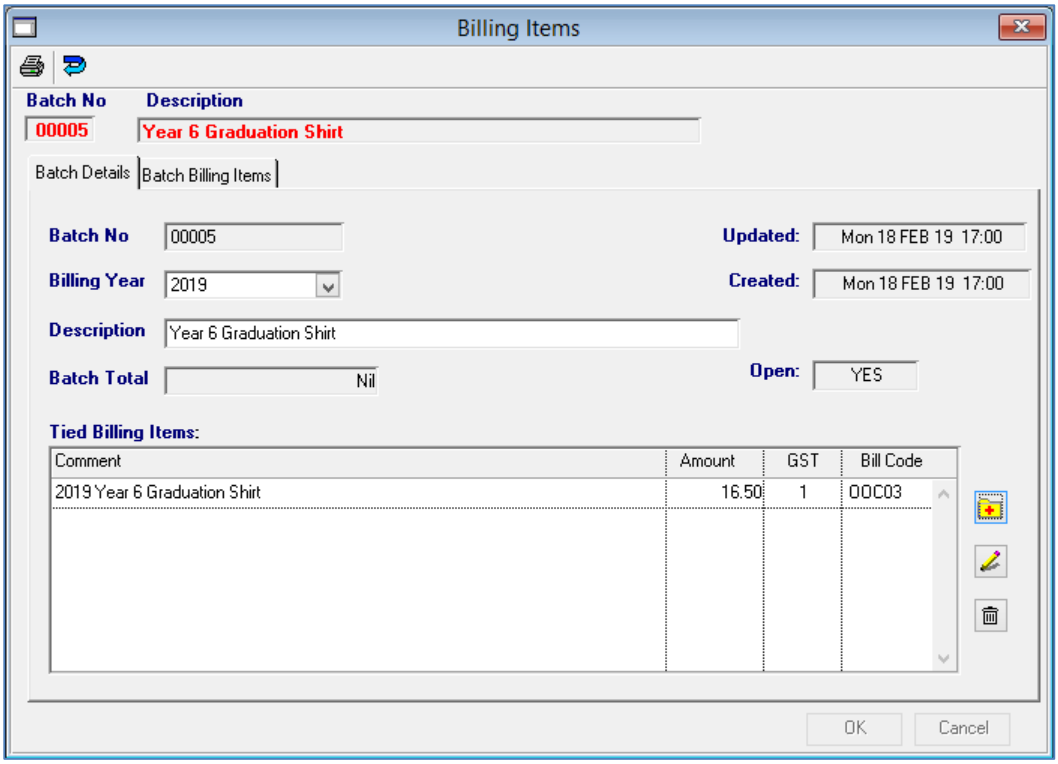
Activity: Creating an Other Optional Costs Batch

The Year 6 students will have the option to purchase a graduation shirt. In the past the school has found that most students purchase the shirt. Create a Billing Items Batch for this.

RM Billing > Billing Items

- Click Add Item
- Follow the screenshot below to enter the relevant details



- Click **OK**
- Click **Return to View**

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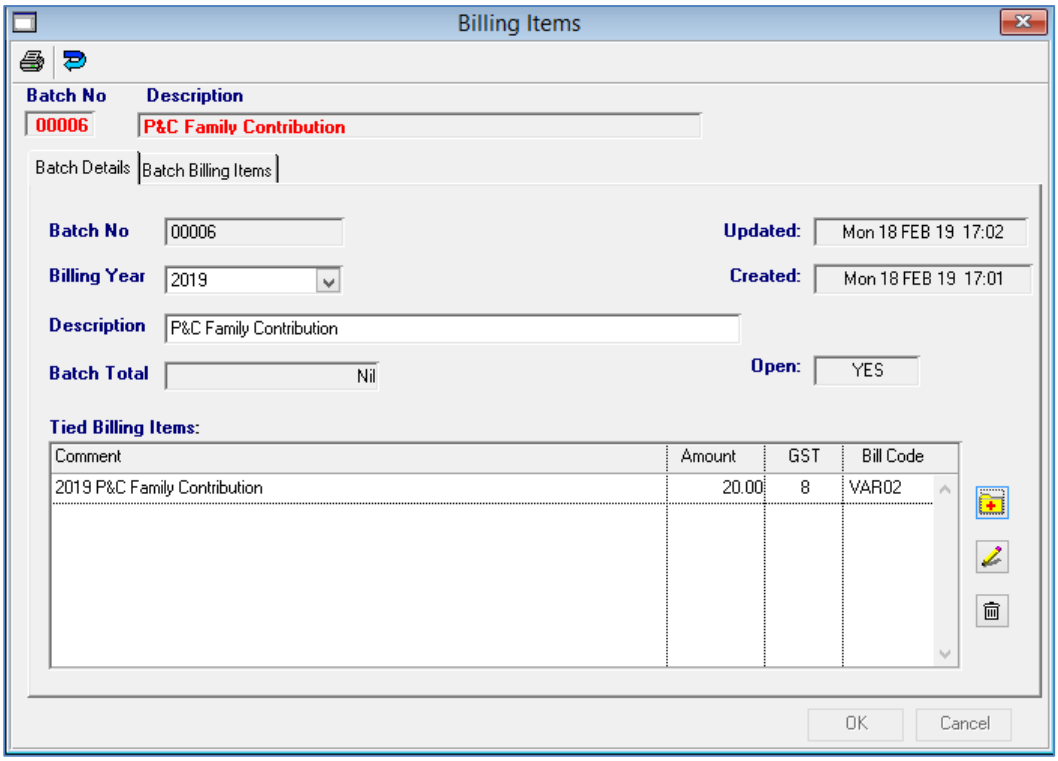
6.3.1 Creating a Billing Item to Bill once per Family

Activity: Create P&C Contributions Batch

Create a billing items batch for the P&C Contribution which is to be charged once per family.

RM Billing > Billing Items

- Click Add Item
- Follow the screenshot below to enter the relevant details



- Click **OK**
- Click **Return to View**

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Activity: Review of Creating Billing Item Batches

The Year 6 students will be attending camp. The cost of the camp is $250.00 and has been broken into the following items:

Item	***Cost***	***GST Code***
2019 Camp Accommodation and Activities	*$100.00*	*0*
2019 Camp Transport	*$40.00*	*0*
2019 Camp Food	*$110.00*	*1*

Create a Billing Items Batch for the Camp. When adding tied billing items use the Billing Code that you created earlier (CHG01).

The Year 3 students will be attending 2 weeks of In Term swimming lessons. There is no cost for the lessons, however there are pool entry and transport costs of $50, which has been broken into the following items.

Item	***Cost***	***GST Code***
2019 Swimming Pool Entry	*$20.00*	*0*
2019 Swimming Bus Hire	*$30.00*	*0*

Create a Billing Items Batch for In Term Swimming. When adding tied billing items, use the Billing code which was created earlier (CHG04).

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6.4 Billing During the Year

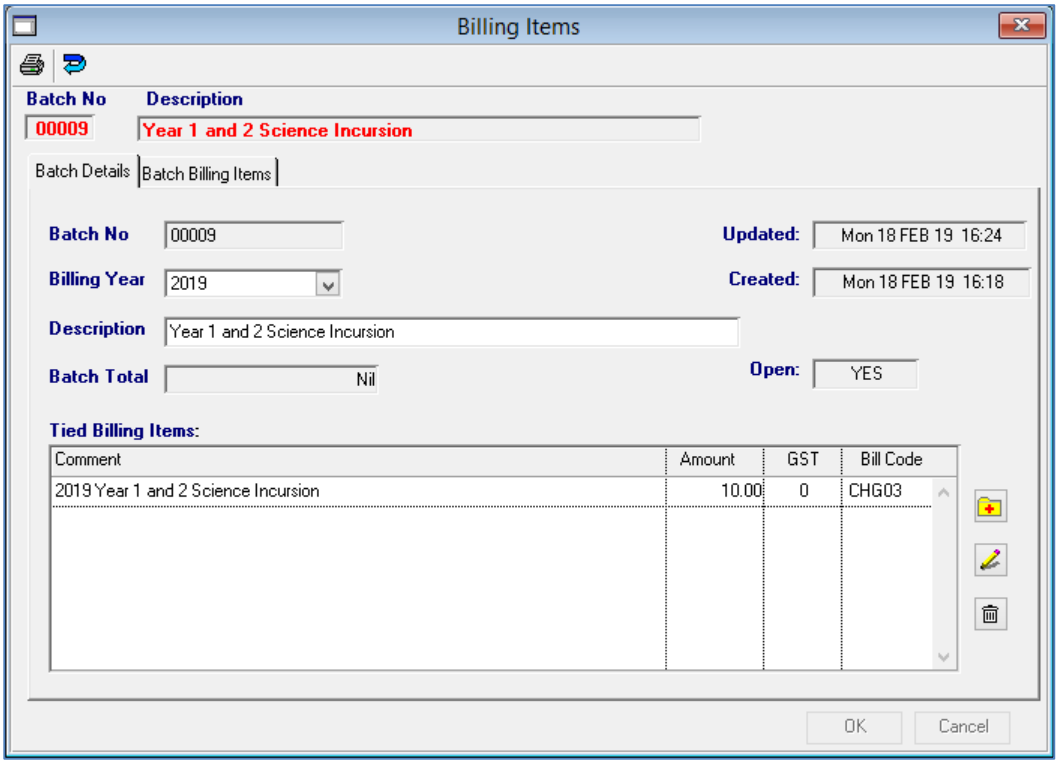
The method outlined in the previous pages can be used at any time to bill students for activities/items throughout the year.

Activity: Create an Incursion Batch

The Year 1 and 2 teachers have organised a Science incursion for their students for later in the year. They have sent home a note indicating the total cost will be $10.00.

RM Billing > Billing Items

- Add Item
- Use the screenshot below to create the batch



- Click **OK**
- Close the Billing Items window

Activity: Review of Billing During the Year

The Year 4 students will be attending an excursion at the Perth Zoo. The excursion fee is $20 (no GST) CHG02. Create a Billing Items batch.

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7 Billing Students

Students can be billed individually or in bulk. Both methods will be covered.

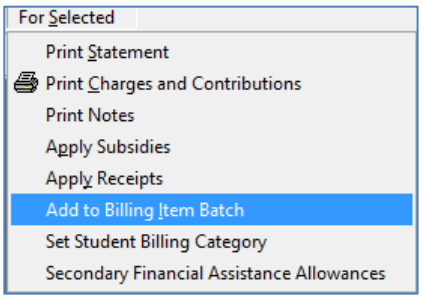
7.1 Bulk Billing Students

Activity: Bulk Bill Students

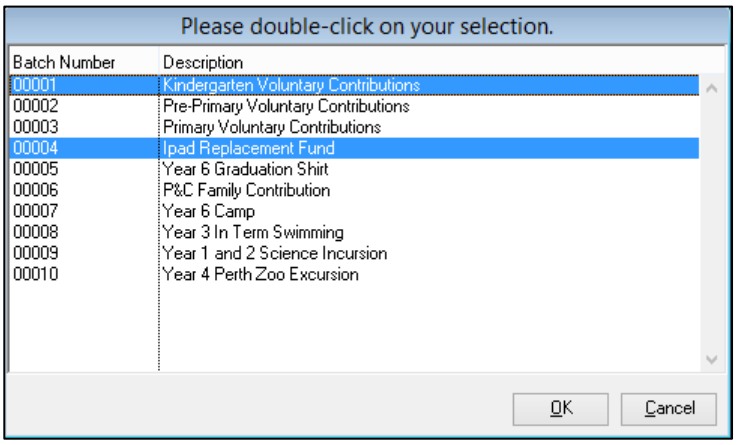
Bulk bill the Kindergarten students for their Voluntary Contributions and the IPad Replacement Fund voluntary approved request.

RM Billing > Students

- Sort by the Year Group
- Select **Kindergarten** Students
- Choose **For Selected > Add to Billing Item Batch**



- Select the **Kindergarten Voluntary Contributions** batch and the **IPad Replacement** batch



- Click **OK**
- Double click **Thy West**
- Select the **Billing Items** tab and view the newly created billing items
- Close the Student Details window

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IMPORTANT

When billing Kindergarten, Pre-Primary and Primary school students for their voluntary contributions, separate billing item batches must be created for each group (K, PP and P). This is because the Voluntary Contribution payments must be posted against different Budget Codes in RM Finance.

7.2 Viewing Billing Items via the Batch

Activity: View Billing Items via Batch

View all Billing Items in the Kindergarten Voluntary Contributions Batch. Print a list of billing items in the batch.

RM Billing > Billing Items

- Double click on the **Kindergarten Voluntary Contributions** Batch
- Click on the **Batch Billing Items** tab
- Click on the **Student** column header to sort the students into alphabetical order
- Click Print
- Close the list
- Select the items for **Cassie Brood**
- Click Print Selected
- Close the list
- Close the Billing Items window

Note: The Billing Items list can be sorted by any of the Column headers. Billing Items can be filtered according to search criteria by clicking on the Filter icon .

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Activity: Review of Bulk Billing

- Bill the following students for the billing items listed.

Students	Billing Items
Pre-Primary	• Pre-Primary Voluntary Contributions • IPad Replacement Fund
Year 1 to 5	• Primary Voluntary Contributions • IPad Replacement Fund
Year 6	• Primary Voluntary Contributions • IPad Replacement Fund • Year 6 Graduation shirt • Year 6 Camp
Year 3	• In Term Swimming Lessons
Year 1 & 2	• Year 1 and 2 Science Incursion
Year 4	• Year 4 Perth Zoo Excursion

- View a list of all of the Primary students who have been billed for the Primary Voluntary Contributions.

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7.3 Billing Once per Family

There may be cases where a family should only be charged once for a particular item, rather than all siblings in the family being billed individually. For example, P&C Family Contribution.

A suggested method for achieving this is to bill only the student who is marked as the 'Family Representative'.

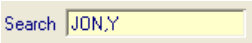
For this method to be successful, the Family Representative marker **must be set correctly in the Administration module.**

7.3.1 Viewing the Family Representative

Activity: Billing Once Per Family

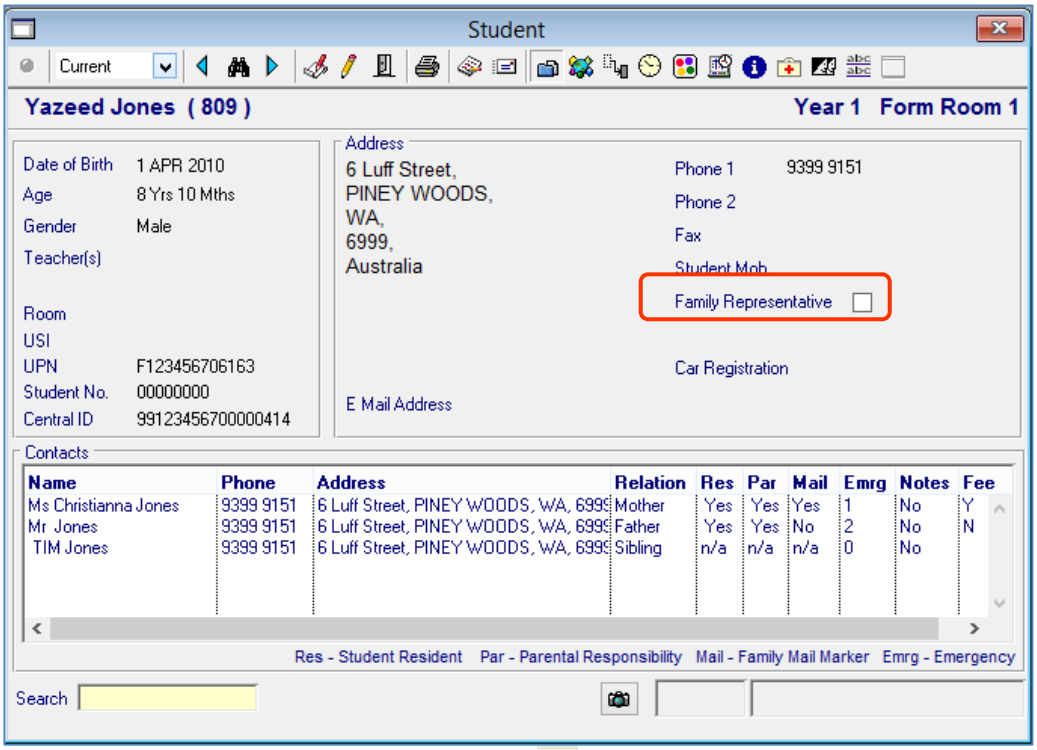
In the training datafile, the eldest sibling has been marked as the family representative. View the records for the Jones family.

General > Student Details

- Quick search for Yazeed Jones 

- Right click in the contacts pane and choose **Make Siblings the Browse Set**
- View the **Family Representative** checkbox for Yazeed

It will be empty as he is the younger sibling



- Click on the **Previous Student** arrow
- The Family Representative checkbox is ticked as Tim is the older sibling
- Close the Student window

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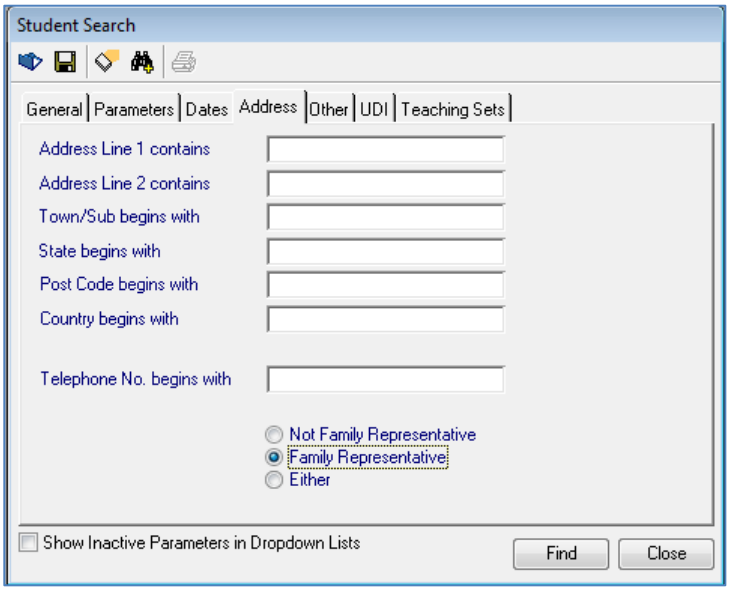
Activity: Billing The Family Representative

Bill only the Family Representatives for the P&C Family Contribution.

RM Billing > Students

- Click Student Find
- Select the **Address** tab
- Select the **Family Representative** radio button



- Click **Find,** then **Select > Yes** (only family reps will now appear in the list)
- Click on the **Year** column heading to sort the students by Year
- Select Students from **Kindergarten to Year 6**
- **For Selected > Add to Billing Item Batch**
- Select the **P&C Family Contribution** Batch
- Click **OK**
- Click **Load Current Students**
- Double click on **Tim Jones**
- Select the **Billing Items** tab and note he has been billed for the P&C Family Contribution
- Click **Return to View**
- Double click on **Yazeed Jones**
- Select the **Billing Items** tab and note that he has not been billed for the P&C Family contribution as he was not marked as the Family Representative

Note: Using the Assign Family Reps utility ensures all students have a Family Representative flagged. This can be found Admin > Utilities > Assign Family Representatives.

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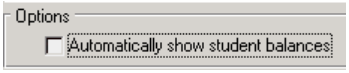
7.4 Automatically Show Student Balances

Activity: Show Student Balance

Once billing items have been applied to students, the current balance that is owed by each student is displayed in the balance column. Users have the option of viewing the current balance once the billing item has been applied or only showing the balances when the **'Show Balance'** checkbox is un-ticked and then selecting to click the **'Show Balance'** tab in the student window.

RM Billing > Billing Parameters > General Tab

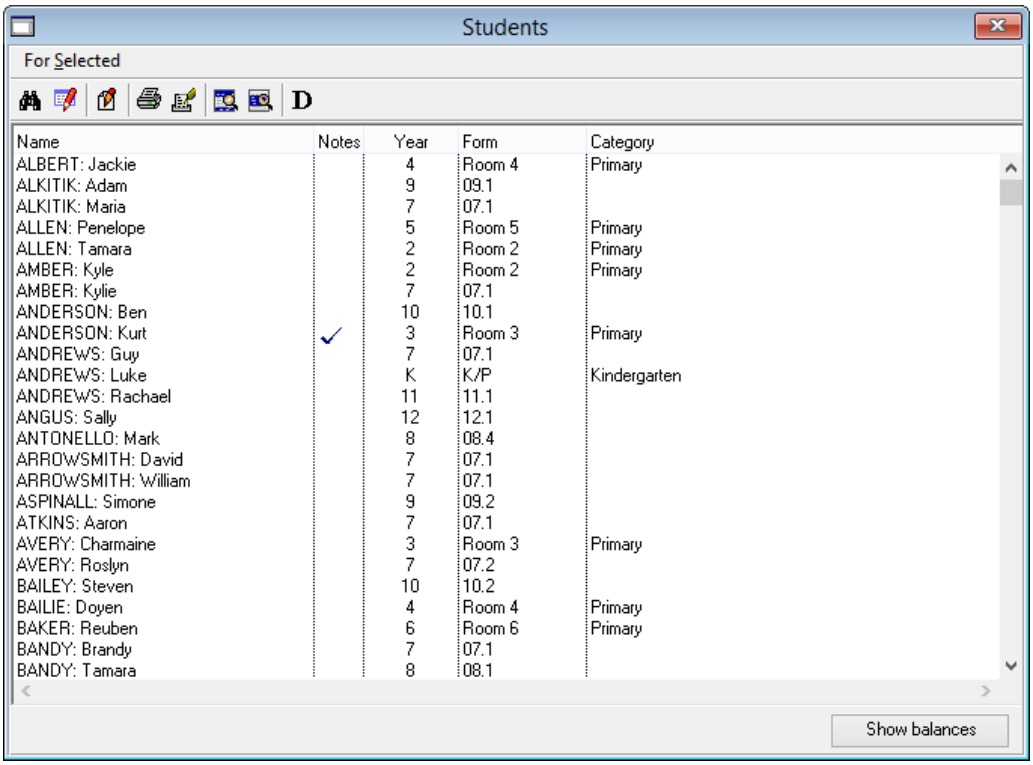
- Click

- Un–tick 

- Click ***OK***
- Close ***Parameters*** and the ***Billing Parameters*** window

RM Billing > Students

- Sort by Year Group
- Note that the balances have now been hidden



Name	Notes	Year	Form	Category
ALBERT: Jackie		4	Room 4	Primary
ALKITIK: Adam		9	09.1	
ALKITIK: Maria		7	07.1	
ALLEN: Penelope		5	Room 5	Primary
ALLEN: Tamara		2	Room 2	Primary
AMBER: Kyle		2	Room 2	Primary
AMBER: Kylie		7	07.1	
ANDERSON: Ben		10	10.1	
ANDERSON: Kurt	✓	3	Room 3	Primary
ANDREWS: Guy		7	07.1	
ANDREWS: Luke		K	K/P	Kindergarten
ANDREWS: Rachael		11	11.1	
ANGUS: Sally		12	12.1	
ANTONELLO: Mark		8	08.4	
ARROWSMITH: David		7	07.1	
ARROWSMITH: William		7	07.1	
ASPINALL: Simone		9	09.2	
ATKINS: Aaron		7	07.1	
AVERY: Charmaine		3	Room 3	Primary
AVERY: Roslyn		7	07.2	
BAILEY: Steven		10	10.2	
BAILIE: Doyen		4	Room 4	Primary
BAKER: Reuben		6	Room 6	Primary
BANDY: Brandy		7	07.1	
BANDY: Tamara		8	08.1	

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Note: If a school has a large student population, it may take some time to load the Student screen after logging into RM billing. If the 'Automatically show student balances' is deselected in 'Parameters > Billing Parameters', the Student screen will open without calculating the balance of each student. Once the student screen has opened, the 'Show Balances' tab can be selected or the 'Automatically show student balances' tickbox can be checked to display student balances.

- Click the

to display the hidden balances

Note: It may be necessary to sort by Year Group again in order to group the balances

For training, we will keep the 'Automatically Show Student Balances Selected' RM Billing > Parameters > Billing Parameters

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8 Individual Billing

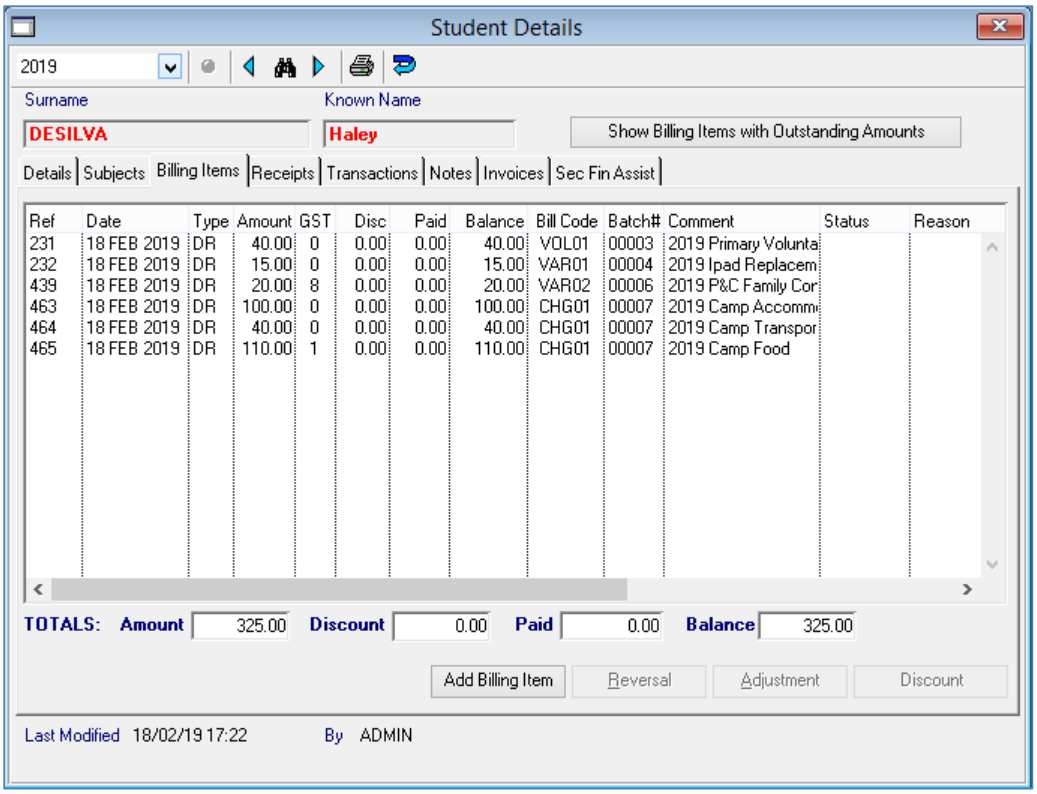
Billing items can be added to an individual student if required.

Activity: Bill an Individual Student

Haley De Silva has been given special permission to attend the camp. Bill Haley for all of the camp charges.

RM Billing > Students

- Double click on Haley DeSilva
- Select the **Billing Items** tab
- Click Add Billing Item
- Choose the **Year 6 Camp** batch
- Click **OK**
- View the newly added camp items



Leave the window open

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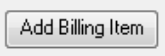
9 Editing the Amount of a Billing Items Batch

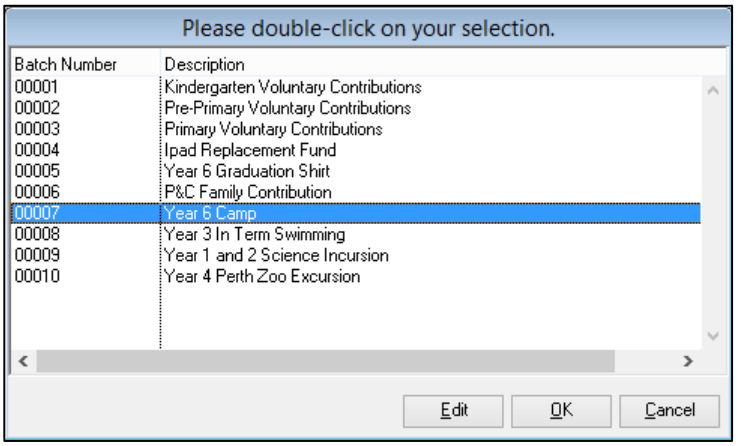
Users are able to edit details of the batch before applying it to a student's record. This allows users to customise billing details to meet individual needs as they process billing items. These changes are only reflected on the individual account for which the details have been edited. The original billing item will remain unchanged.

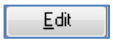
Activity: Edit The Billing Item

Graeme Delamare has also received special permission to attend the camp. The camp is scheduled to run over four days, but Graeme can only attend for two days. We will edit the amount for the tied billing items before applying it to Graeme's records. Graeme's parents will be taking him to and from camp therefore he will not be charged for camp transport.

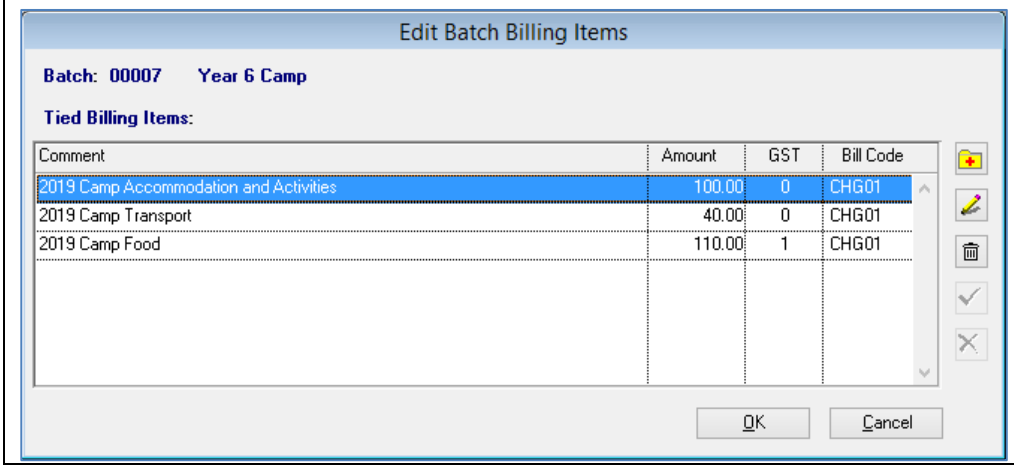
- Right click in the red Surname cell
- Type in **Delamare**
- Press **<Enter>**
- Select the **Billing Items** tab
- Click on the **Add Billing Item** button 

- Highlight the **Year 6 Camp** Billing items batch



- Click on **Edit** 

- Highlight the **Camp Accommodation and Activities** Line



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- Click the **Edit** pencil
- Change the **Amount** to **$50.00**

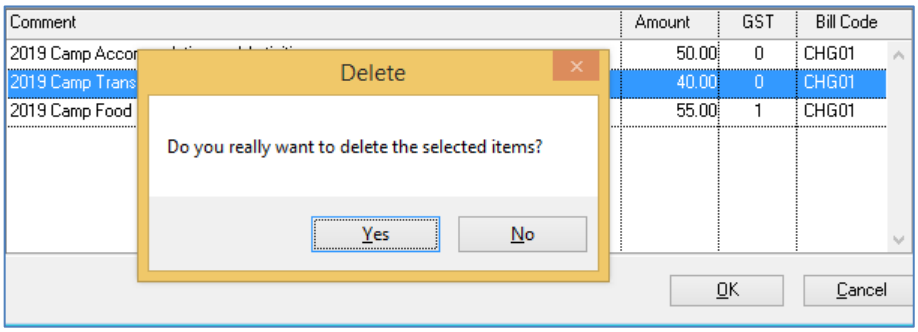
Comment	Amount	GST	Bill Code
2019 Camp Accommodation and Activities	50.00	0	CHG01

- Click on the to save the changes
- Follow the steps above to edit the **Camp Food** charges to **$55.00**

2019 Camp Food	55.00	1	CHG01

Graeme will be providing his own transport to and from the Camp, therefore the Camp Transport line can be deleted.

- Highlight the **Camp Transport** line
- Click on the **Delete Debit**



- Click **Yes** to delete the line

Tied Billing Items:

Comment	Amount	GST	Bill Code
2019 Camp Accommodation and Activities	50.00	0	CHG01
2019 Camp Food	55.00	1	CHG01

- Click **OK** and view the edited billing items.

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
237	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	VOL01	00003	2019 Primary Volunta		
238	18 FEB 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00004	2019 Ipad Replacem		
449	18 FEB 2019	DR	20.00	8	0.00	0.00	20.00	VAR02	00006	2019 P&C Family Cor		
466	18 FEB 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00007	2019 Camp Accomm		
467	18 FEB 2019	DR	55.00	1	0.00	0.00	55.00	CHG01	00007	2019 Camp Food		

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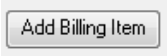
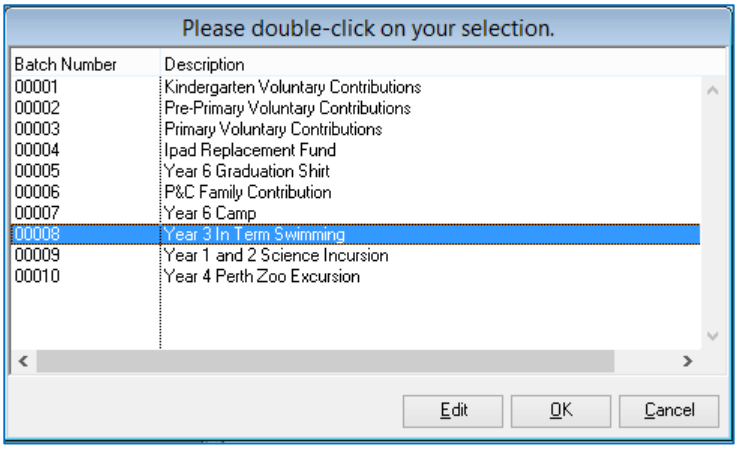
Activity: Edit The Swimming Batch

Due to special circumstances Steven Farnton, Year 5 will attend the Year 3 In Term Swimming Lessons. His mother will provide him with transport to and from the pool. Apply the In Term Swimming billing item and delete the Transport tied billing item.

RM Billing > Students

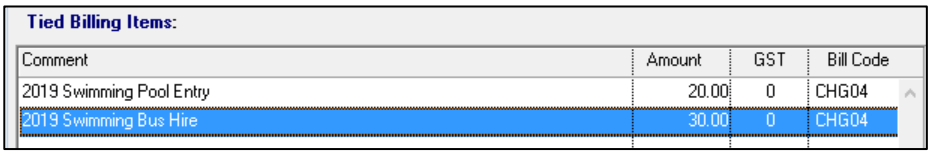
- Right Click in the red **Surname** cell
- Type **Farnton** and **<Enter>**
- Ensure you have **Steven**
- Select the **Billing Items** tab
- Click **Add Billing Item** 

- Highlight the **In Term Swimming Lessons** Batch

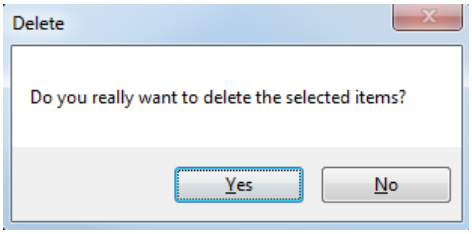


- Click

- Highlight the **2019 Swimming Bus Hire** line



- Click on



- Click **Yes** to delete the billing item
- Click **OK**

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10 Discounts

Discounts can be applied in a number of ways. An individual discount may be applied to a single billing item or to multiple billing items e.g. Voluntary Contributions. Discounts may also be applied to multiple students for a specific billing item.

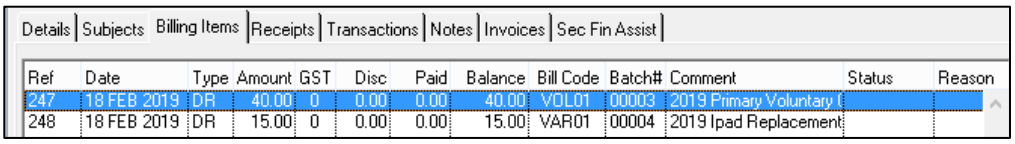
A discount may be applied in the case of a student arriving at the school part-way through the year. In this case the student may be entitled to a discounted cost for their voluntary contributions.

10.1 Applying a discount to a single billing item

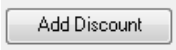
Activity: Individual Discount

Tenille Gray has arrived at the school half way through the year. She is entitled to a 50% discount on her voluntary contributions. (Note: She has already been billed for the Primary Voluntary Contributions.) Discount Tennille's Voluntary Contributions by 50%.

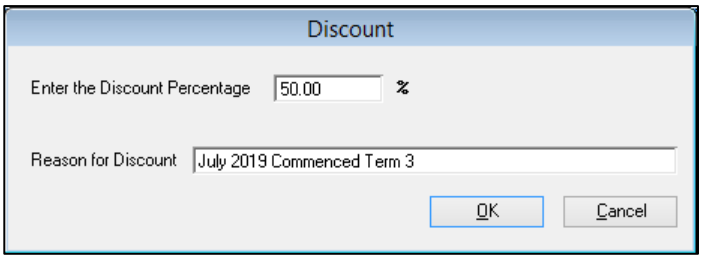
- Right Click in the red **Surname** cell
- Type **GRAY** and **<Enter>**
- Click to scroll to Tenille Gray
- Select the **Billing Items** tab
- Highlight the **Primary Voluntary Contributions** Billing Item



Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
247	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	VOL01	00003	2019 Primary Voluntary (		
248	18 FEB 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00004	2019 Ipad Replacement		

- Click 

- Enter **50** as the discount percentage
- Enter a **reason** for the discount (**July 2019 – Commenced Term 3**) and Click **OK**



- View the Discount column, the Balance column and the Reason column

GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
0	20.00	0.00	20.00	VOL01	00003	2019 Primary Volu		Discounted - July 2019 Commenced Term 3
0	0.00	0.00	40.00	VAR01	00004	2019 Ipad Replac		

IMPORTANT: The month and year must be entered in a consistent manner. This is so the Transaction Summary report can be sorted via reason containing the month and year. This is most useful for end of month reporting.

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10.2 Applying a discount to multiple billing items

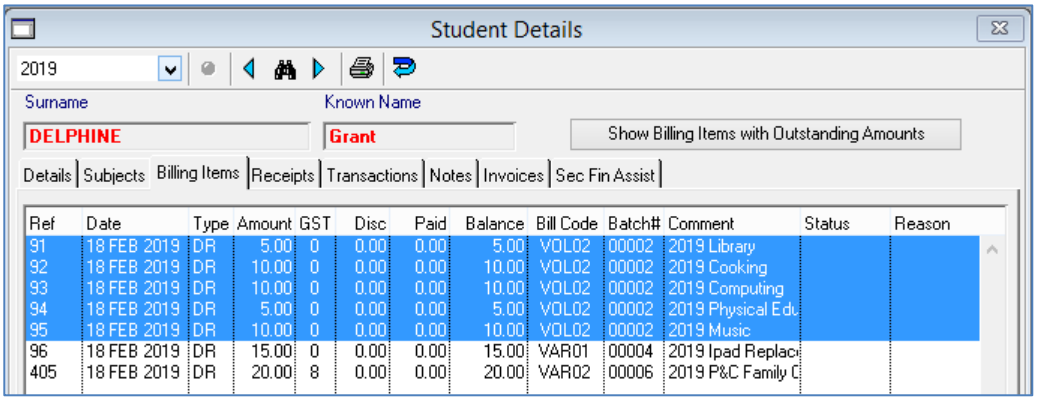
Multiple billing items can be discounted at the one time as long as they are all being discounted by the same percentage.

Activity: Individual Discount For Voluntary Contributions

Grant Delphine arrived at the school in Term 2. Discount his voluntary contributions by 25%. (Note: He has already been billed for the Pre-Primary Voluntary Contributions.)

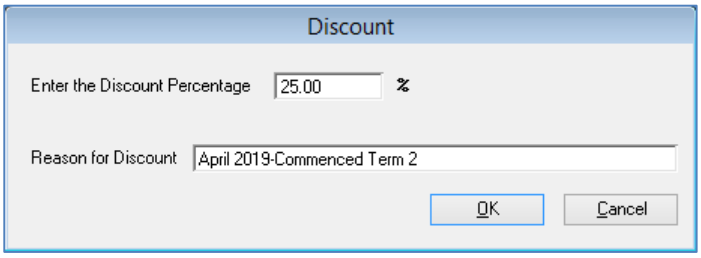
RM Billing > Students

- In the Surname cell, right mouse click to clear the cell
- In the Surname cell type **Delphine** then **<Enter>**
- Select the **Billing Items** tab
- Highlight all of the **Voluntary Contributions**

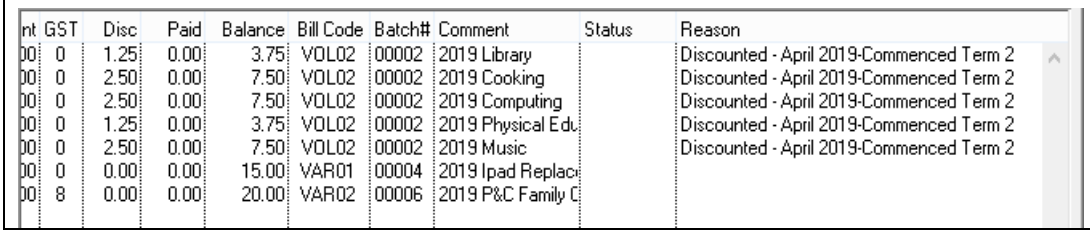


- Click Add Discount

- Enter **25** as the Discount Percentage
- Enter **April 2019-Commenced Term 2** as the reason



- Click **OK**
- View the Discount column, the Balance column and the Reason column



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10.3 Applying Bulk Discounts to a Billing Item

The Batch Billing Items window allows the user to discount, or to remove a discount from a number of billing items for a number of students, at the same time.

Activity: Bulk Discount For a Billing Item

The following students have been subsidised a 50% reduction for their Year 4 zoo excursion costs due to their efforts in a zoo fund raising campaign.

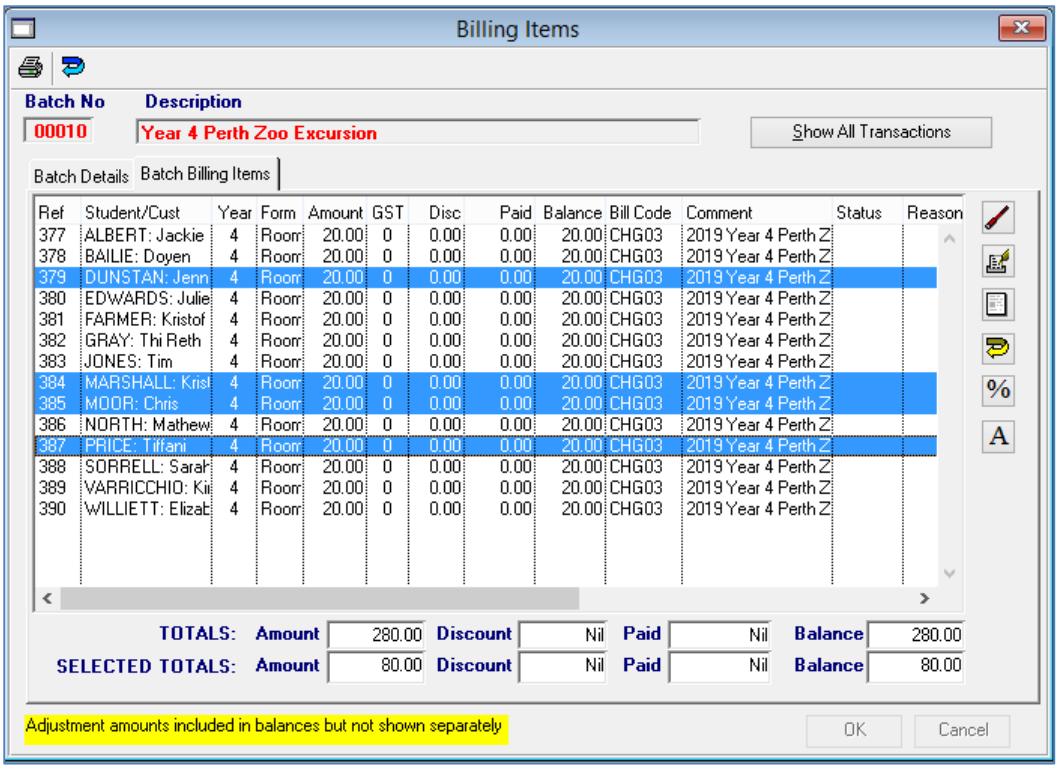
Jennifer Dunstan
Kristy Marshall
Chris Moor
Tiffani Price

RM Billing > Billing Items

- Double click on the **Year 4 Perth Zoo Excursion**
- Select the **Batch Billing Items** tab
- Click Show Outstanding Amounts [Show Outstanding Amounts] (this ensures that the balances owing on the billing items after adjustments, if any, are displayed)

Note: The 'Add/Remove Discount for selected items' [%] ***remains available when selecting 'Show Outstanding Amounts' or 'Show All Transactions'***

- Click on the **Student/Cust** header to sort alphabetically
- Highlight the four students ***(Hint: Hold CTRL key)***



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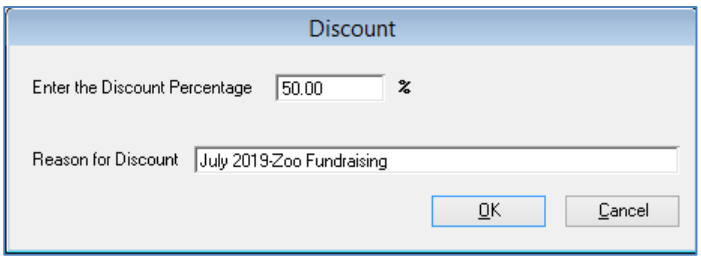
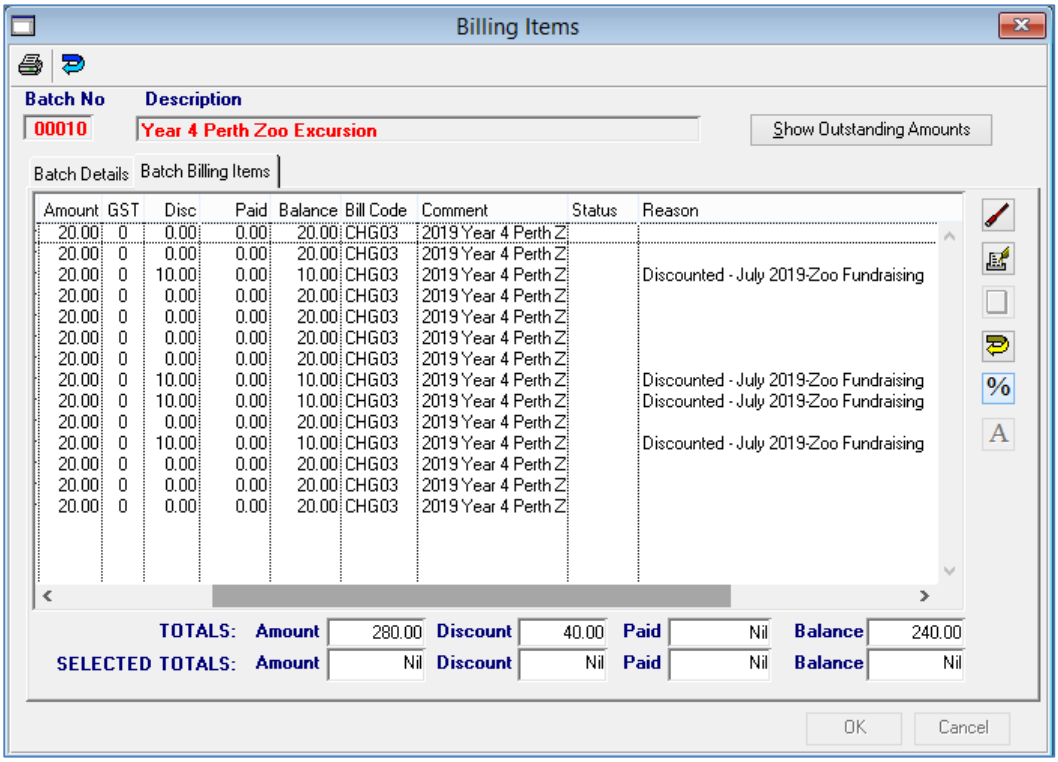
- Click Add/Remove discount for selected items
- Enter **50** as the discount percentage
- Enter a reason for the discount **(July 2019 - Zoo Fundraising)**



- Click **OK**
- View the Discount column, the Balance column and the Reason Column



IMPORTANT: The month and year must be entered in a consistent manner at the start of the reason for the discount.

This is so the Transaction Summary report can be sorted via reason containing the month and year. This is most useful for end of month reporting.

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Activity: Review of Applying Discounts

1. Fleur Caterer has started at the school half way through the year. Discount her voluntary contributions by 50%.

2. Katherine Loxton will be supplying her own transport to and from the Year 6 camp. Discount this item by 100%.

10.4 Reporting on Discounts

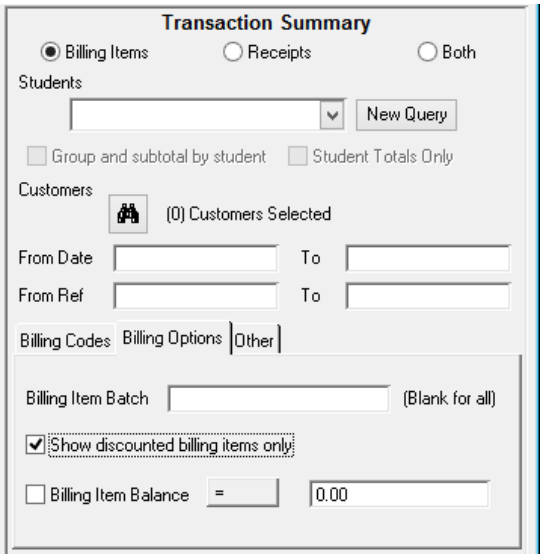
The Transaction Summary Report can be used to report on discounted items.

Activity: Report on Discounts

Create a report detailing all items which have been discounted throughout the year.

RM Billing > Reports

- Open the **Transactional Reports** folder
- Select the **Transaction Summary**
- Delete the default dates
- Select the **Billing Options** tab
- Place a tick in the 'Show discounted billing items only' box



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

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West Coast District High School

Transaction Summary

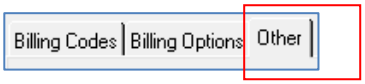
Search Criteria
Discounted Billing Items only

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust	Description	Reason	Operator
19	18/02/19		DR		VOL03	$5.00	$0.00	$2.50	$2.50	CATERER: Fleur	2019 Library	Discounted - July 2019-Commenced Term 3	ADMIN
20	18/02/19		DR		VOL03	$10.00	$0.00	$5.00	$5.00	CATERER: Fleur	2019 Cooking	Discounted - July 2019-Commenced Term 3	ADMIN
21	18/02/19		DR		VOL03	$10.00	$0.00	$5.00	$5.00	CATERER: Fleur	2019 Art	Discounted - July 2019-Commenced Term 3	ADMIN
22	18/02/19		DR		VOL03	$5.00	$0.00	$2.50	$2.50	CATERER: Fleur	2019 Physical Education	Discounted - July 2019-Commenced Term 3	ADMIN
23	18/02/19		DR		VOL03	$10.00	$0.00	$5.00	$5.00	CATERER: Fleur	2019 Music	Discounted - July 2019-Commenced Term 3	ADMIN
91	18/02/19		DR		VOL02	$5.00	$0.00	$1.25	$3.75	DELPHINE: Grant	2019 Library	Discounted - April 2019-Commenced Term 2	ADMIN
92	18/02/19		DR		VOL02	$10.00	$0.00	$2.50	$7.50	DELPHINE: Grant	2019 Cooking	Discounted - April 2019-Commenced Term 2	ADMIN
93	18/02/19		DR		VOL02	$10.00	$0.00	$2.50	$7.50	DELPHINE: Grant	2019 Computing	Discounted - April 2019-Commenced Term 2	ADMIN
94	18/02/19		DR		VOL02	$5.00	$0.00	$1.25	$3.75	DELPHINE: Grant	2019 Physical Education	Discounted - April 2019-Commenced Term 2	ADMIN
95	18/02/19		DR		VOL02	$10.00	$0.00	$2.50	$7.50	DELPHINE: Grant	2019 Music	Discounted - April 2019-Commenced Term 2	ADMIN
275	18/02/19		DR		CHG01	$40.00	$0.00	$40.00	$0.00	LOXTON: Katherine	2019 Camp Transport	Discounted - July 2019-Providing own transport to camp	ADMIN

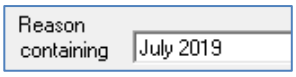
- View and close the discount report

Produce the report to show only items which were discounted this month. This is a mandatory report and is required to be printed at the end of each month.

- Select the **Other** tab



- In the **Reason containing** type the **month** (as you entered) and the year **2019**



- Click **Print**

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All the discounts for the selected month are displayed

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust	Description	Reason	Operator
19	18/02/19		DR		VOL03	$5.00	$0.00	$2.50	$2.50	CATERER: Fleur	2019 Library	Discounted - July 2019-Commenced Term 3	ADMIN
20	18/02/19		DR		VOL03	$10.00	$0.00	$5.00	$5.00	CATERER: Fleur	2019 Cooking	Discounted - July 2019-Commenced Term 3	ADMIN
21	18/02/19		DR		VOL03	$10.00	$0.00	$5.00	$5.00	CATERER: Fleur	2019 Art	Discounted - July 2019-Commenced Term 3	ADMIN
22	18/02/19		DR		VOL03	$5.00	$0.00	$2.50	$2.50	CATERER: Fleur	2019 Physical Education	Discounted - July 2019-Commenced Term 3	ADMIN
23	18/02/19		DR		VOL03	$10.00	$0.00	$5.00	$5.00	CATERER: Fleur	2019 Music	Discounted - July 2019-Commenced Term 3	ADMIN
275	18/02/19		DR		CHG01	$40.00	$0.00	$40.00	$0.00	LOXTON: Katherine	2019 Camp Transport	Discounted - July 2019-Providing own transport to camp	ADMIN
379	18/02/19		DR		CHG03	$20.00	$0.00	$10.00	$10.00	DUNSTAN: Jennifer	2019 Year 4 Perth Zoo Excursion	Discounted - July 2019-Zoo Fundraising	ADMIN
384	18/02/19		DR		CHG03	$20.00	$0.00	$10.00	$10.00	MARSHALL: Kristy	2019 Year 4 Perth Zoo Excursion	Discounted - July 2019-Zoo Fundraising	ADMIN
385	18/02/19		DR		CHG03	$20.00	$0.00	$10.00	$10.00	MOOR: Chris	2019 Year 4 Perth Zoo Excursion	Discounted - July 2019-Zoo Fundraising	ADMIN
387	18/02/19		DR		CHG03	$20.00	$0.00	$10.00	$10.00	PRICE: Tiffani	2019 Year 4 Perth Zoo Excursion	Discounted - July 2019-Zoo Fundraising	ADMIN

- View and close the report
- Close the Reports window

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11 Producing Statements

11.1 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 > Statement – Students

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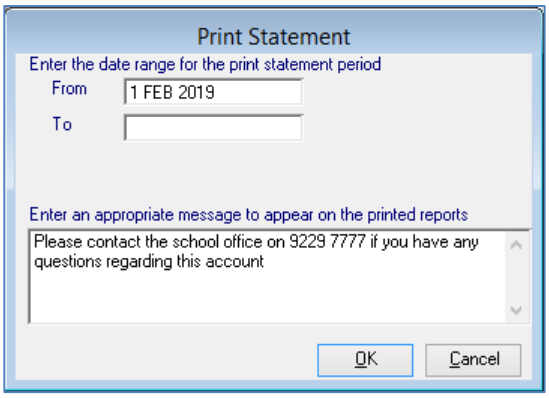
11.1.1 Producing a Statement via the Students section

Activity: Print a Statement

Produce a statement for all Kindergarten students.

RM Billing > Students

- Sort by Year group
- Select all the **Year K** students
- **For Selected > Print Statement**
- Click **OK** and **OK** to print to screen



- 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**
- Scroll down the statements. Notice 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: This method can also be used to print statements for individual students.

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11.2 Statements for Outstanding Debtors

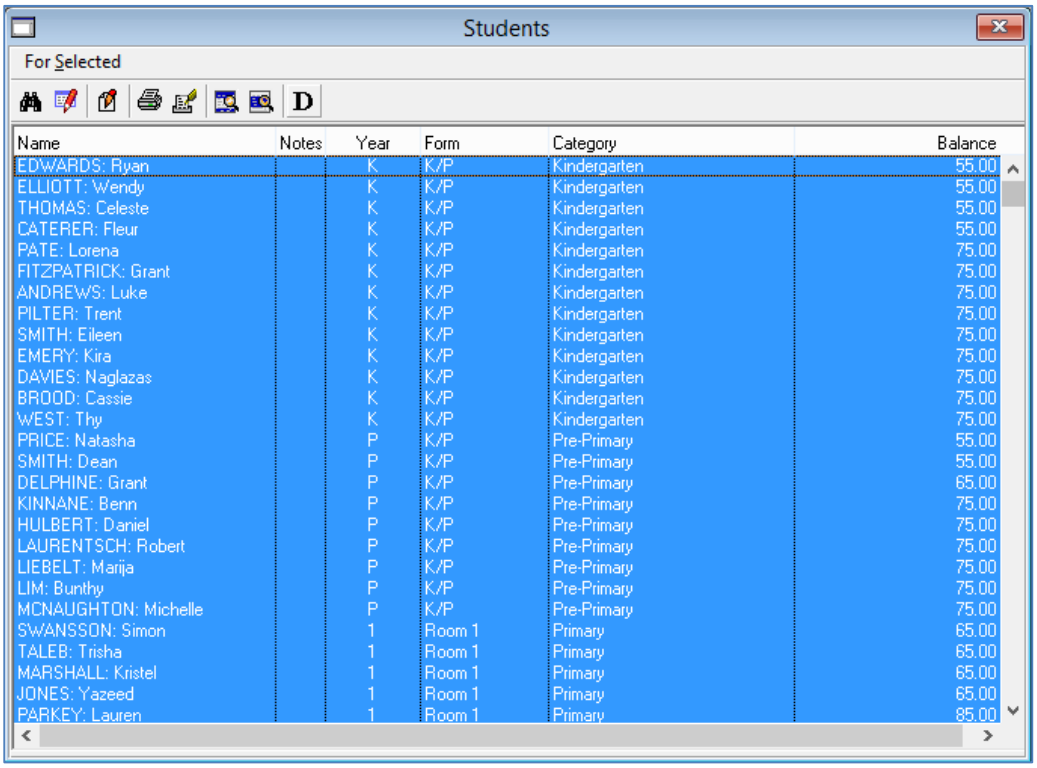
If desired, statements can be produced only for students with outstanding debt.

Activity: Statement for Outstanding Debt

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**



Name	Notes	Year	Form	Category	Balance
EDWARDS: Ryan		K	K/P	Kindergarten	55.00
ELLIOTT: Wendy		K	K/P	Kindergarten	55.00
THOMAS: Celeste		K	K/P	Kindergarten	55.00
CATERER: Fleur		K	K/P	Kindergarten	55.00
PATE: Lorena		K	K/P	Kindergarten	75.00
FITZPATRICK: Grant		K	K/P	Kindergarten	75.00
ANDREWS: Luke		K	K/P	Kindergarten	75.00
PILTER: Trent		K	K/P	Kindergarten	75.00
SMITH: Eileen		K	K/P	Kindergarten	75.00
EMERY: Kira		K	K/P	Kindergarten	75.00
DAVIES: Naglazas		K	K/P	Kindergarten	75.00
BROOD: Cassie		K	K/P	Kindergarten	75.00
WEST: Thy		K	K/P	Kindergarten	75.00
PRICE: Natasha		P	K/P	Pre-Primary	55.00
SMITH: Dean		P	K/P	Pre-Primary	55.00
DELPHINE: Grant		P	K/P	Pre-Primary	65.00
KINNANE: Benn		P	K/P	Pre-Primary	75.00
HULBERT: Daniel		P	K/P	Pre-Primary	75.00
LAURENTSCH: Robert		P	K/P	Pre-Primary	75.00
LIEBELT: Marija		P	K/P	Pre-Primary	75.00
LIM: Bunthy		P	K/P	Pre-Primary	75.00
MCNAUGHTON: Michelle		P	K/P	Pre-Primary	75.00
SWANSSON: Simon		1	Room 1	Primary	65.00
TALEB: Trisha		1	Room 1	Primary	65.00
MARSHALL: Kristel		1	Room 1	Primary	65.00
JONES: Yazeed		1	Room 1	Primary	65.00
PARKEY: Lauren		1	Room 1	Primary	85.00

- Click **For Selected > Print Statement**
- Click **OK** and **OK** to print to screen
- View and close the statements
- Close the students window

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11.2.1 Saving Statements

Periodically Schools may send out statements to follow up on outstanding student debt. A record of families to whom statements have been sent, should be saved to the G drive in a designated folder saved within the Audit Reports folder **G:\Audit Report\Student Statements**.

Activity: Print and Save Student Statements

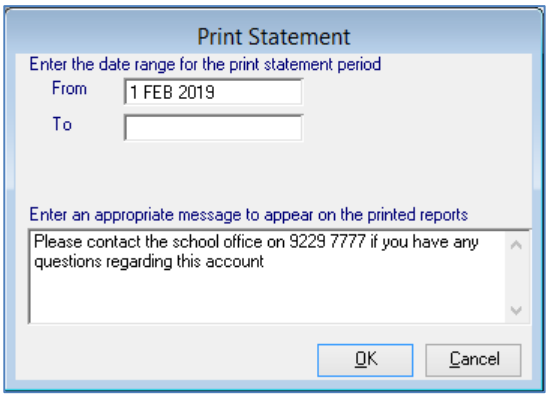
We will print Statements for Year 6 students with outstanding balances.

RM Billing > Students

- Click on Student Find
- Select the **Year 6** students
- Click on **Find**, **Select** and **Yes**
- Click on the **Name** header to sort the students into alphabetical order
- Click on
- Select to print the list of students to screen
- View then close

Note: A list of students to whom statements have been sent must be printed. This list is to be signed by the Principal and the report filed.

- Highlight the students
- **For Selected > Print Statement**
- Change the **From** Date to **1 FEB 2019**



- Click **OK**

- Select Report Destination
- Click **OK**

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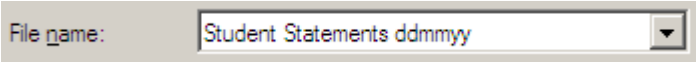
To Save the Report

- Click Save
- For training **Save to the Desktop**

- Name the file



- Click **OK**

Note: At school users will navigate to G:\Audit Reports\Statements.

- Print the Statements

- Click
- Select the required printer and **OK**.

Note: In training we will not be able to print the statements to a printer

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11.3 Producing a Statement via the Reports section

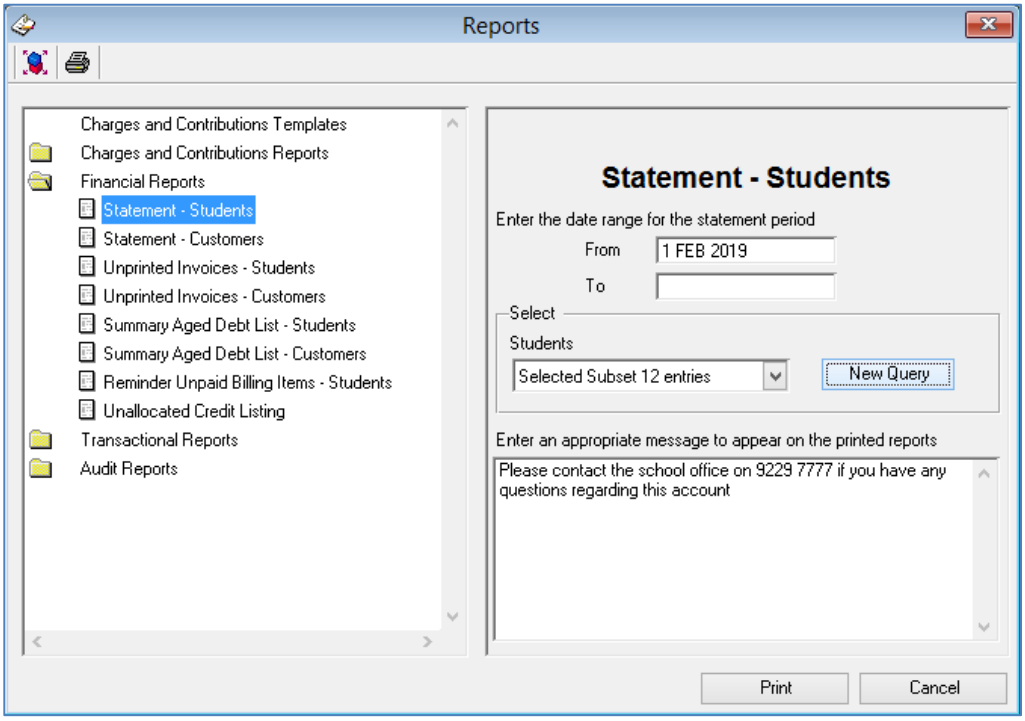
Activity: Printing Student Statements via Reports

Print a statement for all Year 6 students.

RM Billing > Reports

- Open the **Financial Reports** folder
- Select the **Statement – Students**
- The Date range and the default message operate as described in the previous section

- Click New Query
- Select **Year 6**
- Click **Find**, then **Select** and **Yes**
- The default message entered in the Billing Parameters section is displayed. If required, the message can be edited, but the changes will only be for this statement and will not change the message in Billing Parameters. Leave the default message for training



- Click **Print**
- View the displayed statements
- Close the statements
- Close the reports window

11.4 Family Statements

Family statements (i.e. one statement which lists transactions for all siblings in the family) cannot be produced in this version of RM Billing.

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12 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.

12.1 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
- Refunds (Manual Chq, System Chq and EFT)
- 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. 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.

12.2 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

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

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12.3 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

12.4 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.

12.4.1 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 Subsidy (Secondary Only)	Students>For Selected>Apply Subsidy	Payment is automatically allocated to billing items according to business rules	GV only $235 Education Program Allowance only
Apply Receipt	Students>For Selected>Apply Receipt	Payment is automatically allocated to billing items according to business rules	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

Note: Payment type GV is only used for receipting the $235 Education Program Allowance

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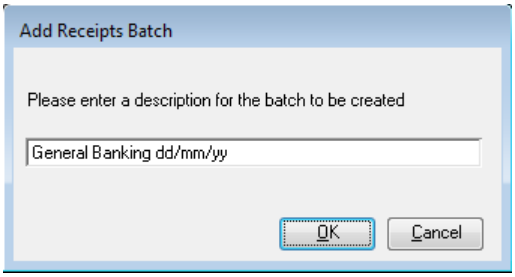
Activity: Creating a Receipts Batch

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

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

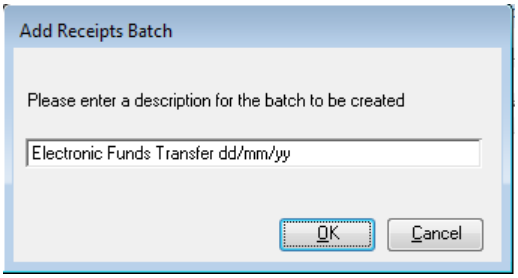
RM Billing > Receipts

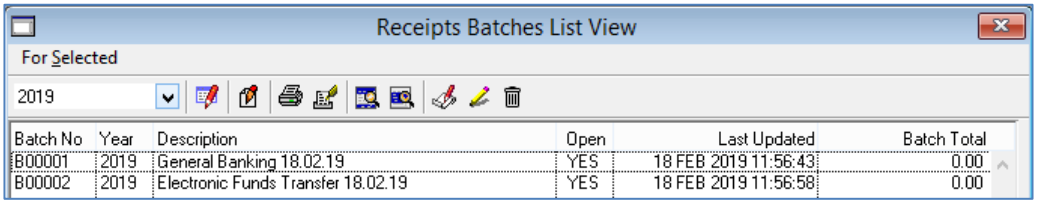
- Click **Add Item**
- Enter the description and today's date



- Click **OK**

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





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12.4.3 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.

12.4.4 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
Martin Luck	CHEQUE	250
Tamara Murphy	CHEQUE	250
Total Amount Paid		**1000**

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)
- Sort by the Student column

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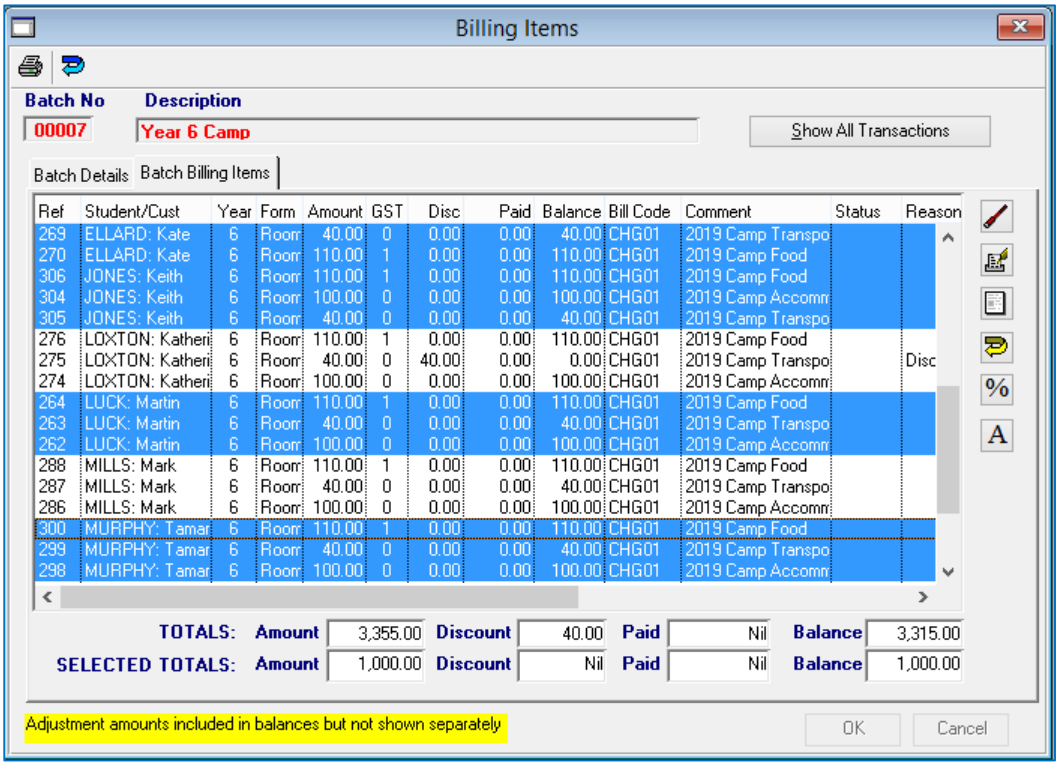
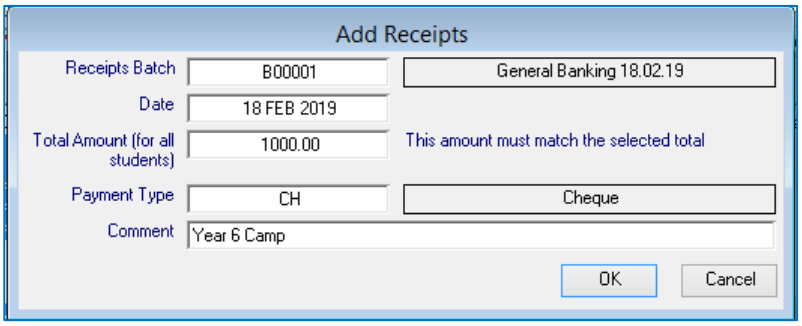
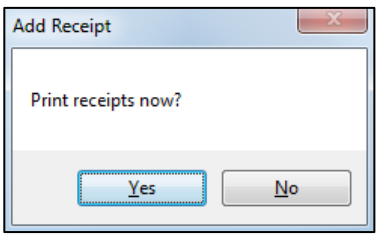
- **Highlight** all the billing items for the students who are listed in the table above



- Click **Add Receipts** **for the selected Billing Items**
- <Tab> and select the **General Banking** batch
- <Tab> to the Amount and enter **1000** (this is the selected total)
- Enter the payment type of **Cheque** or press <tab> for a list
- Enter a comment (e.g. Year 6 Camp)



- Click **OK**



- Click **Yes**

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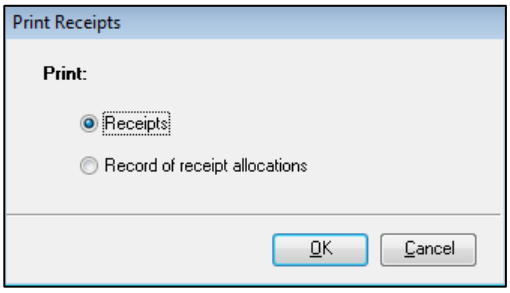

- Select **Receipts**
- Click **OK** and **OK** to print to screen
- View and close the receipts

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**

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12.4.5 Entering Bulk Receipts for Charges and Contributions (via Students)

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, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Secondary (Chg)	Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Temporary Visa Overseas Students	Temp Visa, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Adult Students	Adult Student Fees, Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.
Full Fee Paying Overseas Students	Charges, Residential, Other Optional Costs, Voluntary Approved Requests followed by any other item which has a category assigned including Not Applicable.

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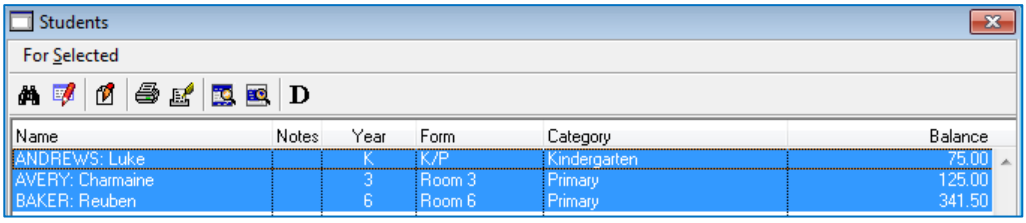
Activity: Entering Bulk Receipts for Charges and Contributions (via Students)

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.

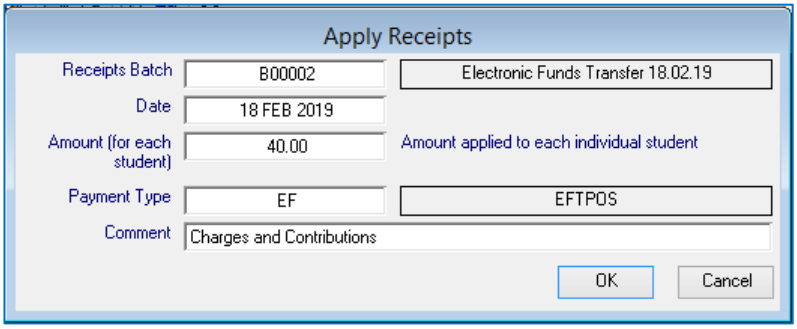
Student	Payment
Luke Andrews	40.00
Charmaine Avery	40.00
Reuben Baker	40.00

RM Billing > Students

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



- Click **For Selected > Apply Receipts**
- <Tab> and select the **Electronic Funds Transfer** receipts batch
- <Tab> to the Amount and enter **40** (the amount that will be applied to each student)
- <Tab> and select the payment type of **EFTPOS**
- Enter a comment (e.g. **Charges and Contributions**)



- Click **OK**

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.

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12.4.6 Printing receipts for items which have been receipted in bulk

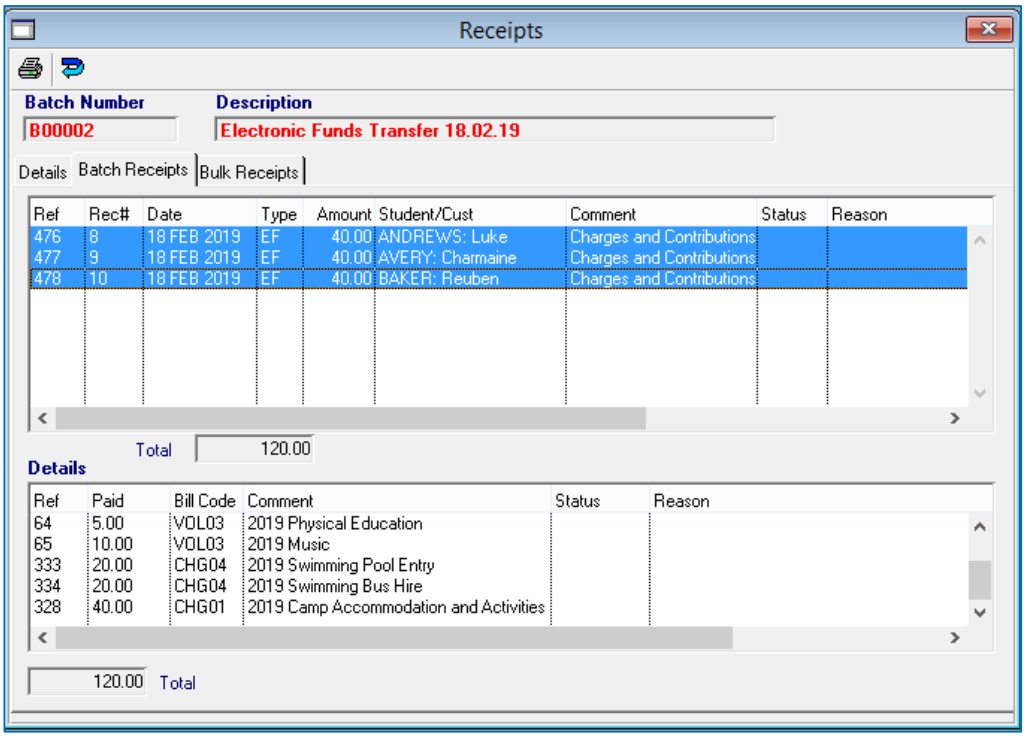
Receipts can be printed via the receipts batch for items which have been receipted in bulk.

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 (EFTPOS) batch
- Choose the **Batch Receipts** tab
- Highlight the receipts to be printed at the top of the screen



The payments are displayed in the bottom screen

- Click **Print**
- Click on **Yes to Print Receipts**
- Click **OK**
- View and close the receipts
- Close the receipts window

Note: To view what items each receipt has paid, click on each receipt individually.

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Activity: Review of Entering Bulk Receipts via Students

- 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. (*Hint: Click*)

Student	Payment
Penelope Allen	40.00
Ross Barbour	40.00
Tanya Born	40.00

- Print receipts for these students.

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

This method is useful for processing 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. Enter these receipts via Receipts > Bulk Receipts. Print receipts for the students.

Name	Amount Paid	Payment Type	Payment For
Kyle Amber	$10	Cash	Science Incursion
Benn Kinnane	$40	Cheque	Pre-Primary Voluntary Contributions
Elizabeth Williett	$20	Cash	Year 4 Perth 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 <tab>
- **<Tab>** in the **items** field
- **Highlight** the items to be paid, click **OK** and **<tab>**
- Enter the **payment type** (or <tab> for a list) and <**tab**> to the comment field
- Enter a **comment** (e.g. Incursions)
- **<Tab>** to move to the next line
- **Repeat** this process using the table above

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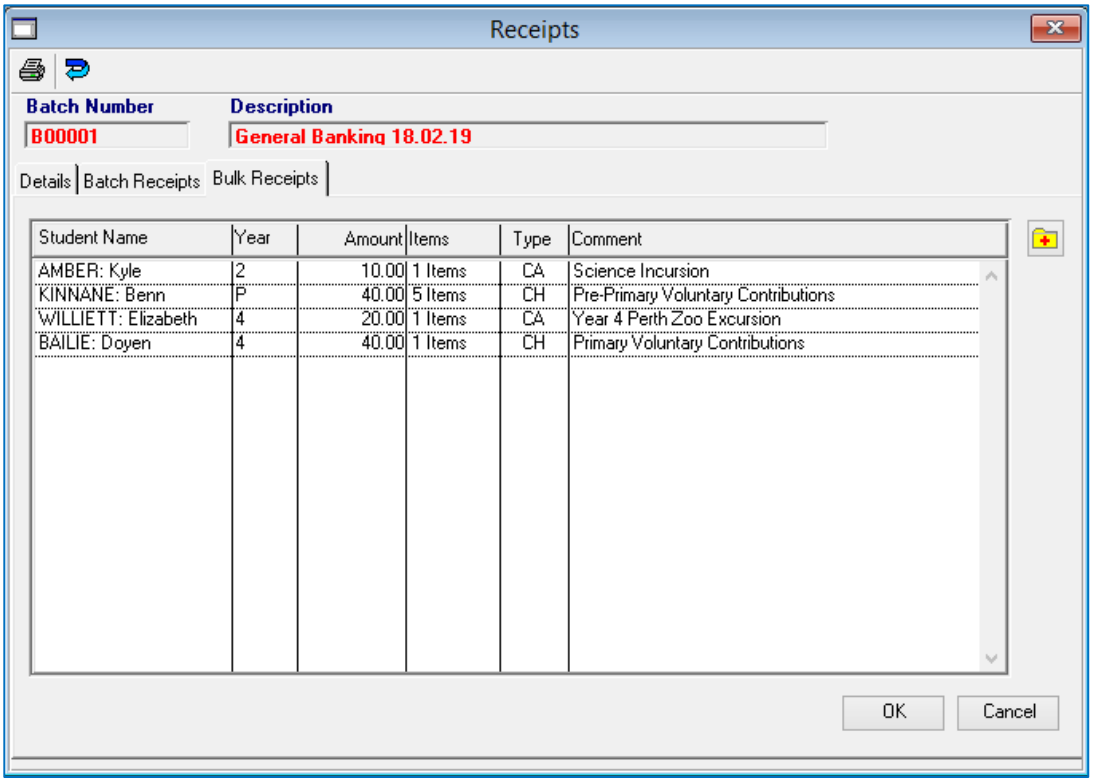
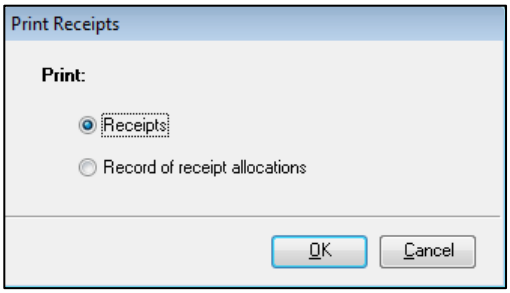


- Click **OK**
- Click **Print**



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

Note: A blank line can be removed by right clicking on the line and select 'Remove line'

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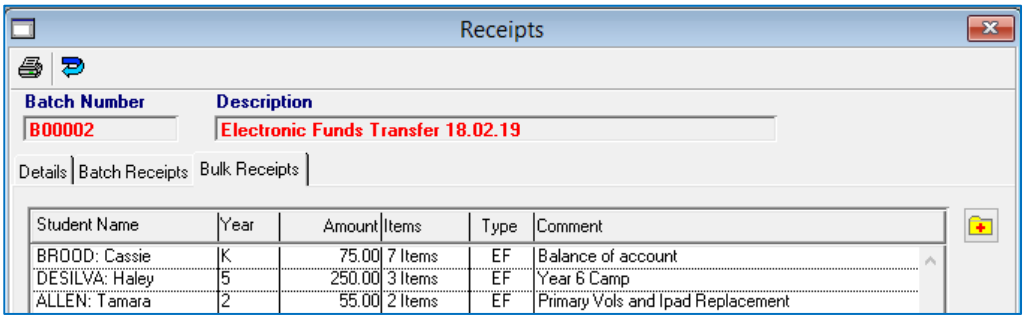
IMPORTANT

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.

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

- 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 Vols and Ipad Replacement



- Print receipts for these students.

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12.4.8 Entering an Individual Receipt

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

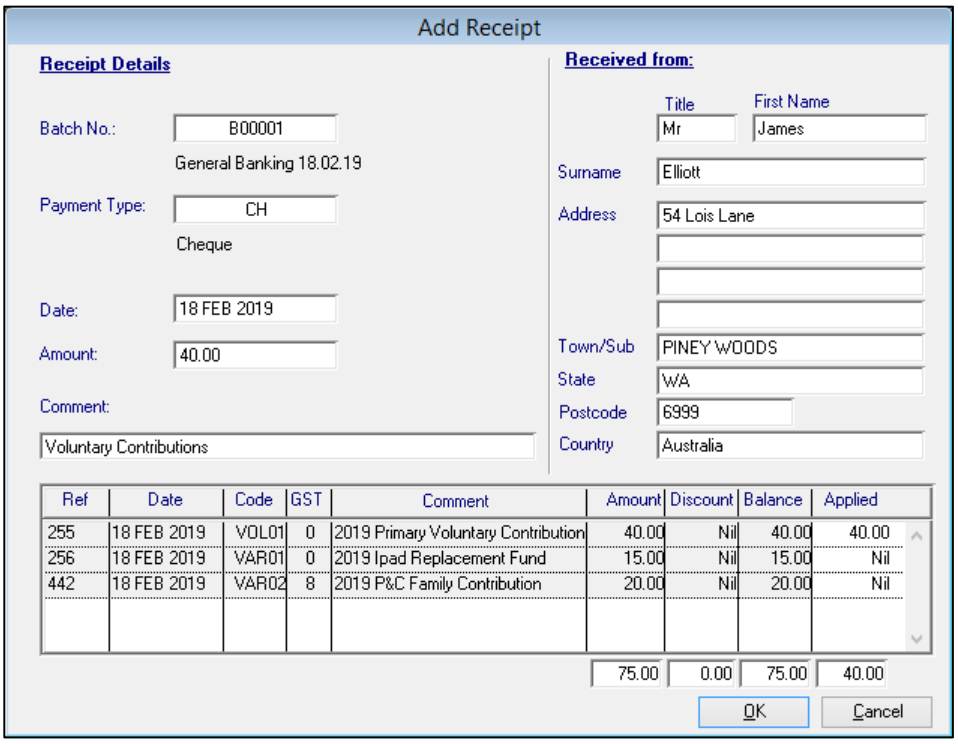
Activity: Entering an Individual Receipt

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**



- Click **OK** to save

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Note: The receipt is allocated against the billing items from the top down. This can be changed if you need to pay off a specific billing item only. We will look at this later in training.

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.

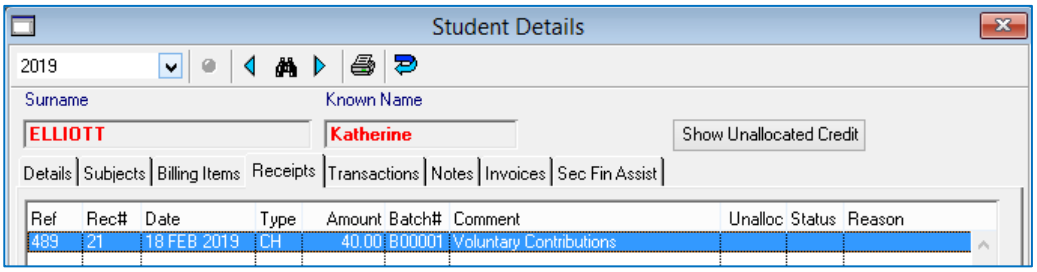
12.4.9 Printing an Individual Receipt

Activity: Printing an Individual Receipt

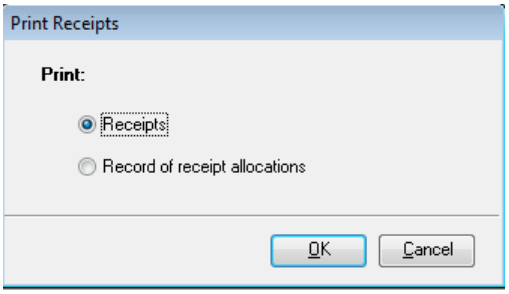
Print a receipt for Katherine Elliot for her payment of Voluntary Contributions.

RM Billing > Students

- Highlight the receipt on the **Receipts** tab for Katherine Elliot



- Click **Print**
- Select **Receipts**



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

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12.4.10 Entering an Individual Receipt for more than one billing item

Activity: Individual Receipts for a Number of Billing Items

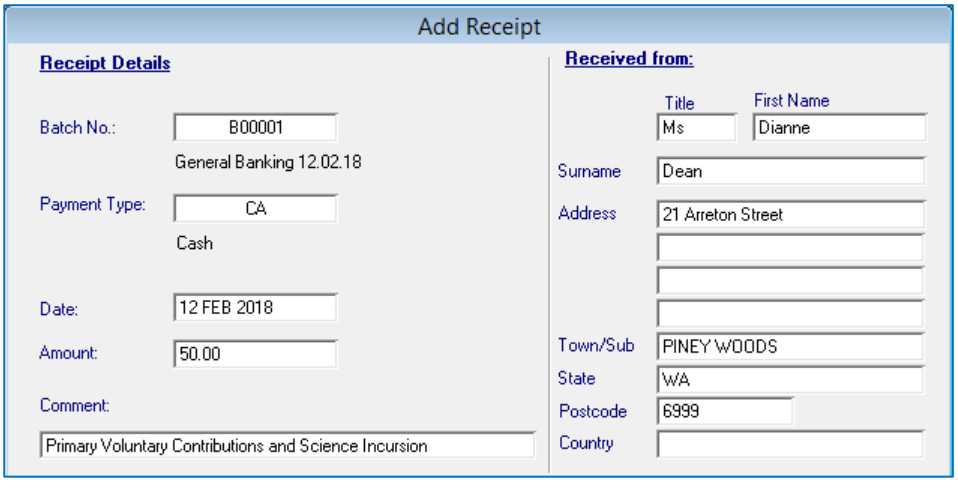
Troy Dean has $50 cash to pay for his voluntary contributions and Science incursion. Enter and print a receipt and receipt allocation for Troy.

RM Billing > Students

- Right click in the Surname field and type in **Dean** and <Enter>

Note: Ensure the receipt is not highlighted, as this will prevent you from selecting the next student. Deselect the receipt and then right click in the Surname field.

- Ensure the **Receipts** tab is selected
- Click Add Receipt
- <Tab> in the Batch No. field and select the **General Banking** Receipts Batch <tab>
- <Tab> in the Payment Type and select **Cash** <tab>
- Enter **50** in the Amount <tab>
- Enter the Comment - **Primary Voluntary Contributions and Science Incursion**



- View the Applied column and notice that the payment has been automatically applied from the top down and has been applied against the Primary Voluntary Contributions and the IPad Replacement batch and not the Incursions Billing Item.

Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
165	18 FEB 2019	VOL01	0	2019 Primary Voluntary Contribution	40.00	Nil	40.00	40.00
166	18 FEB 2019	VAR01	0	2019 Ipad Replacement Fund	15.00	Nil	15.00	10.00
369	18 FEB 2019	CHG02	0	2019 Year 1 and 2 Science Incursio	10.00	Nil	10.00	Nil
418	18 FEB 2019	VAR02	8	2019 P&C Family Contribution	20.00	Nil	20.00	Nil

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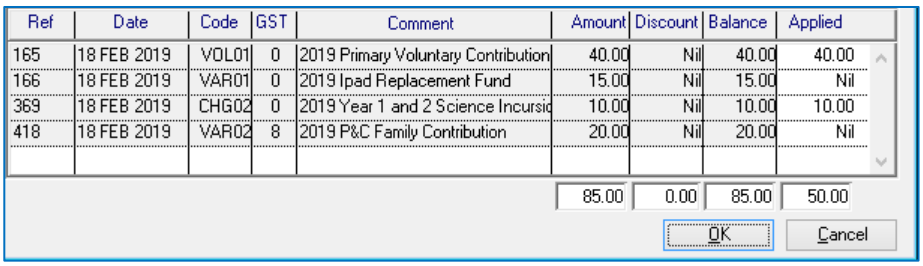
- Delete the $10.00 that has been applied to the IPad Replacement billing item
- <Tab> down to the Incursions billing item
- Enter **10** in the applied column <tab>

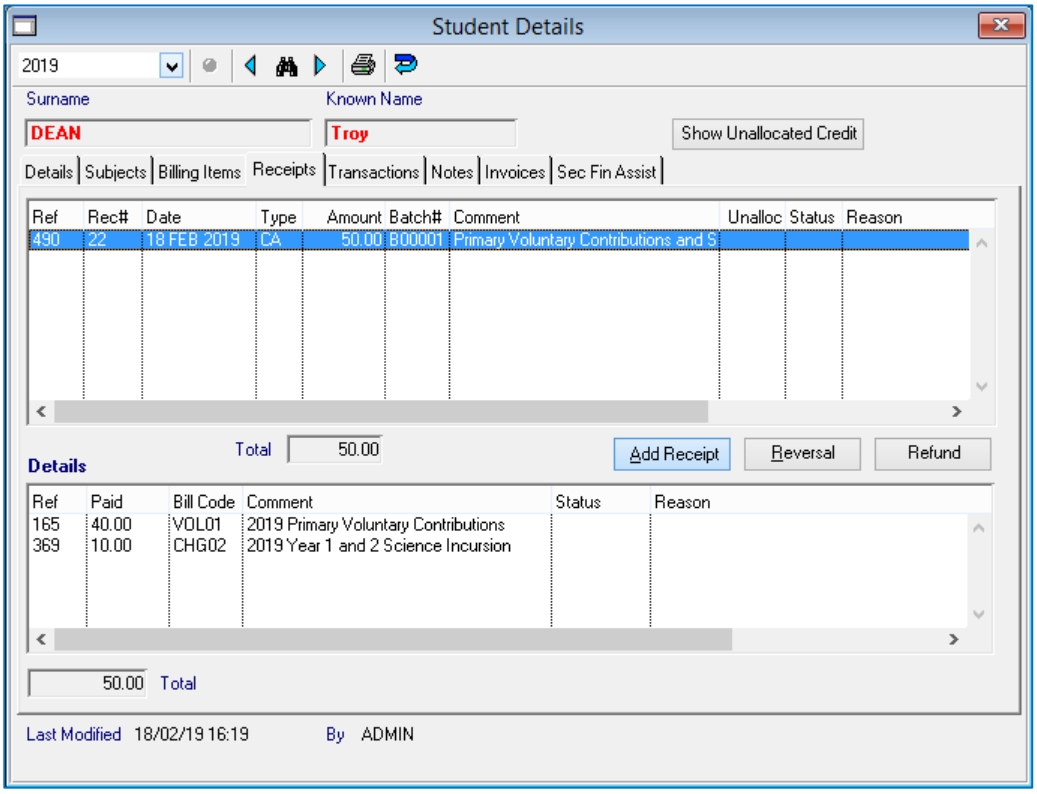


Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
165	18 FEB 2019	VOL01	0	2019 Primary Voluntary Contribution	40.00	Nil	40.00	40.00
166	18 FEB 2019	VAR01	0	2019 Ipad Replacement Fund	15.00	Nil	15.00	Nil
369	18 FEB 2019	CHG02	0	2019 Year 1 and 2 Science Incursio	10.00	Nil	10.00	10.00
418	18 FEB 2019	VAR02	8	2019 P&C Family Contribution	20.00	Nil	20.00	Nil
					85.00	0.00	85.00	50.00

OK Cancel

- View the figure at the bottom of the applied column and ensure it matches the **Amount** figure
- Click **OK**

- Highlight the receipt



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

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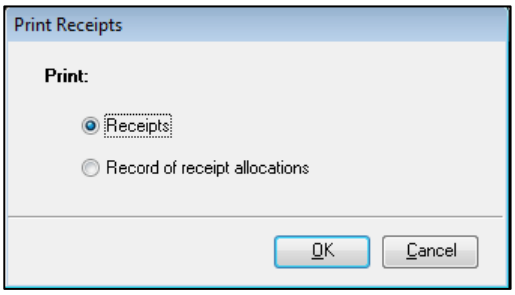
- Click **Print**
- Select **Receipt**



- Click **OK**
- View and close the receipt

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

Note: 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.

Activity: Review of Entering Individual Receipts

1. Natasha Price has brought a cheque for $55 to pay for her voluntary contributions and the IPad Replacement voluntary approved request. Enter and print a receipt for Natasha.

2. Nora Chum has brought $250 cash to pay for the Year 6 Camp. Enter and print a receipt for Nora. Also print the Record of Receipt Allocations

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12.5 Reporting on Receipts

Reports available for receipts include:

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.

The Receipts Summary

This report will group all receipt allocations by analysis code, budget code and GST code. It is used for manual input of transactions into RM Finance.

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Activity: Printing 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**

West Coast District High School

Daily Banking Summary 18/02/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
5	$ 250.00	Mr K Morton	MILLS: Mark	Year 6 Camp	B00001	
6	$ 250.00	Judge J Percival	RICHARDS: Mason	Year 6 Camp	B00001	
7	$ 250.00	Mr H Oscar	TEP: Josh	Year 6 Camp	B00001	
14	$ 10.00	Ms P Linum	AMBER: Kyle	Science Incursion	B00001	
16	$ 20.00	Ms P Williett	WILLIETT: Elizabeth	Year 4 Perth Zoo Excursion	B00001	
22	$ 50.00	Ms D Dean	DEAN: Troy	Primary Voluntary Contributions and Science Incursion	B00001	
24	$ 250.00	Ms Chum	CHUM: Nora	Year 6 Camp	B00001	
Total Cash		$ 1,080.00				
CHEQUE						
1	$ 250.00	Ms R Ellard	ELLARD: Kate	Year 6 Camp	B00001	
2	$ 250.00	Ms H Jones	JONES: Keith	Year 6 Camp	B00001	
3	$ 250.00	Ms S Luck	LUCK: Martin	Year 6 Camp	B00001	
4	$ 250.00	Mr J Murphy	MURPHY: Tamara	Year 6 Camp	B00001	
11	$ 40.00	Miss K Allen	ALLEN: Penelope	Charges and Contributions	B00001	
12	$ 40.00	Mrs Ritchie	BARBOUR: Ross	Charges and Contributions	B00001	
13	$ 40.00	Mrs T Born	BORN: Tanya	Charges and Contributions	B00001	
15	$ 40.00	Mr F Kinnane	KINNANE: Benn	Pre-Primary Voluntary Contributions	B00001	
17	$ 40.00	Mrs G Bailie	BAILIE: Doyen	Primary Voluntary Contributions	B00001	
21	$ 40.00	Mr J Elliott	ELLIOTT: Katherine	Voluntary Contributions	B00001	
23	$ 55.00	Mr G Kraft	PRICE: Natasha	Voluntary Contributions and Ipad Replacement Fund	B00001	
Total Cheque		$ 1,295.00				
Total for Cash and Cheques			$ 2,375.00			
Total for Report:			**$ 2,375.00**			

- This report can be used to check calculations of the **Totals** to be banked
- Print a paper copy of the report and file it (This is a mandatory report)
- View and Close the Daily Banking Summary

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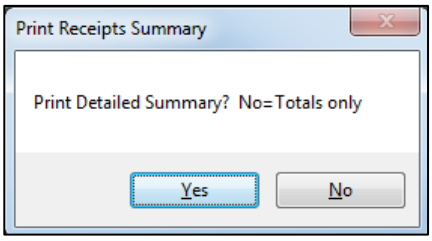
Activity: Printing the Receipts Summary

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

RM Billing > Receipts

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



- Click **Yes** to print the **Detailed Summary** (This is a mandatory report)

A portion of the report is shown 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: B00001 General Banking 18.02.19											
Billing Code		CHG01	School Camps								
GST Code	0										
469	1	B00001	CHG01	18/02/2019	ELLARD: Kate	6	Room 6			$ 100.00	$ 0.00
469	1	B00001	CHG01	18/02/2019	ELLARD: Kate	6	Room 6			$ 40.00	$ 0.00
470	2	B00001	CHG01	18/02/2019	JONES: Keith	6	Room 6			$ 100.00	$ 0.00
470	2	B00001	CHG01	18/02/2019	JONES: Keith	6	Room 6			$ 40.00	$ 0.00
471	3	B00001	CHG01	18/02/2019	LUCK: Martin	6	Room 6			$ 100.00	$ 0.00
471	3	B00001	CHG01	18/02/2019	LUCK: Martin	6	Room 6			$ 40.00	$ 0.00
472	4	B00001	CHG01	18/02/2019	MURPHY: Tamara	6	Room 6			$ 100.00	$ 0.00
472	4	B00001	CHG01	18/02/2019	MURPHY: Tamara	6	Room 6			$ 40.00	$ 0.00
473	5	B00001	CHG01	18/02/2019	MILLS: Mark	6	Room 6			$ 100.00	$ 0.00
473	5	B00001	CHG01	18/02/2019	MILLS: Mark	6	Room 6			$ 40.00	$ 0.00
474	6	B00001	CHG01	18/02/2019	RICHARDS: Mason	6	Room 6			$ 40.00	$ 0.00
474	6	B00001	CHG01	18/02/2019	RICHARDS: Mason	6	Room 6			$ 100.00	$ 0.00
475	7	B00001	CHG01	18/02/2019	TEP: Josh	6	Room 6			$ 40.00	$ 0.00
475	7	B00001	CHG01	18/02/2019	TEP: Josh	6	Room 6			$ 100.00	$ 0.00
480	12	B00001	CHG01	18/02/2019	BARBOUR: Ross	6	Room 6			$ 40.00	$ 0.00
481	13	B00001	CHG01	18/02/2019	BORN: Tanya	6	Room 6			$ 40.00	$ 0.00
492	24	B00001	CHG01	18/02/2019	CHUM: Nora	6	Room 6			$ 40.00	$ 0.00

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Note: The Receipt Summary Detailed Report must be printed and filed with the monthly reports.

- View and Close the **Receipts Summary**

Print the Totals Only report

- **For Selected>Print Receipts Summary**
- Click **OK** to print to screen
- Click **No** to print **Totals Only**

A portion of the report is shown below

West Coast District High School

Receipts Summary (totals only)

			Amount	GST
Batch: B00001 General Banking 18.02.19				
Billing Code CHG01	School Camps			
GST Code 0				
Total for Income			$ 1,200.00	$ 0.00
Budget: C1102	Analysis: C1100	Totals for GST code 0	$ 1,200.00	$ 0.00
GST Code 1				
Total for Income			$ 880.00	$ 80.00
Budget: C1102	Analysis: C1100	Totals for GST code 1	$ 880.00	$ 80.00

View and close the Receipts Summary Report (we will use this again later in training when transferring information from RM Billing to RM Finance).

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Activity: Review of Reporting on Receipts

1. View the Daily Banking for the Electronic Funds Transfer receipts batch.

2. View the Receipts Summary for the Electronic Funds Transfer receipts batch.

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13 External Customers

An External Customer may be anyone the school deals with who is not a student or a parent/guardian – i.e. companies or individuals outside of the school environment.

External customers have their own section in RM Billing on the side bar. Unlike students, the customer details are not drawn from the Integris datafile. All Customer Details need to be entered manually into RM Billing.

The main differences between Customers and Students are that customers are not linked to Timetabling (so there is no subject billing) and there are no bulk processes (such as bulk billing and bulk receipting) designed for customers. The functionality available in the Customers section is very similar to that in the Students section. Double-clicking on a customer record or highlighting the customer and pressing <enter> will invoke the drill down facility and many of the same tabs are available.

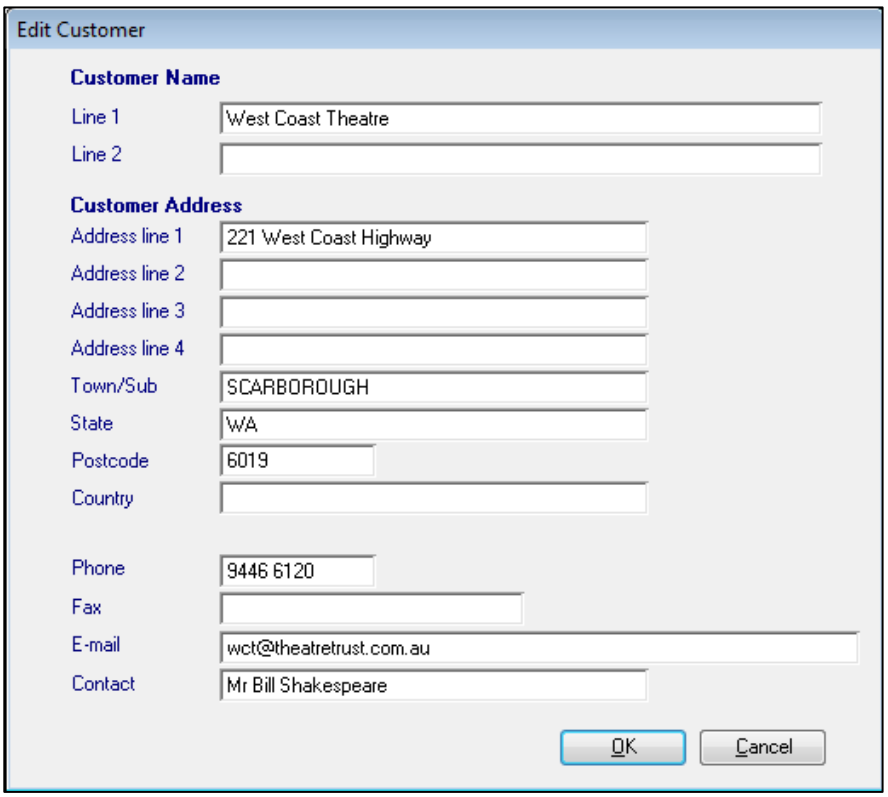
13.1 Create External Customer

Activity: Create External Customer 1

The local theatre group – West Coast Theatre, are interested in hiring out the school hall for their after school rehearsals. The school has agreed that they are able to lease the hall in Term 1 for a total of $1045.00 (including GST). Set up the details for West Coast Theatre.

RM Billing > Customers

- Click Add Customer
- Enter the details as shown below and Click **OK** to save



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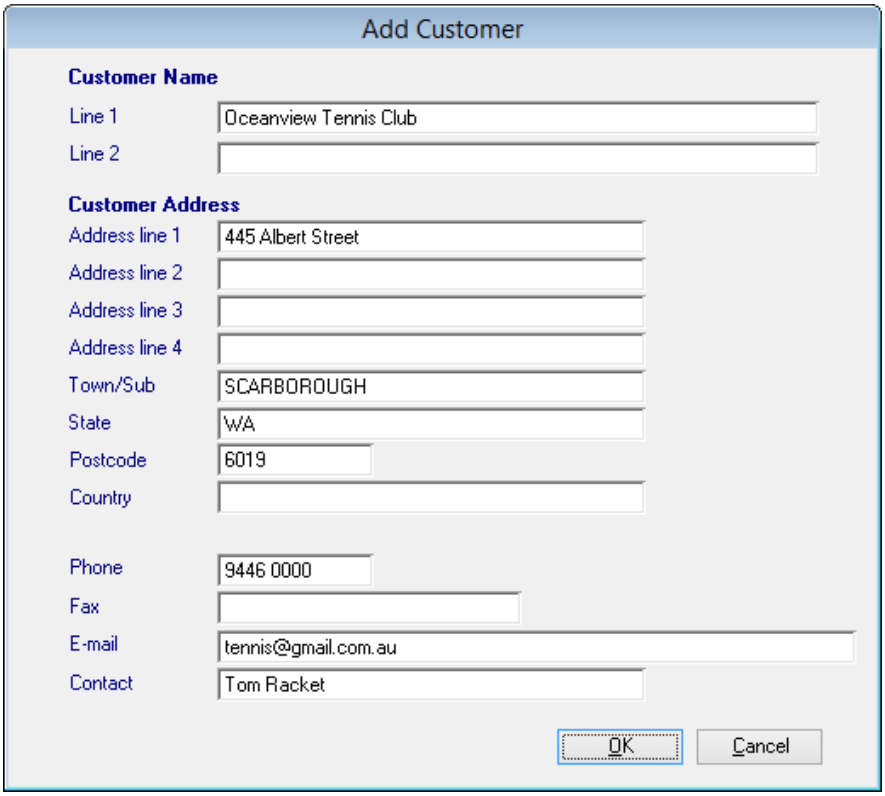
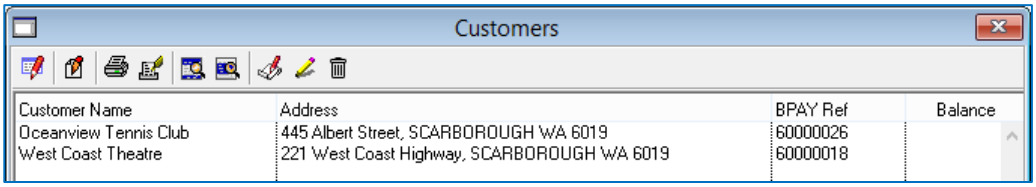
Activity: Create External Customer 2

Oceanview Tennis Club has enquired about hiring the school's tennis courts for four weeks interim coaching lessons while the district's tennis club courts are being re-surfaced. We have agreed to 3 afternoons per week at $80 (Inc GST) per session for which they will pay weekly in advance. Set up the details for Oceanview Tennis Club.

RM Billing > Customers

- Click Add Customer
- Enter the details as shown below and Click **OK** to save





- Close the Customer window

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13.2 Customer Billing

Customers are billed in the same way as students – a Billing Items batch needs to be created.

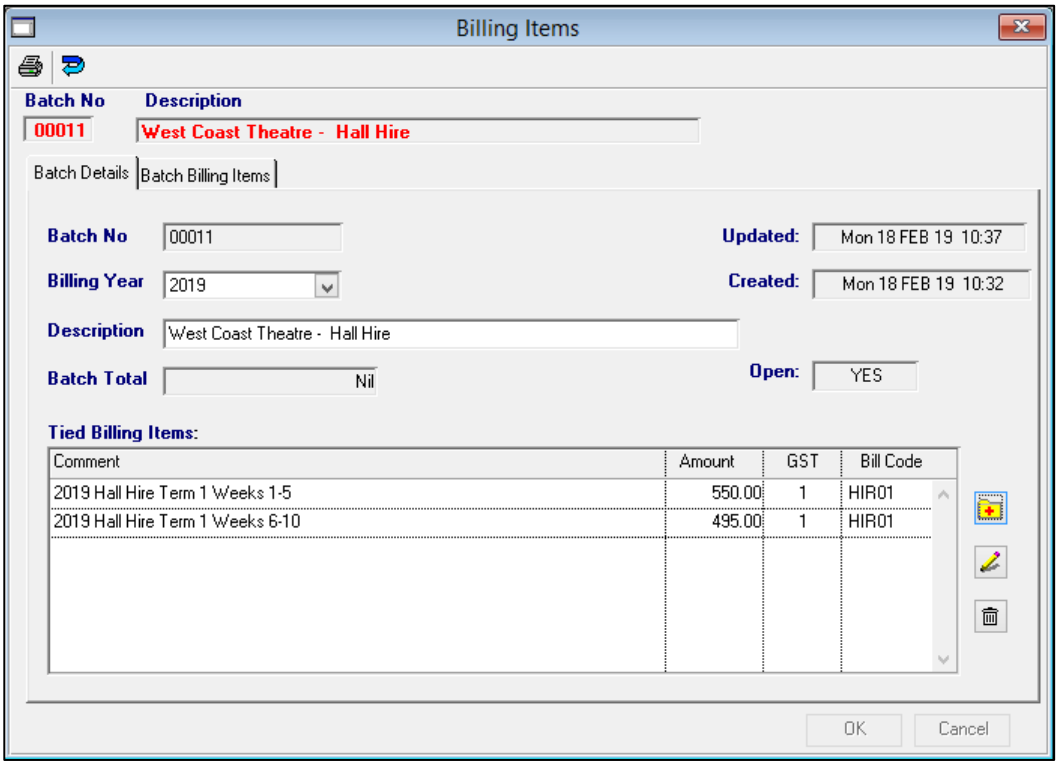
13.2.1 Create a Billing Items Batch

Activity: Create a Billing Items Batch for West Coast Theatre

Create a Billing Items batch for Hire of Facilities as illustrated below.

RM Billing > Billing Items

- Click **Add Item**
- Enter the description of **West Coast Theatre-Hall Hire**
- Click **OK**
- Click **Add Debit**
- Enter the comment **2019 Hall Hire Term 1 Weeks 1-5** <tab>
- Enter the amount **550** <tab>
- Enter the GST code of **1** <tab>
- <Tab> and select the Billing Code **HIR01**
- Click **OK**
- Repeat for **2019 Hall Hire Term 1 Weeks 6-10** for **$495.00**



- Click Return to View

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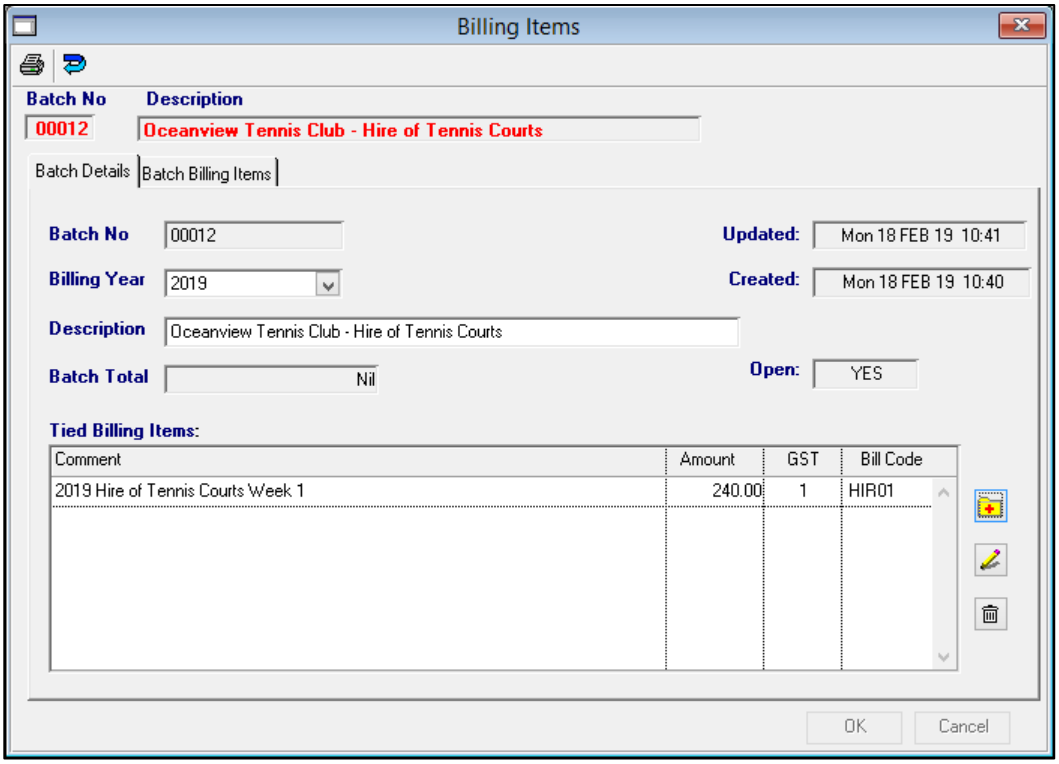
Activity: Create a Billing Items Batch for Oceanview Tennis Club

Create a Billing Items batch for the hire of the Tennis Courts as illustrated below.

RM Billing > Billing Items

- Click **Add Item**
- Enter the description of **Oceanview Tennis Club - Hire of Tennis Courts**
- Click **OK**
- Click **Add Debit**
- Enter the comment **2019 Tennis Court Hire Week 1** <tab>
- Enter the amount **240** <Tab>
- Enter the GST code of **1** <Tab>
- <Tab> and select the Billing Code **HIR01**
- Click **OK**



- Close the Billing Items window

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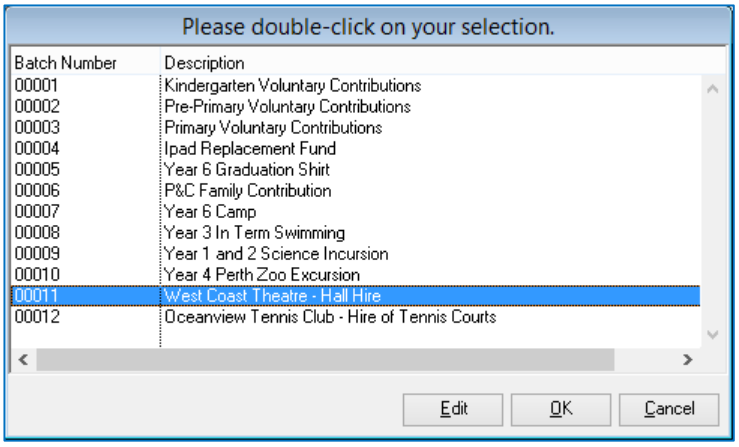
13.2.2 Bill the Customer Using the Batch

Activity: Bill West Coast Theatre

Bill the Customer 'West Coast Theatre' using the Hire of Facilities batch.

RM Billing > Customers

- Double-click on West Coast Theatre
- Select the **Billing Items** tab
- Click Add Billing Item
- Choose the **Hall Hire** batch from the list displayed



Note: When adding a billing item to a customer, the user has the ability to edit the details of the billing item. This is consistent with the functionality that currently exists for adding /editing a billing item for a student.

- Click **OK**

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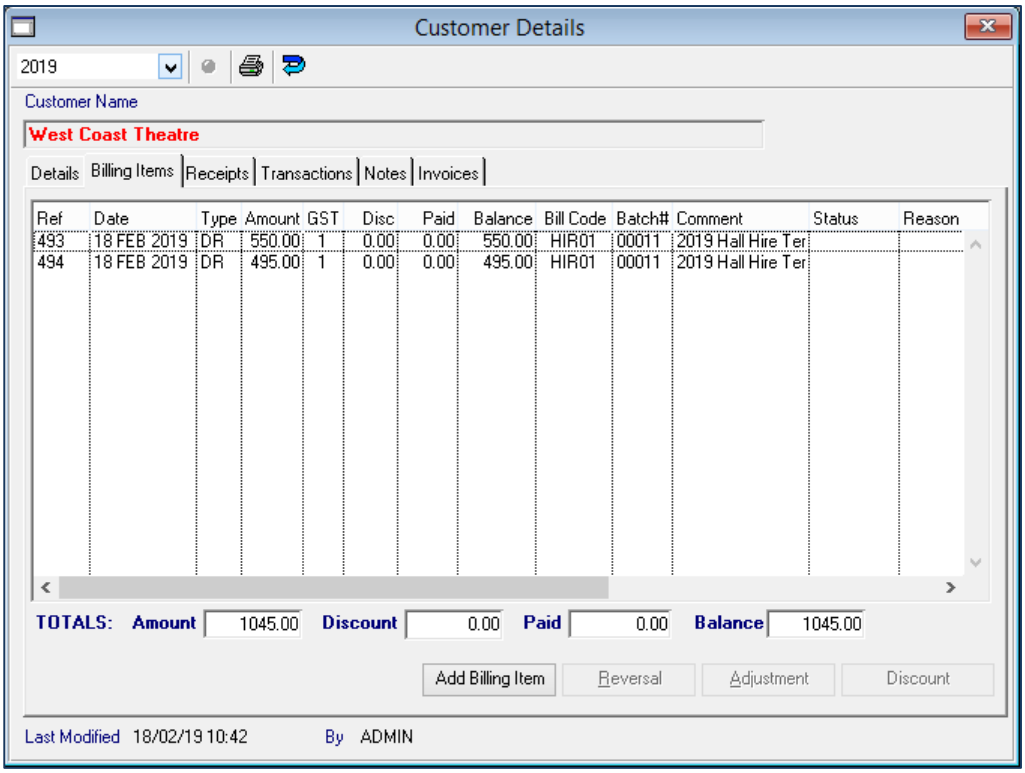

- Click on the Customer Name of West Coast Theatre in Red

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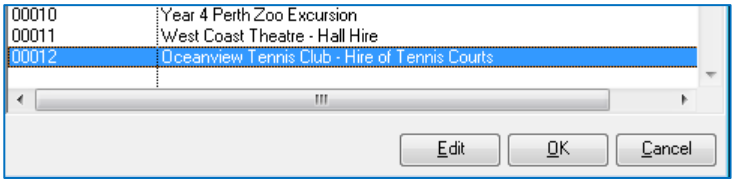
Activity: Bill Oceanview Tennis Club

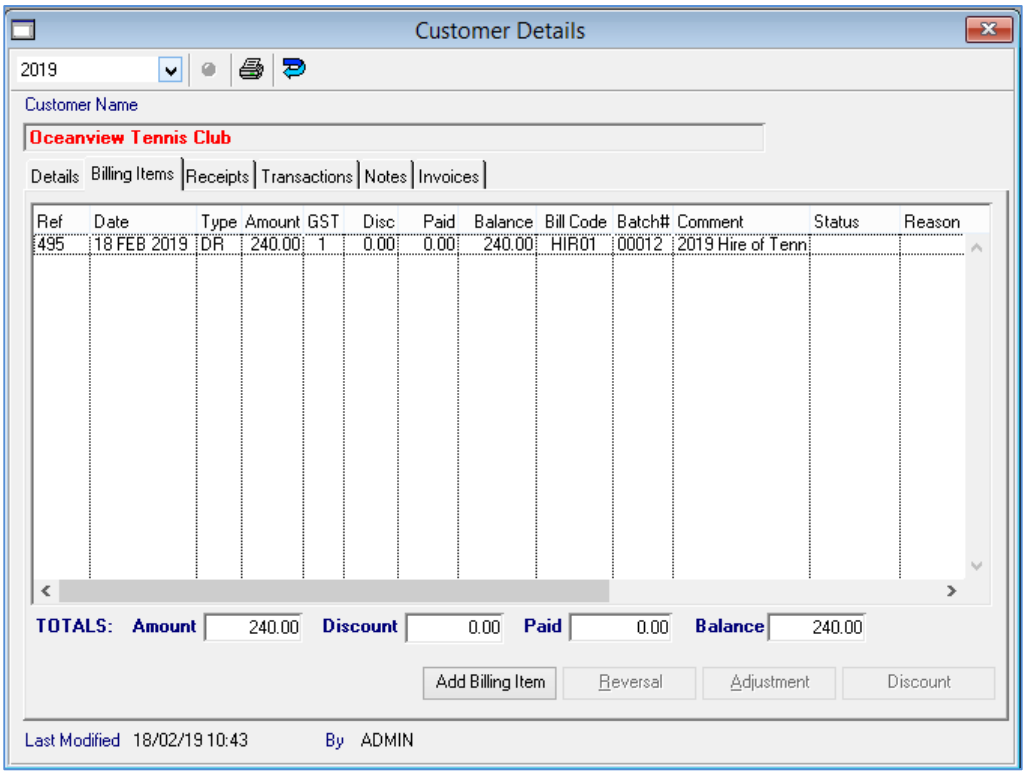
Bill the Customer 'Oceanview Tennis Club' using the Hire of Tennis Courts batch.

RM Billing > Customers

- Click Add Billing Item
- Choose the **Hire of Tennis Courts** batch from the list displayed



- Click **OK**



Keep the window open

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13.3 Customer Invoices

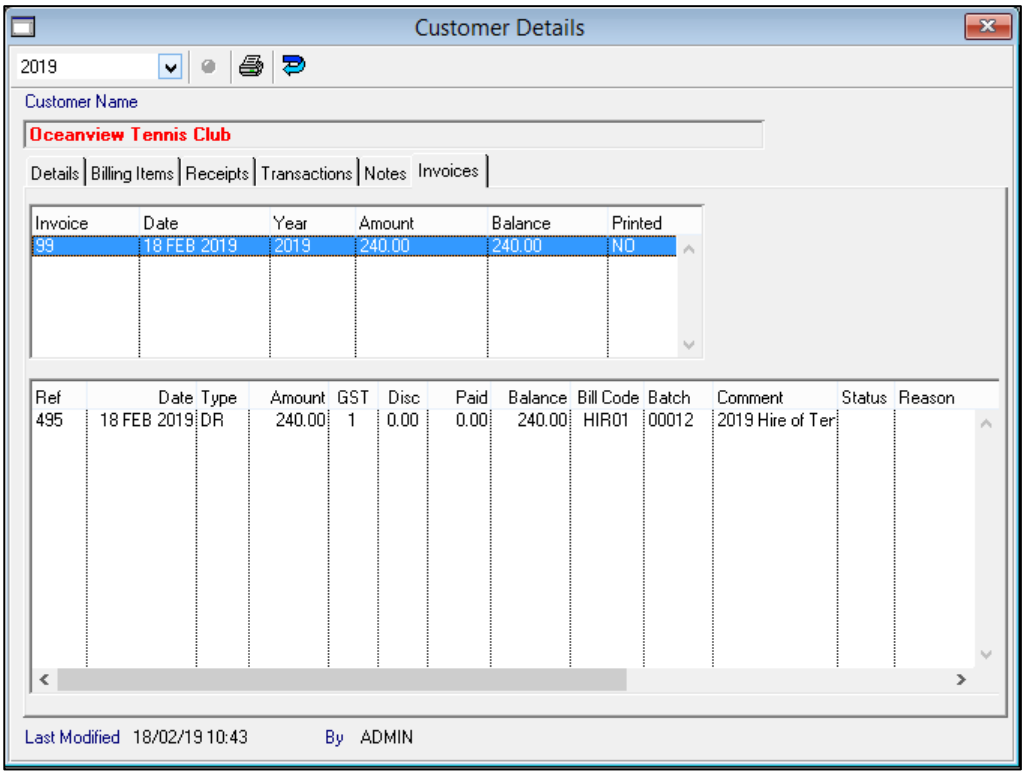
A tax invoice is automatically created whenever a customer is billed.

Activity: View a Tax Invoice

View the Tax Invoice which has been automatically created for West Coast Tennis Club

RM Billing > Customers

- Click on the **Invoices** tab
- Highlight the Invoice which is listed



- Click **Print**
- Click OK to the Invoice message and OK to Print to Screen
- View and close the Invoice
- Double click on West Coast Theatre
- Click on the Invoice tab
- Highlight the Invoice which is listed
- Click on Print

Leave the window open

Note: This tax invoice is fully compliant with government regulations.

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13.3.1 Open/Closed Invoices

If an invoice has not been sent directly to the printer it is considered to be ‘open’. This means that if more billing items are added to this customer they will be added to this open invoice. Once the invoice is sent straight to the printer it is automatically closed. If additional billing items are added to the customer once an invoice is closed a new invoice will be created for these items.

13.3.2 Draft/Copy/Amended text

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

Invoices printed directly to the printer for the first time will contain no additional text. They will also be ‘closed’ by printing them straight to the printer (see above).

Invoices viewed to the screen will contain the text ‘DRAFT’. If sent to the printer from the screen, the printed copy will contain the text ‘DRAFT’.

Copies of invoices printed to the printer for the second or subsequent time will contain the text ‘COPY’.

Invoices may also contain the text ‘Amended’ followed by a date. If an invoice is amended (i.e. changes are made to the billing items attached to the invoice once it has been closed) then an amendment number will be attached to the original invoice number (e.g. 36-1). The invoice will contain the ‘Amended’ text and the date of amendment. It is possible for an invoice to be amended more than once. Invoices will be amended if the billing items attached to them are reversed, adjusted or discounted once the invoice is closed.

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13.4 Receipting for Customers

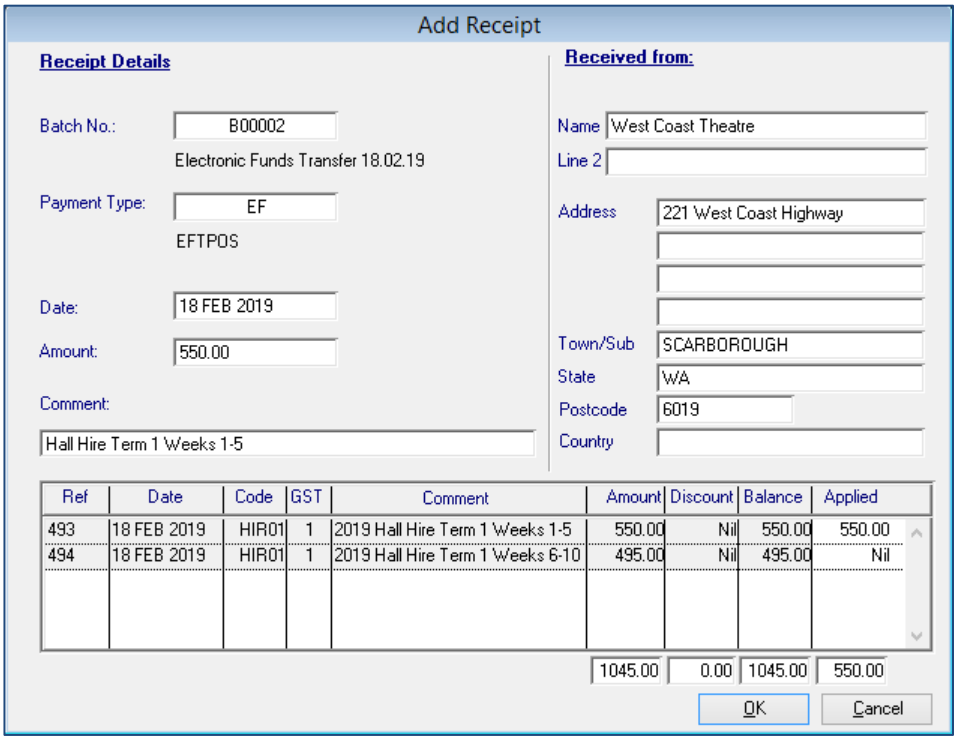
Individual receipts can be created for a particular customer. This is done via the Customers section by drilling down on the Customer record and going to the Receipts tab.

Activity: Add a Customer Receipt for West Coast Theatre

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 > Customer

- Select the **Receipts** tab
- Click Add Receipt [Add Receipt]
- <tab> in the Batch No field and select the **Electronic Funds Transfer** batch
- Enter the payment type of **EF** or <tab> for a list
- Enter the amount of **550**
- Enter a comment **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**
- Select **Receipts** > Click **OK** and **OK** to print to screen
- View and close the receipt
- Click Return to View

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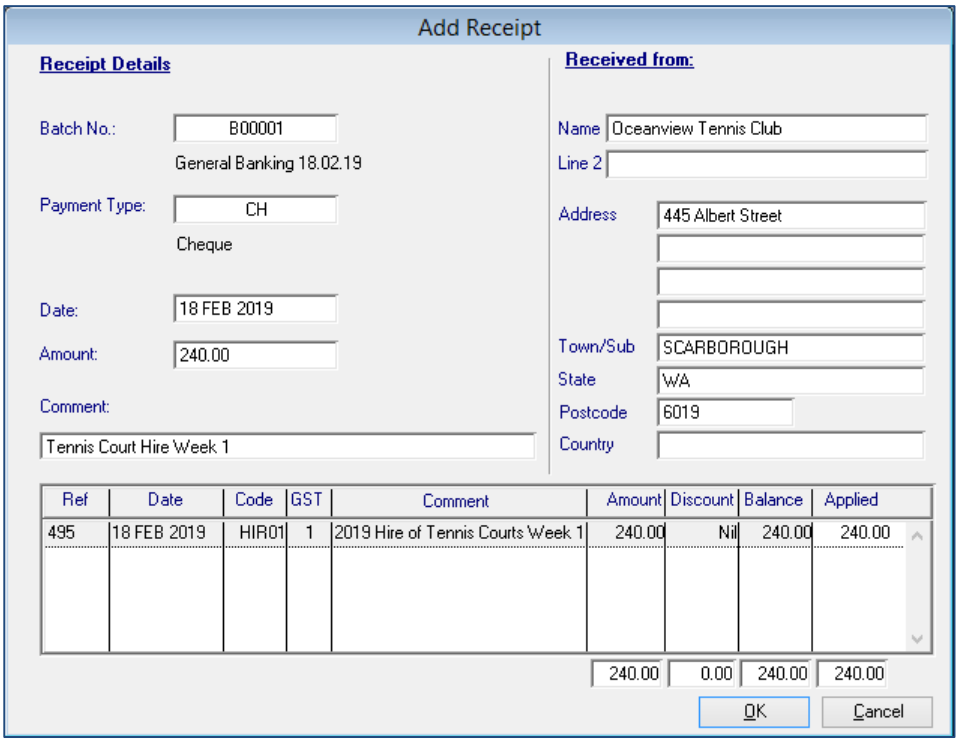
Activity: Add a Customer Receipt for Oceanview Tennis Club

Oceanview Tennis Club have also paid in advance for their first week of tennis court hire with a cheque for $240. Process the receipt for Oceanview Tennis Club.

- Double Click on Oceanview Tennis Club
- Select the **Receipts** tab
- Click **Add Receipt** [Add Receipt]
- <Tab> in the **Batch No** field and select the **General Banking** batch
- Enter the payment type of **CH** or press <Tab> for a list
- Accept the default date
- Enter the amount of **240**
- Enter a **Comment Tennis Court Hire Week 1**



- Click **OK**
- Highlight the receipt
- Click **Print**
- Select **Receipts** > Click **OK** and **Ok** to print to screen
- View and close the receipt

Note: The user may edit the Received from: field which is consistent with the functionality that currently exists in the student Receipt Details window

Keep the window open

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13.5 Customer Statements

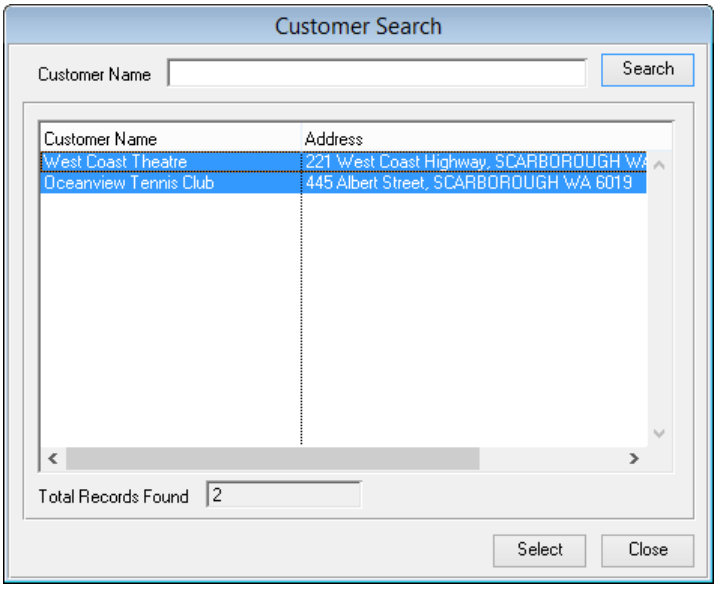
Statements for customers can be printed from the Reports section as follows.

Activity: Print a Customer Statement

Print a statement for West Coast Tennis Club and West Coast Theatre

RM Billing > Reports

- Open the **Financial Reports** folder
- Select the **Statement – Customers** report
- The date range and the message operate as outlined in the student statement
- Click Find Customer



Note: It is possible to search for a customer using the customer name field and the search button.

- Highlight both customers
- Accept the default settings
- Click **Print** and **OK** to print to screen
- View and close the Statement
- Close the Reports window

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14 Recap of Day One

Activity: Day One Recap

Write down the steps or path you would take to:

1. Set General Parameters to the RM Billing module such as the default statement message.

2. Create a new Billing Code in RM Billing.

3. Set a Student Billing Category.

4. Create a Billing Item.

5. Bulk bill students for a billing item.

6. Individually bill a student for a billing item.

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7. Apply a discount to a billing item for a student.

8. Produce a statement for a student.

9. Enter receipts in bulk via the billing items batch.

10. Enter bulk receipts which are mixed in nature. For example, different students are paying different amounts with various payment types for different items.

11. Print the Daily Banking Summary for a receipts batch.

12. Print the Receipts Summary for a receipts batch.

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15 RM Billing & RM Finance Interface

All receipts (except Government Subsidies for Secondary School students) which are entered into RM Billing need to be transferred to RM Finance where the reconciliation will take place. If you follow the receipting processes outlined in these notes then the reconciliation in RM Finance should be relatively straight forward. There are two ways in which the receipts can be transferred:

- Manual input to RM Finance using summary reports produced from RM Billing
- Automatic export to RM Finance using the inbuilt export routine

Note: It is recommended that Primary Schools begin using the automatic export. It is however important that Users understand the manual process of inputting receipts batches into RM Finance as this gives insight into how the automatic export works. We will look at both methods in this training course.

15.1 Manual Input of Receipts to RM Finance

We will look at how to transfer the contents of the General Banking batch manually into RM Finance. This should be done when you are ready to **finalise the banking and close off the batch** – i.e. no further receipts should be input into the batch once this process has commenced.

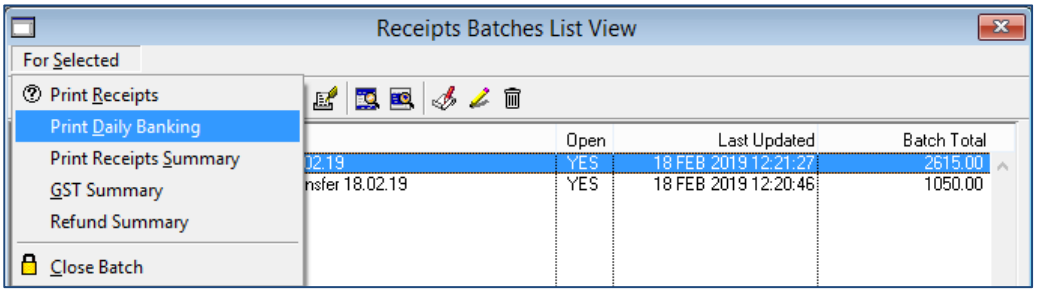
15.1.1 Print Daily Banking Summary and Transfer Information to the Batch Register

Firstly the Daily Banking Summary must be printed and the information from the Daily Banking Summary written onto the Finance Batch Register.

Activity: Transferring Totals from the Daily Banking Summary to the Finance Batch Register

RM Billing > Receipts

- Highlight the **General Banking** batch
- Click **For Selected > Print Daily Banking**



- View the printed Daily Banking Summary on the following page

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

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
5	$ 250.00	Mr K Morton	MILLS: Mark	Year 6 Camp	B00001	
6	$ 250.00	Judge J Percival	RICHARDS: Mason	Year 6 Camp	B00001	
7	$ 250.00	Mr H Oscar	TEP: Josh	Year 6 Camp	B00001	
14	$ 10.00	Ms P Linum	AMBER: Kyle	Science Incursion	B00001	
16	$ 20.00	Ms P Williett	WILLIETT: Elizabeth	Year 4 Perth Zoo Excursion	B00001	
22	$ 50.00	Ms D Dean	DEAN: Troy	Primary Voluntary Contributions and Science Incursion	B00001	
24	$ 250.00	Ms Chum	CHUM: Nora	Year 6 Camp	B00001	
Total Cash		$ 1,080.00				
CHEQUE						
1	$ 250.00	Ms R Ellard	ELLARD: Kate	Year 6 Camp	B00001	
2	$ 250.00	Ms H Jones	JONES: Keith	Year 6 Camp	B00001	
3	$ 250.00	Ms S Luck	LUCK: Martin	Year 6 Camp	B00001	
4	$ 250.00	Mr J Murphy	MURPHY: Tamara	Year 6 Camp	B00001	
11	$ 40.00	Miss K Allen	ALLEN: Penelope	Charges and Contributions	B00001	
12	$ 40.00	Mrs Ritchie	BARBOUR: Ross	Charges and Contributions	B00001	
13	$ 40.00	Mrs T Born	BORN: Tanya	Charges and Contributions	B00001	
15	$ 40.00	Mr F Kinnane	KINNANE: Benn	Pre-Primary Voluntary Contributions	B00001	
17	$ 40.00	Mrs G Bailie	BAILIE: Doyen	Primary Voluntary Contributions	B00001	
21	$ 40.00	Mr J Elliott	ELLIOTT: Katherine	Voluntary Contributions	B00001	
23	$ 55.00	Mr G Kraft	PRICE: Natasha	Voluntary Contributions and Ipad Replacement Fund	B00001	
26	$ 240.00	Oceanview Tennis Club		Tennis Court Hire Week 1	B00001	
Total Cheque		$ 1,535.00				
Total for Cash and Cheques				$ 2,615.00		
Total for Report:				**$ 2,615.00**		

- This report can be used to check the calculations of your totals to be banked
- Print a paper copy of the report and file it
- Complete the Finance Batch register as outlined below

BATCH REGISTER

					For the month of		Period							
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
B00001				GB	1	2615								

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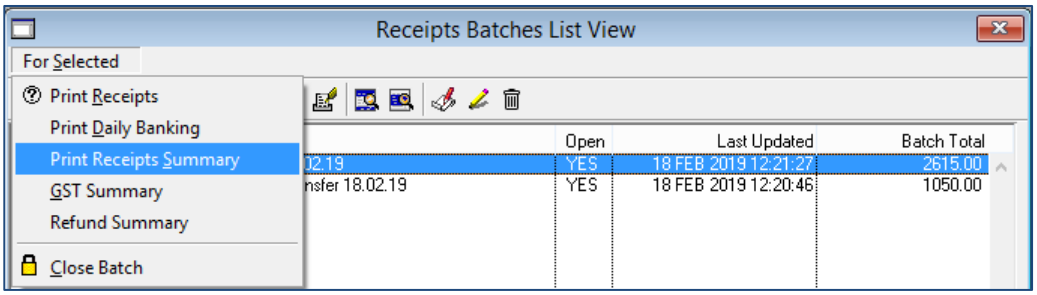
15.1.2 Print the Receipts Summary Report

The Receipts Summary Report must be printed so it can be used for manual input into RM Finance.

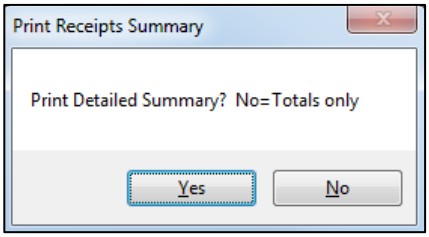
Activity: Print the Receipts Summary Report

RM Billing > Receipts

- Highlight the **General Banking** batch
- Click **For Selected** > **Print Receipts Summary**



- Click **OK** to print to screen



- Click **Yes** to print the detailed summary
- This report should be **printed to the printer and filed for reference**

Note: Use the Totals only version of the Receipts summary report when manually inputting data into RM Finance, however the detailed summary must be printed and filed for reference.

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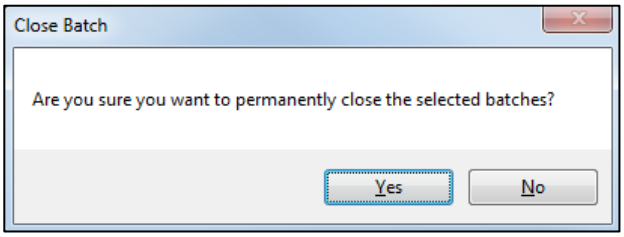
15.1.3 Close the Batch in RM Billing

The receipts batch must be manually closed to ensure that no more receipts are processed through it. When a receipts batch is closed it is because the banking is being completed. A new receipts batch can be opened following the same format and using the date of opening (e.g. General Banking 18.02.19)

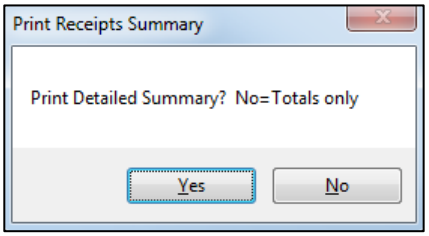
Activity: Manually Close the Receipts Batch

RM Billing > Receipts

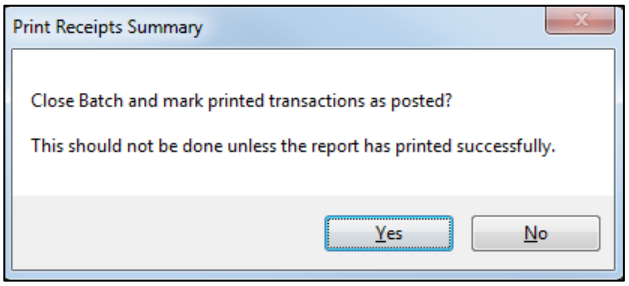
- Highlight the **General Banking** batch
- Click **For Selected** > **Close Batch**



- Click **Yes**
- The Print Setup screen appears
- Check your setting and click **OK**



- Click **No** to get the **Totals Only** version of the report
- **Go to the printer** and check that the report has printed successfully



- If the report has **not printed correctly** click on '**No**'. Go back to the start of the 'Close Batch' process and repeat the steps listed

- If the report **has printed correctly** click on '**Yes**' (Warning – the process of closing the batch and marking the transactions as posted cannot be reversed). A working message may briefly appear. Then the batch is marked as closed. This means that no further receipts can be input into that batch

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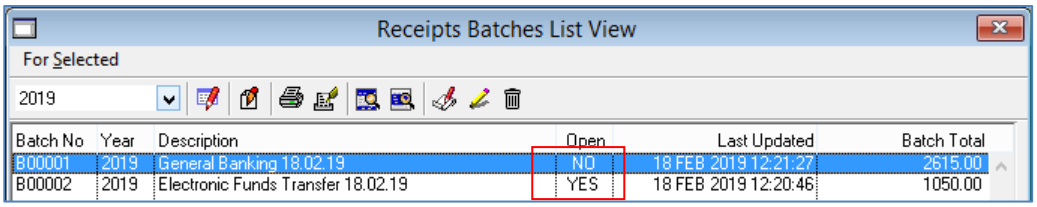

15.1.4 Manually Enter Data into RM Finance

It is not necessary to enter every single RM Billing receipt transaction into RM Finance. The actual transactional details will always be available within RM Billing. For each batch it is necessary to enter an overall total for each budget/analysis/GST code grouping.

The 'Totals Only' version of the Receipts summary report will be used to input the data into RM Finance. This is the report we printed when we closed the batch. The following 2 pages show a copy of this report.

The report is broken up via the various billing codes. The budget and analysis code is displayed for each billing code as is the total for that budget and analysis code. Receipts which contain GST are separated from those which do not have GST.

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West Coast District High School

Receipts Summary (totals only)

	Amount	GST
Batch: B00001 General Banking 18.02.19		
Billing Code CHG01 School Camps		
GST Code 0		
Total for Income	$ 1,200.00	$ 0.00
Budget: C1102 Analysis: C1100 Totals for GST code 0	$ 1,200.00	$ 0.00
GST Code 1		
Total for Income	$ 880.00	$ 80.00
Budget: C1102 Analysis: C1100 Totals for GST code 1	$ 880.00	$ 80.00
Billing Code CHG02 Incursions		
GST Code 0		
Total for Income	$ 20.00	$ 0.00
Budget: C1103 Analysis: C1100 Totals for GST code 0	$ 20.00	$ 0.00
Billing Code CHG03 Excursions		
GST Code 0		
Total for Income	$ 20.00	$ 0.00
Budget: C1104 Analysis: C1100 Totals for GST code 0	$ 20.00	$ 0.00
Billing Code HIR01 Hire of Facilities		
GST Code 1		
Total for Income	$ 240.00	$ 21.82
Budget: C1705 Analysis: C1700 Totals for GST code 1	$ 240.00	$ 21.82

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Billing Code VAR01	Ipad Replacement Fund			
GST Code 0				
Total for Income			$ 15.00	$ 0.00
Budget: C1525	Analysis: C1500	Totals for GST code 0	$ 15.00	$ 0.00
Billing Code VOL01	Primary Voluntary Contributions			
GST Code 0				
Total for Income			$ 160.00	$ 0.00
Budget: C1002	Analysis: C1000	Totals for GST code 0	$ 160.00	$ 0.00
Billing Code VOL02	Pre-Primary Vol Contributions			
GST Code 0				
Total for Income			$ 80.00	$ 0.00
Budget: C1003	Analysis: C1000	Totals for GST code 0	$ 80.00	$ 0.00
		Total for Report:	$ 2,615.00	$ 101.82

These income lines are entered into RM Finance as per the above report. They are summarised in the table below

Inc Source	Reference	Batch Ref	Detail	Budget	Analysis	Total	Tax Code
INC001	B00001	B00001	School Camps	C1102	C1100	1200.00	0
INC001	B00001	B00001	School Camps	C1102	C1100	880.00	1
INC001	B00001	B00001	Incursions	C1103	C1100	20.00	0
INC001	B00001	B00001	Excursions	C1104	C1100	20.00	0
INC001	B00001	B00001	Hire of Tennis Courts	C1705	C1700	240.00	1
INC001	B00001	B00001	IPad Replacement	C1525	C1500	15.00	0
INC001	B00001	B00001	Primary Voluntary Contributions	C1002	C1000	160.00	0
INC001	B00001	B00001	Pre-Prim Voluntary Contributions	C1003	C1000	80.00	0

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Activity: Manually input Receipts Batches into RM Finance

The transactions entered into RM Finance for this report would be as follows:

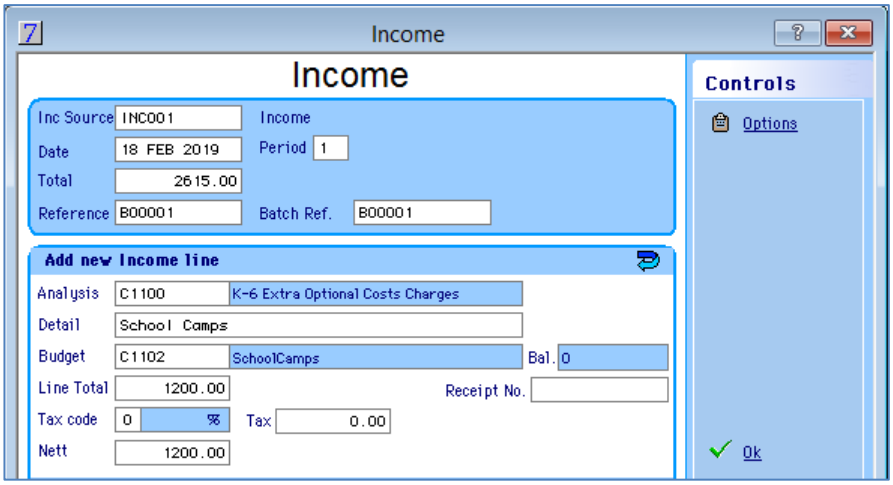
RM Finance

- Open RM Finance

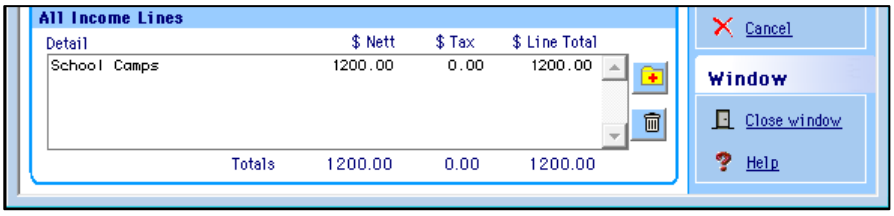
- Log in to RM Finance as the **Manager Corporate Services** with the password of **keys**

Transactions > Income

- Type **INC001** in the Income Source <tab>
- Type **2615** in the Total <tab>
- <Tab> to accept the default date
- Enter the Reference as **B00001** <tab>
- Enter the Batch Ref. as **B00001** <tab>
- Enter the detail as **School Camps** <tab>
- Enter **C1102** as the Budget code (can <tab> to select this from a list) <tab>
- Enter **1200** as the line total <tab>
- Type **0** as the tax code



- <tab> twice to drop the information into the All Income Lines section of the screen



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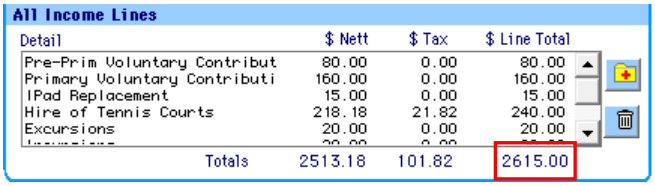
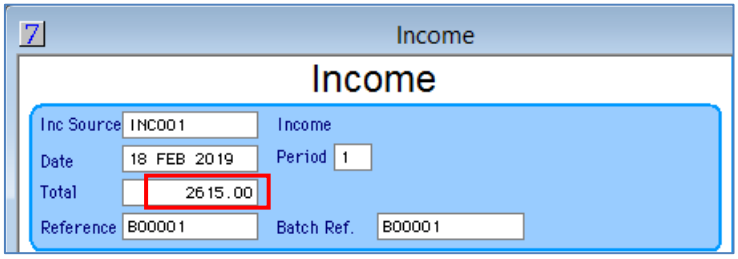
- Continue entering the income transactions using the table below:

Detail	Budget	Total	Tax Code
School Camps	C1102	880.00	1
Excursions	C1103	20.00	0
Incursions	C1104	20.00	0
Hire of Tennis Courts	C1705	240.00	1
IPad Replacement	C1525	15.00	0
Primary Voluntary Contributions	C1002	160.00	0
Pre-Prim Voluntary Contributions	C1003	80.00	0

- View All Income Lines

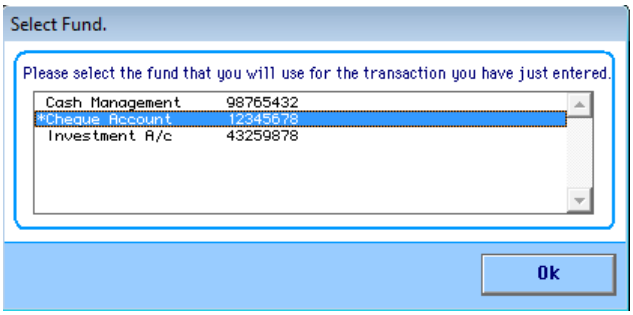


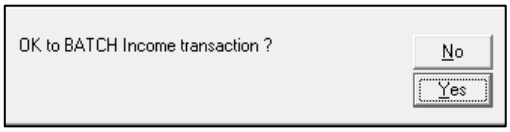
- Check to make sure that the line total matches the total up the top of the Income window



- Click

- Click **OK** to select the Cheque Account





- Click **Yes** to batch the transaction

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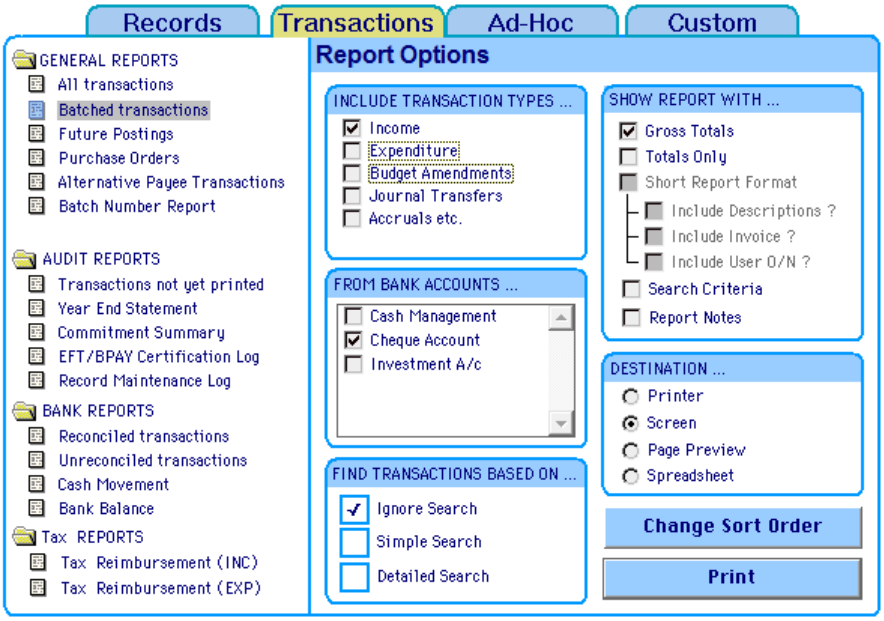
Step 2– Check the Batched Transactions Report

- Click

- Select the **Batched Transactions Report**



- Tick to include transaction types **Income** and select the **Cheque Account**
- Click **Print**

A portion of the report is shown below

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00001								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
School Camps								
Ref B00001		INC	18 FEB 2019	1200.00	0		1200.00	C1
B00001								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
School Camps								
Ref B00001		INC	18 FEB 2019	800.00	80.00	1	880.00	C1
B00001								
INC001	Income							
C1100	Extra Optional Charges							
C1103	PP-Y6 Excursions							
Cheque Account								
Excursion								
Ref B00001		INC	18 FEB 2019	20.00	0		20.00	C1

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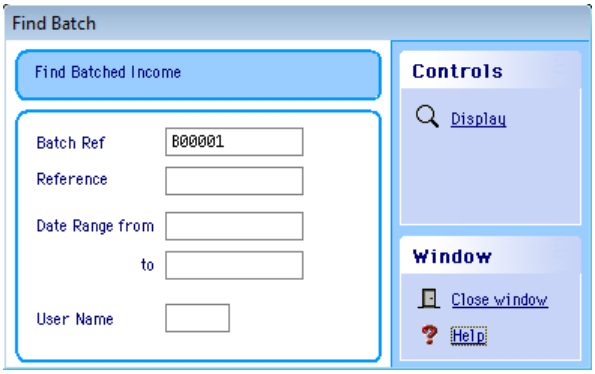
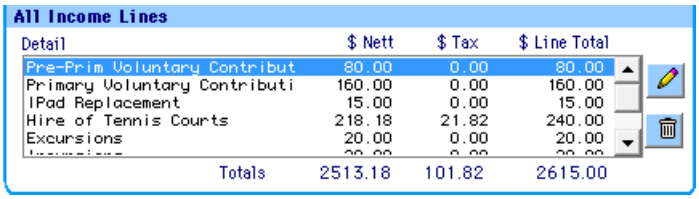
Step 3 – Edit the Batch if necessary

- **Transactions > View/Post Batch**
- Click on **Income**
- Enter B00001 as the Batch reference
- Click Display



- To edit the batch highlight the line for **B00001**
- Click Edit



- Select the line to edit in the All Income Lines section
- Edit the necessary field

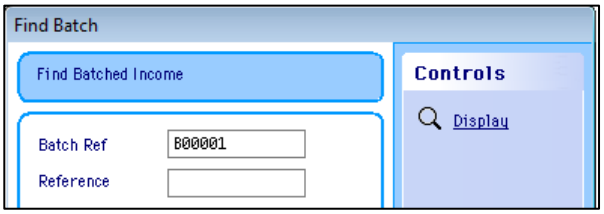
We will not edit any lines in training

- **<Tab>** to clear the Edit selected Income Line section of the screen
- Click > **OK**

Step 4 – Post the Batch

Transactions > View/Post Batch

- Click on **Income**
- Enter B00001 as the Batch reference



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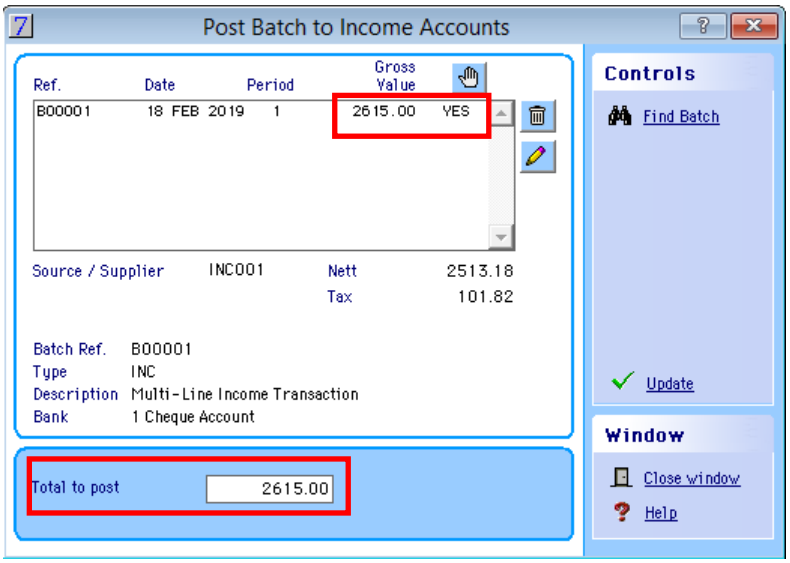
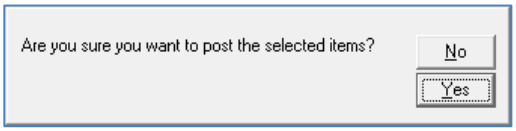
- Click **Display** Display
- Click **Select All** to change the NO to a YES and view the Total to post of **$2615**



- Click Update

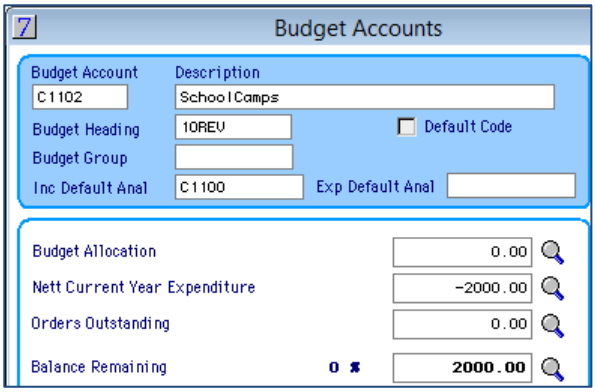


- Click **Yes**

Step 5 – Check the result of posting

Records > Budget Accounts

- Click Find record
- Type **C1102** in the Budget Account <enter>



- Click on the magnifying glass to the right of the Balance Remaining 2000.00
- Select **Full Budget Analysis**

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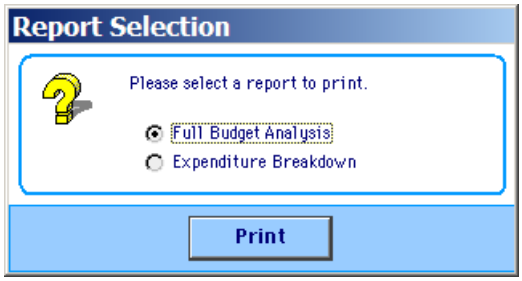
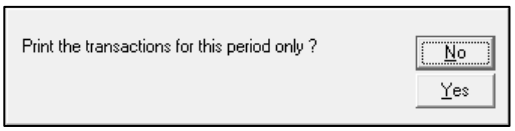


- Click Print
- Click **OK**



- Click **No** as you may be looking for transactions outside of the current period

- Click **Yes** to show the Transaction Descriptions
- Follow the printer prompts to Landscape

- View the Budget Analysis Report with the details entered from the Billing Receipts batch

Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross
Income	School Camps			B00001	INC	18 FEB 2019	-1200.00	0.00	-1200.00
Income	School Camps			B00001	INC	18 FEB 2019	-800.00	-80.00	-880.00

- Close the Report
- Minimise RM Finance

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Activity: Finalise Receipts Batches

Before enabling the Export to RM Finance function, all receipts batches must be finalised in RM Billing. There is one batch to finalise – the Electronic Funds Transfer batch.

RM Billing > Receipts

<u>Step 1 – Print the Daily Banking Summary</u>

- Highlight the **Electronic Funds Transfer** receipts batch
- **For Selected > Print Daily Banking**
- Print the report and file it

West Coast District High School

Daily Banking Summary 18/02/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
EFTPOS						
8	$ 40.00	Miss Andrews	ANDREWS: Luke	Charges and Contributions	B00002	
9	$ 40.00	Ms A Avery	AVERY: Charmaine	Charges and Contributions	B00002	
10	$ 40.00	Mr Pearce	BAKER: Reuben	Charges and Contributions	B00002	
18	$ 75.00	Mr Brood	BROOD: Cassie	Balance of account	B00002	
19	$ 250.00	Mr R Desilva	DESILVA: Haley	Year 6 camp	B00002	
20	$ 55.00	Miss K Allen	ALLEN: Tamara	Primary Vols and Ipad Replacement	B00002	
25	$ 550.00	West Coast Theatre		Hall Hire Term 1 Weeks 1-5	B00002	
Total EFTPOS		$ 1,050.00				
Total for Other Payment Types			$ 1,050.00			
Total for Report:			**$ 1,050.00**			

- Enter the details of the batch onto the Finance Batch Register

DEPARTMENT OF EDUCATION

BATCH REGISTER - LILAC

V9.0 Feb 2013

BATCH REGISTER

Batch No	Date/Date Export	Reference No From	Reference No To	Type of Batch* [C] Cheque [E] EFT [B] BPay	For the month of / Period: Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **: Income (I/C)	Adjustments/Reversals **: Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
					BANK RELATED TRANSACTIONS									
B00001				GB	1	2615								
B00002				EF	1	1050								

- Close the Daily Banking Summary

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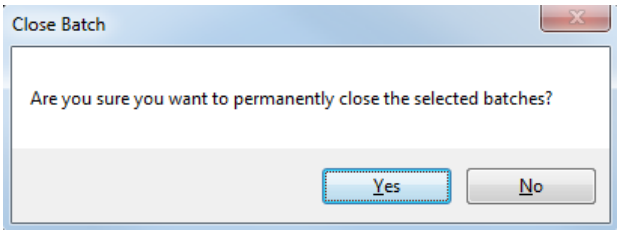
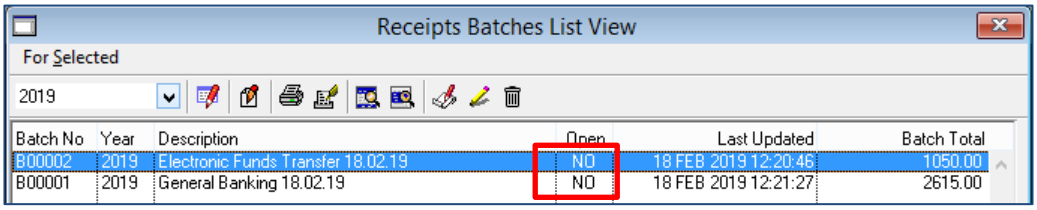
Step 2 – Print the Receipts Summary

- **For Selected > Print Receipts Summary**
- **Yes** to print the detailed summary
- Print and file the report
- Close the receipts summary

- **For Selected > Close Batch**



- Click **Yes**
- Select the correct printer > **OK**
- Check that the report has printed correctly
- If the report has printed correctly click **Yes** otherwise click **No** and begin the process of closing the batch again (for training click Yes)



- Both batches are now closed

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West Coast District High School

Receipts Summary (totals only)

			Amount	GST
Batch: B00002 Electronic Funds Transfer 18.02.19				
Billing Code CHG01	School Camps			
GST Code 0				
Total for	Income		$ 180.00	$ 0.00
Budget: C1102	Analysis: C1100	Totals for GST code 0	$ 180.00	$ 0.00
GST Code 1				
Total for	Income		$ 110.00	$ 10.00
Budget: C1102	Analysis: C1100	Totals for GST code 1	$ 110.00	$ 10.00
Billing Code CHG04	In Term Swimming			
GST Code 0				
Total for	Income		$ 40.00	$ 0.00
Budget: C1105	Analysis: C1100	Totals for GST code 0	$ 40.00	$ 0.00
Billing Code HIR01	Hire of Facilities			
GST Code 1				
Total for	Income		$ 550.00	$ 50.00
Budget: C1705	Analysis: C1700	Totals for GST code 1	$ 550.00	$ 50.00
Billing Code VAR01	Ipad Replacement Fund			
GST Code 0				

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			Amount	GST
Total for Income			$ 30.00	$ 0.00
Budget: C1525	Analysis: C1500	Totals for GST code 0	$ 30.00	$ 0.00
Billing Code VAR02	P&C Family Contribution			
GST Code 8				
Total for Income			$ 20.00	$ 0.00
Budget: N3005	Analysis: N3000I	Totals for GST code 8	$ 20.00	$ 0.00
Billing Code VOL01	Primary Voluntary Contributions			
GST Code 0				
Total for Income			$ 40.00	$ 0.00
Budget: C1002	Analysis: C1000	Totals for GST code 0	$ 40.00	$ 0.00
Billing Code VOL03	Kindy Voluntary Contributions			
GST Code 0				
Total for Income			$ 80.00	$ 0.00
Budget: C1004	Analysis: C1000	Totals for GST code 0	$ 80.00	$ 0.00
		Total for Report:	$ 1,050.00	$ 60.00

- Close the Receipt Summary Report

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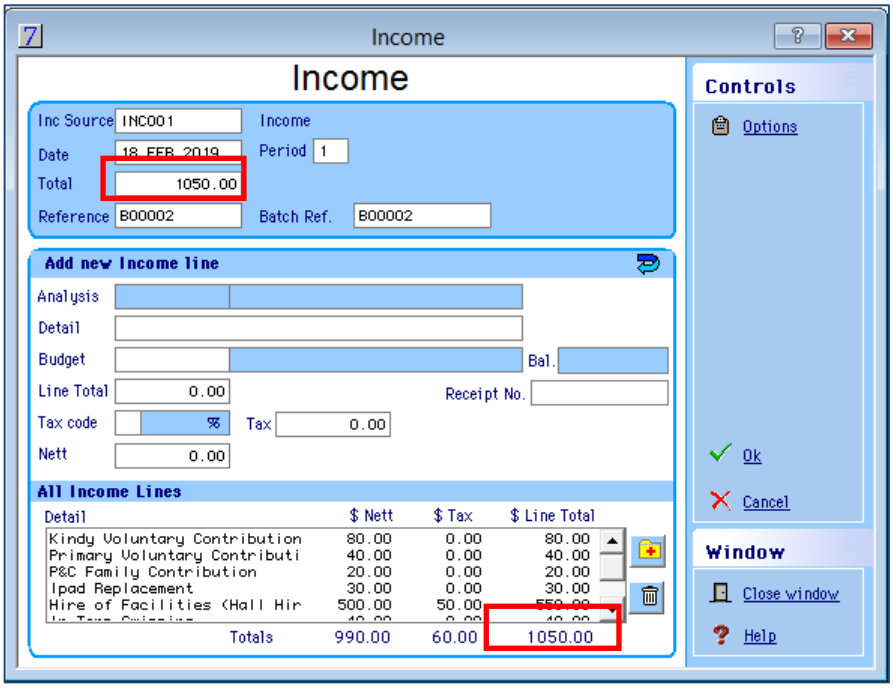
Step 3 – Enter the Totals for each Budget and Analysis Code into the Income screen

Maximise RM Finance

Transactions > Income

- Enter the Income Source of **INC001** <tab>
- <tab> to accept the default date
- Enter the total of **1050** <tab>
- Enter the Reference of **B00002** <tab>
- Enter the Batch Ref. of **B00002** <tab>
- Enter the detail of **School Camps** <tab>
- Enter the Budget Code **C1102** <tab>
- Enter the Line total **180** <tab>
- Enter the Tax code **0** <tab> twice
- Continue entering information using the receipts summary or the below table

Detail	Budget	Total	Tax Code
School Camps	C1102	110.00	1
In Term Swimming	C1105	40.00	0
Hire of Facilities (Hall Hire)	C1705	550.00	1
IPad Replacement	C1525	30.00	0
P&C Family Contribution	N3005	20.00	8
Primary Voluntary Contributions	C1002	40.00	0
Kindy Voluntary Contributions	C1004	80.00	0



- Check the top and bottom **Totals** are the same

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

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Step 4 – Check the Batched Transactions Report

- On the **Transactions** menu click Reports
- Select the **Batched Transactions** report
- Include **Income** Transaction Types from the **Cheque** Account
- Click **Print**

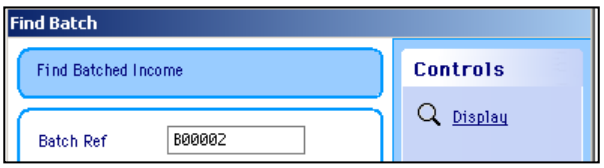
A portion of the report is displayed below

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00002								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
School Camps								
Ref B00002		INC	18 FEB 2019	180.00		0	180.00	C1
B00002								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
School Camps								
Ref B00002		INC	18 FEB 2019	100.00	10.00	1	110.00	C1

- Check the batched transactions report against the receipts summary making sure that the correct budget and analysis codes have been entered and the correct GST codes used
- Close the batched transactions report

Step 5 – Edit the Batch if necessary

- **Transactions** > **View Post Batch**
- Click on **Income**
- Enter **B00002** as the Batch Reference



- Click **Display** Display
- Highlight batch **B00002** and click Edit
- Select the line that needs editing in the All Income Lines section of the screen
- Edit the required field
- <tab> to clear the Edit Selected Income Lines section of the screen
- Click Ok >**OK**

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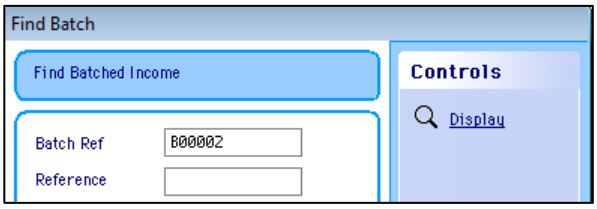
Step 6 – Post the Batch

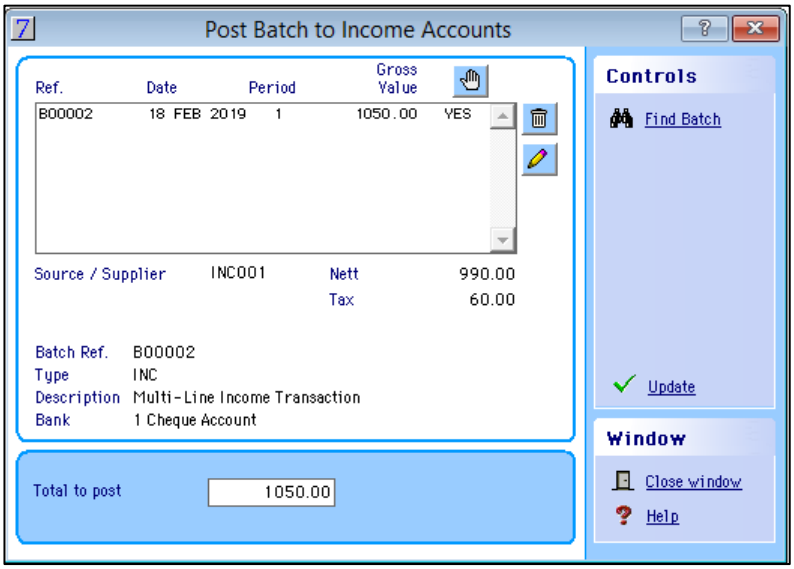
Transactions > View Post Batch > Income

- Enter **B00002** as the Batch Reference

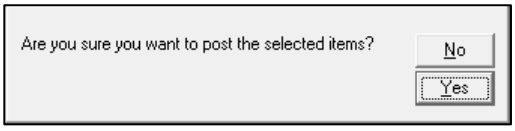


- Click **Display**

- Click Select All



- Click



- Click **Yes**
- **Close** RM Finance

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15.1.5 Print Re-allocation Transactions

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

Then the student is billed for a camp and the parent instructs for some of the money to be used. So the money is now allocated in RM Billing to the Camp billing items for the student. (We will look at how to do this a little later in the training course).

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

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

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

Note: The end of month procedures require that any budget reallocations are entered into RM Finance and marked as posted in RM Billing.

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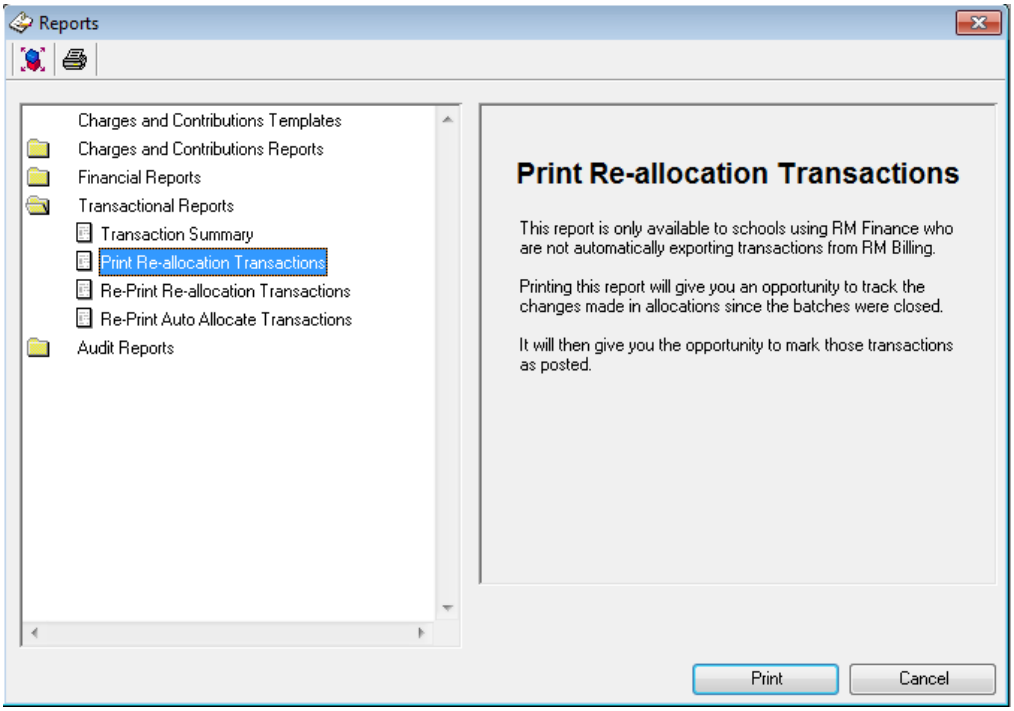
Activity: Print Re-Allocation Transactions

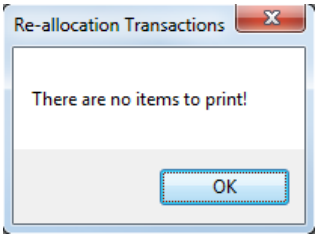
Print any re-allocation transactions.

RM Billing > Reports

- Open the Transactional Reports folder
- Highlight the **Print Re-allocation Transaction**



- Click **Print**



Note: We do not have any re-allocation transactions at this point. This will be covered later in training.

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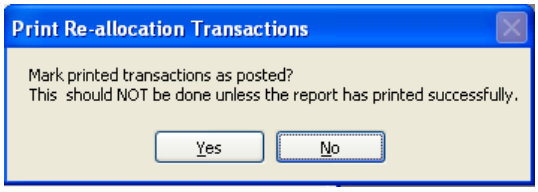
- The Detailed report will be printed, followed by the Totals Only report (example below)

West Coast District High School

Receipts Summary (totals only)

				Amount	GST
Billing Code SUS	Suspense Account	Budget: N3199	Analysis: N3100I		
GST Code 8					
	Total for Income			$-20.00	$ 0.00
	Totals for GST code 8			$-20.00	$ 0.00
Billing Code VOL01	Voluntary Contributions (8-10)	Budget: C1001	Analysis: C1000		
GST Code 0					
	Total for Income			$ 20.00	$ 0.00
	Totals for GST code 0			$ 20.00	$ 0.00
			Total for Report:	$ 0.00	$ 0.00

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



- If the report has **not** printed correctly click '**No**' and restart this process
- If the report **has printed successfully** click '**Yes**'

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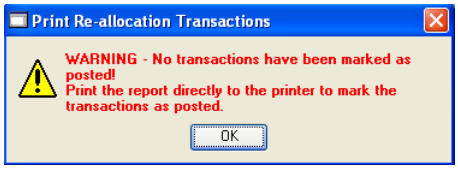
- If '**Yes**' has been selected then the transactions will be marked as posted and the following message will be displayed

- Click on **OK**

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



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

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

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15.2 Enable Export to RM Finance

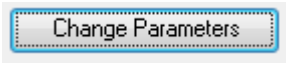
Note: It is recommended that Primary Schools start using the automatic export as soon as RM Billing is implemented at the school.

When ready to turn on the 'Export to RM Finance' function follow the process outlined below.

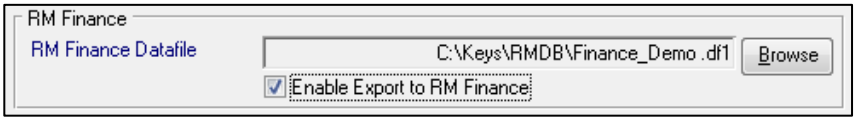
Activity: Enable Export to RM Finance

Enable the Export to RM Finance function.

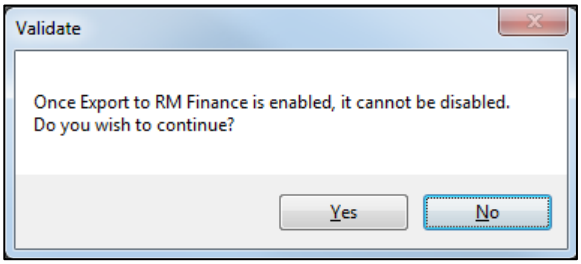
RM Billing > Parameters > Billing Parameters

- Click Change Parameters 

- Place a tick in the Enable Export to RM Finance check box



- Click **OK** to save



- Click **Yes** to enable the link
- Close the Parameters window
- Close the Billing Parameters window

Note: An export to RM Finance will be performed later in training when new receipt batches have been created.

WARNING

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

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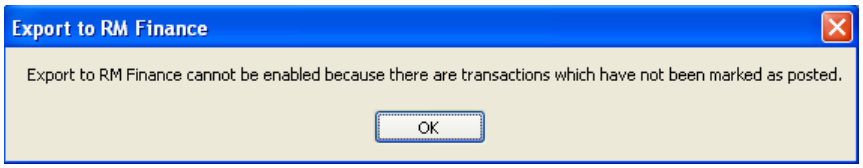
Note: When attempting to enable the link to RM Finance, the following message may be displayed



To correct the error check the following:

1. ***All Receipt Batches have been closed and transactions marked as posted, as outlined in these notes.***
2. ***All Re-allocation transactions have been printed directly to the printer and marked as posted, as outlined in these notes***
3. ***Close RM Finance and re open it.***

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16 Receipting after Export to RM Finance is Enabled

There is no change to the receipting process once the Export to RM Finance is enabled. If the banking batches have been closed, new batches must be opened to hold any further receipts.

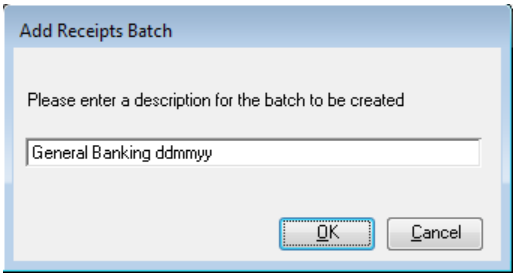
Activity: Open New Receipt Batch

As the previous General Banking batch is now closed and the receipts entered into RM Finance, a new General Banking batch must be opened to hold any further receipts that are received.

Create the following receipt batch using today's date

RM Billing > Receipts

- Click **Add**
- Enter the description and **Today's** date



- Click **OK** to save

Note: An Electronic Funds Transfer batch may also need to be created, but for training purposes today, we will only open a General Banking batch.

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16.1.1 Receipting after export to RM Finance is enabled

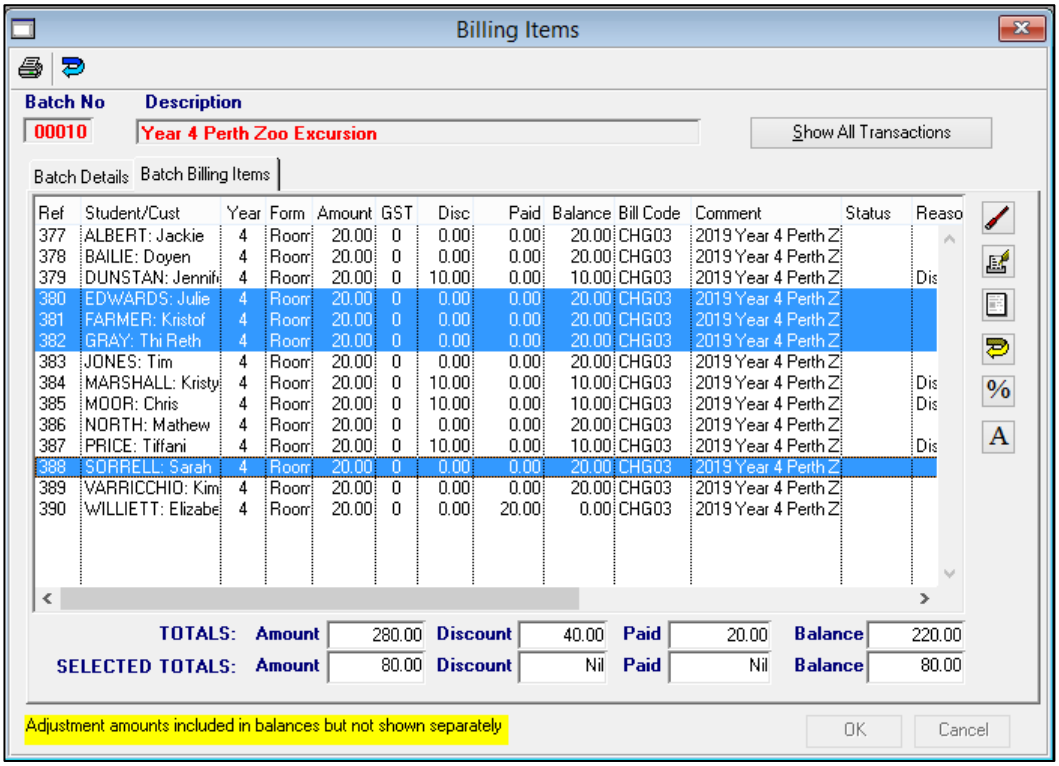
Activity: Receipting After Export enabled

The following students have brought in $20 cash to pay for their Year 4 Perth Zoo excursion. They are all paying by cash.

Julie Edwards
Kristof Farmer
Thi Reth Gray
Sarah Sorrell

RM Billing > Billing Items

- Double click on the **Year 4 Perth Zoo batch**
- Select the **Batch Billing Items** tab
- Click on Show Outstanding Amounts
- Click on the **Student/Cust** header to sort alphabetically
- Highlight the students who have paid



- Click **Add receipts for the selected billing items**
- <Tab> select the **General Banking** batch
- <Tab> to the amount and enter **80.00**

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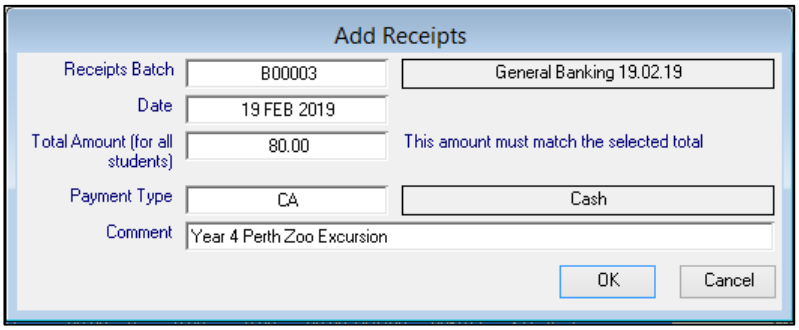
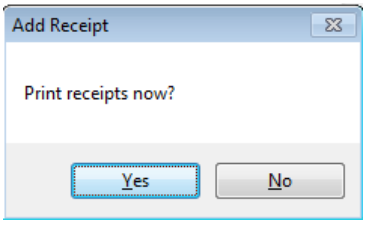
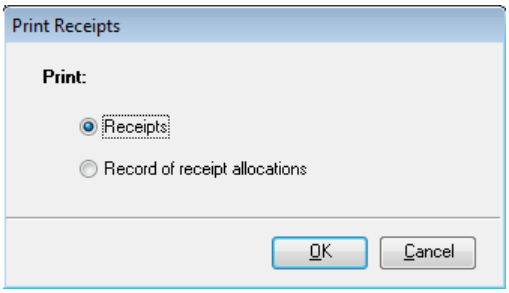
- <Tab> <Tab> to the payment type and select **Cash**
- Enter a **Comment**



- Click **OK**



- Select **Receipts**
- Click **OK**



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

- Click **Return to View**

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17 Class Collection Lists

When collecting money through a Class Collection List, there are two options for receipting the money collection.

Option 1: Receipt the money against individual students through a Billing Item Batch (Bulk Receipts).

Option 2: Receipt the money against the class as a Customer.

Activity: Receipting Money against Individual Students

The Year 1 class are collecting $10.00 for an incursion. The Class Collection money received, will be noted against each individual student and receipted through the billing item batch, by selecting the students who have paid for the activity on that day.

Note: A separate column must be used for each activity

The following Year 1 students have brought in their money for an incursion. The students were billed using the Billing Item batch **Year 1 and 2 Science Incursion.**

Class Collection Year 1 Room 1:			
	19/02/19 **Incursion**		
Kristel Marshall	10.00		
Trisha Taleb	10.00		
Simon Swansson	10.00		
Yazeed Jones	10.00		
Lauren Parkey	10.00		
Simon Halligan	10.00		
Total	60.00		

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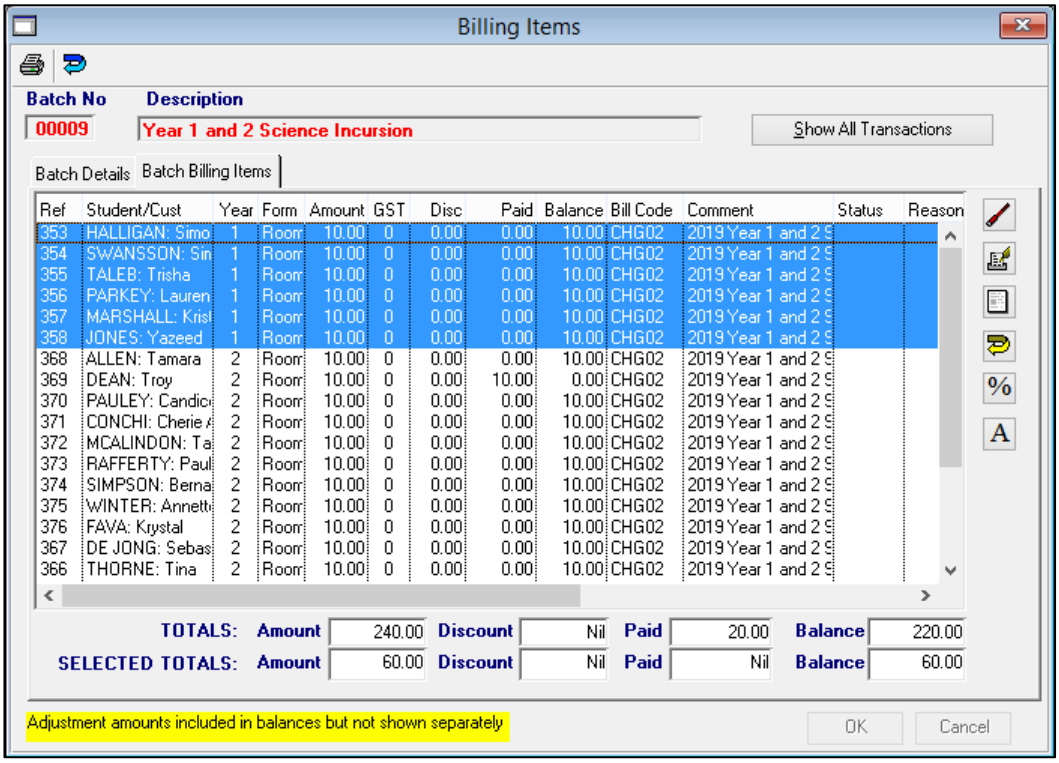
RM Billing > Billing Items

- Double click on **Year 1 and 2 Incursions** and select the Batch Billing Items tab

- Sort by **Year** Heading
- Click **Show Outstanding Amounts**

- Highlight the Year 1 students who have brought in their incursion money

HALLIGAN: Simon	10.00
JONES: Yazeed	10.00
MARSHALL: Kristel	10.00
PARKEY: Lauren	10.00
SWANSSON: Simon	10.00
TALEB: Trisha	10.00



- Select **Add receipts for the selected billing items**
- Tab in the Batch Field and select the **General Banking Batch**
- Tab to the Amount enter the selected total **$60**
- Enter payment type **CA** cash

Note: The RM Billing receipt batch number and receipt date must be recorded on the class collection list under the total for each column.

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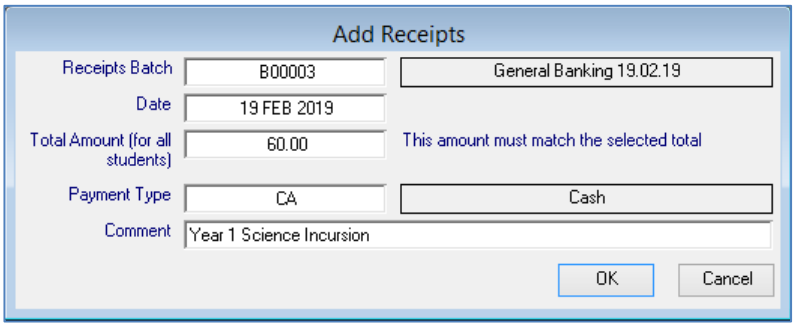
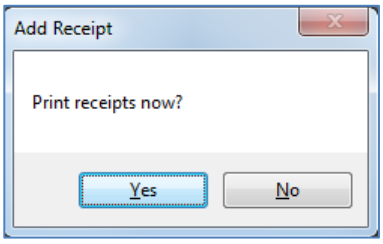
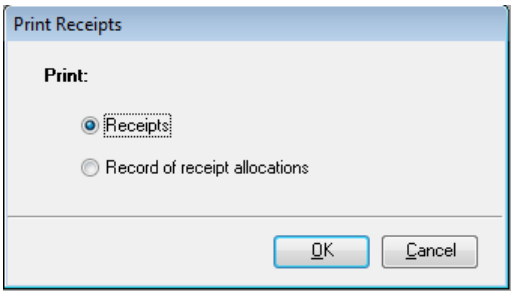
- Enter comment Year 1 Science Incursion
- Click **OK**



- Click Yes to print the receipts



- Select Receipts
- Click OK
- Click OK to print to the screen



- View the report and Close

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17.1 Receipting Against the Class as a Customer

Activity: Receipting the Class as a Customer

Some primary schools may choose to use the following method as an alternative to Individual Receipting through Bulk Receipts, when a record is not required against each student in RM Billing and the amount being taken is relatively small. Each class can be set up as a Customer and the total for each activity for each day can be receipted against the class.

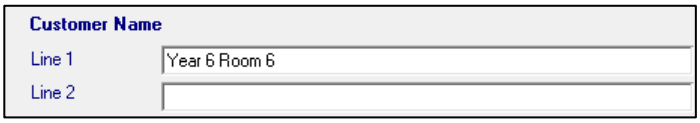
Year 6/Room 6 is collecting $1.00 from each student for a visiting author. In the class collection list, the money received is noted against each individual student. A separate column must be used for each activity.

Class Collection – Year 6 Room 6.	
	Visiting Author
	19.02.19
Baker: Reuben	1.00
Barbour: Ross	1.00
Born: Tanya	1.00
Chum: Nora	1.00
Ellard: Kate	1.00
Jones: Keith	1.00
Loxton: Katherine	1.00
Luck: Martin	1.00
Mills: Mark	1.00
Murphy: Tamara	1.00
Richards: Mason	1.00
Tep: Josh	1.00
Total	**12.00**

RM Billing > Customers

Prior to receipting, a Customer Billing Items Batch must be created.

- Double Click on **Customers**
- Click Add
- In Line 1, enter **Year 6 Room 6**



- Click **OK**

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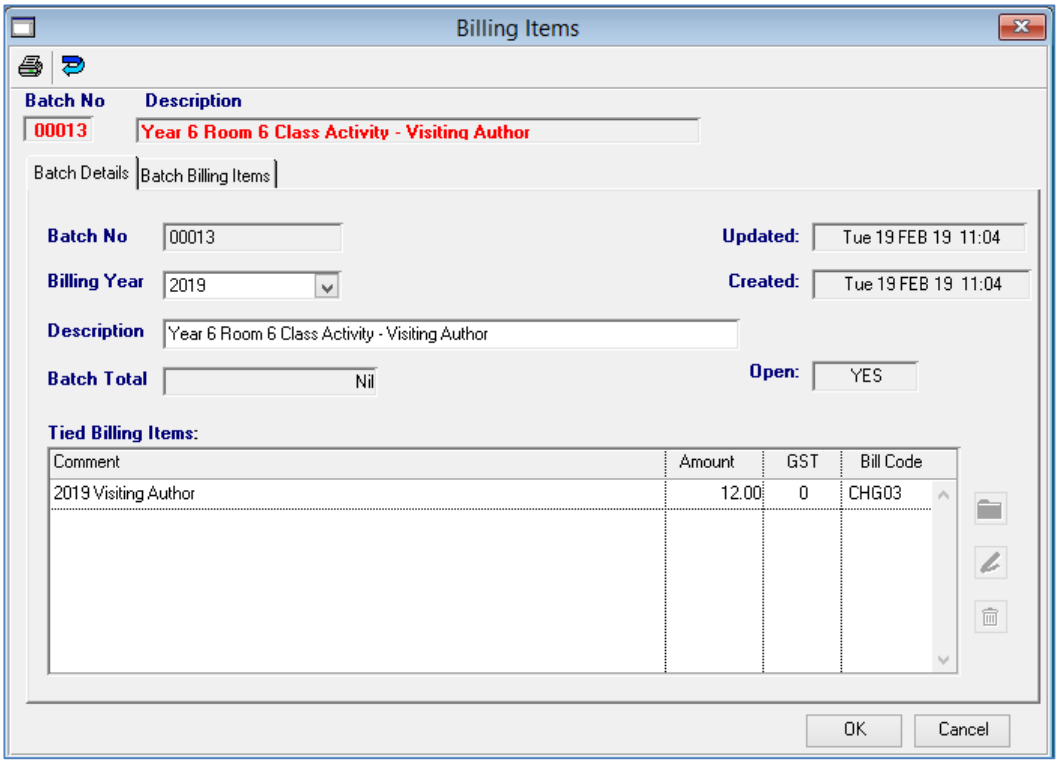
A Billing Items Batch needs to be created in order to Bill Year 6 /Room 6 as a Customer

RM Billing > Billing Items

- Click Add
- Enter the Description **Year 6 Room 6 Class Activity-Visiting Author**
- Click **OK**
- Click Add and enter the following information as shown below



- Close **Billing Items**

The Billing item can now be applied to the Customer

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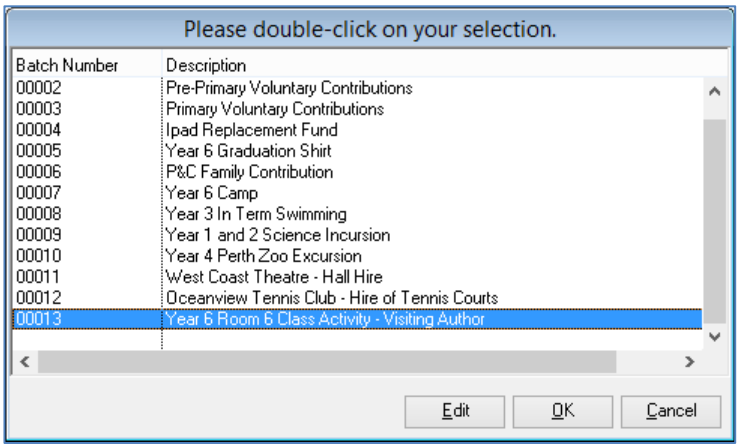
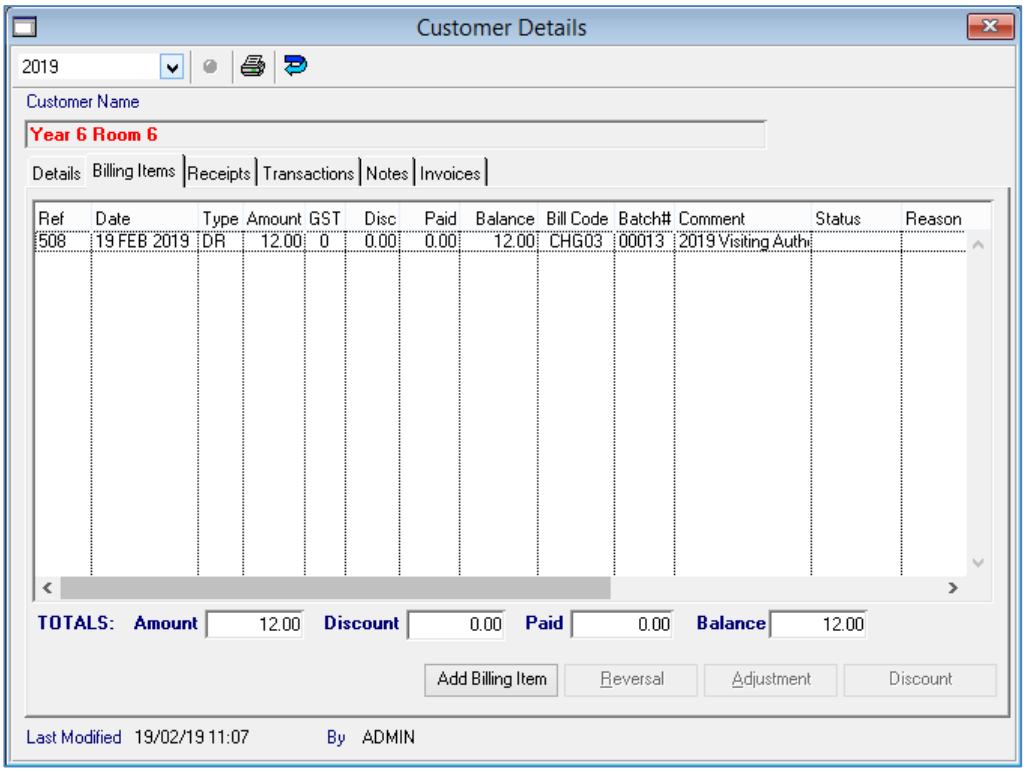
RM Billing > Customers

- Open **Customers** and Double click on **Year 6 Room 6**
- Select the Billing Items tab [Billing Items]
- Click Add Billing Item [Add Billing Item]
- Highlight **Year 6 Room 6 Class Activity** and Click **OK**



Note: When adding a billing item through the Customer function, the user has the ability to edit the details of the billing item. This is consistent with the functionality that currently exists for adding /editing a billing item for a student.

- The Billing Item is applied in the Customer window



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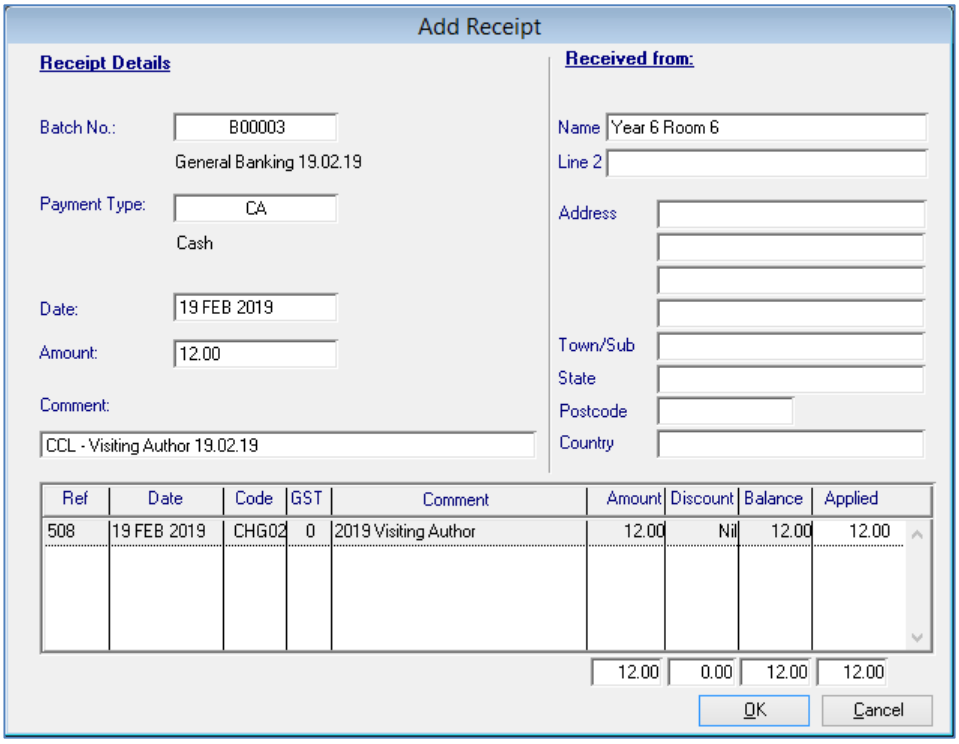
If a receipt is to be issued, it is added to the customer using the receipt reference CCL (Class Collection List - name of activity) and the date of Collection.

- Click on the Receipts tab in the Customer window

- Click **Add Receipt** Add Receipt
- <tab> in the **Batch No** field and select the **General Banking Batch**
- <tab> in the **Payment Type** and select **Cash**
- Enter the **Total** amount of **$12.00**
- Enter CCL – Visiting Author and TODAY'S DATE into the Comment Field



- Click **OK**

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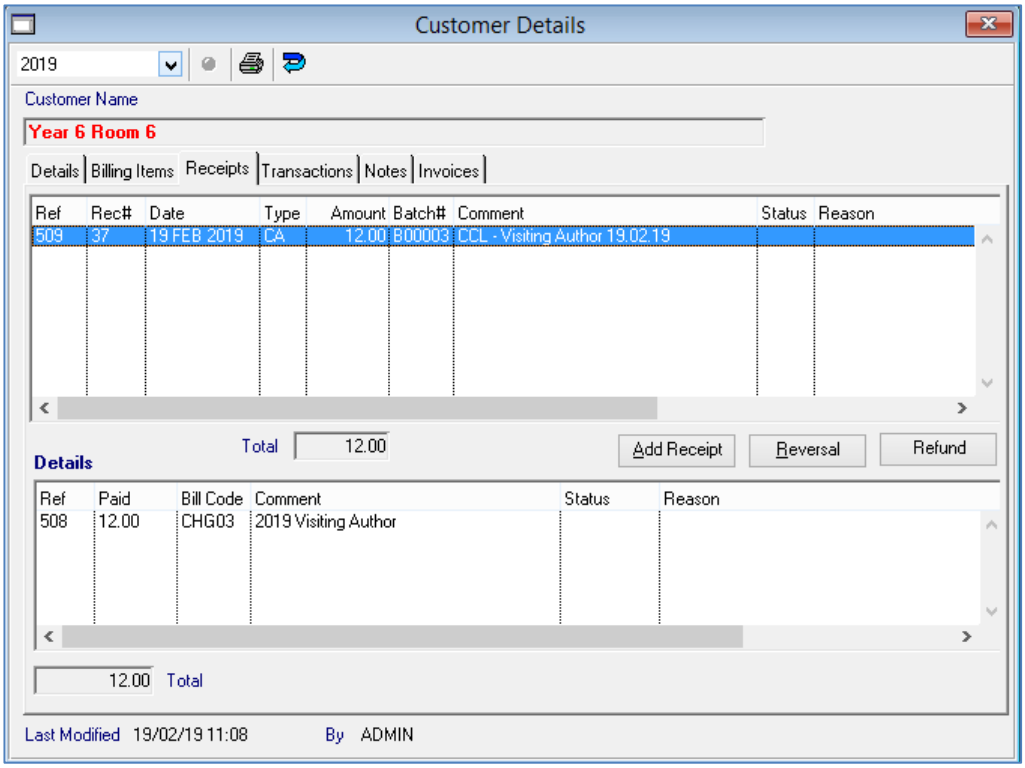
- Highlight the receipt in the top section of the window and view the **Details** of the receipt



- Close the window

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17.2 Exporting the General Banking batch to RM Finance

IMPORTANT

RM Finance must be closed before exporting. If not, a message will inform the user that there are 'Too many records to sort'. Once export has been complete, RM Finance can be reopened

The Year 4 Perth Zoo Excursion and the Class Collections were entered into the General Banking Batch. As the banking has been finalised for the day, the Export to RM Finance Utility can be used to transfer the General Banking Batch into RM Finance.

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

The same steps for the manual input are also carried out for the automatic export. The Daily Banking must be printed along with the Detailed Receipts Summary and Totals Only reports

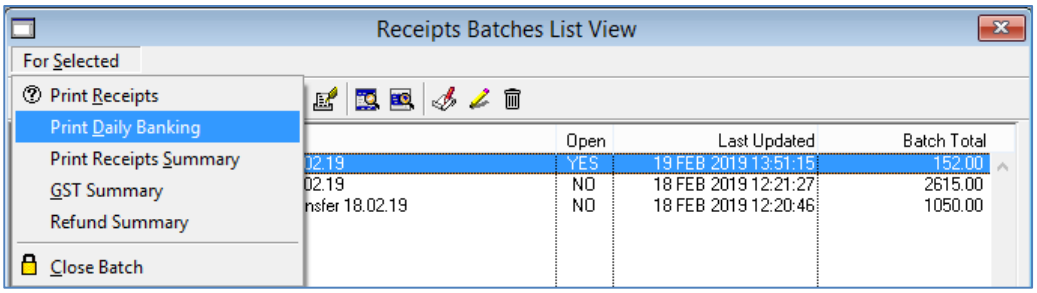
Activity: Exporting the General Banking Batch into RM Finance

Automatically export the General Banking Batch to RM Finance

Step 1 – Print the Daily Banking Summary

RM Billing > Receipts

- Highlight the General Banking Batch
- Click **For Selected > Print Daily Banking**



- Print a paper copy of the report and file it

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West Coast District High School
Daily Banking Summary 19/02/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
27	$ 20.00	Ms L Edwards	EDWARDS: Julie	Year 4 Perth Zoo Excursion	B00003	
28	$ 20.00	Mr T Farmer	FARMER: Kristof	Year 4 Perth Zoo Excursion	B00003	
29	$ 20.00	Ms D Gray	GRAY: Thi Reth	Year 4 Perth Zoo Excursion	B00003	
30	$ 20.00	Mrs S Sorrell	SORRELL: Sarah	Year 4 Perth Zoo Excursion	B00003	
31	$ 10.00	Ms C Jones	JONES: Yazeed	Year 1 Science Incursion	B00003	
32	$ 10.00	Mrs H Swansson	SWANSSON: Simon	Year 1 Science Incursion	B00003	
33	$ 10.00	Ms J Marshall	MARSHALL: Kristel	Year 1 Science Incursion	B00003	
34	$ 10.00	Mr G Fitton	PARKEY: Lauren	Year 1 Science Incursion	B00003	
35	$ 10.00	Mrs J Taleb	TALEB: Trisha	Year 1 Science Incursion	B00003	
36	$ 10.00	Ms N Kritch	HALLIGAN: Simon	Year 1 Science Incursion	B00003	
37	$ 12.00	Year 6 Room 6		CCL - Visiting Author 19.02.19	B00003	

Total Cash $ 152.00

Total for Cash and Cheques $ 152.00

Total for Report: **$ 152.00**

- Fill in the Finance Batch Register using the Daily Banking Summary

BATCH REGISTER

					For the month of				Period	
					BANK RELATED TRANSACTIONS					
		Reference No							Adjustments/Reversals **	
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)
B00001				GB	1	2615				
B00002				EF	1	1050				
B00003				GB	1	152				

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RM Billing > Receipts

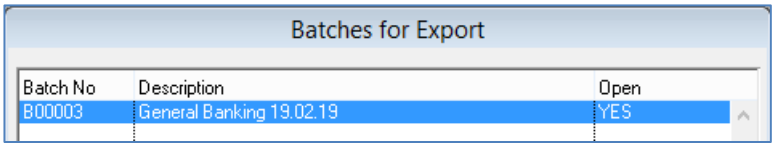
- Highlight the **General Banking Batch**
- **For Selected > Print Receipts Summary**
- Click **Yes** to print the detailed summary
- Print and file the report
- Close the receipts batch window

Export the General Banking to RM Finance

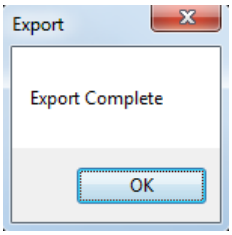
RM Billing > Utilities

- Double click Export to RM Finance
- Click **Yes** to the message to export the transactions

- Highlight the General Banking 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

Note: If the error message 'Too many records to sort" is received, then RM Finance must be closed before exporting batches from RM Billing.

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The Export Summary Report will be sent straight to the printer. There is no provision to send it to the screen. The report must be signed by the Principal and filed with the monthly reports. A copy of the report is shown below.

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					
No Batches					0.00
					0.00
Batches Exported					
B00003	General Banking 19.02.19	19/02/2019	19/02/2019	YES	152.00
					152.00

Comment: _____

_____

Principal's Signature: _____

Date: _____

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17.3 Check and Update the Transaction in RM Finance

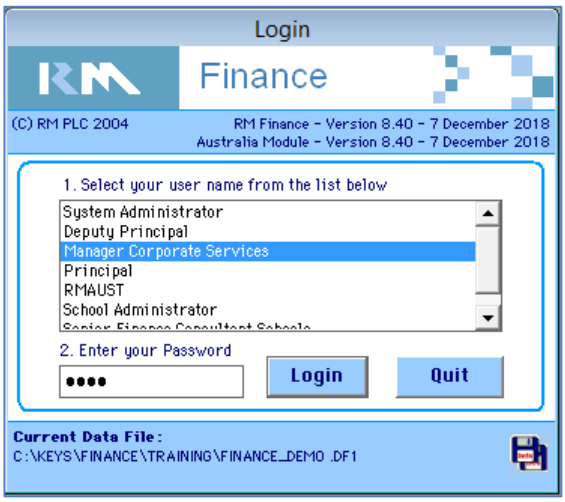
It is now necessary to update the transactions that have been automatically exported from RM Billing to RM Finance.

Activity: Update the Exported Transactions in RM Finance

Step 1 – Check the Batched Transactions Report

RM Finance > Transactions

- Login to RM Finance
- Highlight **Manager Corporate Services**
- Enter Password **Keys**



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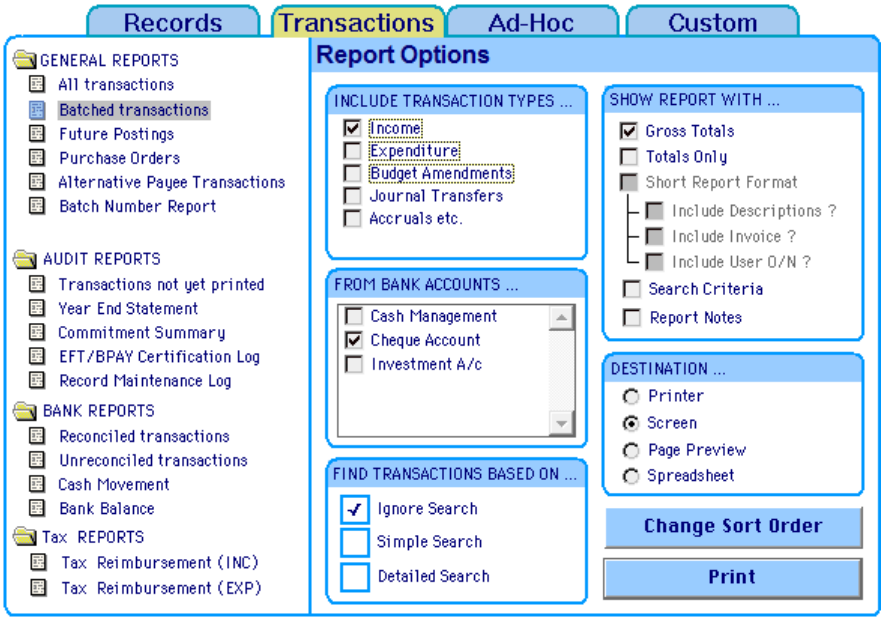
Transactions > Reports

- Select

- Select the **Batched Transactions** Report
- Select **Income** only
- Select the **Cheque Account** only



- Click **Print**

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
B00003							
INC001	Income						
C1100	K-6 Extra Optional Costs Charges						
C1103	PP-Y6 Excursions						
Cheque Account							
General Banking 19.02.19							
Ref B00003		INC	19 FEB 2019	72.00	0	72.00	C1
B00003							
INC001	Income						
C1100	K-6 Extra Optional Costs Charges						
C1104	PP-Y6 Incursions						
Cheque Account							
General Banking 19.02.19							
Ref B00003		INC	19 FEB 2019	80.00	0	80.00	C1

- Check the report against the Receipts Batch Export Summary

Note: The Receipts Batch Export Summary cannot be printed to screen, but can be re-printed from Reports > Audit Reports > Re-Print Receipts Export Summary.

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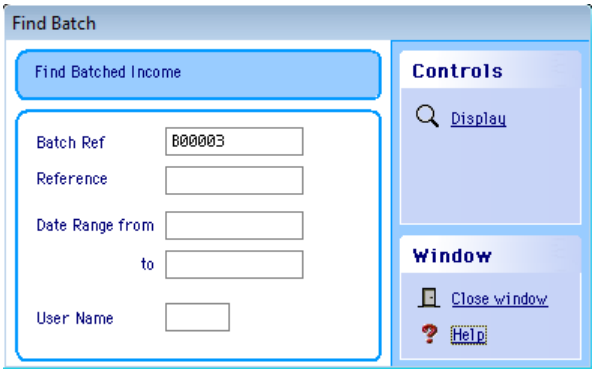
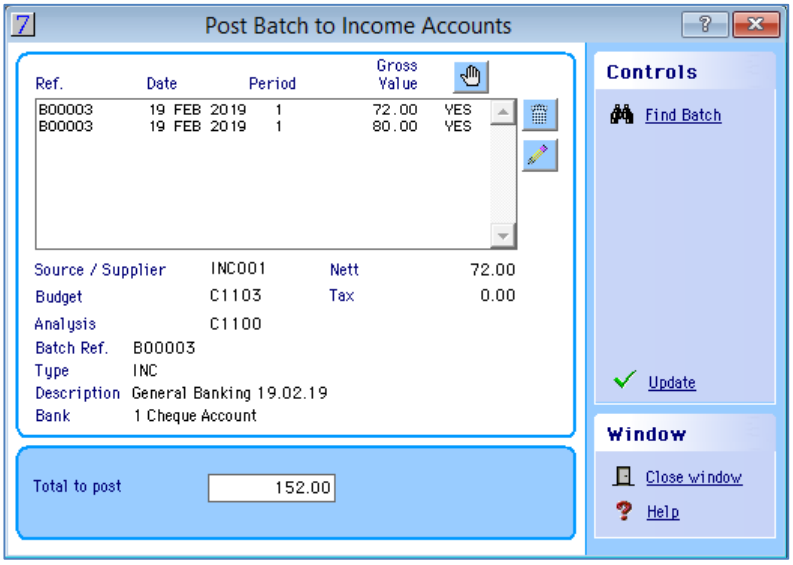
Step 2 – Update the Income Batch in RM Finance

Transactions > View /Post Batch

- Select **Income**
- Enter the Batch Reference **B00003**



- Click **Display**
- Click **Select All**



- Click
- Click **Yes**

- Close RM Finance

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18 Follow-up of Unpaid Debts

There are a number of reports within the system which can be used to assist with the follow up of unpaid debts.

18.1 Identifying Outstanding Billing Items

A report can be produced to list outstanding payments for items such as excursions and camps.

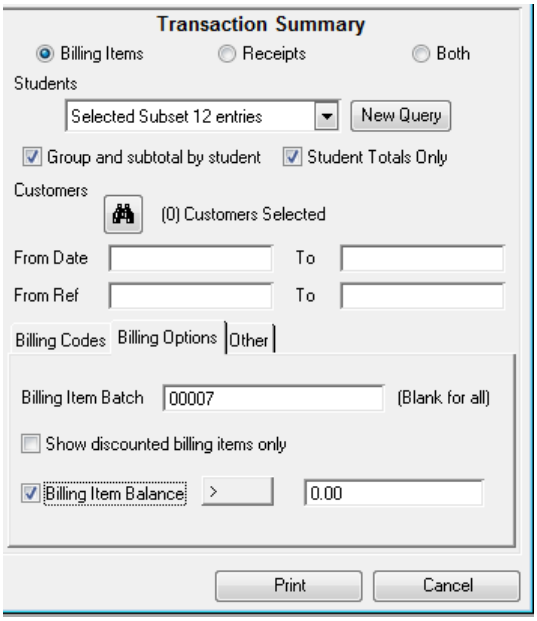
18.1.1 Transaction Summary Report

Activity: Print the Transaction Summary Report

Print a report which lists all students who have not paid in full for the Camp.

RM Billing > Reports

- Open the **Transactional Reports** folder
- Click on **Transaction Summary**
- Select the **Billing Items** radio button
- Click **New Query**
- Use the find tool to select **All the Year 6** students (a form group can be selected if required)
- Place a tick in the **Student Totals Only** box
- Delete the default dates
- Click on the **Billing Options** tab
- Type an 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**
- View the printed report detailed on the next page

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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	Description	Reason	Operato
Totals for BAKER: Reuben						$250.00	$10.00	$0.00	$210.00				
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 Report						$960.00	$40.00	$0.00	$840.00				

- To see the individual billing items for each student uncheck the **Student Totals Only** checkbox
- Click **Print**

A portion of the report is shown below

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	Description
BAKER: Reuben											
262	18/02/19		DR		CHG01	$100.00	$0.00	$0.00	$60.00	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	$210.00		
BARBOUR: Ross											
268	18/02/19		DR		CHG01	$100.00	$0.00	$0.00	$60.00	BARBOUR: Ross	2019 Camp Accommodation and Activities
269	18/02/19		DR		CHG01	$40.00	$0.00	$0.00	$40.00	BARBOUR: Ross	2019 Camp Transport
270	18/02/19		DR		CHG01	$110.00	$10.00	$0.00	$110.00	BARBOUR: Ross	2019 Camp Food

- Close the reports window

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18.1.2 Summary Aged Debt Lists

This report is another useful way of identifying outstanding debtors. This report will display a list of Students or Customers (there is a separate report for each) who have an outstanding balance greater than zero. The amounts owing are classified into current, 30, 60 and 90+ day categories.

Activity: Print the Summary Aged Debt List

Print a Summary Aged Debt List for Students.

RM Billing > Reports

- Open the **Financial Reports** folder
- Click on **Summary Aged Debt List – Students**
- Click **New Query**
- Use the find tool to select all students on the current roll
- Click **Print**
- View and close the report (example below)

West Coast District High School

Summary Aged Debt List as at 19/02/19 - Student based

Student Name	Year	Form	Debtor	Current	30 Days	60 Days	90+ Days
ALBERT: Jackie	4	Room 4	Ms R Albert	$75.00	$0.00	$0.00	$0.00
ALLEN: Penelope	5	Room 5	Miss K Allen	$35.00	$0.00	$0.00	$0.00
ALLEN: Tamara	2	Room 2	Miss K Allen	$10.00	$0.00	$0.00	$0.00
AMBER: Kyle	2	Room 2	Ms P Linum	$75.00	$0.00	$0.00	$0.00
ANDERSON: Kurt	3	Room 3	Mrs L Anderson	$105.00	$0.00	$0.00	$0.00
ANDREWS: Luke	K	K/P	Miss D Andrews	$35.00	$0.00	$0.00	$0.00
AVERY: Charmaine	3	Room 3	Ms A Avery	$85.00	$0.00	$0.00	$0.00
BAILIE: Doyen	4	Room 4	Mrs G Bailie	$55.00	$0.00	$0.00	$0.00
BAKER: Reuben	6	Room 6	Mr A Pearce	$301.50	$0.00	$0.00	$0.00
BARBOUR: Ross	6	Room 6	Mrs Pamela Ritchie	$301.50	$0.00	$0.00	$0.00
BECKER: Tareq	5	Room 5	Ms Sheena Becker	$75.00	$0.00	$0.00	$0.00
BORN: Tanya	6	Room 6	Mrs T Born	$281.50	$0.00	$0.00	$0.00
BROWN: Steven	5	Room 5	Ms S Throssell	$75.00	$0.00	$0.00	$0.00
CATERER: Fleur	K	K/P	Ms Debbie Caterer	$55.00	$0.00	$0.00	$0.00
CHUM: Nora	6	Room 6	Ms Cheryl Chum	$91.50	$0.00	$0.00	$0.00

- Close the reports window

Note: A Summary Aged Debt List for Customers can also be produced from the same section using the Customer report.

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18.1.3 Printing Outstanding Items from the Billing Items batch

Outstanding billing items can also be identified by looking at the billing items batch.

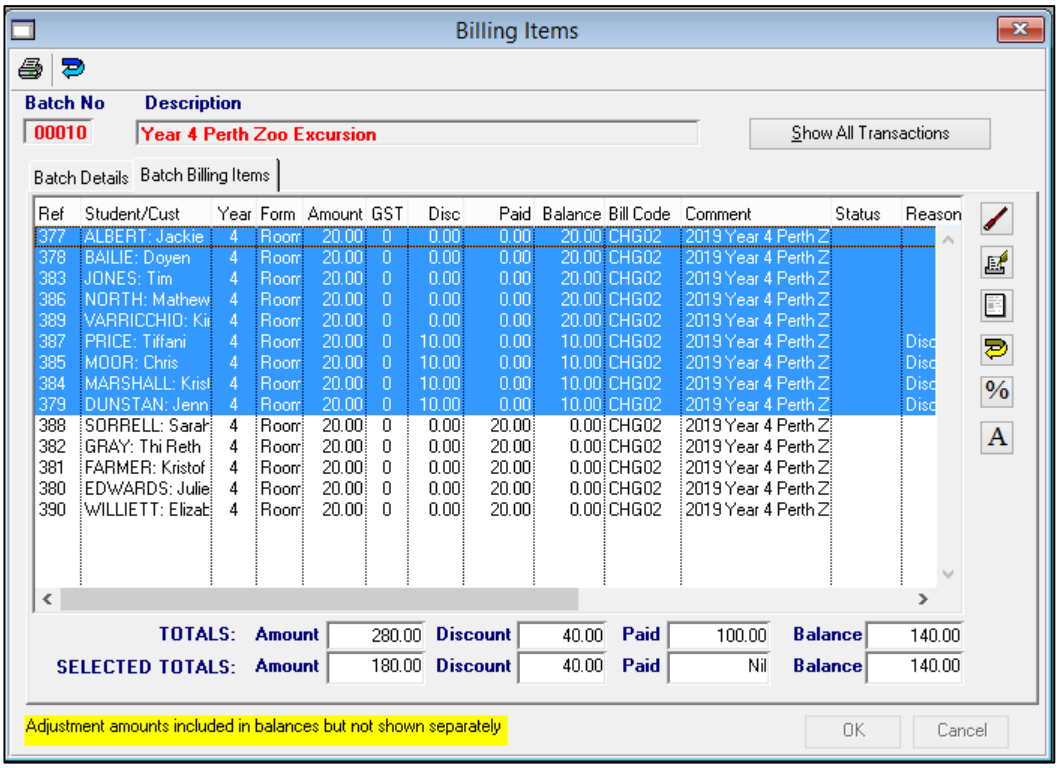
Activity: Print Outstanding Billing Items from the Batch

Print a list of outstanding billing items in the Year 4 Perth Zoo Excursion batch.

RM Billing > Billing Items

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

- Click on the Balance column heading **twice** so that the unpaid amounts are listed at the top
- Click on the Student/Customer heading to order alphabetically
- Highlight all billing items which have a balance **> 0**



- Click Print Selected
- View and close the report
- Close the Billing Items window

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Note: This report will always list the individual billing items whereas the previous report (Transaction Summary report) allows the overall totals per student to be displayed.

West Coast District High School
Batch Billing Items

Batch: 00010 **Year 4 Perth Zoo Excursion** **Billing Year: 2019**

Filter applied: Manual selection

Ref	Student/Cust Name	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
377	ALBERT: Jackie	4	Room 4	20.00	0	0.00	0.00	20.00	CHG02	2019 Year 4 Perth Zoo Excursion		
378	BAILIE: Doyen	4	Room 4	20.00	0	0.00	0.00	20.00	CHG02	2019 Year 4 Perth Zoo Excursion		
383	JONES: Tim	4	Room 4	20.00	0	0.00	0.00	20.00	CHG02	2019 Year 4 Perth Zoo Excursion		
386	NORTH: Mathew	4	Room 4	20.00	0	0.00	0.00	20.00	CHG02	2019 Year 4 Perth Zoo Excursion		
389	VARRICCHIO: Kim	4	Room 4	20.00	0	0.00	0.00	20.00	CHG02	2019 Year 4 Perth Zoo Excursion		
387	PRICE: Tiffani	4	Room 4	20.00	0	10.00	0.00	10.00	CHG02	2019 Year 4 Perth Zoo Excursion		Discounted - July 2019 Zoo Fundraising
385	MOOR: Chris	4	Room 4	20.00	0	10.00	0.00	10.00	CHG02	2019 Year 4 Perth Zoo Excursion		Discounted - July 2019 Zoo Fundraising
384	MARSHALL: Kristy	4	Room 4	20.00	0	10.00	0.00	10.00	CHG02	2019 Year 4 Perth Zoo Excursion		Discounted - July 2019 Zoo Fundraising
379	DUNSTAN: Jennifer	4	Room 4	20.00	0	10.00	0.00	10.00	CHG02	2019 Year 4 Perth Zoo Excursion		Discounted - July 2019 Zoo Fundraising
			TOTALS	180.00		40.00	0.00	140.00				

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18.1.4 Using the Filter Function to identify outstanding debt

Outstanding billing items can also be identified by using the Filter Function in a Billing Items Batch

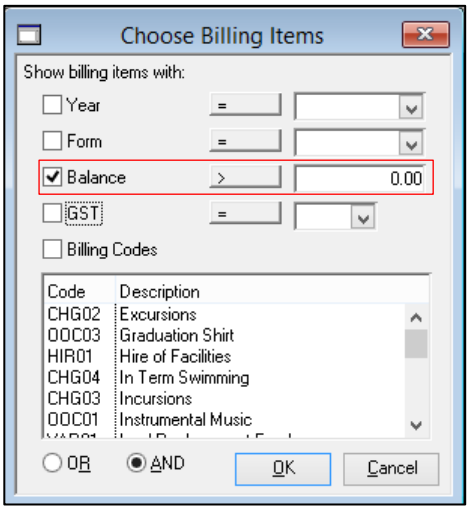
Activity: Use the Filter Function to identify outstanding debt

Print a list of outstanding billing items for the Year 6 Camp batch.

RM Billing > Billing Items

- Double click on the **Camp Batch**
- Click on the **Batch Billing Items** tab
- Click **Show Outstanding Amounts**

- Click on the Filter icon (Filter the Billing Items agains a search criteria)
- Place a tick the box for **Balance**
- Change the equal sign to a **Greater Than** sign > 0.00



- Click **OK**

All the items with a Balance > $0 will be highlighted

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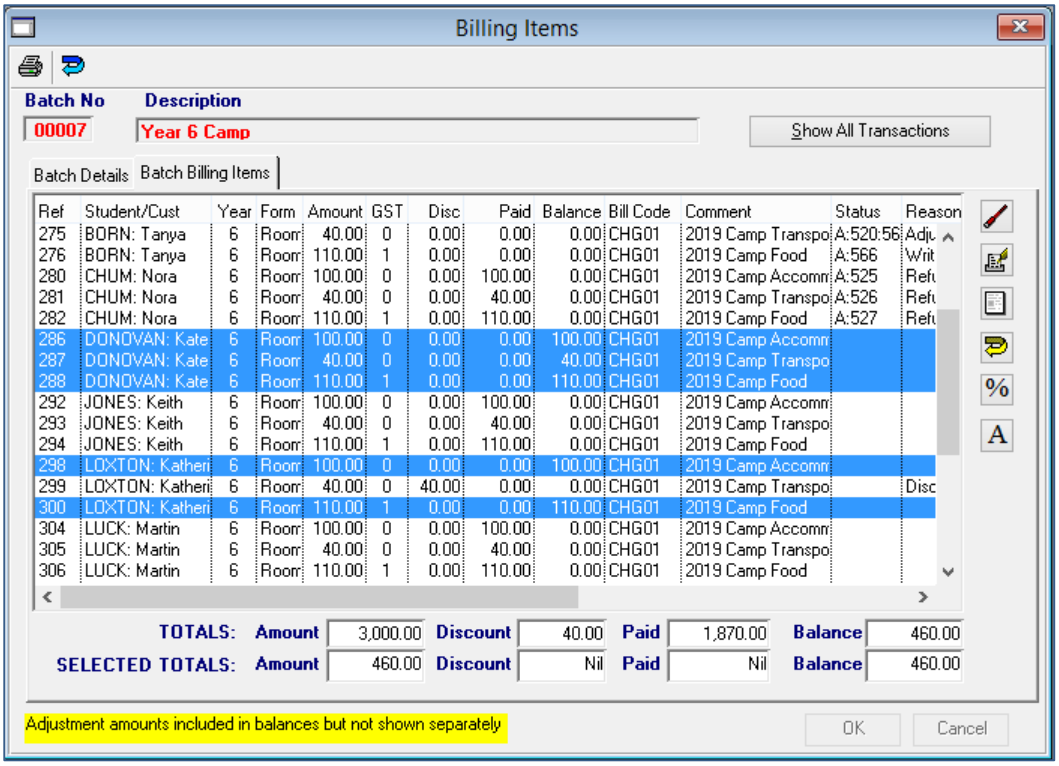
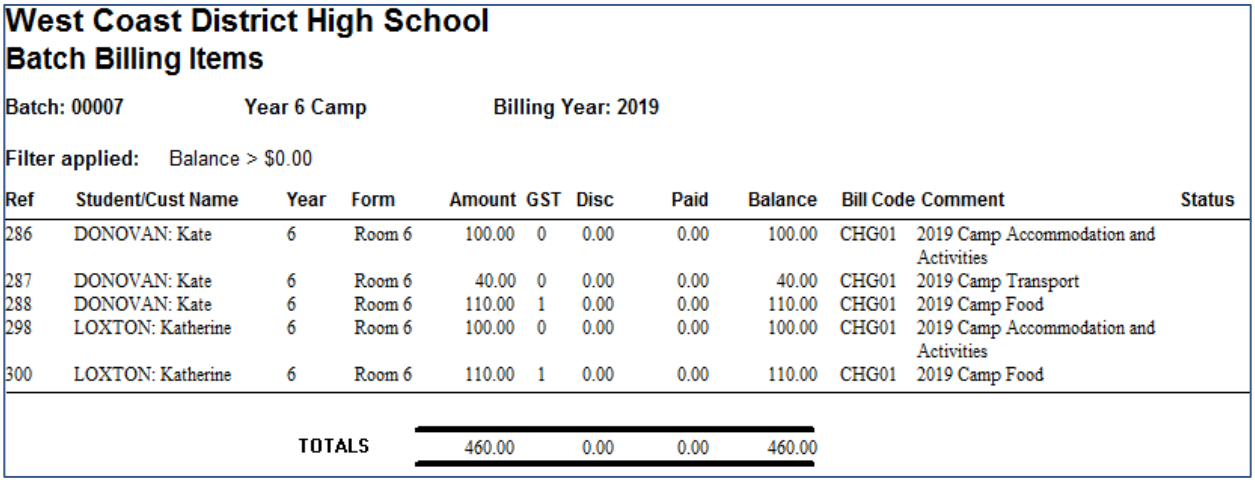


- Click and Ok to the screen



West Coast District High School
Batch Billing Items

Batch: 00007 **Year 6 Camp** **Billing Year: 2019**

Filter applied: Balance > $0.00

Ref	Student/Cust Name	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status
286	DONOVAN: Kate	6	Room 6	100.00	0	0.00	0.00	100.00	CHG01	2019 Camp Accommodation and Activities	
287	DONOVAN: Kate	6	Room 6	40.00	0	0.00	0.00	40.00	CHG01	2019 Camp Transport	
288	DONOVAN: Kate	6	Room 6	110.00	1	0.00	0.00	110.00	CHG01	2019 Camp Food	
298	LOXTON: Katherine	6	Room 6	100.00	0	0.00	0.00	100.00	CHG01	2019 Camp Accommodation and Activities	
300	LOXTON: Katherine	6	Room 6	110.00	1	0.00	0.00	110.00	CHG01	2019 Camp Food	
			TOTALS	460.00		0.00	0.00	460.00			

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

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18.2 Notes

It may be necessary at times to record certain information relating to students or parents regarding payment of accounts. Attached to each student record is a 'Notes' tab that can be used for this purpose. Student Notes can also be viewed and printed from the Student List window. An option is available to select a date range if searching for notes outside of the current date or to enquire as to when the notes were originally recorded.

Activity: Enter Notes for Students

Record the following notes for each student listed below.

Name	Subject	Details
Krystal Fava	Charges and Contributions	Ms Fava rang to say she will pay after she receives her tax refund.
Cass Taylor	Charges	Ms Taylor rang to say that she will pay for the camp by the end of next week.
Jenna Dudney	Contributions	Ms Dudney rang to say that she will not be paying for the remainder of Jenna's costs as they are voluntary contributions.

RM Billing > Students

- **Double-click** on Krystal Fava
- Click on the **Notes** tab
- Click **Add a note**
- Press **<Tab>** to accept today's date
- Type **Charges and Contributions** as the subject
- Enter the **details** from the above table in the lower window
- Click **OK** to save
- Highlight the note
- Click **Edit**
- Add to the details 'Tax refund expected late this term'
- Click **OK**
- Click **Return to View**
- Continue adding notes for the students in the table above

To view an individual's notes click on the Printer when in the Notes window.

- In Krystal Fava's window click **Print**
- View and close the printed notes list
- Click **Return to View**

Note: It is good practice to enter your initials to the text when adding a note in RM Billing. If a note is entered in error select the note and click Delete Note .

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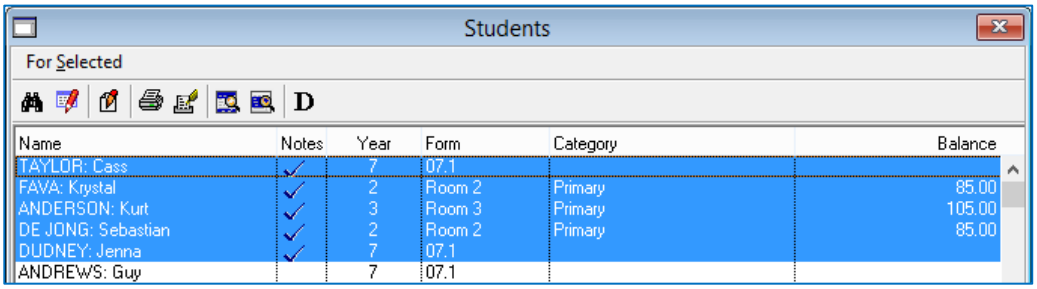
18.2.1 Viewing Notes from the Student Screen

Activity: Viewing Notes from the Student Screen

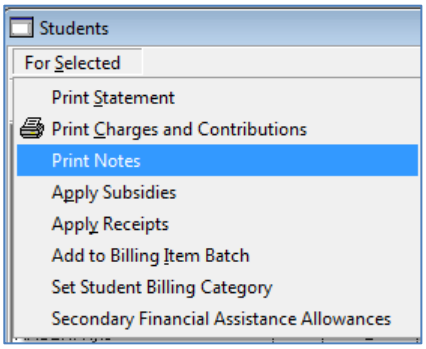
RM Billing > Students

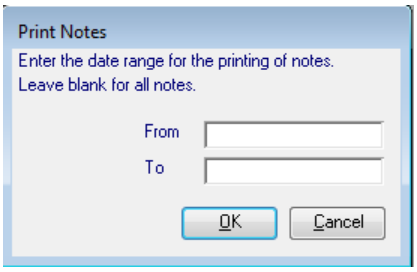
- Click on the Notes Header twice to bring all students with notes to the top of the list



- Highlight all the students who have a tick in the Notes column

- Click **For Selected** and **Print Notes**





- Enter a date range for the current month
- Click **OK**
- Repeat without entering a date range
- Click **OK** and all notes are displayed

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West Coast District High School
Student Notes Report

Date	Subject	Detail
TAYLOR: Cass	**Year: 7**	**Form: 07.1**
19 FEB 2019	Charges	Ms Taylor rang to say that she will pay for the camp by the end of next week. DM
FAVA: Krystal	**Year: 2**	**Form: Room 2**
19 FEB 2019	Charges and Contributions	Ms Fava rang to say she will pay after she receives her tax refund. SH Tax refund expected later this term. 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
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
DUDNEY: Jenna	**Year: 7**	**Form: 07.1**
19 FEB 2019	Contributions	Ms Dudney rang to say that she will not be paying for the remainder of Jenna's costs as they are voluntary contributions. SH

- View the **Notes Report** then close

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19 Correcting Errors/Making Adjustments

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.

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

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)		

Note: The write-off procedure will be covered later in the training course.

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19.1 Transaction References and Reasons (Discussion Only)

19.1.1 Reasons

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

Types (for Billing Items). Valid Types for Billing Items are **DR** (Debit), **RV** (Reversal), **AD** (Adjustment)

For Billing Items and their related transactions, reasons will begin with the following standard text.

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

Type (for Receipts). The transaction/payment type. Valid types for receipt related transactions are – All Valid Payment Types **RF** (Refund) and **RV** (reversal).

For Receipts and their related transactions, reasons will begin with the following standard text.

Type	Transaction	Reason begins with
The payment type	Original transaction reversed	Reversed -
RV	Reversal transaction created	Reversal -
The payment type	Original transaction refunded	Refunded -
RF	Refund transaction created	Refund -

19.1.2 Reference Number

When a billing item is entered into RM Billing, a reference number is automatically applied to the billing item. In the table below, the 3 reference item numbers apply to the tied camp billing items.

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment
510	19 FEB 2019	DR	100.00	0	0.00	0.00	100.00	CHG01	00007	2019 Camp Accommodation and Activities
511	19 FEB 2019	DR	40.00	0	0.00	0.00	40.00	CHG01	00007	2019 Camp Transport
512	19 FEB 2019	DR	110.00	1	0.00	0.00	110.00	CHG01	00007	2019 Camp Food

When a billing item is reversed, it is reflected in two lines.

Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
DR	100.00	0	0.00	0.00	100.00	CHG01	00007	2019 Camp Accommodation and Acti	R: 513	Reversed - Ca
DR	40.00	0	0.00	0.00	40.00	CHG01	00007	2019 Camp Transport		
DR	110.00	1	0.00	0.00	110.00	CHG01	00007	2019 Camp Food		
RV	-100.00	0	0.00	0.00	-100.00	CHG01	00007	2019 Camp Accommodation and Acti	V: 510	Reversal - Can

The line for the Camp Accommodation reversal is identified by an R: (Reversal), followed by a corresponding reference number 513, showing that a reversal has taken place.

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The lines displaying V: (Original), indicates that this is the original transaction and reference number. This cross reference is particularly useful if there are multiple reversals, as it enables the user to match the original billing item to the reversed billing item using the transaction reference number.

Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
DR	100.00	0	0.00	0.00	100.00	CHG01	00007	2019 Camp Accommodation and Acti	R: 513	Reversed -
DR	40.00	0	0.00	0.00	40.00	CHG01	00007	2019 Camp Transport	R: 514	Reversed -
DR	110.00	1	0.00	0.00	110.00	CHG01	00007	2019 Camp Food	R: 515	Reversed -
RV	-100.00	0	0.00	0.00	-100.00	CHG01	00007	2019 Camp Accommodation and Acti	V: 510	Reversal - (
RV	-40.00	0	0.00	0.00	-40.00	CHG01	00007	2019 Camp Transport	V: 511	Reversal - (
RV	-110.00	1	0.00	0.00	-110.00	CHG01	00007	2019 Camp Food	V: 512	Reversal - (

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19.2 Billing Item Reversals

A billing item can be reversed if it has been entered in error, or if the student should no longer be charged for the item. Billing items may be reversed for an individual student or for a group of students.

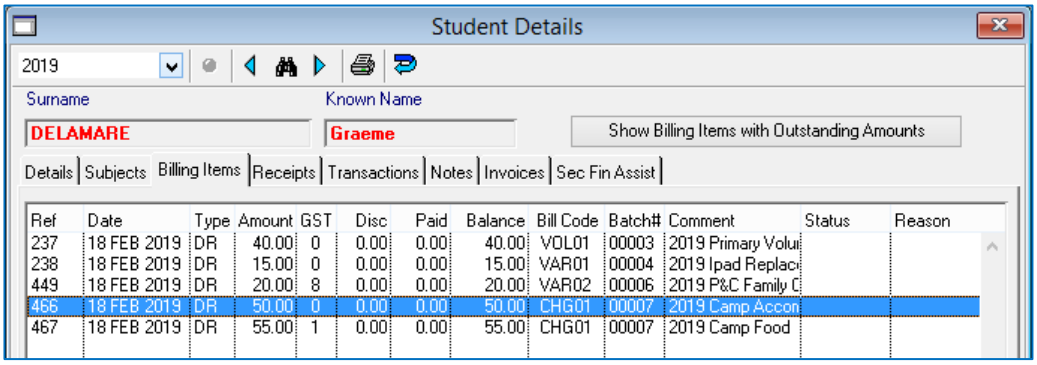
19.2.1 Reversals via Student Record

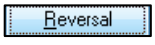
Activity: Reverse Billing Items for a student

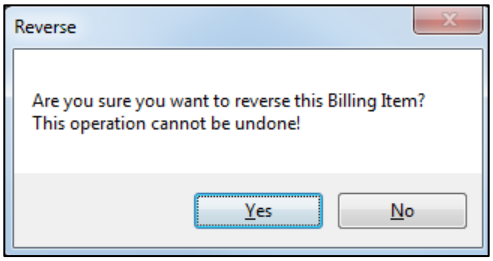
Graeme Delamare has been billed for the camp for two days. We have now received notification that he is unable to attend because he has broken his arm. As he should no longer be charged for the camp, his camp-related billing items will need to be reversed.

RM Billing > Students

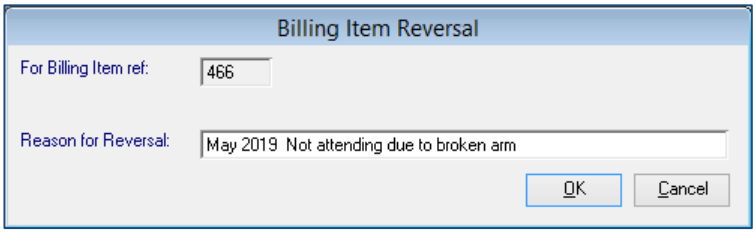
- Double-click on **Graeme Delamare**
- Click on the **Billing Items** tab
- **Highlight** the first Camp billing item



- Click **Reversal** 



- Click **Yes**
- Enter a **reason** (e.g. 'Not attending due to a broken arm')



- Highlight the reason and <Ctrl> C to copy the reason for later use
- Click **OK**

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A reversal transaction is created and both transactions now have a status and a reason.

- Repeat the above process to reverse the second camp billing item for Graeme Delamare using <Ctrl> V to paste the reason

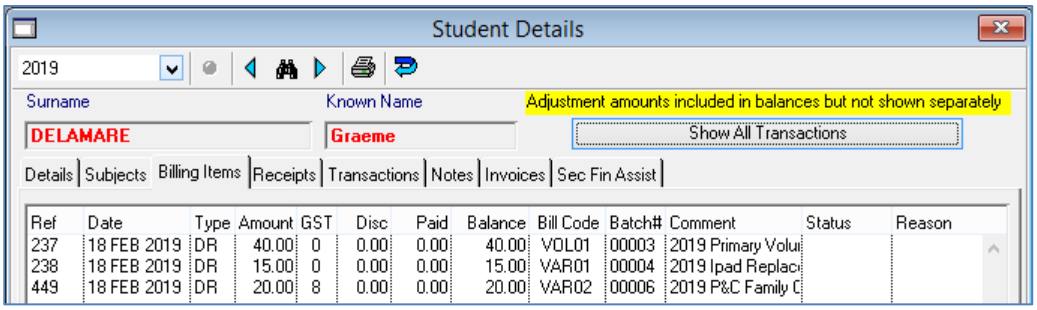
Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
237	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	VOL01	00003	2019 Primary Volu		
238	18 FEB 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00004	2019 Ipad Replac		
449	18 FEB 2019	DR	20.00	8	0.00	0.00	20.00	VAR02	00006	2019 P&C Family C		
466	18 FEB 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00007	2019 Camp Accon	R: 516	Reversed -
467	18 FEB 2019	DR	55.00	1	0.00	0.00	55.00	CHG01	00007	2019 Camp Food		
516	19 FEB 2019	RV	-50.00	0	0.00	0.00	-50.00	CHG01	00007	2019 Camp Accon	V: 466	Reversal - M

- Click OK

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
237	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	VOL01	00003	2019 Primary Volu		
238	18 FEB 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00004	2019 Ipad Replac		
449	18 FEB 2019	DR	20.00	8	0.00	0.00	20.00	VAR02	00006	2019 P&C Family C		
466	18 FEB 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00007	2019 Camp Accon	R: 516	Reversed - I
467	18 FEB 2019	DR	55.00	1	0.00	0.00	55.00	CHG01	00007	2019 Camp Food	R: 517	Reversed - I
516	19 FEB 2019	RV	-50.00	0	0.00	0.00	-50.00	CHG01	00007	2019 Camp Accon	V: 466	Reversal - M
517	19 FEB 2019	RV	-55.00	1	0.00	0.00	-55.00	CHG01	00007	2019 Camp Food	V: 467	Reversal - M

The Student Details Screen can be filtered to show only transactions for which there is an outstanding balance. This is useful to hide reversed items and their reversal transactions.

- Click on Show Billing Items with Outstanding Amounts



Only Billing Items with an outstanding balance are now visible.

- Return to Students

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19.2.2 Printing an Updated Statement for the Student

Activity: Print Updated Statement

Print an updated statement for Graeme Delamare.

RM Billing > Students

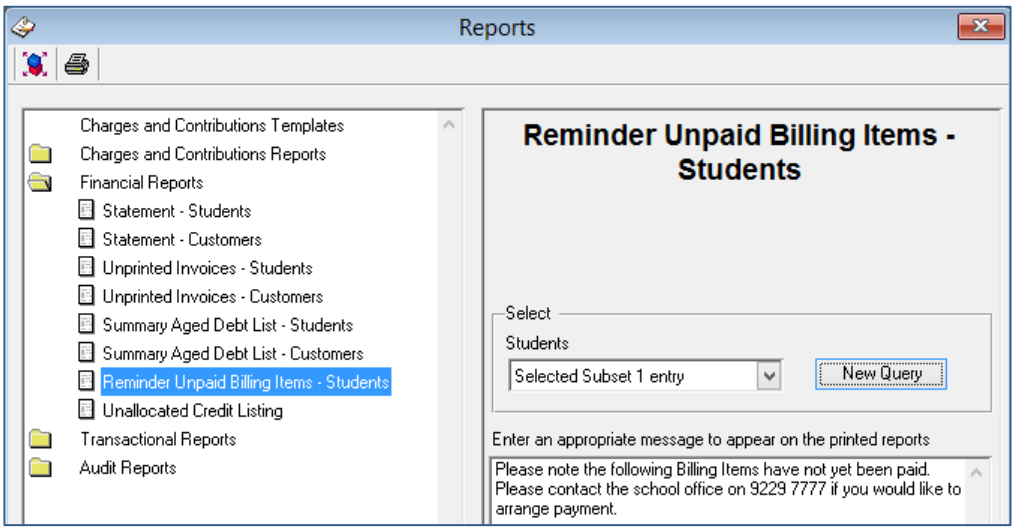
- Highlight Graeme Delamare
- **For Selected > Print Statement**
- Click **OK**
- View and close the new statement

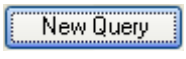
19.2.3 Printing an Unpaid Billing Items Reminder

Schools may choose to send a reminder of Unpaid Billing items. Unlike a Statement which may include all transactions, the Reminder of Unpaid Billing Items report will produce a list of only Billing Item Transactions that have an Outstanding Balance.

Activity: Print Reminder of Unpaid Billing Items

Reports > Financial Reports > Reminder Unpaid Billing Items-Students



- Click on New Query 

- Search for Graeme Delamare
- Highlight Graeme and Click **Select** and **Yes**
- Click **Print** and **OK**

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

Reminder of Unpaid Billing Items

Mr S Delamare
21 Cosmelia Way
PINEY WOODS WA 6999

Date	Tx#	Inv#	Details	Amount
Graeme DELAMARE	**Year 5**	**Form Room 5**		
18/02/2019	237	75	2019 Primary Voluntary Contributions	$ 40.00
18/02/2019	238	75	2019 Ipad Replacement Fund	$ 15.00
18/02/2019	449	75	2019 P&C Family Contributions	$ 20.00
Total of Unpaid Billing Items				**$ 75.00**

Summary of Unpaid Billing Items

Category	Previous Years	2019	Totals
Voluntary Contributions		$ 40.00	$ 40.00
Voluntary Approved Requests		$ 35.00	$ 35.00
Totals	$ 0.00	$ 75.00	$ 75.00

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.

Please detach and return to: West Coast District High, 1120 Hay Road, PERTH, Western Australia, 6005, Australia,

Mr S Delamare
Graeme DELAMARE **Year: 5** **Form: Room 5**

Total Payable $ 75.00

☐ I enclose Cheque/Money Order For the amount of: $

OR

☐ Please debit my ☐ Mastercard ☐ VISA

Card No: Expiry Date: /

Signature: Name on Card:

- View and Close

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Activity: Review of Reversing a Billing Item

- Kim Varricchio has not received permission from her parents to attend the zoo excursion and will not be attending. Reverse the Zoo Excursion billing items for this student.

- Steven Smith has been banned from attending any incursions due to inappropriate behaviour. It has been agreed with his parents that the billing item for the incursions will be reversed. Reverse the incursions billing item for Steven.

Note: Don't forget to start with the Month, followed by the Year

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19.3 Billing Item Adjustments

An adjustment can be used to reduce a billing item amount.

Activity: Adjustment of a Billing Item

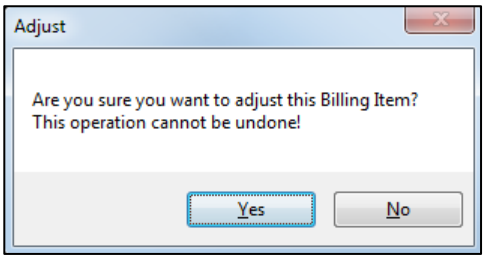
We have received notification that Tanya Born will be providing her own transport to the camp (one way only). The school has agreed to charge only half the transport cost for the camp.

RM Billing > Students

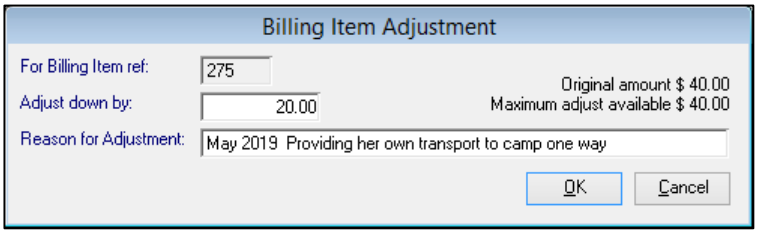
- Double-click **Tanya Born**
- Select the **Billing Items** tab
- Highlight the **Camp Transport** billing item

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment
271	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	VOL01	00003	2019 Primary Voluntary
272	18 FEB 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00004	2019 Ipad Replaceme
273	18 FEB 2019	DR	16.50	1	0.00	0.00	16.50	OOC03	00005	2019 Year 6 Graduatic
274	18 FEB 2019	DR	100.00	0	0.00	40.00	60.00	CHG01	00007	2019 Camp Accommo
275	18 FEB 2019	DR	40.00	0	0.00	0.00	40.00	CHG01	00007	2019 Camp Transport
276	18 FEB 2019	DR	110.00	1	0.00	0.00	110.00	CHG01	00007	2019 Camp Food

- Click [Adjustment]



- Click **Yes**
- Enter half the amount (**20**) into the 'Adjust down by' field
- Enter a reason e.g. Month and Year 'Providing her own transport to camp one way'



- Click **OK**
- View the adjustment in the billing items list
- Click on [Show Billing Items with Outstanding Amounts]
- Close the student window

Note: An alternative way would be to apply a 50% discount to the Camp Transport billing item

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20 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, needs 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 Refunds batches are closed as soon as the Correction or Refunds have 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 must be made through a manual written cheque.

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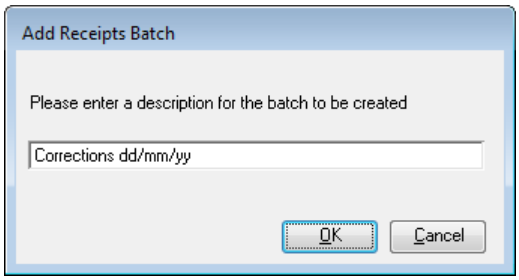
Activity: Create a Corrections Batch

Create a Corrections batch using today's date. (If processing Income receipts, a new General Banking Batch would also need to be created)

- Corrections dd.mm.yy

RM Billing > Receipts

- Add Item



- Click **OK**
- Close the Receipts window

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Activity: Create Refund Batches

Nora Chum's mother has contacted the school to advise that Nora is ill and cannot attend the camp. She has already paid in full and has asked for a full refund to which the school has agreed. We will refund her using a system generated cheque.

We have also been informed by West Coast Theatre that the hall is unsuitable and they have requested a refund. Also, Mrs Farmer has called to say that Kristof is ill and can't attend the zoo excursion and would like the money refunded back into her bank account.

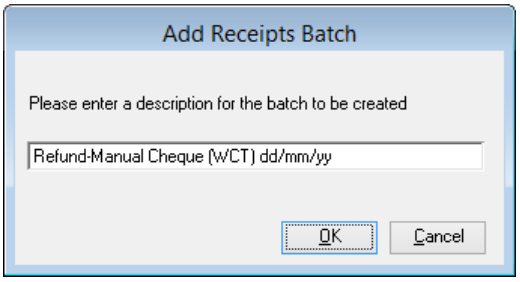
As the original General Banking and EFTPOS batches are closed, refund batches must be created.

Create 3 Refund batches for the following

- Manual Cheque (WCT) dd/mm/yy
- System Cheque (Nora Chum) dd/mm/yy
- EFT (Kristof Farmer) dd/mm/yy

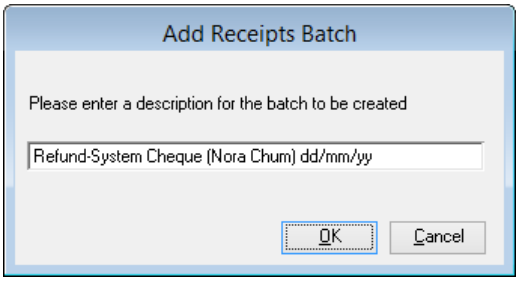
RM Billing > Receipts

- Click Add Item



- Click **OK**

- Click Add Item



- Click **OK**

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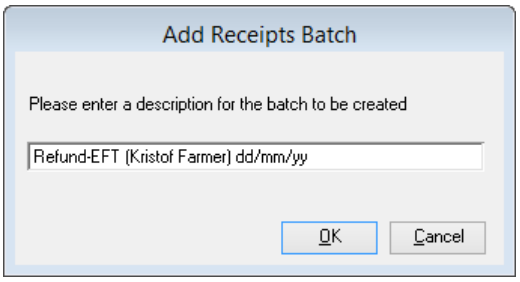
- Click Add Item



- Click **OK**

- We will record the numbers on the Finance Batch Register a little later in training
- Close the Receipts window

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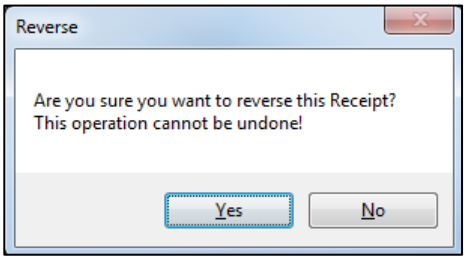
Activity: Reverse and Re-Enter a Receipt

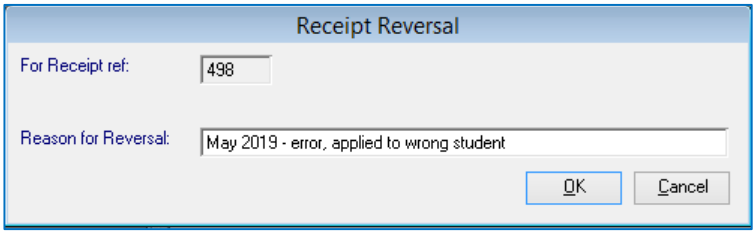
It has been discovered that a $20.00 payment for Jackie Albert for the Zoo excursion, has been accidently applied to another student, Julie Edwards. The receipt will now need to be reversed and then applied against the correct student. The reversal transaction must be placed into the Corrections batch.

RM Billing > Students

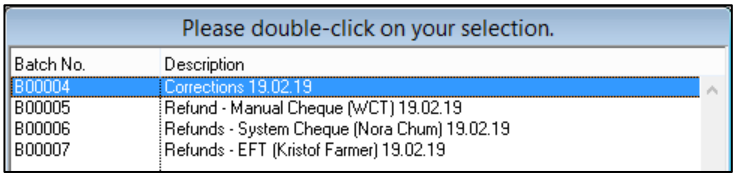
- Double-click **Julie Edwards**
- Select the **Receipts** tab
- Highlight the $20 receipt
- Click Reversal



- Click **Yes**
- Enter a **reason** for the reversal (Error – applied against the wrong student)



- Click **OK**
- Select the **Corrections** batch



- Click **OK**

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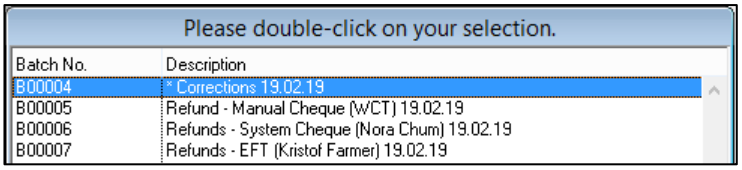
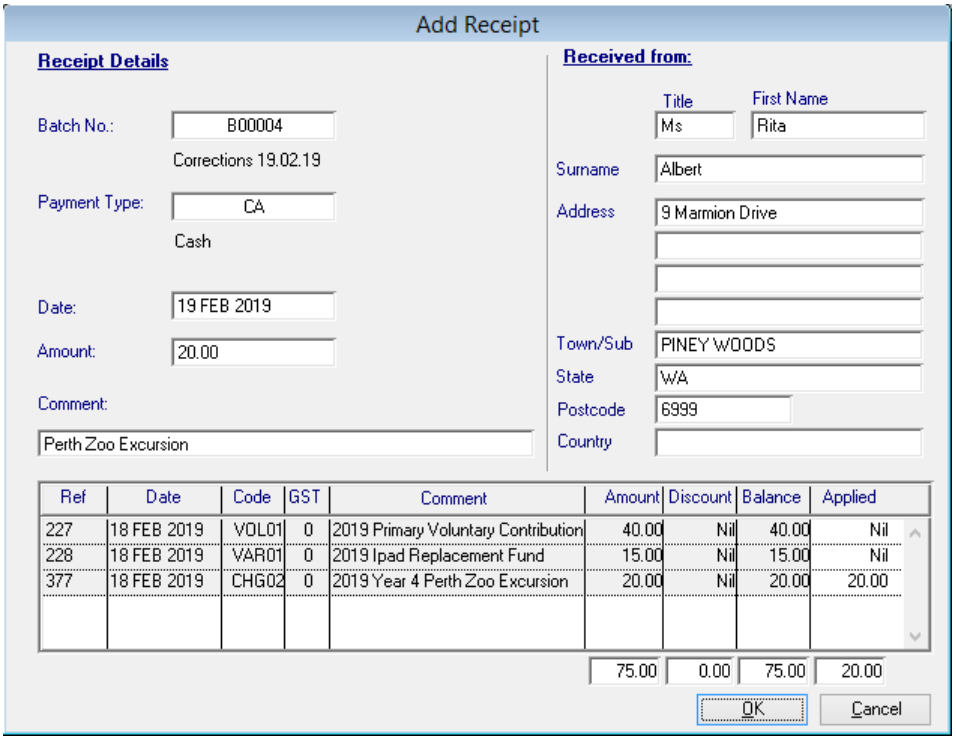
Re-entering a Receipt

- Right click in the **Surname Field**, type **Albert** and <enter>
- Click [Add Receipt]
- Tab in the **Batch No** field and select the **Corrections Batch** and **OK**



- Tab to the **Payment Type** and select **Cash** and **OK**
- Tab to the **Amount** and enter **20.00**
- Tab to the **Comment** and enter **Year 4 Perth Zoo Excursion** <tab>

The payment will automatically apply to the first billing unpaid item. As Ms Albert is paying for the excursion, delete the amounts from the applied column for voluntary contributions and add the charges next to the Zoo excursion.



- Click **OK**

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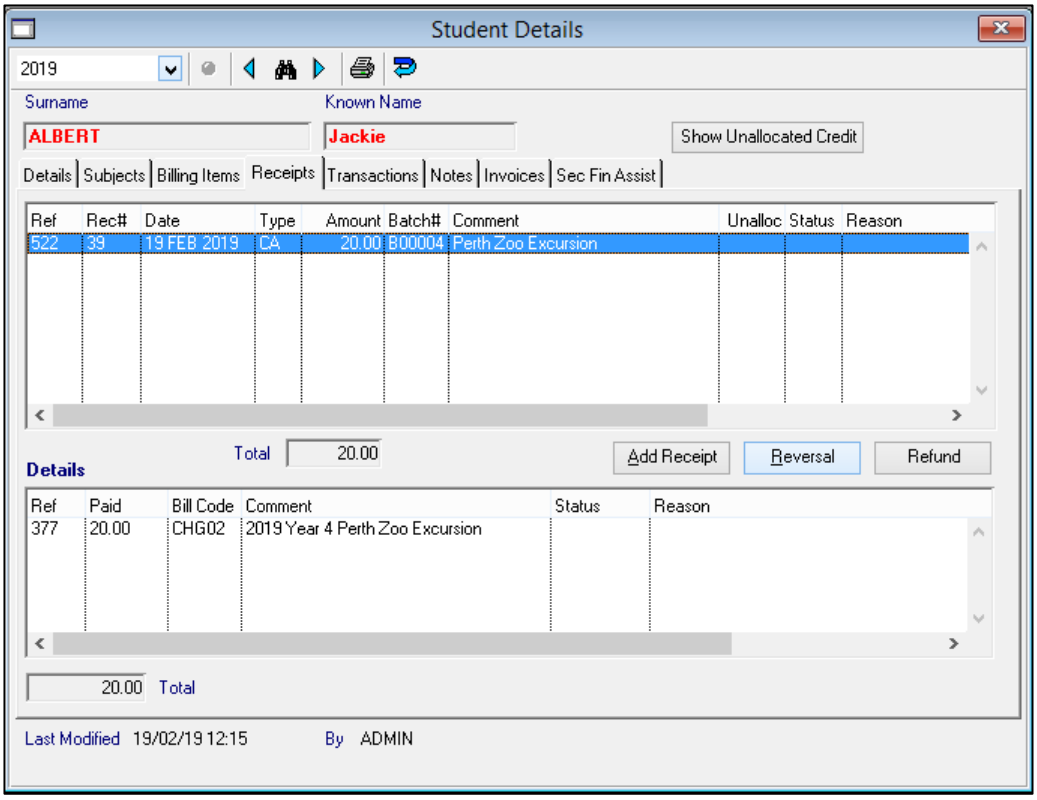
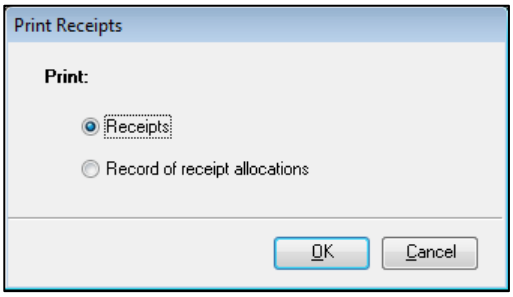
- Highlight the Receipt and view the details of the excursion items below



- Click on
- Click **OK** to print the Receipts



- View the receipt
- Close the receipt

Leave the window open

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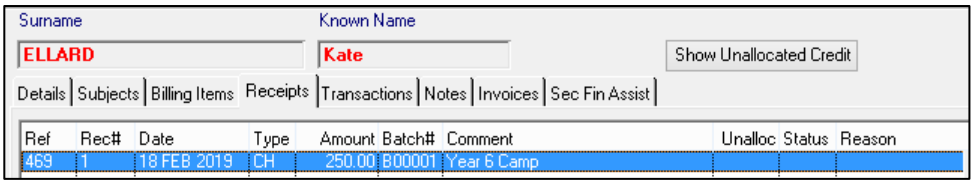
Activity: Reverse a Receipt

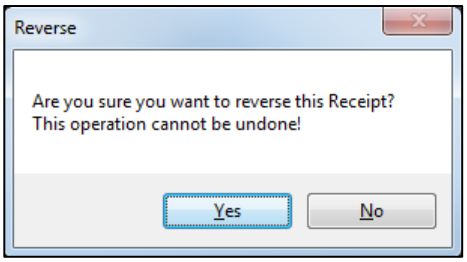
We have received notification from the bank that a cheque has not been accepted from Ms Ellard (for Kate Ellard) for the camp charges. The $250 receipt will need to be reversed and the reversal transaction must be placed into the Corrections batch.

RM Billing > Students

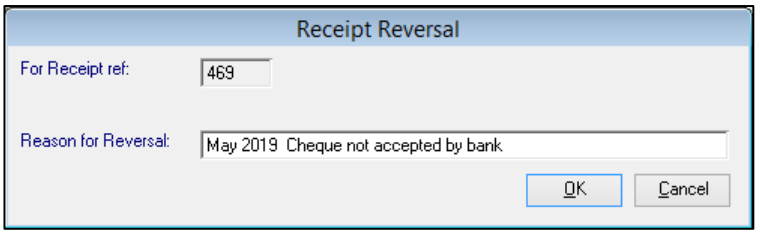
- Right click on **Albert**
- Type in **Ellard** and **<Enter>**
- Select the **Receipts** tab
- Highlight the **$250** receipt



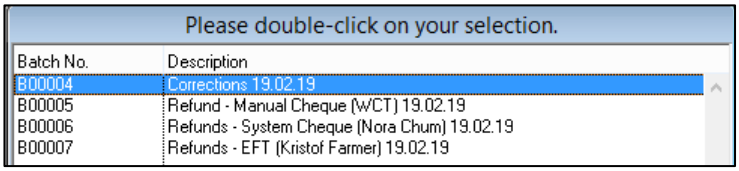
- Click



- Click **Yes**
- Enter a reason for the reversal (e.g. Cheque not accepted by bank)



- Click **OK**
- Select the **Corrections batch**



- Click **OK**

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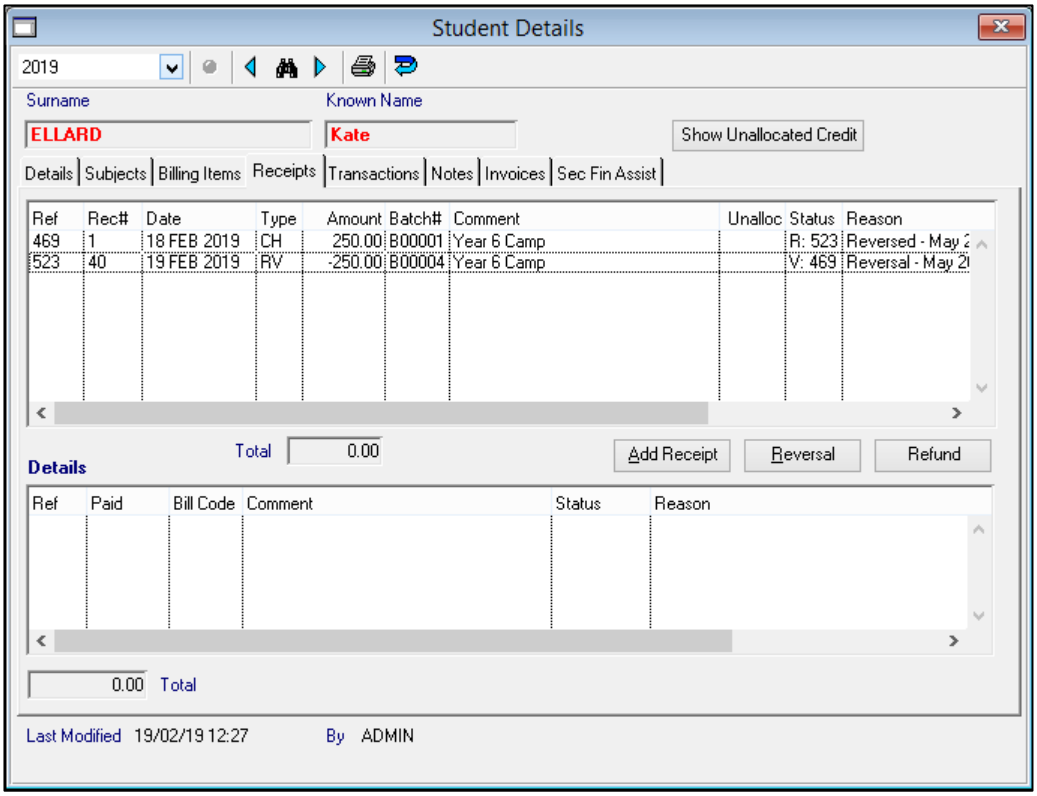
- View the reversal transaction



IMPORTANT

Normally a reversal would be posted into the same open Receipts batch as the original receipt. However, if the original batch has been closed, you will be asked to select an alternative batch. The Corrections batch should be selected

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20.1 Refunds

A refund can be applied when money which has been paid, needs to be returned (refunded) to a parent/guardian or customer. If exporting to RM Finance, a manual written cheque, a system generated cheque or an EFT refund can be used.

If not exporting to RM Finance, the user may elect to issue a manual written cheque or alternatively a system generated cheque can be created when the expenditure transaction is entered into RM Finance.

Refunds can be issued to both Parents/Guardians and Customers, providing their details have been entered in RM Finance. If they do not exist in the RM Finance datafile, they may be added as a Supplier when processing the refund in RM Billing.

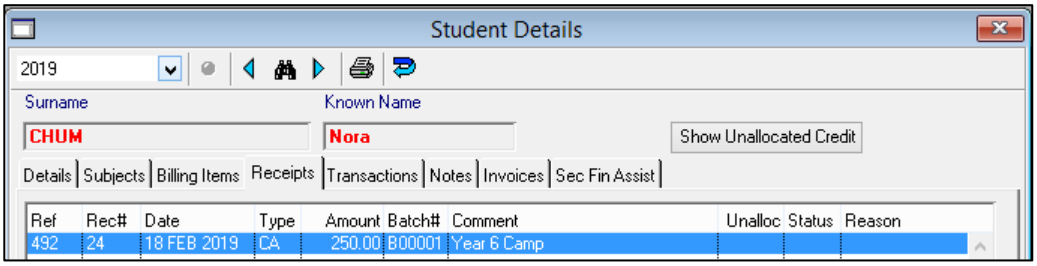
20.1.1 Student Refunds

Activity: Perform a Student Refund

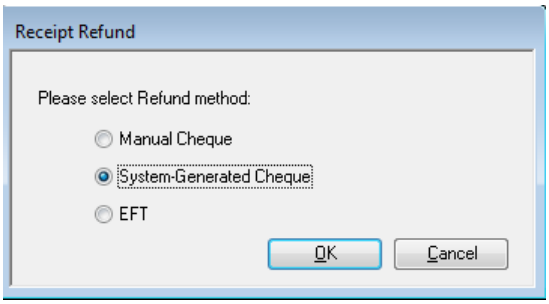
Nora Chum's mother has contacted the school to inform them that Nora is ill and cannot attend the camp. She has already paid in full and has asked for a full refund to which the school has agreed.

RM Billing > Students

- Double-click **Nora Chum**
- Select the **Receipts** tab
- Highlight the **Year 6 Camp** 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 letter of the surname – **CHU** <Tab>

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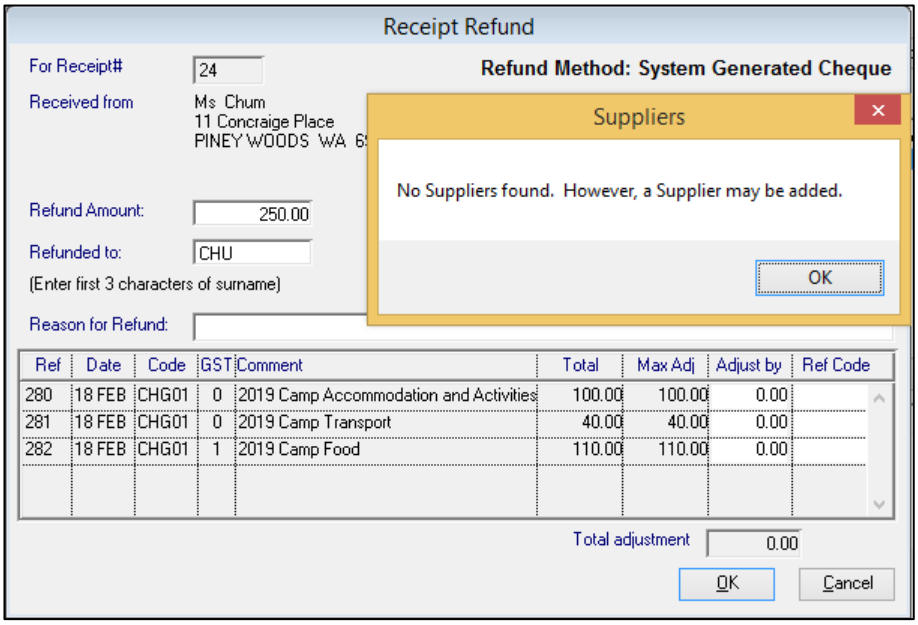
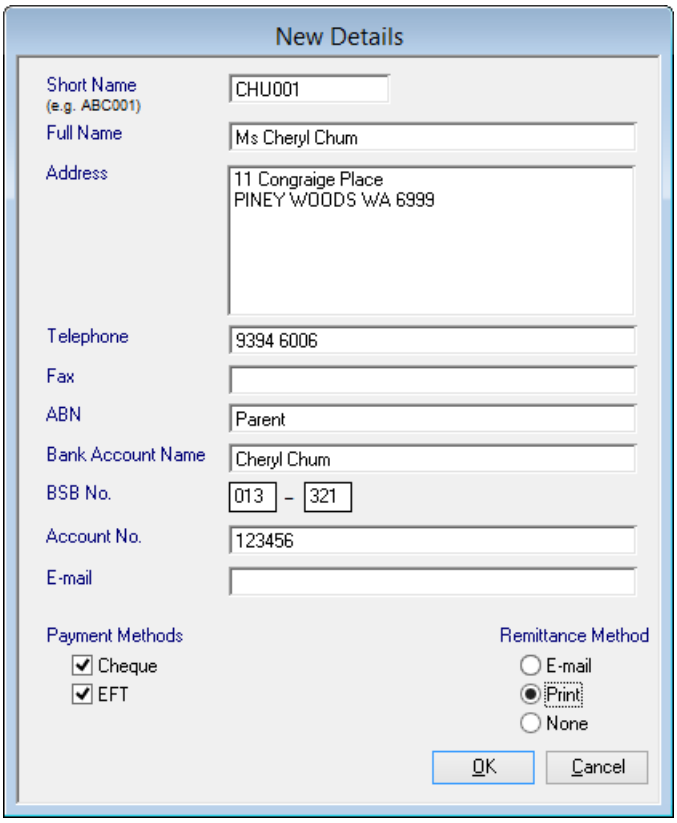
Mrs Cheryl Chum has not been added as a supplier, so in order for the refund to be processed, her details must be added to the supplier list.



- Click **OK**
- Click Add Record
- Enter the following information



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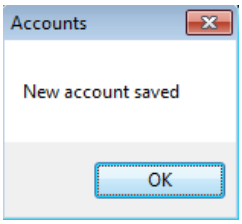
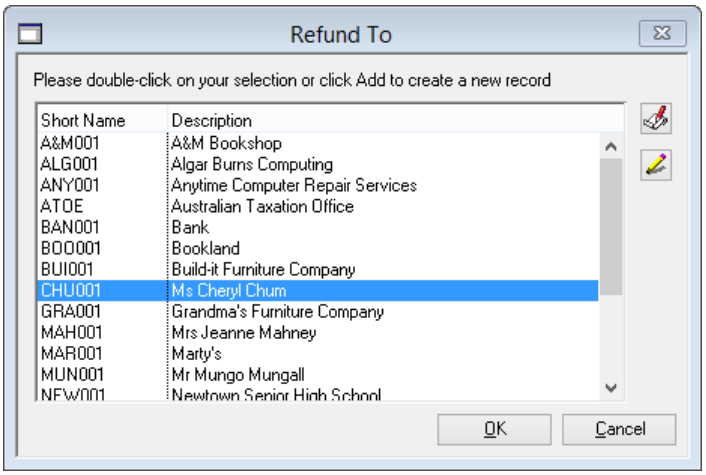
- Click **OK**



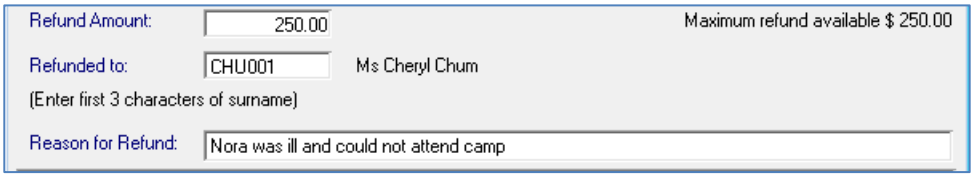
- Click **OK**



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)

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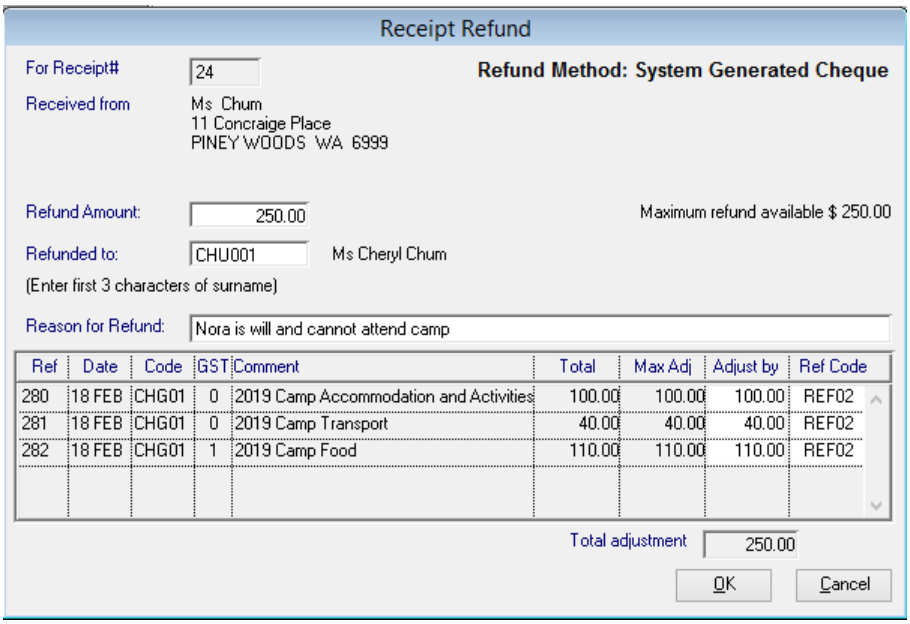
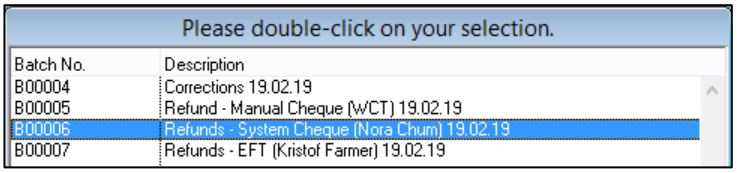


- Click **OK**
- Select the **Refunds-System Cheque** batch



- Click **OK**

View the refund in the Student window

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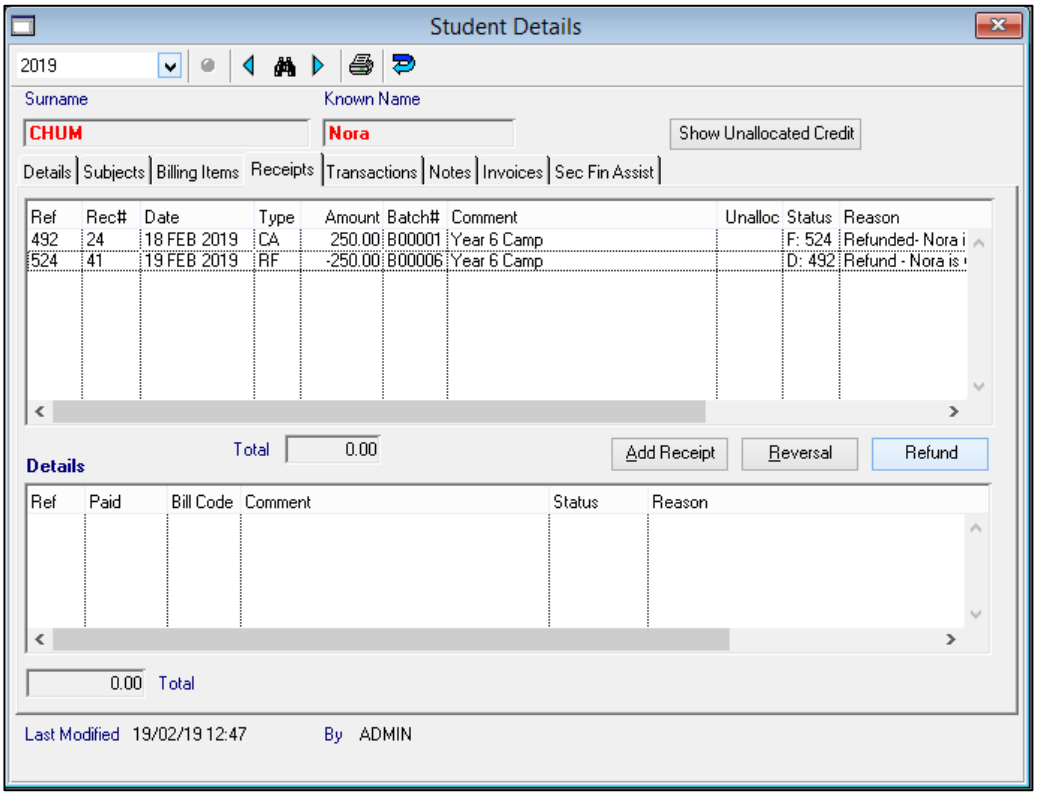

- Close the student window

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

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20.2 Customer Refund

Exporting schools have the option of refunding through Manual and System Generated cheques or EFT. This functionality is only available for students at this time and not for customer refunds. Customer refunds must be made through a manual written cheque.

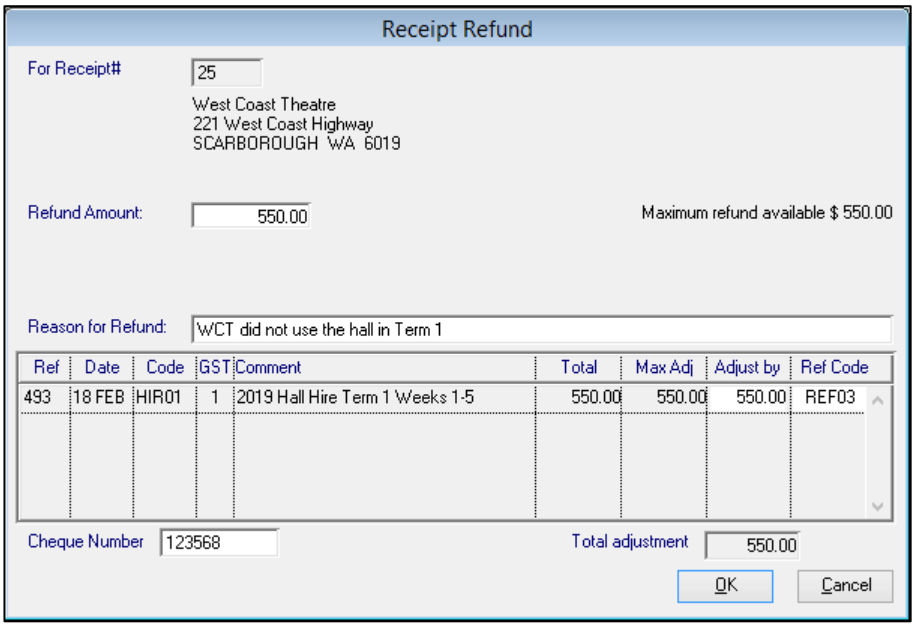
20.2.1 Customer Refunds

Activity: Perform a Customer Refund

West Coast Theatre has informed us they will not be using the hall. They have asked for a full refund of their money to which the school has agreed. Refund this amount to the customer. The manual cheque number is 123568.

RM Billing > Customers

- Double-click on **West Coast Theatre**
- Select the **Receipts** tab
- Highlight the receipt for 550
- Click [Refund]
- Enter the refund **Amount** of **550**
- 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 **123568** in the 'Cheque Number' field



- Click **OK**

Note: 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 (whereas the fees biller for a student can.)

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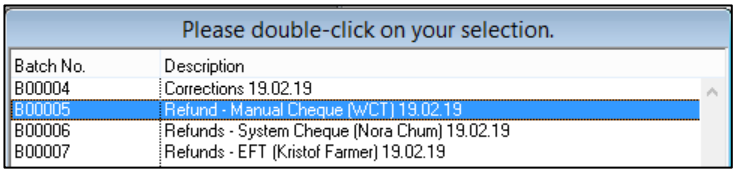
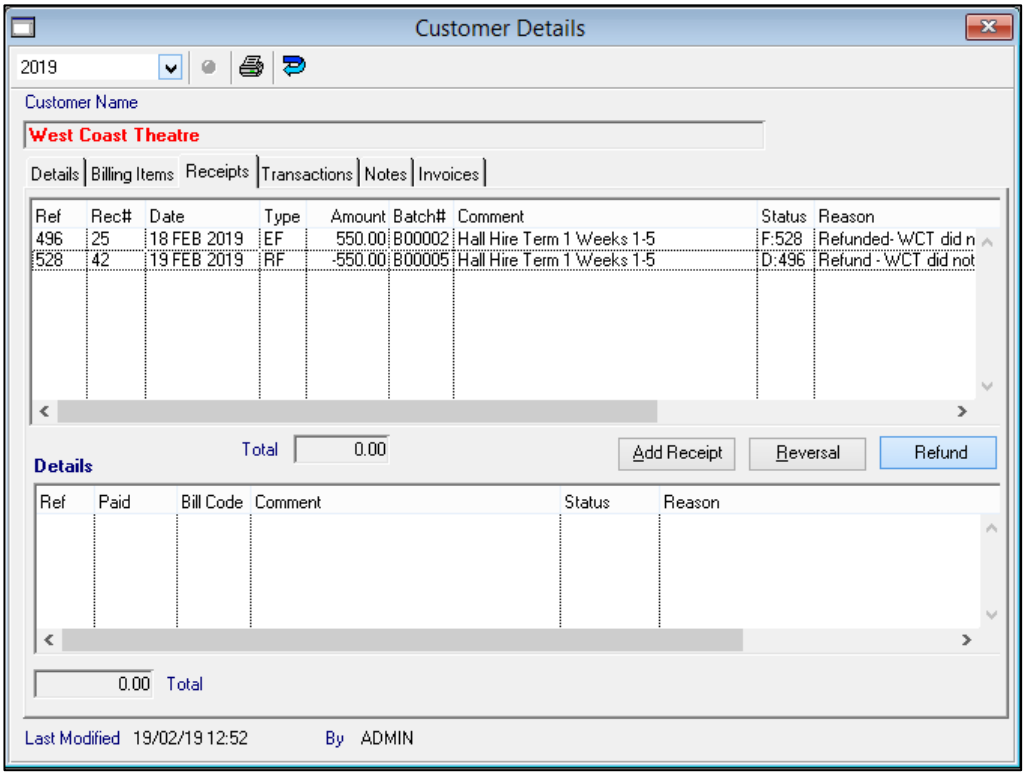
- Select the Refunds-Manual Cheque (WCT)



- Click **OK**



- Close the customer window

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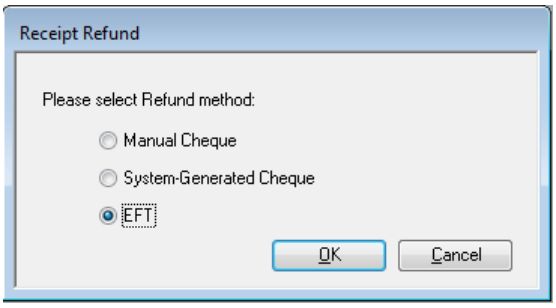
Activity: Refund Via EFT

Kristof Farmer's father has called the school to say Kristof has chickenpox and will be unable to attend the zoo excursion. He has asked if the money could be refunded via EFT into his bank account, to which the school has agreed.

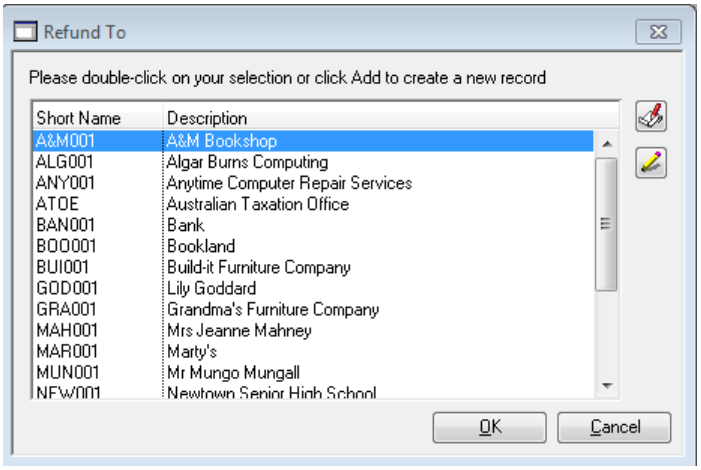
RM Billing > Students

- Double click on **Kristof Farmer**
- Click on the **Receipt** tab
- Highlight the receipt for the **Perth Zoo Excursion**
- Click Refund



- Select **EFT** and **OK**
- Enter the refund amount of 20
- <Tab> <Tab> to bring up a list of suppliers

Mr Farmer is not in the list of suppliers, so will need to be added in order to process the refund.



- Click Add Record
- Enter the following information

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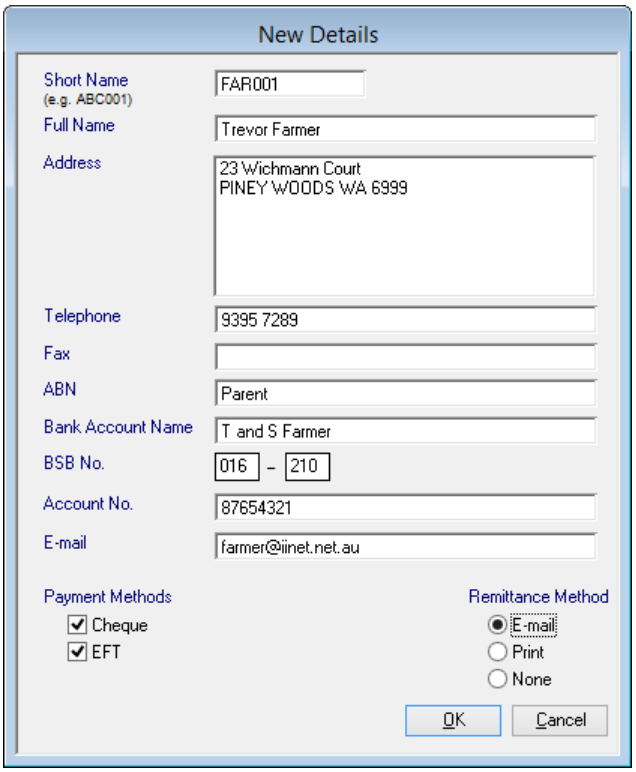
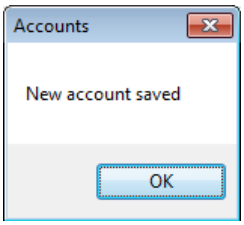
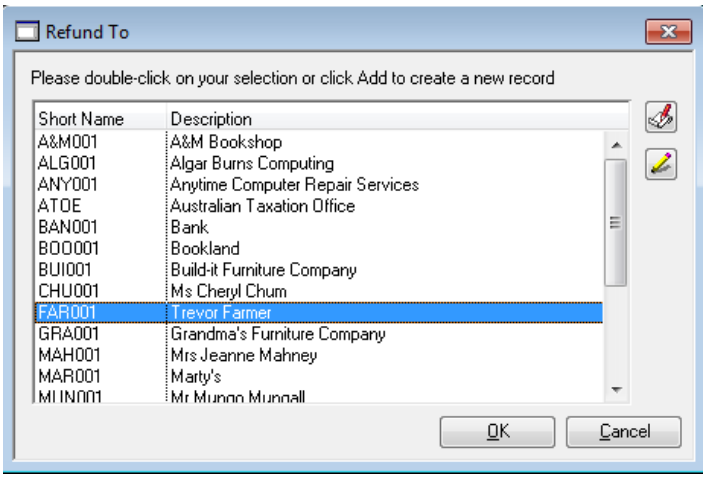


- Click **OK**



- Click **OK**



- Click **OK**

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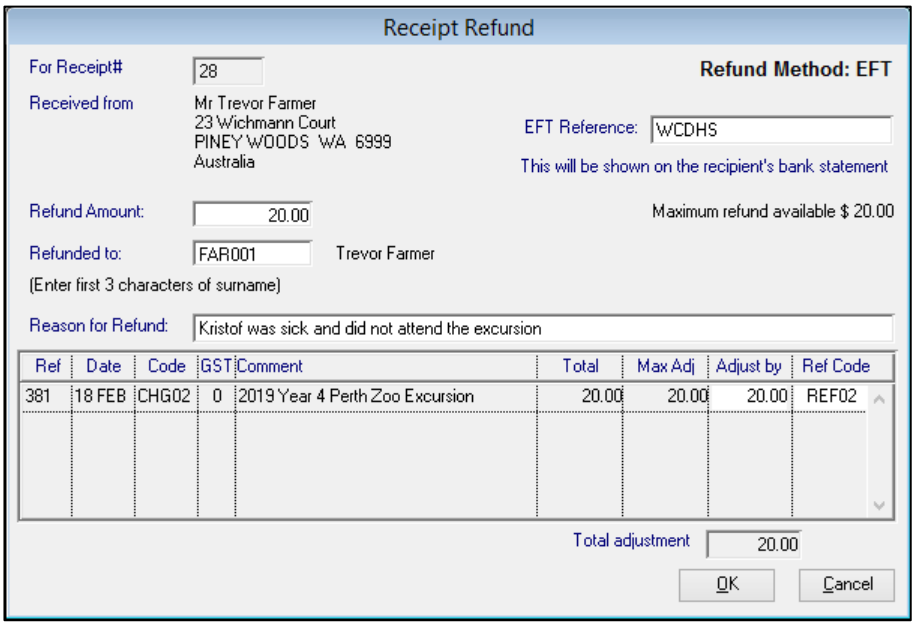
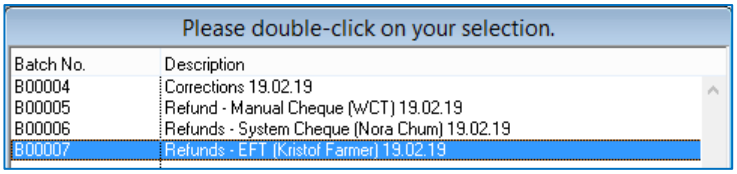
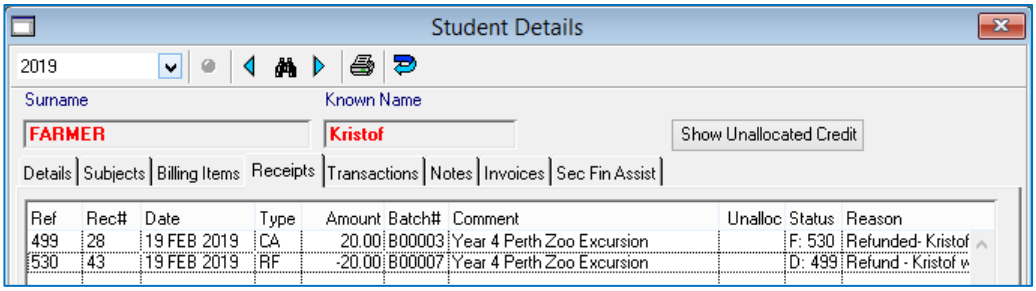
- Enter the **Reason** for the refund <Tab>
- Enter the **EFT Reference** (this is the name or initials of your school) <Tab>
- Enter the **Amount** of the refund in the 'Adjust by' column <Tab>
- Select the correct **Refund Billing Code**



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



- Click **OK**



- View and Close

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20.2.2 Transaction Summary Report

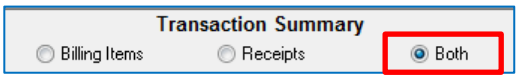
The Transaction Summary Report can be used to view the details of Billing Items and Receipts that have been adjusted or reversed.

Activity: Print the Transaction Summary Report

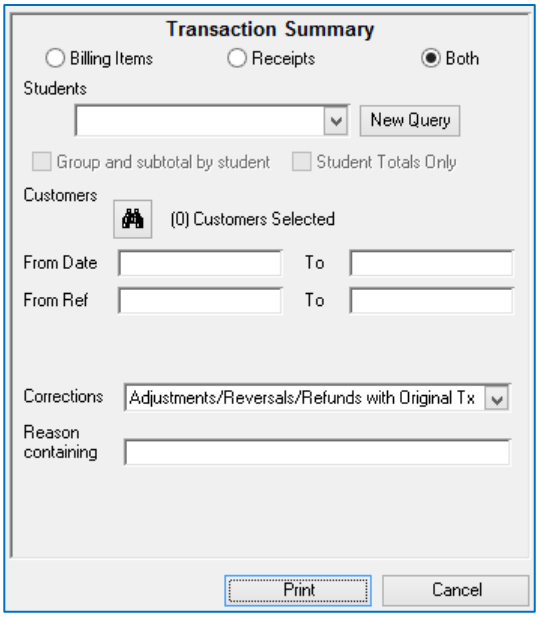
Print a Transaction Summary Report for all Billing Items that have been reversed or adjusted along with their original transactions. This is a mandatory report and is required to be printed at the end of each month and signed by the Principal as part of end of month procedures.

RM Billing > Reports

- Open the **Transactional Reports** folder
- Select **Transaction Summary**
- Select **Both** for Billing Items and Receipts



- Delete the From and To Dates
- In the Corrections drop down list select **Adjustments/Reversals/Ref with Original Tx**



- Click **Print**

Note: At school, the dates used for this report with be the month that you wish to report on.

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West Coast District High School

Transaction Summary

Search Criteria
Billing Items and Receipts
Adjustments/Reversals/Refunds with Original Transactions

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust	Description	Reason
275	18/02/19		DR	A: 520	CHG01	$40.00	$0.00	$0.00	$40.00	BORN: Tanya	2019 Camp Transport	Adjusted - May 2019 Providing her own transport to camp one way
280	18/02/19		DR	A: 525	CHG01	$100.00	$0.00	$0.00	$0.00	CHUM: Nora	2019 Camp Accommodation and Activities	Refunded - Nora is will and cannot attend camp
281	18/02/19		DR	A: 526	CHG01	$40.00	$0.00	$0.00	$0.00	CHUM: Nora	2019 Camp Transport	Refunded - Nora is will and cannot attend camp
282	18/02/19		DR	A: 527	CHG01	$110.00	$10.00	$0.00	$0.00	CHUM: Nora	2019 Camp Food	Refunded - Nora is will and cannot attend camp
371	18/02/19		DR	R: 519	CHG03	$10.00	$0.00	$0.00	$10.00	SMITH: Steven	2019 Year 1 and 2 Science Incursion	Reversed - May 2019 Steven is banned from Incursion for poor behaviour
381	18/02/19		DR	A: 531	CHG02	$20.00	$0.00	$0.00	$0.00	FARMER: Kristof	2019 Year 4 Perth Zoo Excursion	Refunded - Kristof was sick and did not attend the excursion
389	18/02/19		DR	R: 518	CHG02	$20.00	$0.00	$0.00	$20.00	VARRICCHIO: Kim	2019 Year 4 Perth Zoo Excursion	Reversed - May 2019 Kim has not received permission to attend the excursion
466	18/02/19		DR	R: 516	CHG01	$50.00	$0.00	$0.00	$50.00	DELAMARE: Graeme	2019 Camp Accommodation and	Reversed - May 2019 Not attending due to broken arm

- View and close the report and the reports window

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21 Exporting to RM Finance

The Correction and Refund batches must be exported as required. All correction and Refund batches must be exported to RM Finance as part of the end of month procedures and before reconciling in RM Finance. Once a batch has been exported, it is automatically closed so a new Corrections or Refunds batch would then need to be created in RM Billing.

Important: Ensure RM Finance is closed before exporting any batches

21.1 Automatic Export to RM Finance

The first steps as carried out for manual input need to be carried out for the automatic export. The General Banking and Corrections batches must be printed separately, however the Refunds batches can be selected together for printing the Daily Banking and Receipts Summary. They can also be printed as separate batches if required.

Activity: Preparing for Automatic Export

Print the Daily Banking for the Corrections batch

Step 1 – Print the Daily Banking Summary

RM Billing > Receipts

- Highlight the **Corrections** batch
- Click **For Selected > Print Daily Banking**

West Coast District High School

Daily Banking Summary 19/02/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
38	$-20.00	Ms L Edwards	EDWARDS: Julie	Year 4 Perth Zoo Excursion	B00004	V
39	$ 20.00	Ms R Albert	ALBERT: Jackie	Perth Zoo Excursion	B00004	
Total Cash		$ 0.00				
CHEQUE						
40	$-250.00	Ms R Ellard	ELLARD: Kate	Year 6 Camp	B00004	V
Total Cheque		$-250.00				
Total for Cash and Cheques			$-250.00			
Total for Report:			$-250.00			

- Print a paper copy of the report and file it

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- Fill in the Finance Batch Register using the Daily Banking Summary

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					
					Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **	
		From	To						Income (I/C)	Expend (ESC)
B00001				GB	1	2615				
B00002				EF	1	1050				
B00003				GB	1	152				
B00004				COR	1				250	

Note: Reversals should be entered into the Adjustments/Reversals section in the Income (I/C) column. (Reversals are income corrections transactions). Refunds should be entered into the Expend Payments (ESP) column. (Refunds are expenditure transactions).

RM Billing > Receipts

- Highlight the **Corrections** batch
- Click **For Selected** > **Print Receipts Summary**
- Click **Yes** to print the detailed summary
- Print and file the report

Print to view the Totals Only Report

- Highlight the **Corrections** batch
- Click **For Selected** > **Print Receipts Summary**
- Click **No** to print the **Totals Only Report**

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West Coast District High School

Receipts Summary (totals only)

	Amount	GST
Batch: B00004 Corrections 19.02.19		
Billing Code CHG01 School Camps		
GST Code 0		
Total for Income	$-140.00	$ 0.00
Budget: C1102 Analysis: C1100 Totals for GST code 0	$-140.00	$ 0.00
GST Code 1		
Total for Income	$-110.00	$-10.00
Budget: C1102 Analysis: C1100 Totals for GST code 1	$-110.00	$-10.00
Billing Code CHG02 Excursions		
GST Code 0		
Total for Income	$ 0.00	$ 0.00
Budget: C1103 Analysis: C1100 Totals for GST code 0	$ 0.00	$ 0.00
Total for Report:	$-250.00	$-10.00

- View and close the report

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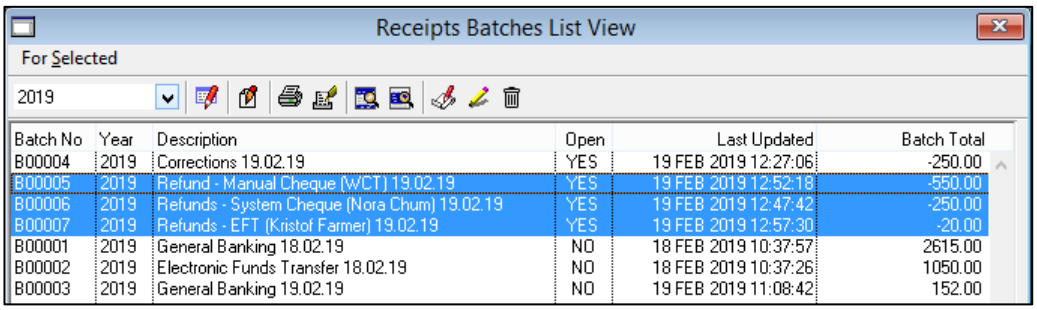
Print the Daily Banking for the Refund Batches

Step 3-Print the Daily Banking and Receipts Summary for the 3 Refunds batches

The Daily Banking and Receipts Summary for the 3 Refund batches may be printed together or they may be printed separately, however when filling out the batch register, they must be entered and identified as separate batches.

RM Billing > Receipts

- Highlight the three **Refunds** Batches



Batch No	Year	Description	Open	Last Updated	Batch Total
B00004	2019	Corrections 19.02.19	YES	19 FEB 2019 12:27:06	-250.00
B00005	2019	Refund - Manual Cheque (WCT) 19.02.19	YES	19 FEB 2019 12:52:18	-550.00
B00006	2019	Refunds - System Cheque (Nora Chum) 19.02.19	YES	19 FEB 2019 12:47:42	-250.00
B00007	2019	Refunds - EFT (Kristof Farmer) 19.02.19	YES	19 FEB 2019 12:57:30	-20.00
B00001	2019	General Banking 18.02.19	NO	18 FEB 2019 10:37:57	2615.00
B00002	2019	Electronic Funds Transfer 18.02.19	NO	18 FEB 2019 10:37:26	1050.00
B00003	2019	General Banking 19.02.19	NO	19 FEB 2019 11:08:42	152.00

- Click **For Selected > Print Daily Banking**
- Print a paper copy of the report and file it

West Coast District High School

Daily Banking Summary 19/02/2019

REFUNDS

Rec #	Amount	Refunded To	Student Name	Details	Batch #	Status	Chq No
41	$-250.00	Ms Cheryl Chum	CHUM: Nora	Year 6 Camp	B00006	D	0
42	$-550.00	West Coast Theatre		Hall Hire Term 1 Weeks 1-5	B00005	D	123568
43	$-20.00	Trevor Farmer	FARMER: Kristof	Year 4 Perth Zoo Excursion	B00007	D	0

Total for Refunds: **$-820.00**

Total for Report: **$-820.00**

- Highlight the 3 **Refund** batches
- Click **For Selected** > **Print Receipts Summary**
- Click **Yes** to print the detailed summary
- Print and file the report
- Close the receipts batch window

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- Fill in the Batch Register using the Daily Banking Report and ensure all batches are separated and identified as shown below on the batch register

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					
					Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **	
		From	To						Income (I/C)	Expend (ESC)
B00001				GB	1	2615				
B00002				EF	1	1050				
B00003				GB	1	152				
B00004				COR	1				250	
B00005				REF-Man			550			
B00006				REF-Sys			250			
B00007				REF-EFT			20			

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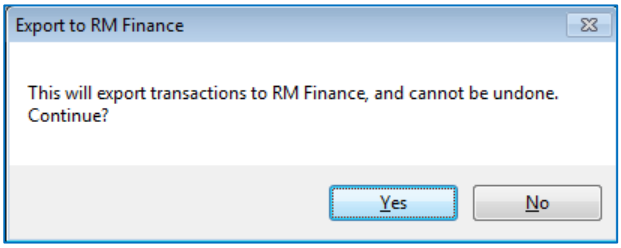
Activity: Export The Batches

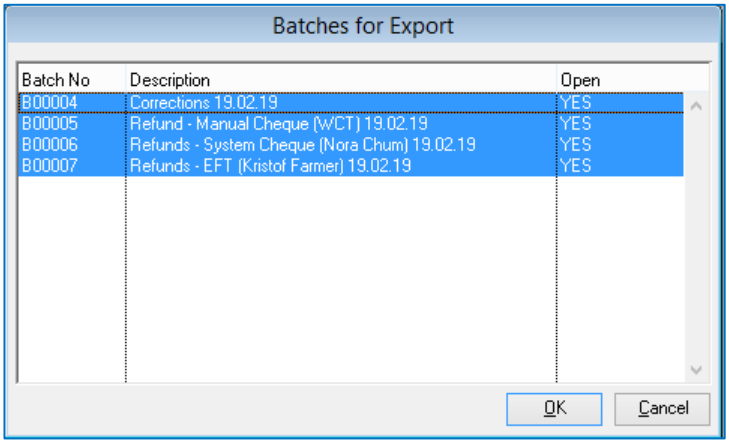
RM Billing > Utilities

Note: Ensure RM Finance is closed before proceeding with the Export

- Double click **Export to RM Finance**



- Click **Yes**
- Highlight all the batches in the Export window



- Click **OK**
- Check the setting on the Print Setup screen and click **OK.** Do not cancel, otherwise transactions will not be exported

Note: The Export Summary Report will be sent straight to the printer. There is no provision to send it to the screen until after it has been sent to the printer. The report must be signed by the Principal and filed with the monthly reports.

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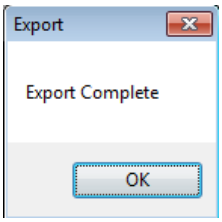

- Click Ok
- Close the Utilities window

Note: When exporting to RM Finance, reversals are exported as Income Correction transactions. Refunds are exported as expenditure transactions.

A copy of the report is displayed below.

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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					
No Batches					0.00
					0.00
Batches Exported					
B00004	Corrections 19.02.19	19/02/2019	19/02/2019	YES	-250.00
B00005	Refund - Manual Cheque (WCT) 19.02.19	19/02/2019	19/02/2019	YES	-550.00
B00006	Refunds - System Cheque (Nora Chum) 19.02.19	19/02/2019	19/02/2019	YES	-250.00
B00007	Refunds - EFT (Kristof Farmer) 19.02.19	19/02/2019	19/02/2019	YES	-20.00
					-1070.00

Refund Breakdown on Batches Exported

RM Finance Batch Ref: RMB000001EFT

B00007	Refunds - EFT (Kristof Farmer) 19.02.19	-20.00
Total EFT Refunds:		**-20.00**

Cheque Refunds:

B00005	Refund - Manual Cheque (WCT) 19.02.19	-550.00
B00006	Refunds - System Cheque (Nora Chum) 19.02.19	-250.00
Total Cheque Refunds		**-800.00**

Comment: _____

_____

Principal's Signature: _____

Date: _____

Note: The Receipts Batch Export Summary report detailing the exported batches, must be signed and dated by the Principal and filed with the monthly reports.

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21.1.1 Check and Update the Transactions in RM Finance

It is now necessary to update the transactions that have been automatically exported from RM Billing to RM Finance.

Activity: Update the Automatically Exported Transactions in RM Finance

Step 1 – Check the Batched Transactions Report

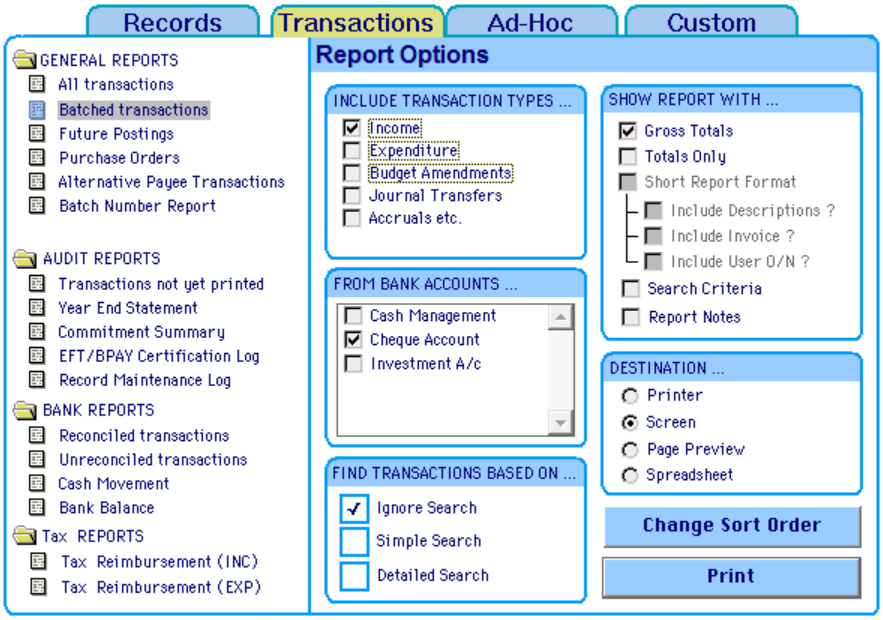
Open RM Finance

- Log in as **Manager Corporate Services** and Password **Keys**

Transactions

- Select

- Select the **Batched Transactions** Report
- Select **Income** only
- Select the **Cheque Account** only



- Click **Print**

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Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00004								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
Corrections 19.02.19								
Ref B00004		I/C	19 FEB 2019	140.00		0	140.00	C1
B00004								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
Corrections 19.02.19								
Ref B00004		I/C	19 FEB 2019	100.00	10.00	1	110.00	C1

- This report should be checked against the receipts summary

Batch: B00004 Corrections 19.02.19

Billing Code CHG01 School Camps

GST Code 0

523	40	B00004	CHG01	19/02/2019	ELLARD: Kate	6	Room 6		$-100.00	$ 0.00
523	40	B00004	CHG01	19/02/2019	ELLARD: Kate	6	Room 6		$-40.00	$ 0.00
	Total for Income								**$-140.00**	**$ 0.00**
Budget: C1102			**Analysis: C1100**			**Totals for GST code 0**			**$-140.00**	**$ 0.00**

GST Code 1

523	40	B00004	CHG01	19/02/2019	ELLARD: Kate	6	Room 6		$-110.00	$-10.00
	Total for Income								**$-110.00**	**$-10.00**
Budget: C1102			**Analysis: C1100**			**Totals for GST code 1**			**$-110.00**	**$-10.00**

Billing Code CHG02 Excursions

GST Code 0

521	38	B00004	CHG02	19/02/2019	EDWARDS: Julie	4	Room 4		$-20.00	$ 0.00
522	39	B00004	CHG02	19/02/2019	ALBERT: Jackie	4	Room 4		$ 20.00	$ 0.00
	Total for Income								**$ 0.00**	**$ 0.00**
Budget: C1103			**Analysis: C1100**			**Totals for GST code 0**			**$ 0.00**	**$ 0.00**

Total for Report: $-250.00 $-10.00

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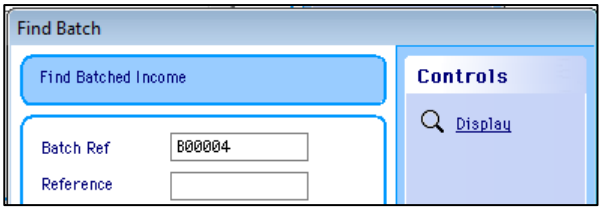
Step 2 – Update the Income Correction Batch in RM Finance

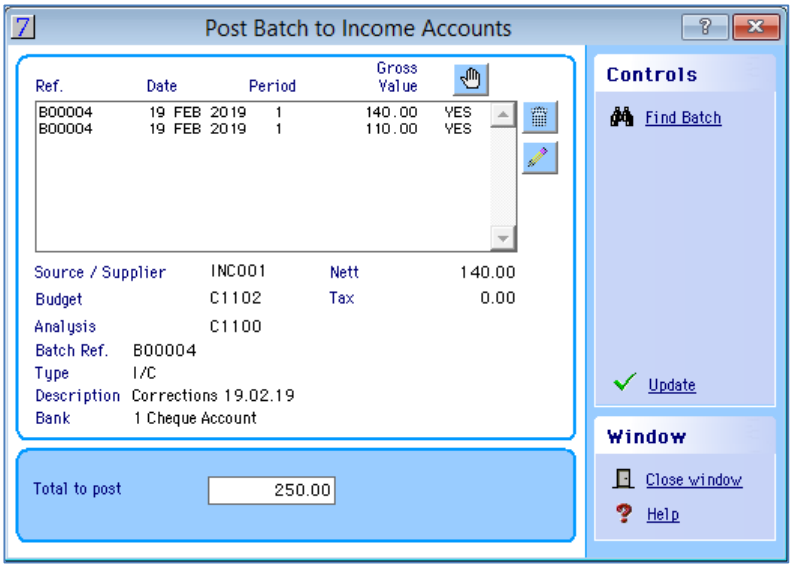
Transactions > View/Post Batch

- Select **Income**
- Enter **Batch Ref B00004**



- Click **Display**

- Click **Select All**



- Click

- Click **Yes**

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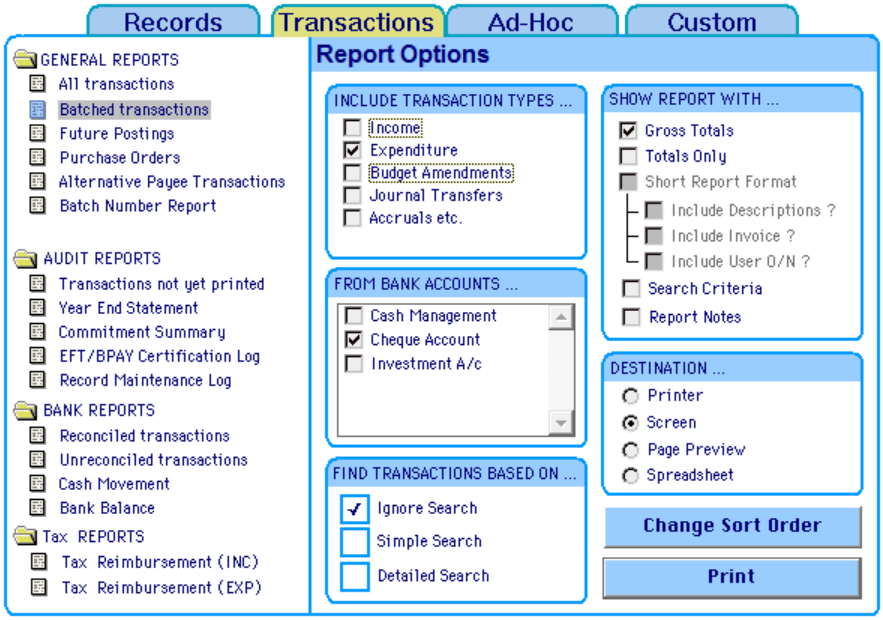
Step 3 –Check the Batched Transaction Report for all Expenditure Batches

- Select

- Select the **Batched Transactions** Report
- Select **Expenditure** only
- Select the **Cheque Account** only



- Click **Print**

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Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00005								
BILL99								
D4800	Refund of Revenue-Other							
D4808	Refund of Facilities Hire							
Cheque Account								
Tx 528-West Coast Theatre								
Ref 123568		ESP	19 FEB 2019	500.00	50.00	1	550.00	C1
B00006								
CHU001	Ms Cheryl Chum							
D4600	Refund of Revenue-Charges/Cont/Fee							
D4626	Refunds-Charges							
Cheque Account								
Tx 524-Ms Cheryl Chum								
Ref Ref Number		ESP	19 FEB 2019	140.00		0	140.00	C1
B00006								
CHU001	Ms Cheryl Chum							
D4600	Refund of Revenue-Charges/Cont/Fee							
D4626	Refunds-Charges							
Cheque Account								
Tx 524-Ms Cheryl Chum								
Ref Ref Number		ESP	19 FEB 2019	100.00	10.00	1	110.00	C1
RMB000001EFT								
FAR001	Trevor Farmer							
D4600	Refund of Revenue-Charges/Cont/Fee							
D4626	Refunds-Charges							
Cheque Account								
Tx 530-Trevor Farmer								
Ref EFT		ESP	19 FEB 2019	20.00		0	20.00	C1

Key

INC	Income	I/C	Income Correction
ESP	Expenditure	ESC	Expenditure Correction
ACR	Accrual	PRE	Prepayment
CRT	Creditor	DBT	Debtor
ALL	Budget Allocation	VIR	Budget Virement
JNL	Journal Transfer	CHG	Internal Charge

	Nett	Gross
Total Income	0.00	
Budget Amendments	0.00	
Expenditure Against Budget	760.00	820.00
Internal Charging	0.00	
Journal Transfers	0.00	

- This report should be checked against the receipts summary

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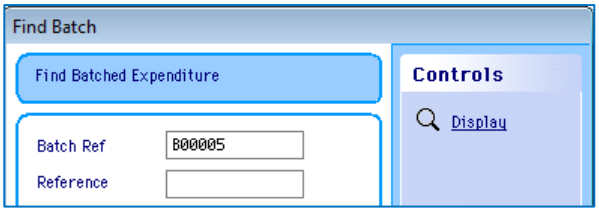
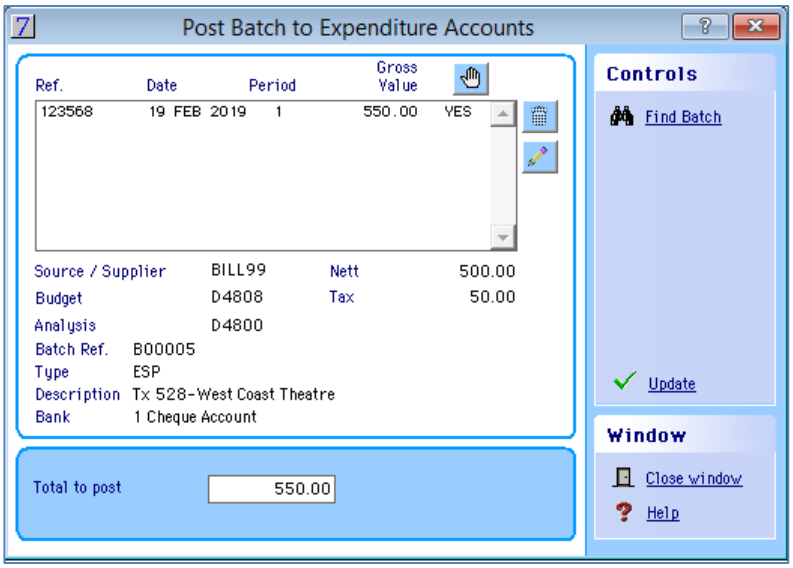
Step 4 – Update the Expenditure Batch for WCT in RM Finance

Transactions > View/Post Batch

- Select **Expenditure and Credit Notes**
- Enter Batch Ref **B00005**



- Click **Display**



- Click **Select All**
- Click

- Click **Yes**

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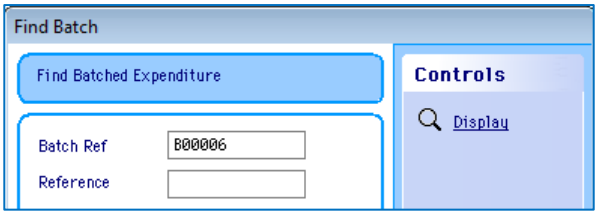
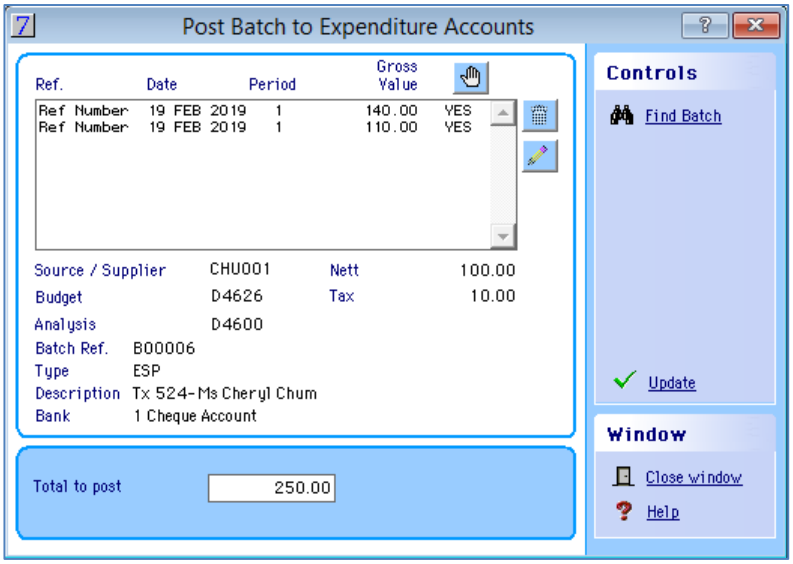
Step 5 –Update the Batch for Nora Chum

Transactions > View/Post Batch

- Select **Expenditure and Credit Notes**
- Enter Batch Ref **B00006**



- Click **Display**



- Click **Select All**
- Click

- Click **Yes**

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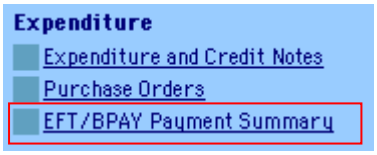
Step 6 – Update the Batch for Kirstof Farmer

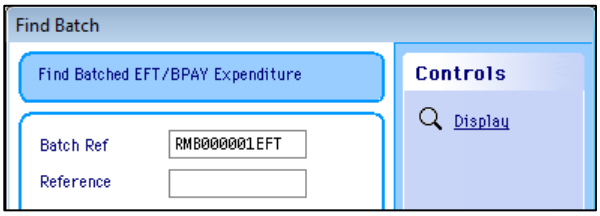
Kristof Farmer was refunded through EFT. If your school has elected to use EFT/BPAY processing, the updating of an EFT batch is a two part process. The Principal (or any other delegated cheque signatory) must log in to RM Finance and Certify the batch and then log out. The Registrar must then log in to RM Finance and Update the batch. As we are not set up with the necessary access user rights, we will be unable to update this batch in training. However, the same steps are carried out until the Update window displays.

An EFT batch is updated by the **EFT/BPAY Payment Summary** option

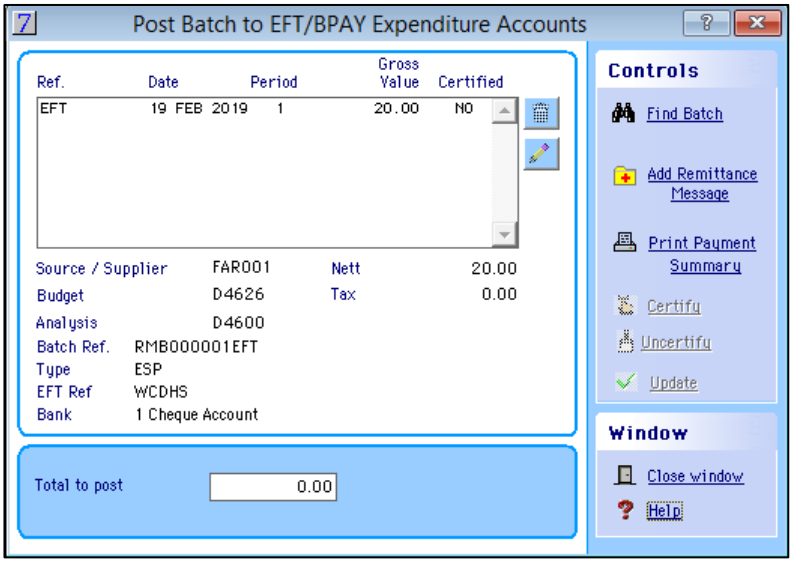
- Click **View/Post Batch**
- Click **EFT/BPAY Payment Summary**



- Enter the Batch Reference **RMB000001EFT**



- Click **Display**



Note there is no Update option and Certification must be performed by the Principal before the batch can be updated by the registrar.

- Close the window

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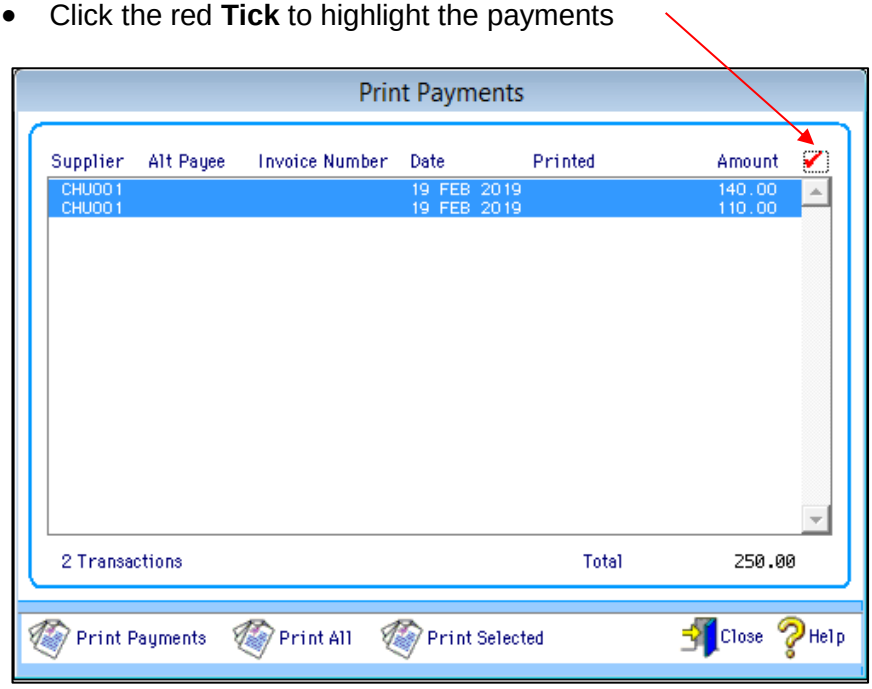
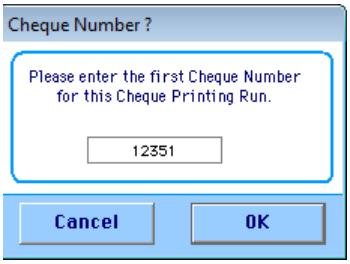
A System Cheque was selected as the preferred Refund option for Nora Chum. This can now be printed from the Print Payments window.

Transactions > Payments

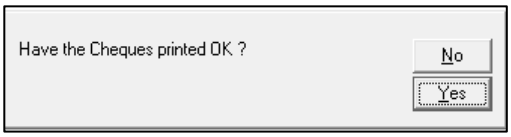
- Click **Print Payments**
- Click the red **Tick** to highlight the payments



- Click



- Click Ok to the Cheque Number



- Click Yes (the number would be entered on the Batch Register against System-cheque)

- Close RM Finance

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Manual input to RM Finance (For Reference Only)

If the above Corrections batch were to be input manually into RM Finance, the details would need to be obtained from the Receipts Summary (Totals Only) report and entered as shown below.

Income Correction transactions (Reversals)

Inc Source	Total	Reference	Batch Ref	Detail	Budget	Analysis	Tax Code
INC001	140	B00006	B00004	School Camps	C1102	C1100	0
INC001	110	B00006	B00004	School Camps	C1102	C1100	1

Expenditure transactions (Refunds)

Supplier	Total	Reference	Batch Ref	Detail	Budget	Analysis	Tax Code
Supplier Name	140	123567	B00006	Refund Charges	D4626	D4600	0
Supplier Name	110	123567	B00006	Refund Charges	D4626	D4600	1
Supplier Name	550	123568	B00005	Refund Facility Hire	D4808	D4800	1
Supplier Name	20	123567	B00007	Refund Charges	D4626	D4600	0

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22 Unallocated Credit

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 be 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.

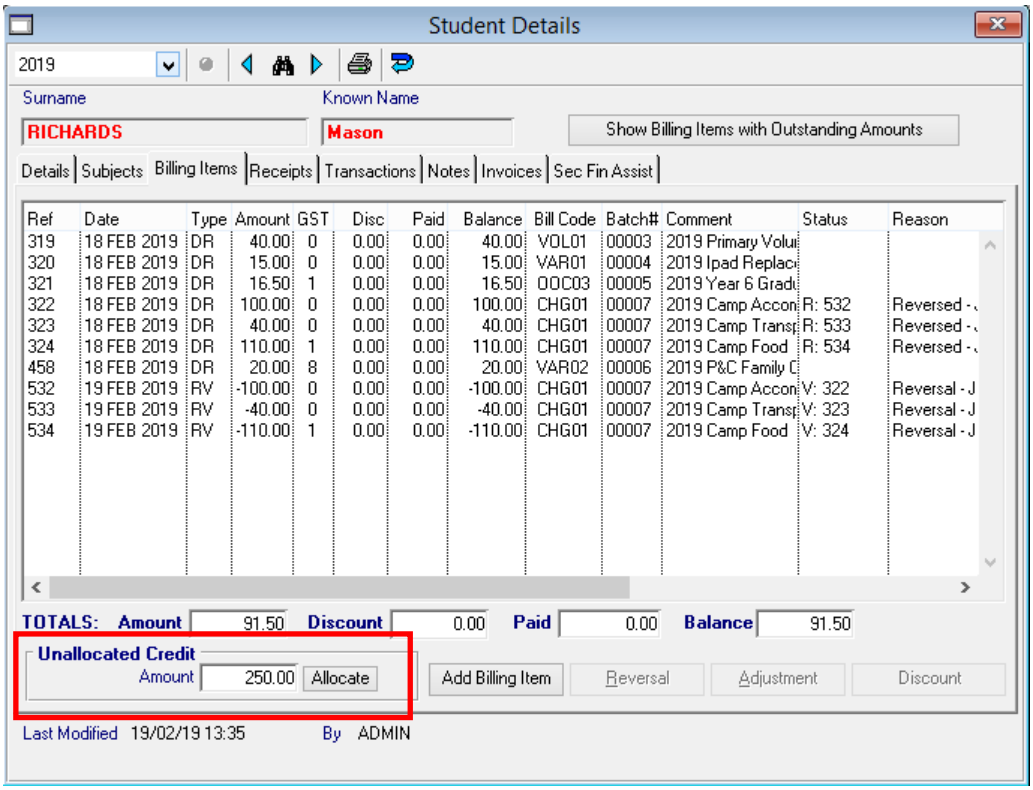
22.1 Unallocated Credit via Student Record

Activity: Reversal of Paid Billing Items

Mason Richards is unable to attend the camp, but his parents have paid for it in advance. Judge Percival has called to say that the camp money can be used to pay for any other amounts which are outstanding for Mason and the rest held in credit. Reverse the billing items for the camp.

RM Billing > Students

- Double click **Mason Richards**
- Select the **Billing Items** tab
- Highlight the first item for the camp
- Click Reversal
- Click **Yes** to the reversal message
- Enter a reason for the reversal e.g. Date and Month, Not attending camp (Ctrl + C)
- Click **OK**
- Continue reversing the other two camp billing items
- View the unallocated credit at the bottom of the student window



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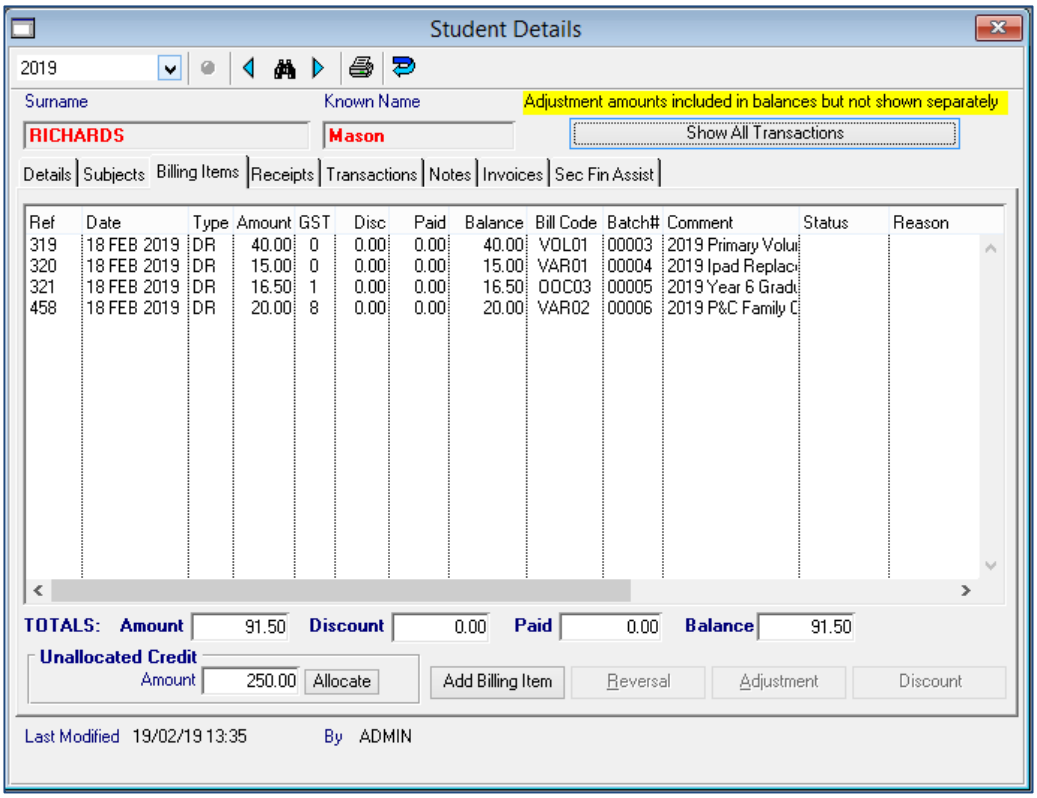
- View Mason Richards' record with only the Outstanding Billing Items displayed
- Click on Show Billing Items with Outstanding Amounts



- Close the student window as we will allocate the credit later

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22.2 Auto Allocate Unallocated Credit

It is possible to automatically allocate unallocated credit to billing items. Credit will be allocated according to existing rules for parent receipts and subsidy amounts.

22.2.1 Reversals via the Billing Items Batch

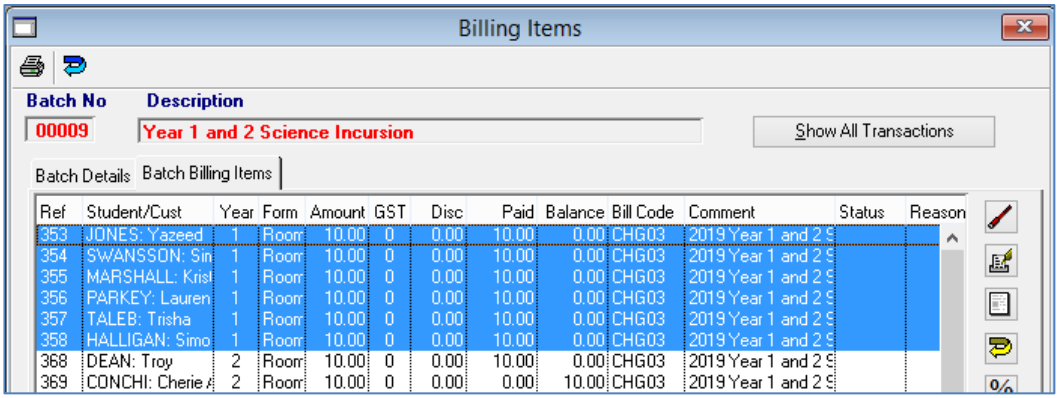
Activity: Bulk Reversal of Billing Items

Due to unforeseen circumstances, the planned Year 1 Science incursion has been cancelled. It has now been decided to take the Year 1's on an excursion to AQWA as part of their science study of 'Life Beneath the Sea'. The cost will remain the same, however the money paid against the incursion must be reversed and allocated against a new billing item and budget code.

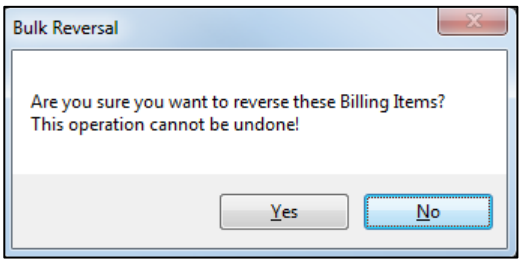
RM Billing > Billing Items

The amounts paid for the Year 1 incursion must be reversed and allocated to a new excursion billing item.

- Double click on the Year 1 & 2 Science Incursion batch
- Click on the Batch Billing Item tab [Batch Billing Items]
- Click [Show Outstanding Amounts]
- Highlight the Year 1 Incursions



- Click on **Reverse the selected billing items**



- Click **Yes** to message

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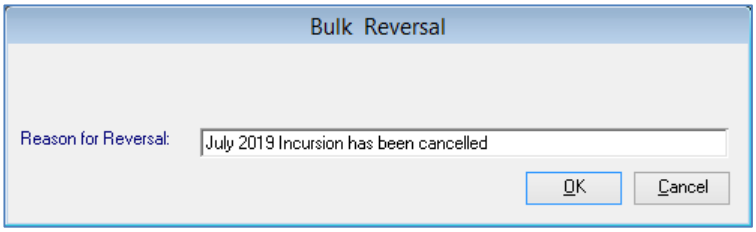
- Add a reason – Incursion has been cancelled



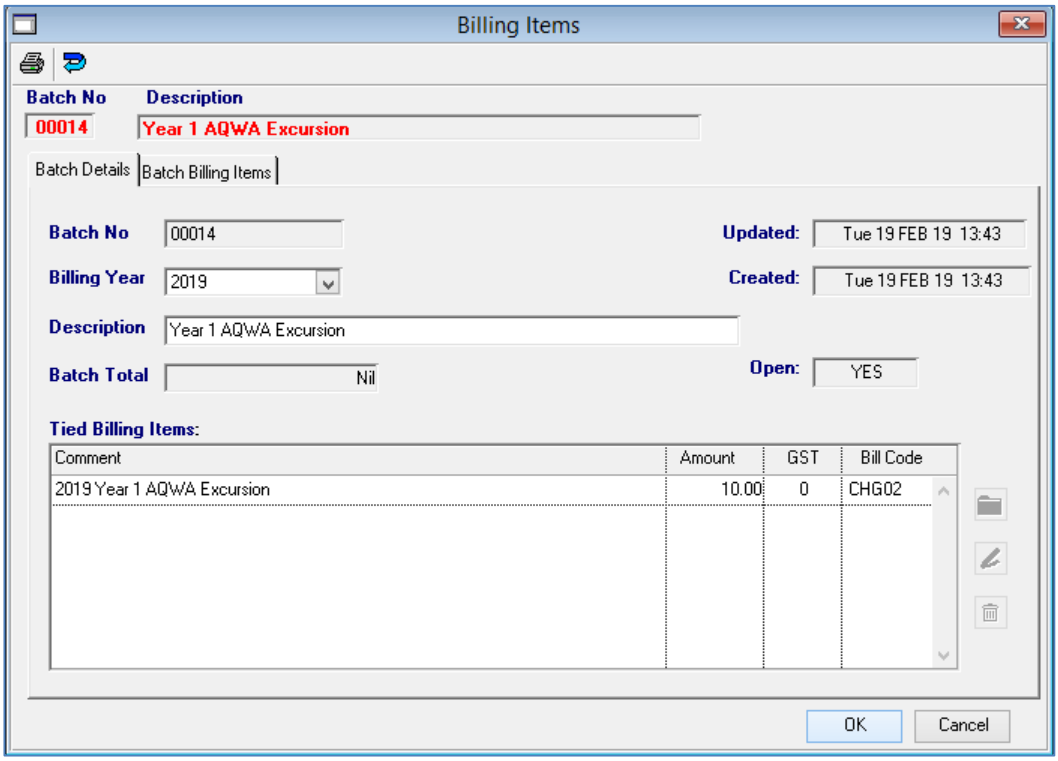
- Click **OK**

This will result in $10 unallocated credit being applied to all Year 1 students in their Billing Items window

- Click Return to View

A new billing item must now be created for the AQWA excursion

- Click Add
- Enter the description **Year 1 AQWA Excursion**
- Click **OK** to save
- Click Add Debit
- Enter the description **2019 Year 1 AQWA Excursion**
- Type **10** in the amount
- Type **0** in the GST field or <tab> to select the relevant code for excursions (CHG02)
- Click **OK**



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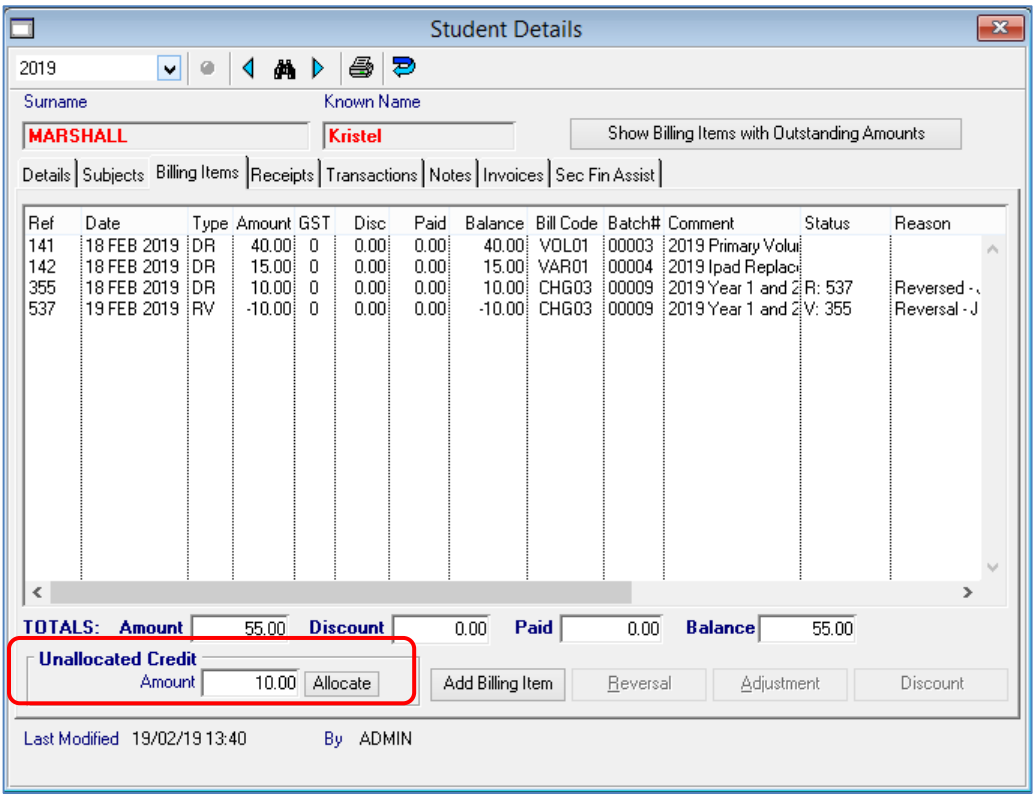
This $10 unallocated credit can be viewed for all the Year 1 students in their Billing Items window

RM Billing > Students

- Find **Kristel Marshall's** Record
- View her Billing Items tab



- View her Unallocated Credit

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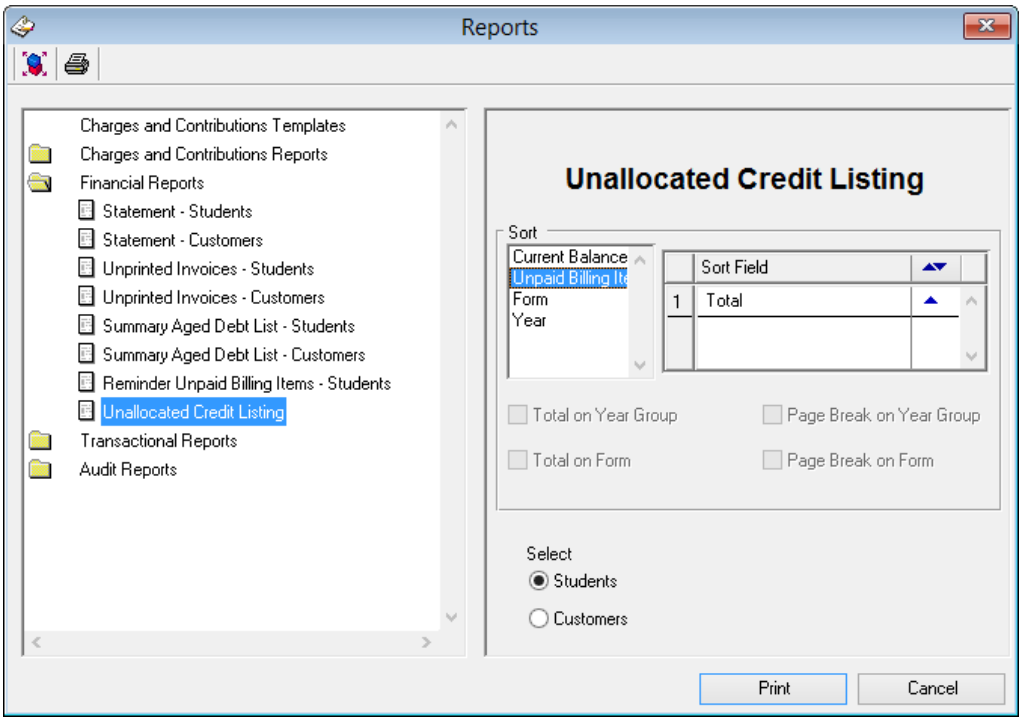
23 Locating All Unallocated Credit Amounts

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

Activity: Produce an Unallocated Credit Listing Report

RM Billing > Reports

- Open the **Financial Reports** folder
- Select the **Unallocated Credit Listing**



- Sort by **Total**
- Ensure **Students** is selected
- Click **Print**

Note: The Unallocated Credit Listing now allows users to sort by Current Balance, Total, Unpaid Billing Items, Form or Year.

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West Coast District High School

Unallocated Credit Listing as at 19/02/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	Unallocated Credit GV	Unallocated Credit Other Receipts	Unallocated Credit Total
HALLIGAN: Simon	1	Room 1	$65.00	$75.00	$0.00	$10.00	$10.00
JONES: Yazeed	1	Room 1	$45.00	$55.00	$0.00	$10.00	$10.00
MARSHALL: Kristel	1	Room 1	$45.00	$55.00	$0.00	$10.00	$10.00
PARKEY: Lauren	1	Room 1	$65.00	$75.00	$0.00	$10.00	$10.00
RICHARDS: Mason	6	Room 6	-$158.50	$91.50	$0.00	$250.00	$250.00
SWANSSON: Simon	1	Room 1	$45.00	$55.00	$0.00	$10.00	$10.00
TALEB: Trisha	1	Room 1	$45.00	$55.00	$0.00	$10.00	$10.00
Total Unallocated Credit for All Students					**$0.00**	**$310.00**	**$310.00**

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

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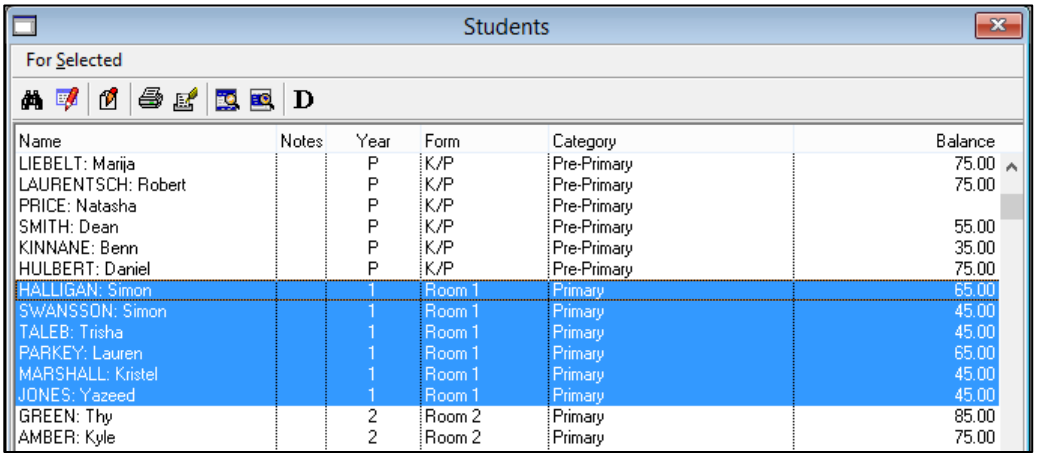
Activity: Auto Allocate Unallocated Credit

Before using the Auto Allocate function, students will need to have the new Billing Item applied to their records.

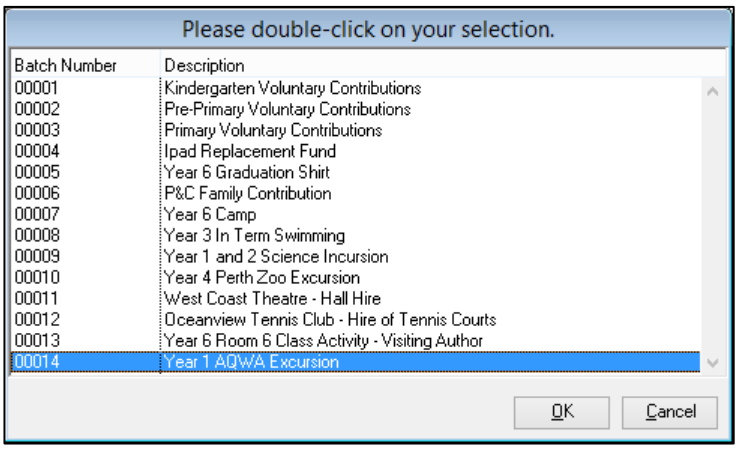
RM Billing > Students

- Sort by Year Group
- Select the Year 1 students



Name	Notes	Year	Form	Category	Balance
LIEBELT: Marija		P	K/P	Pre-Primary	75.00
LAURENTSCH: Robert		P	K/P	Pre-Primary	75.00
PRICE: Natasha		P	K/P	Pre-Primary	
SMITH: Dean		P	K/P	Pre-Primary	55.00
KINNANE: Benn		P	K/P	Pre-Primary	35.00
HULBERT: Daniel		P	K/P	Pre-Primary	75.00
HALLIGAN: Simon		1	Room 1	Primary	65.00
SWANSSON: Simon		1	Room 1	Primary	45.00
TALEB: Trisha		1	Room 1	Primary	45.00
PARKEY: Lauren		1	Room 1	Primary	65.00
MARSHALL: Kristel		1	Room 1	Primary	45.00
JONES: Yazeed		1	Room 1	Primary	45.00
GREEN: Thy		2	Room 2	Primary	85.00
AMBER: Kyle		2	Room 2	Primary	75.00

- Choose **For Selected > Add to Billing Item Batch**
- Select the **Year 1 AQWA Excursion** batch



Batch Number	Description
00001	Kindergarten Voluntary Contributions
00002	Pre-Primary Voluntary Contributions
00003	Primary Voluntary Contributions
00004	Ipad Replacement Fund
00005	Year 6 Graduation Shirt
00006	P&C Family Contribution
00007	Year 6 Camp
00008	Year 3 In Term Swimming
00009	Year 1 and 2 Science Incursion
00010	Year 4 Perth Zoo Excursion
00011	West Coast Theatre - Hall Hire
00012	Oceanview Tennis Club - Hire of Tennis Courts
00013	Year 6 Room 6 Class Activity - Visiting Author
00014	Year 1 AQWA Excursion

- Click **OK**

It is now possible to Auto Allocate the $10 unallocated credit to the new billing item

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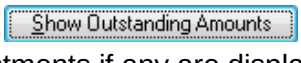
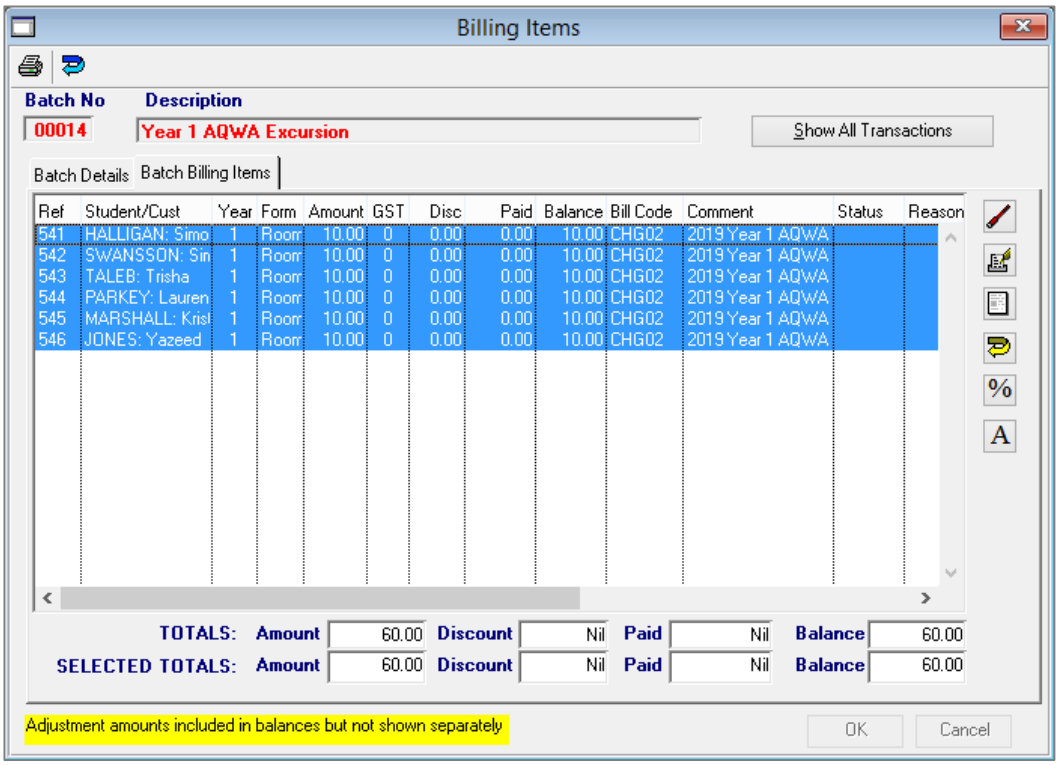
RM Billing > Billing Items

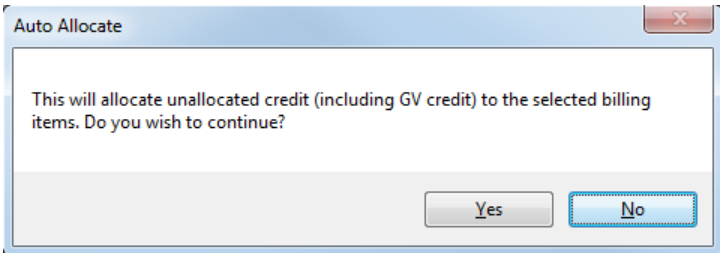
- Double click on the **Year 1 AQWA Excursion batch**
- Click the Batch Billing Items tab

- Click 

(this ensures that the balances owing on the billing items after adjustments if any are displayed)
- Highlight all the students



- Click **Auto Allocate** to apply credit to the selected billing items



- Click **Yes** to allocate the unallocated credit to the new billing item

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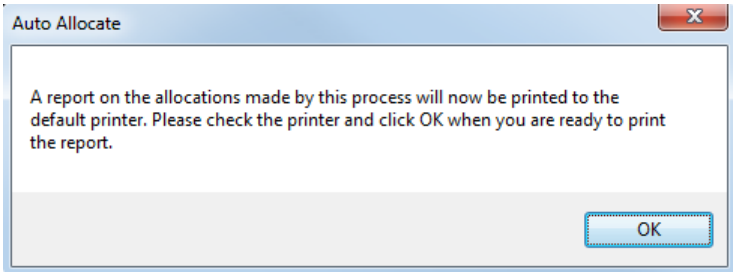
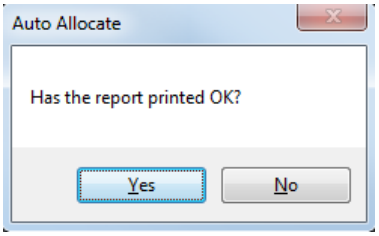
The following message will display



Note: This function produces a report to the default printer and there will not be a chance to select the report destination, so select the report location in advance.



- It the report has printed correctly
- Click **OK**

A copy of the report is shown below

West Coast District High School
Automatic Allocation of Credit - 19 February 2019 13:52:04

Batch: 00014 Year 1 AQWA Excursion 2019

Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
HALLIGAN: Simon	1	Room 1	36	CA	541
JONES: Yazeed	1	Room 1	31	CA	546
MARSHALL: Kristel	1	Room 1	33	CA	545
PARKEY: Lauren	1	Room 1	34	CA	544
SWANSSON: Simon	1	Room 1	32	CA	542
TALEB: Trisha	1	Room 1	35	CA	543

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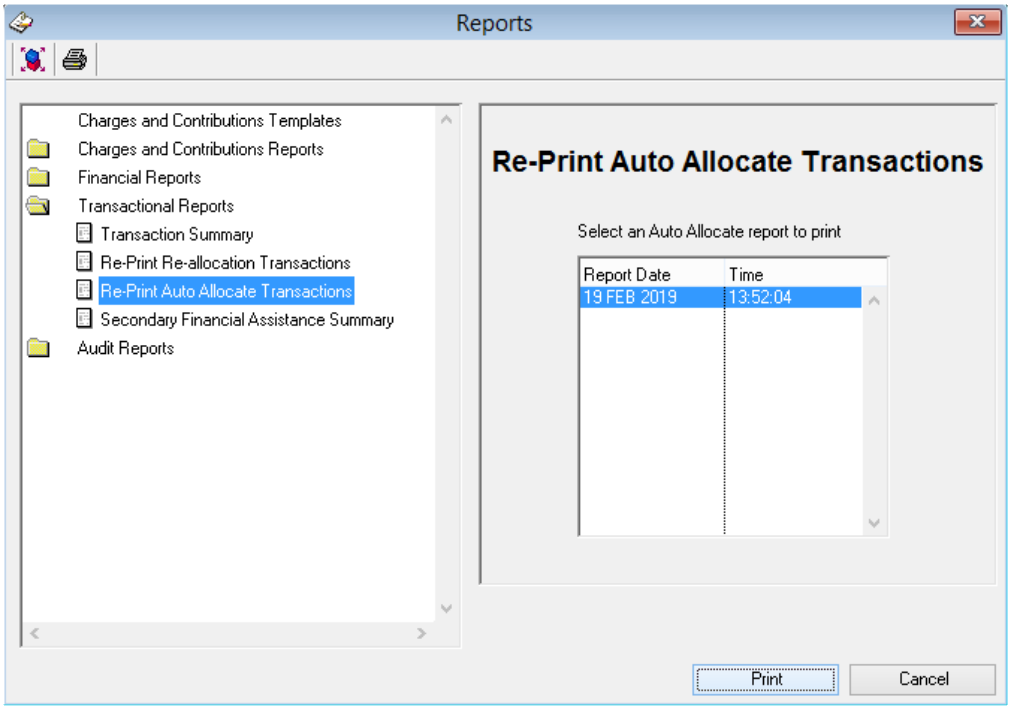
The report can be reprinted **through RM Billing > Reports > Transactional Reports > Re-Print Auto Allocate Transaction**



- Highlight the Auto Allocate Report and Reprint to the Screen

West Coast District High School
Automatic Allocation of Credit - 19 February 2019 13:52:04
Re-Printed

Batch: 00014 Year 1 AQWA Excursion 2019

Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
HALLIGAN: Simon	1	Room 1	36	CA	541
JONES: Yazeed	1	Room 1	31	CA	546
MARSHALL: Kristel	1	Room 1	33	CA	545
PARKEY: Lauren	1	Room 1	34	CA	544
SWANSSON: Simon	1	Room 1	32	CA	542
TALEB: Trisha	1	Room 1	35	CA	543

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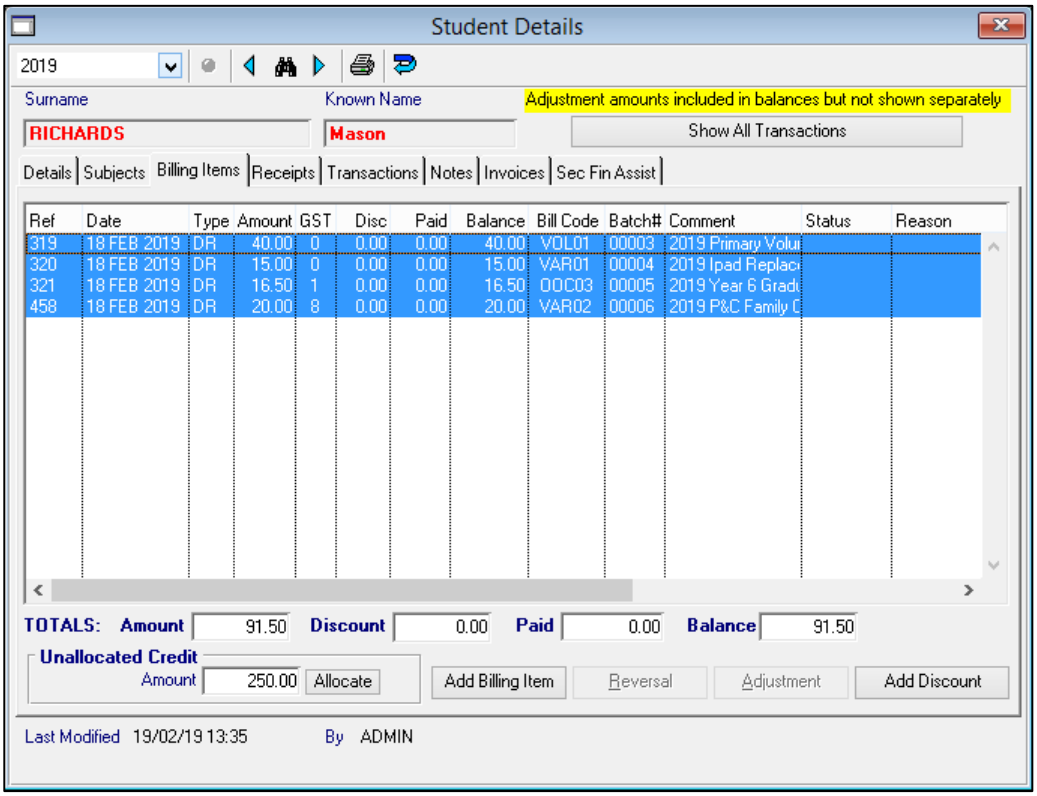
Activity: Allocate Unallocated Credit

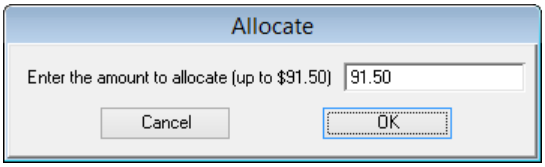
Judge Percival (Mason Richards' guardian) has advised that some of the camp credit is to be used to pay for other outstanding items. We will now allocate the unallocated credit.

RM Billing > Students

- Double-click **Mason Richards**
- Select the **Billing Items** tab
- Click on Show Billing Items with Outstanding Amounts
- Highlight all the Billing Items



- Click Allocate
- Enter the amount to allocate



- Click **OK**
- View the Billing Items

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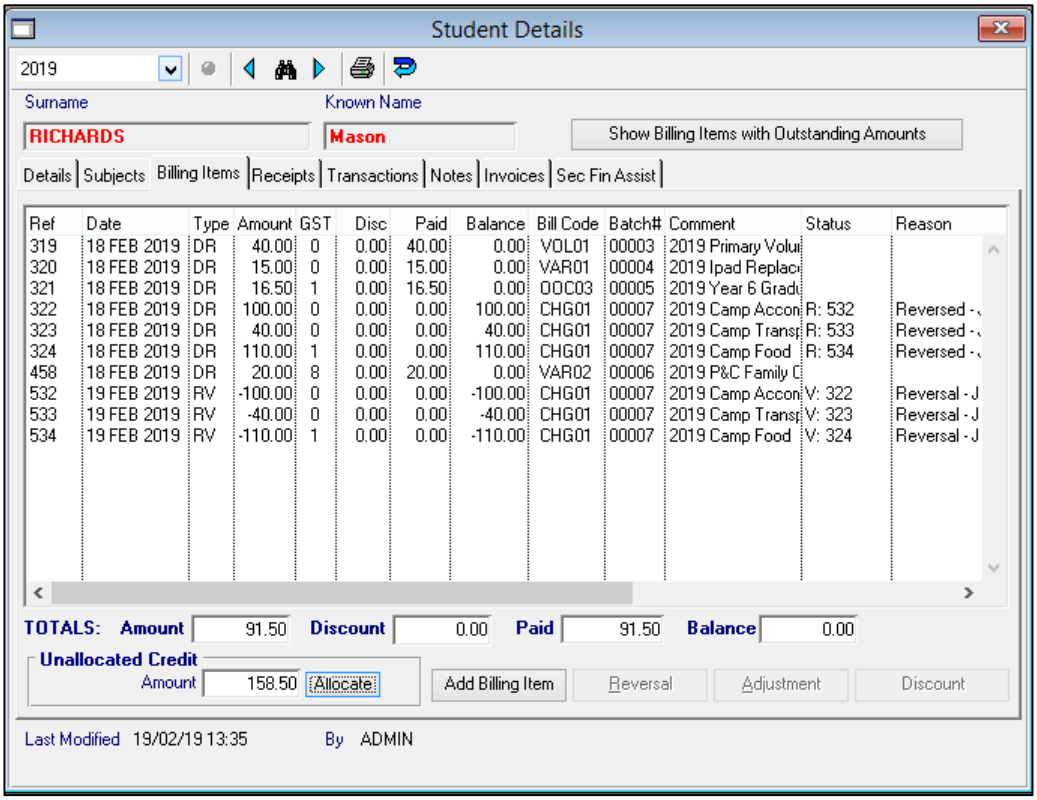
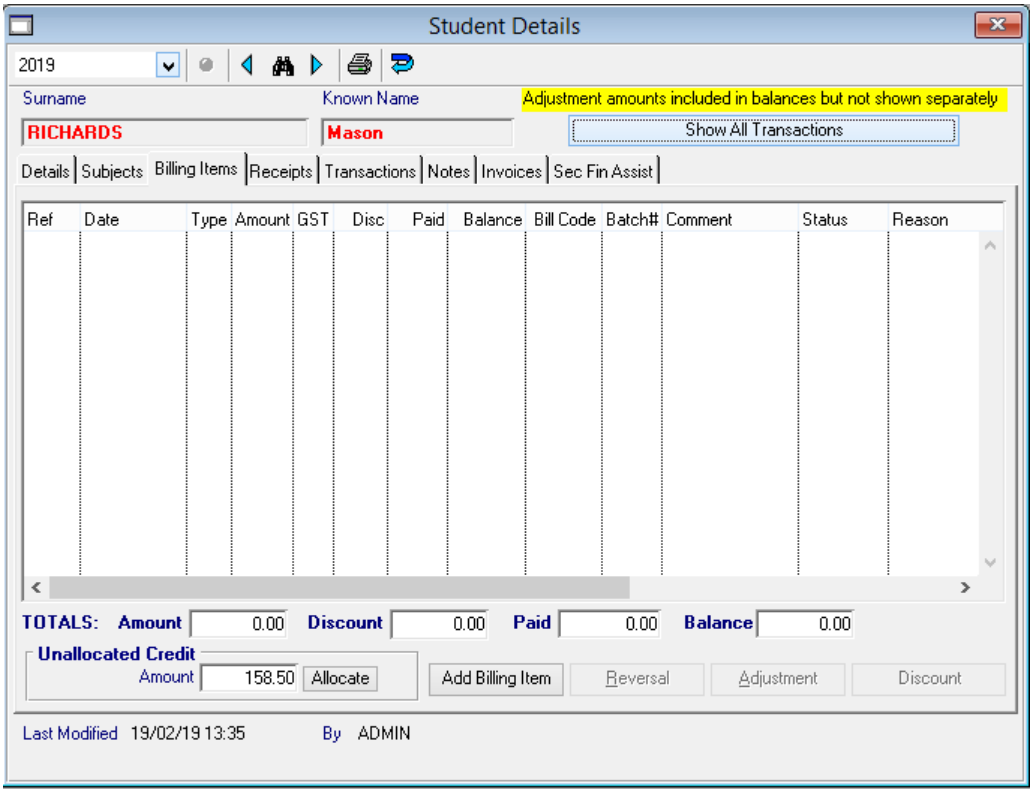


- Click on



- View there are no Billing Items with Outstanding Balances
- Close the student window

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Check the Unallocated Credit Listing again

Reports > Financial Reports > Unallocated Credit Listing

- View Mason's remaining unallocated credit

West Coast District High School

Unallocated Credit Listing as at 19/02/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
RICHARDS: Mason	6	Room 6	-$158.50	$0.00	$0.00	$158.50	$158.50
Total Unallocated Credit for All Students					**$0.00**	**$158.50**	**$158.50**

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

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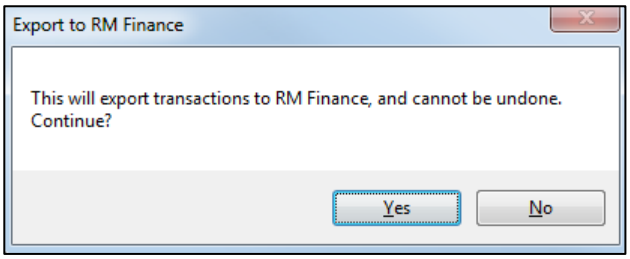
23.1 Exporting Re-allocations to RM Finance

Movement of payments from one billing code to another where the billing codes are different and are posted to different Analysis and Budget codes, will result in a re-allocation transaction. These changes must be reflected in RM Finance. The Export to RM Finance Utility will process these re-allocations automatically in the original batch the transactions were processed in. This batch is identified with an asterisk.

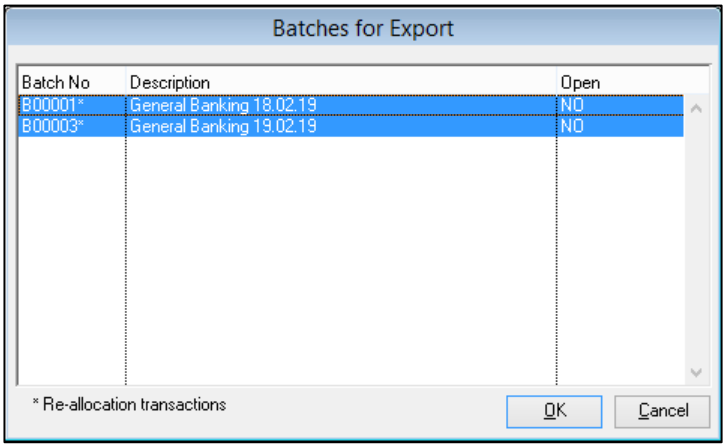
Activity: Export Re-Allocations

RM Billing > Utilities

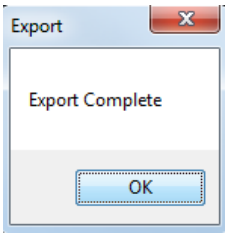
- Double-click Export to RM Finance



- Click **Yes**
- Highlight both the **General Banking Batches**



- Click **OK**



- Click **OK**

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The Export Summary Report will be sent straight to the printer. There is no provision to send it to the screen. The report must be signed by the Principal and filed with the monthly reports. A copy of the report is shown below.

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					
No Batches					0.00
					0.00
Batches Exported					
B00001*	General Banking 18.02.19	18/02/2019	18/02/2019	NO	0.00
B00003*	General Banking 19.02.19	19/02/2019	19/02/2019	NO	0.00
					0.00

* Re-allocation transactions

Comment: _____

_____

Principal's Signature: _____

Date: _____

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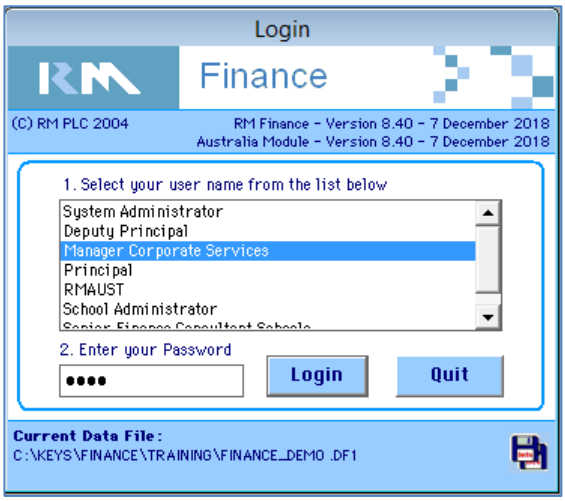
Activity: Update the Automatically Export Transactions

Open RM Finance

- Log in as **Manager Corporate Services** and Password **Keys**

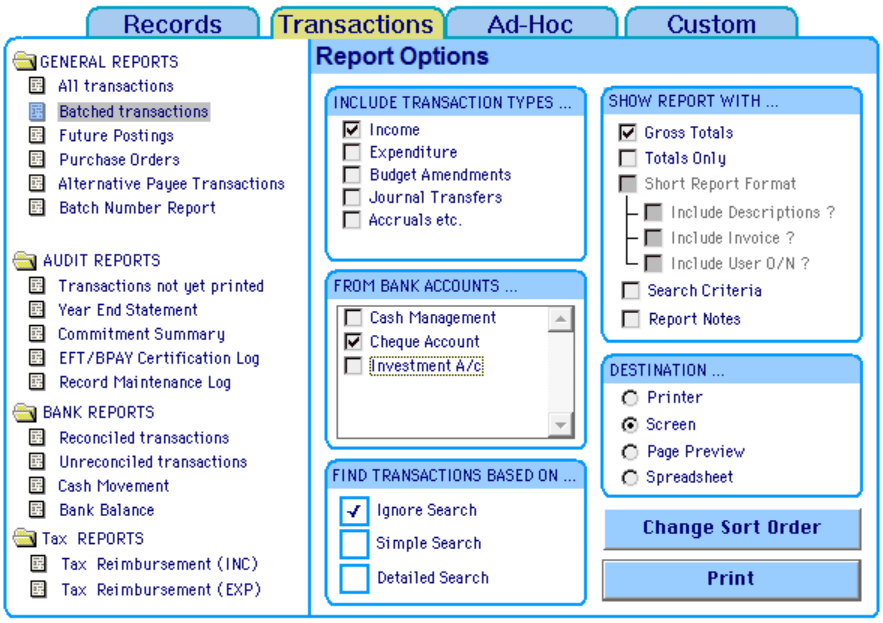


Step 1 - Check the Batched Transaction Report

Transactions

- Select

- Select the **Batched Transactions** Report
- Select **Income** only
- Select the **Cheque Account** only



- Click **Print**

A copy of the report is displayed below

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Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00001								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
General Banking 18.02.19								
Ref B00001		I/C	19 FEB 2019	140.00	0		140.00	C1
B00001								
INC001	Income							
C1100	Extra Optional Charges							
C1102	School Camps							
Cheque Account								
General Banking 18.02.19								
Ref B00001		I/C	19 FEB 2019	100.00	10.00	1	110.00	C1
B00001								
INC001	Income							
C1200	Personal Items and Other Services							
C1203	Graduation Shirt							
Cheque Account								
General Banking 18.02.19								
Ref B00001		INC	19 FEB 2019	15.00	1.50	1	16.50	C1
B00001								
INC001	Income							
N3100I	Other Suspense Accounts							
N3199	Billing Suspense							
Cheque Account								
General Banking 18.02.19								
Ref B00001		INC	19 FEB 2019	158.50		8	158.50	C1
B00001								
INC001	Income							
C1500	Voluntary Approved Requests							
C1525	Ipad Replacement Fund							
Cheque Account								
General Banking 18.02.19								
Ref B00001		INC	19 FEB 2019	15.00		0	15.00	C1
B00001								
INC001	Income							
N3000I	P & C Suspense Account							
N3005	P&C Contributions							
Cheque Account								
General Banking 18.02.19								
Ref B00001		INC	19 FEB 2019	20.00		8	20.00	C1
B00001								
INC001	Income							
C1000	Contributions							
C1002	Primary Voluntary Contributions							
Cheque Account								
General Banking 18.02.19								
Ref B00001		INC	19 FEB 2019	40.00		0	40.00	C1
B00003								
INC001	Income							
C1100	Extra Optional Charges							
C1103	PP-Y6 Excursions							
Cheque Account								
General Banking 19.02.19								
Ref B00003		INC	19 FEB 2019	60.00		0	60.00	C1
B00003								
INC001	Income							
C1100	Extra Optional Charges							
C1104	PP-Y6 Incursions							
Cheque Account								
General Banking 19.02.19								
Ref B00003		I/C	19 FEB 2019	60.00		0	60.00	C1

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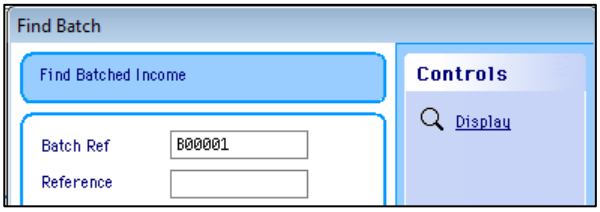
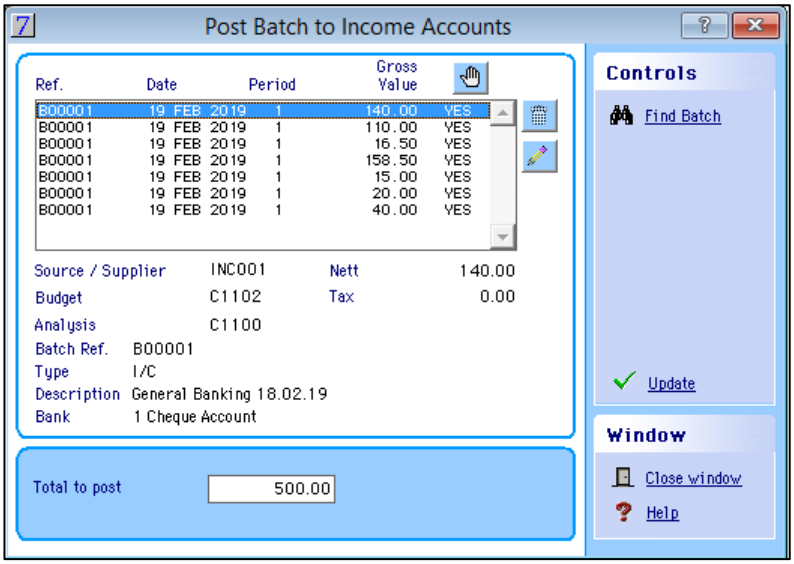
Step 2 – Update the Income Batches in RM Finance

Transactions > View/Post Batch

- Select **Income**
- Enter **Batch Ref B00001**



- Click **Display**
- Click **Select All**



- Click
- Click **Yes**

Note: If not exporting to RM Finance, then the Reallocation Transactions must be entered manually as Income Corrections, followed by the corresponding Income Transactions.

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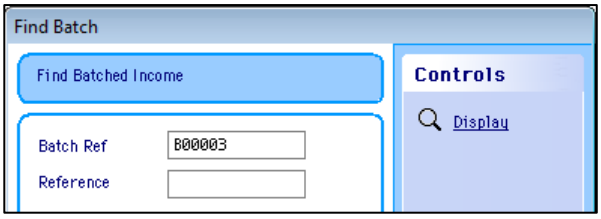
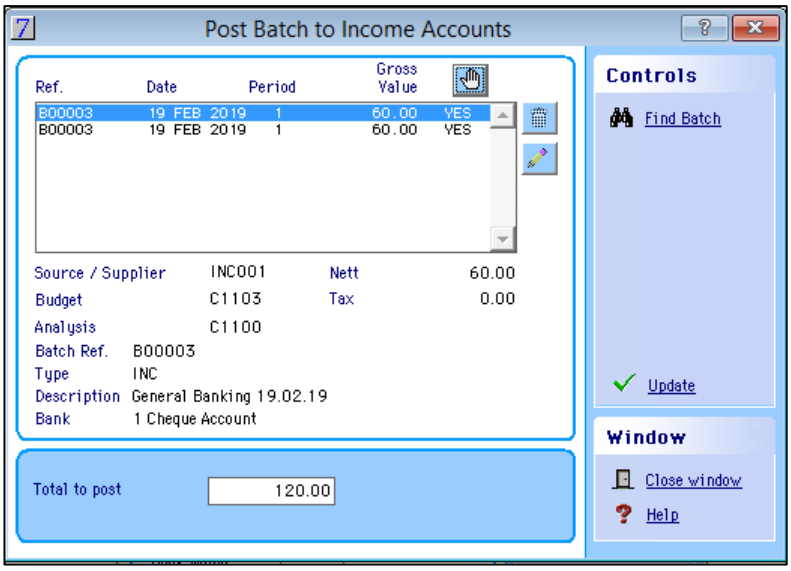
Repeat for **Batch Ref B00003**

Transactions > View/Post Batch

- Select **Income**
- Enter **Batch Ref B00003**



- Click **Display**
- Click **Select All**



- Click
- Click **Yes**

- **Close** RM Finance

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24 Changes in Student Admin

24.1 Moving a student to the Former Roll

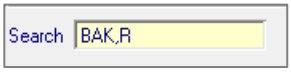
When a student is moved to the Former Roll their RM Billing information can still be accessed.

Activity: Move a Student to the Former Roll

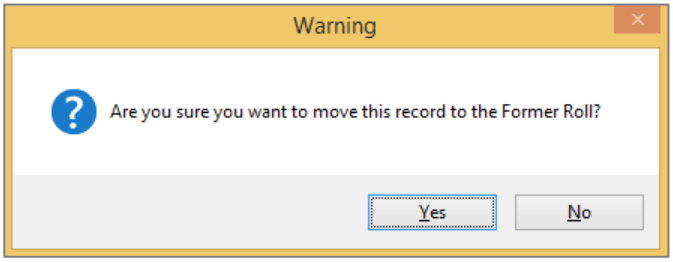
Reuben Baker is leaving the school today so will need to be moved to the Former Roll. Move him to the Former Roll and then locate his details in RM Billing.

General > Student Details

- Use the Search field to locate Reuben Baker



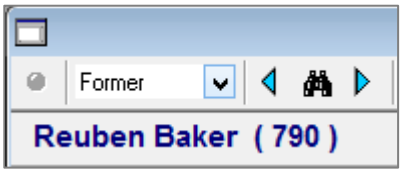
- Click **Move Student to Former Roll**



- Click **Yes** to the Warning Message
- <Tab> to accept the default date
- Select a **destination** and enter a **reason for leaving**

- Click **OK**

Reuben is now on the Former Roll



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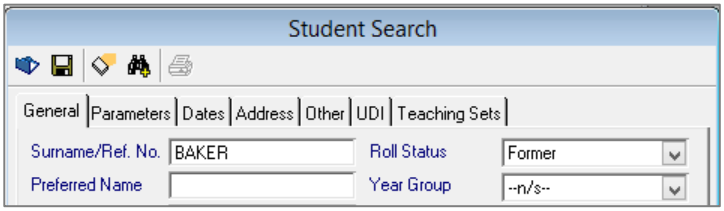
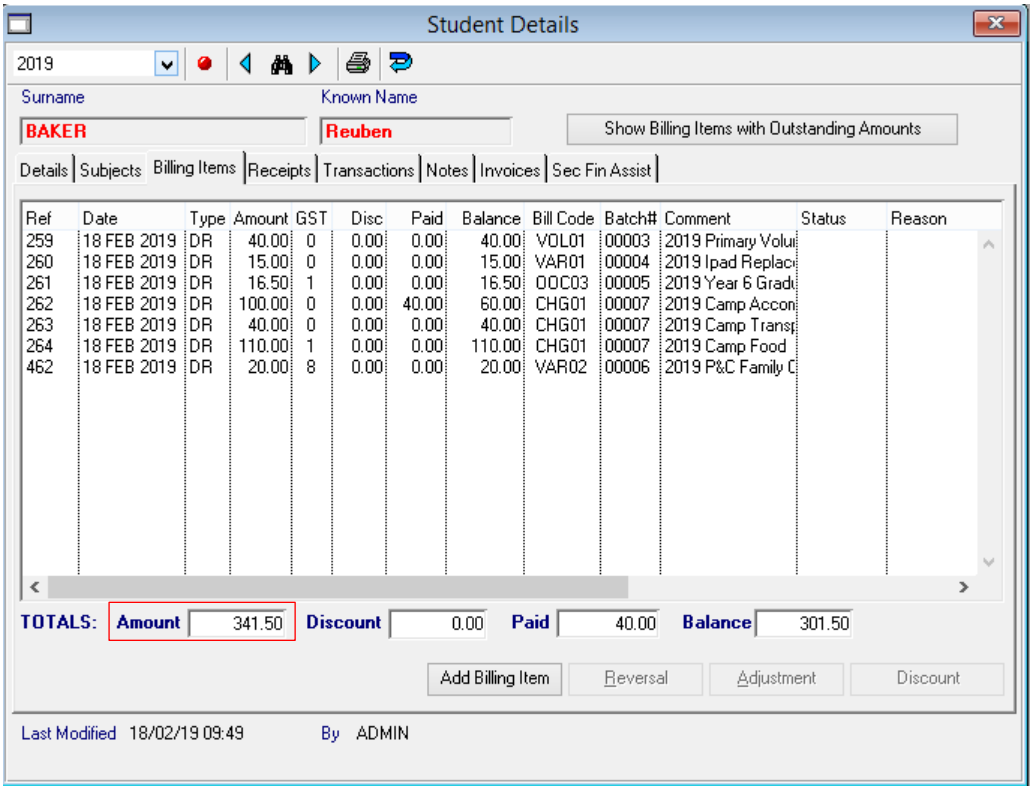
RM Billing > Students

- Click Student Find
- Select the **Former Roll** and find **Reuben Baker**



- Double click **Reuben Baker**
- Click on Billing Items to view his Billing Item balance



- Click **Return to View**
- Highlight **Reuben Baker**
- Click **For Selected > Print Statement > OK**
- View and close the statement

Note: Billing information can still be accessed, statements created and receipts entered as necessary.

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24.2 Student Name Changes

Occasionally, student name changes occur. When this change is made in **General>Student Details**, users will need to update the records in RM Billing. This update can be run through the individual student screen or by running a utility to update the records of all students with a name change.

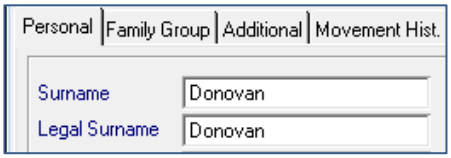
Activity: Student Name Change

Kate Ellard's guardians have provided the relevant documentation advising that Kate will now be known as Kate Donovan.

General > Student Details

- Load the Records for Kate Ellard and select Kate

- Click on edit student
- Enter ***Donovan*** in the Surname and Legal Surname



- Click **OK**

A name change icon now appears on the Student's status bar

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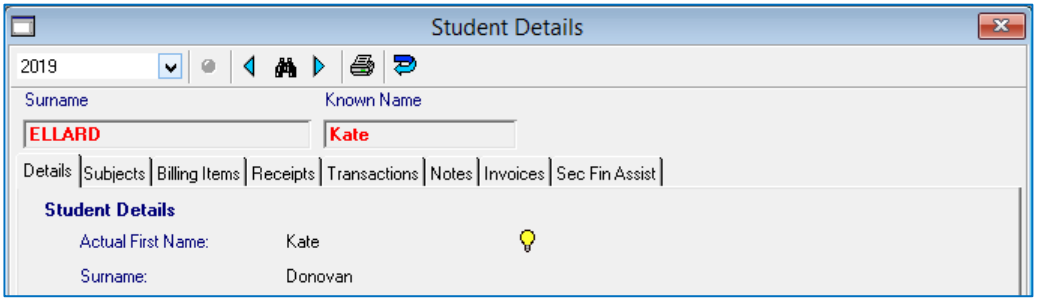
RM Billing > Students

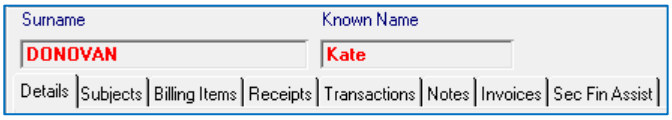
- Find Kate Ellard and open her record

Note that the name change is not showing in Students List



The updated name appears under student details. The 'Update Student name from Admin' icon appears on the student record and when clicked will update the student's record.

- Click on the icon to update Kate's record

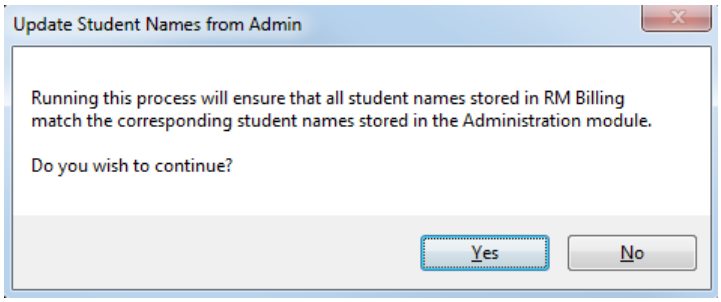


- Note that the name details have updated
- Return to View
- Highlight **Kate Donovan**
- For **Selected > Print Statement > OK**
- View and close the statement

24.3 RM Billing > Utilities > Update Student Details from Admin

There is also the option to use the **name update utility** which will update the records for all students with name changes.

- Click on Update Student Details from Admin, the following message will appear.



- To update RM Billing with any student name changes from the Administration module click **Yes**
- A report will be produced listing the names of students that have been updated

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25 Write-offs

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's Write-Off Procedures for Irrecoverable Debts document for further information regarding all write-offs.

At the beginning of a 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 Corporate Business Services 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. 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.

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A copy of the School Write-Off application form for $5000 or less, is displayed below.

School Debt Write-Off Application Form ($5 000 or less)

Refer to section 3.3.6 of the Financial Management in Schools: Finance and Accounting for write-off details.
Any queries on the completion of this form should be directed to your Senior Finance Consultant.

Steps:

1. Fill in the form and email the completed form to the Principal for lodgement.
2. Print a hard copy of the form and attach relevant supporting documents (e.g. billing report or invoices etc) to the form.
3. Forward the hard copy of the form and supporting documents to the Principal for a provisional write-off approval.
5. File the provisionally approved application form and documents, and update relevant registers.
6. Principal to e-mail a copy of the form to Corporate Business Services (CBS) (supporting documents not required) for final approval located in the signature box below. An application form emailed by any other person will not be accepted.

e-mail:	Click the "Send" button below to automatically email this application form to CBS for processing OR manually email this form by the principal to: FINACCREC@education.wa.edu.au

Name of School: _____ **Region:** _____

Contact Name: _____ **Phone No:** _____

E-mail: _____ (for notification purpose) **Write-Off Ref:** _____ (System generated)

Item Description	Amount
Total Student Subject Charges	
Total Other Student Charges	
Total Residential Boarding Fees	
Total Overseas Student Fees	
Total Adult Education Fees	
Total Others	
Total	**$0.00**

What recovery actions have been taken to recover the outstanding debts?

.....

.....

PROVISIONAL APPROVAL

In accordance with the authority given to me under Treasurer's Instruction 107, I hereby provisionally approve the write-off of the above items.

I certify that the above details are correct and all individual values are $5 000 or less. Every recovery and remedial action has been taken and all documentation in support of the write-off application is being held at the school.

Principal's Name	Principal's Signature	Date

final approval, this application form must be lodged via email to CBS by the Principal (signature is not required). Click button to se Send

CBS Use Only

Recorded by (Officer): _____

Submission Details Recorded Date: _____

Write-Off Submission Identifier: _____

Note: Write-off applications are submitted to the approval authority once every 6 months. Principal will be advised of the write-off as soon as it is approve

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25.1 Writing off Student Debt

When writing off billing items for students, the user will access Write off-Cancel Student Related Debt via the Utilities menu.
Writing off student debt may be carried out at any time during the year, if it is deemed that the debt is unrecoverable.

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

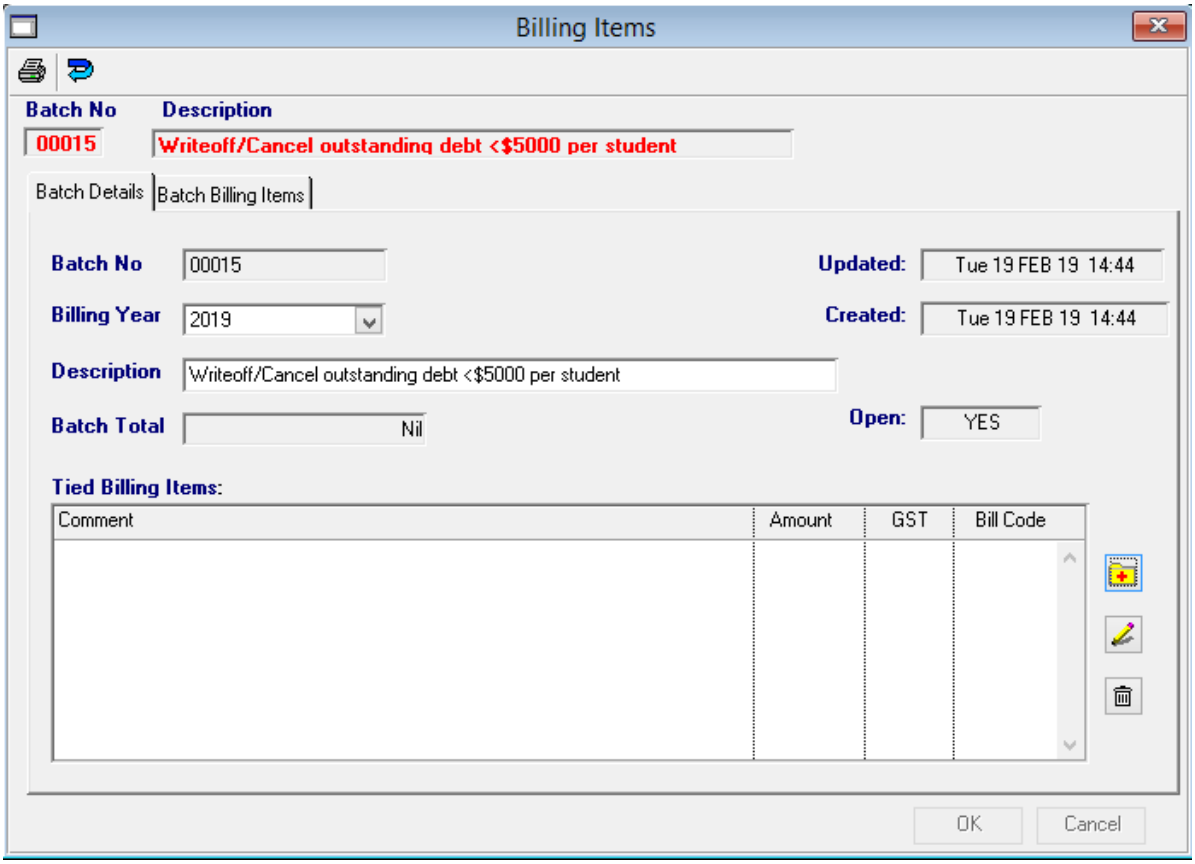
Activity: Create a Student Write-off Batch

As part of the end of month process and at the end of each year, it is necessary to review current and former roll students and write off irrecoverable charges and cancel uncollected voluntary contributions. A billing item batch will need to be created in order for the write off amounts to be processed into.

RM Billing > Billing Items

Charges and Contributions have been deemed unrecoverable for some students. Create a write-off batch to hold the written off amounts.

- Click **Add Item**
- Enter the description as **Writeoff/Cancel outstanding debts <$5000 per student**
- Click **OK**



- Click **Return to View**

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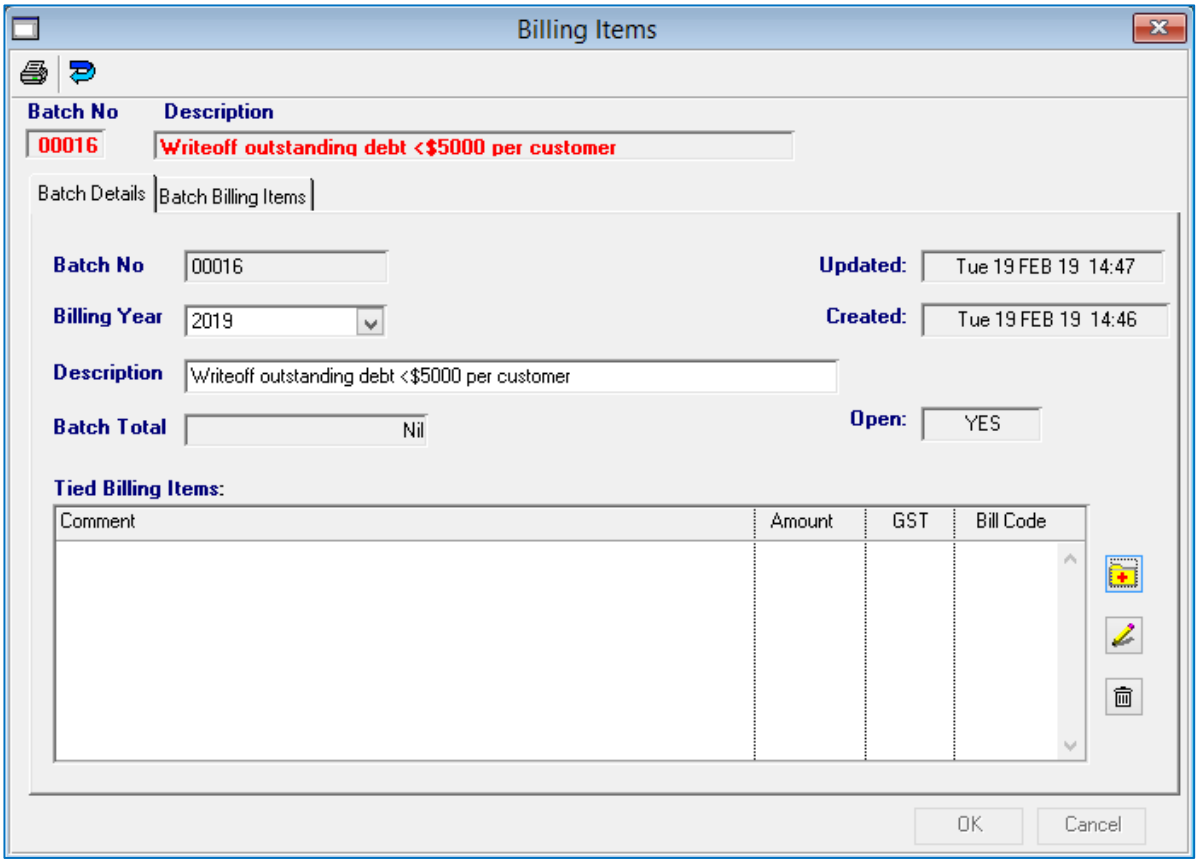
Activity: Create a Customer Write-off Batch

RM Billing > Billing Items

West Coast Theatre has gone into receivership and charges have been deemed as unrecoverable. Create a write-off batch to hold the written off amount.

- Click **Add Item**
- Enter the description as **Writeoff outstanding debts <$5000 per customer**
- Click **OK**



Note: Customer debt cannot be cancelled. It can only be written off.

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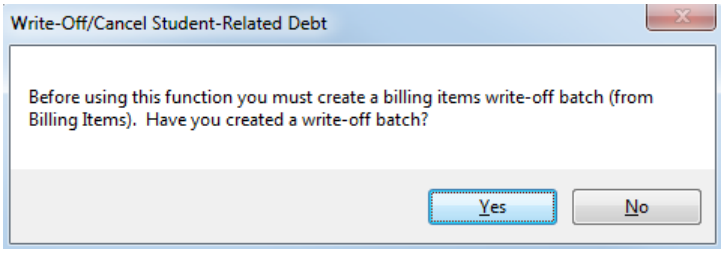
25.1.2 Writing off Student Debt as part of end of month procedure

Activity: Write off Student Debt for Current Year

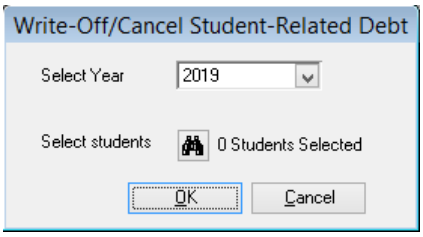
Reuben Baker has left the school and it has been deemed that his charges are unrecoverable. Approval for the write off has been received from the Principal, so as part of the end of month procedure, his debt will be written off.

RM Billing > Utilities

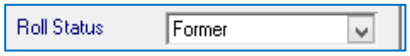
- Double Click **Write off-Cancel/Student Related Debt**



- Click **Yes**
- Select **2019**



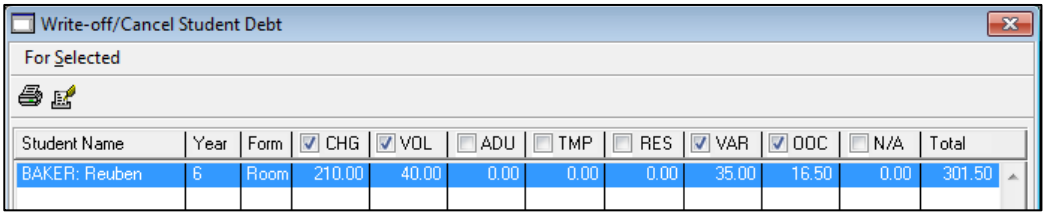
- Click the **Student Find**

- Select the **Former roll** 

- Click **Find** and highlight **Reuben Baker**

- Click **Select**
- Click **OK**

- Click in the boxes for **CHG, VOL**, **VAR** and **OOC**



- Click **Print Selected**

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This report must be printed and signed by the Principal and filed in the write-off file.

Clicking will print a list of all students viewed in the Write off-Cancel Debt screen. This report should not be used to record the Principal's authorisation for write off. The user must select the Print Selected printer

West Coast District High School

Write-off/Cancel Student-Related Debt

Outstanding amounts for the Billing Year 2019

1 Students Selected

Student Name	Year	Form	Debtor Name	CHG	VOL*	VAR*	OOC	Total
BAKER: Reuben	6	Room 6	Mr A Pearce	210.00	40.00	35.00	16.50	301.50
Totals for Report				210.00	40.00	35.00	16.50	301.50

* Note: VOL and VAR amounts are not subject to write-off.

☐ PROVISIONAL APPROVAL - Individual debts $5 000.00 or less
In accordance with Treasurer's Instruction 107, I hereby provisionally approve the write-off of the above unrecoverable debts owing to the school.

OR

☐ CERTIFICATION - Individual debts more than $5 000.00
I certify that the above details are correct and all individual costs are $5000 or less. Every feasible effort has been made to recover the amounts listed above, remedial action has been taken and all documentation in support of the write-off application is being held at the school.
All appropriate recovery action has been taken. I hereby request for an approval to write off the above items.

Comment

Principal's Name Principal's Signature Date

Key

CHG - Charges	TMP - Temporary Visa Overseas Student Fees	OOC - Other Optional Costs
VOL - Voluntary Contributions	RES - Residential Boarding Fees	N/A - Not Applicable
ADU - Adult Student Fees	VAR - Voluntary Approved Requests	

- Close the report

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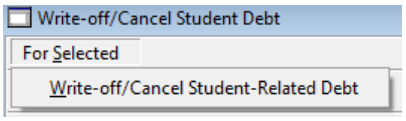
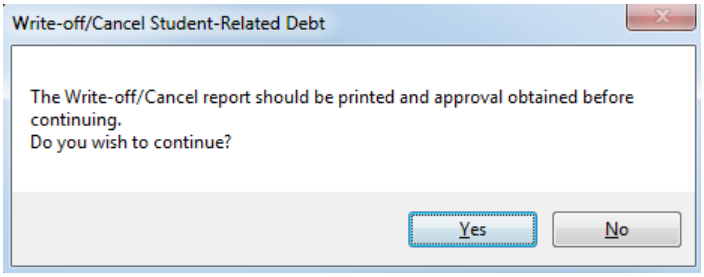
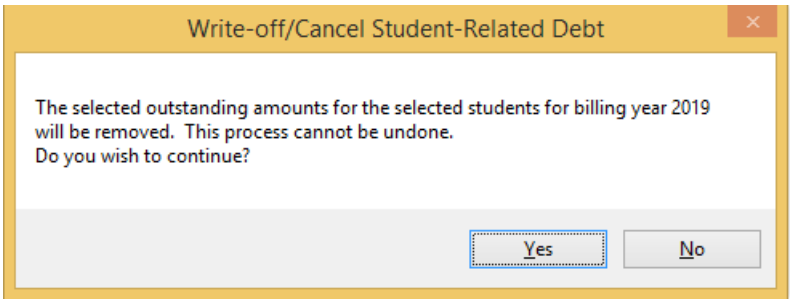
- **For Selected > Write off/Cancel Student Related Debt**

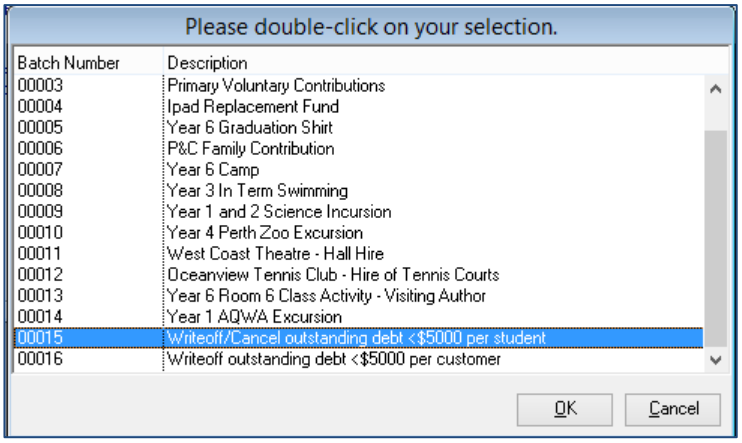




- Click **Yes**



- Click **Yes**
- Press **<Tab>** in the Batch and select the **Write-off/Cancel outstanding debts <$5,000 per Student** batch and **OK**



- Enter the reason for the write off as **'Provisional Approval dd.mm.yy' (Today's date)**

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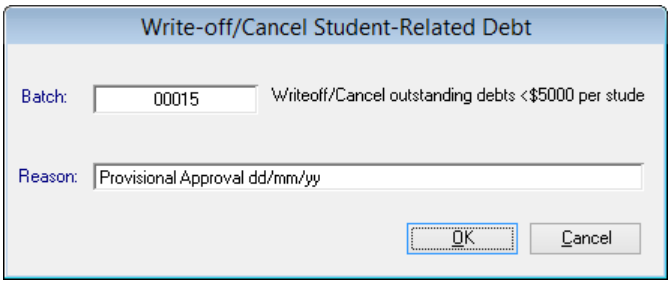
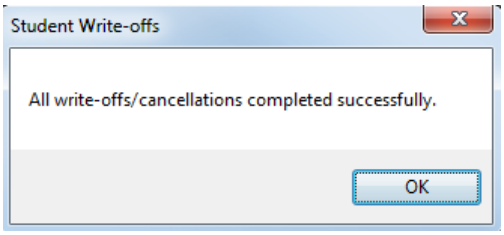
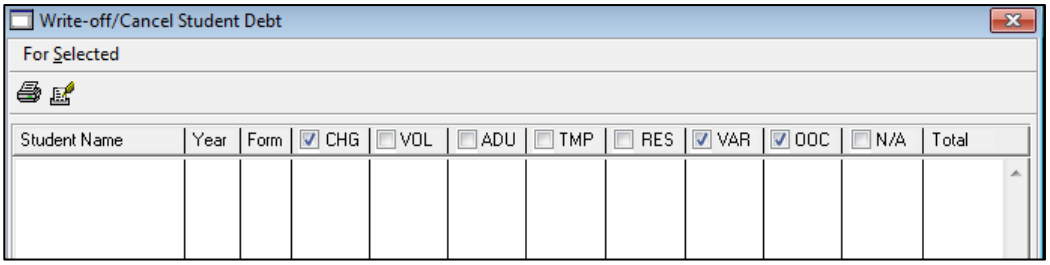


- Click **OK**



- Click **OK**
- The debt is removed from the Write-off screen



- Close the Write off/Cancel Student Related Debt window

Note: These batches are only created when required for write-off purposes. Billing Item Batches can be duplicated from the Billing Items list by selecting the batch to be duplicated and choosing For Selected > Duplicate Batch.

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25.1.3 Writing off Debt for Several Students

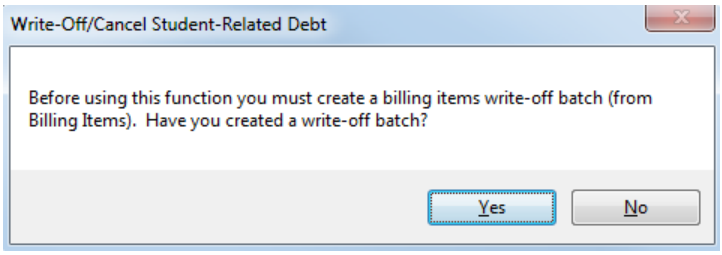
When charges are deemed as unrecoverable for more than one student, they can be written off.

Activity: Write-Off Debt in Bulk

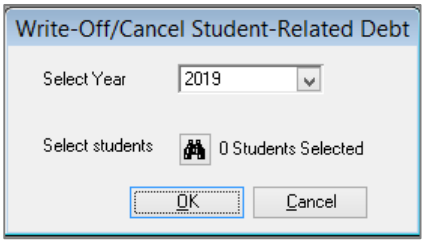
Charges and contributions have been deemed as unrecoverable for several Year 6 students. Approval for write-off has been received by the Principal. Produce a write-off report for the Principal to sign. Write off debt for these students.

RM Billing > Utilities

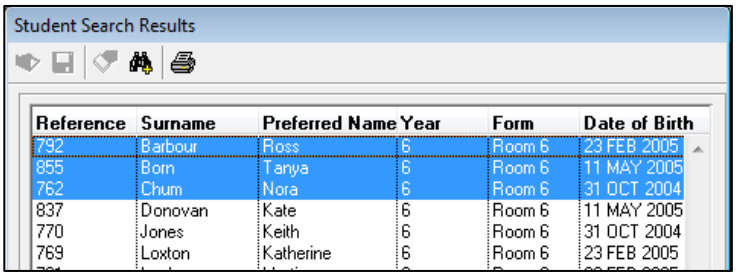
- Double click **Write off/Cancel Student Related Debt**



- Click **Yes**
- Select **2019** as the Year



- Click **Student Find**
- Select **Year Group 6**
- Click **Find**
- Highlight the first 3 students



- Click **Select** and **Yes**
- Click **OK**
- Put a tick in front of **CHG, VOL, VAR** AND **OOC**
- Highlight the students

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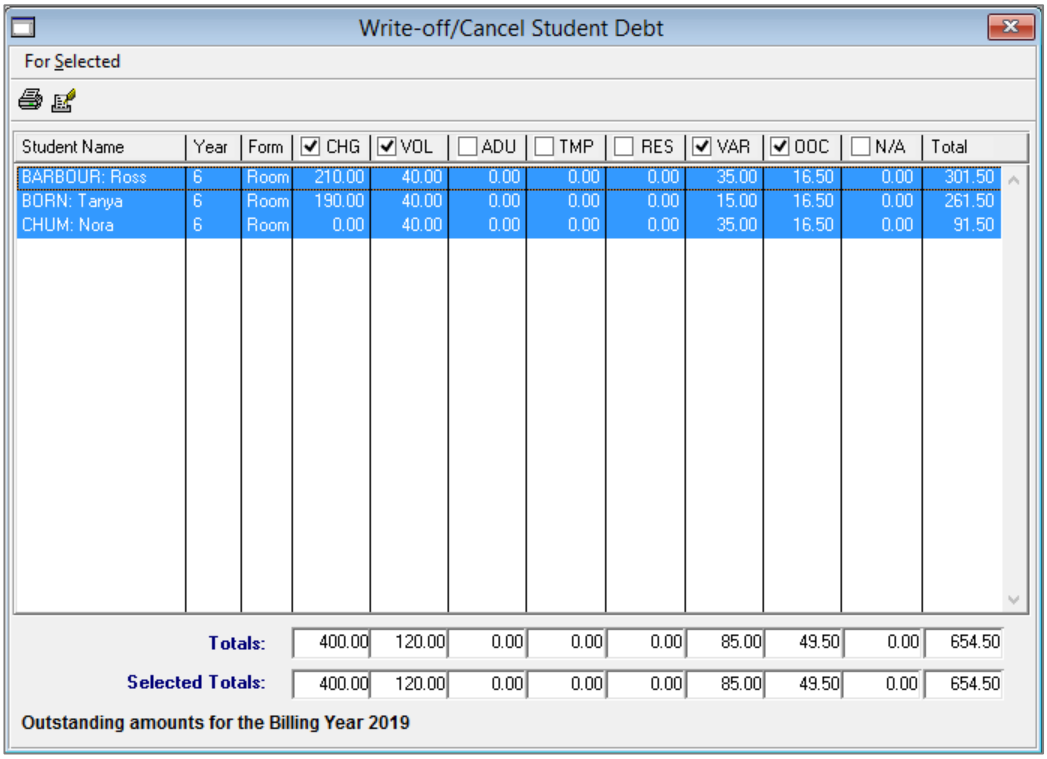
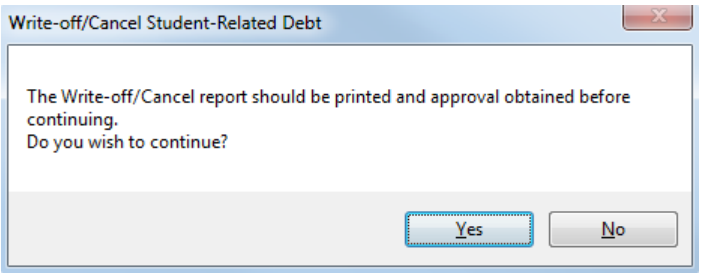


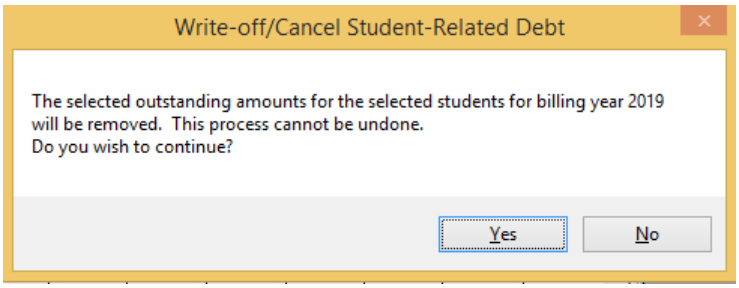
- Click **Print Selected**

Note: This report must be printed, signed by the Principal and filed in the write-off file.

- Close the report
- Highlight all students
- **For Selected > Write off/Cancel Student Related Debt**



- Click **Yes**



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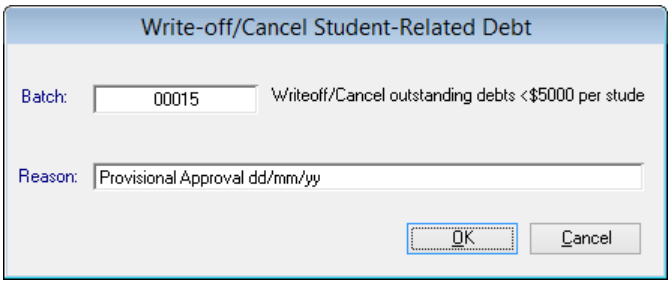
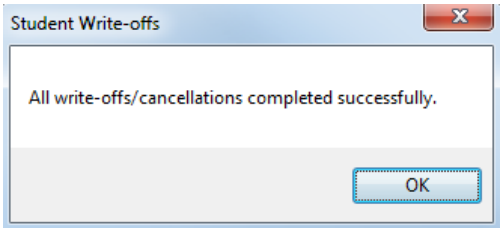
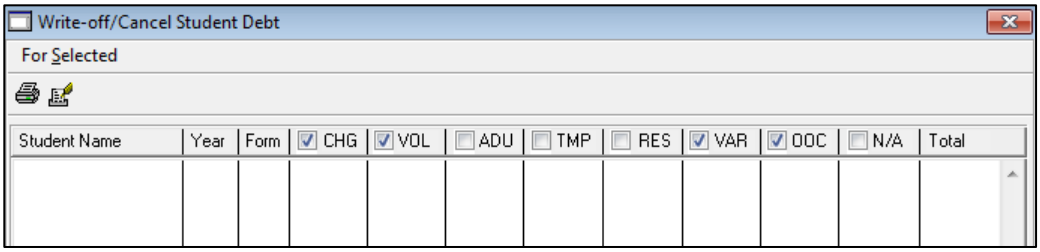
- Click **Yes**
- Press **<Tab>** in the Batch field
- Select the **Writeoff/Cancel outstanding debts <$5000 per student** batch and click **OK**
- Enter the reason for the write off as '**Provisional Approval dd.mm.yy' (Today's date)**



- Click **OK**



- Click **OK**
- The debt is removed from the Write-off screen



- Close the Write-off/Cancel Student Related Debt window

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 Corporate Business Services for final write off approval from the Director General. Voluntary amounts are cancelled, not written off, therefore must not be included in the application.

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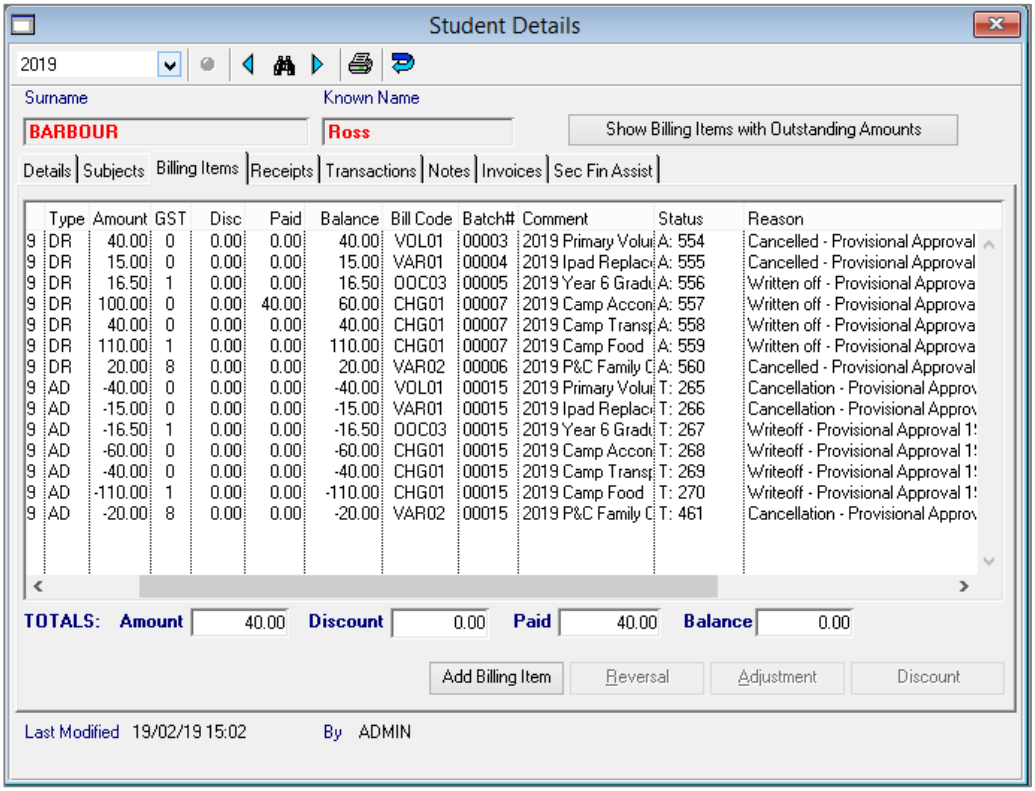
Activity: View Write-Off/Cancelled Billing Items for Students

RM Billing>Students

- Open the record for **Ross Barbour**
- Select the **Billing Items** Tab
- Click on the **Reason** header
- View the written off and cancelled debt.



- View the Record after clicking on

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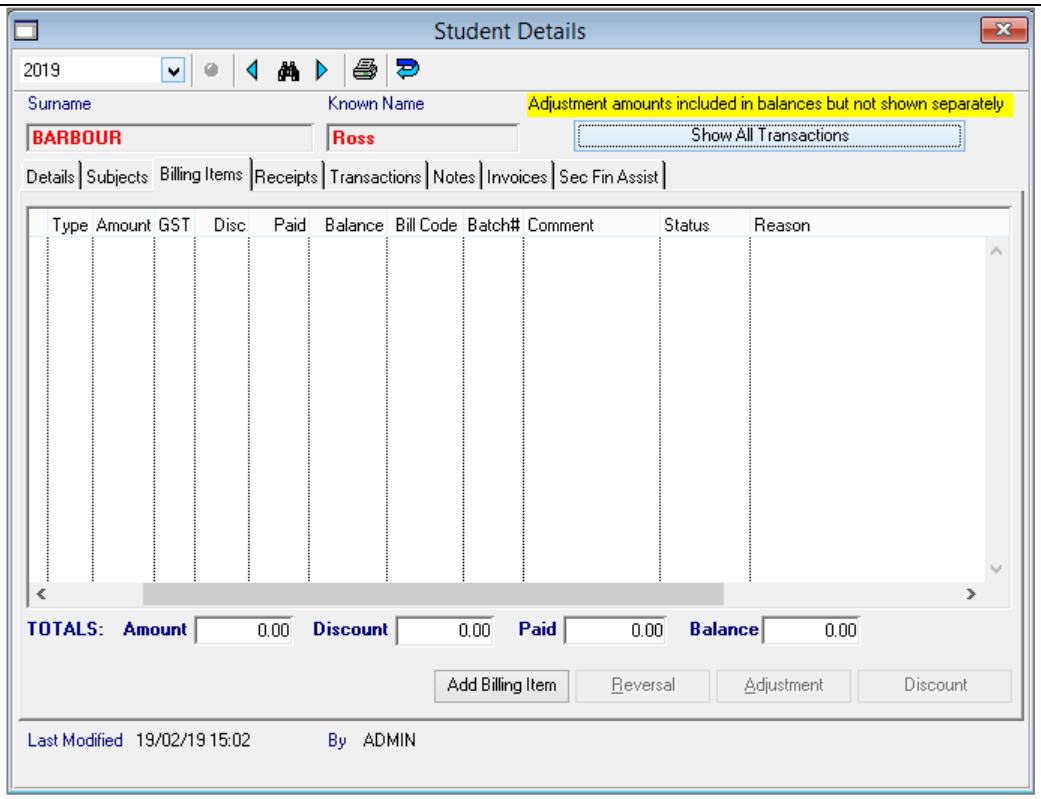

- Close out of Student Details

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25.2 Writing off Customer Debt

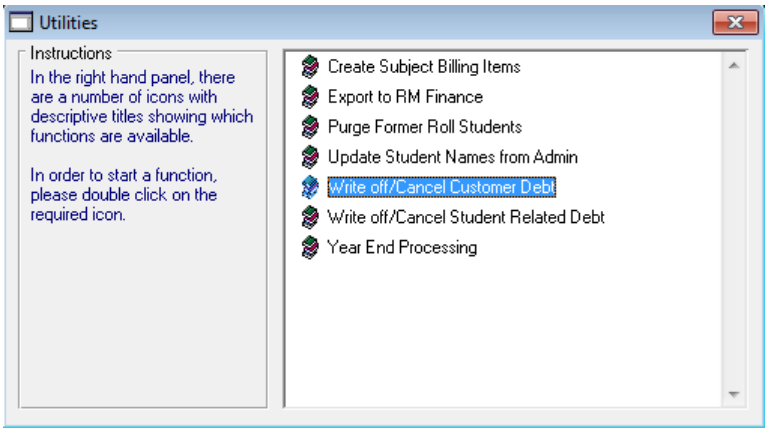
When writing off billing items for customers, the user will access Write off/Cancel Customer Related Debt via the Utilities menu, however Customer debt can only be written off, it cannot be cancelled. When charges are deemed as unrecoverable from customers they can be written off.

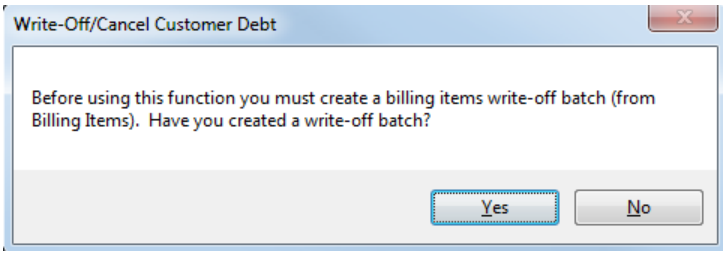
Activity: Write-Off Customer Debt

West Coast Theatre has gone into receivership and charges have been deemed as unrecoverable. Approval for write-off has been received by the Principal. Write off debt for this customer.

RM Billing > Utilities

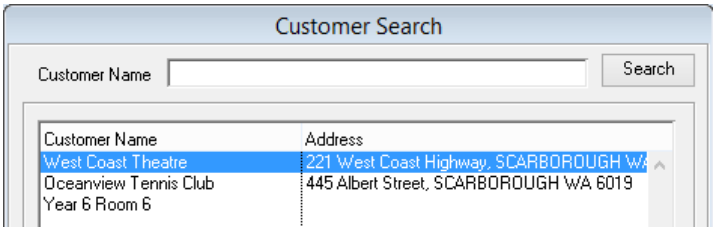
- Double click **Write off/Cancel Customer Debt**





- Click **Yes**
- Select **2019** as the Year

- Click **Customer Find**
- Select **West Coast Theatre**



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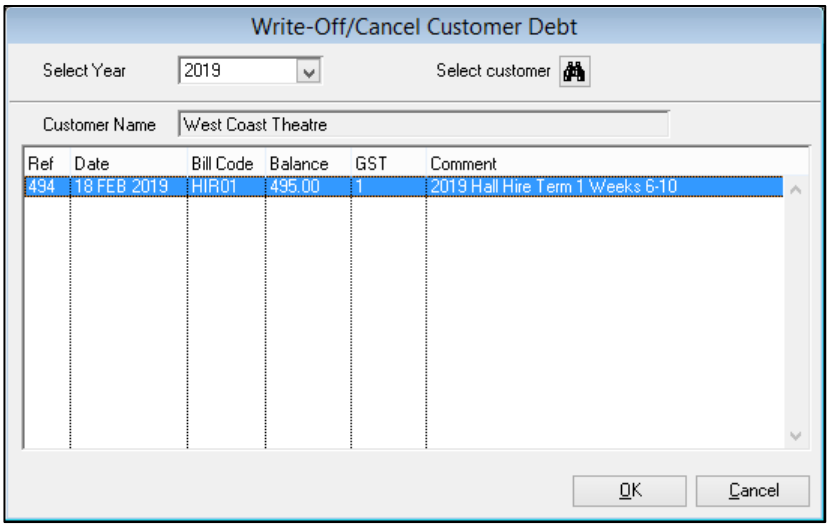
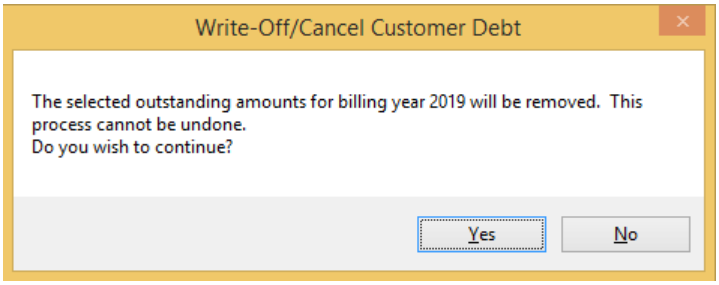
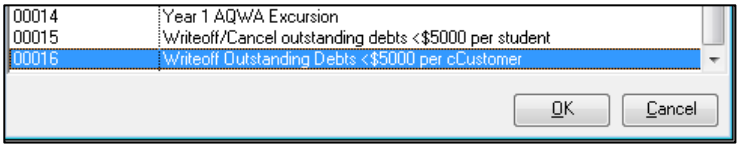
- Highlight the line for the **2019 Hall Hire Term 1 Weeks 6-10** for **$495**



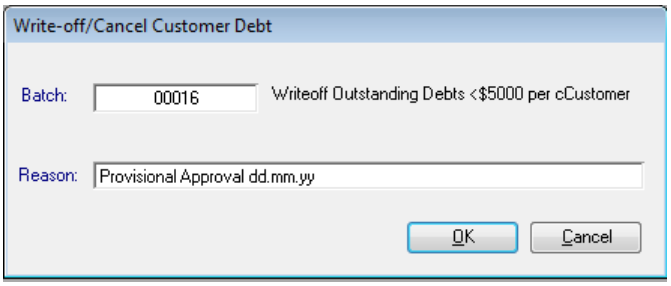
- Click **OK**



- Click **Yes**
- <Tab> in the Batch field
- Select the **Writeoff Outstanding Debts <$5000 per customer**



- Click **OK**
- Enter the reason for the write off as '**Provisional Approval dd.mm.yy' (Today's date)**



- Click **OK**

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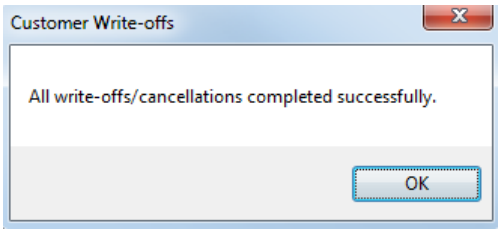

- Click **OK**
- Close the Writeoff Customer Debt Window

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25.2.1 Printing the Transaction Summary for Customer Write-offs

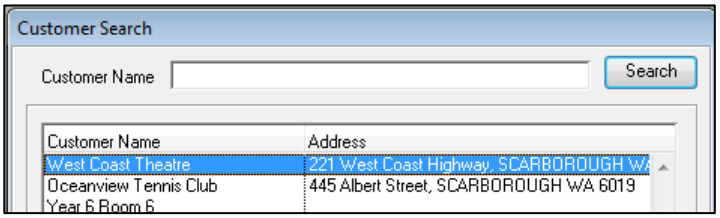
A write-off report must be printed and signed by the Principal for all Customer write-offs. This report must then be filed.

Activity: Print the Write-Off Report for Customers

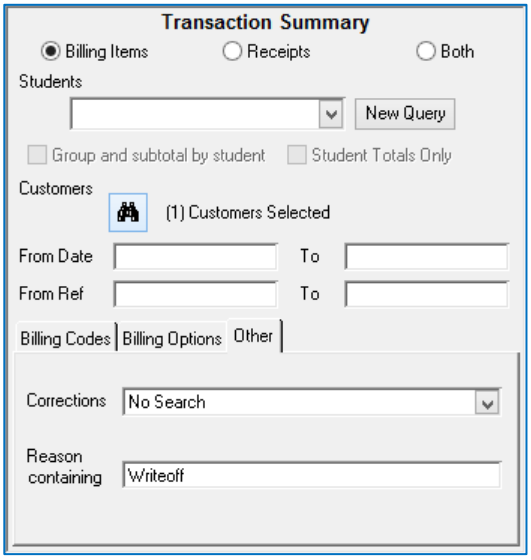
Print the transactions summary report for West Coast Theatre for the Principal to sign and to be filed.

RM Billing > Reports

- Open the **Transactional Reports** folder
- Select the **Transaction Summary**
- Select **Billing Items**
- Click Customer Find
- Select **West Coast Theatre**



- Enter the relevant date range
- Select the **Other** tab
- Enter the Reason containing **Writeoff** (No spaces)



- Click **Print**

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- This report must be signed by the Principal and filed

West Coast District High School

Transaction Summary

Search Criteria
From Date 01/02/19 To Date28/02/19
Billing Items only
Reasons Containing: writeoff
1 Customers Selected

Ref	Date	Rec #	Type	Status	Bill Code	Amt	GST	Disc	Bal	Student/Cust	Description	Reason
571	19/02/19		AD	T: 494	HIR01	-$495.00	-$45.00	$0.00	-$495.00	West Coast Theatre	2019 Hall Hire Term 1 Weeks 6-10	Writeoff - Provisional Approval 19.02.19
Totals for Report						-$495.00	-$45.00	$0.00	-$495.00			

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 Corporate Business Services for final write off approval from the Director General.

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25.2.2 Closing the Write-off Batches

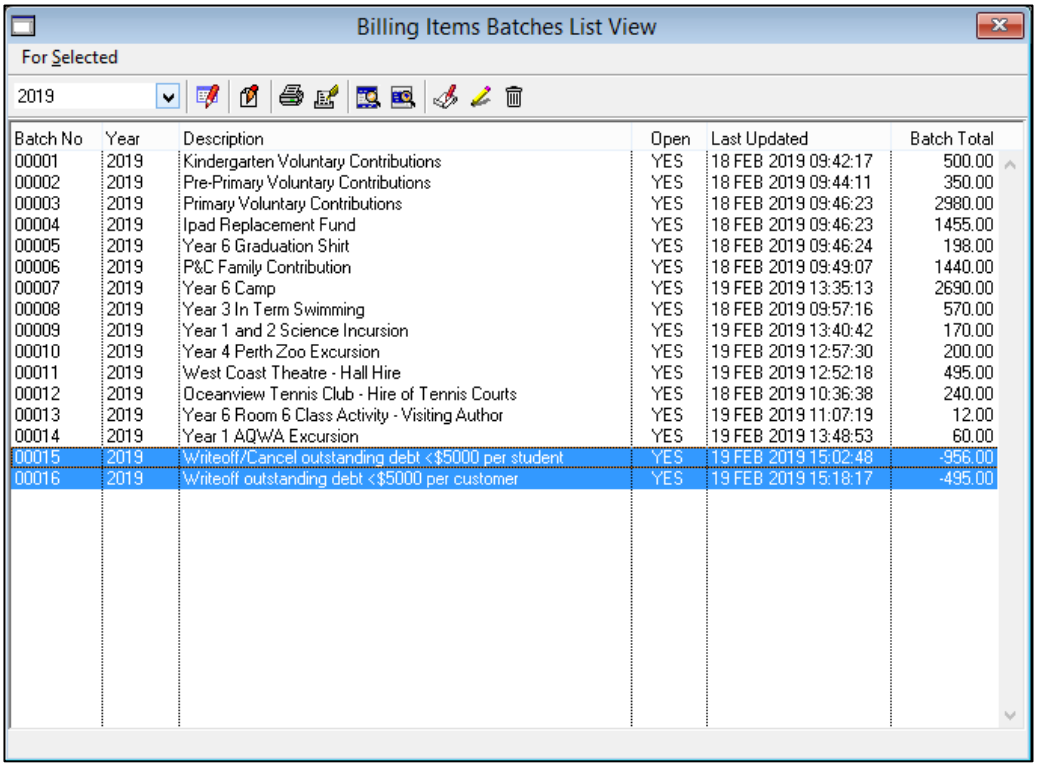
The write-off batches must be closed and a new batch will need to be created for the next write-off/cancellation.

Activity: Close the Write-Off Batches

As the write-offs have now been completed and the School Debt Write-off Application Form ($5,000 or less), submitted it is now necessary to close off the write-off batches. This can be done individually or if there is more than one batch to close, they can be done together.

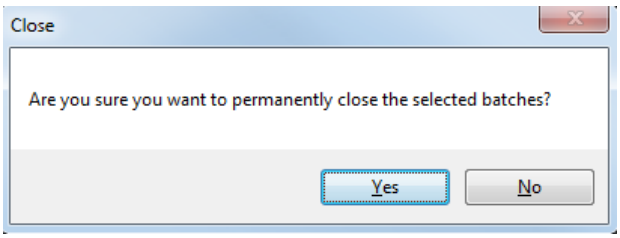
RM Billing > Billing Items

- Highlight both Writeoff batches



Batch No	Year	Description	Open	Last Updated	Batch Total
00001	2019	Kindergarten Voluntary Contributions	YES	18 FEB 2019 09:42:17	500.00
00002	2019	Pre-Primary Voluntary Contributions	YES	18 FEB 2019 09:44:11	350.00
00003	2019	Primary Voluntary Contributions	YES	18 FEB 2019 09:46:23	2980.00
00004	2019	Ipad Replacement Fund	YES	18 FEB 2019 09:46:23	1455.00
00005	2019	Year 6 Graduation Shirt	YES	18 FEB 2019 09:46:24	198.00
00006	2019	P&C Family Contribution	YES	18 FEB 2019 09:49:07	1440.00
00007	2019	Year 6 Camp	YES	19 FEB 2019 13:35:13	2690.00
00008	2019	Year 3 In Term Swimming	YES	18 FEB 2019 09:57:16	570.00
00009	2019	Year 1 and 2 Science Incursion	YES	19 FEB 2019 13:40:42	170.00
00010	2019	Year 4 Perth Zoo Excursion	YES	19 FEB 2019 12:57:30	200.00
00011	2019	West Coast Theatre - Hall Hire	YES	19 FEB 2019 12:52:18	495.00
00012	2019	Oceanview Tennis Club - Hire of Tennis Courts	YES	18 FEB 2019 10:36:38	240.00
00013	2019	Year 6 Room 6 Class Activity - Visiting Author	YES	19 FEB 2019 11:07:19	12.00
00014	2019	Year 1 AQWA Excursion	YES	19 FEB 2019 13:48:53	60.00
00015	2019	Writeoff/Cancel outstanding debt <$5000 per student	YES	19 FEB 2019 15:02:48	-956.00
00016	2019	Writeoff outstanding debt <$5000 per customer	YES	19 FEB 2019 15:18:17	-495.00

- Click **For Selected > Close Batch**



- Click **Yes**

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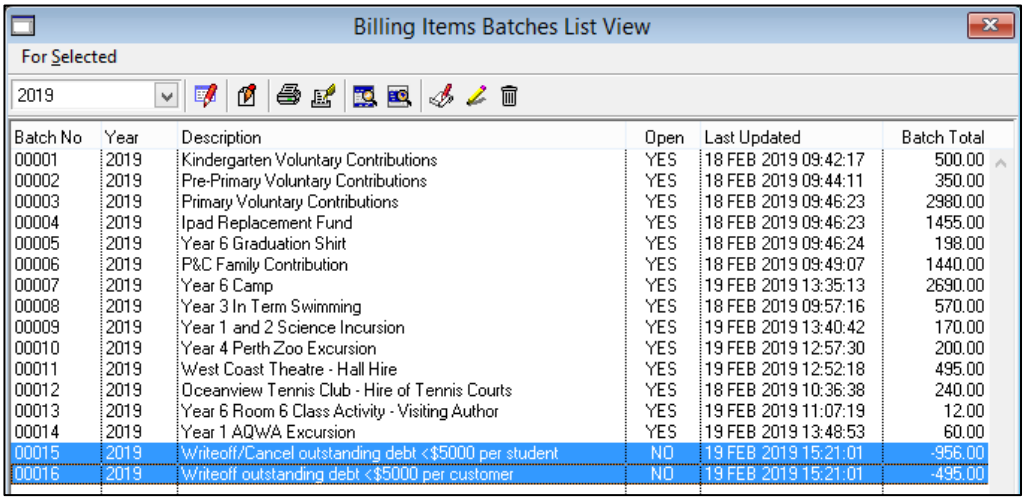
The two batches are now closed



Batch No	Year	Description	Open	Last Updated	Batch Total
00001	2019	Kindergarten Voluntary Contributions	YES	18 FEB 2019 09:42:17	500.00
00002	2019	Pre-Primary Voluntary Contributions	YES	18 FEB 2019 09:44:11	350.00
00003	2019	Primary Voluntary Contributions	YES	18 FEB 2019 09:46:23	2980.00
00004	2019	Ipad Replacement Fund	YES	18 FEB 2019 09:46:23	1455.00
00005	2019	Year 6 Graduation Shirt	YES	18 FEB 2019 09:46:24	198.00
00006	2019	P&C Family Contribution	YES	18 FEB 2019 09:49:07	1440.00
00007	2019	Year 6 Camp	YES	19 FEB 2019 13:35:13	2690.00
00008	2019	Year 3 In Term Swimming	YES	18 FEB 2019 09:57:16	570.00
00009	2019	Year 1 and 2 Science Incursion	YES	19 FEB 2019 13:40:42	170.00
00010	2019	Year 4 Perth Zoo Excursion	YES	19 FEB 2019 12:57:30	200.00
00011	2019	West Coast Theatre - Hall Hire	YES	19 FEB 2019 12:52:18	495.00
00012	2019	Oceanview Tennis Club - Hire of Tennis Courts	YES	18 FEB 2019 10:36:38	240.00
00013	2019	Year 6 Room 6 Class Activity - Visiting Author	YES	19 FEB 2019 11:07:19	12.00
00014	2019	Year 1 AQWA Excursion	YES	19 FEB 2019 13:48:53	60.00
00015	2019	Writeoff/Cancel outstanding debt <$5000 per student	NO	19 FEB 2019 15:21:01	-956.00
00016	2019	Writeoff outstanding debt <$5000 per customer	NO	19 FEB 2019 15:21:01	-495.00

- Close the Billing Items window

IMPORTANT:

When writing off customer debt for more than $5000, approval must be received from the Director General. Complete and submit the School Debt Application Form (over $5000) available on the Finance Web, for approval from the Director General. Once approval has been received, complete the write-off procedure.

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 Corporate Business Services for final write off approval from the Director General.

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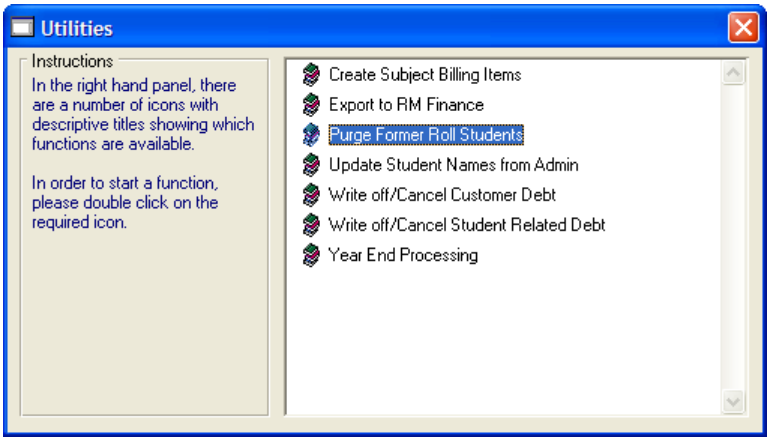
26 Purging Transactions

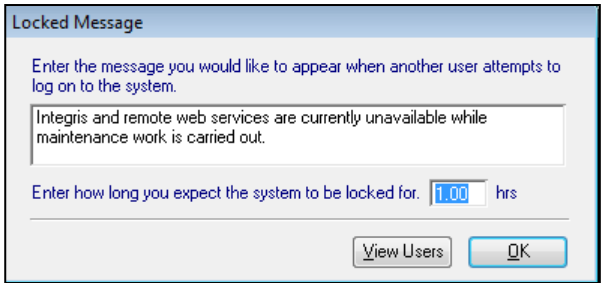
RM Billing now has a Utility that enables Users to purge transactions from **Former Roll** students where transactions have a zero balance and the student has a **Leave Date** of more than one year prior to the last Billing Year End date.

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

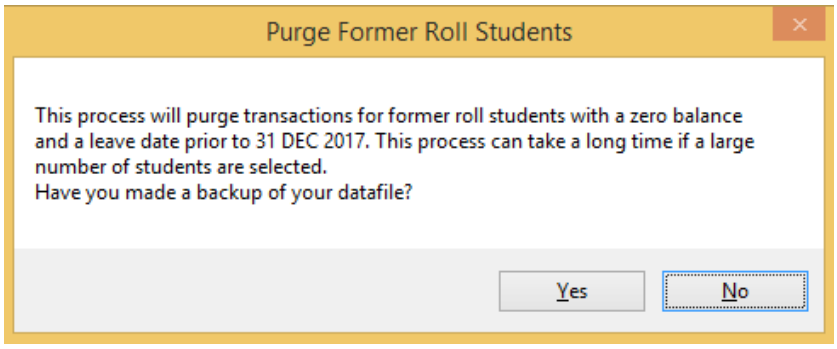


1. This process is required to be run in single user mode.

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.

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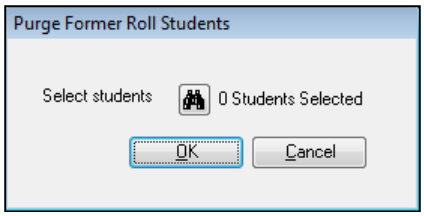
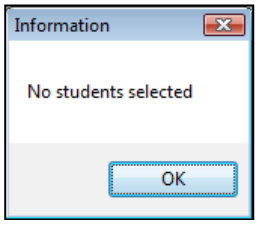
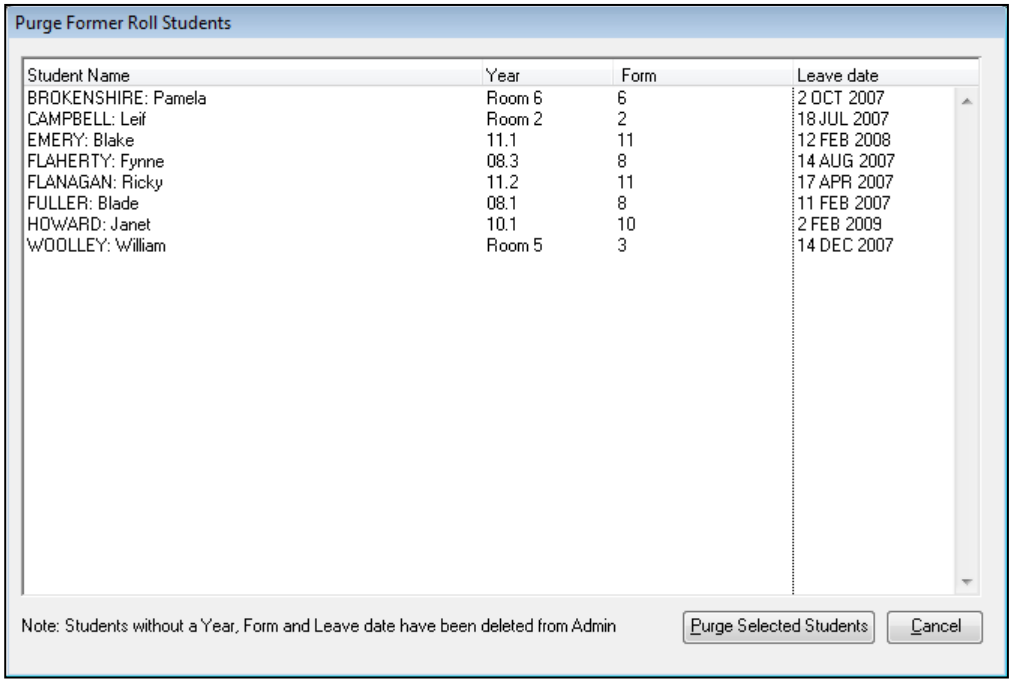


5. If the user clicks **OK** without selecting any students the following message is displayed

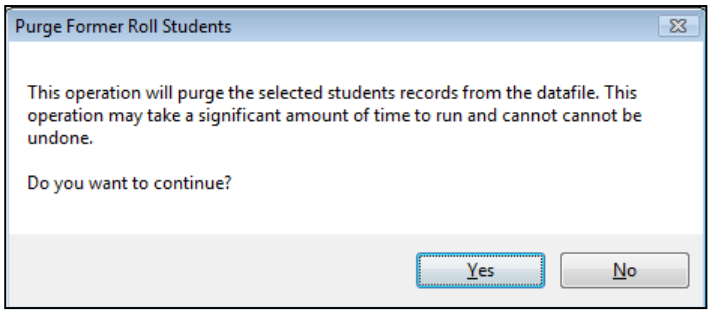


6. When **OK** is clicked the message closes but the student find window remains open

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.



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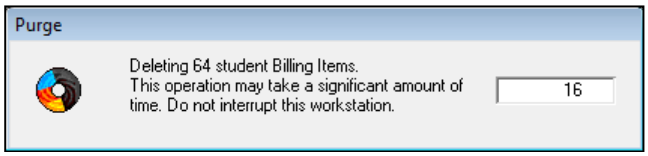
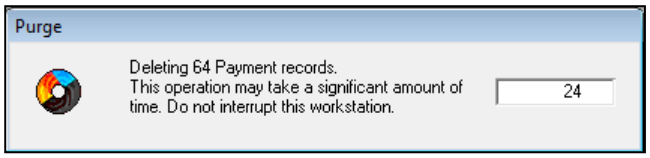
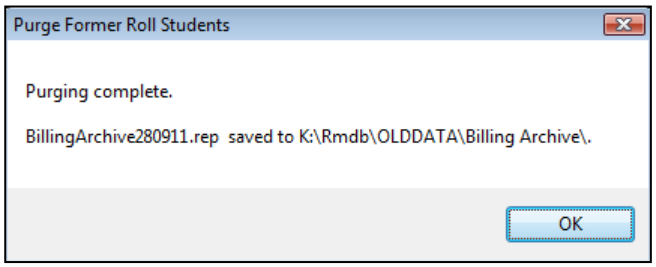
10. When the user clicks **'Yes'**, a series of different progress messages are displayed (some examples appear below), so the user is aware of the different stages in the process.



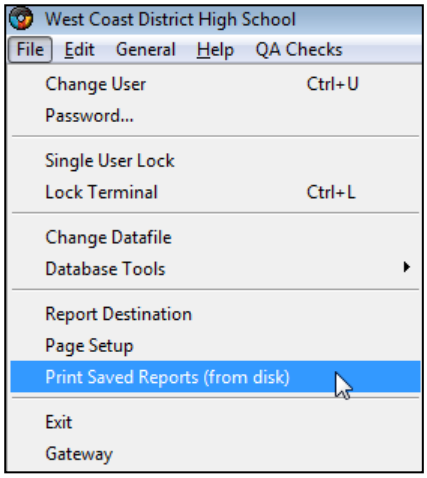


11. When the process has completed the following message is displayed.



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.



Note: As we do not have any transactions against Former Roll students prior to the current Billing Year, we are unable to demonstrate this process during Training.

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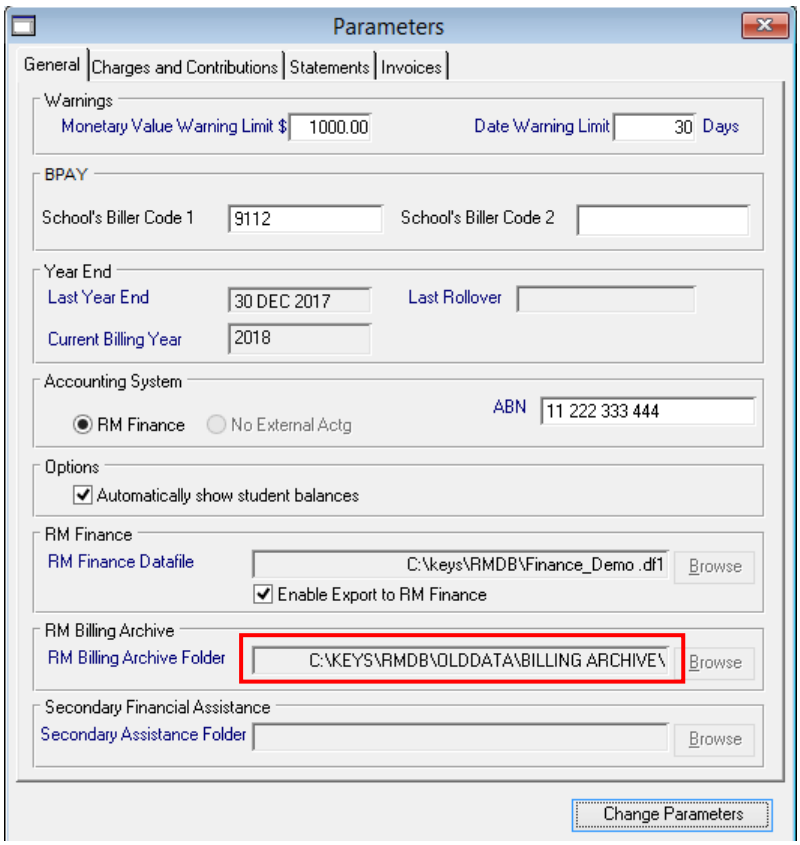

IMPORTANT

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.

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27 End of Month Procedures and Reporting

Whilst RM Billing does not have a month end roll over function, certain tasks need to be performed in RM Billing at the end of each month. This will ensure that RM Billing and RM Finance are co-ordinated and also that any items which may need attention in RM Billing are handled in a timely fashion.

27.1 Month End Checklist

The following check list should be used for RM Billing at the end of each month. (Refer to the RM Finance Registrar's End of Month Check List (For RM Billing Schools) provided by the Department of Education for further detail.)

Task	Necessary Steps
Review students on the former roll	• Process refunds or transfer transactions if required. • Process write-offs for unrecoverable debt according to department policy.
Review students on the current roll	• Process refunds if required. • Process write-offs for unrecoverable debt according to department policy.
Check and clear unallocated credits in RM Billing	• Print the Unallocated Credit Listing (Reports > Financial Reports > Unallocated Credit Listing for both Students and Customers). • Investigate each occurrence and allocate or refund credit amounts *where applicable*.
Ensure all transactions are transferred to RM Finance	• **If not exporting to RM Finance**, ensure all receipts batches in RM Billing have been balanced with the banking, reports printed and batches closed. Ensure all receipts batches in RM Billing for the current period have been posted into RM Finance. • Print any re-allocation transactions (Reports > Transactional Reports) and ensure they are posted into RM Finance. **OR** • **If exporting to RM Finance**, export the Corrections batch to RM Finance and any other open receipts batches (RM Billing > Utilities > Export to RM Finance). *Where applicable* • Follow the procedures listed in these notes regarding filling in the batch register and which reports to print. The Receipts Batch Export Summary is printed automatically on export. • Print the Receipt Batch Summary Report showing there are no batches to export

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Review the Billing Suspense Account (N3199) in RM Finance. This holds the unallocated credit amounts.	• If the balance is not zero, check the report and view the transactions to determine if correct. Make corrections if necessary. • The total in the Billing Suspense account should equal the amount of unallocated credit reported on the Unallocated Credit Listing in RM Billing – unless there are any unexported batches for the next month or unallocated Government Subsidies
Check all batches are updated in RM Finance	• RM Finance > Reports > Batched Transactions. Check for Income and Expenditure to the relevant bank accounts. If a report is produced investigate the reason why these batches are yet to be updated in RM Finance. Update the batches.
Check the balance of N3505 in RM Finance is zero	• A balance in this account indicates a GST posting error in RM Finance.
Perform the reconciliation of all bank accounts in RM Finance	• Clear 0.00 transactions by reconciling them. • The RM Billing portion of the bank deposit should be reconciled with the Daily Banking Summary and the Batch Register. • The RM Billing Batch Number should be noted against the relevant deposit on the bank statement.
Check for negatives on the BAS as a result of Adjustments	• If any negatives exist seek help from your SFC(S).
Print the following RM Billing Reports (**mandatory**)	• **Audit Report** (Reports > Audit Reports > Audit Report.) Save this report as <Month yyyy> to disk (G:\RM Billing Audit Log <yyyy>). • **Receipt Batch Export Summary- if exporting**. This report is only printed automatically on export. It is to be **signed by the Principal** on each export. If any batches remain unexported these should be noted on the report with a reason why they have not been exported. • **Transaction Summary Report** for the current month for correction items - **Principal to sign** (Reports > Transactional Reports > Transaction Summary). See screen shot below – date range should be for the month being reported)

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<table>
<tr>
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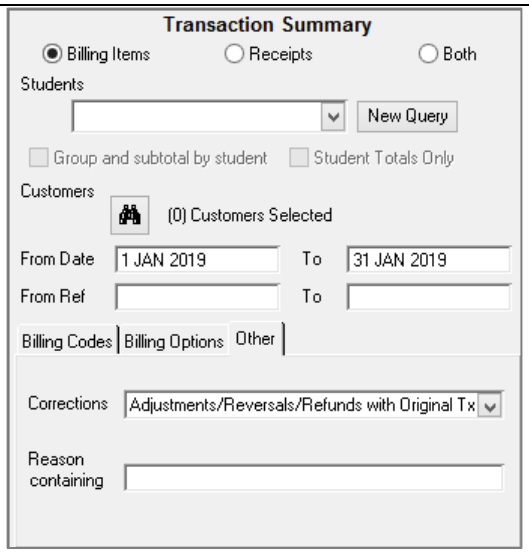
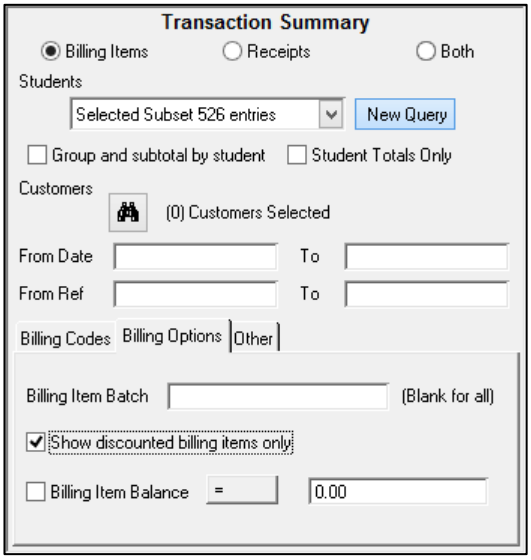
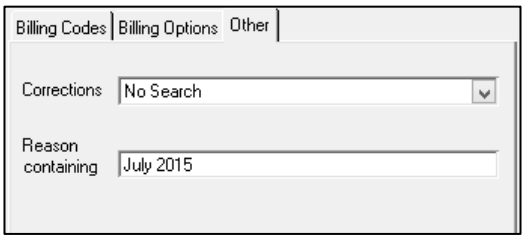


Transaction Summary Report for discounted items (no date range) - Principal to sign (Reports > Transactional Reports > Transactions Summary > Billing Options tab > tick Show discounted billing items only > Other tab > Enter Comment Containing Month and Year)





</td>
</tr>
<tr>
<td>Print the following RM Billing Reports (optional)</td>
<td>

Summary Aged Debt List (Optional Report) when required, for debt management. (Reports > Financial Reports > Summary Aged Debt List – Students and/or Customers)

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

Note: Questions on month end procedures can be directed to your SFC(S).

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28 Support

Should you require support please email: FinancialServices.support@det.wa.edu.au

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

Contact details below:

28.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

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

28.2 Fax (CSC)

9264 4701

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

29 Online Manuals and Training Notes

29.1 Civica Education

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

www.civicaeducation.com.au.

Select online manual login.
Username: school
Password: help

29.2 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.

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30 Finance Web

30.1 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 - Receipts Batches Procedures in RM Billing
RM Billing - Using RM Billing _Alternative Method for Timetabled schools Yrs 7 -10

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DEPARTMENT OF EDUCATION

BATCH REGISTER

For the month of Period

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