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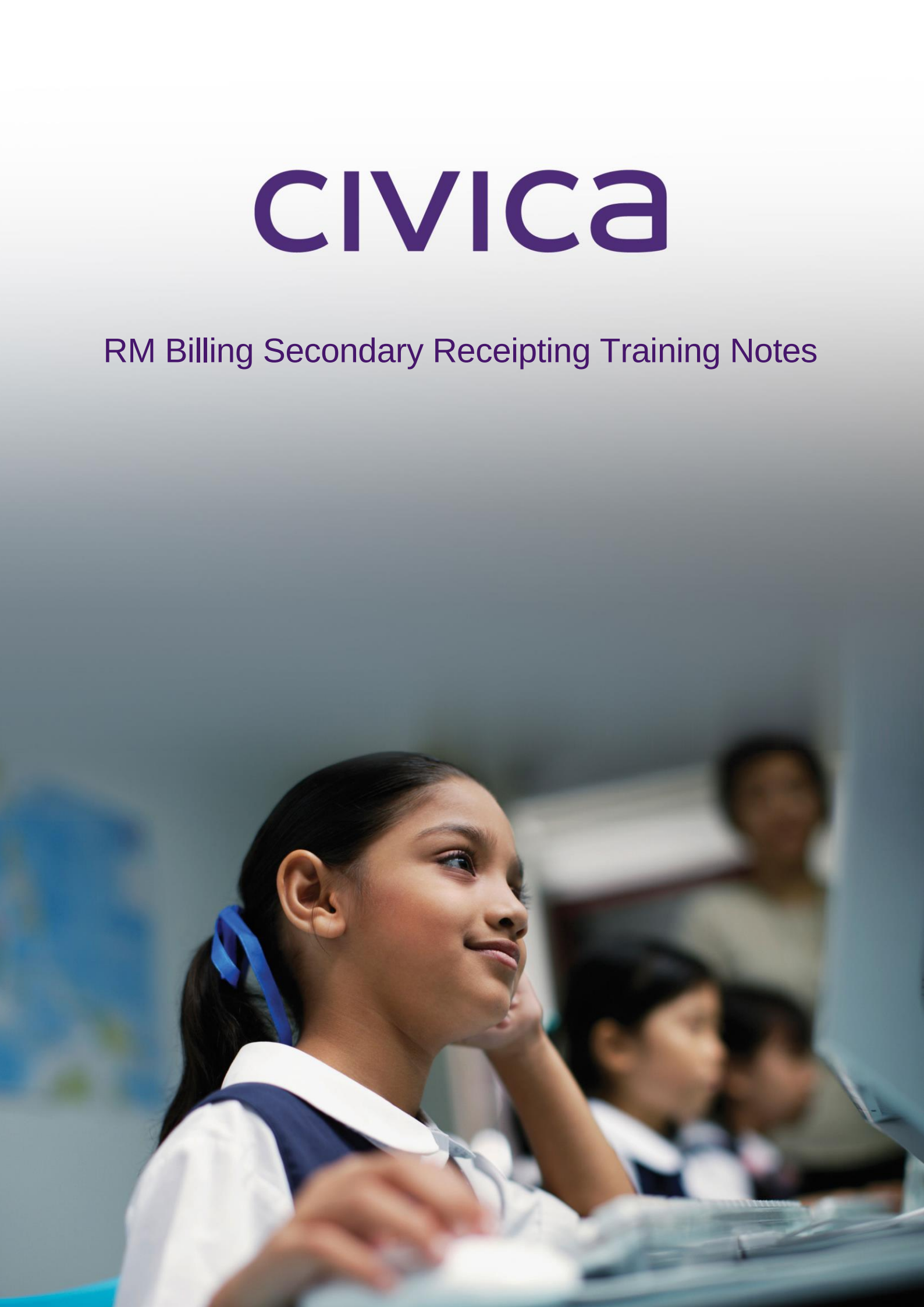
RM Billing Secondary Receipting Training Notes



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RM Billing Secondary Receipting Training Program

Morning Courses

Time	Contents
8.45am	Coffee and Registration
9.00am	• Overview of RM Billing • Receipting Methods • Individual Receipts • Billing Item Bulk Receipts • Charges and Contribution Receipts • Printing Receipts
10.15am	Morning Tea

10.30am	• Receipt Reports
	  ○ Daily Banking
	  ○ Receipt Summary
	• Correcting Errors
	• Export the Receipt Batches
	• Processing Refunds
	• Unallocated Credit
	• Following up unpaid debt
	• Questions

12:00pm	Close

Afternoon Courses

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

2.30pm	• Receipt Reports
	  ○ Daily Banking
	  ○ Receipt Summary
	• Correcting Errors
	• Export the Receipt Batches
	• Processing Refunds
	• Unallocated Credit
	• Following up unpaid debt
	• Questions

3.45pm	Close

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Training Outcomes

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

- Create receipt batches
- Understand and apply the various methods for receipting
- Issue receipts for students and customers
- Record bulk student payments
- Reverse a billing item
- Reverse a receipt
- Refund receipts
- Manage Timetable changes in Billing
- Produce receipt reports
- Allocate unallocated credit
- View outstanding debt
- Print Statements

TRAINERS USE TRAINING DATA 2 and RM FINANCE DEMO

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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.

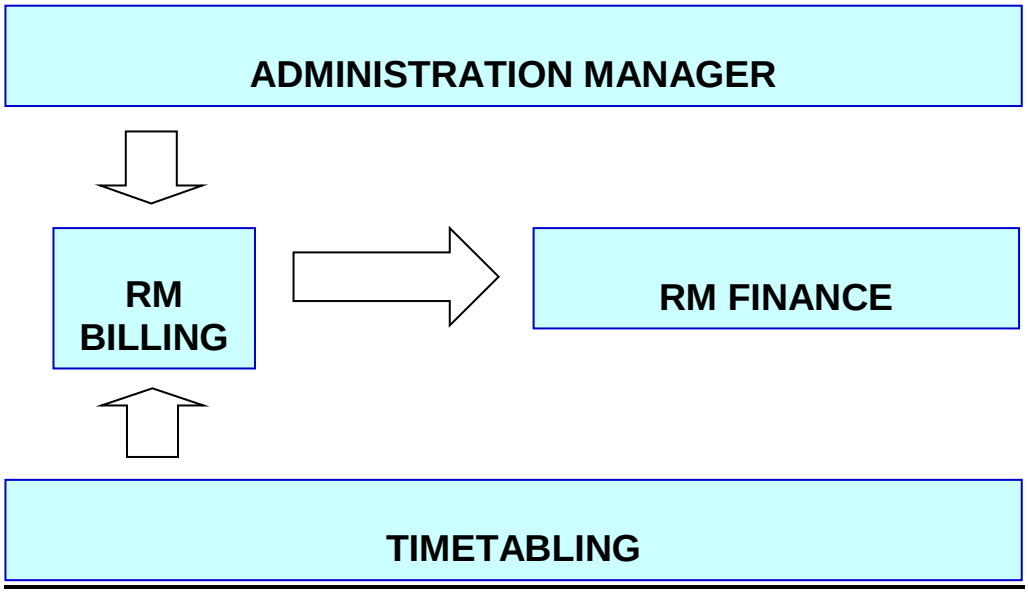
Student details and those of their related contacts, (e.g. Parent/Guardian 1, Parent/Guardian 2 etc.), should be accurate within the Administration module before adding the RM Billing module. Each student should have one contact nominated as the person who will be responsible for paying their fees. Correspondence 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 can also be linked to RM Finance. A set of Billing Codes created in RM Billing provide the link to the budget and analysis codes used by the school in RM Finance. Receipts entered in RM Billing can be automatically exported to RM Finance against the correct budget and analysis codes.

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



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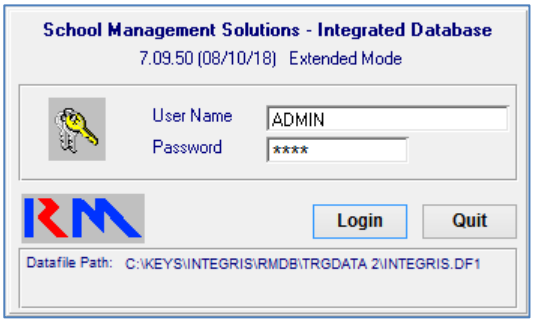
1.1 Logging on to the System

Activity: Logging On

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

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



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

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

It is strongly recommended that you change your password regularly.

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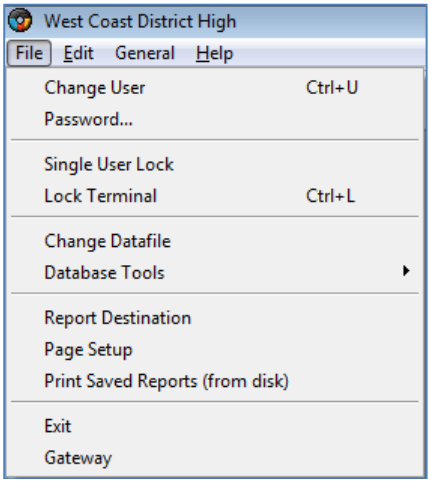
1.2 The File Menu

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



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

Activity: The File Menu

Top Toolbar > File

View each of the following items in the File menu

- Password
- Change User
- Lock Terminal
- Report Destination

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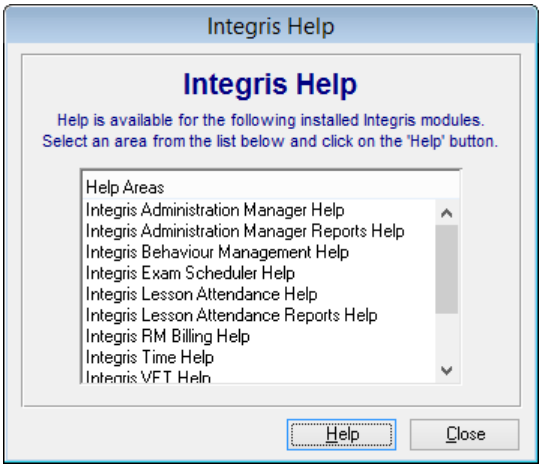
2 Accessing Help

Activity: Accessing Help

Top Toolbar > Help > Help Contents and Index

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



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

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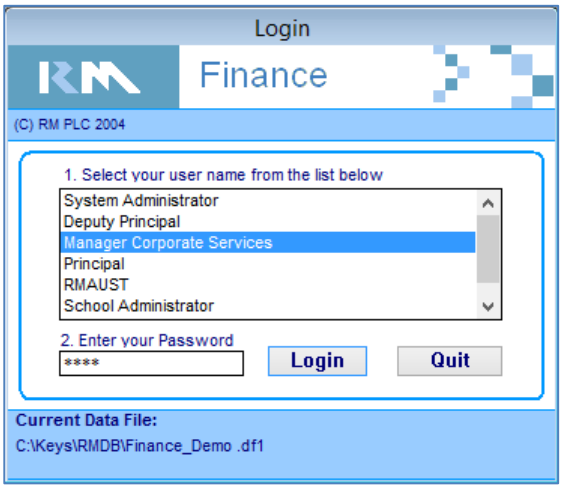
Activity: Logging onto RM Finance

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

RM Billing>Students

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



- Click on

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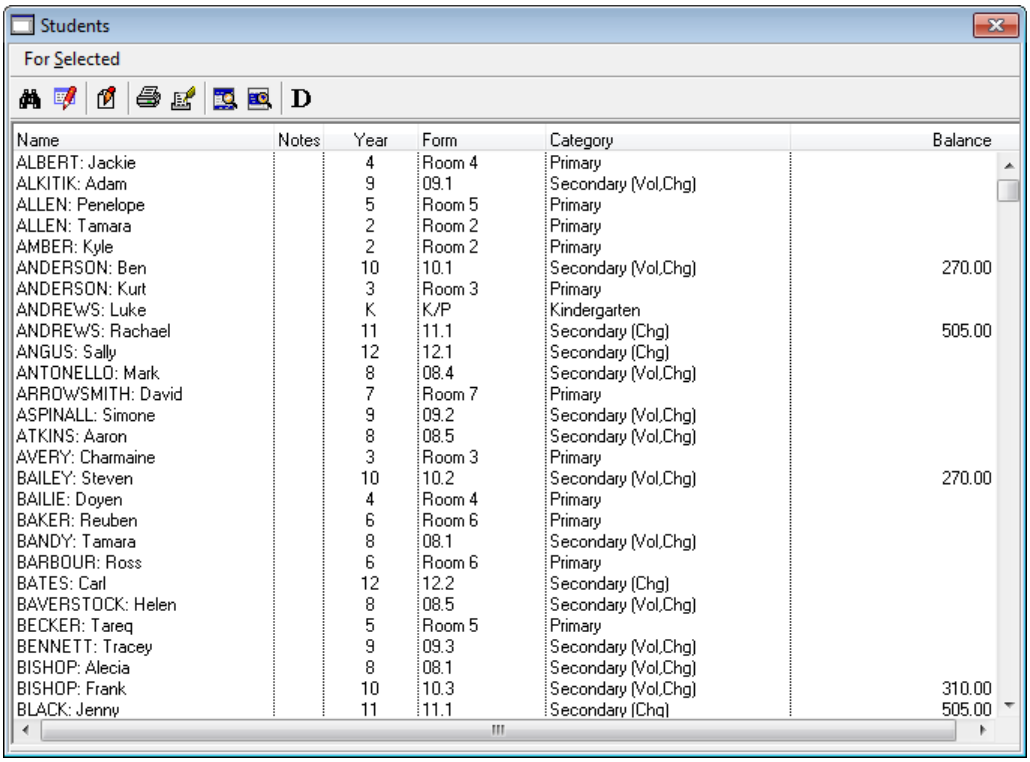
3 Brief Overview of RM Billing

3.1 Students

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



Name	Notes	Year	Form	Category	Balance
ALBERT: Jackie		4	Room 4	Primary	
ALKITIK: Adam		9	09.1	Secondary (Vol,Chg)	
ALLEN: Penelope		5	Room 5	Primary	
ALLEN: Tamara		2	Room 2	Primary	
AMBER: Kyle		2	Room 2	Primary	
ANDERSON: Ben		10	10.1	Secondary (Vol,Chg)	270.00
ANDERSON: Kurt		3	Room 3	Primary	
ANDREWS: Luke		K	K/P	Kindergarten	
ANDREWS: Rachael		11	11.1	Secondary (Chg)	505.00
ANGUS: Sally		12	12.1	Secondary (Chg)	
ANTONELLO: Mark		8	08.4	Secondary (Vol,Chg)	
ARROWSMITH: David		7	Room 7	Primary	
ASPINALL: Simone		9	09.2	Secondary (Vol,Chg)	
ATKINS: Aaron		8	08.5	Secondary (Vol,Chg)	
AVERY: Charmaine		3	Room 3	Primary	
BAILEY: Steven		10	10.2	Secondary (Vol,Chg)	270.00
BAILIE: Doyen		4	Room 4	Primary	
BAKER: Reuben		6	Room 6	Primary	
BANDY: Tamara		8	08.1	Secondary (Vol,Chg)	
BARBOUR: Ross		6	Room 6	Primary	
BATES: Carl		12	12.2	Secondary (Chg)	
BAVERSTOCK: Helen		8	08.5	Secondary (Vol,Chg)	
BECKER: Tareq		5	Room 5	Primary	
BENNETT: Tracey		9	09.3	Secondary (Vol,Chg)	
BISHOP: Alecia		8	08.1	Secondary (Vol,Chg)	
BISHOP: Frank		10	10.3	Secondary (Vol,Chg)	310.00
BLACK: Jenny		11	11.1	Secondary (Chg)	505.00

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

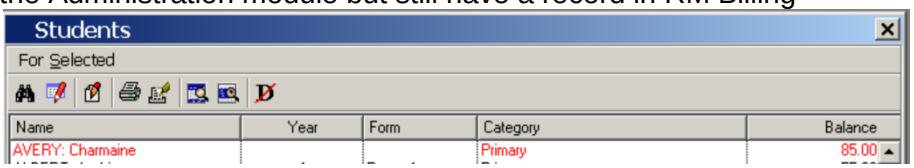
Print – Prints all students displayed in the list view

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



3.1.2 Using the Student Window Icons

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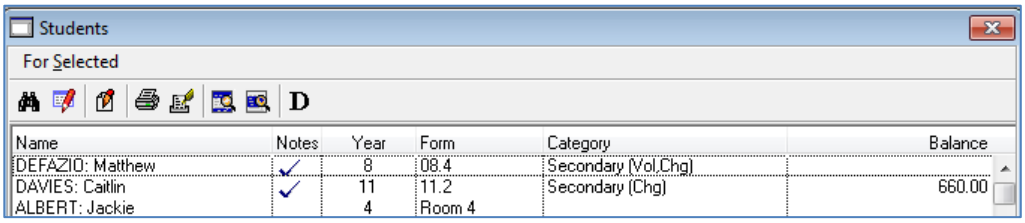
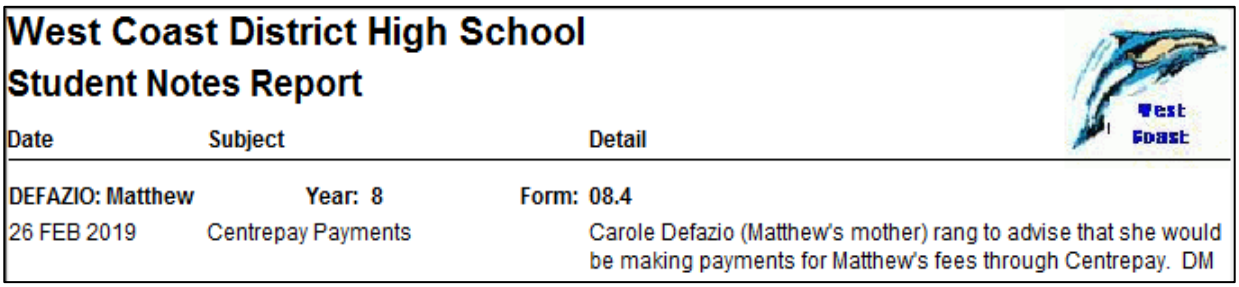
Activity: Using the Student Window Icons

RM Billing > Students

- Click **Find Student**
- Select Year Group **9** to display only the Year 9 students
- Click **Find > Select > Yes**
- Click **Load Current Students** to display all students who are on the current roll
- Highlight any student and select **Open Details**
- Click **Return to View**
- Click **Print List**
- 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** to the top of the list



- Highlight the two students with notes
- Click on **For Selected > Print Notes** and **OK** to send to the screen
- View the notes and close



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3.1.3 Quick Search on Student Surname

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

3.1.4 Drill Down Facility

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

3.1.5 Red Fields

The red fields at the top of the screen are scroll fields and search fields.

- Left mouse click to view the next student.
- Shift and left mouse click to view the previous student.
- Right mouse click to enter the name of a new student to view.
- It is recommended that users work with smaller groups of students and this method is used to navigate between students.

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

3.1.6 Return to View

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

Activity: Searching for Students

RM Billing > Students

- Type the Surname **Born**
- Double click **Corrina Born**
- 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 filed and type **Brown** press <Enter>. The first student with that surname is displayed
- Close the Student details window

Note: We will use the student details window in depth later in training.

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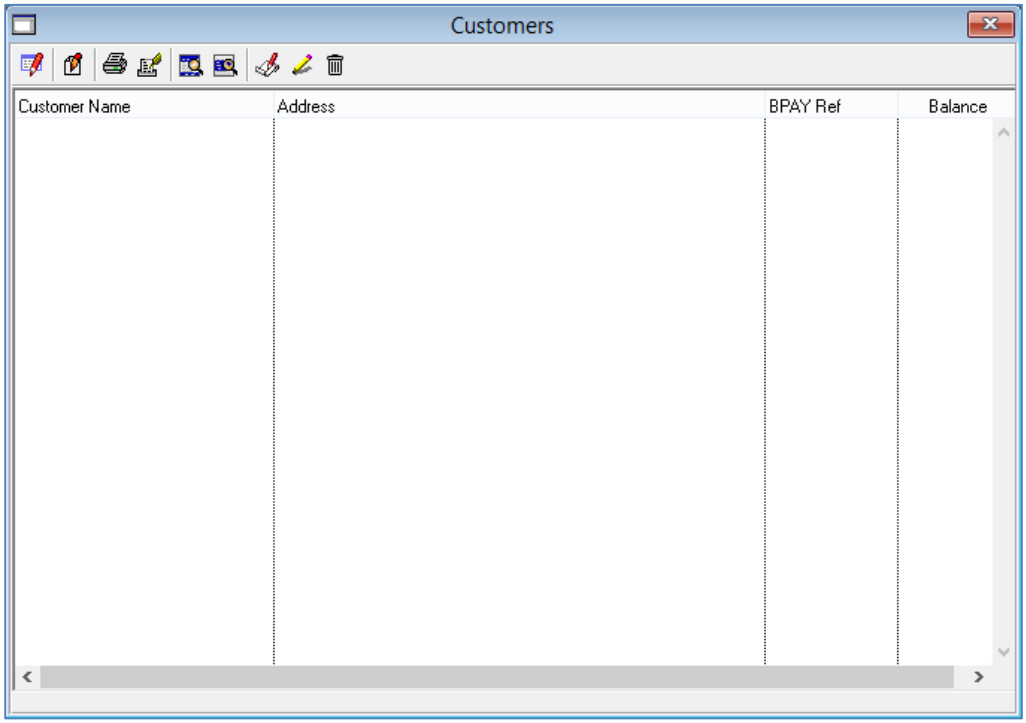
3.2 Customers

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 Red Field

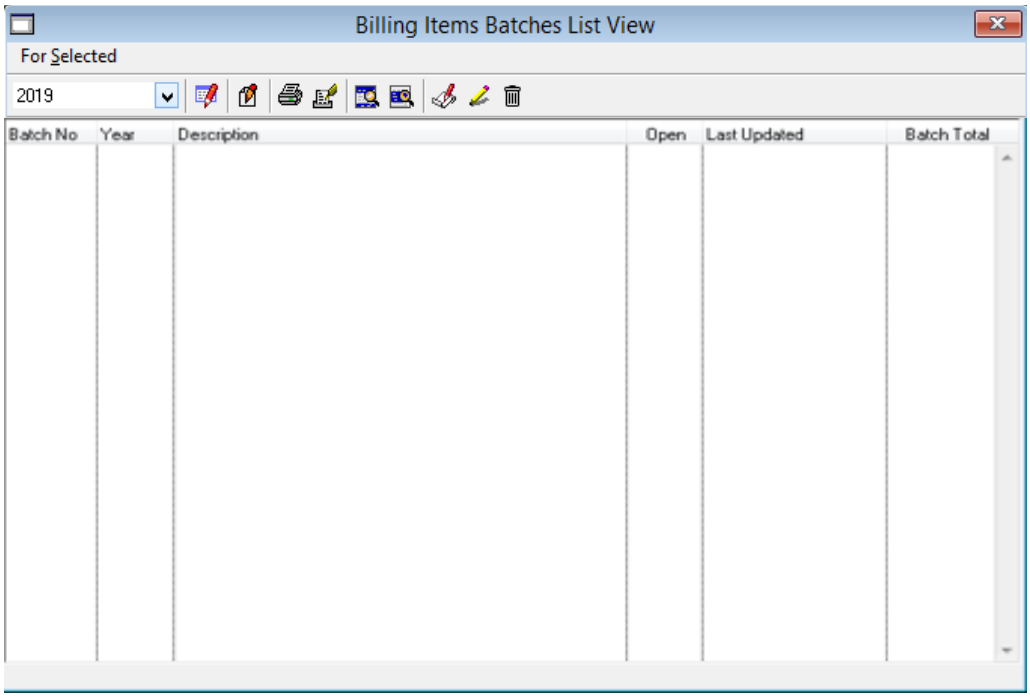
The red field at the top of the screen is a scroll field and a search field (see Students section).

3.2.5 Return to View

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

3.3 Billing Items

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



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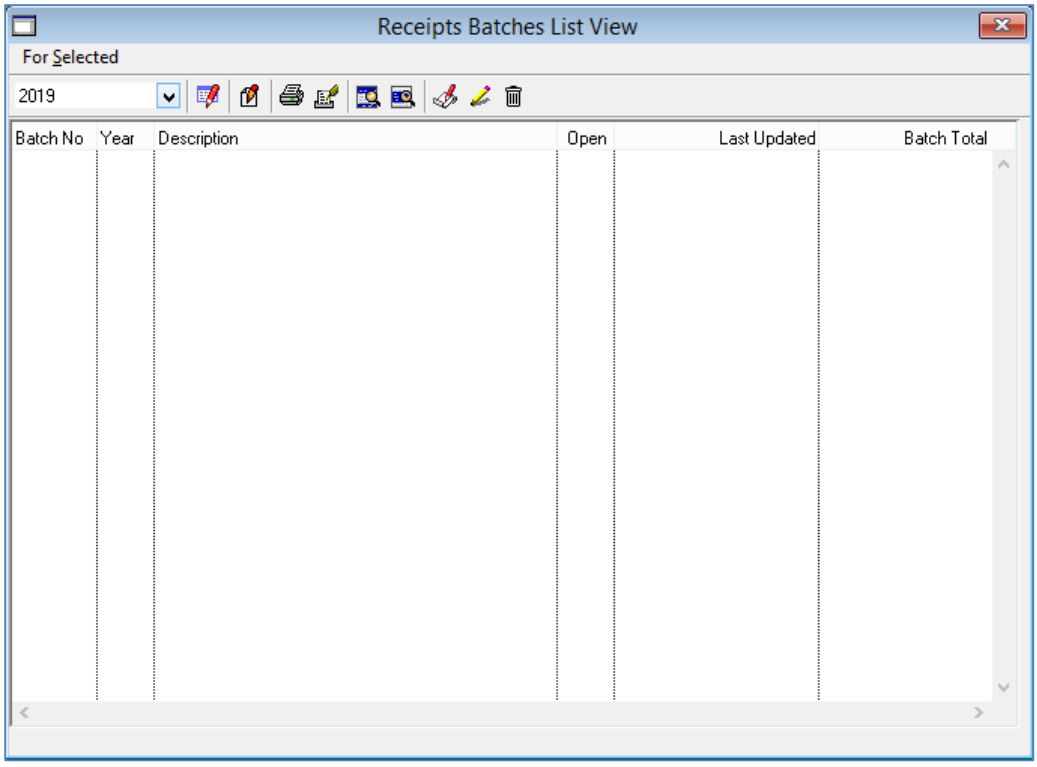
3.4 Receipts

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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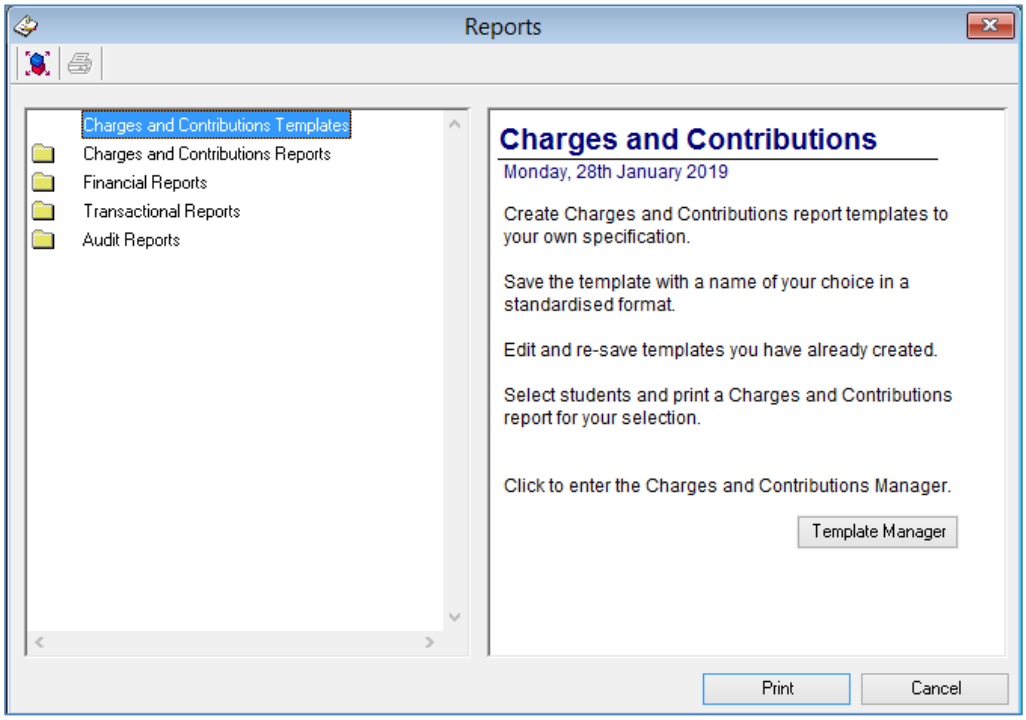
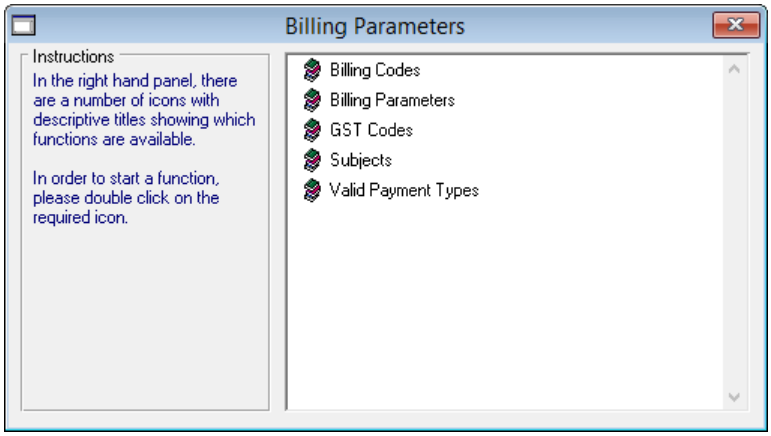
3.5 Reports

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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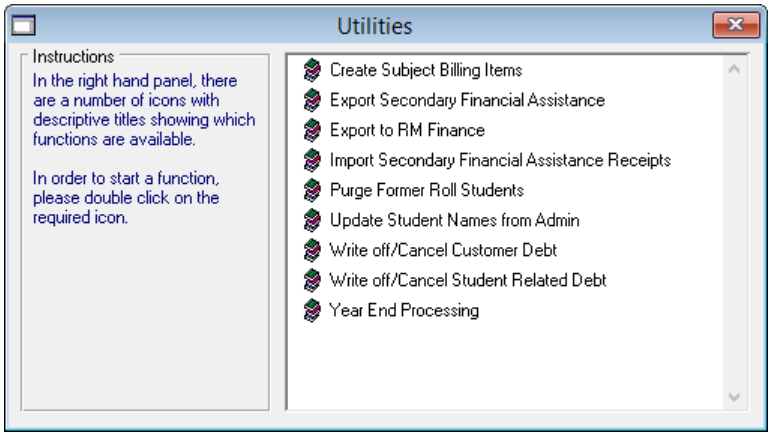
3.7 Utilities

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 though the training.



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4 Receipting

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

The following conventions should be followed when creating receipts batches.

4.1 Separate Receipts Batches

Create separate batches for the following options:

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

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

For example, a general banking batch containing Cash and Cheques should be closed off when you are ready to bank the money. Then the batch total in RM Billing (which is transferred to RM Finance) will match the deposit amount that is taken 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 that are not banked, the batch total in RM Billing and RM Finance will not match what is on the bank statement.

4.2 Naming Receipts Batches

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

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

For example:
General Banking 03.03.19
Electronic Funds Transfer 03.03.19

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

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

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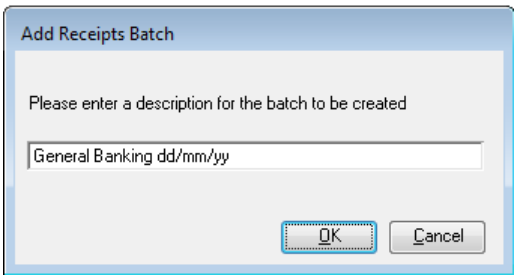
Activity: Creating a Receipts Batch

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

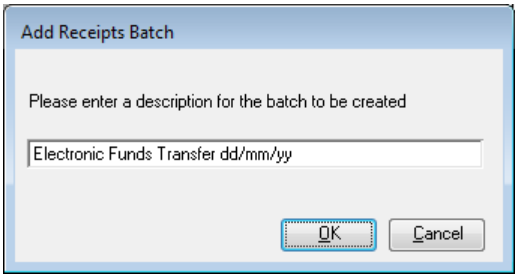
- General Banking dd.mm.yy
- Electronic Funds Transfer dd.mm.yy

RM Billing > Receipts

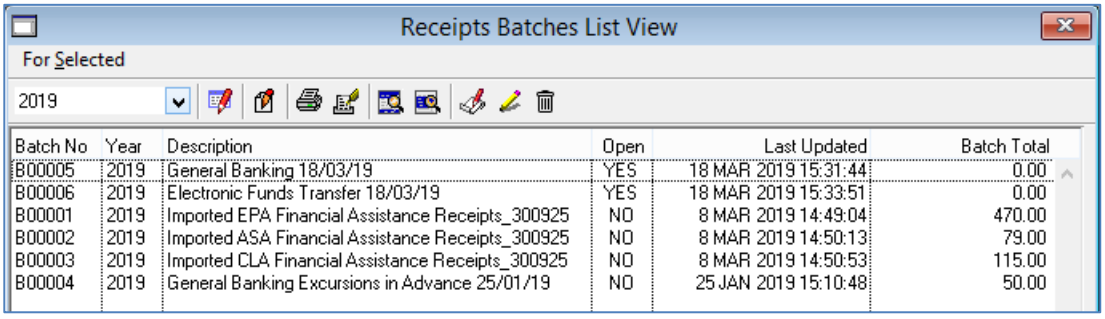
- Click **Add**
- Enter the **description and today's date**



- Click **OK** to save
- Repeat the process to create the Electronic Funds Transfer receipts batch



- View the newly created receipts batches in the Receipts Batches List View window



Batch No	Year	Description	Open	Last Updated	Batch Total
B00005	2019	General Banking 18/03/19	YES	18 MAR 2019 15:31:44	0.00
B00006	2019	Electronic Funds Transfer 18/03/19	YES	18 MAR 2019 15:33:51	0.00
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00

- The batch numbers would be recorded on the RM Finance batch register
- Close the Receipts Batches List View window

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4.3 Receipt Payment Types

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

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

4.4 Methods of Receipting

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

4.4.1 Receipting Methods

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

Receipt Process		Features	Type of Payment
Apply Subsidy	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	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 Amounts> Add Receipt	Allows users to receipt payments of the same billing item, amount and payment method.	CA, CH,CR,EF,BP,DD

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4.4.2 Bulk Receipting via the Billing Item 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 $300 for their Camp Charges.

The Payment Type (e.g. Cash or Cheque) must also be the same for each group entered.

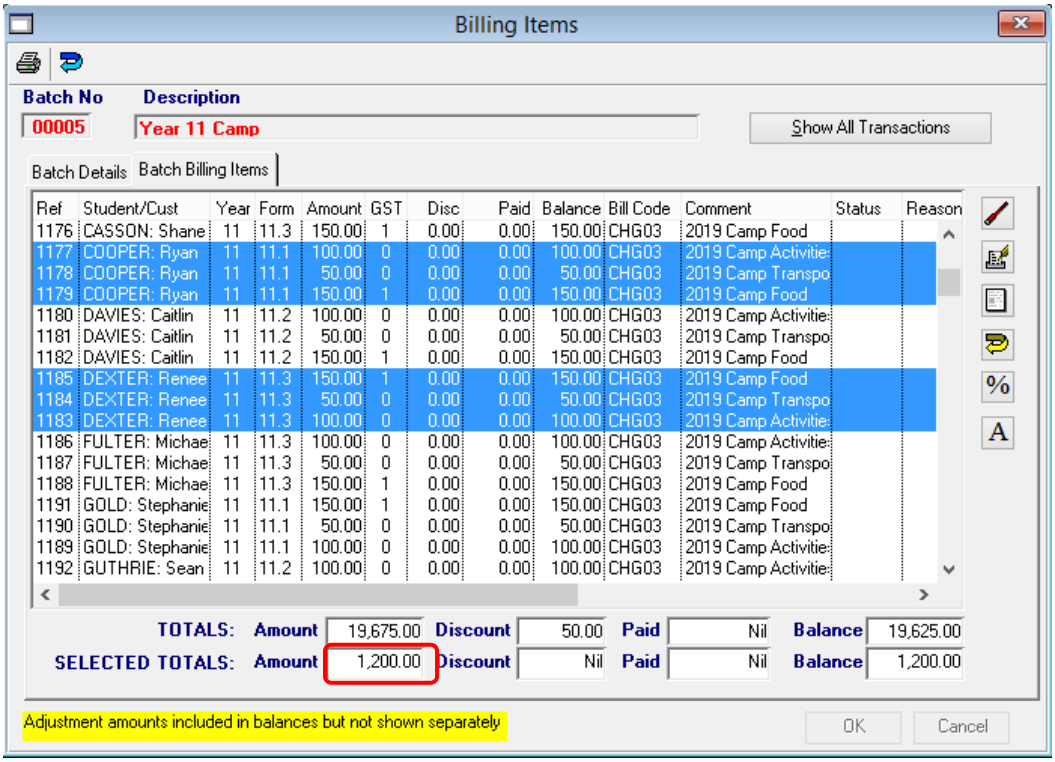
Activity: Bulk Receipting via Billing Item Batch

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
Ryan Cooper	CHEQUE	300
Renee Dexter	CHEQUE	300
Simon Rumble	CHEQUE	300
Jillian Sorrell	CHEQUE	300
Total Amount Paid		**1200**

RM Billing > Billing Items

- Double-click on the **Year 11 Camp** batch
- Click on the **Batch Billing Items** tab
- Click Show Outstanding Amounts (this ensures that the balances owing on the billing items after adjustments, if any, are displayed)
- Click on the **Student/Cust** column heading to sort the list
- **Highlight** all the billing items for the above students who have paid for their camp in full



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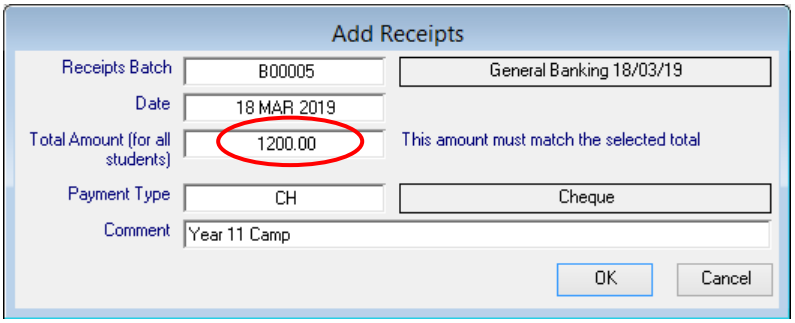
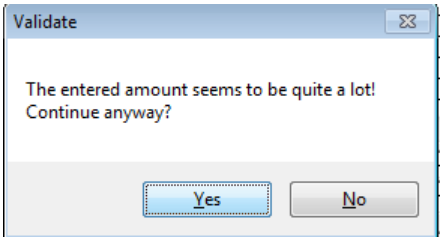
Note: The Selected Totals Amount should match the Total Amount for all students.

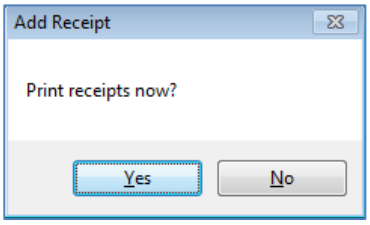
- Click **Add Receipts** for the selected billing items
- Enter the **General Banking** receipts batch or press <Tab> for a list
- Type in the total amount for all students of **1200** (this is the selected total)
- Enter the payment type of **Cheque** or press <Tab> for a list
- Enter a comment **Year 11 Camp**



- Click **OK**



- Click **Yes**



- Click on **Yes**
- Choose **Receipts > OK** and **OK** to print to screen
- View and close the receipts

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Activity: Review of Entering Bulk Receipts via the Billing Items Batch

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

Name	Payment Type	Amount Paid
Ashleigh Campbell	CASH	300
Shane Casson	CASH	300
Paul Hogan	CASH	300
Total Amount Paid		**900**

4.4.3 To print receipts at another time

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

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4.4.4 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.

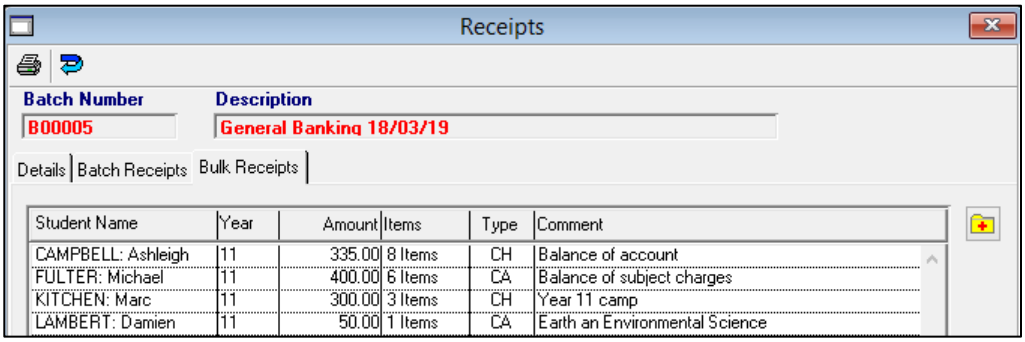
Activity: Bulk Receipting With Various Payment Methods

The following payments have been received. They are mixed in nature. They are for different amounts, different payment methods have been used and they are for different items.

Name	Amount Paid	Payment Type	Payment For
Ashleigh Campbell	$335	Cheque	Balance of account
Michael Fulter	$400	Cash	Balance of subject charges
Marc Kitchen	$300	Cheque	Year 11 Camp
Damien Lambert	$50	Cash	Earth & Environmental Science

RM Billing > Receipts

- Double-click the **General Banking** batch
- Select the **Bulk Receipts** tab
- Click **Add Receipts**
- 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** <Tab>
- **<Tab>** in the **items** field
- Highlight the items to be paid, click **OK** and **<Tab>**
- Enter the **payment type** (or press <Tab> for a list) **<Tab>**
- Enter a **comment** (e.g. Balance of Account)
- **<Tab>** to move to the next line
- **Repeat** this process for the next student



- Once all receipts have been entered, click **OK** to save
- Click **Print**
- Click **OK** to view the Receipts
- Close the receipts
- Click Return to View

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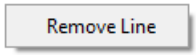
Note: If a blank line is created in error, right mouse click on the blank line and select Remove line.



IMPORTANT

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

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5 Government Subsidies

The following is information regarding the changes to the Secondary Financial Assistance (SFA) Program. Due to time constraints in today's training, we are unable to demonstrate this function, however it is covered in detail in the RM Secondary Billing 2 day course.

5.1.1 Secondary Financial Assistance Information

Students qualify for Secondary Financial Assistance (SFA) if one of their parents/guardians is a holder of one of these eligible Concession Cards.

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

Parents/Guardians must complete an application form and these are then approved by the Schools Resourcing and Support Directorate at the Department of Education.

5.2 Managing SFA Applications in RM Billing

The latest version of RM Billing allows schools to complete and manage the forms and application process, as well as receipting of GV Subsidies.

The steps in this process are:

1. Application Forms are completed and printed from RM Billing
2. Forms are signed by the Concession Card holder making the application
3. Details of the Applications are exported to a text file
4. The Exported files are emailed to Schools Resourcing and Support Directorate
5. Once approved, Import Receipt text files are returned to the school
6. Receipt files are imported into RM Billing (This creates a receipts batch for GV Receipts)
7. Imported Receipts are created as Unallocated GV Credit for students in the Import file
8. GV Credit can then be allocated to the student's Billing Items

The Secondary Financial Assistance Allowances available for students are:

- Education Program Allowance (EPA) for $235
- Abstudy Supplement Allowance (ASA) for $79*
- Clothing Allowance (CA) Payment for $115

Note: The Importing and Exporting of the Secondary Financial Assistance forms is covered in the 2 Day RM Billing Secondary course.

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Notes: Government Subsidies must be applied to Billing Items in a specific order depending on their Student Billing Category.

****The Abstudy Supplement Allowance is a top up payment for Indigenous students where their parent/guardian have already claimed $156 through their Centrelink payments.***

Clothing Allowance payments are classified as Parent Payments, however imported Clothing Allowance receipts will be imported with a payment type of (GV) where the parent has allocated this directly to the school.

Further information on the above allowances can be obtained by contacting:

Schools Resourcing and Support Directorate
Department of Education
151 Royal Street,
East Perth. WA 6004

Telephone: (08) 9264 4516
Facsimile: (08) 9264 5162

Email: student.allowances@education.wa.edu.au

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5.3 How are Government Subsidies handled in RM Billing?

In RM Billing a Government Subsidy is a special type of **receipt**. Government Subsidies need to be recorded against the students in RM Billing, but unlike other receipts, the subsidy money is not exported to RM Finance. This is because when the Government Subsidy money is received by the school, it is entered directly into RM Finance as a lump sum.

5.3.1 Rules for Applying Government Subsidies

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

If completing this process using the **For Selected > Apply Subsidies**, the software will automatically allocate the subsidy based on the Business Rules outlined below.

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

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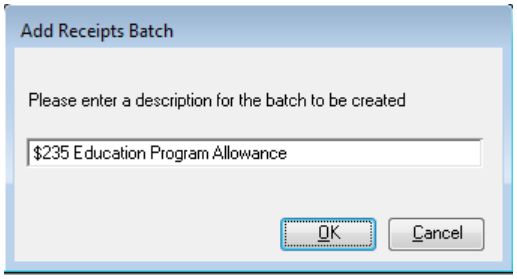
5.4 Applying Government Subsidies Manually – Discussion Only

When any receipt is entered into RM Billing, it needs to be placed in a Receipts batch. As Government Subsidies are different to 'normal' receipts it would be necessary to create one or more separate receipt batches to hold the subsidies.

For Example: Create a Receipt Batch for the $235 Education Program Allowance.

RM Billing > Receipts

- Click Add Item
- Enter the description as shown below



- Click **OK**

This process would be repeated if creating a Clothing Allowance Batch

Note: Batch numbers are automatically created by RM Billing and will start with B' to denote a billing batch, followed by a sequential number beginning at 00001.

Important

When a Government Subsidy batch is created, only the payment relating to the $235 Education Program Allowance should be placed in this batch. No other payments are to be entered.

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Activity: Receipting Overpayments

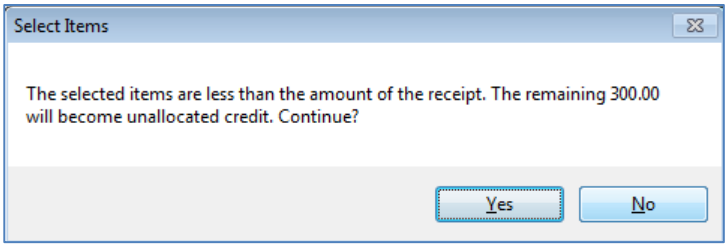
Rhys Fitton wishes to pay $570 by cheque for his Charges and Contributions. Currently his Billing Items total $270.00. The overpayment will be processed as unallocated credit.

RM Billing > Receipts

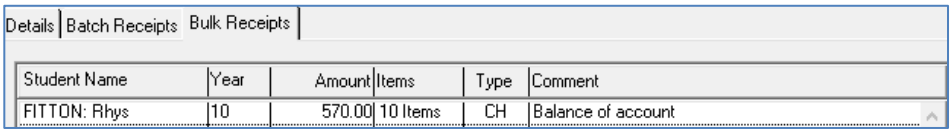
- Double click on the **General Banking Batch** receipts batch
- Select the **Bulk Receipts** tab
- Click **Add Receipts**
- Type **Fitton** and <Tab> to select him
- Type **570** in the amount
- <Tab> in the items field and select all items

Ref	Date	Code	Amount	GST	Balance	Comment
621	11 FEB 2019	DOC01	20.00	0	20.00	2019 School Year Book
622	11 FEB 2019	VOL01	15.00	0	15.00	2019 Chaplaincy
623	11 FEB 2019	VOL01	25.00	0	25.00	2019 English
624	11 FEB 2019	VOL01	25.00	0	25.00	2019 Science
625	11 FEB 2019	VOL01	25.00	0	25.00	2019 Maths
626	11 FEB 2019	VOL01	25.00	0	25.00	2019 Humanities and Social Science
627	11 FEB 2019	VOL01	30.00	0	30.00	2019 Health and Physical Education
628	11 FEB 2019	VOL01	15.00	0	15.00	2019 LOTE
629	11 FEB 2019	VOL01	56.00	0	56.00	2019 Design and Technology
630	11 FEB 2019	VOL01	34.00	0	34.00	2019 Art

- Click **OK**



- Click **Yes**
- <Tab> in the Type column and select **CH**
- Type in comment **Balance of Account**



- Click **OK**

Note: The overpayment will be recorded as unallocated credit within Rhys Fitton's record. When this Receipts batch is entered into RM Finance, this amount will be posted against the Billing Suspense Account N3199.

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5.4.1 Bulk Receipting for Charges and Contributions (via Students > Apply Receipts)

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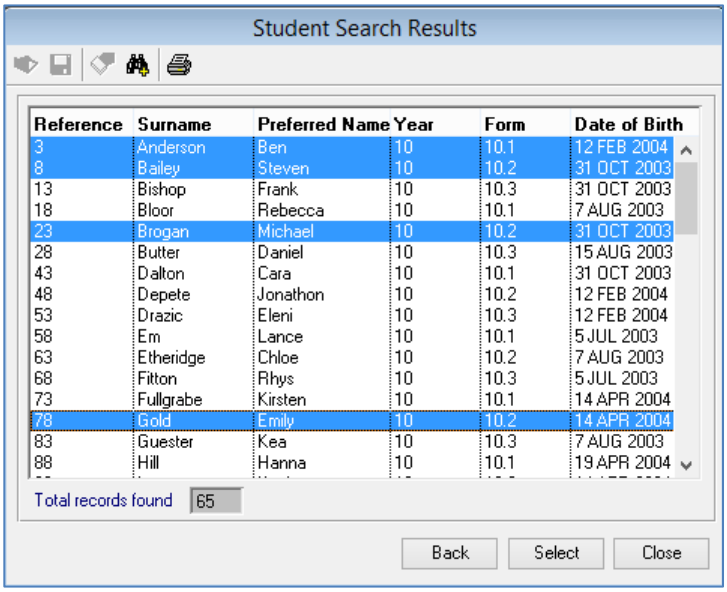
Activity: Entering Bulk Receipts for Charges and Contributions (via Students)

The following students have all paid $270 for the balance of their Voluntary Contributions. The payments have been processed via EFTPOS. Enter receipts for the student payments in the table below.

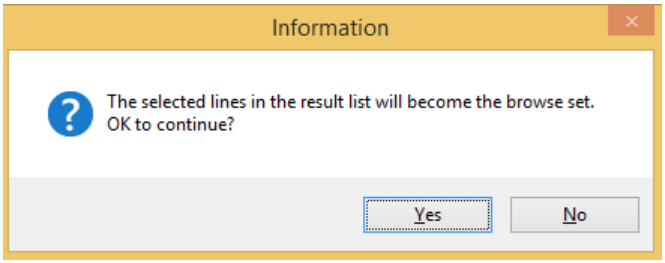
Student	Payment
Ben Anderson	$270
Steven Bailey	$270
Michael Brogan	$270
Emily Gold	$270

RM Billing > Students

- Use **Student Find** to find all Year **10** students
- Highlight the students listed in the table above



- Click **Select**



- Click **Yes**

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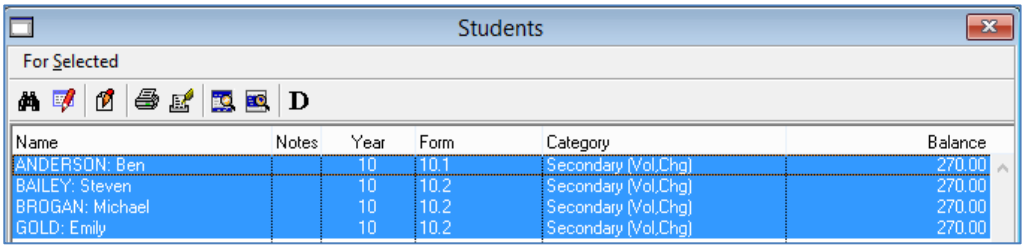
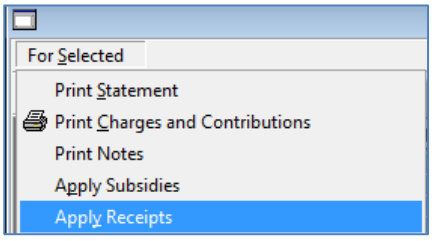
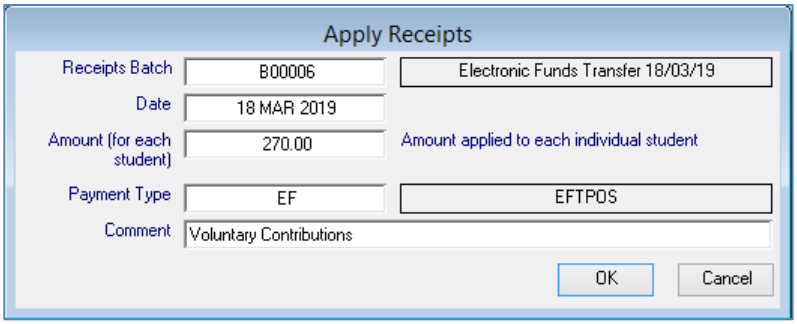
- Highlight the students



- Click **For Selected > Apply Receipts**



- Click **OK** for **Billing Year 2019**
- Enter the **Electronic Funds Transfer** receipts batch number or press <Tab> for a list
- Type in the amount that will be applied to each student $**270**
- Press <Tab> and select the payment type for **EFTPOS** or type **EF**
- Enter a Comment



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

IMPORTANT: The amount entered will be applied to each student record. In this example, none of the students selected have any charges within their Billing Items so the Voluntary Contributions are paid off. Users are advised to check student records before using the Apply receipts method. This functionality can only be used when each student has paid the same amount

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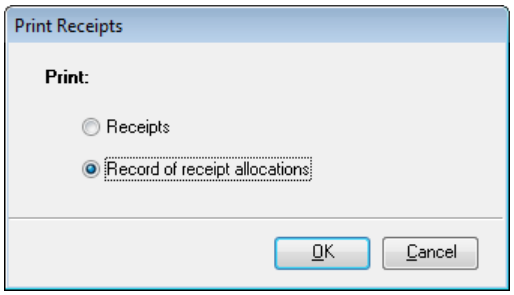
Activity: Printing Receipts for Bulk Entries

RM Billing > Receipts

- Double-click on the required batch (Electronic Funds Transfer)
- Choose the **Batch Receipts** tab
- **Highlight** the receipts to be printed at the top section of the screen
- Click **Print** **> Yes > OK** and **OK** to print to screen
- View and close the receipts

- With the receipts highlighted, click on **Print** and **Yes**
- Select the **Record of Receipt Allocations**



- View the **Record of Receipt Allocations** then close

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5.4.2 Individual Receipting

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

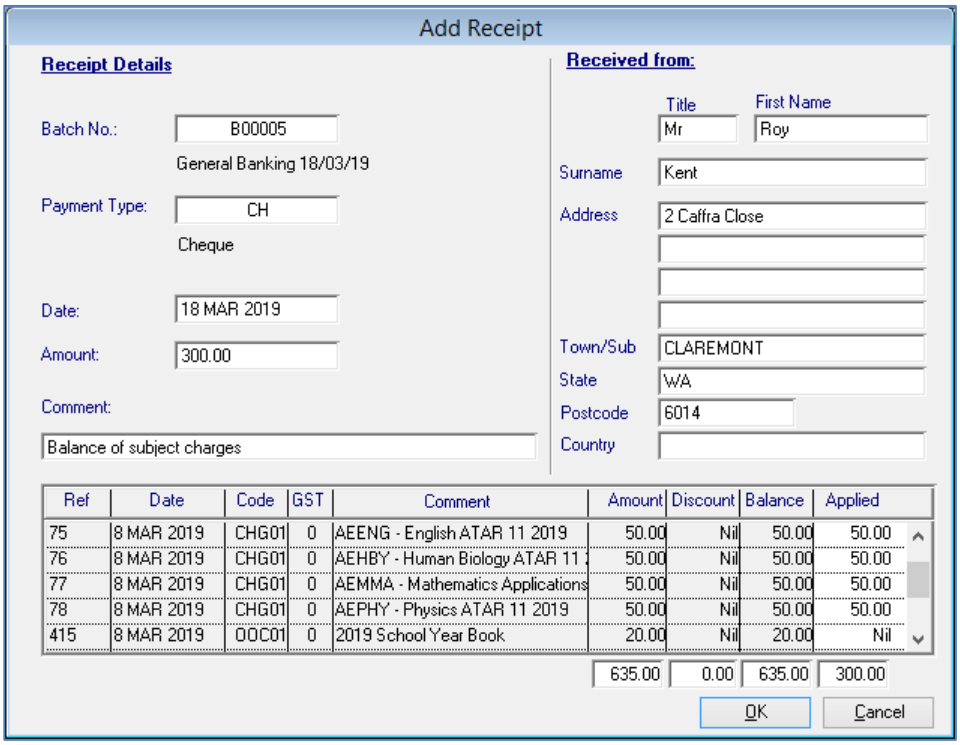
Activity: Individual Receipting

Maureen Kent, Clayton Kent's grandmother, has come to the front office to pay for his Subject Charges (not the Camp). She has a cheque for $300. We will edit the received from details to reflect the payment from someone other than the Fees Biller

RM Billing > Students

- Double-click on the record for **Clayton Kent**
- Select the **Receipts** tab
- Click **Add Receipt**

- Press **<Tab>** for a list of open receipts batches
- Select the **General Banking** batch for today and Click **OK**
- **<Tab>** to move to the Payment Type field
- **<Tab>** to view a list of valid payment types (or type the code if you know it)
- Select **CH** and Click **OK**
- Enter **300** as the amount and **<Tab>**



Note what happens to the applied amounts in the lower table. The receipt is allocated against the billing items from the top down. This can be changed if you only need to pay off a specific billing item.

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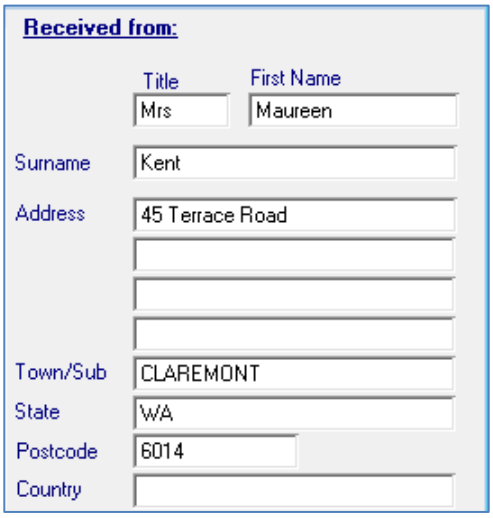
- Enter the comment **Balance of subject charges**

Note: The comment appears on the statement.

- Edit the **Received from** details to read
- Title: **Mrs**
- First Name: **Maureen**
- Surname: **Kent**
- Address: **45 Terrace Road, CLAREMONT WA 6015**



- Click on **OK** to save

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

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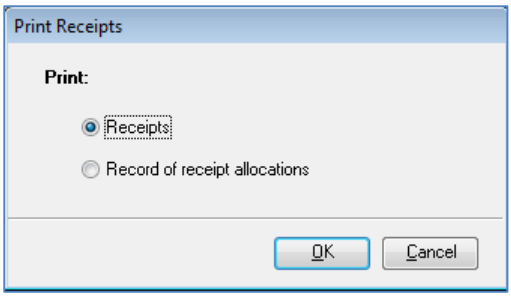
5.4.3 To Print a Receipt

Activity: Print a Receipt

RM Billing > Students

- Click on the **Receipts tab**
- **Highlight** the receipt **Balance of subject charges**
- Click **Print**



- Choose **Receipts** > **OK** and **OK** to print the receipt to screen
- View and close the Receipt
- Click **Print**
- Choose **Record of receipt allocations** > **OK** and **OK** to print the receipt to screen
- View and close the Record of Receipt Allocation

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.

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5.4.4 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.

To move to a new record right click in the Surname cell. Enter the surname for the next required record.

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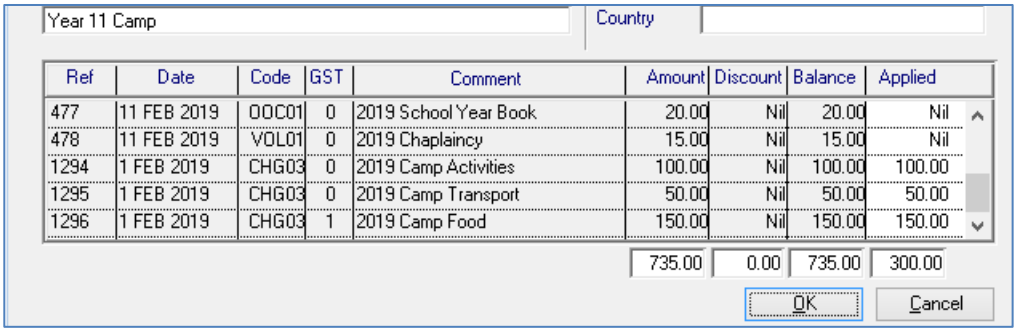
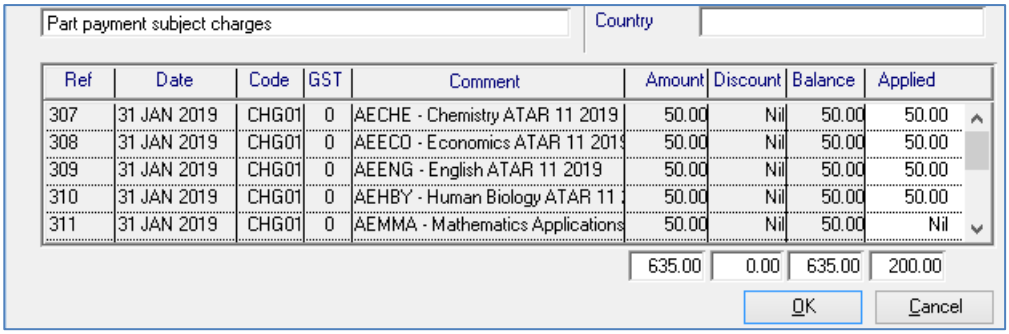
Activity: Review of Entering Individual Receipts

Enter the following receipts into RM Billing using the individual receipting method outlined above.

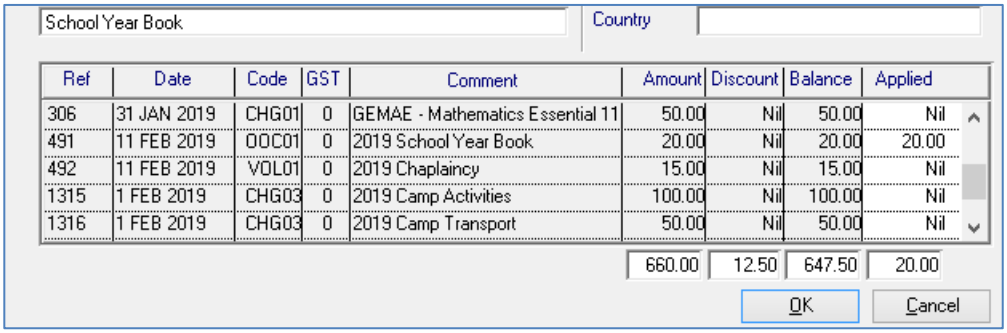
1. Dean Partington has come to the front office to pay for the **Camp** charges. He has a cheque for $300. Make sure you allocate the money to the camp. (You will need to change the automatic allocations). Print the receipt to screen.



2. Donna Ravat has brought a cheque for $200 to pay a portion of her subject charges. Print the Record of Receipt Allocations to screen.



3. Cory Ramsay has come to the office with $20 cash to purchase the School Year Book. Make sure you allocate the money to the School Year Book item. Print the receipt to screen.



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5.5 Receipting for Customers

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

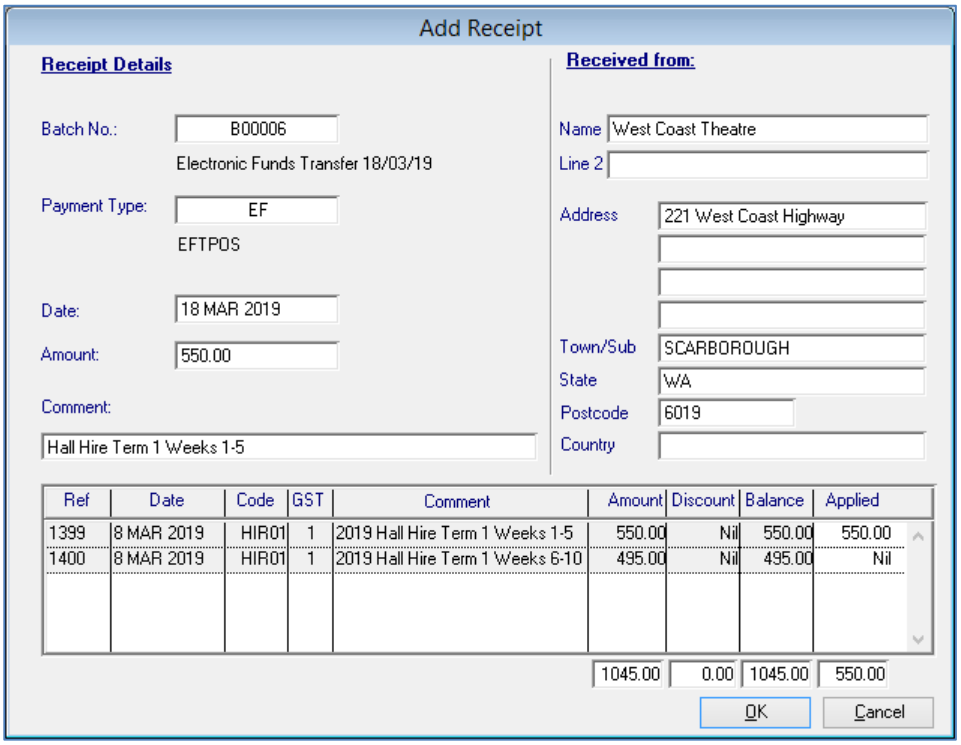
Activity: Receipting Customer 1

West Coast Theatre has paid for the hall hire for weeks 1-5. The money has been paid directly into the bank using EFTPOS via the schools on-site machine. Print a copy of the receipt for West Coast Theatre.

RM Billing > Customers

- Open West Coast Theatre
- Select the **Receipts** tab
- Click **Add Receipt**

- Press <Tab> in the Batch No field and select the **Electronic Funds Transfer batch**
- Enter the payment type of **EF** or press <Tab> for a list
- Accept the default date
- Enter the amount of **550**
- Enter a **Comment** (e.g. Hall Hire Term 1 Weeks 1-5)
- Check that the applied amount is correctly allocated in the lower window



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

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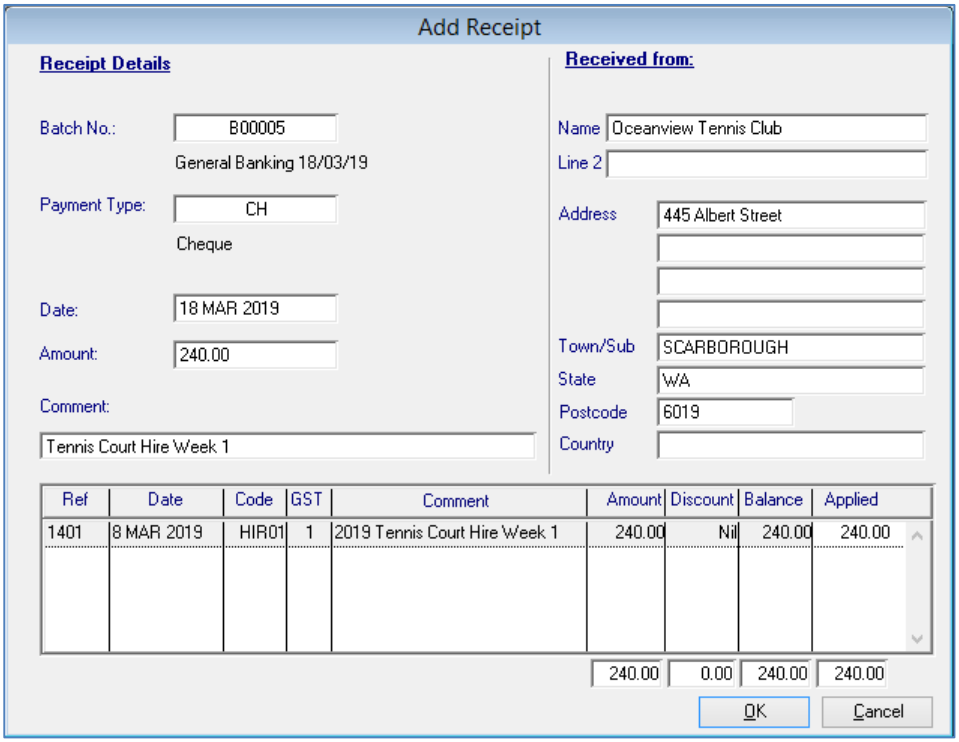
Activity: Receipting Customer 2

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

RM Billing > Customers

- Open Oceanview Tennis Club
- Select the **Receipts** tab
- Click **Add Receipt**

- Press <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** (e.g. Tennis Court Hire Week 1)
- Check that the applied amount is correctly allocated in the lower window



- Click **OK**

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6 Manually Closing the Batch (Non Exporting Schools) – Discussion Only

Once the banking has been finalised, the receipts batch/es must be manually closed to ensure that no more receipts are processed through them and the contents of the batch manually entered into RM Finance. This should only be done when you are ready to **finalise the banking and close off the batch** – i.e. no further receipts should be entered into this batch once this process has commenced. . A new receipts batch can be opened with the same format and using the current date of opening (eg. General Banking 30.01.19)

In training today, we are exporting our batches to RM Finance, so we do not need to manually close them. This is done automatically as part of the Export to RM Finance process. The following is a guide for those schools not yet exporting.
Manual Input of Receipts to RM Finance (Discussion Only)

RM Billing > Receipts

- Highlight the batch to be closed
- Click **For Selected > Print Daily Banking > OK**

West Coast District High School
Daily Banking Summary 18/03/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
13	$ 300.00	Mrs Campbell	CAMPBELL: Ashleigh	Year 11 Camp	B00005	
14	$ 300.00	Mrs Casson	CASSON: Shane	Year 11 Camp	B00005	
15	$ 300.00	Mrs T Hogan	HOGAN: Paul	Year 11 Camp	B00005	
17	$ 400.00	Mr M Fulter	FULTER: Michael	Balance of subject charges	B00005	
19	$ 50.00	Mrs L Lambert	LAMBERT: Damien	Earth & Environmental Science	B00005	
28	$ 20.00	Mrs T Ramsay	RAMSAY: Cory	School Year Book	B00005	
Total Cash		$ 1,370.00				
CHEQUE						
9	$ 300.00	Mrs J Cooper	COOPER: Ryan	Year 11 Camp	B00005	
10	$ 300.00	Mr S Dexter	DEXTER: Renee	Year 11 Camp	B00005	
11	$ 300.00	Mr T Rumble	RUMBLE: Simon	Year 11 Camp	B00005	
12	$ 300.00	Mrs S Sorrell	SORRELL: Jillian	Year 11 Camp	B00005	
16	$ 335.00	Mrs Campbell	CAMPBELL: Ashleigh	Balance of account	B00005	
18	$ 300.00	Mrs K Kitchen	KITCHEN: Marc	Year 11 Camp	B00005	
20	$ 570.00	Mrs G Fitton	FITTON: Rhys	Balance of account	B00005	
25	$ 300.00	Mrs M Kent	KENT: Clayton	Balance of subject charges	B00005	
26	$ 300.00	Mr G Partington	PARTINGTON: Dean	Year 11 Camp	B00005	
27	$ 200.00	Mrs R Ravat	RAVAT: Donna	Part payment subject charges	B00005	
30	$ 240.00	Ocenview Tennis Club		Tennis Court Hire Week 1	B00005	
Total Cheque		$ 3,445.00				

Total for Cash and Cheques $ 4,815.00

Total for Report: $ 4,815.00

- 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

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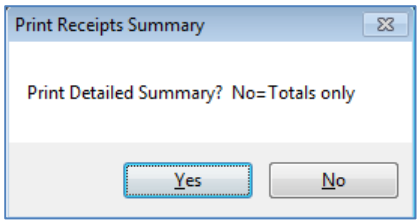
6.1.1 Print the Receipts Summary Detailed Report – Discussion Only

The Receipts Summary Detailed Report must be printed and filed. It displays a list of all transactions within the batch.

RM Billing > Receipts

- Highlight the batch to be closed
- Click **For Selected > Print Receipts Summary**
- Click OK to the Screen



- Click on **Yes** to view the detailed Summary

A portion of the report is displayed below

West Coast District High School

Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00005 General Banking 18/03/19											
Billing Code		**CHG01**		**Upper School Charges**							
GST Code	**0**										
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00

This report should be printed to the printer and filed for reference

Note: The 'Totals Only' version of the Receipts Summary report is recommended for the manual input of data into RM Finance, however the detailed summary must be printed and filed for reference.

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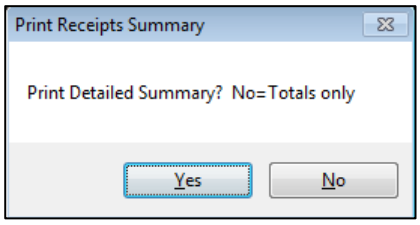
6.1.2 Print the Receipts Summary Totals Only Report – Discussion Only

The 'Totals Only' version of the Receipts summary report is used to input the data into RM Finance. This report is printed when the batch is closed. The report is broken up via the various billing codes. The budget and analysis code is displayed for each billing code as well as the total for each budget and analysis code. Receipts which contain GST are separated from those which do not have GST.

RM Billing > Receipts

- Highlight the batch to be closed
- Click **For Selected > Print Receipts Summary**
- Click **OK** to the Screen



- Click on **No** Totals Only

West Coast District High School

Receipts Summary (totals only)

			Amount	GST
Batch: B00005 General Banking 18/03/19				
Billing Code CHG01 Upper School Charges				
GST Code 0				
Total for Income			$ 1,250.00	$ 0.00
Budget: C1051	Analysis: C1050	Totals for GST code 0	$ 1,250.00	$ 0.00
Billing Code CHG03 School Camps				
GST Code 0				
Total for Income			$ 1,350.00	$ 0.00
Budget: C1182	Analysis: C1180	Totals for GST code 0	$ 1,350.00	$ 0.00

- This report is automatically sent to the printer. There is no provision to print it to the screen.

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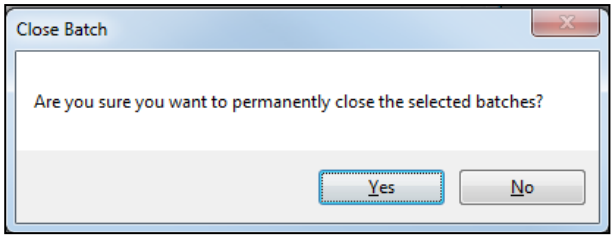
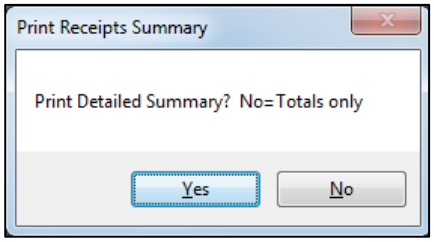
6.1.3 Manually Closing Receipt Batches in RM Billing – Discussion Only

RM Billing > Receipts

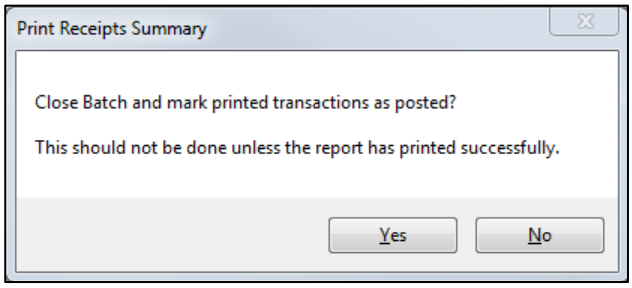
- Highlight the batch to be closed
- Click **For Selected** > **Close Batch**



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



- Say Yes to print the Detailed Summary. This must be printed and filed
- 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 '***Yes***' (ensure care is taken with the process of closing the batch and marking the transactions posted, as this cannot be reversed). A working message may briefly appear. Then the batch is marked as closed, meaning that no further receipts can be placed in the batch

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7 Exporting to RM Finance

Exporting to RM Finance allows schools to export their Billing Receipts into RM Finance. All receipts (except Government Subsidies) which are entered into RM Billing need to be processed in RM Finance where reconciliation will take place.

Once the Export function has been enabled, the manual input of receipts batches into RM Finance is no longer required. Once the banking has been finalised, the Export to RM Finance utility will transfer the contents of the selected batches into RM Finance. As the batch is exported, it is automatically closed, so new banking batches would need to be created to hold further takings.

The same first steps as carried out for the manual input need to be carried out for the automatic export.

- Print the Daily Banking Summary
- Print the Receipts Summary (Detailed Report)

Once the Daily Banking and Receipts Detailed Summary have been printed, the Export to Finance procedure can be initiated.

On Export, a 'Receipt Batch Export Summary' Report will be sent straight to the printer. This will include a list of exported batches, followed by a breakdown of the type of batches exported and a total of each batch.

If exporting EFT batches, a system generated Batch number will be produced for the export eg: RMB00001EFT.

Before Exporting, RM Finance must be closed. If RM Finance is open, an error message 'Too many records to sort" may be received, which will prevent the export from proceeding. Once RM Finance is closed and the export complete, the user can log back into RM Finance to print the Batch Transaction report and update the batches.

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Activity: Print Daily Banking

The General Banking and EFTPOS batches are ready to be closed and the money banked. The Daily Banking Summary and the Receipts Summary Detailed Summary must be printed for both batches.

RM Billing > Receipts

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

West Coast District High School
Daily Banking Summary 18/03/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
13	$ 300.00	Mrs Campbell	CAMPBELL: Ashleigh	Year 11 Camp	B00005	
14	$ 300.00	Mrs Casson	CASSON: Shane	Year 11 Camp	B00005	
15	$ 300.00	Mrs T Hogan	HOGAN: Paul	Year 11 Camp	B00005	
17	$ 400.00	Mr M Fulter	FULTER: Michael	Balance of subject charges	B00005	
19	$ 50.00	Mrs L Lambert	LAMBERT: Damien	Earth an Environmental Science	B00005	
28	$ 20.00	Mrs T Ramsay	RAMSAY: Cory	School Year Book	B00005	
Total Cash		$ 1,370.00				
CHEQUE						
9	$ 300.00	Mrs J Cooper	COOPER: Ryan	Year 11 Camp	B00005	
10	$ 300.00	Mr S Dexter	DEXTER: Renee	Year 11 Camp	B00005	
11	$ 300.00	Mr T Rumble	RUMBLE: Simon	Year 11 Camp	B00005	
12	$ 300.00	Mrs S Sorrell	SORRELL: Jillian	Year 11 Camp	B00005	
16	$ 335.00	Mrs Campbell	CAMPBELL: Ashleigh	Balance of account	B00005	
18	$ 300.00	Mrs K Kitchen	KITCHEN: Marc	Year 11 camp	B00005	
20	$ 570.00	Mrs G Fitton	FITTON: Rhys	Balance of account	B00005	
25	$ 300.00	Mr R Kent	KENT: Clayton	Balance of subject charges	B00005	
26	$ 300.00	Mr G Partington	PARTINGTON: Dean	Year 11 Camp	B00005	
27	$ 200.00	Mrs R Ravat	RAVAT: Donna	Part payment subject charges	B00005	
30	$ 240.00	Oceanview Tennis Club		Tennis Court Hire Week 1	B00005	
Total Cheque		$ 3,445.00				
Total for Cash and Cheques			$ 4,815.00			
Total for Report:			$ 4,815.00			

- View and close the Daily Banking Summary

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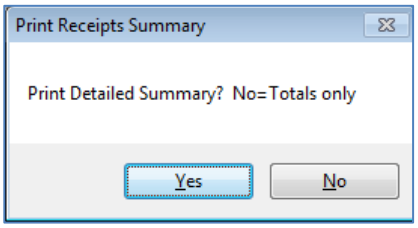
Activity: Print Receipts Summary

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

RM Billing > Receipts

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



- Click **Yes**

West Coast District High School

Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00005 General Banking 18/03/19											
Billing Code	**CHG01**	**Upper School Charges**									
GST Code	**0**										
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00
1409	16	B00005	CHG01	18/03/2019	CAMPBELL: Ashleigh	11	11.2			$ 50.00	$ 0.00

- View and close the Summary Detailed Receipts Report

Note: The Detailed Receipt Summary must be printed as part of the batch closing routine

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Activity: Print Daily Banking

RM Billing > Receipts

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

West Coast District High School

Daily Banking Summary 18/03/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
EFTPOS						
21	$ 270.00	Mrs L Anderson	ANDERSON: Ben	Voluntary Contributions	B00006	
22	$ 270.00	Mr Bailey	BAILEY: Steven	Voluntary Contributions	B00006	
23	$ 270.00	Not specified	BROGAN: Michael	Voluntary Contributions	B00006	
24	$ 270.00	Mr A Gold	GOLD: Emily	Voluntary Contributions	B00006	
29	$ 550.00	West Coast Theatre		Hall Hire Term 1 Weeks 1-5	B00006	
Total EFTPOS		$ 1,630.00				
Total for Other Payment Types			$ 1,630.00			
Total for Report:			$ 1,630.00			

- View and close the Daily Banking Summary

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Activity: Print Receipts Summary

Print the Receipts Summary Detailed Report for the Electronic Funds Transfer receipts batch for today.

RM Billing > Receipts

- Highlight the **Electronic Funds Transfer** receipts batch
- Click **For Selected > Print Receipts Summary**
- Click **Yes** to print the **Detailed Summary**
- Click **Ok** to the screen

A portion of the report is displayed below

West Coast District High School

Daily Banking Summary 18/03/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
EFTPOS						
21	$ 270.00	Mrs L Anderson	ANDERSON: Ben	Voluntary Contributions	B00006	
22	$ 270.00	Mr Bailey	BAILEY: Steven	Voluntary Contributions	B00006	
23	$ 270.00	Not specified	BROGAN: Michael	Voluntary Contributions	B00006	
24	$ 270.00	Mr A Gold	GOLD: Emily	Voluntary Contributions	B00006	
29	$ 550.00	West Coast Theatre		Hall Hire Term 1 Weeks 1-5	B00006	
Total EFTPOS		$ 1,630.00				
Total for Other Payment Types			$ 1,630.00			
Total for Report:			$ 1,630.00			
Total for Income					$ 80.00	$ 0.00

- View and close the report

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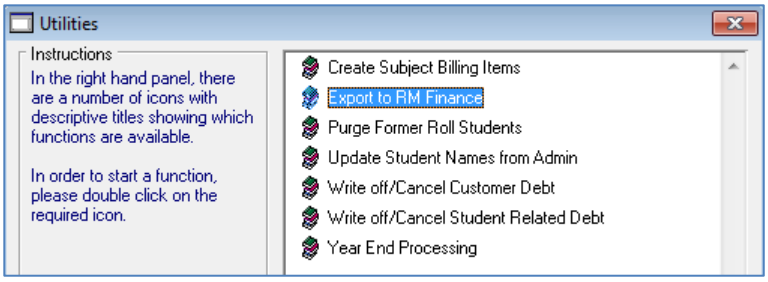
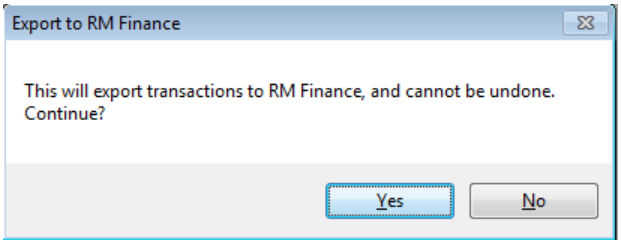
7.1 Exporting the Batches

Activity: Exporting to RM Finance

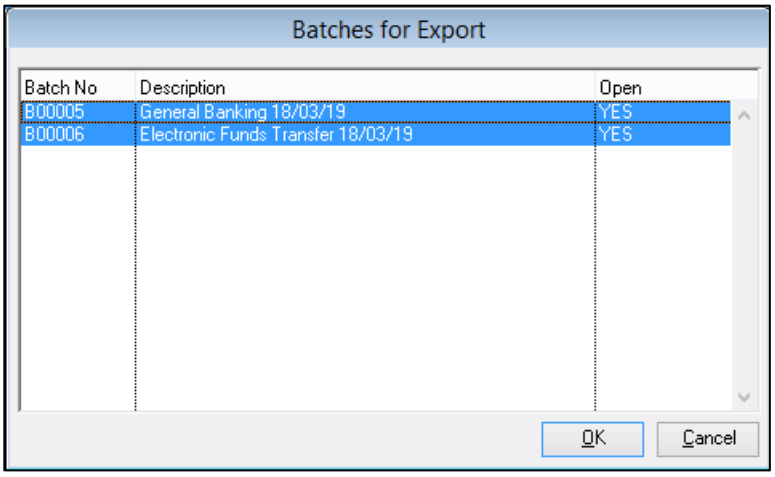
RM Billing > Utilities >

- Double click on **Export to RM Finance**





- Click **Yes**
- Highlight the **General Banking and Electronic Funds Transfer** batches



- 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)
- The export process will commence

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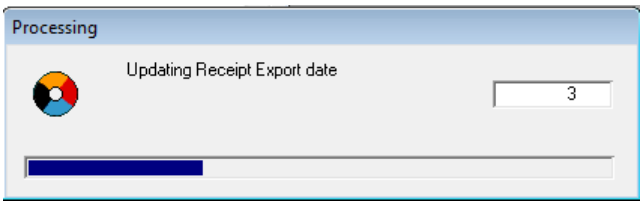

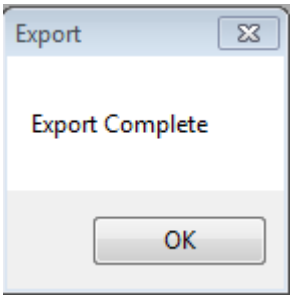

- Click **OK**
- Close the Utilities window
- The Export Report is sent directly to the printer

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

Receipt Batch Export Summary

Batch Code	Description	Date Created	Date Last Updated	Open	Batch Total
Batches Not Exported					
No Batches					0.00
					0.00
Batches Exported					
B00005	General Banking 18/03/19	18/03/2019	18/03/2019	YES	4815.00
B00006	Electronic Funds Transfer 18/03/19	18/03/2019	18/03/2019	YES	1630.00
					6445.00

Comment: _____

_____

Principal's Signature: _____

Date: _____

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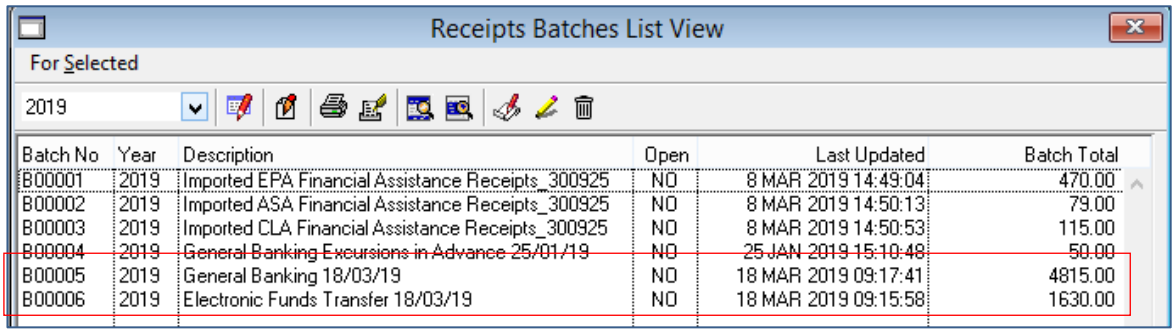
Check the batches have been closed

RM Billing > Receipts



Batch No	Year	Description	Open	Last Updated	Batch Total
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00
B00005	2019	General Banking 18/03/19	NO	18 MAR 2019 09:17:41	4815.00
B00006	2019	Electronic Funds Transfer 18/03/19	NO	18 MAR 2019 09:15:58	1630.00

- View the two batches are now closed

Once the batches have been exported, the user must log back into RM Finance to print the Batch Transaction Report and Update the batches. We will not be doing this in training.

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Billing Item Corrections			
Adjustment	This will create an adjustment transaction for the adjustment amount entered. This effectively reduces the amount of the billing item by the adjustment amount. • Used to adjust a billing item when the amount billed was too high. Note: An alternative method could be to reverse the item and then add a new billing item for a lower amount.	**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)

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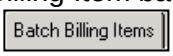
8 Billing Item Reversals

A billing item can be reversed if it has been entered in error, or if the student should no longer be charged for that item.

Activity: Reverse a Billing Item

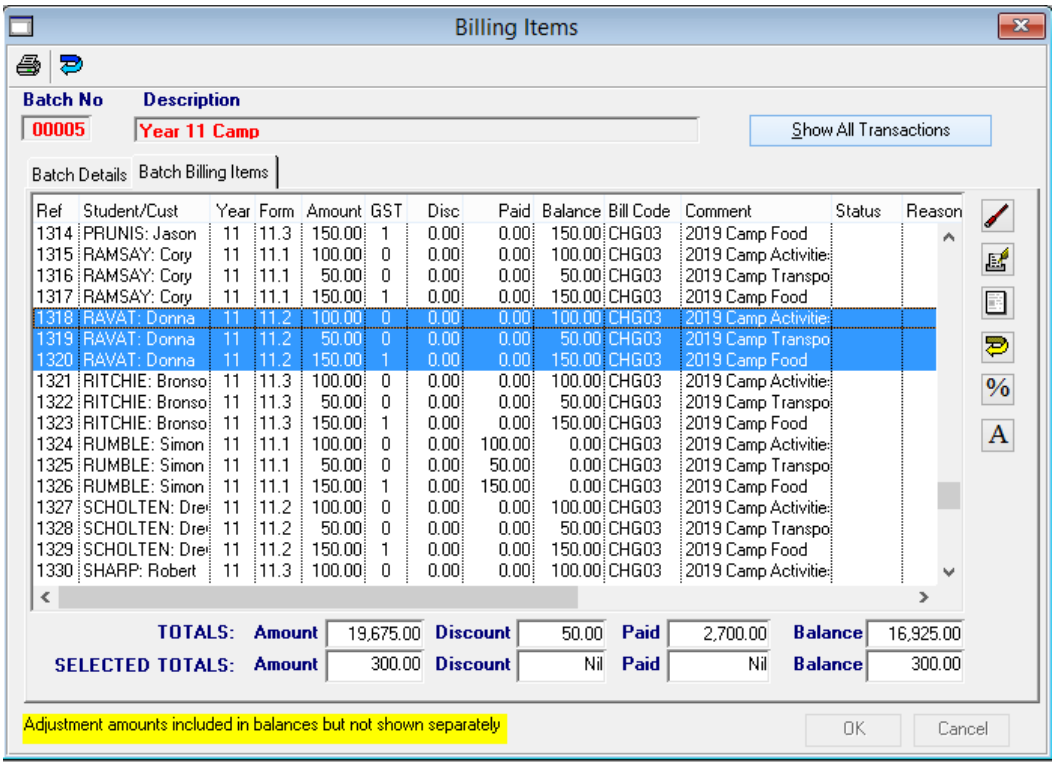
All the Year 11 students have been billed for the camp. We have now received notification that Donna Ravat is unable to attend as she has broken her arm. As she should no longer be charged for the camp, all of her camp-related billing items will need to be reversed.

RM Billing > Billing Items

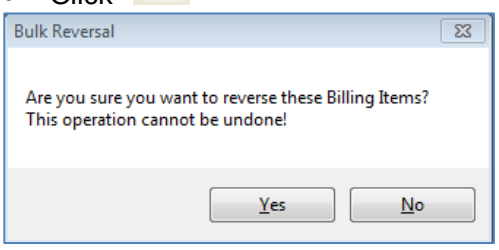
- Double click on the Year 11 Camp Billing Item batch
- Click on the Batch Billing Items tab 

- Click on

(this ensures that the balances owing on the billing items after adjustments, if any are displayed)



- Click



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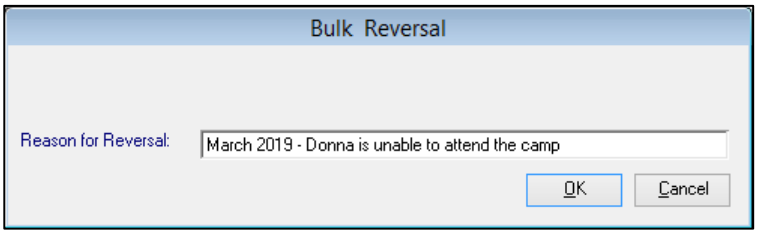
- Click **Yes** to the message
- Enter Reason commencing with the **Month** and **Year**



- Click **OK**

View the reversal

R:1424	Reversed - March 2019 - Donna is unable to attend the camp
R:1425	Reversed - March 2019 - Donna is unable to attend the camp
R:1426	Reversed - March 2019 - Donna is unable to attend the camp

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8.1 Timetabled Subject Changes

Once the actual billing items have been created for Timetabled Subjects (via Utilities > Create Subject Billing Items) for a student, any subject changes made after that point in time will need to be reflected in RM Billing.

The process for handling timetable changes involves:

- Reversing the old subject billing item
- Adding the new subject billing item

If changes need to be made to the subject cost as a result of a partial competition of a course the process many involve:

- Adjusting or discounting the old subject billing item
- Adding and adjusting or discounting the new subject billing item

Note: To change the subject preferences is usually the task of the Timetabler at your school.

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8.1.1 Timetabled Subjects and Subject Billing Items Reports

To assist in the management of student billing, users are able to produce reports which will compare a Student's subject listing with their billing items. This allows users to easily identify subjects for which the student has not been billed, or existing billing items for subjects which the student is no longer enrolled.

Activity

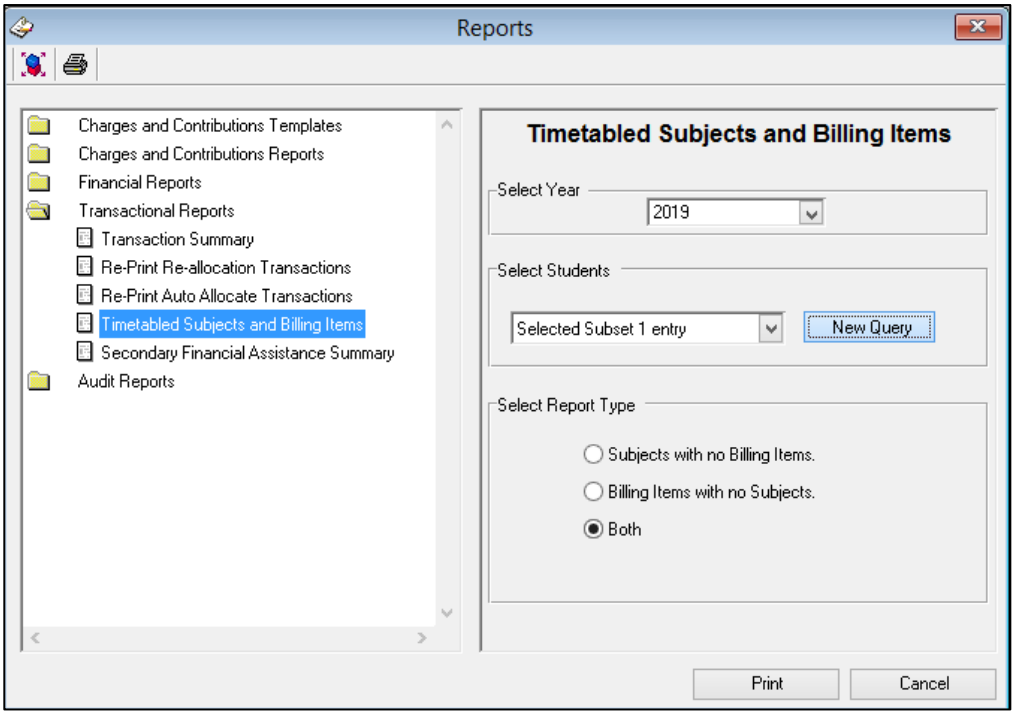
The Timetabler has changed Sean Guthrie's classes from Human Biology ATAR 11 to Modern History ATAR 11

Changes to Sean Guthrie's subject selection in Timetabling, has resulted in subjects Human Biology ATAR 11 with no billing items and billing items Modern History ATAR 11 with no subjects. We are able to generate a report which will identify such changes and assist in the management of student billing.

RM Billing > Reports > Transactional Reports > Timetabled Subjects and Billing Items

- Click on **New Query**

- Enter **Guthrie** in the Surname cell



- Click on **Print**

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West Coast District High School

Subjects with no Billing Items
Billing Items with no Subjects

Search Criteria
Year: 2019
Selected Subset 1 entry

This report shows students who have
* no system-created subject billing items for the listed subjects
and/or
* no subjects for the listed system-created subject billing items (this report does not include billing items which have been reversed, adjusted, discounted or written-off)

Ref	Date	Amt	GST	Paid	Balance	Bill Code	Comment
Student: GUTHRIE: Sean			**Year: 11**		**Form: 11.2**		
Billing Items with no Subjects							
58	8 MAR 2019	50.00	0	0.00	50.00	CHG01	AEHBY - Human Biology ATAR 11 2019
Subjects with no Billing Items							
11HR	Home Room 11						
AEHIM	Modern History ATAR 11						

- View and close the Report

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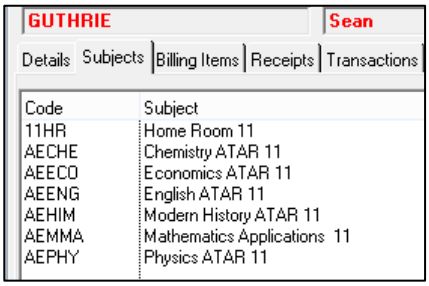
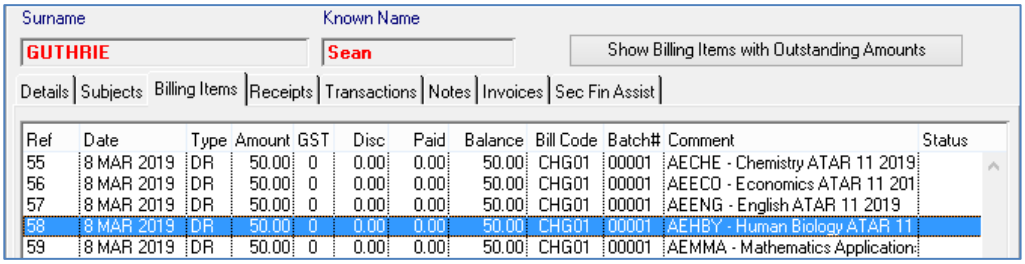
Activity: Reversing a Subject Billing Item

RM Billing > Students

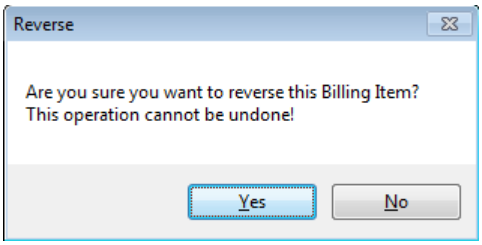
- Double click on **Sean Guthrie**
- Select the **Subjects** tab
- View the updated subjects



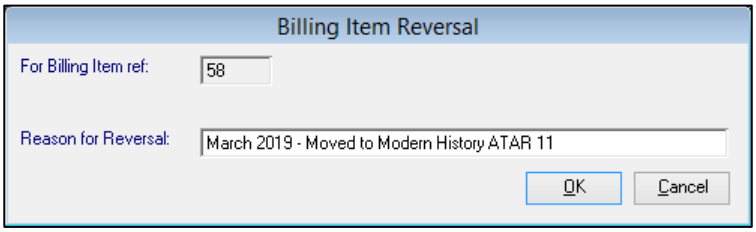
- Select the **Billing Items** tab
- Highlight the **Human Biology ATAR 11** billing item



- Click



- Answer '**Yes**' to the message
- Enter the **Month**,**Year** and **Reason** - **Moved to Modern History ATAR 11**



- Click ***OK***

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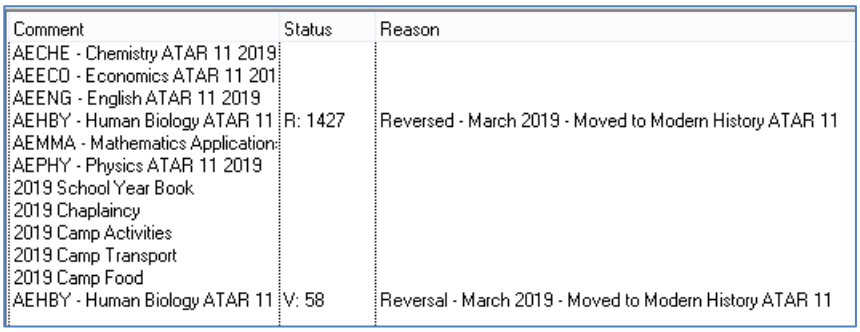
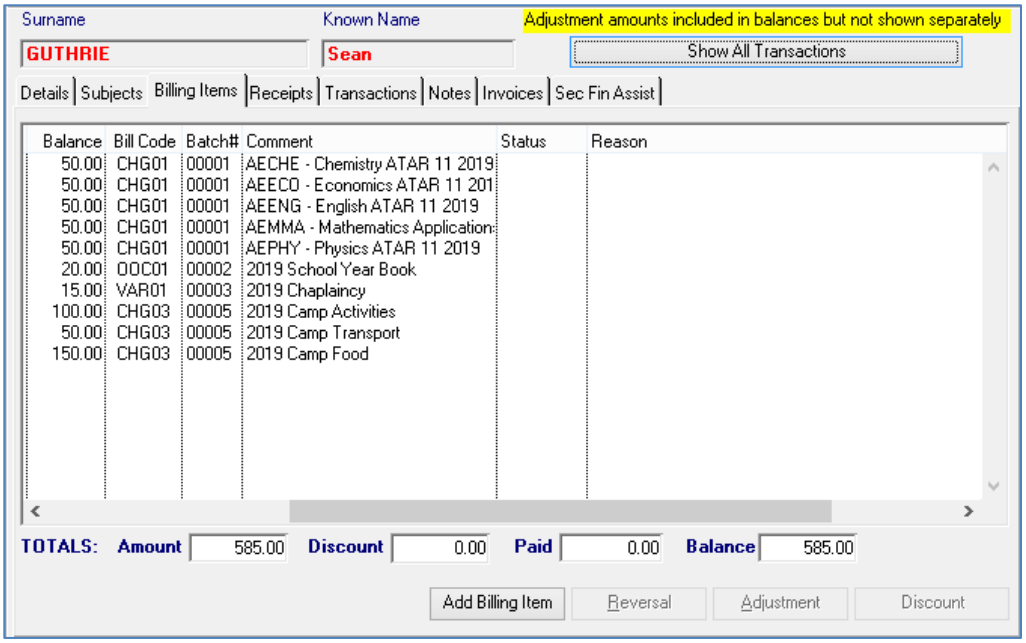
- View the Reversed Billing Item



Comment	Status	Reason
AECHE - Chemistry ATAR 11 2019		
AEECO - Economics ATAR 11 201		
AEENG - English ATAR 11 2019		
AEHBY - Human Biology ATAR 11	R: 1427	Reversed - March 2019 - Moved to Modern History ATAR 11
AEMMA - Mathematics Application		
AEPHY - Physics ATAR 11 2019		
2019 School Year Book		
2019 Chaplaincy		
2019 Camp Activities		
2019 Camp Transport		
2019 Camp Food		
AEHBY - Human Biology ATAR 11	V: 58	Reversal - March 2019 - Moved to Modern History ATAR 11

The student's Billing Items screen can be viewed showing only Billing Items with Outstanding Balances by clicking on

- Click on the **Show Billing Items with Outstanding Amounts** button



- Note the reversed items have been hidden

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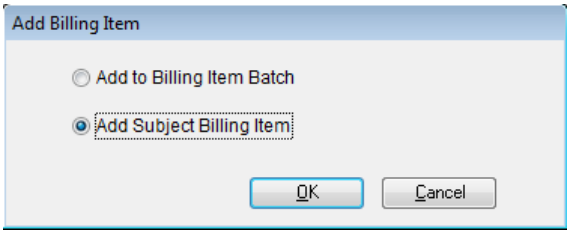
8.2 Adding New Subject Billing Items

Activity: Adding a Subject Billing Item

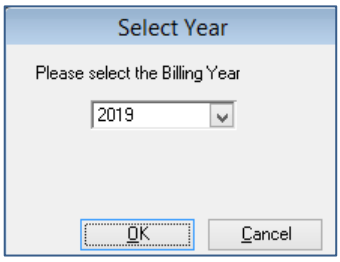
Add the subject billing item for Modern History to Sean Guthrie.

- Click

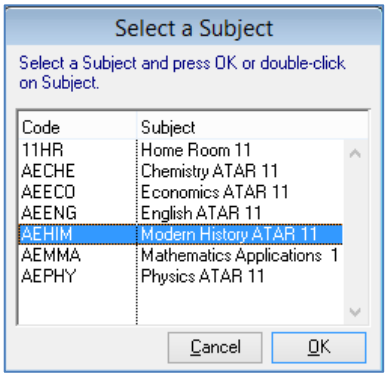
- Choose **Add Subject Billing Item** and **OK**



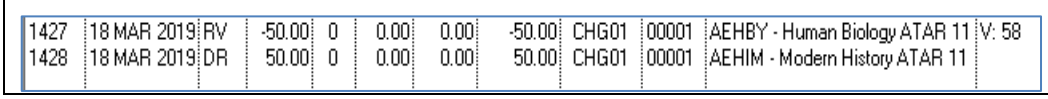
- Click **OK** to **Billing Year 2019**



- Select **Modern History ATAR 11** in the list of subjects for Sean Guthrie



- Click **OK** and view the newly created subject billing item



1427	18 MAR 2019	RV	-50.00	0	0.00	0.00	-50.00	CHG01	00001	AEHBY - Human Biology ATAR 11 V: 58
1428	18 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEHIM - Modern History ATAR 11

Note: It is recommended the Timetabler has Course Change Recording activated for each student in the Timetabling module. This enables the course change history to be printed.

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8.2.1 Printing an Updated Statement for the Student

Activity: Print Statement

Print an updated statement for Sean Guthrie.

RM Billing > Students

- Click Return to View
- Start typing Guthrie

- Highlight Sean Guthrie
- Click **For Selected > Print Statement**
- Click **OK**

- View and close the new statement

IMPORTANT

Billing Items do not change automatically and need to be reversed and/or adjusted as required.

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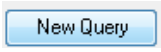
8.2.2 Reversing Subject Billing Items which have been Receipted

At times a student may have already paid for a subject or the subject may have been paid for by a government subsidy. It may be necessary to reverse this billing item and create a new billing item for a new subject. In this instance the receipted amount will become unallocated credit and must be manually allocated to a new billing item.

Activity: Print Timetabled and Subjects and Billing Items Report

David Maroney's Earth and Environmental Science subject has been paid by the EPA. He has now changed his subject selection from Earth and Environmental Science to Economics ATAR 11. We are able to produce the Timetabled Subjects and Billing Items Report to assist in updating his Billing Items

Reports > Transactional Reports > Timetabled Subjects and Billing Items

- Click 

- Type **Maroney** in the Surname/Ref No field
- Click **Find** and select David
- Click **Print**

West Coast District High School

Subjects with no Billing Items
Billing Items with no Subjects

Search Criteria
Year: 2019
Selected Subset 1 entry

This report shows students who have
* no system-created subject billing items for the listed subjects
and/or
* no subjects for the listed system-created subject billing items (this report does not include billing items which have been reversed, adjusted, discounted or written-off)

Ref	Date	Amt	GST	Paid	Balance	Bill Code	Comment
Student: MARONEY: David			**Year: 11**		**Form: 11.3**		
Billing Items with no Subjects							
140	8 MAR 2019	50.00	0	50.00	0.00	CHG01	GEES - Earth and Environmental Sci G...
Subjects with no Billing Items							
11HR	Home Room 11						
AEECO	Economics ATAR 11						

- View and close the report

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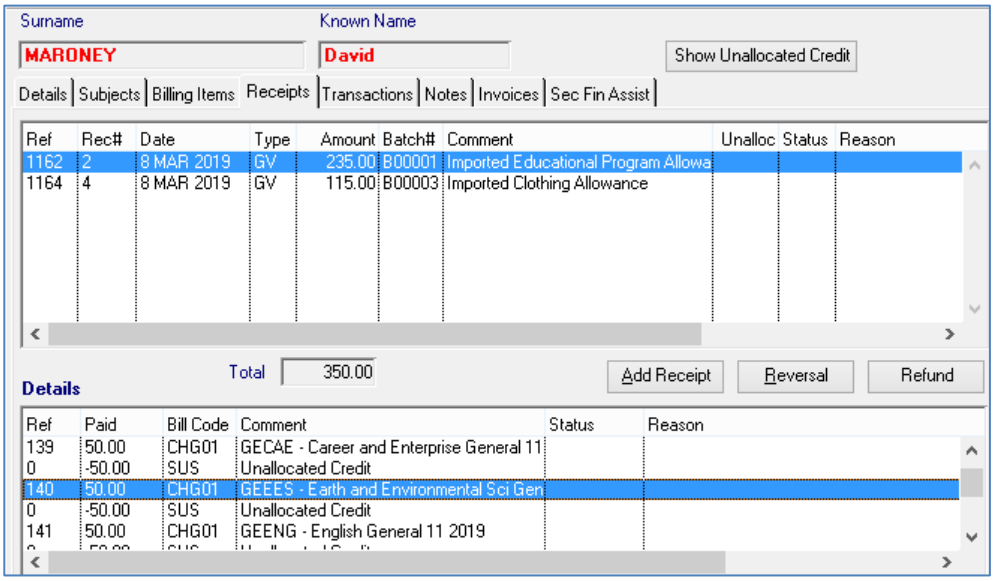
Activity: Reverse a Receipted Billing Item

RM Billing > Students

- Double click on David Maroney
- View the **Subjects** tab
- Select the **Receipts** tab
- Click on the receipt for the $235 Imported Educational Program Allowance



- View the details down the bottom of the screen showing that **Earth and Environmental Science** has been receipted

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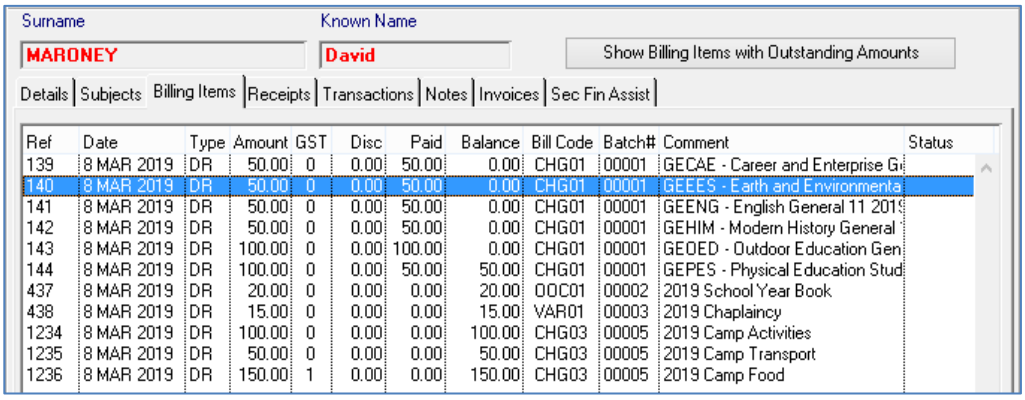
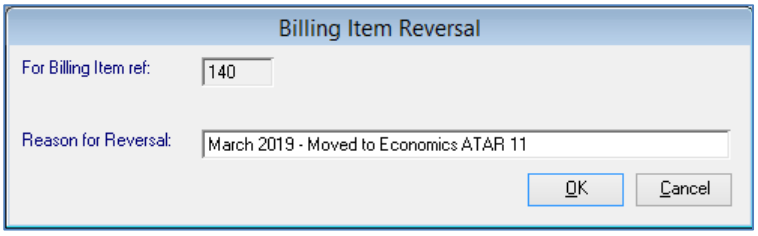
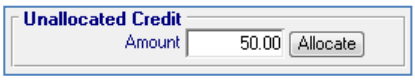
- Select the **Billing Items** tab
- Highlight the **Earth and Environmental Science** Billing Item



- Click **Reversal > Yes**
- Type the Month, Year and reason for Reversal



- Click **OK**
- View the unallocated credit of $50.00



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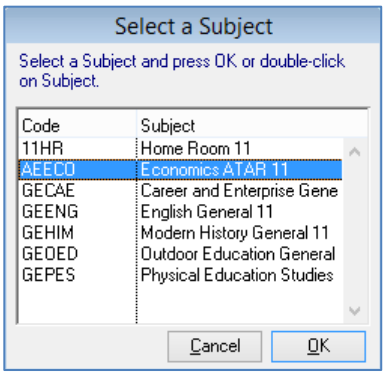
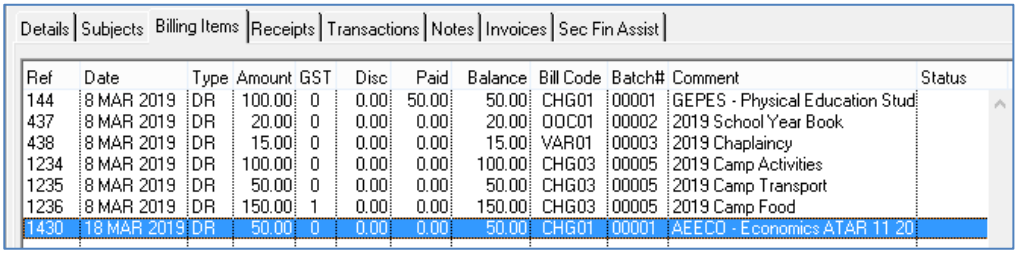
- Click **Add Billing Item**
- Select **Add Subject Billing Item > OK**
- Click OK to the Billing Year of **2019**
- Select **Economics ATAR 11** in the list of subjects



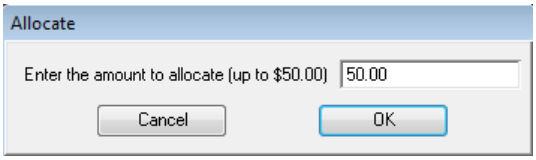
- Click **OK**
- Click on



- Highlight the **Economics ATAR 11** billing item

- Click Allocate

- Enter **50.00** in the amount to allocate and click **OK**



- Click on the **Receipts Tab**
- Highlight **Imported EPA** receipt and note that Economics has now been receipted

Note: Transactions which have been Reversed (R) or are the Reversal Transaction (V) cannot be reversed. Transactions which have been Adjusted (A) or are the Adjustment Transaction (T) cannot be reversed

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8.3 Billing Item Adjustments

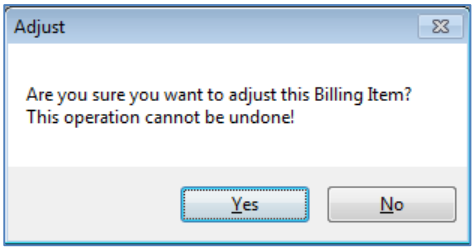
An adjustment can be used to reduce a billing item amount.

Activity: Adjust a Billing Item

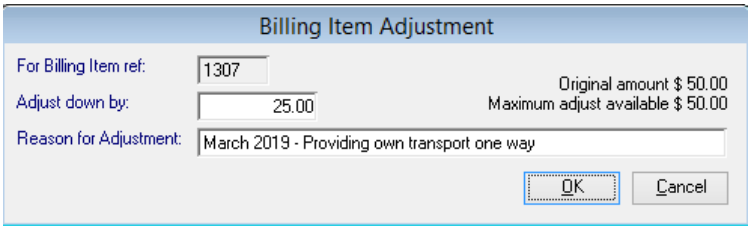
We have received notification that Julie Pilter will be providing her own transport to the camp (one way only). The school has agreed to charge only half the transport cost for the camp.

RM Billing > Students

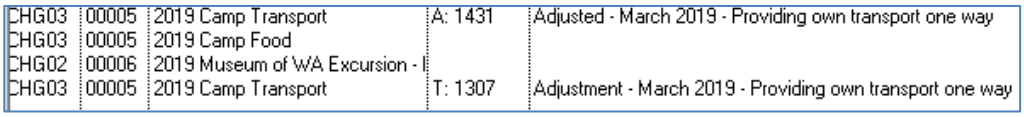
- Click into the red Surname Cell right click enter **Pilter**
- Select the **Billing Items** tab
- Highlight the Camp Transport billing item
- Click



- Click **Yes**
- Enter half the amount (**25.00**) into the 'Adjust down by' field
- Enter the Month, Year and a Reason (e.g. Providing own transport one way)



- Click **OK**
- View the adjustment in the billing items list



CHG03	00005	2019 Camp Transport	A: 1431	Adjusted - March 2019 - Providing own transport one way
CHG03	00005	2019 Camp Food		
CHG02	00006	2019 Museum of WA Excursion -		
CHG03	00005	2019 Camp Transport	T: 1307	Adjustment - March 2019 - Providing own transport one way

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

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9 Receipt Corrections

The table below outlines the different correction options which are available for receipts.

Receipt Corrections			
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 adjusted automatically so that the parent no longer owes the money.	**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.)

9.1 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.

9.1.1 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.

IMPORTANT

A Receipt reversal will be posted into the same receipts batch as the original receipt, providing that receipts batch is still open. 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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10 Refunds

10.1 Refund Batches

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 Refund Batches

West Coast Theatre has paid for the Hire of the Hall for weeks 1-5 of Term1. They have informed us that they will not be using the hall over this period and have requested a full refund. The school has agreed to this refund and will issue a manual cheque with chq number 123568.

Paul Hogan has been banned from attending the Year 11 Camp due to bad behaviour. The school has agreed to refund the money to Mrs. Hogan and will issue her with a system-generated cheque.

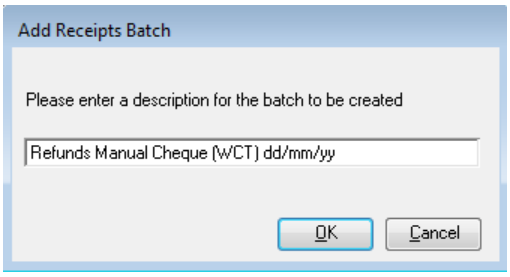
Simon Rumble's father has contacted the school to inform them that Simon is ill and cannot attend the camp. He has already paid in full and has asked for a full refund to be deposited into his bank account.

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

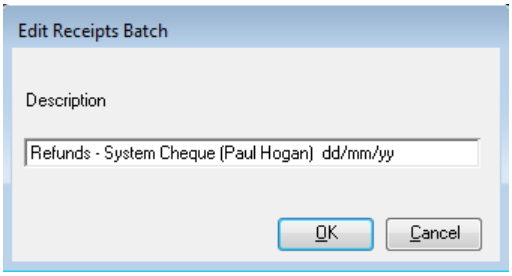
- Create 3 Refunds batches for the following:
    - Manual Cheque (WCT) dd/mm/yy
    - System Cheque (Paul Hogan) dd/mm/yy
    - EFT (Simon Rumble) dd/mm/yy

RM Billing > Receipts

- Add Item



- Click **OK**
- Add Item



- Click **OK**

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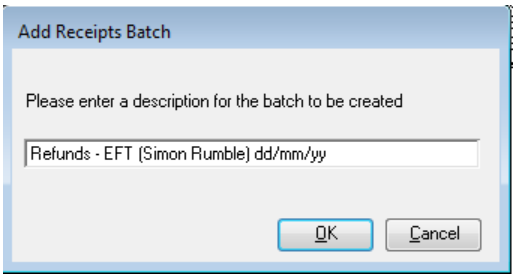
- Add Item



- Click **OK**

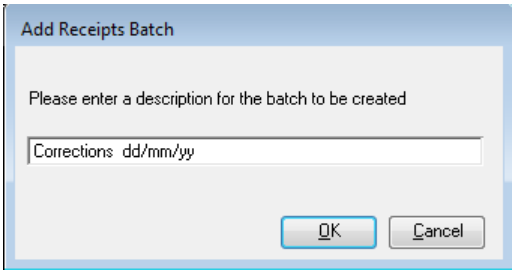
The batch numbers should be recorded on the Finance Batch Register

Activity: Create a Corrections Batch

A payment of $300.00 for Year 11 Camp was incorrectly processed against the billing items for Renee Dexter. The receipt should have been processed against Caitlin Davies. The receipt will be reversed from Renee Dexter's record and re-entered for Caitlin Davies. As the original batch is now closed, a Corrections batch must be opened to process the receipt from Renee Dexter to Caitlin Davies.

RM Billing > Receipts

- Add Item
- Type **Corrections** and **Today's date**



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

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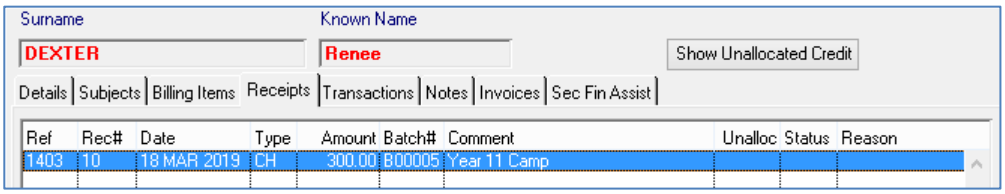
10.2 Receipt Reversals

Activity: Reverse a Receipt

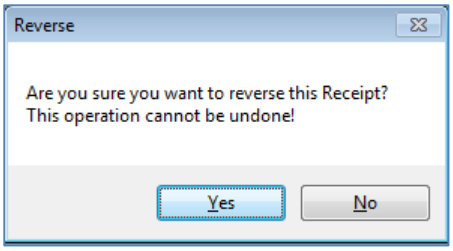
A payment of $300.00 for Year 11 Camp was incorrectly processed against the billing items for Renee Dexter. The receipt should have been processed against Caitlin Davies. The receipt will be reversed from Renee Dexter's record and re-entered for Caitlin Davies.

RM Billing > Students

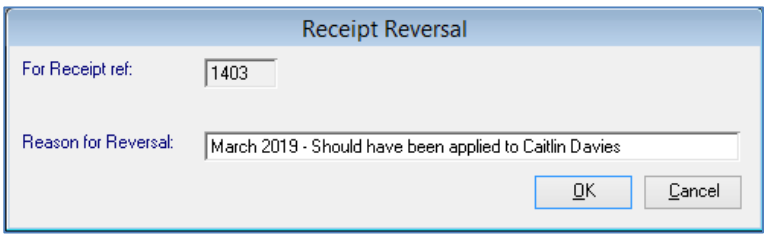
- Double-click on **Renee Dexter**
- Select the **Receipts** tab
- Highlight the **$300 receipt** for the camp



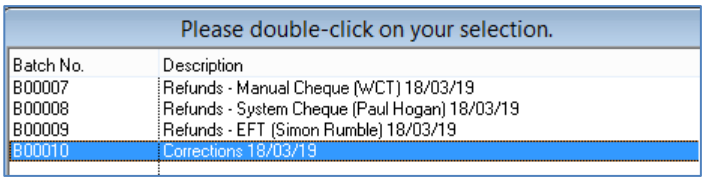
- Click



- Click **Yes**
- Enter a **Month**, **Year** and **Reason** for the reversal (e.g. Error – should have been applied to Caitlin Davies)



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



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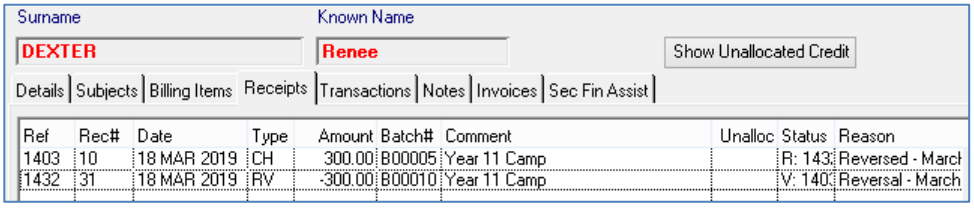
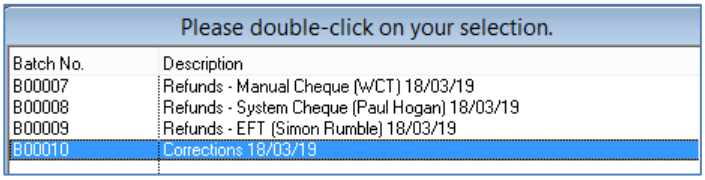
- View the reversal transaction

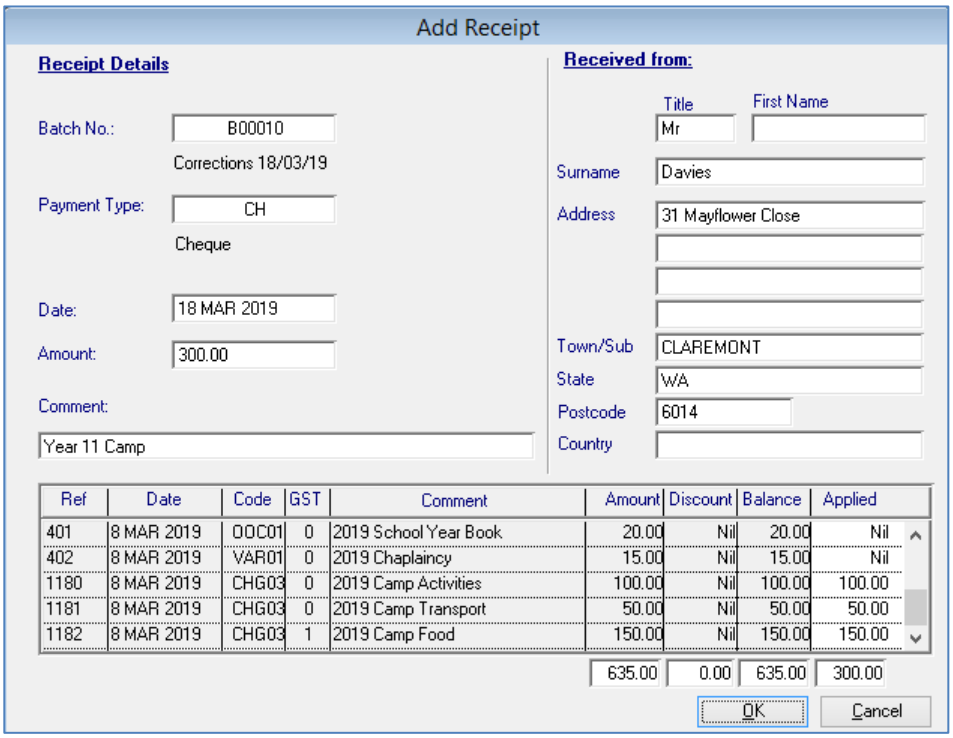


Apply the Receipt to Caitlin Davies

- Load **Caitlin Davies'** records (Hint, right click in Surname field)
- Select the **Receipts Tab**
- Click on **Add Receipt**
- Press **<Tab>** Select the **Corrections Batch** and **OK**



- Continue entering the receipt for Caitlin Davies as per the screen shot below ensuring you apply it to the Camp Billing Items and **NOT** other charges.



- Check that the final balance equals $300
- Click on **OK**

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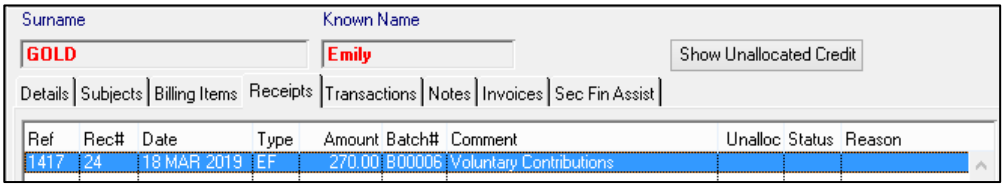
Activity: Reversing an EFTPOS Receipt

An EFTPOS payment for Emily Gold has been rejected by the bank. As the EFT batch where the original transaction was processed has been closed, the Receipt will need to be reversed into the Corrections Batch

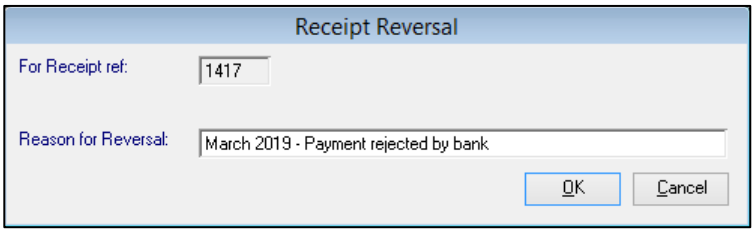
RM Billing > Students

- Open Emily Gold's record (Hint: Right click and type Gold)
- Go to the Receipts Tab
- Highlight the Receipt for **Voluntary Contributions**

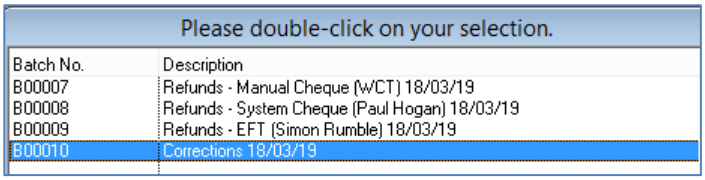


- Click

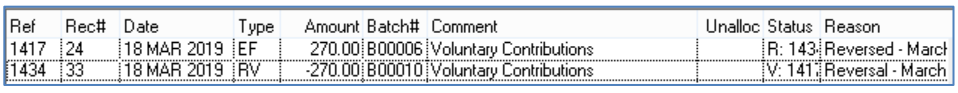
- Click **Yes** to the message
- Type the Month, Year and a Reason



- Click **OK**
- Select the **Corrections Batch**



- Click **OK**
- View the Reversed Receipt



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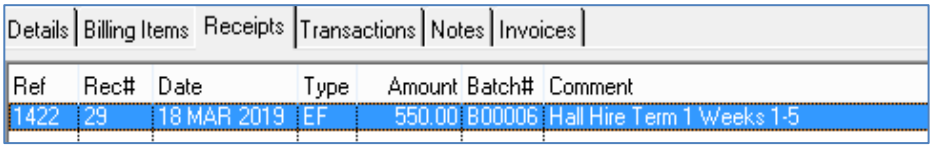
Activity: Refund Manual Cheque

West Coast Theatre has paid for the Hire of the Hall for weeks 1-5 of Term1. They have informed us that they will not be using the hall over this period and have requested a full refund. The school has agreed to this refund and will issue a manual cheque with chq number 123568.

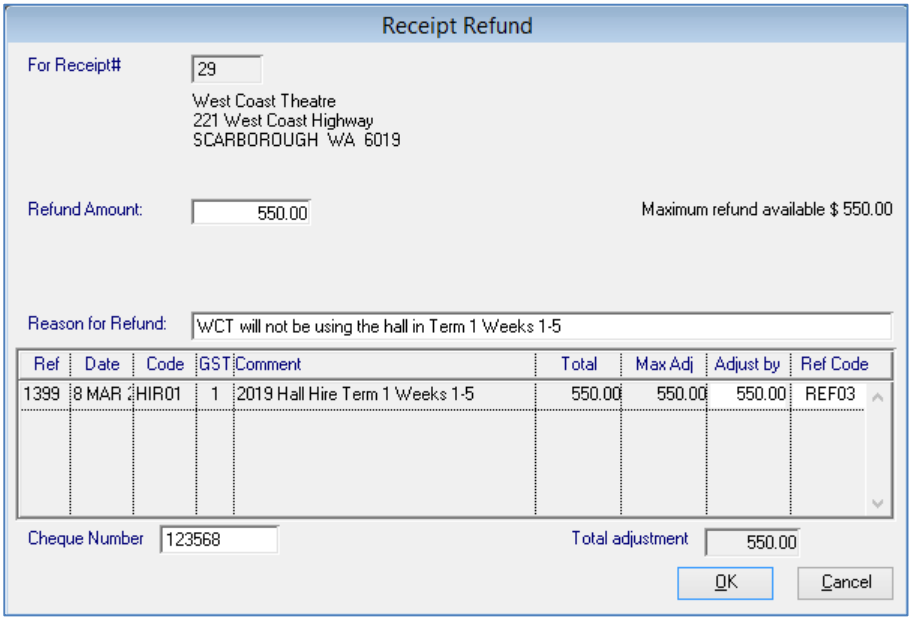
RM Billing > Customers

- Double-click on the West Coast Theatre Customer record
- Select the **Receipts** tab
- Highlight the receipt for 550 to be refunded



- Click

- 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**

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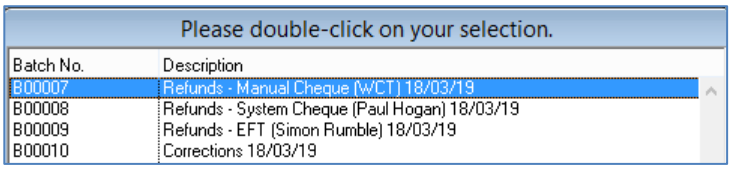
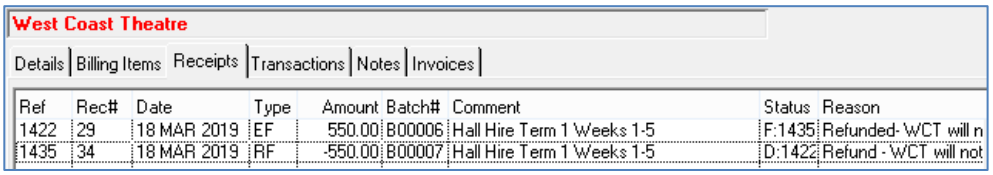
- Select the **Refunds – Manual cheque batch**



- Click **OK**



- View the reversed transaction
- Close the window

Note: Customers can only be refunded through manual cheques if exporting or manual or system cheques if not exporting.

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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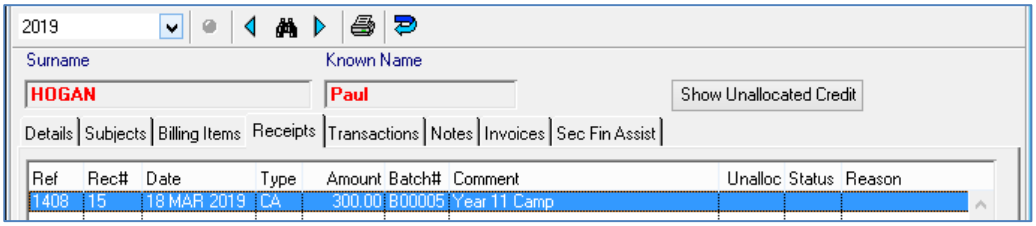
Activity: Refund – System Cheque

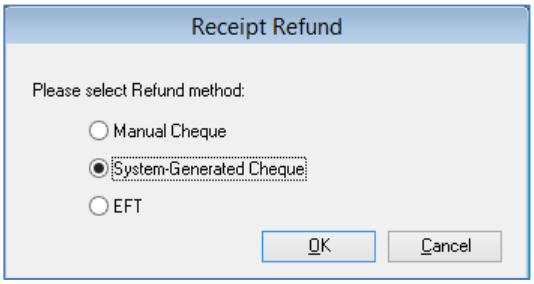
Paul Hogan has been banned from attending the Year 11 Camp due to bad behaviour. The school has agreed to refund the money to Mrs. Hogan and will issue her with a system-generated cheque.

RM Billing > Students

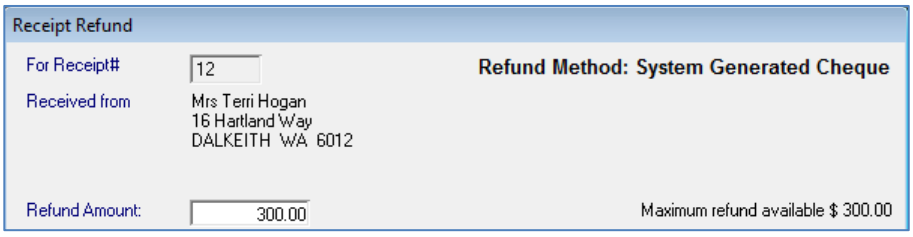
- Load Paul Hogan's records
- Go to the **Receipts** tab
- Highlight the receipt for the Camp



- Click **Refund**
- Select **System-Generated Cheque**



- Click **OK**
- Enter the **Refund Amount:** of **300.00**



- **<tab> twice**
- Mrs Hogan is not in the list of suppliers
- Click
- Enter the following

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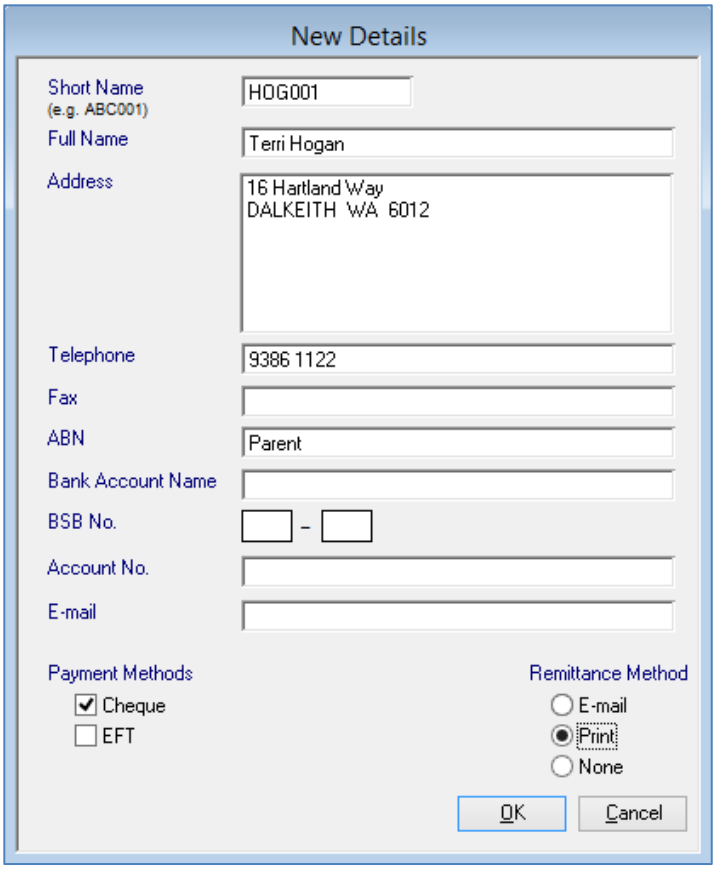
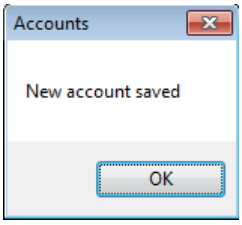
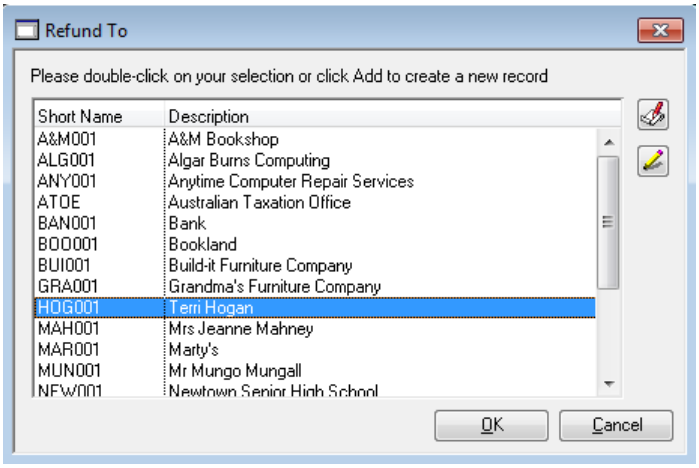


- Click **OK**



- Click **OK**



- Click **OK**

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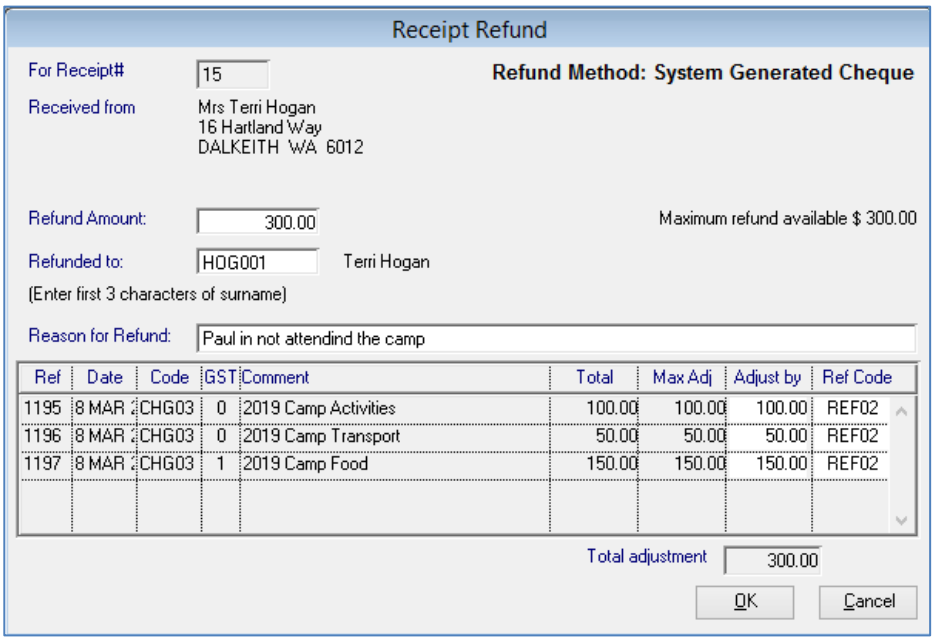
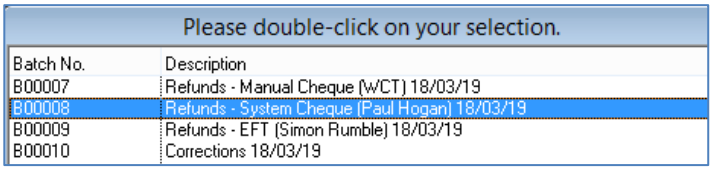
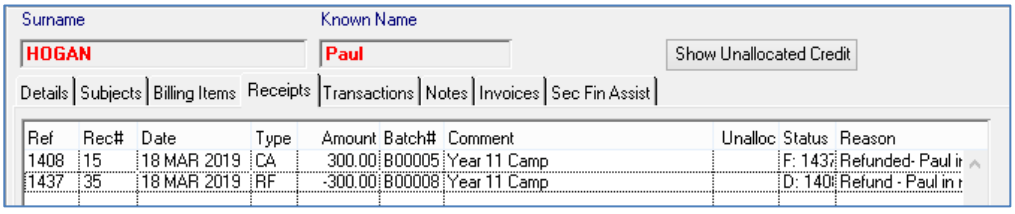
- Enter a **Reason for Refund**: Paul is not attending camp
- Enter the **Amount** of the refund for each billing item in the **'Adjust by'** column



- Click **OK**
- Select **Refund – System Generated Cheque**



- Click **OK**
- View the Refund details



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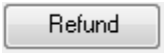
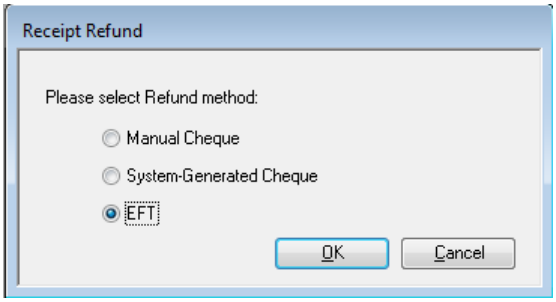
Activity: Refund - EFT

Simon Rumble's father has contacted the school to inform them that Simon is ill and cannot attend the camp. He has already paid in full and has asked for a full refund to be deposited into his bank account.

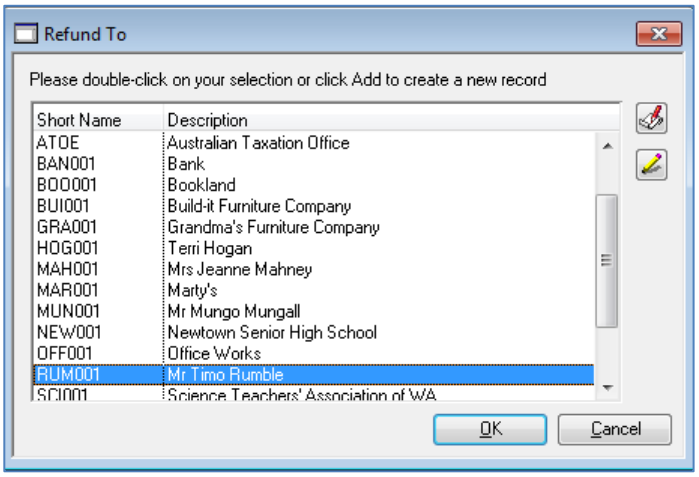
RM Billing > Students

- Right Click in the Surname field and enter **Rumble**
- Select the **Receipts** tab
- Highlight the receipt for the camp
- Click 



- Select **EFT**
- Click **OK**
- Enter the **refund amount** of **300.00**
- **<Tab>** twice for a list of suppliers

(Note: Full or partial refunds can be entered)



- Select Mr. **Timo Rumble** from the **Refund To** list
- Click **OK**

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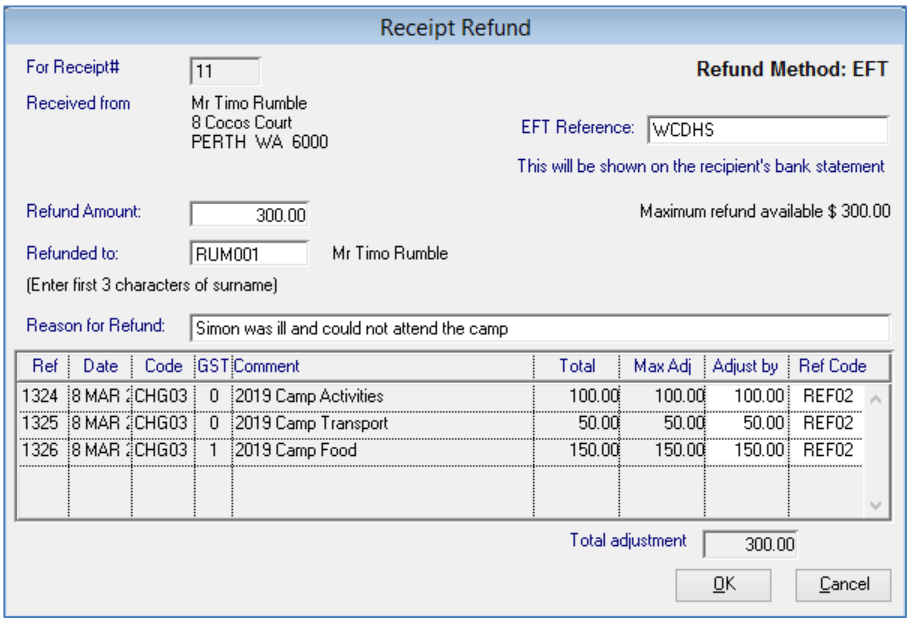
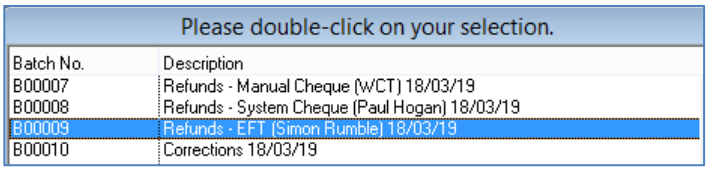
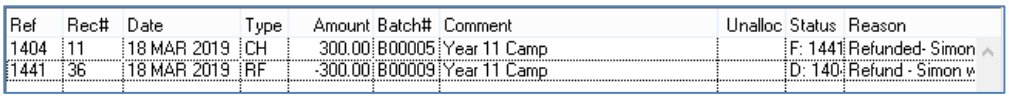
- Enter the **reason** for the refund
- Enter the **EFT Reference** (this is the initials of your school)
- Enter the **Amount** of the refund for each billing item in the **'Adjust by'** column
- Select the correct **Refund Billing Code** for Charges (press <Tab> in the 'Ref Code' field for a list)



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



- Click **OK**
- View the Refund details



- Close the student window

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11 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.

Activity: Review Unallocated Credit

Rhys Fitton has unallocated credit due to an overpayment made earlier. This amount currently appears on the Unallocated Credit Report. We have been advised that the payment relates to the Year 11 Camp which Rhys will be attending. If the original batch the receipt was processed into was still open, RM Billing would automatically reflect these changes in the batch. However the batch is closed, in which case users must print and post the Reallocation Report and enter these changes into RM Finance. (We will not being this in training)

RM Billing > Reports > Financial Reports

- Select the **Unallocated Credit Listing Report**
- Sort by **Form**
- Click **Print**

West Coast District High School

Unallocated Credit Listing as at 18/03/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	Unallocated Credit GV	Unallocated Credit Other Receipts	Unallocated Credit Total
FITTON: Rhys	10	10.3	-$300.00	$0.00	$0.00	$300.00	$300.00
KRAFT: Chelsea	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
MOOR: Khalid	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
RAMSAY: Cory	11	11.1	$615.00	$627.50	$0.00	$12.50	$12.50
UIFELEAN: Bradley	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
Total Unallocated Credit for All Students					**$0.00**	**$350.00**	**$350.00**

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

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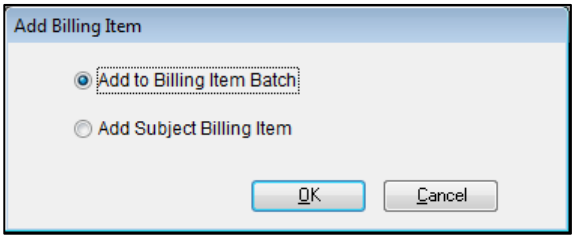
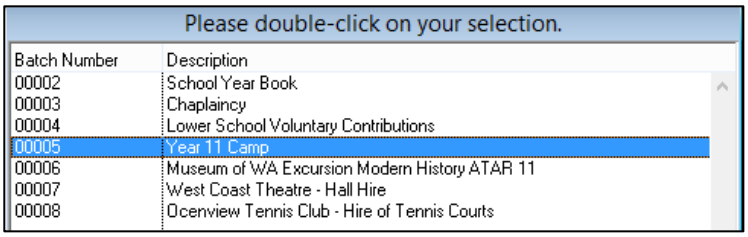
Add the Billing Items and Apply the Unallocated Credit

RM Billing > Students

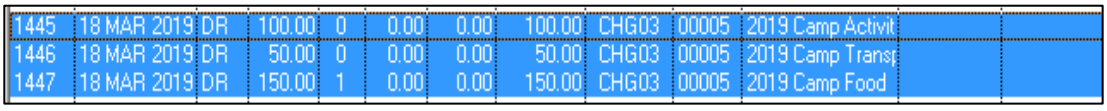
- Open the record for **Rhys Fitton**
- Click on the **Billing Items** tab
- Click on **Add Billing Item**
- Select to **Add to Billing Item Batch**



- Click **OK** to **2019**
- Select the **Year 11 Camp**

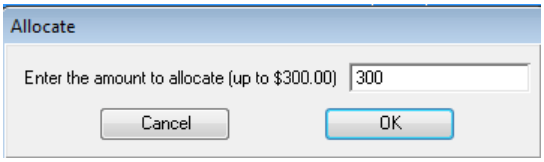


- Click **OK**
- Highlight the three **2019 Camp** billing items



- Click

- Allocate the $300 against the Camp billing items



- Click **OK**

Note: Reallocations processed for receipts in a batch that is open will automatically be reflected in that batch. If the reallocation of a receipt occurs and the batch is closed, then the Reallocation Report must be printed and posted. The reallocation transactions must be entered into RM Finance.

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11.1.1 Auto Allocate via Billing Item Batch

Activity: Auto allocate

Prior to the creation of a billing item for the Museum of WA Excursion, we had receipted payments from a number of students who had already received a **Friends of the Museum discount**. These payments were processed as unallocated credit. Now the Billing Item for the Museum has been created, it can be applied to the students who had paid in advance.

The unallocated credit of $12.50 can then be allocated using the auto allocate function within the billing item batch.

West Coast District High School

Unallocated Credit Listing as at 18/03/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	Unallocated Credit GV	Unallocated Credit Other Receipts	Unallocated Credit Total
KRAFT: Chelsea	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
MOOR: Khalid	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
RAMSAY: Cory	11	11.1	$615.00	$627.50	$0.00	$12.50	$12.50
UIFELEAN: Bradley	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
Total Unallocated Credit for All Students					**$0.00**	**$50.00**	**$50.00**

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

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Activity: Auto Allocate Unallocated Credit

RM Billing > Billing Items

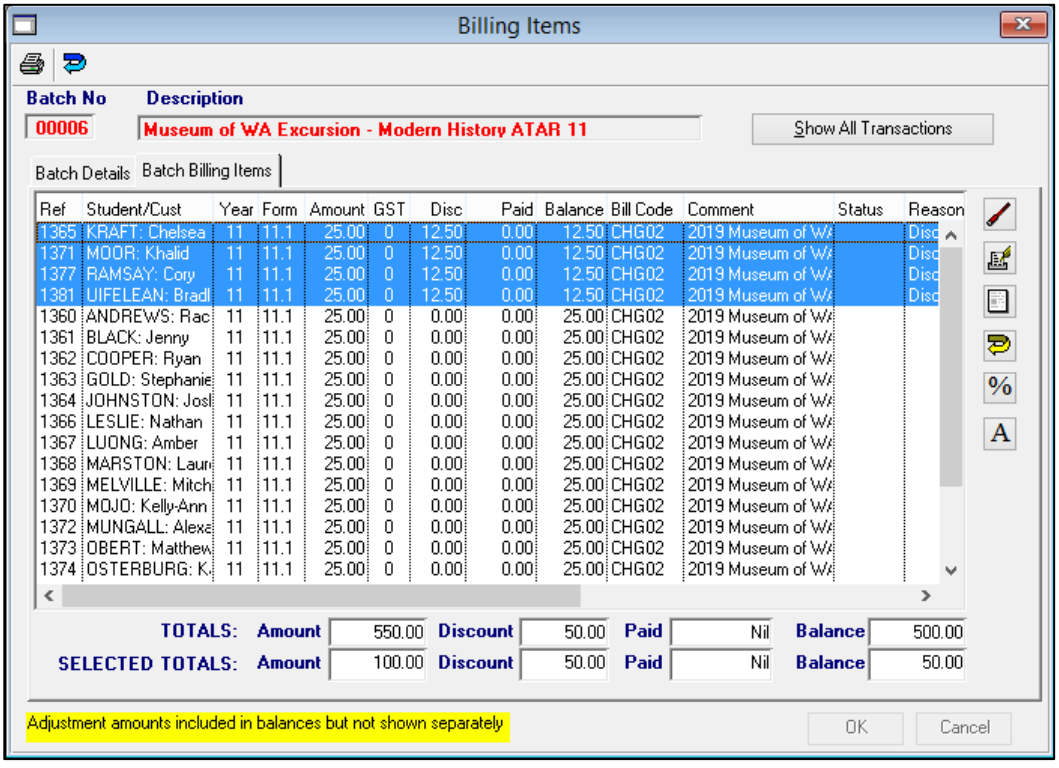
- Double click on the **Museum of WA Excursion** billing item batch
- Click on the **Billing Batch Items** tab

- Click on

(this ensures that the balances owing on the billing items after adjustments, if any are displayed)
- Click on the **Balance Header** to sort by outstanding balance and highlight the students with an outstanding balance of $12.50

The following students should be highlighted

- Chelsea Kraft
- Khalid Moor
- Cory Ramsay
- Bradley Uifelean



- Click on **Auto allocate credit to the selected billing items**

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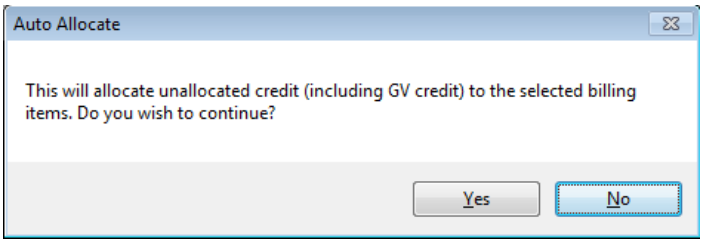
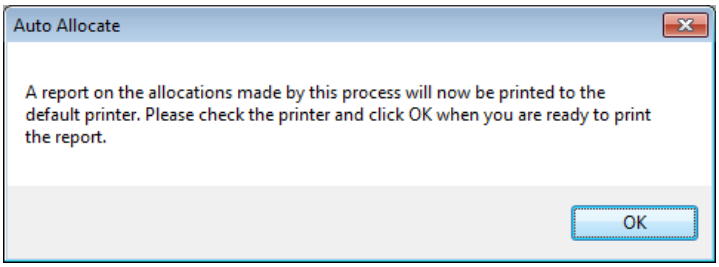


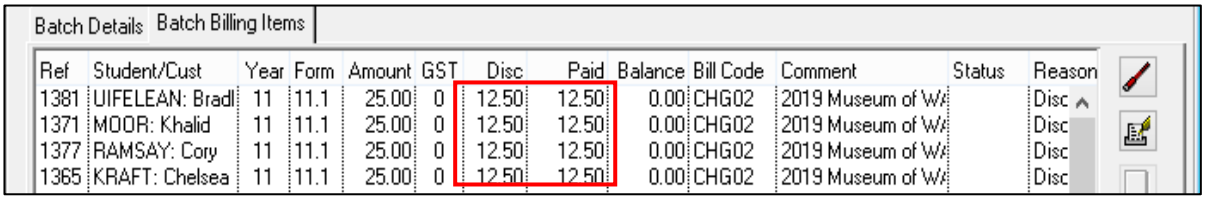
- Click **Yes**



- Click **OK** and **OK** if the report has printed correctly

Note: This report prints directly to the printer. It can be reprinted from Reports > Transactional Reports

The Unallocated credit has now been applied.



- Close the Billing Items screen

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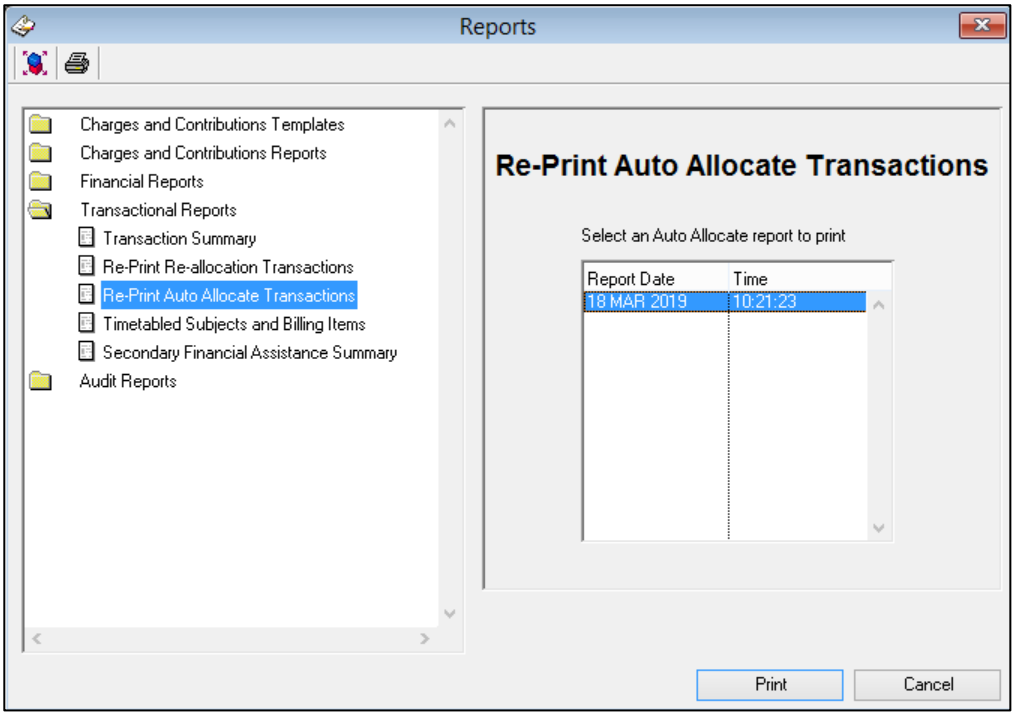
Activity: View the Auto Allocate Report

Reports >Transactional Reports

The Auto Allocate Report can be re-printed from the Reports screen

- Open the Transactional Reports folder
- Highlight the **Re-Print Auto Allocate Transactions**
- Highlight the report with today's date



- Click Print and OK to send the report to the screen

West Coast District High School
Automatic Allocation of Credit - 18 March 2019 10:21:23
Re-Printed

Batch: 00006 Museum of WA Excursion - Modern History ATAR 11 2019

Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
KRAFT: Chelsea	11	11.1	5	CA	1365
MOOR: Khalid	11	11.1	6	CA	1371
RAMSAY: Cory	11	11.1	7	CA	1377
UIFELEAN: Bradley	11	11.1	8	CA	1381

- View and close the report

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Warning: The previous activity demonstrates a simple application of unallocated credit. Schools must apply unallocated credit in accordance with the receipting business rules. This process should only be undertaken by staff after completion of the RM Billing Stage 2 Training Course or with the guidance of your Senior Finance Consultant.

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12 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.

12.1 Printing Outstanding Items from the Billing Items batch

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

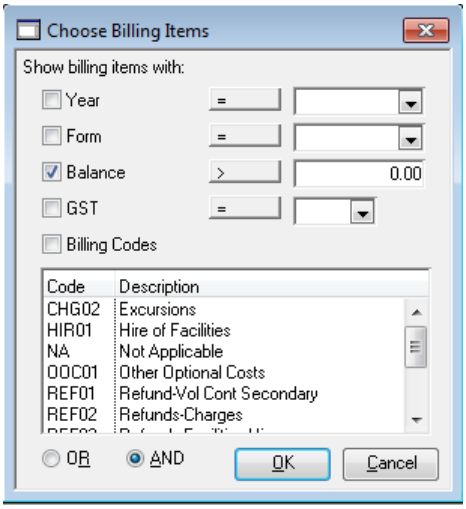
Activity: Print a Report for Outstanding Billing Items

Print a list of outstanding billing items for the **Year 11 School Year Book** batch.

RM Billing > Billing Items

- Double-click on the **School Year Book** batch
- Click on the **Batch Billing Items** tab
- Click **Show Outstanding Amounts**

(this ensures that the balances owing on the billing items after adjustments, if any are displayed)
- Click **Filter the Billing Items against a search criteria**
- Place a tick in the **Balance** box
- Select Balance > 0.00



- Click **OK**

All items with a Balance > $0 will be highlighted

- Click on the **Student/Cust** column header to sort alphabetically

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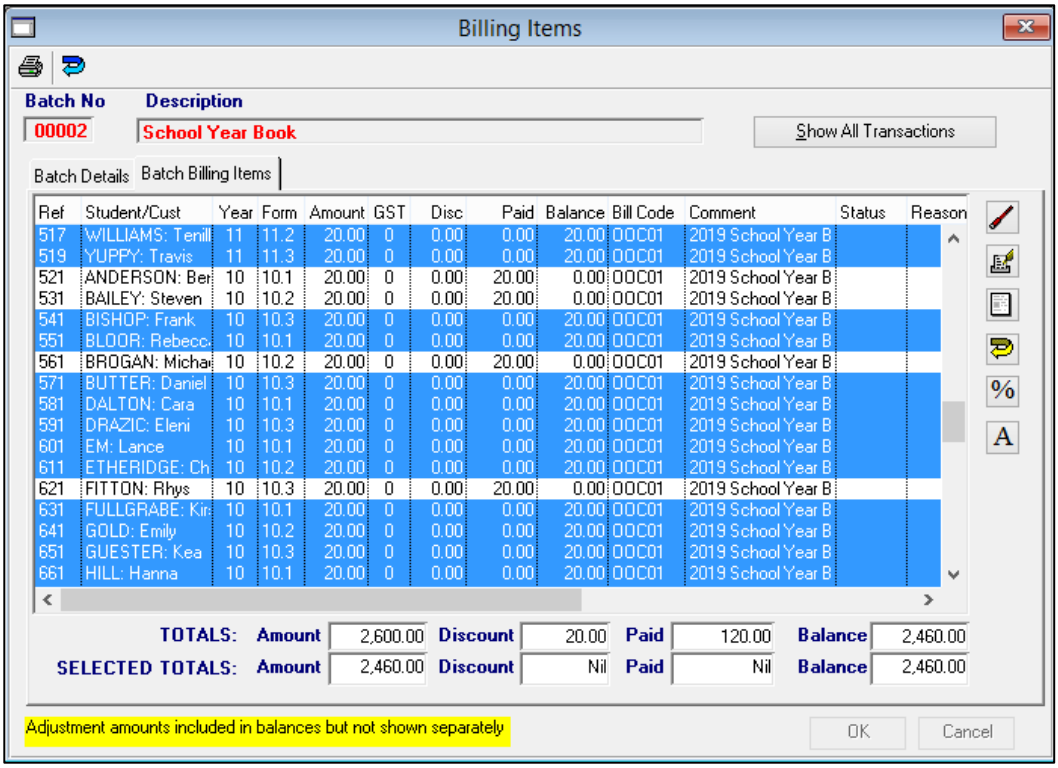

- Click **Print Selected**
- View and close the report
- Close the Billing Items window

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.

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13 Statements

13.1 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

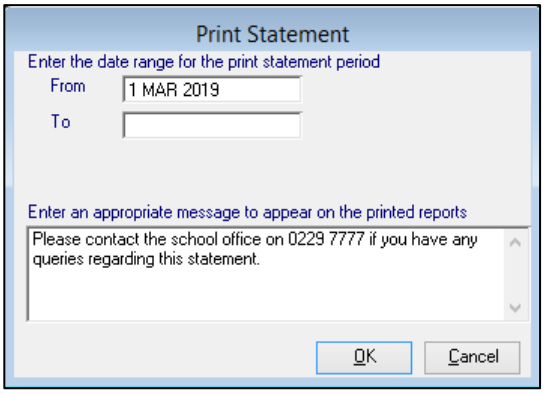
13.1.1 Printing a Statement from the Student List

Activity: Print a Statement

Print a statement for Sean Guthrie.

RM Billing > Students

- Highlight **Sean Guthrie**
- Click **For Selected > Print Statement**



- The 'From' date will default to the first day of the current month. All transactions from this date onwards will be listed on the statement. Any transactions dated prior to this date will be summarised in an 'opening balance' figure. If this is the first statement you are sending to the parent/guardian then it is advisable to enter an earlier date so that all transactions for the current year are listed
- The 'To' date will appear blank but will default to today's date if left blank. Otherwise an end date may be entered. Transactions dated after the 'To' date will not be included on the statement
- The default message 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
- Accept the default entries for the training course and click on **OK**
- View and close the statement
- Close the Students window

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Note: A summary table will be printed at the bottom of the student statement. This will categorise ALL amounts outstanding, (regardless of the dates you may have entered for the date range), by billing year and category. This method can also be used to print statements for multiple students. Students can be selected by using the find tool or by sorting on column heading and then highlighting the required students.

13.1.2 Print Statements for Outstanding Debtors

Statements can be produced only for those students with outstanding debt.

Activity: Print Statement for Outstanding Debtors

Produce Student Statements in alphabetical order.

RM Billing > Students

- Click on the **Balance** heading twice to bring those students with outstanding balances to the top of the list
- Highlight the students with a balance **> 0**
- Click on **Hide unselected**
- Click on the Name header to sort the student into alphabetical order
- Highlight all the students (Ctrl A)
- Click **For Selected > Print Statement**
- Enter From date **1 JAN 2019** and click **OK**
- View and close the statements
- Close the Students window

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13.2 Customer Statements

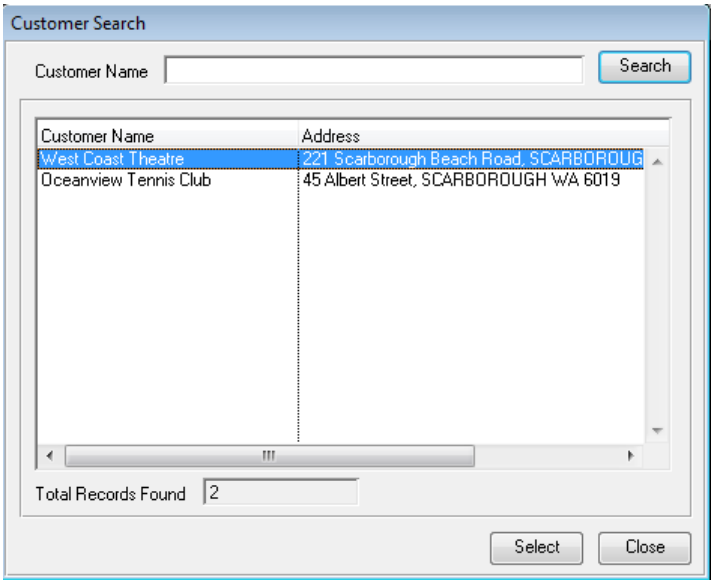
Statements for customers can be printed from the Reports section as follows.

Activity: Print a Customer Statement

Print a statement for West Coast 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: The customer can be searched for using the customer name field and the search button.

- **Select** West Coast Theatre
- Accept the default settings for the training course
- Click **Print**
- View and close the Statement
- Close the Reports window

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14 Support (Transactional)

Should you require any transactional support, please contact Financial Operations Support at

Contact details below:

Email (BSC)

Financialservices.support@education.wa.edu.au

15 Support (Systems)

Should you require any systems support, please contact the Customer Service Centre (CSC) at the Department of Education

Contact details below:

Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your ID number, contact details and a brief description of the problem

FAX (CSC)

9264 4701

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

Email (CSC)

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

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

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16 Online Manuals and Training Notes

16.1 Civica Education

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

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

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

16.2 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.

17 Finance Web

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

Log on to the DET Portal to access the latest factsheets

RM Billing - Quick Reference Guide and FAQ
RM Billing - Procedures for RM Billing Receipts Batches
RM Billing - Using RM Billing _Alternative Method for Timetabled schools Yrs 8 10 .

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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									
		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)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By

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