

CIVICA

RM Billing Secondary Training Notes



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RM Billing Secondary Training Program

Day 1

| Time | Contents |
|---------|---|
| 8.45am | Coffee |
| 9.00am | Welcome Housekeeping Introductions and Registration |
| 9.15am | Introduction to the RM Billing module Implementation of RM Billing at your school Getting started with RM Billing for the first time Overview of RM Billing Creating Billing Codes Setting Student Billing Categories Subjects and Costs |
| 10.30am | Morning Tea |
| 10.50am | Creating Charges and Contributions Sheets for the current year Alternative Method of Billing for Timetabled Schools Years 7-10 Producing Charges and Contributions Sheets Subject Changes Creating Billing Items for students Billing Students |
| 12.30pm | Lunch |
| 1.00pm | Government Subsidies Individual Billing |
| 1:30pm | Discounts Charges and Contributions by Department Reports Receipting Statements External Customers |
| 3.00 | Finish |

Day 2

| Time | Contents |
|---------|--|
| 8.45am | Coffee |
| 9.00am | Review Activity |
| 10.30am | Morning Tea |
| 10.50am | RM Billing & RM Finance Interface Manual input of receipts to RM Finance Follow up of unpaid debts Enter Notes for students Turn on Export function Adjusting and Reversing Billing Items |
| 12.30pm | Lunch |
| 1.00pm | Reverse and Refund Receipts RM Billing and Administration Module Write-off/Cancel Billing Items Unallocated Credit Reallocation Report End of Month Procedures |
| 3.00pm | Finish |

Training Outcomes

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

- Understand the process of the implementation of RM Billing at their school
- Produce Charges and Contributions Sheets for students
- Create Subject Billing Items
- Create Billing Item Batches
- Bill students in bulk
- Bill students individually
- Create Secondary Financial Assistance Applications
- Export Secondary Financial Assistance Applications
- Import Government Subsidy Receipts
- Apply discounts
- Create receipts batches
- Apply receipts
- Create records for external customers
- Enter receipts manually into RM Finance
- Produce Statements and Reminders of Unpaid Billing Items
- Enter Notes for students
- Understand the process of Exporting to RM Finance
- Create Corrections and Refunds batches
- Correct errors and make adjustments to transactions
- Refunds through EFT, System and Manual cheques
- Write-off/Cancel debt
- Export Re-allocations to RM Finance

1 Introduction to the RM Billing Module

RM Billing is a module 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 facilities which could be such things as a gymnasiums, halls, swimming pools etc.

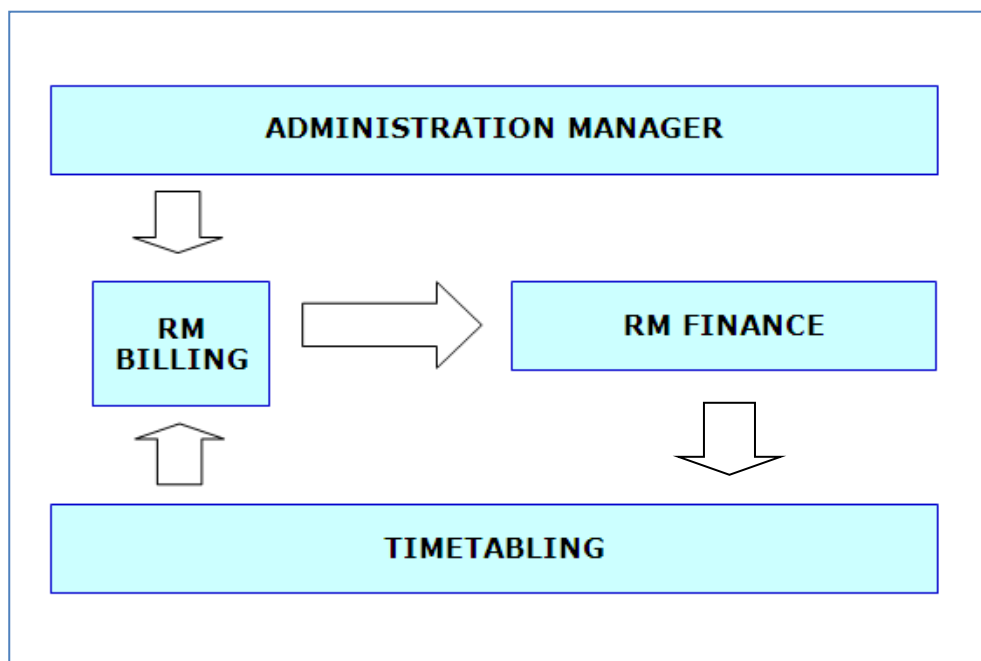
Student details and those of their related contacts (e.g. Parent/Guardian 1, Parent/Guardian 2 etc.), should be accurate within the Administration module before adding the RM Billing module. Each student should have one contact nominated as the person who will be responsible for paying their costs. Correspondence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

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

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

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

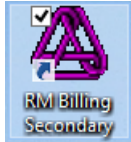
The following diagram illustrates how RM Billing interacts with other Integris modules.



1.1 Logging on to the System

Activity: Logging On

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



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

A screenshot of the 'School Management Solutions - Integrated Database' login window. The window title is 'School Management Solutions - Integrated Database' and it shows the version '7.09.50 (08/10/18)' in 'Extended Mode'. It contains a 'User Name' field with 'ADMIN' entered and a 'Password' field with 'KEYS' entered (masked with asterisks). There is a 'Login' button and a 'Quit' button. At the bottom, it shows the 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA2\INTEGRIS.DF1'. The RM logo is also visible.

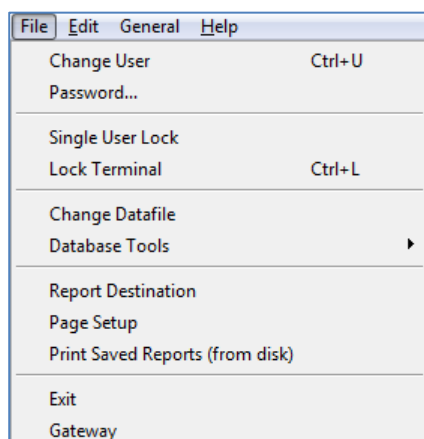
- Click on **Login**, or press <Enter>

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

It is strongly recommended that you change your password regularly.

1.2 The File Menu

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



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

Activity: The File Menu

Top Toolbar > File

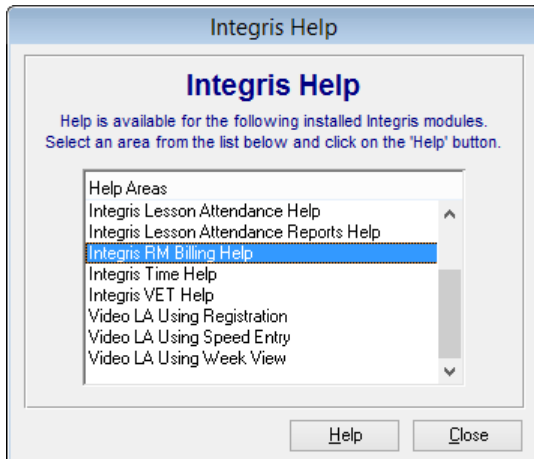
- View each of the following items in the File menu
- Password
- Change User
- Lock Terminal
- Report Destination

2 Accessing Help

Activity: The Help Function

Top Toolbar > Help > Help Contents and Index

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



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

2.1 Implementation of RM Billing at Your School

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

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

2.2 Preparation of Administration Manager Data

Before implementing the RM Billing module it is important that the data held in the Administration Manager module is as accurate as possible and is set up for use with RM Billing.

This is because the RM Billing module accesses data held in the Administration module. In particular, student names and the details of their associated contacts (e.g. parents/guardians) are used by RM Billing.

2.2.1 Ensure Administration Manager Data is Accurate

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

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

Activity: Viewing the Fees Biller

Michael Brogan's address details and his Parent/Guardian information is incomplete. Mrs Alison Brogan is the Fees Biller.

General > Student Details

- Type **BRO,M** in the Search field
- Press **<Enter>** to display Michael Brogan's student details


Search

The Fees Biller can be viewed from the Student Details Summary screen.

| Contacts | | | | | | | | | |
|------------------|-----------|------------------------------------|--------------|-----|-----|------|------|-------|-----|
| Name | Phone | Address | Relation | Res | Par | Mail | Emrg | Notes | Fee |
| Mr Marcus Brogan | 9221 6548 | 30 Gascoyne Way, DALKEITH, WA, 601 | Father | Yes | Yes | Yes | 2 | No | N |
| Not specified | | | Not specific | No | No | No | 0 | No | Y |

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

- Mrs Brogan's details have not been entered

- Click on the Edit Pencil 
- Choose **Family Group** tab
- Enter the details as shown below for Mrs Brogan

Student Michael Brogan

Personal Family Group Additional Movement Hist. Groups UDI Misc. Attendance Hist. Medical Activities

Parent/Guardian 1 Parent/Guardian 2 Siblings Other Contacts

Title Mrs Initials A Surname Brogan

First Name Alison

Middle Name(s)

Relationship Mother

Gender ☐ Male ☒ Female ☐ n/s

Parental Responsibility ☒ Student Resident ☒

Fees Billing ☒ Family Mail Marker ☒


Mobile 0400 777 666 Emergency 1

Salutation Mr and Mrs Brogan

Address

E-Mail

Personal Details Additional Details

- Click on the Edit Pencil in the Address box 
- Select **Linked to Student Address**

Options

☒ Linked to Student address

☐ Linked to Parent/Guardian 1 address

☐ Specific address

- Click OK
- Select **Parent/Guardian 2** tab
- Untick **Family Mail Marker**
- Enter his **Mobile number**
- Delete the **Salutation**

Parent/Guardian 1 Parent/Guardian 2 Siblings Other Contacts

Title Mr Initials M Surname Brogan

First Name Marcus

Middle Name(s)

Relationship Father

Gender ☒ Male ☐ Female ☐ n/s

Parental Responsibility ☒ Student Resident ☒

Fees Billing ☐ Family Mail Marker ☐

Mobile 0408 955 777 Emergency 2

Salutation

Address 30 Gascoyne Way, DALKEITH, WA, 6012, Tel: 9221 6548

E-Mail

☐ No 'Parent/Guardian 2' for this student

- Click OK

| Name | Phone | Address | Relation | Res | Par | Mail | Emrg | Notes | Fee |
|-------------------|--------------|-------------------------------------|----------|-----|-----|------|------|-------|-----|
| Mrs Alison Brogan | 0400 777 666 | 30 Gascoyne Way, DALKEITH, WA, 6012 | Mother | Yes | Yes | Yes | 1 | No | Y |
| Mr Marcus Brogan | 9221 6548 | 30 Gascoyne Way, DALKEITH, WA, 6012 | Father | Yes | Yes | No | 2 | No | N |

- View the details for Mrs Brogan and that she is now the Fees Biller

2.2.2 Set the Fees Billing Marker

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

RM Billing will only use **one** contact for the fees biller. It is not possible to have multiple fees billing contacts in RM Billing (see important note below).

It is therefore recommended that only one contact be ticked for Fees Billing in the Administration module.

IMPORTANT:

If more than one contact is selected as the Fees Biller in the Administration module, RM Billing will search the contact list and use the first Fees Billing marker ticked as the contact responsible for the student's costs. The software will search the contacts in order of Parent Guardian 1, followed by Parent Guardian 2 followed by any other contacts in the order listed.

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


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

Activity: View the Fees Biller in Speed Edit

Admin > Speed Edit

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

Area
Parent/Guardian 1 Fees Billing

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

Speed Edit

Area
Parent/Guardian 1 Fees Billing

Select All Deselect All Invert Selection Blanks n/s

| Ref. | Student Name | Value | Status |
|------|---------------------|-------|--------|
| 766 | Albert, Jackie | YES | |
| 879 | Alkitik, Maria | YES | |
| 866 | Allen, Penelope | YES | |
| 800 | Allen, Tamara | YES | |
| 846 | Amber, Kyle | YES | |
| 890 | Amber, Kylie | YES | |
| 3 | Anderson, Ben | YES | |
| 845 | Anderson, Kurt | YES | |
| 880 | Andrews, Guy | YES | |
| 778 | Andrews, Luke | YES | |
| 4 | Andrews, Rachael | YES | |
| 5 | Angus, Sally | YES | |
| 6 | Antonello, Mark | YES | |
| 875 | Arrowsmith, David | YES | |
| 881 | Arrowsmith, William | YES | |
| 7 | Aspinall, Simone | YES | |
| 1 | Atkins, Aaron | YES | |
| 820 | Avery, Charmaine | YES | |
| 891 | Avery, Roslyn | YES | |
| 8 | Baker, Steven | YES | |

New Value ☐

☒ Close Save

All the students on the current roll will display showing where Parent/Guardian 1 is marked as the Fees Biller. In the Training database this is ALL students.

- Click on the Area drop down box and change to view Parent/Guardian 2 Fees Billing

Area
Parent/Guardian 2 Fees Billing

The list will update to show students who have Parent/Guardian 2 ticked as Fees Biller.

Speed Edit

Area
 Parent/Guardian 2 Fees Billing

| Ref. | Student Name | Value | Status |
|------|---------------------|-------|--------|
| 766 | Albert, Jackie | NO | |
| 879 | Alkitik, Maria | NO | |
| 866 | Allen, Penelope | NO | |
| 800 | Allen, Tamara | NO | |
| 846 | Amber, Kyle | NO | |
| 890 | Amber, Kylie | NO | |
| 3 | Anderson, Ben | YES | |
| 845 | Anderson, Kurt | NO | |
| 880 | Andrews, Guy | NO | |
| 778 | Andrews, Luke | NO | |
| 4 | Andrews, Rachael | NO | |
| 5 | Angus, Sally | NO | |
| 6 | Antonello, Mark | NO | |
| 875 | Arrowsmith, David | NO | |
| 881 | Arrowsmith, William | NO | |
| 7 | Aspinall, Simone | NO | |
| 1 | Atkins, Aaron | NO | |
| 820 | Avery, Charmaine | NO | |
| 891 | Avery, Roslyn | NO | |
| 8 | Beck, Steven | NO | |

New Value ☐ ☒

Note: Where more than one Contact is nominated as the Fees Biller, the software will default to make the highest contact the Fees Biller.

2.3 Fees Biller for Other Rolls

2.3.1 Students on the Admissions Roll

Students on the Admissions Roll can be billed in the same manner as students on the current roll. A contact must be nominated as the fees biller before the students can be seen in RM Billing.

2.3.2 Students on the External Roll

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

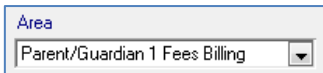



2.3.3 Students on the Former Roll

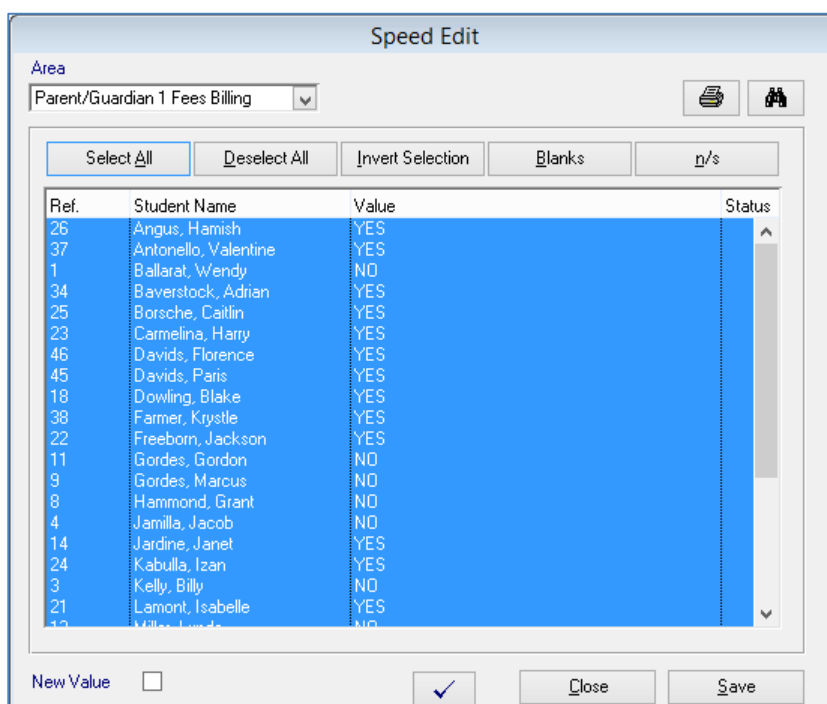
In most cases it will probably not be necessary to bill students on the former roll. However, it is possible to do so by marking a fees biller for them (as for students on any roll). If students on the current roll have been billed in RM Billing and they then move to the former roll, their billing records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

Activity: Billing students on the Admissions Roll

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

Admin > Speed Edit

- Click on the dropdown box called '**Area**' and select 
- Click on the student search **binoculars** 
- Choose the roll status of **Admissions** 
- Click on **Find, Select and Yes** to select ALL students
- Click  to highlight all the students

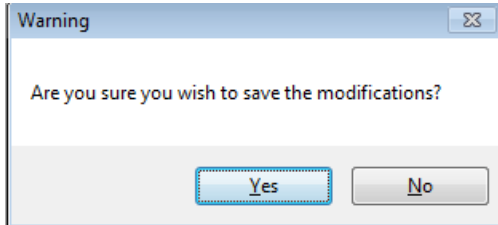


The Speed Edit window displays a table of students with columns for Ref., Student Name, Value, and Status. The 'Value' column is highlighted in blue, indicating that all students are selected for billing. The 'Status' column shows 'YES' for all students.

| Ref. | Student Name | Value | Status |
|------|----------------------|-------|--------|
| 26 | Angus, Hamish | YES | |
| 37 | Antonello, Valentine | YES | |
| 1 | Ballarat, Wendy | NO | |
| 34 | Baverstock, Adrian | YES | |
| 25 | Borsche, Caitlin | YES | |
| 23 | Carmelina, Harry | YES | |
| 46 | Dauids, Florence | YES | |
| 45 | Dauids, Paris | YES | |
| 18 | Dowling, Blake | YES | |
| 38 | Farmer, Krystle | YES | |
| 22 | Freeborn, Jackson | YES | |
| 11 | Gordes, Gordon | NO | |
| 9 | Gordes, Marcus | NO | |
| 8 | Hammond, Grant | NO | |
| 4 | Jamilla, Jacob | NO | |
| 14 | Jardine, Janet | YES | |
| 24 | Kabulla, Izan | YES | |
| 3 | Kelly, Billy | NO | |
| 21 | Lamont, Isabelle | YES | |
| 12 | Miles, Linda | NO | |

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

New Value ☒



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

IMPORTANT

If the Fees Biller changes for a student, the existing information can be edited in the Administration module to reflect the new Fees Biller and RM Billing will automatically be updated with the new details.

Setting the Fees Billing marker for PG2 or Other Contacts

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

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

Activity: Setting the fees biller to PG2 or other contacts

Ben Anderson has two Fees Billers ticked, (P/G 1 and P/G 2) so the Fees Biller is defaulting to P/G 1. This needs to be updated to Ben's father Alan Anderson who is currently P/G 2.

General > Student Details


- Type **AND,B** in the Search field
- Press **<Enter>** to display Ben Anderson's student details

Search

Contacts

| Name | Phone | Address | Relation | Res | Par | Mail | Emrg | Notes | Fee |
|--------------------|------------|-------------------------------------|-----------|-----|-----|------|------|-------|-----|
| Mrs Linda Anderson | 9221 6324 | 7 McMahon Street, PINEY WOODS, WA | Mother | Yes | Yes | Yes | 1 | Yes | Y |
| Mr Alan Anderson | 9221 6324 | 7 McMahon Street, PINEY WOODS, WA | Father | Yes | Yes | No | 2 | Yes | Y |
| Mr Davidson | 9 456 8888 | 4 Drury Lane, PINEY WOODS, WA, 6991 | Neighbour | No | No | No | 3 | No | N |
| KURT Anderson | 9221 6324 | 7 McMahon Street, PINEY WOODS, WA | Sibling | n/a | n/a | n/a | 0 | No | |

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

- Click on the Edit Pencil 
- Select the **Family Group** tab and in the **Parent/Guardian 1** tab
- **Remove the tick** from the Fees Billing checkbox for **Mrs Linda Anderson**

2.4 Preparing RM Finance (Discussion Only)

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

RM Finance > Records > Income/Expenditure Analysis

Analysis

Type: ☐ Expenditure ☒ Income

Analysis: N3100I

Description: Other Suspense Accounts

Sort Key: BALANCE ☐ Default Analysis for Income

Analysis

Type: ☒ Expenditure ☐ Income

Analysis: N3100E

Description: Other Suspense Accounts

Sort Key: BALANCE ☐ Default Analysis for Expenditure

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

RM Finance > Records > Budget Accounts

Budget Accounts

Budget Account: N3199 Description: Billing Suspense Account

Budget Heading: 70TRU ☐ Default Code

Budget Group:

Inc Default Anal: N3100I Exp Default Anal: N3100E

Controls

[Previous record](#)

[Next record](#)

[Find record](#)

2.5 Adding the RM Billing Module

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

IMPORTANT

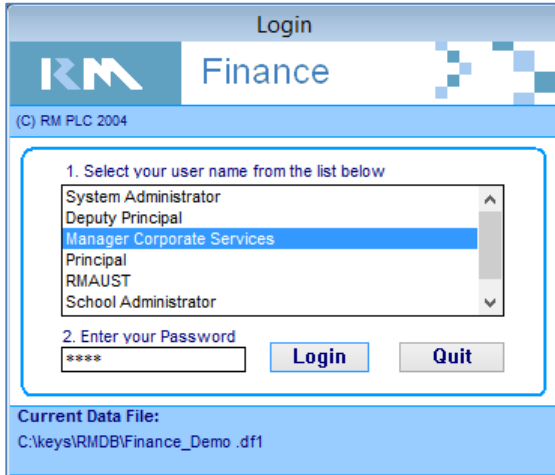
Your Finance Consultant (Schools) will manage all steps in the preparation and installation of the RM Billing Module.

Activity: Logging onto RM Finance

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

RM Billing > Parameters

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



RM Finance Login window showing the user selection list and password entry field.

1. Select your user name from the list below

- System Administrator
- Deputy Principal
- Manager Corporate Services**
- Principal
- RMAUST
- School Administrator

2. Enter your Password

Login Quit

Current Data File:
C:\keys\RMDB\Finance_Demo .df1

- Click on **Login**

2.6 Getting Started

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

2.6.1 Setting the General Parameters

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

| General Tab | |
|---------------------------------|---|
| Monetary Value Warning Limit | Already set to \$1000. Leave this as it is. (When processing, if an entered amount exceeds the value defined in this box a warning message will be displayed asking for confirmation that the entered amount is correct.) |
| Date Warning Limit | Already set to 30 days. Leave this as it is. (When processing, if the date that is entered against a transaction is older than the number of days specified in the Date Warning Limit box a message will be displayed asking for confirmation that the date entered is correct.) |
| Schools Biller Code 1 | If you have elected to display the BPAY logo, enter your school's BPAY Biller Code into this field. |
| Schools Biller Code 2 | This field should be left blank. It is a provision for possible future functionality |
| Last Year End | Schools will be advised by their Finance Consultant (Schools) |
| Accounting System | Already set to RM Finance |
| ABN | Enter your school's ABN into this field. (e.g. 11 222 333 444). |
| Options | Automatically show student balances. This box is ticked by default and displays current student balances when the student window opens. If the option is 'unticked', the user has the option of showing the balances when the 'Show Balance' tab is selected in the Student window |
| RM Finance Datafile | The location and name of the RM Finance datafile is k:\RMDB\finance.df1. You only need to change this if your datafile is located elsewhere (for example if you share a server with an ESC). For the training course only this is set to C:\keys\RMDB\Finance_Demo.df1. |
| Enable Export To RM Finance | When this option is not selected, schools will be unable to export transactions automatically into RM Finance. When schools are ready to begin exporting transactions into RM Finance, contact the Customer Service Centre (CSC) at the Department of Education for approval. Note that once this option is ticked and saved it cannot be 'unticked'. |
| RM Billing Archive File Path | At school this will be set to K:\keys\RMDB\OLDDATA\Billing Archive. This folder will hold reports created from a Utility to Purge Former Roll Students. The Utility purges all transactions from Former Roll students with a zero balance and a leave date of at least one year prior to the last year end date, along with those transactions from students who have been Deleted from Admin. |
| Secondary Financial Assistance | This path is Optional, however schools may set a default path for the use of saving files created by the Secondary Financial Assistance export. The pathway can be changed if required, by clicking on the Change Parameters button and then choosing the 'Browse' button to the right of the Archive Folder path. Suggested pathway is K:\RMDB\SECONDARY ASSISTANCE |

Parameters

General | Charges and Contributions | Statements | Invoices

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

BPAY
 School's Biller Code 1 9112 School's Biller Code 2

Year End
 Last Year End 31 DEC 2018 Last Rollover
 Current Billing Year 2019

Accounting System
☒ RM Finance ☐ No External Actg ABN Not Specified

Options
☒ Automatically show student balances

RM Finance
 RM Finance Datafile C:\Keys\RMDB\Finance_Demo.dft Browse
☐ Enable Export to RM Finance

RM Billing Archive
 RM Billing Archive Folder C:\KEYS\RMDB\OLDDATA\BILLING ARCHIVE\ Browse

Secondary Financial Assistance
 Secondary Assistance Folder C:\KEYS\INTEGRIS\RMDB\SECONDARY ASSISTAN Browse

Change Parameters

IMPORTANT

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

The specification lists this folder name without a space.

2.6.2 Setting the Charges and Contributions Parameters

If you are going to use RM Billing to produce a Charges and Contributions Sheet you will also need to set up the Parameters for the Charges and Contributions tab. If you are not producing Charges and Contributions Sheets then this section can be bypassed.

| Charges and Contributions Tab | |
|--|--|
| Show School Address | Tick this box if you would like the school name and address to be printed at the top of the Charges and Contributions Sheet. If un ticked the school name and address will not appear so that school letterhead can be used. |
| Show School Logo on right hand side | Tick this box if you would like the school logo to appear on the right hand side of the header. |
| Show Department Logo on left hand side | Tick this box if you require the Department's logo to appear on the left hand side of the header, however schools must not use the Department's logo on any items unless they have an international element to their operations. |
| Narrow Logo/Wide Logo | If you have elected to show the Department's Logo then choose the correct radio button to indicate whether the narrow or wide version of the logo is going to be used. |
| Department Logo Path | If you have elected to show the Department's Logo then click on the spy glass to the right of this field and navigate to the location where the logo is stored. |
| Show BPAY Logo | Tick this box if you would like the BPAY logo to be displayed on the Charges and Contributions Sheet. |
| Show Remittance Advice | Tick this box if you would like a remittance advice slip to be printed at the end of each Charges and Contributions report. |

Parameters

General Charges and Contributions Statements Invoices

☒ Show School Address

☒ Show School Logo on right hand side
(Report Heading Image path)

☐ Show Department Logo on left hand side ☒ Narrow Logo ☐ Wide Logo

Department Logo path

☒ Show BPAY logo

☒ Show Remittance Advice

OK Cancel

2.6.3 Statement Parameters

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

Parameters

General | Charges and Contributions | Statements | Invoices

Default Statement Message

☒ Show School Address

☒ Show School Logo on right hand side
(Report Heading Image path)

☒ Show BPAY logo

☒ Show Remittance Advice

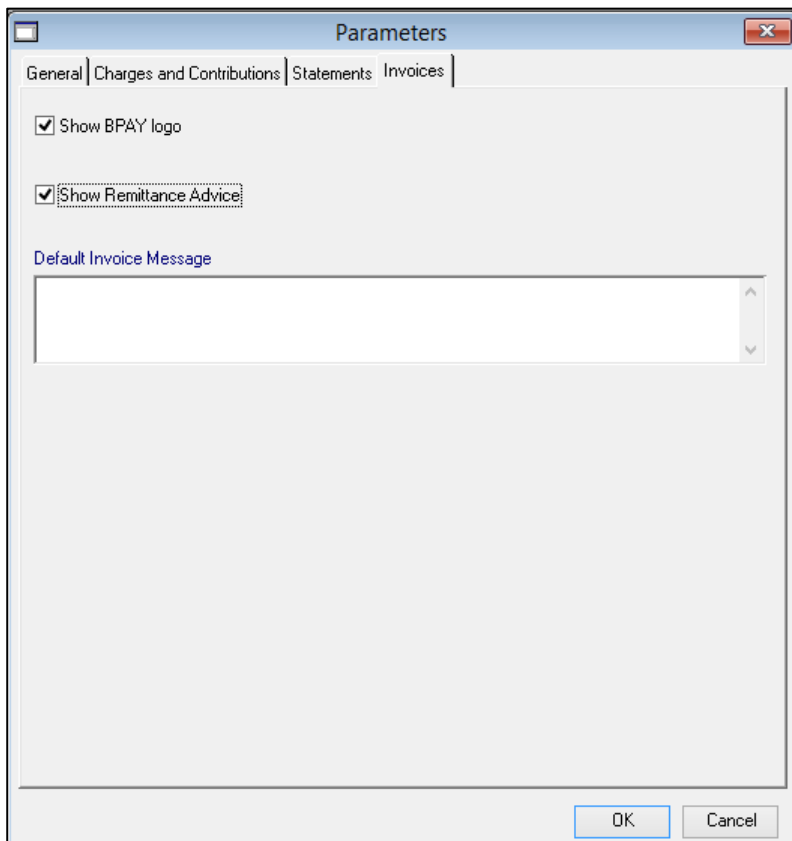
☒ Show Student Number

Default Reminder Notice Message

OK Cancel

2.6.4 Invoice Parameters

| Invoice Tab | |
|-------------------------|--|
| Show BPAY Logo | If ticked, this will display the BPAY Logo and payment details (Biller Code and Reference) on the statement. |
| Show Remittance Advice | <p>When ticked, a remittance advice will be printed on the bottom of the invoice displaying the school name, address, school phone number.</p> <p>Note: There is no option to turn on/off school logo. If set up in General > Control > Preferences > Reports, it will appear on invoices by default.</p> |
| Default Invoice Message | The Default Invoice Message can be set up with the School's Bank Account details for Billing payments. |



The screenshot shows a 'Parameters' dialog box with the 'Invoices' tab selected. The 'General' tab is also visible. The 'Show BPAY logo' checkbox is checked. The 'Show Remittance Advice' checkbox is also checked. Below these, there is a text area labeled 'Default Invoice Message' which is currently empty. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

2.6.5 Enter Charges and Contributions Parameters

Activity: Enter Charges and Contributions Parameters

RM Billing > Billing Parameters > Charges and Contributions Tab

- Click **Change Parameters**
- Click on the **Charges and Contributions** tab
- Enter the Parameters as shown below

The screenshot shows a 'Parameters' dialog box with four tabs: 'General', 'Charges and Contributions', 'Statements', and 'Invoices'. The 'Charges and Contributions' tab is selected. It contains several checkboxes and a text field:

- ☒ Show School Address
- ☒ Show School Logo on right hand side
(Report Heading Image path)
- ☐ Show Department Logo on left hand side ☒ Narrow Logo ☐ Wide Logo
- Department Logo path: [Text Field] [Search Icon]
- ☒ Show BPAY logo
- ☒ Show Remittance Advice

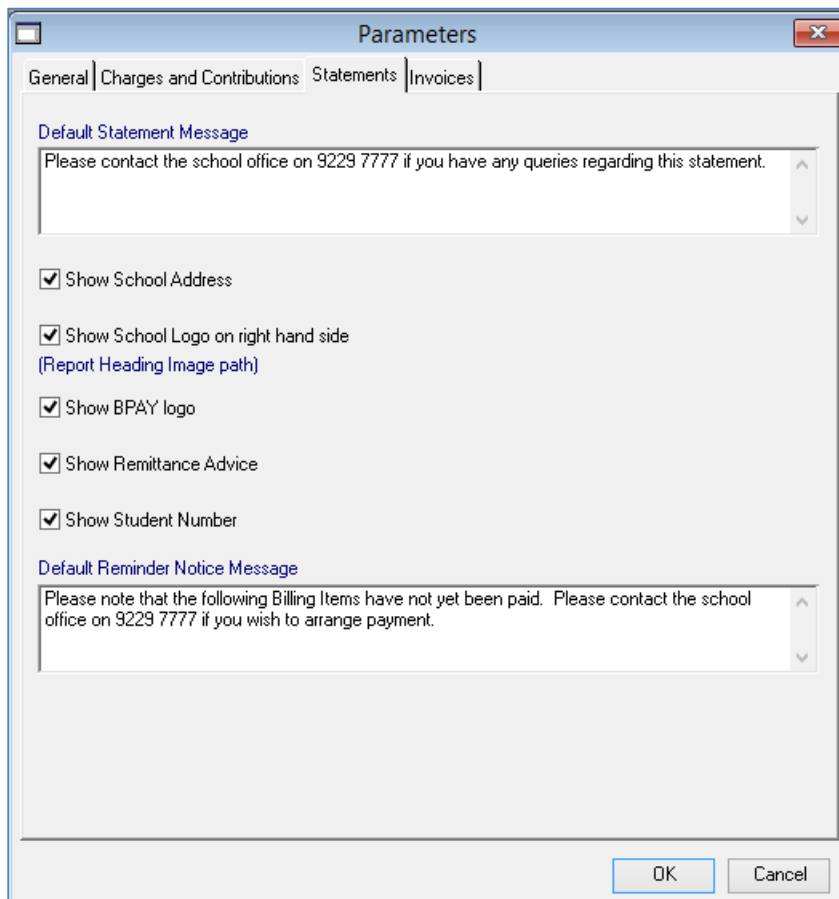
At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

2.6.7 Enter Statement Parameters

Activity: Enter Statement Parameters

RM Billing > Billing Parameters > Statement Tab

- Click on the Statement Tab
- Enter Statement Parameters as shown below



The screenshot shows a 'Parameters' dialog box with four tabs: 'General', 'Charges and Contributions', 'Statements', and 'Invoices'. The 'Statements' tab is selected. It contains two text areas for default messages and a list of checkboxes for various options.

Default Statement Message

Please contact the school office on 9229 7777 if you have any queries regarding this statement.

☒ Show School Address

☒ Show School Logo on right hand side
(Report Heading Image path)

☒ Show BPAY logo

☒ Show Remittance Advice

☒ Show Student Number

Default Reminder Notice Message

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

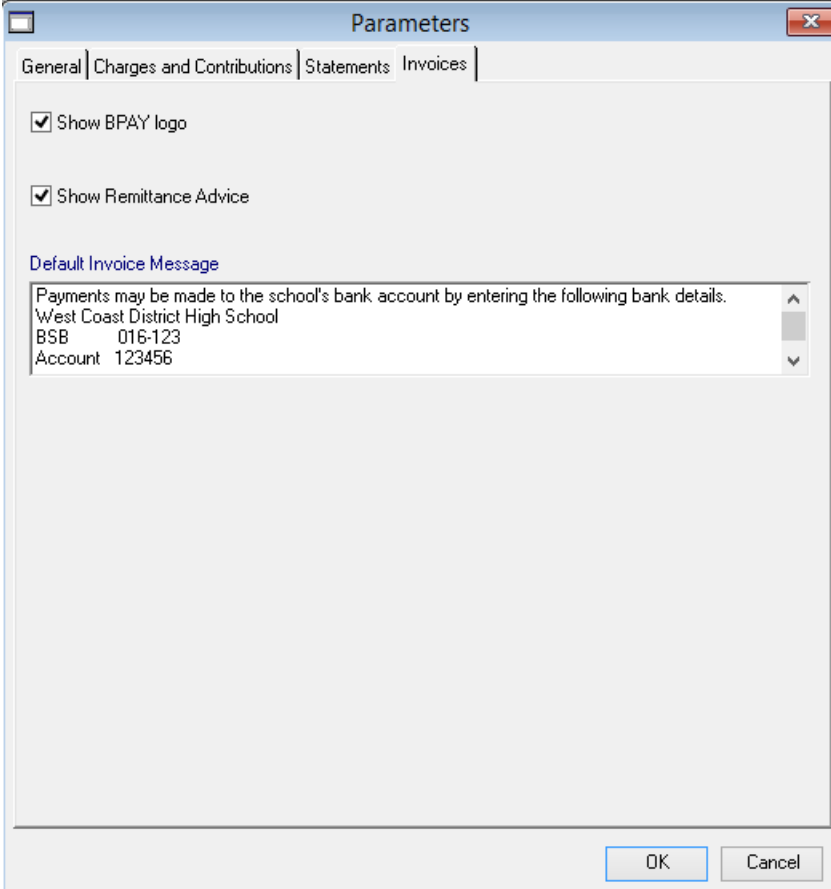
OK Cancel

2.6.8 Enter Invoice Parameters

Activity: Enter Invoice Parameters

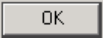
RM Billing > Billing Parameters > Invoice Tab

- Tick '**Show BPAY logo**'
- Tick '**Show Remittance Advice**'
- Enter an '**Invoice message**' with the School's Bank details for Billing payments



The screenshot shows a 'Parameters' dialog box with four tabs: 'General', 'Charges and Contributions', 'Statements', and 'Invoices'. The 'Invoices' tab is selected. Inside the dialog, there are two checked checkboxes: 'Show BPAY logo' and 'Show Remittance Advice'. Below these is a text area labeled 'Default Invoice Message' containing the following text: 'Payments may be made to the school's bank account by entering the following bank details. West Coast District High School BSB 016-123 Account 123456'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

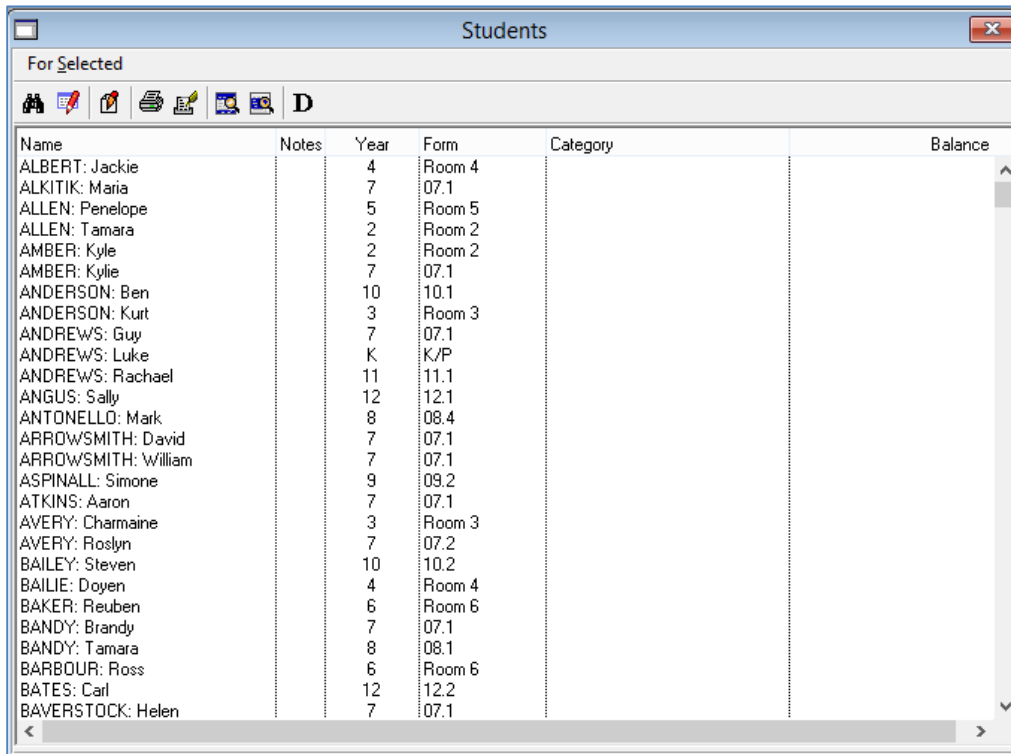
Note: The Invoice parameter settings will apply to both student and customer invoices

- Click  to save the Parameter settings
- **Close** Parameters and **Close** the Billing Parameters window

3 Brief Overview of RM Billing

3.1 Students

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

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



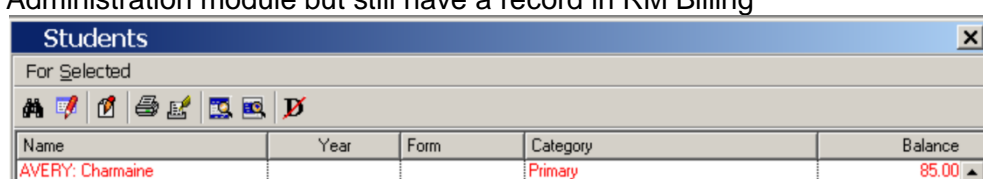
Hide Selected – Hides all selected students



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



| Name | Year | Form | Category | Balance |
|------------------|------|---------|----------|---------|
| AVERY: Charmaine | 3 | Primary | | 85.00 |










3.1.2 Opening the Students Window

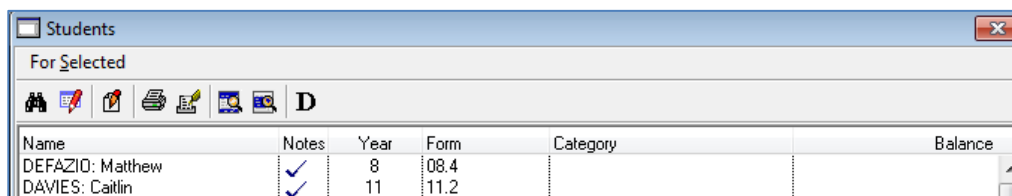
The very first time the Students window is opened, a record for each student on the current roll will be created in RM Billing. Therefore, this process may take a few minutes when run for the first time.

3.1.3 Using the Student Window Icons

Activity: Using the Student Window Icons

RM Billing > Students

- Click Find Student 
- Select **Year Group 9** to display only the Year 9 students
- **Find > Select > Yes**
- Click **Load Current Students**  to display all students who are on the current roll
- Highlight any student and select **Open Details** 
- Click **Return to View** 
- Click **Print List** 
- Close the Student Summary Report
- Hold <Ctrl> and select 5 students from the list
- Click **Print Selected** 
- Close the Student Summary – Selected Items Report
- Click **Hide Selected**  to hide those selected students
- Hold <Ctrl> and select 5 students from the list
- Click **Hide Unselected**  to only view those selected students
- Click **Load Current Students**  to display all students who are on the current roll
- Click on the **Notes Header** twice to bring all students with Notes attached to their record to the top of the window
- Highlight the students with notes



| Name | Notes | Year | Form | Category | Balance |
|------------------|-------|------|------|----------|---------|
| DEFAZIO: Matthew | ✓ | 8 | 08.4 | | |
| DAVIES: Caitlin | ✓ | 11 | 11.2 | | |

- Click **For Selected** and **Print Notes**
- Click **OK** to ignore the Date Range
- View and close the **Notes Report**

3.1.4 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.

3.1.5 Drill Down Facility

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

3.1.6 Red Fields


| Surname | Known Name |
|---------|------------|
| AVERY | Charmaine |

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

- Left click to view the next student.
- Shift and left click to view the previous student.
- Right 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 quicker to search for students from within the drill down section rather than returning to the front screen. Either the red fields or the binoculars can be used.

3.1.7 Return to View

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

Activity: Searching for Students

RM Billing > Students

- Type the Surname **Born**
- Double click **Corrina Born**
- View the tabs available in the student window

| Surname |
|---------|
| BORN |

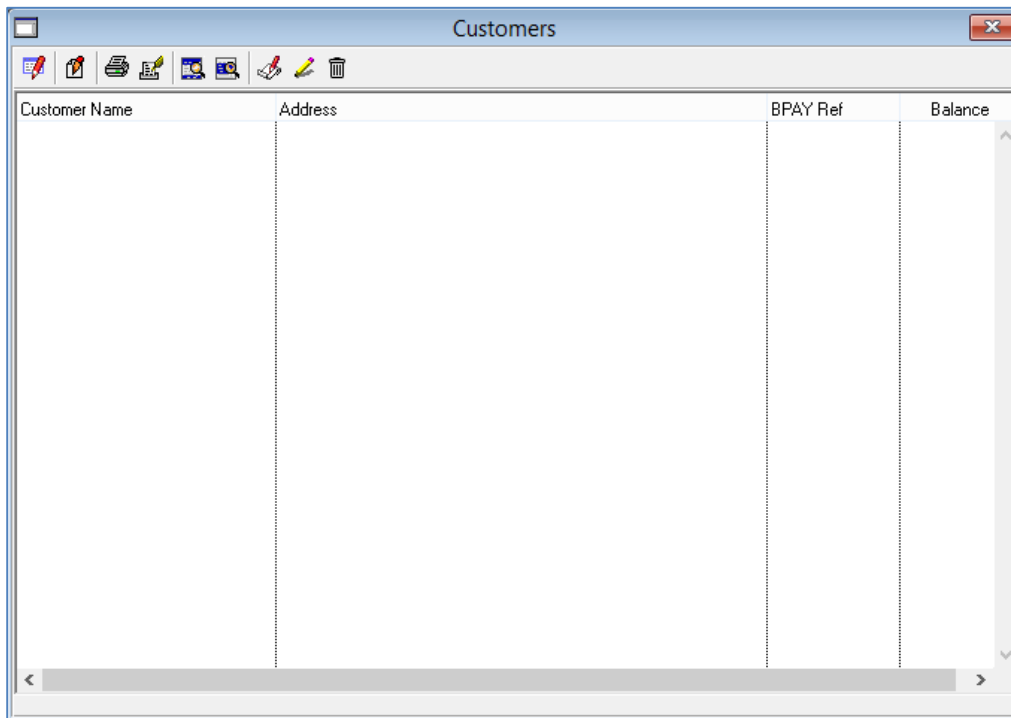
- Click on the red Surname field to scroll through the student names
- Right click in the Surname field and type **BROWN**<enter>. The first student with that surname is displayed
- Close the Student details window

3.2 Customers

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

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

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



3.2.1 Customer Icons

The following icons are available in the Customers section.



Load All – Displays all customers in the list view



Open Details – Opens the drill down facility for the selected customer



Print – Prints all customers displayed in the list view



Print Selected – Prints all selected (highlighted) customers in the list view



Hide Selected – Hides all selected customers



Hide Unselected – Hides all unselected customers



Add Customer – Allows a customer record to be added



Edit Customer – Allows a customer record to be edited (restricted editing only if there are transactions against the customer)



Delete Customer - Allows a customer record to be deleted (only if there are no transactions against the customer)

3.2.2 Quick Search on Customer Name

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

3.2.3 Drill Down Facility

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

3.2.4 Red Field

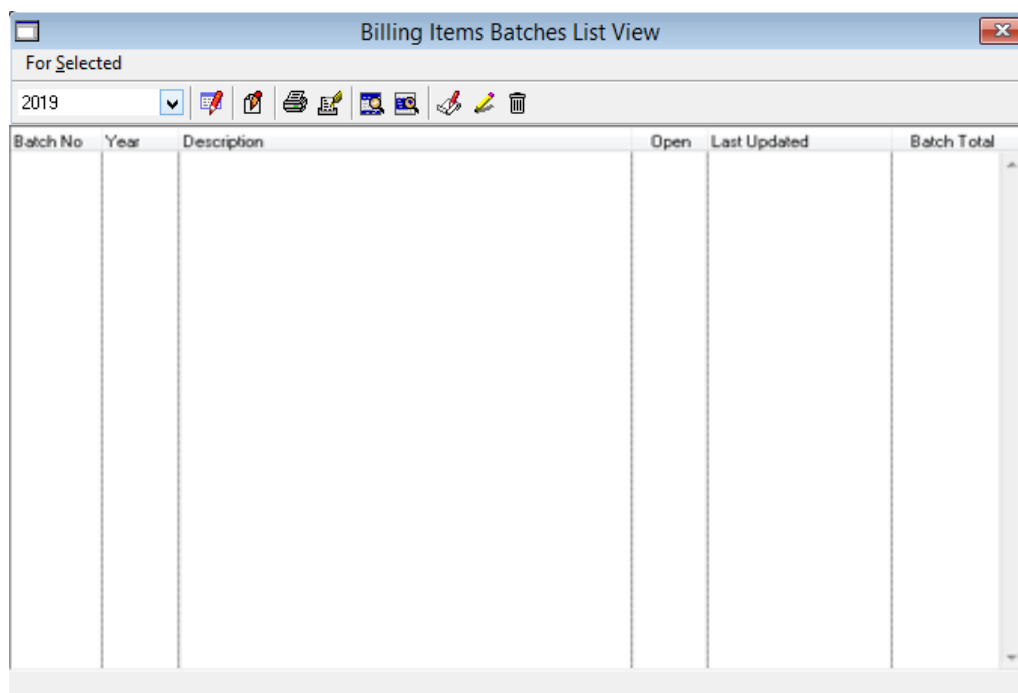
The red field at the top of the screen is a scroll field and a search field (see Students section).

3.2.5 Return to View

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

3.3 Billing Items

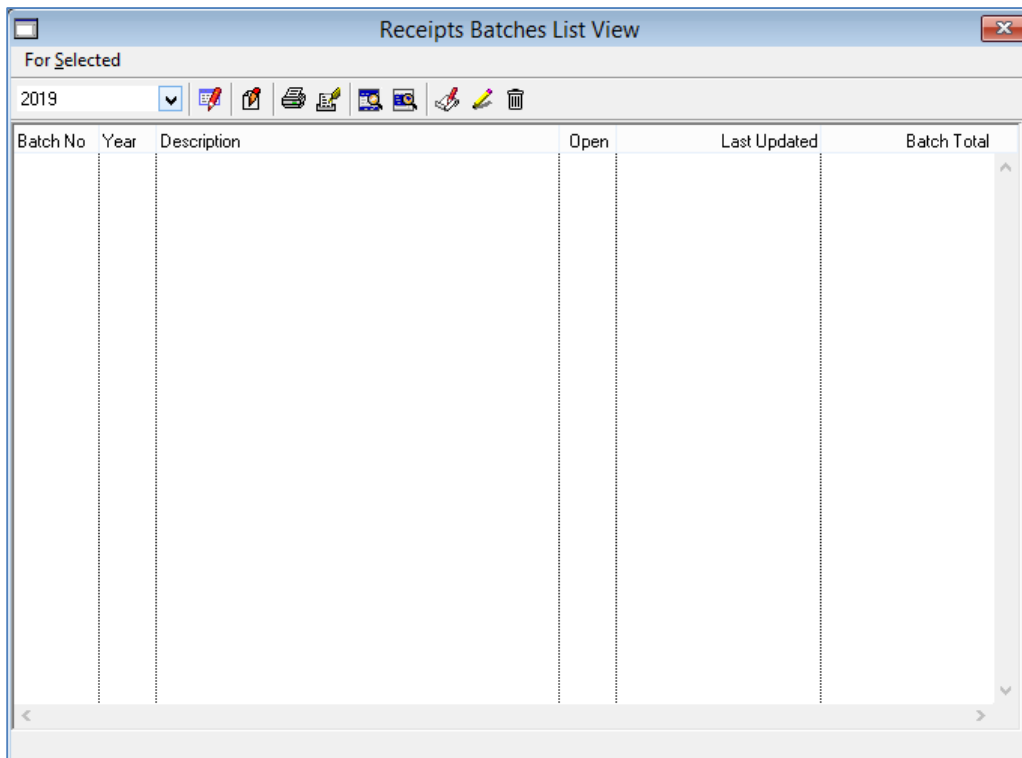
This section is used to create Billing Item batches. These batches will hold the billing item transactions once the students have been billed. The standard icons which have already been discussed are available on this window.



| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|-------------|------|--------------|-------------|
|----------|------|-------------|------|--------------|-------------|

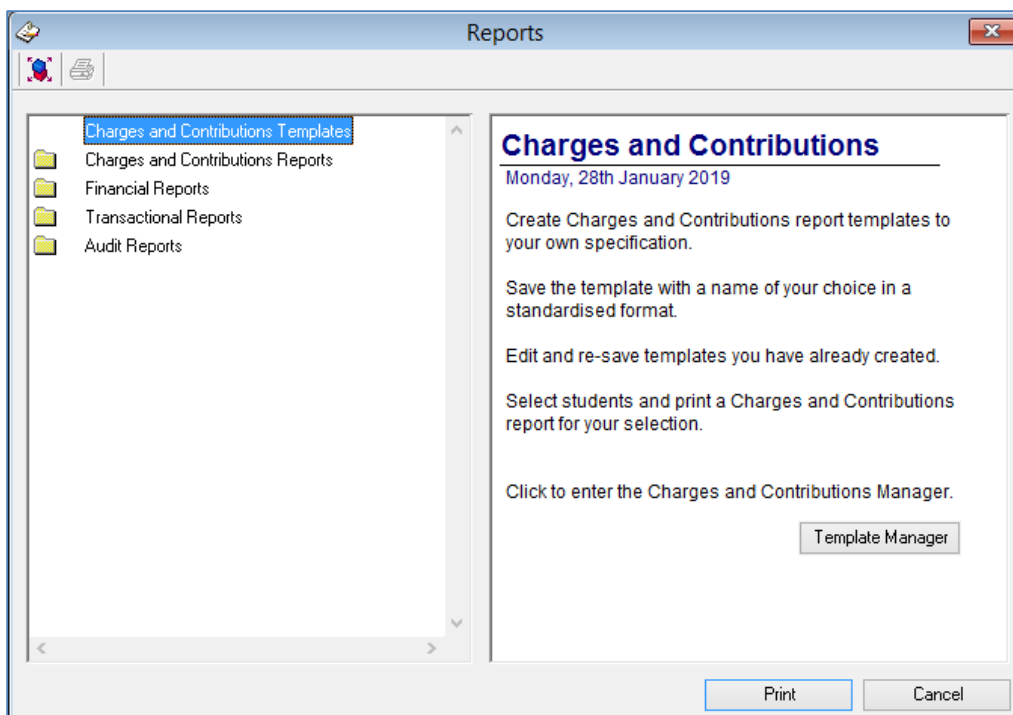
3.4 Receipts

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



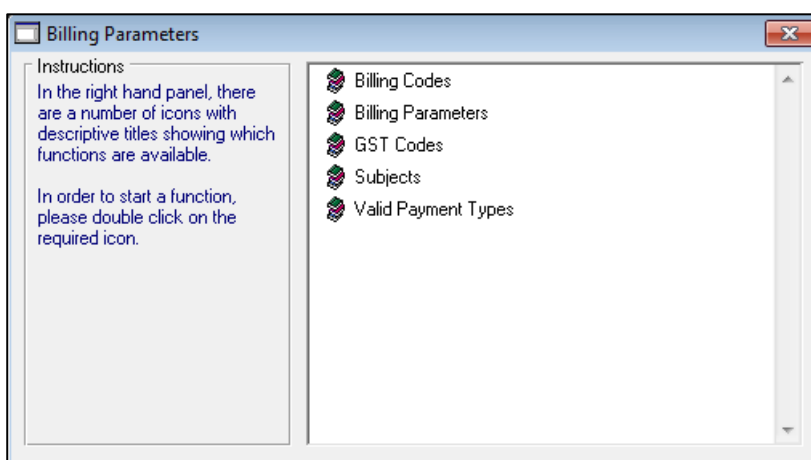
3.5 Reports

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



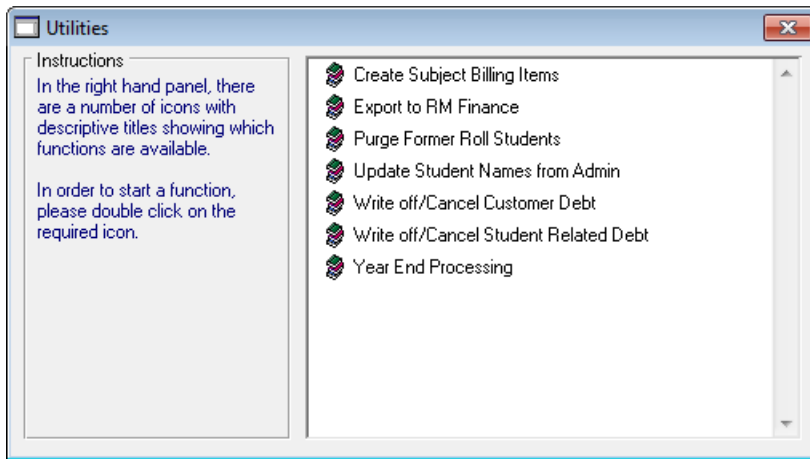
3.6 Parameters

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



3.7 Utilities

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



4 Using RM Billing – Other Required Settings

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

In RM Billing the Billing Code represents a general type of item for which a student can be billed. For example, a billing code would be created for Voluntary Contributions – Years 7 to 10. The billing code is linked to a specific analysis code and budget code within RM Finance which, for this example, would relate to the Voluntary Contributions for years 7 to 10.

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

4.1 System-Defined Billing Codes

There are two system created billing codes NA and SUS.

NA- This Billing Code can only be used if directed

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

4.2 User-defined Billing Codes

It will be necessary to create some additional billing codes to be used at your school. These Billing Codes will represent the items/activities for which your students are commonly billed. For example, Voluntary Contributions Yrs 7-10, Charges Year 11, School Camps, Excursions, School Magazine etc. Each Billing Code must be attached to the correct billing category (as mentioned earlier) to ensure that the types of costs are correctly classified.

4.2.1 Naming of Billing Codes

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

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

Standard Naming Convention for Billing Codes

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

Note: Budget Codes and Analysis codes must be created in RM Finance before they are available to be used with RM Billing

Note: The Billing Codes and the Accounts used in the training material are examples only. Users should refer to the current Chart of Accounts and the Summary of Changes for use in your school. If you require assistance, please contact your Senior Finance Consultant


4.2.2 Creating a Billing Code

To Add a new Billing Code, the following general rules apply:

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

Activity: Add User-Defined Billing Codes

RM Billing > Parameters > Billing Codes

- Click Add Item 
- Type the Billing Code **CHG02** <Tab>
- Type the description **Excursions and Activities** <Tab>
- Type the Analysis Code **C1180** (or press <Tab> for a look-up list) <Tab>
- Enter the Budget Code **C1181** (or press <Tab> for a look-up list) <Tab>
- Select the category **Charges** from the drop down list
- Click **OK** to save
- Using the above instructions add the billing codes listed below:

| Code | Description | Analysis Code | Budget Code | Category |
|-------|-----------------------------|---------------|-------------|-----------------------------|
| CHG03 | School Camps | C1180 | C1182 | Charges |
| OOC01 | Other Optional Costs | C1200 | C1201 | Other Optional Costs |
| VAR01 | Voluntary Approved Requests | C1500 | C1501 | Voluntary Approved Requests |
| HIR01 | Hire of Facilities | C1700 | C1705 | Charges |

4.2.3 Editing a Billing Code

To edit a Billing Code:

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

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

4.2.4 Deleting a Billing Code

To delete a Billing Code:

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

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

4.2.5 Printing a list of Billing Codes

To print a list of Billing Codes:


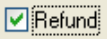
- RM Billing > Parameters > Billing Codes
- Click on the Print button

4.2.6 Refund Billing Codes

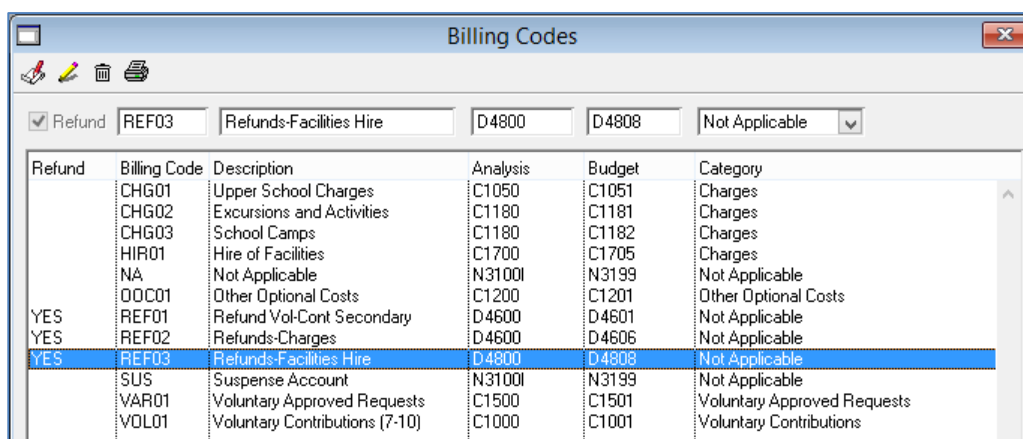
At times it may be necessary to issue a refund via RM Billing. Refund transactions need to relate to a 'D' account (expenditure) in RM Finance. Therefore special refund type codes need to be created in RM Billing which link to the refund analysis and budget codes in RM Finance.

Activity: Add a Refund Billing Code


RM Billing > Parameters > Billing Codes

- Click Add Item 
- Tick the Refund checkbox 
- Type the Billing Code **REF03** <Tab>
- Type the description **Refunds – Facilities Hire** <Tab>
- Type the Analysis Code **D4800** (or press <Tab> for a look-up list) <Tab>
- Enter the Budget Code **D4808** (or press <Tab> for a look-up list) <Tab>
- Leave the category **Not Applicable**
- Click **OK** to save

Check to ensure there are no errors in the Billing, Analysis, Budget Codes or Descriptions.



| Refund | Billing Code | Description | Analysis | Budget | Category |
|--------|--------------|--------------------------------|----------|--------|-----------------------------|
| | CHG01 | Upper School Charges | C1050 | C1051 | Charges |
| | CHG02 | Excursions and Activities | C1180 | C1181 | Charges |
| | CHG03 | School Camps | C1180 | C1182 | Charges |
| | HIR01 | Hire of Facilities | C1700 | C1705 | Charges |
| | NA | Not Applicable | N3100 | N3199 | Not Applicable |
| | ODC01 | Other Optional Costs | C1200 | C1201 | Other Optional Costs |
| YES | REF01 | Refund Vol-Cont Secondary | D4600 | D4601 | Not Applicable |
| YES | REF02 | Refunds-Charges | D4600 | D4606 | Not Applicable |
| YES | REF03 | Refunds-Facilities Hire | D4800 | D4808 | Not Applicable |
| | SUS | Suspense Account | N3100 | N3199 | Not Applicable |
| | VAR01 | Voluntary Approved Requests | C1500 | C1501 | Voluntary Approved Requests |
| | VOL01 | Voluntary Contributions (7-10) | C1000 | C1001 | Voluntary Contributions |

- Click  and select the screen and **OK**
- Close the Billing Codes window
- Close the Billing Parameters window

Notes: 'D' accounts will only be available for selection once the refund checkbox has been ticked. Refunds of Unallocated Credit are processed against system code of SUS.

4.3 Setting the Student Billing Category

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

The available student Billing Categories are:

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

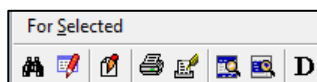
Billing categories must be assigned to all student records. This includes Admission roll students that may be available within the RM Billing module.

Billing categories are important when assigning subject costs to student records. We will discuss subject costs in the next section.

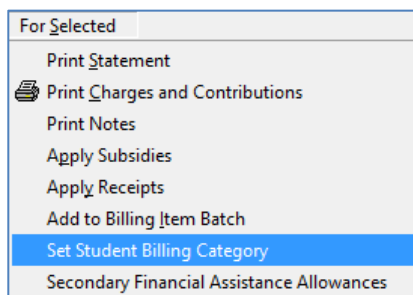
Activity: Set the Student Billing Category

RM Billing > Students

- Sort the students by clicking on the **Year** group column twice to bring the Year 12's to the top. (or use the Find tool)
- Select all of the **Year 11** and **12** students
- Click the **For Selected** menu



- Select **Set Student Billing Category**



- Choose **Secondary (Chg)** from the drop down list

- Click **OK** to save
- Select all of the Year 7, 8, 9 and 10 students
- Choose **Secondary (Vol, Chg)** from the drop down list

- Click **OK** to save

- Select Simone Aspinall (Year 9)
- Choose **For Selected > Set Student Billing Category**
- Choose **Full Fee Paying** from the drop down list

- Click **OK** to save

Note: District High Schools will need to assign their Primary Classes a Student Billing Category. Years 1-6 students would be assigned the Category of 'Primary'. Pre-Primary students would be assigned the Category of 'Pre-Primary' and Kindy students would be assigned the Category of 'Kindergarten'.

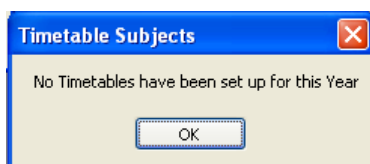
4.4 Subjects and Costs

In RM Billing, it is possible to associate all timetabled subjects with their respective costs. Each subject may have a Voluntary component, a Charges component, a component for Adult Student Costs and a component for Temporary Visa Overseas Student costs. Within the software all components are optional – it is entirely up to the user to set the costs associated with each subject.

Each cost has a related tax code (T) and Billing Code (Code).

When the Subjects window opens for the very first time all subjects under the control of Timetabling for the current billing year will be loaded into RM Billing. Subjects which have been entered in the Administration module, but are not under the control of Timetabling will not be available in RM Billing.

Note 1: If the Timetable has not been set up for the current billing year, the following message will be displayed. The Subjects window will open, but no subjects will be displayed for the current billing year.



Note 2: The Timetable does not have to be finalised to use the Subjects section in RM Billing. The structure must be set up and the primary preferences entered for the students.

The costs entered into the subjects table will be used on the Charges and Contributions Sheet for each student.

RM Billing will use the primary preferences for each student from the Timetabling module and the appropriate cost/costs associated with each subject from the subject table in RM Billing.

Note: There is an alternative method of billing for subject costs for years 7, 8, 9 and 10. For more information, log on to <http://det.wa.edu.au/finance/detcms/portal/> to access the document RM Billing (Alternative Method for Timetabled Schools Yrs 7-10).

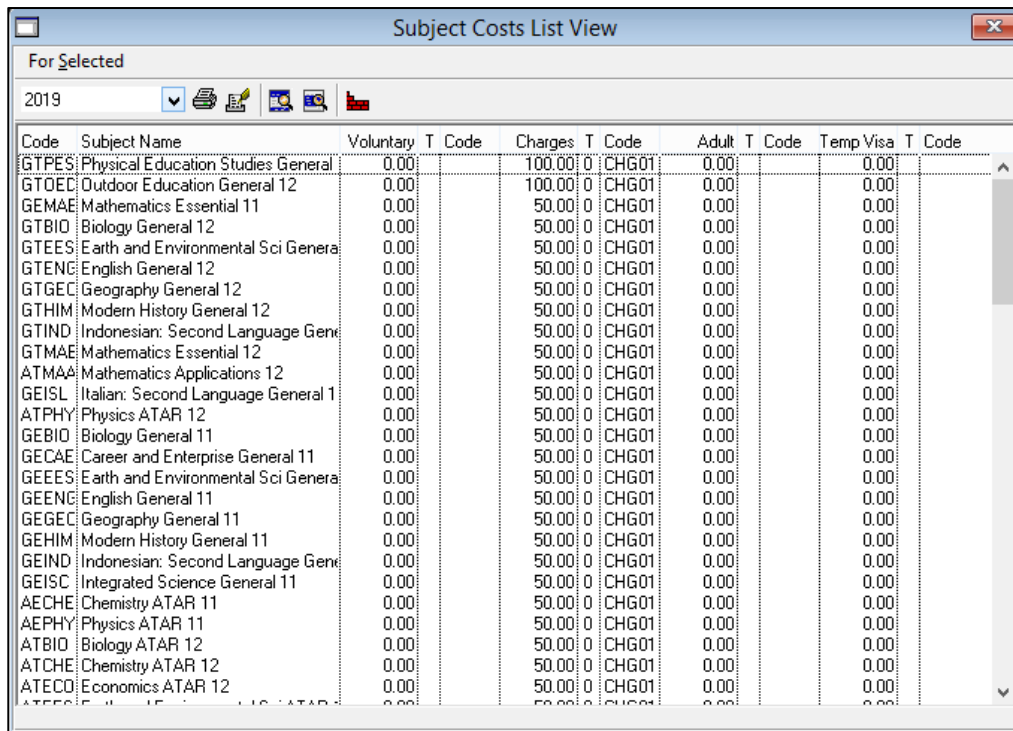
4.5 Viewing and Assigning Subject Costs

Activity: View Subject Costs

RM Billing > Parameters > Subjects

Most of the subjects we will use in Training for students have been allocated Subject Costs.

- Click on the Charges column header twice to bring all those subjects with charges to the top of the list



| Code | Subject Name | Voluntary | T Code | Charges | T Code | Adult | T Code | Temp Visa | T Code |
|-------|-------------------------------------|-----------|--------|---------|--------|-------|--------|-----------|--------|
| GTPE | Physical Education Studies General | 0.00 | | 100.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTOE | Outdoor Education General 12 | 0.00 | | 100.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEMAE | Mathematics Essential 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTBIO | Biology General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTEES | Earth and Environmental Sci General | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTENG | English General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTGEC | Geography General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTHIM | Modern History General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTIND | Indonesian: Second Language General | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTMAE | Mathematics Essential 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATMAA | Mathematics Applications 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEISL | Italian: Second Language General 1 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATPHY | Physics ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEBIO | Biology General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GECAE | Career and Enterprise General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEEES | Earth and Environmental Sci General | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEENG | English General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEGEC | Geography General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEHIM | Modern History General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEIND | Indonesian: Second Language General | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEISC | Integrated Science General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| AECHE | Chemistry ATAR 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| AEPHY | Physics ATAR 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATBIO | Biology ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATCHE | Chemistry ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATECO | Economics ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |

Notes: Schools will determine the charges/costs associated with each subject. Subjects may run for a Semester or a Full Year. For new ATAR and General subjects, the beginning code AE or GE code represents the Course and Year Level of the students. In this instance AE stands for ATAR, Year Eleven. GE stands for General, Year Eleven.

Activity: Assigning Subject Costs

RM Billing > Parameters > Subjects

- Click on the **Code** header twice to bring the **GE** subjects to the top
- Highlight the **GEPES Physical Education Studies General 11** and the **GEOEC Outdoor Education General 11** subjects

| Code | Subject Name | Voluntary | T Code | Charges | T Code | Adult | T Code | Temp/Visa | T Code |
|-------|------------------------------------|-----------|--------|---------|--------|-------|--------|-----------|--------|
| GTPES | Physical Education Studies General | 0.00 | | 100.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTOEC | Outdoor Education General 12 | 0.00 | | 100.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTMAE | Mathematics Essential 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTIND | Indonesian: Second Language Gen | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTHIM | Modern History General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTGEC | Geography General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTENG | English General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTEES | Earth and Environmental Sci Genera | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GTBIO | Biology General 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEPES | Physical Education Studies General | 0.00 | | 0.00 | | | 0.00 | 0.00 | |
| GEOEC | Outdoor Education General 11 | 0.00 | | 0.00 | | | 0.00 | 0.00 | |
| GEMAE | Mathematics Essential 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEISL | Italian: Second Language General 1 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEISC | Integrated Science General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEIND | Indonesian: Second Language Gen | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEHIM | Modern History General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEGEC | Geography General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEENG | English General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEEES | Earth and Environmental Sci Genera | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GECAE | Career and Enterprise General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| GEBIO | Biology General 11 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATPHY | Physics ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATMAA | Mathematics Applications 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATLIT | Literature ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATIND | Indonesian: Second Language ATAR | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |
| ATHIM | Modern History ATAR 12 | 0.00 | | 50.00 | 0 | CHG01 | 0.00 | 0.00 | |

- Click on **For Selected > Set Values**
- Place a **tick** in the Charges tick box
- Enter the amount as **50** <Tab>
- Enter GST code of **0** <Tab>
- Choose the billing code for **Upper School Charges** (press <Tab> for a list)

| | Amount | GST | Billing Code |
|---|--------|-----|----------------------------|
| <input type="checkbox"/> Voluntary | 0.00 | | |
| <input checked="" type="checkbox"/> Charges | 50.00 | 0 | CHG01 Upper School Charges |
| <input type="checkbox"/> Adult | 0.00 | | |
| <input type="checkbox"/> Temp Visa | 0.00 | | |


OK Cancel

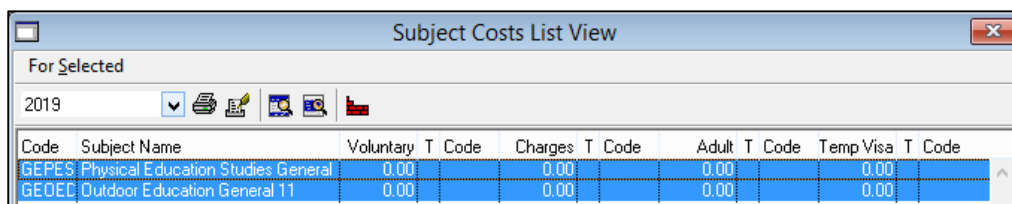
- Click **OK** to Save

4.6 Editing Subject Costs

Activity: Editing Subject Costs

We have since been advised that the **GEPES Physical Education Studies General 11** and the **GEOEC Outdoor Education General 11** subjects charges should have been set at \$100

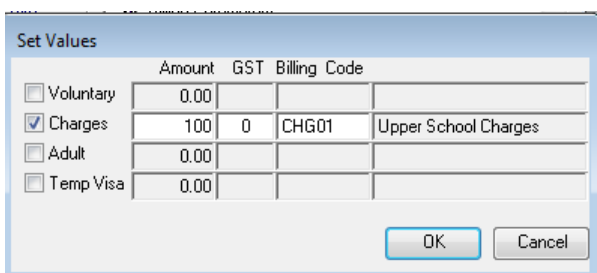
- With the **GEPES Physical Education Studies General 11** and the **GEOEC Outdoor Education General 11** subjects still highlighted
- Click **Hide Unselected** 
- Highlight the two subjects



The screenshot shows a window titled "Subject Costs List View". It has a dropdown menu set to "2019" and a toolbar with icons for print, save, and other functions. Below the toolbar is a table with columns: Code, Subject Name, Voluntary, T Code, Charges, T Code, Adult, T Code, Temp Visa, T Code. Two rows are highlighted in blue: "GEPES Physical Education Studies General" and "GEOEC Outdoor Education General 11". Both rows show "0.00" in the Charges column.


| Code | Subject Name | Voluntary | T Code | Charges | T Code | Adult | T Code | Temp Visa | T Code |
|-------|------------------------------------|-----------|--------|---------|--------|-------|--------|-----------|--------|
| GEPES | Physical Education Studies General | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| GEOEC | Outdoor Education General 11 | 0.00 | | 0.00 | | 0.00 | | 0.00 | |

- Choose **For Selected > Set Values**
- Select **Charges**
- Edit the current amount to read **100.00**



The screenshot shows a "Set Values" dialog box. It has a table with columns: Amount, GST, Billing Code. There are four rows: Voluntary, Charges, Adult, and Temp Visa. The "Charges" row is selected, and the "Amount" field is set to "100". The "GST" field is set to "0". The "Billing Code" is "CHG01". The "Upper School Charges" text is visible next to the Billing Code. There are "OK" and "Cancel" buttons at the bottom.

| | Amount | GST | Billing Code |
|---|--------|-----|----------------------------|
| <input type="checkbox"/> Voluntary | 0.00 | | |
| <input checked="" type="checkbox"/> Charges | 100 | 0 | CHG01 Upper School Charges |
| <input type="checkbox"/> Adult | 0.00 | | |
| <input type="checkbox"/> Temp Visa | 0.00 | | |

- Click **OK** to save
- Click on the Update Subjects after Timetable changes  to reload all Timetabled subjects

Schools would continue to assign costs to other subjects for other years where they are charging students by the subjects selected. For training, we will only assign the Year 11's their subject costs.


4.7 Printing Subject Costs

A list of Subject Costs can be printed to check the information entered.

Activity: Printing a List of Subject Costs

We have been asked to produce a list of all subjects which have **Charges** associated with them.

RM Billing > Parameters > Subjects


- Click twice on the **Charges** column header to bring all subjects with associated charges to the top of the list
- Highlight these subjects
- Click **Print Selected**  (A portion of the report is displayed below)

West Coast District High School Subject Costs for Billing Year 2019



| Code | Subject Name | Voluntary | Charges | Adult | Temp Visa |
|-------|--|-----------|-------------------|--------|-----------|
| GTPES | Physical Education Studies General 12 | 0.00 0 | \$ 100.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTOED | Outdoor Education General 12 | 0.00 0 | \$ 100.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTMAE | Mathematics Essential 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTIND | Indonesian: Second Language General 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTHIM | Modern History General 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTGEO | Geography General 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTENG | English General 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTEES | Earth and Environmental Sci General 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GTBIO | Biology General 12 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GEPES | Physical Education Studies General 11 | 0.00 0 | \$ 100.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GEOED | Outdoor Education General 11 | 0.00 0 | \$ 100.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GEMAE | Mathematics Essential 11 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GEISL | Italian: Second Language General 11 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GEISC | Integrated Science General 11 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |
| GEIND | Indonesian: Second Language General 11 | 0.00 0 | \$ 50.00 0 CHG01 | 0.00 0 | 0.00 0 |

- Close the Selected Billing Subjects List

Note: Update Subjects  will repopulate all subjects when hide unselected has been applied. Update Subjects also checks the Timetabling module for any subjects which have not been included in the RM Billing Subjects screen. ie. recently created subjects

5 Creating Charges and Contributions Sheets

In RM Billing, Charges and Contributions sheets are created based on a **template**. The sheets are **not based on actual billing items**. Therefore they can be created before any billing has occurred within the system.

5.1 Charges and Contributions Sheet – Subject Information

Subject information which needs to appear on the Charges and Contributions sheet is taken from the Primary Preferences held for each student in the Timetabling module along with the Subject Costs entered in RM Billing for those subjects.

This information will automatically appear on the C&C sheet for each student.

5.2 Charges and Contributions Sheet – Other Information

Other information (such as Other Optional Costs, Government Subsidies etc.) which needs to be displayed on the Charges and Contributions sheet is entered manually by the user into a template.


5.3 Creating a Charges and Contributions Sheet Template

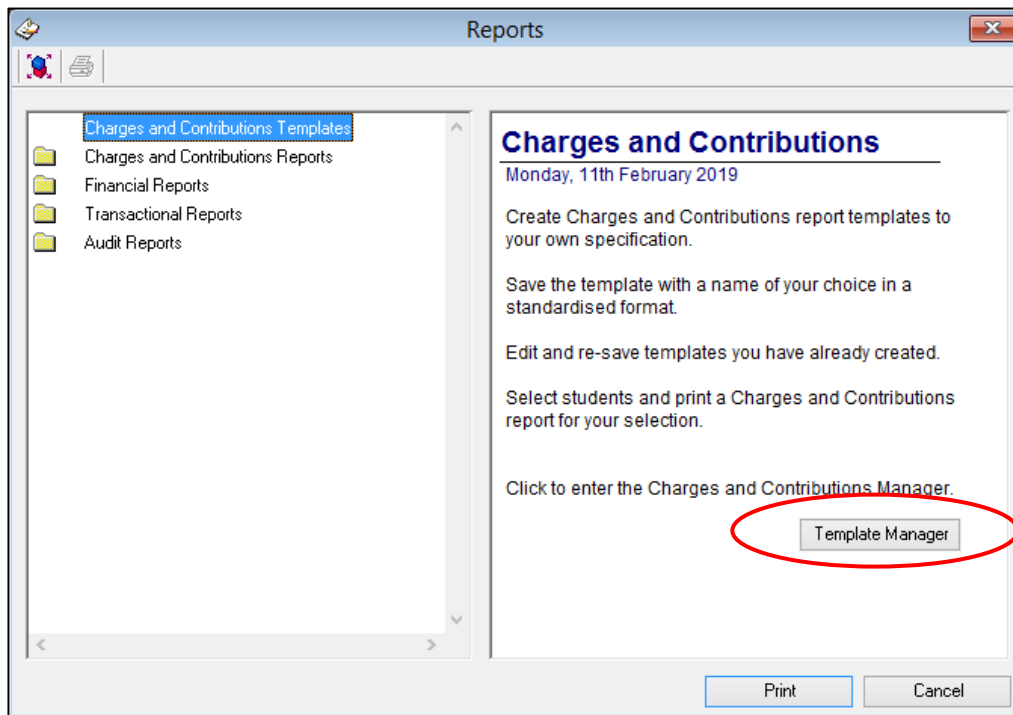
Activity: Create a Charges and Contributions Sheet Template

Create a Charges and Contributions Sheet Template to be used for Year 11 students. The information to be included on the Charges and Contributions Sheet is shown in the table below:

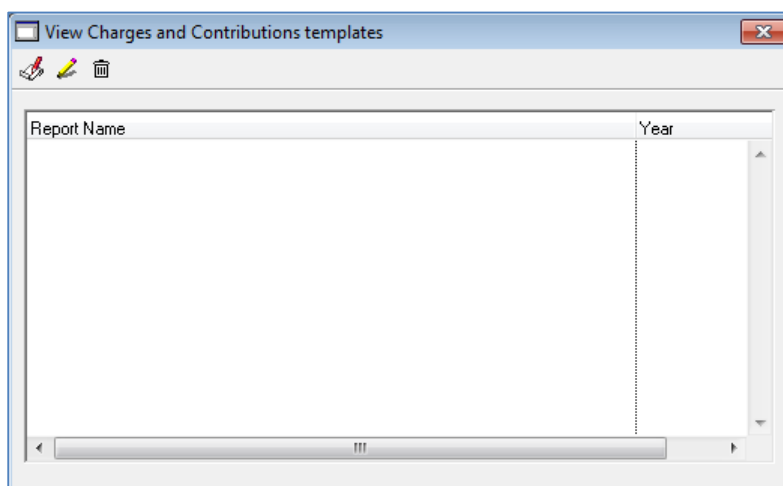
| Item | Category | GST Code | Amount |
|--|--|----------|---------|
| All subjects chosen by the student and their related costs (Year 11 Charges) | To be picked up from Timetabling and the RM Billing Subjects table | | |
| School Year Book | Other Optional Costs | 0 | \$20.00 |
| Chaplaincy | Voluntary Approved Requests | 0 | \$15.00 |

RM Billing > Reports

- With **Charges and Contributions Templates highlighted** on the left hand side, click  on the right hand side



- The following screen appears:



- Click **Add**  to create a new template. The template screen is displayed.

- Enter **Year 11** as the name for the Template.

Add/Edit Charges and Contributions template

Report Name: 2019 Charges and Contributions - Year 11 Year: 2019

Other Optional Costs | Voluntary Approved Requests | Government Subsidies |

Voluntary Contributions | Charges | Residential Boarding Fees

| Item Description | GST Code | Amount |
|------------------|----------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Footer Message:

Save Cancel

The first part of the name is already created for you (2019 Charges and Contributions). Simply enter your own descriptor on the end.

Note: The Subject information does not need to be entered because in this example we are picking up the subjects automatically from the student's Primary Preferences in Timetabling.

- Select the Other Optional Costs tab
- Click Add
- Type in the Other Optional Costs as illustrated below:

Add/Edit Charges and Contributions template

Report Name: 2019 Charges and Contributions - Year 11 Year: 2019

Voluntary Contributions | Charges | Residential Boarding Fees |

Other Optional Costs | Voluntary Approved Requests | Government Subsidies


| Item Description | GST Code | Amount |
|------------------|----------|--------|
| School Year Book | 0 | 20.00 |
| | | 0.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |


Footer Message:

Save Cancel

A blank line can be removed by a right mouse click and select **Remove Line** as shown below.

| Item Description | GST Code | Amount |
|------------------|----------|--------|
| School Year Book | 0 | 20.00 |
| | | 0.00 |
| Remove Line | | |

- Select the **Voluntary Approved Requests** tab
- Click Add 
- Type in the Voluntary Approved Requests as illustrated below:

| | | | |
|-------------------------|-----------------------------|---------------------------|---|
| Voluntary Contributions | Charges | Residential Boarding Fees |  |
| Other Optional Costs | Voluntary Approved Requests | Government Subsidies | |
| Item Description | GST Code | Amount | |
| Chaplaincy | 0 | 15.00 | |
| | | | |

Notes: Schools should use the GST code for Chaplaincy which is appropriate for their circumstances.

If a school identifies the amount they are requesting for the chaplain on the C&C sheet is a donation, the tax code is 0. If the school is collecting on behalf of a church, the code is 8. If the school is charging a fee for chaplain services, the code is 1.

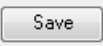
- Click into the **Footer Message** and type '**Please contact the School office on 9229 7777 if you have any queries regarding this Charges and Contributions Sheet or wish to arrange an advance payment.**'

Footer Message

Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

Save Cancel

Note: The footer message can be entered or edited at any time

- Click  and view the newly created template

| Report Name | Year |
|--|------|
| 2019 Charges and Contributions - Year 11 | 2019 |

5.4 Alternative Method of Billing for Timetabled Schools Years 7-10.

The standard method for billing students involves using information from the student's subject preferences from the timetable.

There is an alternative method of billing which can be used for Timetabled Schools for students in Years 7 to 10. This method involves a standard cost for the eight learning areas and using the student's timetable for billing the costs for the subject charges with high cost options, for example, Outdoor Education.

Activity: Creating a Template for Alternative Method of Billing

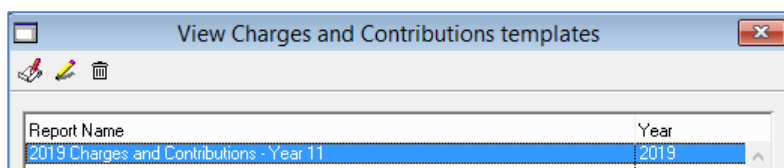
A Template is required to advise Lower School Students of their Charges and Contributions. The Lower School Students have some of the same items as the Year 11's, therefore the Year 11 Template can be edited to create a new template.


Items to be included

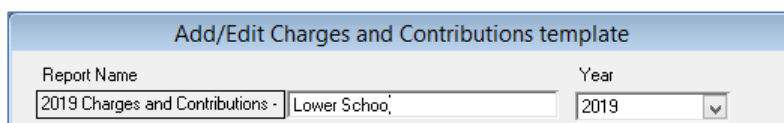
| Item | Category | GST Code | Amount |
|--------------------------------------|-----------------------------|----------|----------|
| School Magazine | Other Optional Costs | 0 | \$20.00 |
| Chaplaincy | Voluntary Approved Requests | 0 | \$15.00 |
| Lower School Voluntary Contributions | Voluntary Contributions | 0 | \$235.00 |

RM Billing > Reports > Charges and Contributions Templates > Template Manager

- Highlight the template for the Year 11 students



- Click **Edit** 
- Change the **name** of the template to: **Lower School**



- Select the **Voluntary Contributions** tab
- Click **Add** 

- Enter the Description **Lower School Subjects-Voluntary Contributions**
- Enter the **GST Code** and **Amount** as shown below

Add/Edit Charges and Contributions template

Report Name: 2019 Charges and Contributions - Lower School Year: 2019

Other Optional Costs | Voluntary Approved Requests | Government Subsidies |

Voluntary Contributions | Charges | Residential Boarding Fees

| Item Description | GST Code | Amount |
|--------------------------------------|----------|--------|
| Lower School Voluntary Contributions | 0 | 235.00 |
| | | |

Footer Message: Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

Save Cancel

- Click **Save**

The following message indicates that a blank line has been created.

Template Validation

One or more lines contain blank entries. All Descriptions, GST codes and Amount fields must be complete for each line entered before you can continue.

OK

Locate the blank line and right mouse click and select Remove Line

| | | |
|--|--|--|
| | | |
|--|--|--|

Remove Line

- Click **Save**
- Close the View Charges and Contributions Templates window
- Close the Reports window

Note: For more information log on to the <http://det.wa.edu.au/finance/detcms/portal/> to access "RM Billing (Alternative Method for Timetabled Schools Yrs 7-10)"

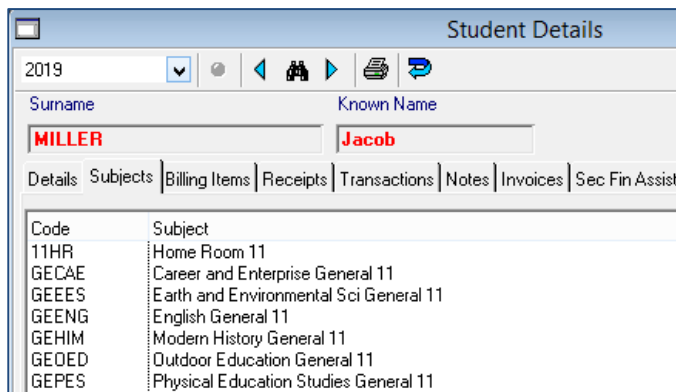
5.5 Printing the Charges and Contributions Sheets from Students

Activity: Viewing Student Information

Before we produce the reports we will look at a sample student.

RM Billing > Students

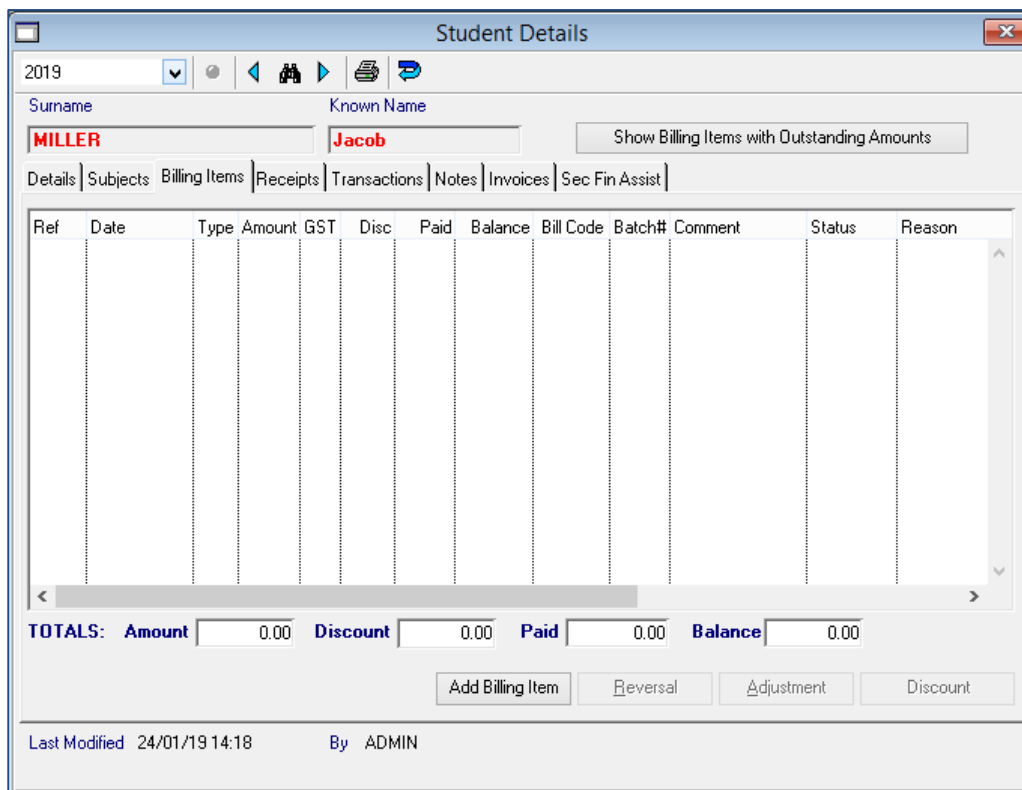
- **Double-click** on the student record for **Jacob Miller**
- View the **Details** tab
- View the **Subjects** tab



The screenshot shows the 'Student Details' window for the year 2019. The 'Surname' field contains 'MILLER' and the 'Known Name' field contains 'Jacob'. Below these fields are tabs for 'Details', 'Subjects', 'Billing Items', 'Receipts', 'Transactions', 'Notes', 'Invoices', and 'Sec Fin Assist'. The 'Subjects' tab is selected, displaying a list of subjects with their codes and names.

| Code | Subject |
|-------|--|
| 11HR | Home Room 11 |
| GECAE | Career and Enterprise General 11 |
| GEEES | Earth and Environmental Sci General 11 |
| GEENG | English General 11 |
| GEHIM | Modern History General 11 |
| GEOD | Outdoor Education General 11 |
| GEPES | Physical Education Studies General 11 |

- View the **Billing Items** tab, you will see there is nothing there



The screenshot shows the 'Student Details' window for the year 2019, with the 'Billing Items' tab selected. The 'Show Billing Items with Outstanding Amounts' button is visible. The table below is empty, indicating no billing items are present.

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|------|------|--------|-----|------|------|---------|-----------|--------|---------|--------|--------|
|-----|------|------|--------|-----|------|------|---------|-----------|--------|---------|--------|--------|

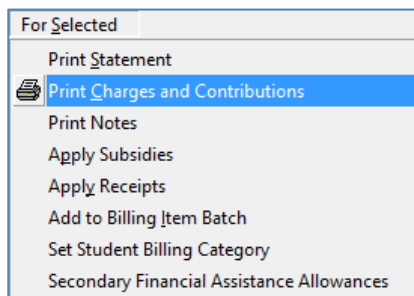
TOTALS: Amount 0.00 Discount 0.00 Paid 0.00 Balance 0.00

Buttons: Add Billing Item, Reversal, Adjustment, Discount

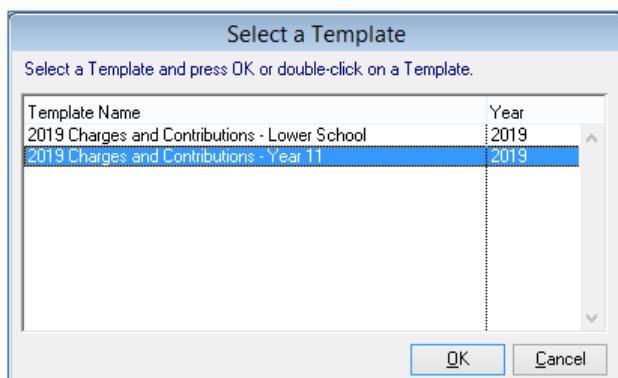
Last Modified 24/01/19 14:18 By ADMIN

- Click Return to View 

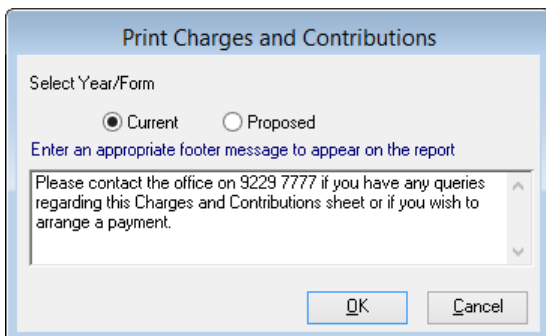
- Type **Miller** to highlight Jacob's record
- Click **For Selected > Print Charges and Contributions**



- Select the Year 11 Template



- Click OK



- Click OK for Current Form
- Click OK to send the report to the screen

West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified



Charges and Voluntary Contributions 2019

Mrs D Miller
57 Grand Ocean Blvd
DALKEITH WA 6012

Student: Jacob Miller
Year: 11 Form: 11.3
Student Number: 20512508

| Subject/Other Items | Compulsory Charges | Total |
|--|--------------------------------|------------------|
| GECAE - Career and Enterprise General 11 | \$ 50.00 | \$ 50.00 |
| GEEES - Earth and Environmental Sci General 11 | \$ 50.00 | \$ 50.00 |
| GEENG - English General 11 | \$ 50.00 | \$ 50.00 |
| GEHIM - Modern History General 11 | \$ 50.00 | \$ 50.00 |
| GEOED - Outdoor Education General 11 | \$ 100.00 | \$ 100.00 |
| GEPES - Physical Education Studies General 11 | \$ 100.00 | \$ 100.00 |
| Total for Compulsory Charges | \$ 400.00 | \$ 400.00 |
| Other Optional Costs | | |
| School Year Book | \$ 20.00 | |
| Total for Other Optional Costs | | \$ 20.00 |
| Voluntary Approved Requests | | |
| Chaplaincy | \$ 15.00 | |
| Total for Voluntary Approved Requests | | \$ 15.00 |
| TOTAL PAYABLE | Includes GST of \$ 0.00 | \$ 435.00 |

Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

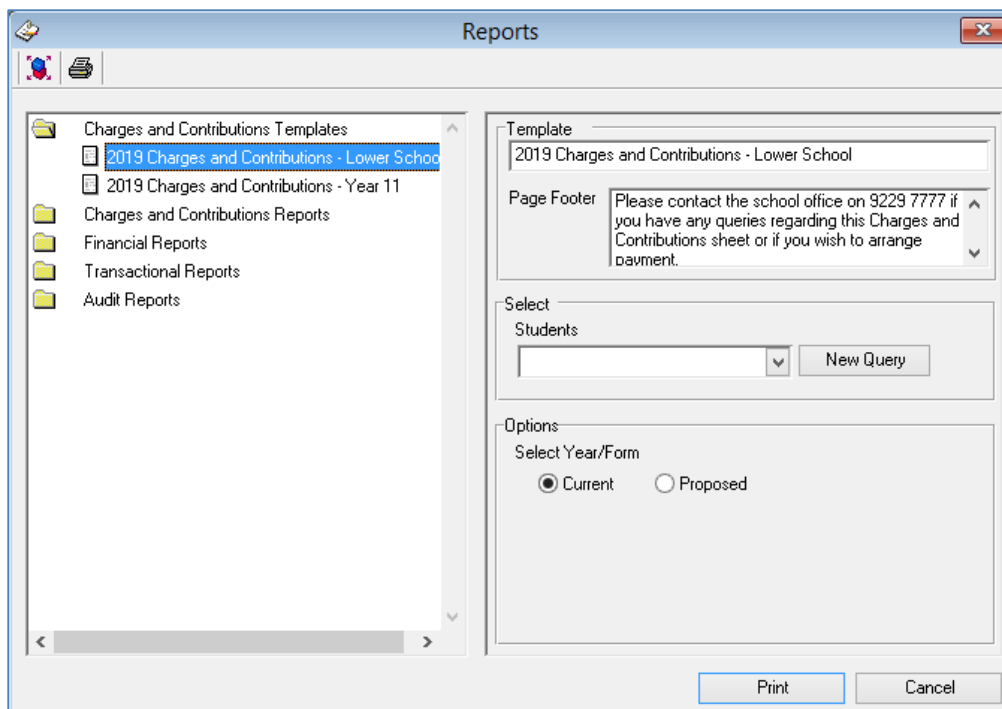
- View and Close the Report

Activity: Producing Charges and Contributions Sheets from the Reports section

Using the alternative method of printing a Charges and Contributions report for a Year 10 student, Steven Bailey. We will print this from the Reports section.

RM Billing > Reports

- Open the **Charges and Contributions Templates** folder on the left hand side to display the templates which have been created
- Select the **2019 Charges and Contributions –Lower School** template



Note: The Page Footer message can be edited at this point if required. Any changes made will be used for this print run only – they will not be saved to the template.

- Click **New Query**
- Type Bailey and click **Find**
- Leave the Select Year/Form as **Current**
- Click on the **Print** button, then **OK** to print to Screen

West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified



Charges and Voluntary Contributions 2019

Mr Peter Bailey
17 Solander Close
SUBIACO WA 6009

Student: Steven Bailey
Year: 10 Form: 10.2
Student Number: 20512418

| Subject/Other Items | Voluntary Contributions | Compulsory Charges | Total |
|---|--------------------------------|--------------------|------------------|
| Lower School Voluntary Contributions | \$ 235.00 | \$ 0.00 | \$ 235.00 |
| Total for Voluntary Contributions and Compulsory Charges | \$ 235.00 | \$ 0.00 | \$ 235.00 |
| Other Optional Costs | | | |
| School Year Book | \$ 20.00 | | |
| Total for Other Optional Costs | | | \$ 20.00 |
| Voluntary Approved Requests | | | |
| Chaplaincy | \$ 15.00 | | |
| Total for Voluntary Approved Requests | | | \$ 15.00 |
| TOTAL PAYABLE | Includes GST of \$ 0.00 | | \$ 270.00 |

Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

- View and close the report

Note: When producing these reports for the following year, it is necessary to select the options for Proposed Year/Form. The Proposed Year and Form must have been entered for the students in the Administration Manager module. However, if the proposed year and form has not been set, the sheet will print with form and year "not specified". The primary preferences must have been entered for the student in the Timetabling module.

5.6 Printing Charges and Contributions Sheets from the Students section

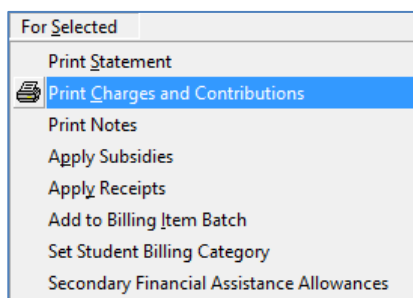
Charges and Contributions Sheets can also be produced from the Students section.

Activity: Producing Charges and Contributions Sheets from the Students section

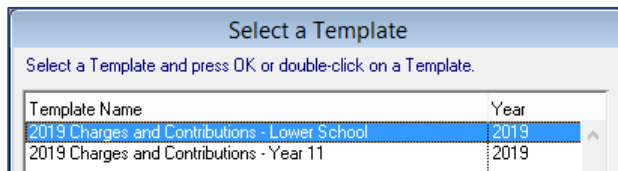
Using the Alternative Method of Billing Template, print a Charges and Contributions report for a Year 10 student, Steven Bailey.

RM Billing > Students

- Highlight **Steven Bailey**
- Click **For Selected > Print Charges and Contributions**



- Select the **Lower School** Template



- Click **OK**
- Leave **Current** Selected

Note: Select 'Proposed', when producing the Charges and Contributions Sheet for the following year.

Print Charges and Contributions

Select Year/Form

☒ Current ☐ Proposed

Enter an appropriate footer message to appear on the report

Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

OK Cancel

- Edit the footer message if required (any changes will be used for this print run only – it will not be saved to the template)
- Click **OK** and **OK** print to screen
- View and close the Charges and Contributions Sheet

West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified



Charges and Voluntary Contributions 2019

Mr Peter Bailey
17 Solander Close
SUBIACO WA 6009

Student: Steven Bailey
Year: 10 Form: 10.2
Student Number: 20512418

| Subject/Other Items | Voluntary Contributions | Compulsory Charges | Total |
|---|-------------------------|--------------------------------|------------------|
| Lower School Voluntary Contributions | \$ 235.00 | \$ 0.00 | \$ 235.00 |
| Total for Voluntary Contributions and Compulsory Charges | \$ 235.00 | \$ 0.00 | \$ 235.00 |
| Other Optional Costs | | | |
| School Year Book \$ 20.00 | | | |
| Total for Other Optional Costs | | | \$ 20.00 |
| Voluntary Approved Requests | | | |
| Chaplaincy \$ 15.00 | | | |
| Total for Voluntary Approved Requests | | | \$ 15.00 |
| TOTAL PAYABLE | | Includes GST of \$ 0.00 | \$ 270.00 |

Please contact the school office on 9229 7777 if you have any queries regarding this Charges and Contributions sheet or if you wish to arrange payment.

Note: If the BPAY information on the Charges and Contributions Sheet is displayed, the Student Number (Formerly Curriculum Council number) for each student will be listed as the Reference. Ensure these numbers have been entered into the datafile before displaying the BPAY information. This is particularly important for future Year 7 students for whom the numbers may not yet be available. The BPAY option can be turned on/off in Parameters > Billing Parameters, as required.

IMPORTANT: If the subject information is taken from Timetabling and the RM Billing Subject Table, then the subject information printed on the Charges and Contributions sheet will automatically change whenever a student's preferences change.

6 Creating Billing Items for Students

In RM Billing, Charges and Contributions sheets are not based on real billing items. In our training course so far, the students have not actually been billed for anything at all.

When should actual Billing Items be created? Considerations are:

- Once the majority of student subject changes have taken place
- Before statements can be produced
- Before money can be receipted (unless the money is to be entered as unallocated credit)

6.1 Subject Billing Items (using timetabled subjects)

Once student subject changes have settled down, subject billing items should be created for all timetabled students. These billing items can be created in bulk for a group or groups of students.

Subject Billing Items can be created automatically for all of the Primary Preferences entered for a student in Timetabling at the point at which the process is run.

The process can only be run **once for each student in each billing year**. If student subjects change after the billing items have been created, then the old subject billing items must be reversed and the new subject billing items created. (We will cover this later on in the training course).

6.1.1 Creating Subject Billing Items

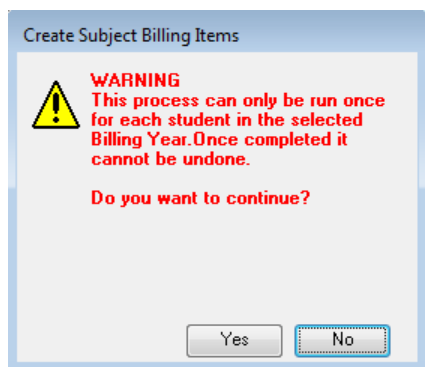
RM Billing provides a routine to create the subject billing items automatically. This routine is available from the Utilities section.

Activity: Create Subject Billing Items for Year 11 Students

Create subject billing items for all Year 11 students.

RM Billing > Utilities


- Double-click **Create Subject Billing Items**

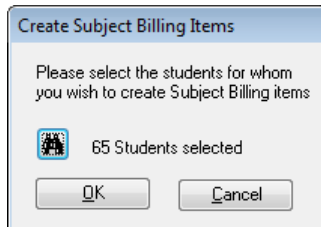


- Click **Yes**

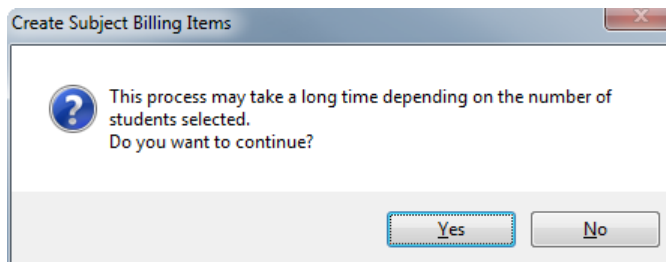
- Leave **2019** selected in the Billing Year window



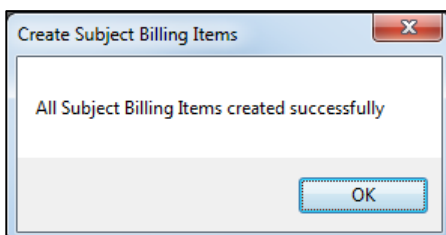
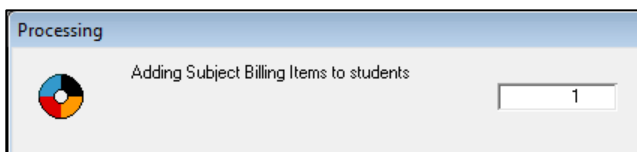
- Click **OK**
- Click **Student Find** 
- Select **Year Group 11**
- Click **Find > Select > Yes**



- Click **OK**



- Click **Yes**



- Click **OK** and close the Utilities window

Subject Billing Items Exception Report

If for any reason subject billing items cannot be created for a student/s, an exception report will be produced listing the name/s of the student for who billing items could not be created and the reason/s.

| West Coast District High School | | |
|---|-----------------------|-------------------------------------|
| Create Subject Billing Items Exception Report | | |
| Billing Year 2019 | | |
| No subject billing items could be created for the following students. | | |
| Student Name | 2019 Student Category | Reason |
| WILLIAMS: Katie | Secondary (Chg) | Student does not have a Fees Biller |



The reason could be any of the following:

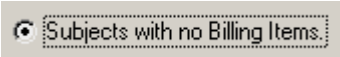
- Student does not have a fees biller.
- Student does not have a student billing category for the selected year.
- Student is a Full Fee Paying student.
- All related values in the subject table for this student are set to zero.
- Student does not have any Primary Preferences in Timetabling.
- Subject billing items have already been created for this student in the selected year.

6.1.2 Checking the Subjects with No Billing Items Report

The Timetabled Subjects and Billing Item Reports, provide users with a range of reports to assist in the management of student billing. The Subjects with No Billing Items Report, will allow users to identify Billing Items for which a system generated Billing Item has not been created.

Activity: View Subjects with No Billing Items Report

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

- Ensure the Billing Year is **2019**
- Click on **New Query** and select **Year Group 11**
- Click **Find, Select** then **Yes**
- Select Subjects with no Billing Items 
- Click on **Print**

A list of all students in Year 11 with Subjects without system generated Billing Items is printed. Note that we are not billing the students for Homeroom.

- View and close

6.1.3 Checking Subject Billing Items

Subject Billing Items can be viewed from two places – from the Student record or from the Subjects Billing Items batch. We will look at both.

Activity: Checking Subject Billing Items

Check the Subject Billing Items created for Jacob Miller and then for all of the Year 11 students.

RM Billing > Students


- Double-click **Jacob Miller**
- Select the **Billing Items** tab

The screenshot shows the 'Student Details' window for Jacob Miller in 2019. The 'Billing Items' tab is selected, displaying a table of billing items. The table has columns for Ref, Date, Type, Amount, GST, Disc, Paid, Balance, Bill Code, Batch#, Comment, Status, and Reason. The data shows five billing items for 31 JAN 2019, each for 50.00, totaling 250.00. The 'TOTALS' section at the bottom shows Amount 400.00, Discount 0.00, Paid 0.00, and Balance 400.00. The window also includes a 'Show Billing Items with Outstanding Amounts' button and a 'Last Modified' timestamp of 31/01/19 13:09 by ADMIN.

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|-------------|------|--------|-----|------|------|---------|-----------|--------|----------------------------|--------|--------|
| 175 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GECAE - Career and Enterpi | | |
| 176 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEEES - Earth and Environ | | |
| 177 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEENG - English General 1 | | |
| 178 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEHIM - Modern History Ge | | |
| 179 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEDED - Outdoor Education | | |
| 180 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEPEP - Physical Education | | |

TOTALS: Amount 400.00 Discount 0.00 Paid 0.00 Balance 400.00

Last Modified 31/01/19 13:09 By ADMIN

- Click **Print**  to view a printout of the billing items
- Close the Student details window

RM Billing > Billing Items

- Double-click on the **Subjects Batch 2019**
- Select the **Batch Billing Items** tab

Billing Items

Batch No

Description

00001



Subjects Batch 2019

Show Outstanding Amounts

Batch Details

Batch Billing Items

| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason |
|-----|--------------|------|------|--------|-----|------|------|---------|-----------|----------------------|--------|--------|
| 1 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEGEO - Geography | | |
| 2 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHBY - Human Bic | | |
| 3 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHIM - Modern His | | |
| 4 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEIND - Indonesian: | | |
| 5 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AELIT - Literature A | | |
| 6 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | GEMAE - Mathemati | | |
| 7 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEGEO - Geography | | |
| 8 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHBY - Human Bic | | |
| 9 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHIM - Modern His | | |
| 10 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEIND - Indonesian: | | |
| 11 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AELIT - Literature A | | |
| 12 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | GEMAE - Mathemati | | |

- Click **Print**  to view a printout of the billing items
- Alternately highlight the items to be printed and click **Print Selected**  to print a selection

West Coast District High School

Batch Billing Items


Batch: 00001

Subjects Batch 2019

Billing Year: 2019

Filter applied: Manual selection

| Ref | Student/Cust Name | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason | Rec#(s) |
|-----|-------------------|------|------|--------|-----|------|------|---------|-----------|--|--------|--------|---------|
| 1 | ANDREWS: Rachael | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEGEO - Geography ATAR 11 2019 | | | |
| 2 | ANDREWS: Rachael | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHBY - Human Biology ATAR 11 2019 | | | |
| 3 | ANDREWS: Rachael | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHIM - Modern History ATAR 11 2019 | | | |
| 4 | ANDREWS: Rachael | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEIND - Indonesian: Second Language ATAR 11 2019 | | | |
| 5 | ANDREWS: Rachael | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AELIT - Literature ATAR 11 2019 | | | |
| 6 | ANDREWS: Rachael | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | GEMAE - Mathematics Essential 11 2019 | | | |
| 7 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEGEO - Geography ATAR 11 2019 | | | |
| 8 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | AEHBY - Human Biology ATAR | | | |



- Close the Billing Items report
- Click  Return to view

Note: Clicking on the column Headers will make it easier to sort and select items.

6.2 Creating Other Billing Items

Other (non-subject) billing items can be created by setting up Billing Item batches. Billing Item batches can be created for any items for which students are to be billed.

For example:


- Voluntary Contribution amounts for Kindergarten, Pre-Primary and Primary students (for District High Schools)
- Voluntary Contribution amounts for Lower School Secondary Students
- Other Optional Costs
- Voluntary Approved Requests
- School Camps & Excursions

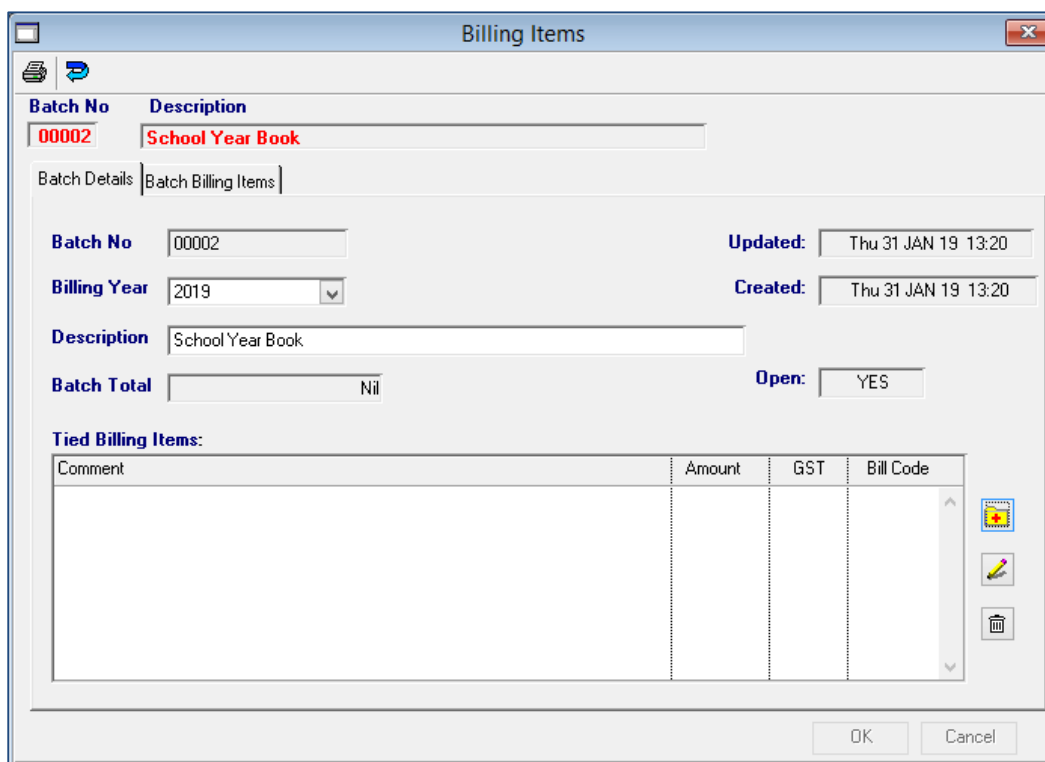
Activity: Creating a Billing Items Batch Header

Create a Billing Items batch for the Other Optional Cost of the School Year Book which has already been listed on the Charges and Contributions Sheets.

Remember that the students have not yet been billed for these costs (we have entered them in the Charges and Contributions template).

RM Billing > Billing Items

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



Billing Items

Batch No: 00002 Description: School Year Book

Batch Details | Batch Billing Items

Batch No: 00002 Updated: Thu 31 JAN 19 13:20

Billing Year: 2019 Created: Thu 31 JAN 19 13:20

Description: School Year Book

Batch Total: Nil Open: YES

Tied Billing Items:

| Comment | Amount | GST | Bill Code |
|---------|--------|-----|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

OK Cancel

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

6.2.1 Adding tied billing items

Tied Billing Items are the actual Billing Items for which the students will be billed.

Activity: Adding tied billing items to a batch header

RM Billing > Billing Items

- Click **Add Debit** 
- Enter the following tied billing item:

| Tied Billing Items: | | | |
|-----------------------|--------|-----|-----------|
| Comment | Amount | GST | Bill Code |
| 2019 School Year Book | 20.00 | 0 | OOC01 |

- Click **OK** and 

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

Activity: Review of Creating Billing Item Batches

- Follow the method used above to create a billing items batch for the Voluntary Approved Request for Chaplaincy

The screenshot shows a software window titled 'Billing Items'. At the top, there are tabs for 'Batch Details' and 'Batch Billing Items'. The 'Batch Details' tab is active. It contains the following fields:

- Batch No:** 00003
- Description:** Chaplaincy
- Billing Year:** 2019 (dropdown menu)
- Batch Total:** Nil
- Updated:** Thu 31 JAN 19 13:23
- Created:** Thu 31 JAN 19 13:23
- Open:** YES

Below these fields is a section titled 'Tied Billing Items:' which contains a table:

| Comment | Amount | GST | Bill Code |
|-----------------|--------|-----|-----------|
| 2019 Chaplaincy | 15.00 | 0 | VOL01 |
| | | | |
| | | | |

At the bottom of the window are 'OK' and 'Cancel' buttons.

- Click **OK**

Note: Schools should use the GST code for Chaplaincy which is appropriate for their circumstances.

If a school identifies the amount they are requesting for the chaplain on the C&C sheet as a donation, the tax code is zero.

If the school is collecting on behalf of a church, the code is 8.

If the school is charging a fee for chaplain services, the code is 1.


6.3 Bulk Billing Students

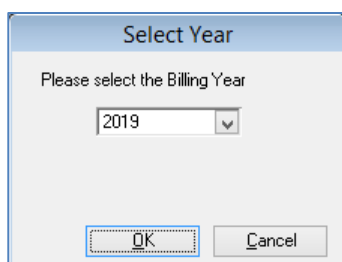
Once a billing items batch has been created, students can be 'bulk billed' using the batch.

Activity: Bulk Bill Year 11 Students

Bulk bill all the Year 11 students for the School Year Book and the Chaplaincy batches that we have just created.

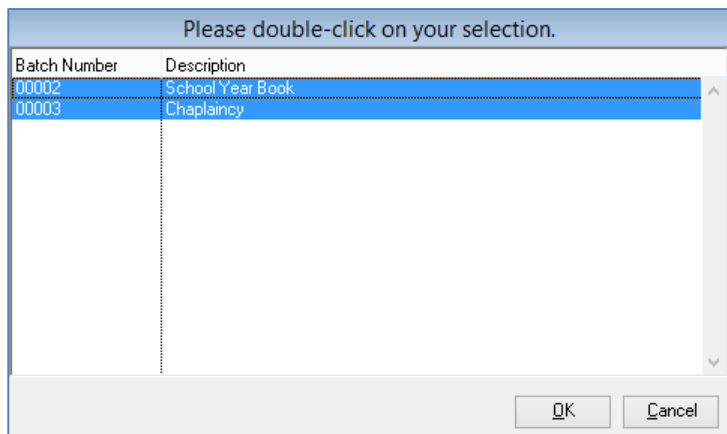
RM Billing > Students

- Sort the student records by the Year column (alternatively use the  to select Year 11)
- Highlight all **Year 11** students (*Hint: Use Ctrl + A*)
- Choose **For Selected > Add to Billing Item batch**



A dialog box titled "Select Year" with the text "Please select the Billing Year". It contains a dropdown menu showing "2019" and two buttons at the bottom: "OK" and "Cancel".

- Click **OK**
- Highlight **both** the **School Year Book** and **Chaplaincy** batches (this can be done by dragging the mouse or by using <Ctrl>)



A dialog box titled "Please double-click on your selection." containing a table with two columns: "Batch Number" and "Description".

| Batch Number | Description |
|--------------|------------------|
| 00002 | School Year Book |
| 00003 | Chaplaincy |

At the bottom of the dialog box are "OK" and "Cancel" buttons.

- Click **OK**
- Double-click **Jacob Miller** and view his **Billing Items** tab
- Close the Student Details window




6.3.1 Viewing billing items in bulk

Each Billing Item batch will contain the billing items for all students who have been billed using those batches.

Activity: Viewing Billing Items in a non-subject batch

View all billing items which have been created using the Other Optional Costs for the School Year Book batch.

RM Billing > Billing Items



- Double click on the **School Year Book** batch
- Select the **Batch Billing Items** tab
- Click **Print List**  to view a full list of billing items in this batch
- Close the Billing Items report
- Click on the **Form** column header to sort by form
- Highlight all students in form **11.1**
- Click **Print Selected** 
- View and close the Billing Items report
- Click Return to View 

6.4 Alternative Method of Billing for Timetabled Schools Years 7-10

Schools electing to use the Alternative Method for Billing Students in Year 7-10 must create a Billing Item batch for Voluntary Contributions. This Batch can be divided up into the approximate costs for Subjects for the eight Learning Areas.

Activity: Create a Billing Item for Voluntary Contributions

RM Billing > Billing Items

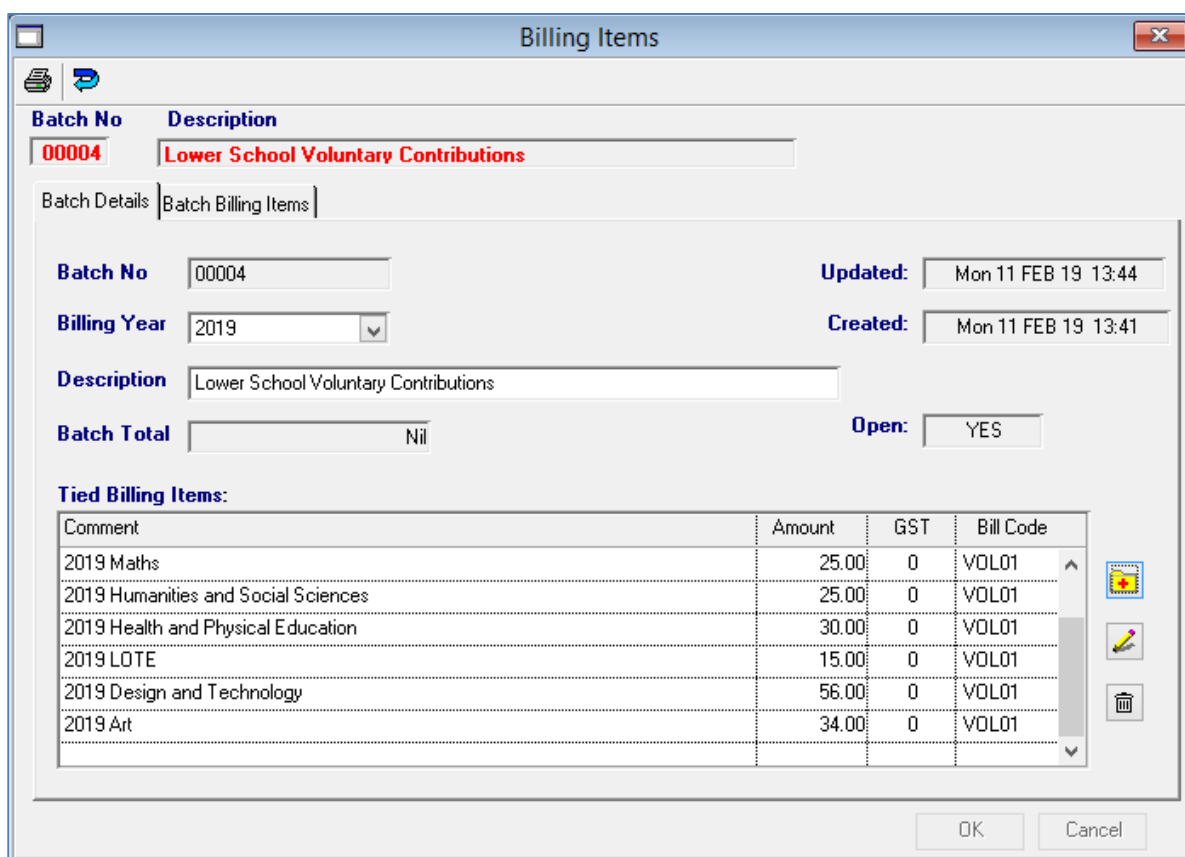
- Click **Add Item** 
- Enter the description **Lower School Voluntary Contributions**
- Click **OK** to save
- Click on  and enter details for the first line

| | | | |
|--------------|-------|---|-------|
| 2019 English | 25.00 | 0 | VOL01 |
|--------------|-------|---|-------|

- Press enter and then press enter again
- Enter the second line

| | | | |
|--------------|-------|---|-------|
| 2019 Science | 25.00 | 0 | VOL01 |
|--------------|-------|---|-------|

- Press **<enter>** and then press **<enter>** again
- Continue until all lines have been entered



The screenshot shows the 'Billing Items' window. At the top, there are icons for a printer and a refresh button. Below this, the 'Batch No' is '00004' and the 'Description' is 'Lower School Voluntary Contributions'. There are tabs for 'Batch Details' and 'Batch Billing Items'. The 'Batch Details' tab is active, showing fields for 'Batch No' (00004), 'Billing Year' (2019), 'Description' (Lower School Voluntary Contributions), 'Batch Total' (Nil), 'Updated' (Mon 11 FEB 19 13:44), 'Created' (Mon 11 FEB 19 13:41), and 'Open' (YES). Below these fields is a section titled 'Tied Billing Items:' which contains a table with columns for 'Comment', 'Amount', 'GST', and 'Bill Code'. The table lists six items: 2019 Maths (25.00, 0, VOL01), 2019 Humanities and Social Sciences (25.00, 0, VOL01), 2019 Health and Physical Education (30.00, 0, VOL01), 2019 LOTE (15.00, 0, VOL01), 2019 Design and Technology (56.00, 0, VOL01), and 2019 Art (34.00, 0, VOL01). To the right of the table are icons for adding, editing, and deleting items. At the bottom of the window are 'OK' and 'Cancel' buttons.

| Comment | Amount | GST | Bill Code |
|-------------------------------------|--------|-----|-----------|
| 2019 Maths | 25.00 | 0 | VOL01 |
| 2019 Humanities and Social Sciences | 25.00 | 0 | VOL01 |
| 2019 Health and Physical Education | 30.00 | 0 | VOL01 |
| 2019 LOTE | 15.00 | 0 | VOL01 |
| 2019 Design and Technology | 56.00 | 0 | VOL01 |
| 2019 Art | 34.00 | 0 | VOL01 |


- Click **OK** to save the billing item

Once a billing items batch has been created, students can be 'bulk billed' using the batch.

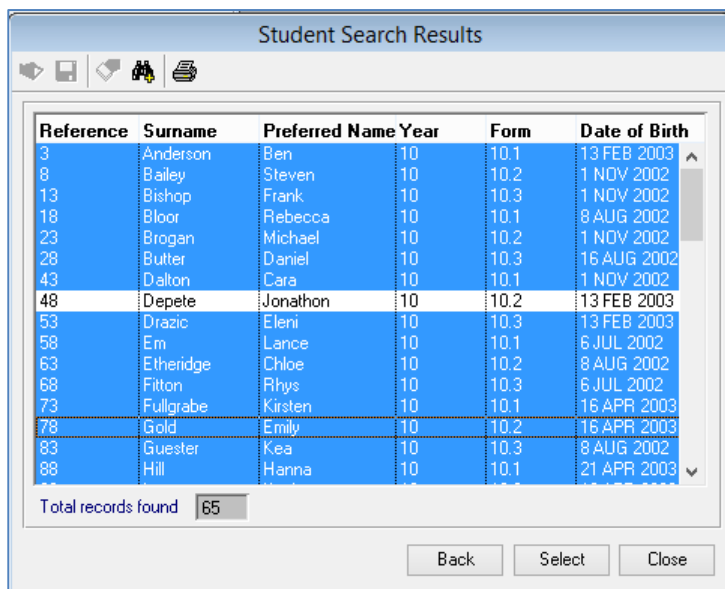
Activity: Bulk Bill Year 10 Students

Bill the Year 10 students **except** Jonathon Depete for the Other Optional Costs, the Voluntary Approved Requests and Voluntary Contributions batches that we have just created.

RM Billing > Students

- Click on Find Student 
- Select Year group **10**
- Click on **Find**,
- Highlight all the Year 10 group **except Jonathon Depete**

Hint: <Ctrl>+<A> to highlight all, then deselect Jonathon by clicking on his name

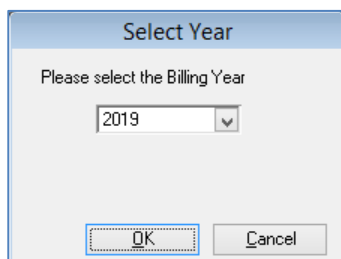


The screenshot shows a window titled "Student Search Results" with a table of student data. The table has columns: Reference, Surname, Preferred Name, Year, Form, and Date of Birth. The data is as follows:

| Reference | Surname | Preferred Name | Year | Form | Date of Birth |
|-----------|-----------|----------------|------|------|---------------|
| 3 | Anderson | Ben | 10 | 10.1 | 13 FEB 2003 |
| 8 | Bailey | Steven | 10 | 10.2 | 1 NOV 2002 |
| 13 | Bishop | Frank | 10 | 10.3 | 1 NOV 2002 |
| 18 | Bloor | Rebecca | 10 | 10.1 | 8 AUG 2002 |
| 23 | Brogan | Michael | 10 | 10.2 | 1 NOV 2002 |
| 28 | Butler | Daniel | 10 | 10.3 | 16 AUG 2002 |
| 43 | Dalton | Cara | 10 | 10.1 | 1 NOV 2002 |
| 48 | Depete | Jonathon | 10 | 10.2 | 13 FEB 2003 |
| 53 | Drazic | Eleni | 10 | 10.3 | 13 FEB 2003 |
| 58 | Em | Lance | 10 | 10.1 | 6 JUL 2002 |
| 63 | Etheridge | Chloe | 10 | 10.2 | 8 AUG 2002 |
| 68 | Fitton | Rhys | 10 | 10.3 | 6 JUL 2002 |
| 73 | Fullgrabe | Kirsten | 10 | 10.1 | 16 APR 2003 |
| 78 | Gold | Emily | 10 | 10.2 | 16 APR 2003 |
| 83 | Guester | Kea | 10 | 10.3 | 8 AUG 2002 |
| 88 | Hill | Hanna | 10 | 10.1 | 21 APR 2003 |

Below the table, it says "Total records found 65". At the bottom of the window are buttons for "Back", "Select", and "Close".

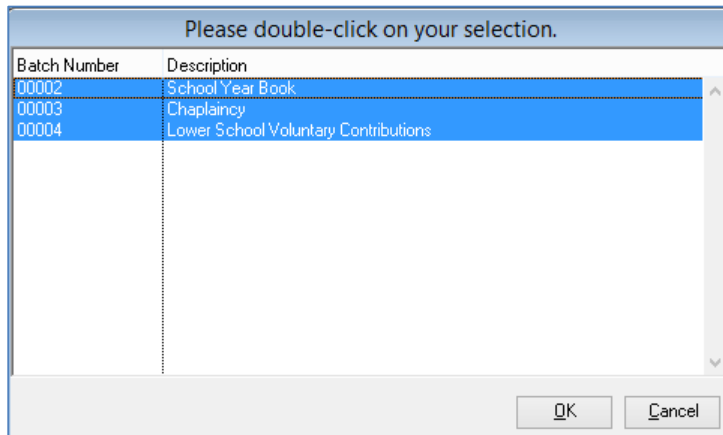
- Click **Select** and **Yes**
- Highlight the students (Ctrl+ A)
- Choose **For Selected > Add to Billing Item batch**



The screenshot shows a dialog box titled "Select Year". It contains the text "Please select the Billing Year" and a dropdown menu with "2019" selected. At the bottom are "OK" and "Cancel" buttons.

- Click **OK**

- Highlight the **School Year Book, Chaplaincy and Lower School Voluntary Contributions** batches (Click and drag down over the batches or Ctrl+A)



- Click **OK**
- Double-click **Steven Bailey** and view his **Billing Items** tab
- Close the Student Details window

IMPORTANT:

This method can be used by District High Schools for billing Kindergarten, Pre-Primary and Primary school students for their Voluntary Contributions. Separate billing item batches will need to be created for each group (K, PP and P). This is because the voluntary contribution payments must be posted against different Budget Codes in RM Finance.


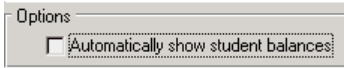
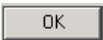
7 Automatically Show Student Balances

Activity: Automatically Show Student Balances

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

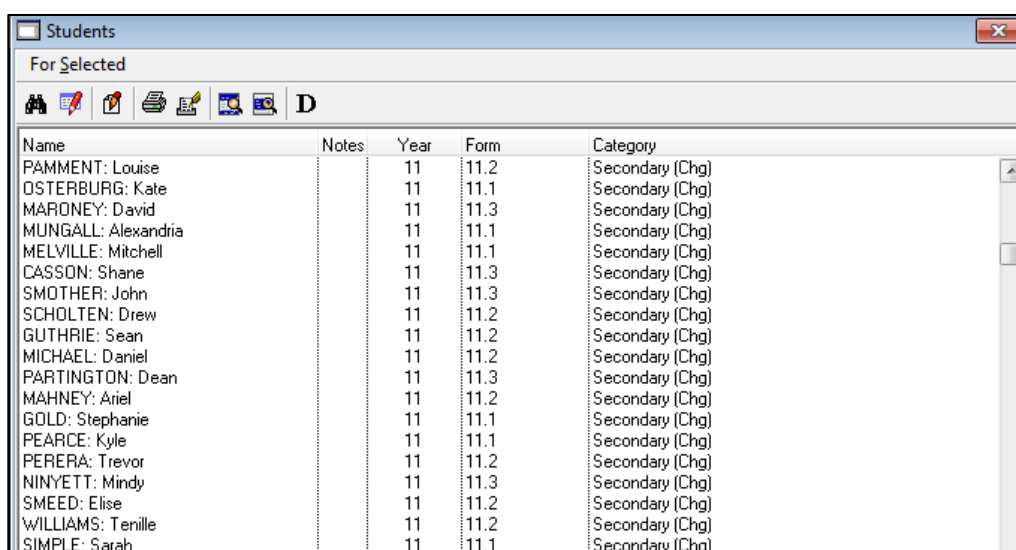
Note: If a school has a large student population, it may take some time to load the Student screen after logging into RM billing. If the **'Automatically show student balances'** is deselected in **'Parameters > Billing Parameters'**, the Student screen will open without calculating the balance of each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

RM Billing > Billing Parameters > General Tab

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

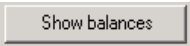
RM Billing > Students

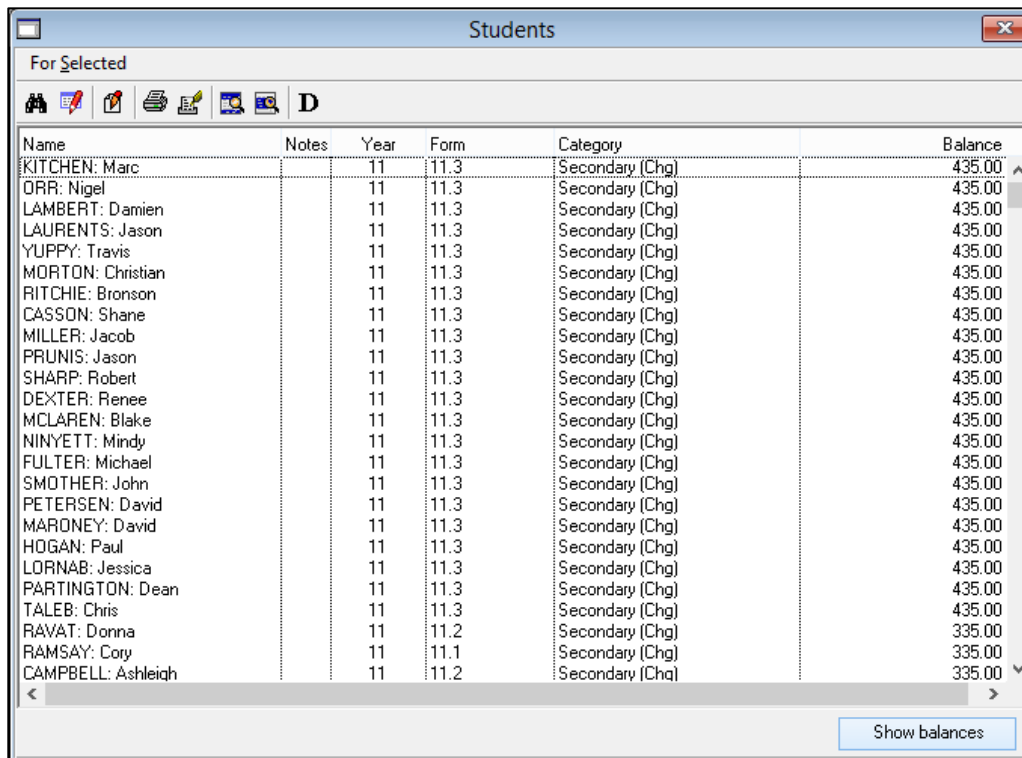
- Click on the Year header twice, scroll to view the Year 11 Students
- Note that the balances have now been suppressed.



The screenshot shows the 'Students' window with a toolbar and a table of student data. The table has columns for Name, Notes, Year, Form, and Category. The 'Year' column is sorted by Year 11 students.

| Name | Notes | Year | Form | Category |
|---------------------|-------|------|------|-----------------|
| PAMMENT: Louise | | 11 | 11.2 | Secondary (Chg) |
| OSTERBURG: Kate | | 11 | 11.1 | Secondary (Chg) |
| MARDNEY: David | | 11 | 11.3 | Secondary (Chg) |
| MUNGALL: Alexandria | | 11 | 11.1 | Secondary (Chg) |
| MELVILLE: Mitchell | | 11 | 11.1 | Secondary (Chg) |
| CASSON: Shane | | 11 | 11.3 | Secondary (Chg) |
| SMOTHER: John | | 11 | 11.3 | Secondary (Chg) |
| SCHOLTEN: Drew | | 11 | 11.2 | Secondary (Chg) |
| GUTHRIE: Sean | | 11 | 11.2 | Secondary (Chg) |
| MICHAEL: Daniel | | 11 | 11.2 | Secondary (Chg) |
| PARTINGTON: Dean | | 11 | 11.3 | Secondary (Chg) |
| MAHNEY: Ariel | | 11 | 11.2 | Secondary (Chg) |
| GOLD: Stephanie | | 11 | 11.1 | Secondary (Chg) |
| PEARCE: Kyle | | 11 | 11.1 | Secondary (Chg) |
| PERERA: Trevor | | 11 | 11.2 | Secondary (Chg) |
| NINYETT: Mindy | | 11 | 11.3 | Secondary (Chg) |
| SMEED: Elise | | 11 | 11.2 | Secondary (Chg) |
| WILLIAMS: Tenille | | 11 | 11.2 | Secondary (Chg) |
| SIMPLE: Sarah | | 11 | 11.1 | Secondary (Chg) |

- Click the  to display the suppressed balances



| Name | Notes | Year | Form | Category | Balance |
|--------------------|-------|------|------|-----------------|---------|
| KITCHEN: Marc | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| ORR: Nigel | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| LAMBERT: Damien | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| LAURENTS: Jason | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| YUPPY: Travis | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| MORTON: Christian | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| RITCHIE: Bronson | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| CASSON: Shane | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| MILLER: Jacob | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| PRUNIS: Jason | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| SHARP: Robert | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| DEXTER: Renee | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| MCLAREN: Blake | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| NINYETT: Mindy | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| FULTER: Michael | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| SMOTHER: John | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| PETERSEN: David | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| MARDNEY: David | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| HOGAN: Paul | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| LORNAB: Jessica | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| PARTINGTON: Dean | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| TALEB: Chris | | 11 | 11.3 | Secondary (Chg) | 435.00 |
| RAVAT: Donna | | 11 | 11.2 | Secondary (Chg) | 335.00 |
| RAMSAY: Cory | | 11 | 11.1 | Secondary (Chg) | 335.00 |
| CAMPBELL: Ashleigh | | 11 | 11.2 | Secondary (Chg) | 335.00 |

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

For training, we will keep the 'Automatically Show Student Balances' selected. Turn the option back on in RM Billing > Parameters > Billing Parameters

8 Government Subsidies

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.

8.1 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-Student Allowances
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 (CLA) Payment for \$115 (See Page 86 for further Important Notes)

Notes: Government Subsidies must be applied to Billing Items in a specific order depending on their Student Billing Category. See Section 8.2.1 below for details.

***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 but are receipted as Government Subsidies (GV) payments where the parent has elected to allocate this directly to the school.

8.2 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.

8.2.1 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. |

IMPORTANT:

The EPA and ASA (if applicable) Receipt Batches need to be imported into RM Billing before and separately to the CLA Receipt Batches. The receipt batch for the EPA and the ASA need to be applied to the students Subject Billing Items first or if Auto Allocating then the EPA will apply as per the Business Rules above. When these receipts have been applied then the CLA receipt should be applied to the student.

Even though the CLA is now paid to the school as a Government Subsidy, it is parent money and can be refunded to the parent if there is an unallocated credit balance at the end of the year.

8.3 Completing Secondary Financial Assistance Applications

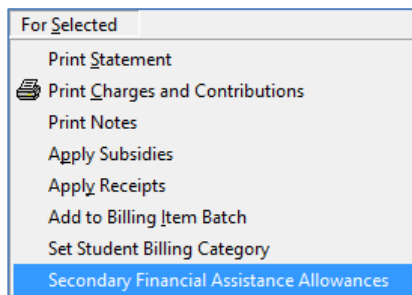
Secondary Financial Assistance Applications are completed from the Student screen in RM Billing. The person making the application (Parent or Guardian) must be present to sign the printed application and to produce the Concession Card they are using to make the application.

8.3.1 Completing a SFA Application Form

Activity: Complete the SFA Applications

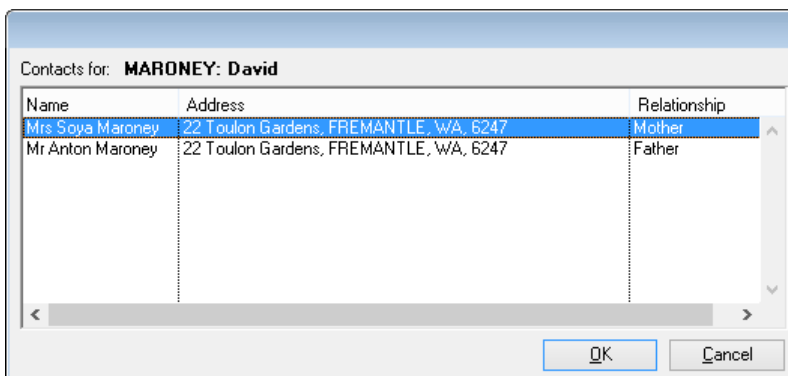
RM Billing > Students

- Highlight **David Maroney**
- Click **For Selected > Secondary Financial Assistance Applications**



A screenshot of a software menu titled "For Selected". The menu contains the following options: "Print Statement", "Print Charges and Contributions" (with a printer icon), "Print Notes", "Apply Subsidies", "Apply Receipts", "Add to Billing Item Batch", "Set Student Billing Category", and "Secondary Financial Assistance Allowances" (which is highlighted in blue).

- Highlight his Mother from the Contact list

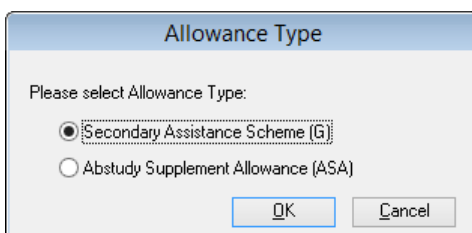


A screenshot of a window titled "Contacts for: MARONEY: David". It contains a table with three columns: "Name", "Address", and "Relationship".

| Name | Address | Relationship |
|------------------|--|--------------|
| Mrs Soya Maroney | 22 Toulon Gardens, FREMANTLE, WA, 6247 | Mother |
| Mr Anton Maroney | 22 Toulon Gardens, FREMANTLE, WA, 6247 | Father |

At the bottom of the window are "OK" and "Cancel" buttons. The "Mother" row in the table is highlighted.

- Click OK
- Select the Secondary Assistance Scheme



A screenshot of a dialog box titled "Allowance Type". It contains the text "Please select Allowance Type:" followed by two radio button options: "Secondary Assistance Scheme (G)" (which is selected) and "Abstudy Supplement Allowance (ASA)". At the bottom are "OK" and "Cancel" buttons.

- Click OK

The Secondary Assistance Form will display.

- Complete the Concession Card Details
- Tick the box for School for the Clothing Allowance Payment
- Tick the boxes for the Parent/Guardian Declaration

Secondary Assistance Scheme Allowance Details

Parent/Guardian: Mrs Soya Maroney, 22 Toulon Gardens, FREMANTLE, WA, 6247

Concession Type: Centrelink Health Care Card ☐ Independent Student (Attach letter from Centrelink)

Concession Card Number: 9 8 7 6 5 4 3 2 0 - M
< Numeric Field > < Alpha Field >

Start Date on Card: 0 1 - 0 2 - 2 0 1 8

Card Expiry Date: 0 1 - 0 2 - 2 0 2 0

Student Details

| Surname | First Name | Date of Birth | Year Level | Clothing Allowance to be paid to: | Select |
|---------|------------|---------------|------------|--|--------------------------|
| MARONEY | David | 27/10/2002 | 11 | <input checked="" type="checkbox"/> School <input type="checkbox"/> Parent | <input type="checkbox"/> |
| | | | | | |

Bank Account Details of Parent/Guardian

Account Name:

BSB No.: - Account No.:

Parent/Guardian Declaration

I have not claimed nor do I intend to claim Aboriginal Secondary Grants - ABSTUDY in 2019
I have not claimed this allowance for any of these children at another school in Western Australia in 2019
I authorise Centrelink to verify my current benefit status and other pertinent details to gain this entitlement

☒

I declare the above information to be true and correct and am aware that is an offence to provide false or misleading information

Parent/Guardian Signature: _____ Date: 11/02/19

Note: If the application date is later than the cut off date of 12th April 2019, a Late Justification reason needs to be added.

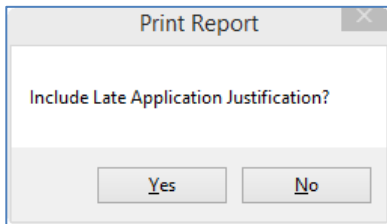
Witness Declaration

I have sighted the claimant's card and confirm the details provided are correct.

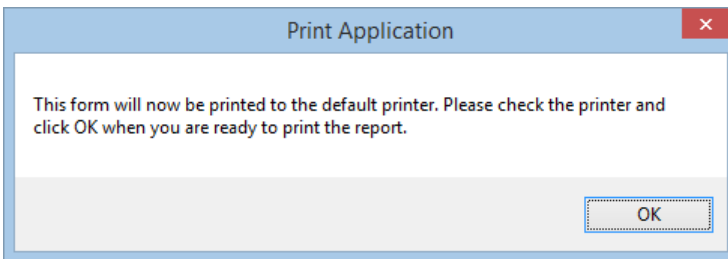
| Name of Witness | Enumber | Witness Signature | Position Held | Date |
|--|---------|-------------------|---------------|------|
| Late Application Justification (Optional - Must be completed if date is later than 12/04/2019) | | | | |
| Moved from Interstate | | | | |

Print Save and Close Cancel

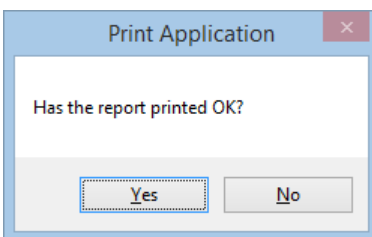
- Click Print
- Click Yes to Include the Late Application Justification



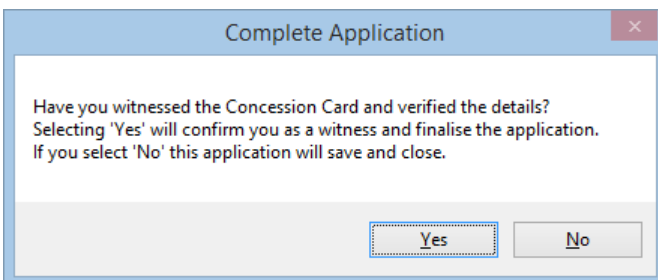
- Click **OK** to the Print Application message



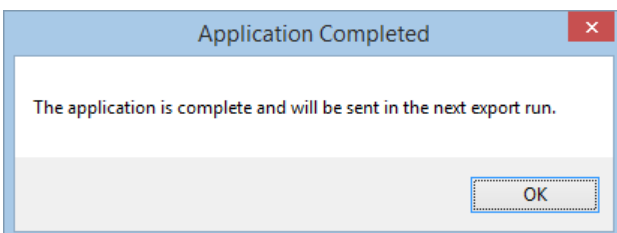
- Click **Yes** to the second Print message



- Click **Yes** to the Complete Application message



- Click **OK** to the Application Complete message



Note: If Save and Close is selected the Application remains incomplete. It must be edited and printed to be included in the export file.

Sample Printed Application Form



Department of
Education

2019 SECONDARY ASSISTANCE SCHEME Years 7-12

G

- Valid to claim with parent/guardian card only
- Student cannot claim with own card if living with Parent(s)
- If living as an independent student, letter of proof from Centrelink must be provided

School Name: West Coast District High

School Code: 4567

Parent/Guardian Details

Independent Student: NO

Surname: Maroney

First Name: Soya

Address: 22 Toulon Gardens, FREMANTLE, WA, 6247

Contact Phone Number: 9221 6324

Email:

Parent/Guardian CentreLink Concession Card Details

Concession Type: Centrelink Health Care Card

Card Number: 987654320-M

Start Date on Card: 01/02/2018

Card Expiry Date: 01/02/2020

Student Details

| Surname | First Name | Date of Birth | Year Level | Clothing Allowance to | Student No. |
|---------|------------|---------------|------------|-----------------------|-------------|
| Maroney | David | 27/10/2002 | 11 | School | 20512502 |

Parent/Guardian Declaration

- I have not claimed nor do I intend to claim Aboriginal Secondary Grants - ABSTUDY in 2019
- I have not claimed this allowance for any of these children at another school in Western Australia in 2019
- I authorize Centrelink to verify my current benefit status and other pertinent details to gain this entitlement

I DECLARE THE ABOVE TO BE TRUE AND CORRECT AND AM AWARE THAT IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION.

Parent/Guardian Signature _____

Date: 31/01/19

Witness Declaration (Concession Card must be sighted and witnessed at attending school)

I have sighted the claimant's card and confirm the details provided are correct.

| Name of Witness | Enumber | Witness Signature | Position Held | Date |
|-----------------|---------|-------------------|---------------|------|
|-----------------|---------|-------------------|---------------|------|

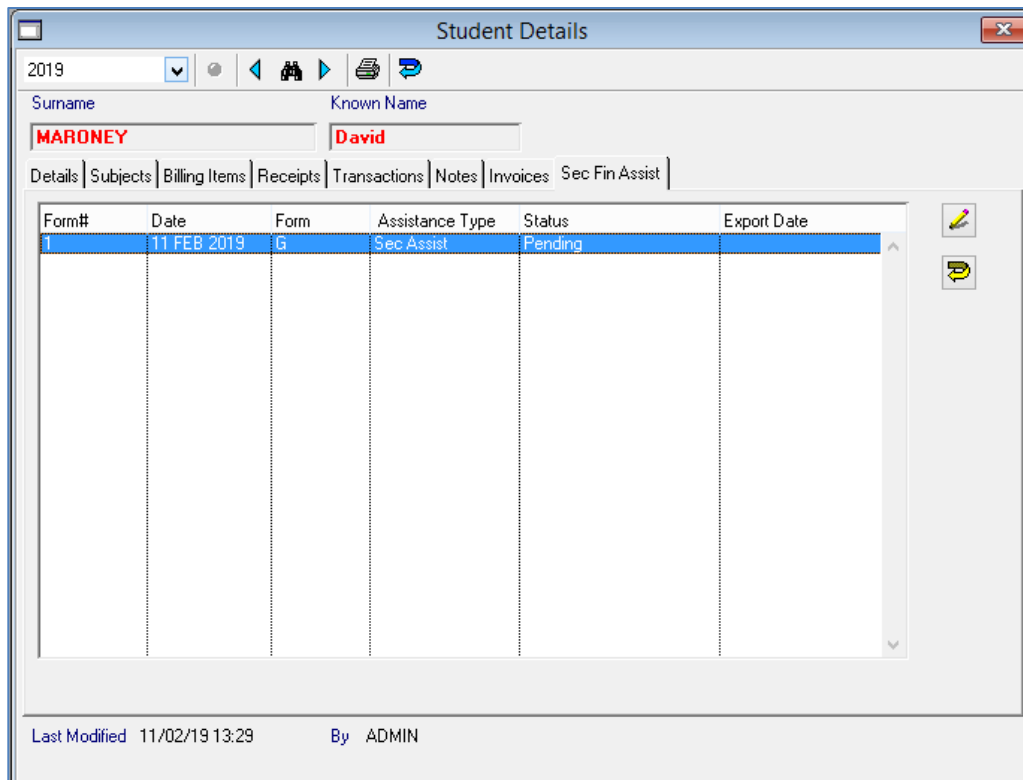
Page 1

8.3.2 Viewing a Completed SFA Application

Activity: View the Application in the Student Record

RM Billing > Students

- Open the Student Record for **David Maroney**
- Click on the **Sec Fin Assist** tab



The screenshot shows a web application window titled "Student Details". At the top, there is a year selector set to "2019" and a toolbar with icons for navigation and actions. Below this, there are input fields for "Surname" (containing "MARONEY") and "Known Name" (containing "David"). A series of tabs are visible: "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", and "Sec Fin Assist", with the last tab being active. The main area contains a table with the following columns: "Form#", "Date", "Form", "Assistance Type", "Status", and "Export Date". The first row of the table is highlighted in blue and contains the values: "1", "11 FEB 2019", "G", "Sec Assist", "Pending", and an empty "Export Date" field. To the right of the table are icons for editing and deleting. At the bottom of the window, it says "Last Modified 11/02/19 13:29 By ADMIN".

| Form# | Date | Form | Assistance Type | Status | Export Date |
|-------|-------------|------|-----------------|---------|-------------|
| 1 | 11 FEB 2019 | G | Sec Assist | Pending | |

A printed (completed) form will display as Pending before the record is exported.

8.3.3 Editing an Incomplete SFA Application

An Application which is saved and closed rather than printed, will remain marked as Incomplete until it is printed.


Activity: Edit an Incomplete SFA Application

RM Billing > Students

- Right Click on Maroney and Type **LAM**
- The Student Record for **Chanara Lam** will display

The screenshot shows a window titled "Student Details" with a toolbar at the top. Below the toolbar, there are fields for "Surname" (LAM) and "Known Name" (Chanara). A tabbed interface below shows "Details" as the active tab. At the bottom, a table lists application records:

| Form# | Date | Form | Assistance Type | Status | Export Date |
|-------|-------------|------|-----------------|------------|-------------|
| 2 | 11 FEB 2019 | G | Sec Assist | Incomplete | |

- Click on the **Edit** icon 
- Chanara's application will open

The screenshot shows the "Secondary Assistance Scheme Allowance Details" form. At the top, it identifies the parent/guardian as Mrs Valerie Lam. The "Concession Type" is set to "Centrelink Health Care Card". The "Concession Card Number" is 123456789L, with a large "G 2019" displayed next to it. The "Start Date on Card" is 02/02/2018 and the "Card Expiry Date" is 02/02/2020. The "Student Details" section shows Surname: LAM, First Name: Chanara, Date of Birth: 27/04/2003, Year Level: 11, and Clothing Allowance to be paid to: Parent (checked). The "Bank Account Details of Parent/Guardian" section has fields for Account Name, BSB No., and Account No. The "Parent/Guardian Declaration" section includes a checkbox for "I have not claimed nor do I intend to claim Aboriginal Secondary Grants - ABSTUDY in 2019" and a statement "I declare the above information to be true and correct and am aware that is an offence to provide false or misleading information". The form ends with a signature line and the date 11/02/19.

Chanara's mother has elected to receive the Clothing Allowance in her own account, however she did not have her Bank Details with her when making the application.

- Complete the BSB and Account Number information

Bank Account Details of Parent/Guardian

Account Name:

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|
| V | a | i | e | r | i | e | L | a | m | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|

BSB No.:

| | | |
|---|---|---|
| 0 | 1 | 6 |
|---|---|---|

 -

| | | |
|---|---|---|
| 4 | 5 | 6 |
|---|---|---|

 Account No.:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 7 | 2 | 2 | 3 | 4 | 5 | 5 | 5 | 5 |
|---|---|---|---|---|---|---|---|---|

- Add a late reason (only necessary after the cut-off date)
- Click Print
- Click OK and Yes to all the messages

When finished, the application will display as Pending.

Student Details

2019 [v] [] [] [] [] []

Surname Known Name
LAM Chanara

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

| Form# | Date | Form | Assistance Type | Status | Export Date |
|-------|-------------|------|-----------------|---------|-------------|
| 2 | 11 FEB 2019 | G | Sec Assist | Pending | |

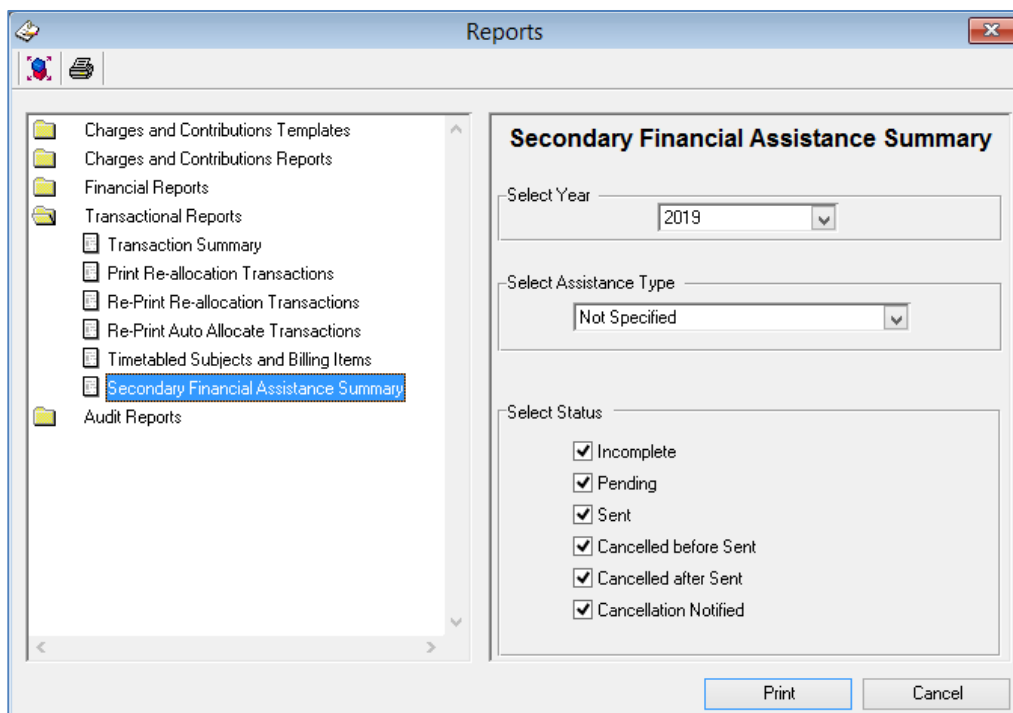
8.3.4 View the SFA Application Report

A Report can be printed to show all the SFA Applications. It can also be filtered to display those with different statuses.

Activity: Printing the SFA Application Report

RM Billing > Reports

- Open the Transactional Reports Folder
- Highlight the Secondary Financial Assistance Summary report



- Leave all the default settings (Prints ALL Applications for the current year)
- Click Print

The Report will display all applications, the type of funding applied for, the Status of each Application and whether the Clothing Allowance is being paid to the school or parent.

West Coast District High School Secondary Financial Assistance Summary



Search Criteria:

Billing Year: 2019

Assistance Type: All

Status: Incomplete, Pending, Sent, Cancelled before Sent, Cancelled after Sent, Cancellation Notified

| Student # | Student Name | Year | Assistance Type | Clothing Allowance to: | Status | Export Date |
|-----------|----------------|------|----------------------|------------------------|---------|-------------|
| 20512495 | LAM: Chanara | 11 | Secondary Assistance | Parent | Pending | |
| 20512501 | MAHNEY: Ariel | 11 | Abstudy | | Pending | |
| 20512502 | MARONEY: David | 11 | Secondary Assistance | School | Pending | |

- Close the report and the Reports screen

Important Notes for SFA Applications

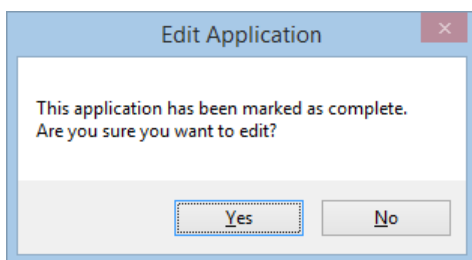
Signatory and Witness

The Concession Card Holder must be the signatory on the Form. The Concession Card must be sighted by the school witness.

Incomplete or Editing Applications

Applications can be Saved and Closed and will display in the student record as Incomplete. These can be edited and printed at a later date.

Completed Applications can be edited however a warning will appear prior to opening the application, as shown below.



Cut-Off Dates for Applications

The Cut-Off date for applications will be communicated to schools each year but is generally the end of Term 1. For 2019, forms must be returned to the Schools Resourcing and Support Directorate for processing before the 12th of April 2019.

Applications submitted after this date will need to have a Late Application Justification reason added to the form prior to printing.

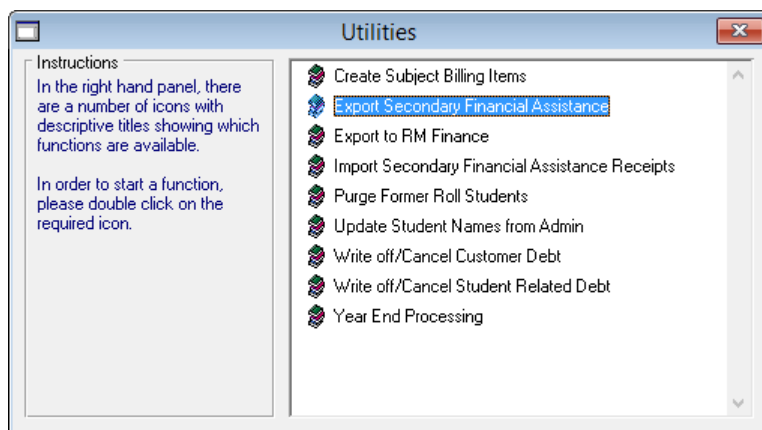
8.3.5 Export SFA Applications

Secondary Financial Assistance Applications can be exported any time there are completed applications. Schools may wait for all their applications to be completed and send the export just once, however the export process can be done multiple times. Applications that have been marked as sent will not be exported again.

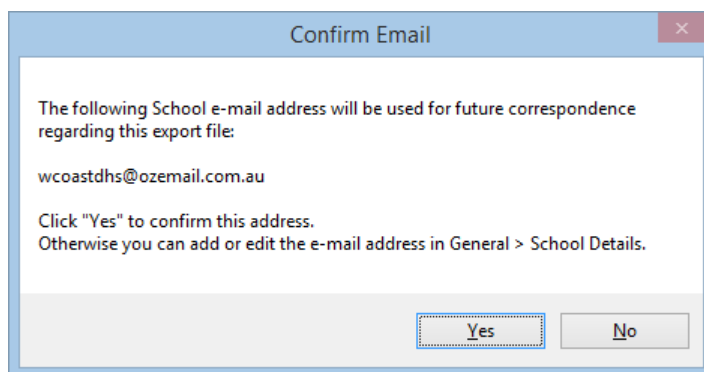
Activity: Export SFA Applications

RM Billing > Utilities

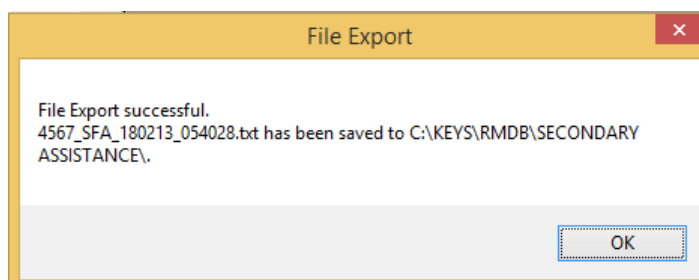
- Double Click on Export Secondary Financial Assistance



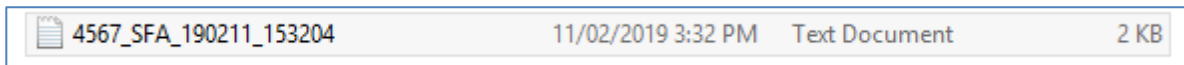
- Check the email address that will be used for SFA correspondence



- Click Yes
- The File will be exported to the default pathway set up in Billing Parameters



- Navigate to **C:/Keys/RMDB/SECONDARY ASSISTANCE**
- Double click on the **SFA** file
- View the exported file



Note: For schools the default pathway for export files will be K:\RMDB\FINANCE\SECONDARY ASSISTANCE.

This file contains the details of all the students who had a completed SFA application. The file needs to be emailed as an attachment to Student.Allowances@education.wa.edu.au. The applications will be processed and an Import Receipts file will be emailed back to the email address displayed when first exporting the applications.

- Double Click in the File to open

A screenshot of a Notepad window titled "4567_SFA_190211_153204 - Notepad". The window displays a table with student data. The table has 10 columns: Student ID, Year, Term, School Name, School Code, Email Address, Status, and Name. The data is as follows:

| Student ID | Year | Term | School Name | School Code | Email Address | Status | Name |
|------------|--------|------|----------------------------|-------------|----------------------------|--------|-----------------|
| "G" | "2019" | "A" | "West Coast District High" | "4567" | "wcoastdhs@ozemail.com.au" | "NO" | "Maroney" |
| "G" | "2019" | "A" | "West Coast District High" | "4567" | "wcoastdhs@ozemail.com.au" | "NO" | "Lam" "Valerie" |
| "ASA" | "2019" | "A" | "West Coast District High" | "4567" | "wcoastdhs@ozemail.com.au" | "NO" | "Mahney" |

Notes: Files are named with the School Code and the Date and Time the file was exported. This ensures every exported file is uniquely named.

8.4 Importing SFA Receipts

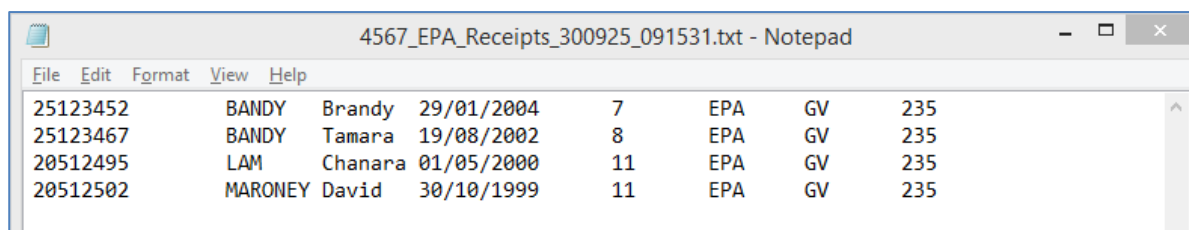
It is important that schools import SFA receipts using the process outlined in these Training Notes or according to the processes provided in the Schools Resourcing and Support documentation on the Finance Web.

8.4.1 Import Files

Import Files containing the details of SFA subsidies will be emailed back to schools. Education Program Allowances (EPA) and Abstudy Supplement Allowances (ASA) and Clothing Allowance (CLA) receipts will be in separate files. All imported Payments are processed in RM Billing as Government Subsidy (GV Payment Type).

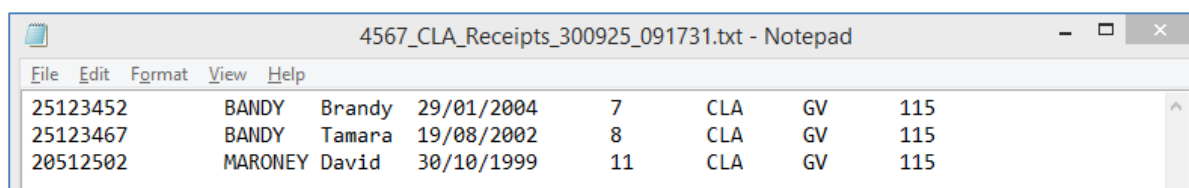
Sample Import Files

Education Program Allowance (EPA)



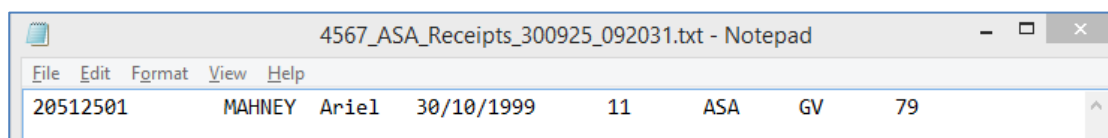
| | | | | | | | |
|----------|---------|---------|------------|----|-----|----|-----|
| 25123452 | BANDY | Brandy | 29/01/2004 | 7 | EPA | GV | 235 |
| 25123467 | BANDY | Tamara | 19/08/2002 | 8 | EPA | GV | 235 |
| 20512495 | LAM | Chanara | 01/05/2000 | 11 | EPA | GV | 235 |
| 20512502 | MARONEY | David | 30/10/1999 | 11 | EPA | GV | 235 |

Clothing Allowance (CLA)



| | | | | | | | |
|----------|---------|--------|------------|----|-----|----|-----|
| 25123452 | BANDY | Brandy | 29/01/2004 | 7 | CLA | GV | 115 |
| 25123467 | BANDY | Tamara | 19/08/2002 | 8 | CLA | GV | 115 |
| 20512502 | MARONEY | David | 30/10/1999 | 11 | CLA | GV | 115 |

Abstudy Supplement Allowance (ASA)



| | | | | | | | |
|----------|--------|-------|------------|----|-----|----|----|
| 20512501 | MAHNEY | Ariel | 30/10/1999 | 11 | ASA | GV | 79 |
|----------|--------|-------|------------|----|-----|----|----|

These files should be placed in the same folder used for exporting SFA Applications. The file path is set up in **RM Billing > Parameters > Billing Parameters**.

8.4.2 Import Order and Receipt Allocation

When Importing SFA Receipts for students, receipts should be imported in the order below. Each Education Program Allowance Receipt (EPA) and Abstudy Receipt (ASA) should be allocated to the student's Billing Items before importing any Clothing Allowance Receipts (CLA).

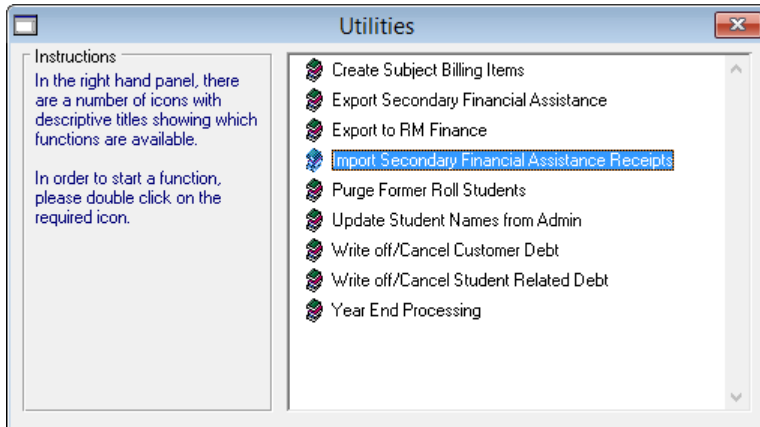
1. Education Program Allowance (EPA) Receipts
2. Abstudy Receipt (ASA) Receipts
3. Clothing Allowance (CLA) Receipts


8.4.3 Import and Allocate EPA Receipts

Activity: Import EPA Receipt Files

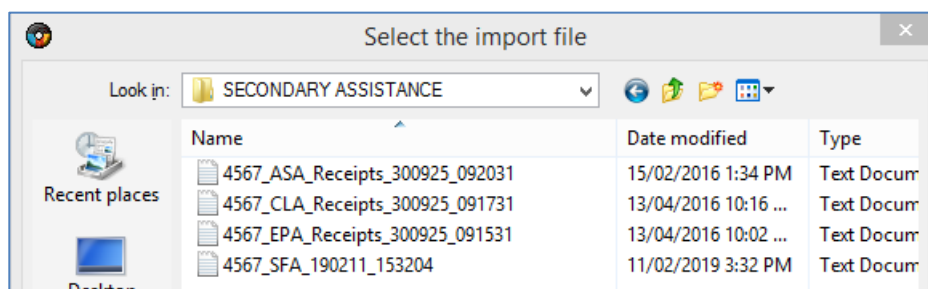
RM Billing > Utilities

- Double Click on Import Secondary Financial Assistance

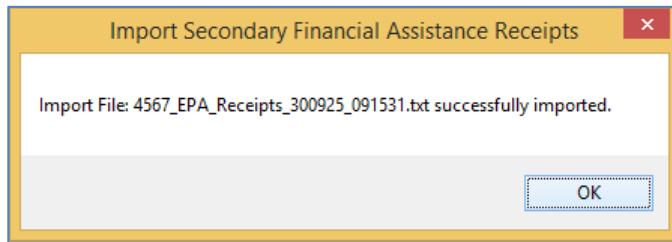


- Open the Secondary Assistance folder  **SECONDARY ASSISTANCE**

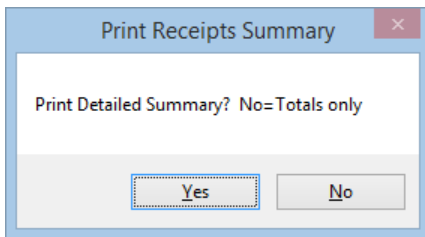
The software will default to look for the Import Files in the default pathway set up in Billing Parameters.



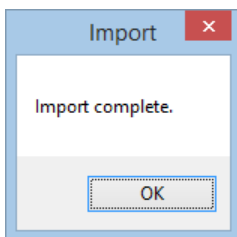
- Double click on the **EPA Receipts** file
- Click **OK** to the Import message



- Click **Yes** to Print the Detailed Receipt Summary Report



- Click **OK** to send the report to the default printer
- Click Yes that the Report has printed OK
- Click OK to finish

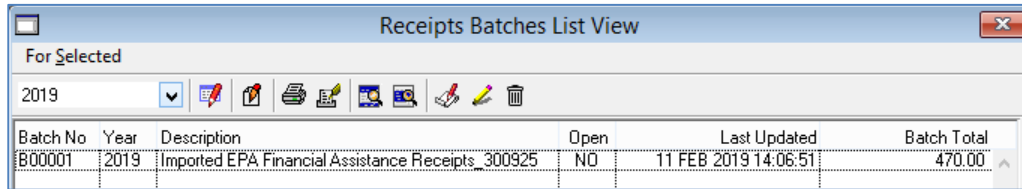


Note: The Receipts batch is automatically closed once the Import is complete. The Receipts Summary Reports can be re-printed at any time from the Receipts screen (see Activity below).

Activity: Checking the Imported EPA Receipts Batch

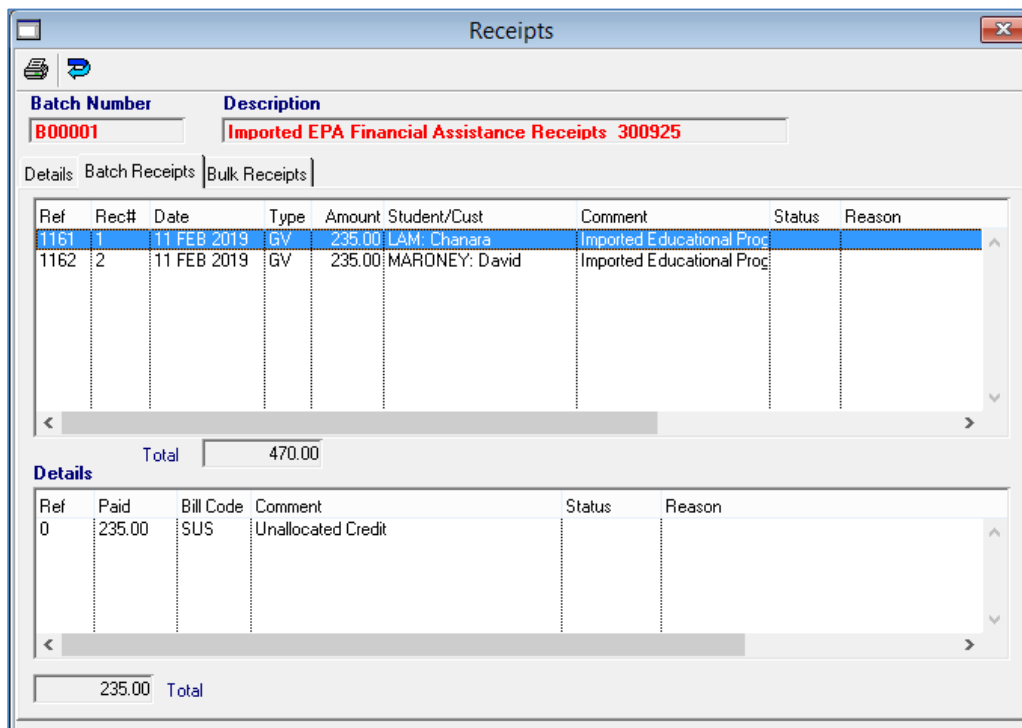
RM Billing > Receipts

- Double click on the **Imported EPA Receipts Batch**




| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|---|------|----------------------|-------------|
| B00001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 |

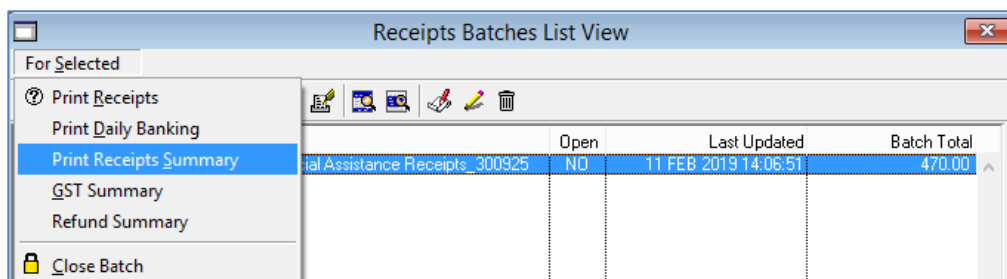
- Click on the **Batch Receipts** Tab
- Highlight one of the Receipts
- View that the Receipts display as Unallocated Credit



| Ref | Rec# | Date | Type | Amount | Student/Cust | Comment | Status | Reason |
|------|------|-------------|------|--------|----------------|---------------------------|--------|--------|
| 1161 | 1 | 11 FEB 2019 | GV | 235.00 | LAM: Chanara | Imported Educational Proc | | |
| 1162 | 2 | 11 FEB 2019 | GV | 235.00 | MARONEY: David | Imported Educational Proc | | |

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

- Click Return to View 
- Highlight the Imported **EPA Receipts** Batch
- Go to For Selected and Print Receipts Summary



| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|---|------|----------------------|-------------|
| B00001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 |

- Click **OK** to the screen and **Yes** for the Detailed Summary

Print Receipts Summary
✕


Print Detailed Summary? No= Totals only

Yes
No

- View the Receipts Summary Report

West Coast District High School

Receipts Summary Detailed Report



| Ref | Rec # | Batch # | Code | Date | Student/Cust Name | Year | Form | Chq# | Refund To | Amount | GST |
|--|-------|---------|------|------------|-------------------|------|------|------|-----------|------------------|----------------|
| Batch: B00001 Imported EPA Financial Assistance Receipts_300925 | | | | | | | | | | | |
| Billing Code SUS Suspense Account | | | | | | | | | | | |
| GST Code 8 | | | | | | | | | | | |
| 1161 | 1 | B00001 | SUS | 11/02/2019 | LAM: Chanara | 11 | 11.2 | | | \$ 235.00 | \$ 0.00 |
| 1162 | 2 | B00001 | SUS | 11/02/2019 | MARONEY: David | 11 | 11.3 | | | \$ 235.00 | \$ 0.00 |
| Total for Income | | | | | | | | | | \$ 470.00 | \$ 0.00 |
| Budget: N3199 Analysis: N3100I Totals for GST code 8 | | | | | | | | | | \$ 470.00 | \$ 0.00 |
| Total for Report: | | | | | | | | | | \$ 470.00 | \$ 0.00 |

Activity: View Unallocated Credit from Imported EPA Receipts

The Imported EPA Receipts are allocated directly after the import process for all students in the file. This can be done per student or by using the Auto Allocate option for multiple students. Schools can check the Imported Receipts batches and/or the Unallocated Credit Listing to see which students have credit due to the import of a subsidy receipt.

Important: If using the Auto Allocate function schools must allocate the credit in order according to the rules for allocating Government Subsidies outlined in Section 8.2.1 of these Training Notes.

RM Billing > Reports > Financial Reports

- Highlight the Unallocated Credit Listing report

The screenshot shows the 'Reports' window with the 'Unallocated Credit Listing' report selected in the left pane. The right pane displays the report title, a 'Sort' section with a list of fields (Current Balance, Total, Unpaid Billing It, Form, Year) and a 'Sort Field' dropdown, and checkboxes for 'Total on Year Group', 'Page Break on Year Group', 'Total on Form', and 'Page Break on Form'. At the bottom, there are radio buttons for 'Students' (selected) and 'Customers', and 'Print' and 'Cancel' buttons.

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

Unallocated Credit Listing showing GV Credit

West Coast District High School

Unallocated Credit Listing as at 11/02/19
Students



| Student Name | Year | Form | Balance | Unpaid Billing Items | GV | Unallocated Credit Other Receipts | Total |
|--|------|------|----------|-------------------------|-----------------|--------------------------------------|-----------------|
| LAM: Chanara * | 11 | 11.2 | \$100.00 | \$335.00 | \$235.00 | \$0.00 | \$235.00 |
| MARONEY: David * | 11 | 11.3 | \$200.00 | \$435.00 | \$235.00 | \$0.00 | \$235.00 |
| Total Unallocated Credit for All Students | | | | | \$470.00 | \$0.00 | \$470.00 |

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

8.4.4 Allocate EPA Government Subsidy Receipts in Students

The Government Subsidy Receipts can be viewed in the Student Records on the Receipts tab. All imported receipts will display as Unallocated Credit. This Unallocated Credit should be allocated as soon as possible to the student's Billing Items. This can be done per student or by using the bulk Auto Allocation process. This will be shown later in training.

Activity: Allocate Government Subsidy Credit

RM Billing > Students

- Locate David Maroney and open his record
- Click on his **Receipts** Tab
- View the Receipt for Education Program Allowance

Student Details

2019

Surname: **MARONEY** Known Name: **David** Show Unallocated Credit

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

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|--------|--------|--|---------|--------|--------|
| 1162 | 2 | 11 FEB 2019 | GV | 235.00 | B00001 | Imported Educational Program Allowance | 235.00 | | |

Total: 235.00

Add Receipt Reversal Refund

Details

| Ref | Paid | Bill Code | Comment | Status | Reason |
|-----|------|-----------|---------|--------|--------|
|-----|------|-----------|---------|--------|--------|

0.00 Total

Last Modified 11/02/19 13:29 By ADMIN

- Click on the **Billing Items** tab
- View David's Unallocated Credit

Unallocated Credit

Amount: 235.00 Allocate

Note: Before allocating the credit, it is important to remember rules regarding the order for paying off Billing Items with Government Subsidies. Refer to the table in Section 8.2.1 for full details.

- Highlight David's subject costs

Student Details

2019

Surname: **MARONEY** Known Name: **David** Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|-------------|------|--------|-----|------|------|---------|-----------|--------|-------------------|--------|--------|
| 139 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GECAE - Career ai | | |
| 140 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEEES - Earth and | | |
| 141 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEENG - English (| | |
| 142 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEHIM - Modern I | | |
| 143 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEOD - Outdoor | | |
| 144 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEPES - Physical | | |
| 437 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | DOC01 | 00002 | 2019 School Year | | |
| 438 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |

TOTALS: Amount 435.00 Discount 0.00 Paid 0.00 Balance 435.00

Unallocated Credit Amount 235.00 Allocate Add Billing Item Reversal Adjustment Add Discount

Last Modified 11/02/19 13:29 By ADMIN

- Click **Allocate**
- Enter \$235 and click OK to allocate the GV Credit

Allocate

Enter the amount to allocate (up to \$235.00) 235

Cancel OK

- Click on Show Billing Items with Outstanding Amounts
- View the remaining items with a balance to pay

Student Details

2019

Surname: **MARONEY** Known Name: **David** Adjustment amounts included in balances but not shown separately Show All Transactions

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|-------------|------|--------|-----|------|-------|---------|-----------|--------|------------------|--------|--------|
| 143 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 35.00 | 65.00 | CHG01 | 00001 | GEOD - Outdoor | | |
| 144 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEPES - Physical | | |
| 437 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | DOC01 | 00002 | 2019 School Year | | |
| 438 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |

- Right click on **Maroney** and type **Lam** and press **<Enter>**
- Repeat the steps above to allocate Chanara Lam's GV Credit to her subject costs

Student Details window for student LAM Chanara. The window shows a list of transactions with columns: Ref, Date, Type, Amount, GST, Disc, Paid, Balance, Bill Code, Batch#, Comment, Status, and Reason. The transactions are as follows:

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|-------------|------|--------|-----|------|------|---------|-----------|--------|----------------------|--------|--------|
| 91 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistry | | |
| 92 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECO - Economics | | |
| 93 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English A | | |
| 94 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEBY - Human Biology | | |
| 95 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathematics | | |
| 96 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics | | |
| 421 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | DOC01 | 00002 | 2019 School Year | | |
| 422 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |

Allocate dialog box. The text "Enter the amount to allocate (up to \$235.00)" is followed by a text box containing "235". There are "Cancel" and "OK" buttons.

- Click on Chanara's Receipts tab
- Highlight the Imported EPA Receipt

Student Details window for student LAM Chanara, showing the Receipts tab. The window displays a list of receipts with columns: Ref, Rec#, Date, Type, Amount, Batch#, Comment, Unalloc, Status, and Reason. The receipt is as follows:

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|--------|--------|-------------------------------------|---------|--------|--------|
| 1161 | 1 | 11 FEB 2019 | GV | 235.00 | B00001 | Imported Educational Program Allows | | | |

Below the list, there is a "Total" field showing "235.00" and buttons for "Add Receipt", "Reversal", and "Refund".

Below the "Total" field, there is a "Details" section with a list of transactions:

| Ref | Paid | Bill Code | Comment | Status | Reason |
|-----|--------|-----------|--|--------|--------|
| 0 | -50.00 | SUS | Unallocated Credit | | |
| 94 | 50.00 | CHG01 | AEBY - Human Biology ATAR 11 2019 | | |
| 0 | -50.00 | SUS | Unallocated Credit | | |
| 95 | 35.00 | CHG01 | AEMMA - Mathematics Applications 11 20 | | |
| 0 | -35.00 | SUS | Unallocated Credit | | |

At the bottom, there is a "Total" field showing "235.00".

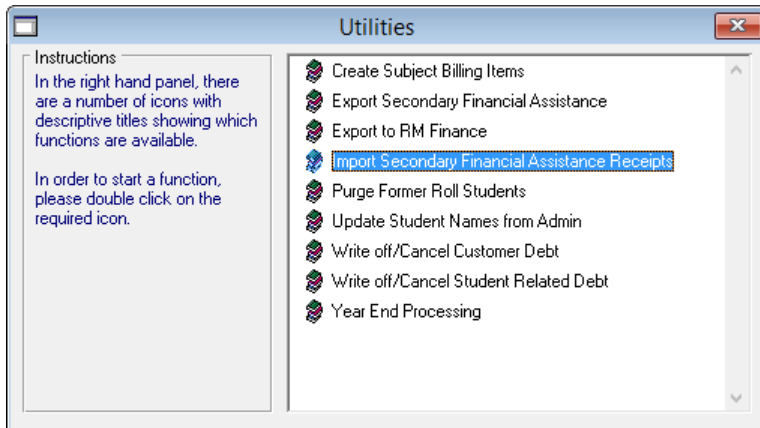
- View the changes in the allocation of the receipt
- Close Student Details

8.4.5 Import and Allocate Abstudy Receipts in Students

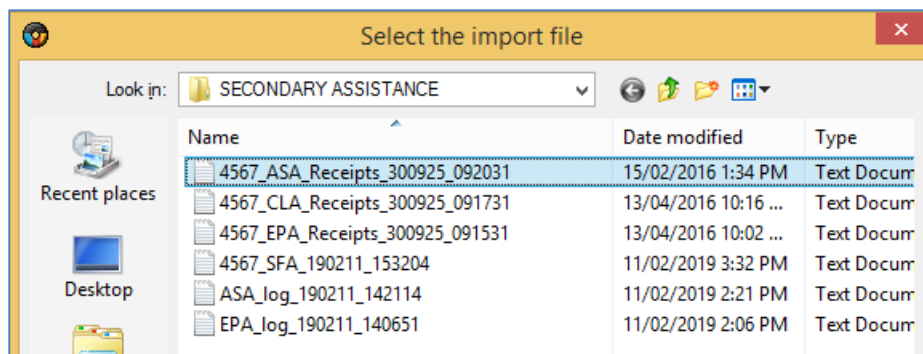
Activity: Import Abstudy Receipts

RM Billing > Utilities

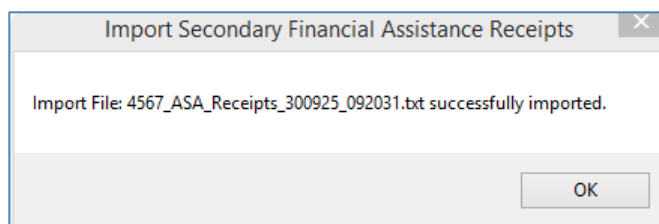
- Double Click on Import Secondary Financial Assistance Receipts



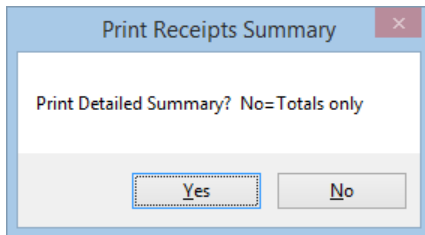
- Select the ASA Receipts file and click Open (or Double Click)



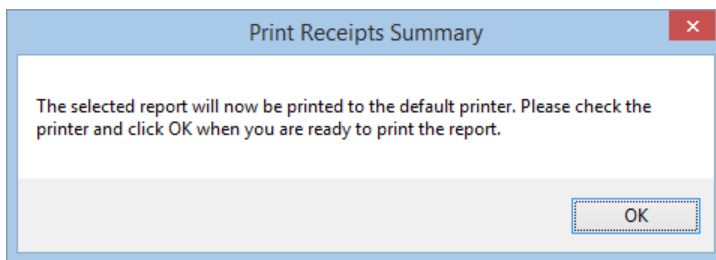
- Click OK to the message



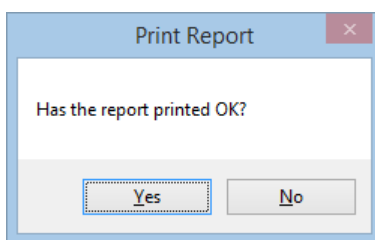
- Click **Yes** for the Detailed Receipt Summary



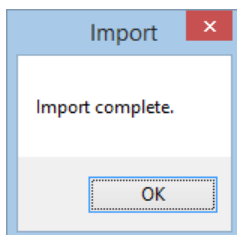
- Click **OK**



- Click **Yes**



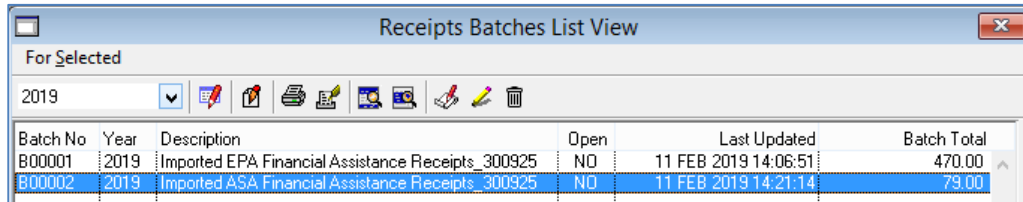
- Click **OK**



Activity: View and Allocate Abstudy Receipts

RM Billing > Receipts

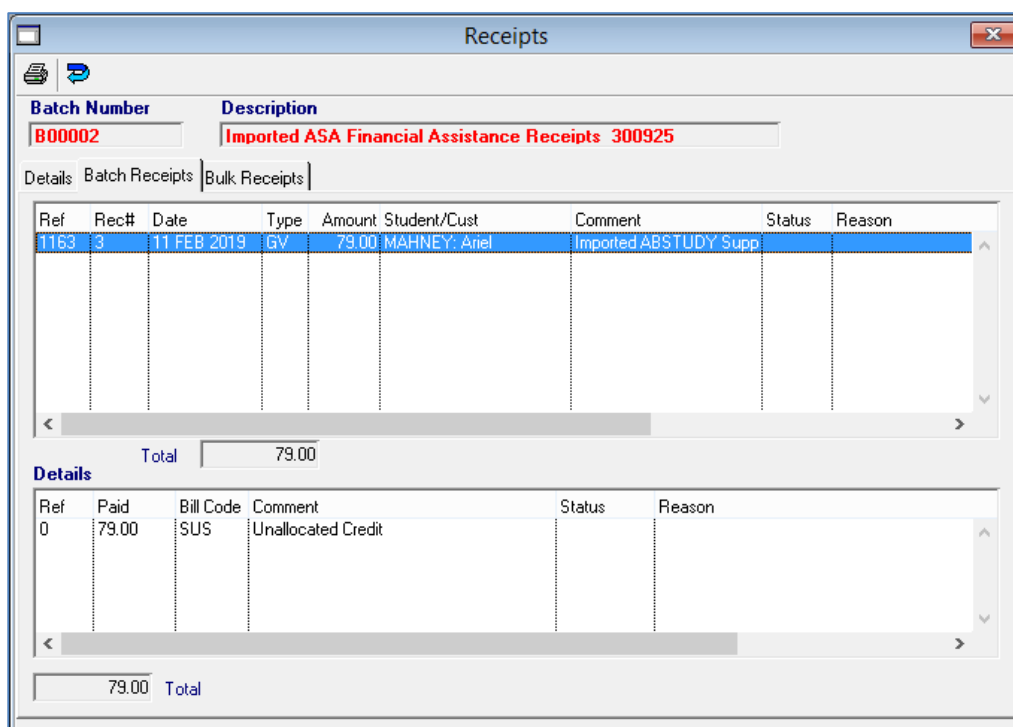
- Double click on the Imported ASA Receipts



The screenshot shows the 'Receipts Batches List View' window. It has a toolbar with icons for selection, editing, and deletion. Below the toolbar is a table with columns: Batch No, Year, Description, Open, Last Updated, and Batch Total. Two rows are visible, both for the year 2019. The second row, 'Imported ASA Financial Assistance Receipts_300925', is highlighted in blue.

| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|---|------|----------------------|-------------|
| B00001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 |
| B00002 | 2019 | Imported ASA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:21:14 | 79.00 |

- Click on the Batch Receipts tab
- Highlight the Imported ASA Receipt for Ariel Mahney



The screenshot shows the 'Receipts' window. At the top, there are fields for 'Batch Number' (B00002) and 'Description' (Imported ASA Financial Assistance Receipts 300925). Below these are tabs for 'Details', 'Batch Receipts', and 'Bulk Receipts'. The 'Batch Receipts' tab is active, showing a table with columns: Ref, Rec#, Date, Type, Amount, Student/Cust, Comment, Status, and Reason. One row is highlighted in blue: Ref 1163, Rec# 3, Date 11 FEB 2019, Type GV, Amount 79.00, Student/Cust MAHNEY, Ariel, Comment Imported ABSTUDY Supp. Below the table is a 'Total' field showing 79.00. At the bottom, there is a 'Details' section with a table showing a single entry: Ref 0, Paid 79.00, Bill Code SUS, Comment Unallocated Credit, Status, and Reason. A 'Total' field at the bottom left shows 79.00.

| Ref | Rec# | Date | Type | Amount | Student/Cust | Comment | Status | Reason |
|------|------|-------------|------|--------|---------------|-----------------------|--------|--------|
| 1163 | 3 | 11 FEB 2019 | GV | 79.00 | MAHNEY, Ariel | Imported ABSTUDY Supp | | |

Total 79.00

| Ref | Paid | Bill Code | Comment | Status | Reason |
|-----|-------|-----------|--------------------|--------|--------|
| 0 | 79.00 | SUS | Unallocated Credit | | |

79.00 Total

- Close the Receipts screen

RM Billing > Students

- Open Ariel Mahney's record
- View the Abstudy Receipt on the Receipts tab

Student Details

2019

Surname: MAHNEY Known Name: Ariel

Show Unallocated Credit

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

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc Status | Reason |
|------|------|-------------|------|--------|--------|----------------------------------|----------------|--------|
| 1163 | 3 | 11 FEB 2019 | GV | 79.00 | B00002 | Imported ABSTUDY Supplement Allo | 79.00 | |

- Click on the Billing Items tab to view the unallocated credit

Student Details

2019

Surname: MAHNEY Known Name: Ariel

Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|-------------|------|--------|-----|------|------|---------|-----------|--------|-------------------|--------|--------|
| 133 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistr | | |
| 134 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECO - Economi | | |
| 135 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English A | | |
| 136 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHBY - Human E | | |
| 137 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathem | | |
| 138 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics A | | |
| 435 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year | | |
| 436 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |

TOTALS: Amount 335.00 Discount 0.00 Paid 0.00 Balance 335.00

Unallocated Credit Amount 79.00 Allocate Add Billing Item Reversal Adjustment Discount

- Highlight the first two subject Billing Items

| Details Subjects Billing Items Receipts Transactions Notes Invoices Sec Fin Assist | | | | | | | | | | | | |
|--|-------------|------|--------|-----|------|------|---------|-----------|--------|-------------------|--------|--------|
| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
| 133 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistr | | |
| 134 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECO - Economi | | |
| 135 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English A | | |
| 136 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHBY - Human E | | |

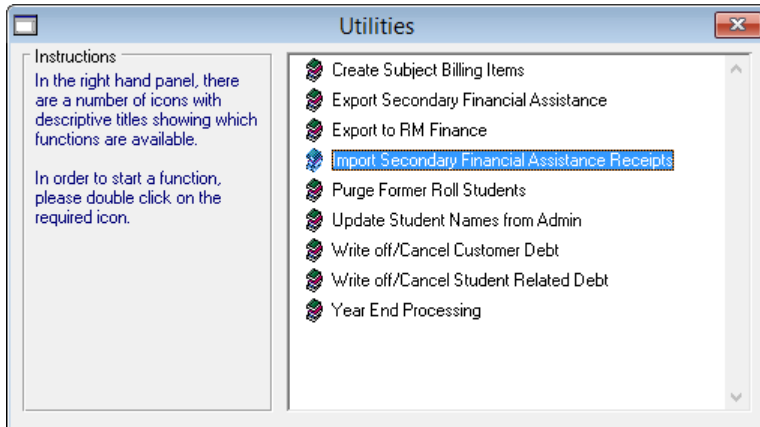
- Click Allocate
- Enter \$79 and click OK

8.4.6 Import and Allocate Clothing Allowance Receipts in Students

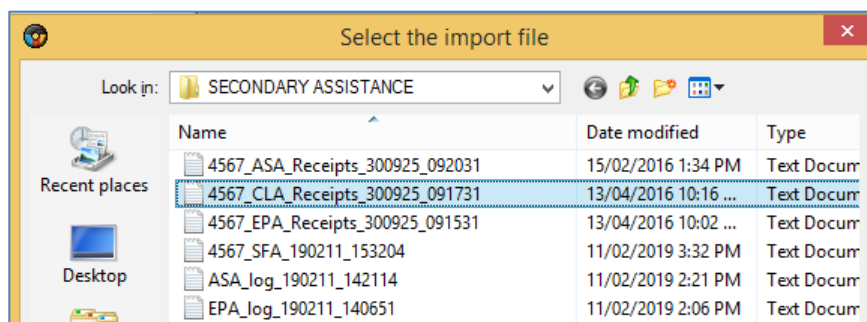
Activity: Import Clothing Allowance

RM Billing > Utilities

- Double Click on Import Secondary Financial Assistance Receipts

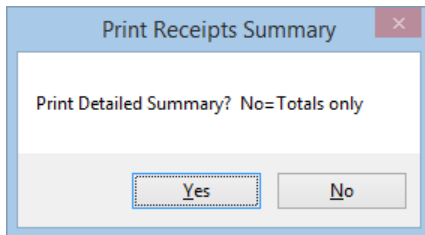


The software will default to look for the Import Files in the default pathway set up in Billing Parameters.

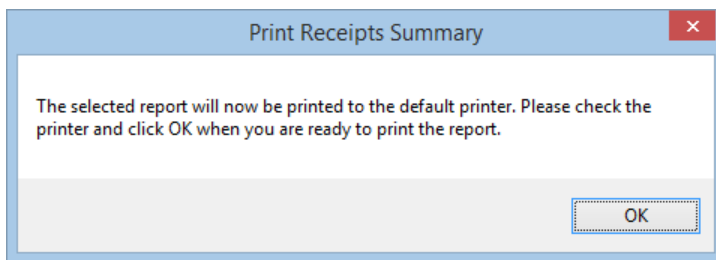


- Double click on the **Clothing Allowance Receipts** file
- Click **OK** to the message

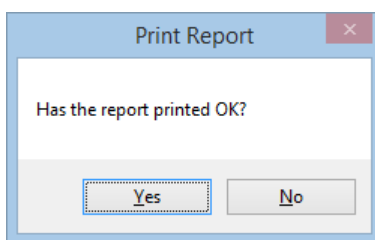
- Click **Yes** for the Detailed Receipt Summary



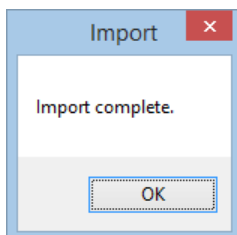
- Click **OK**



- Click **Yes**



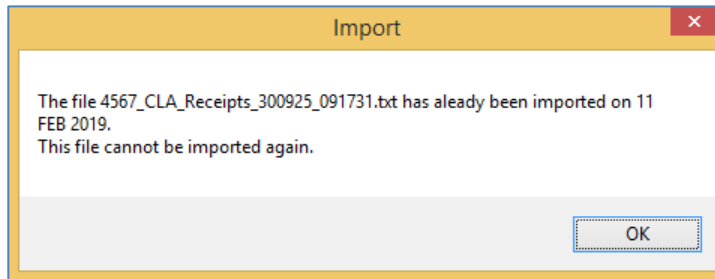
- Click **OK**



- View the Imported Receipts in **RM Billing > Receipts**

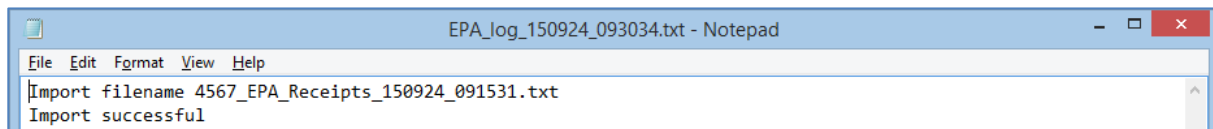
| Receipts Batches List View | | | | | | |
|----------------------------|------|---|------|----------------------|-------------|--|
| For Selected | | | | | | |
| 2019 | | | | | | |
| Batch No | Year | Description | Open | Last Updated | Batch Total | |
| B00001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 | |
| B00002 | 2019 | Imported ASA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:21:14 | 79.00 | |
| B00003 | 2019 | Imported CLA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:31:22 | 115.00 | |

Note: If a Receipts file has already been imported, the software will not allow it to be imported again. If this is attempted, a message will display (as shown below).



Note: A log file is also created on import of receipts. This will be available to view in the default pathway. A sample is shown below.

- To view a log file navigate to **C:/Keys/RMDB/SECONDARY ASSISTANCE**



Activity: Allocate the Clothing Allowance GV Credit

RM Billing > Students

- Open David Maroney's record
- Click on the Receipts tab to view the imported Clothing Allowance Receipt

Student Details

2019

Surname: **MARONEY** Known Name: **David** [Show Unallocated Credit](#)

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

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|--------|--------|--|---------|--------|--------|
| 1162 | 2 | 11 FEB 2019 | GV | 235.00 | 800001 | Imported Educational Program Allowance | | | |
| 1164 | 4 | 11 FEB 2019 | GV | 115.00 | 800003 | Imported Clothing Allowance | 115.00 | | |

Total: 350.00 [Add Receipt](#) [Reversal](#) [Refund](#)

Details

| Ref | Paid | Bill Code | Comment | Status | Reason |
|-----|--------|-----------|--------------------|--------|--------|
| 0 | 115.00 | SUS | Unallocated Credit | | |

115.00 Total

Last Modified 11/02/19 13:29 By ADMIN

- Click on the Billing Items tab
- Click on [Show Billing Items with Outstanding Amounts](#)
- Highlight David's remaining subject costs

| Details | Subjects | Billing Items | Receipts | Transactions | Notes | Invoices | Sec Fin Assist | | | | | |
|---------|-------------|---------------|----------|--------------|-------|----------|----------------|-----------|--------|--------------------|--------|--------|
| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
| 139 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GECAE - Career and | | |
| 140 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GEEES - Earth and | | |
| 141 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GEENG - English (| | |
| 142 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GEHIM - Modern H | | |
| 143 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 35.00 | 65.00 | CHG01 | 00001 | GEDED - Outdoor | | |
| 144 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEPES - Physical | | |
| 437 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | DOC01 | 00002 | 2019 School Year | | |
| 438 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |

- Click [Allocate](#)
- Allocate the \$115 credit

Allocate

Enter the amount to allocate (up to \$115.00)

- Click OK
- Click on

All David's subjects except for Physical Education has now been covered by the SAS

| Details Subjects Billing Items Receipts Transactions Notes Invoices Sec Fin Assist | | | | | | | | | | | | |
|--|-------------|------|--------|-----|------|-------|---------|-----------|--------|------------------|--------|--------|
| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
| 144 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 50.00 | 50.00 | CHG01 | 00001 | GEPEs - Physical | | |
| 437 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year | | |
| 438 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |

- Click on the Receipts tab
- The two imported receipts are now fully allocated

Student Details

2019

Surname Known Name

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

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|--------|--------|--|---------|--------|--------|
| 1162 | 2 | 11 FEB 2019 | GV | 235.00 | B00001 | Imported Educational Program Allowance | | | |
| 1164 | 4 | 11 FEB 2019 | GV | 115.00 | B00003 | Imported Clothing Allowance | | | |

Total

Details

| Ref | Paid | Bill Code | Comment | Status | Reason |
|-----|--------|-----------|---|--------|--------|
| 0 | 115.00 | SUS | Unallocated Credit | | |
| 143 | 65.00 | CHG01 | GEDED - Outdoor Education General 11 2 | | |
| 0 | -65.00 | SUS | Unallocated Credit | | |
| 144 | 50.00 | CHG01 | GEPEs - Physical Education Studies Gene | | |
| 0 | -50.00 | SUS | Unallocated Credit | | |

Total

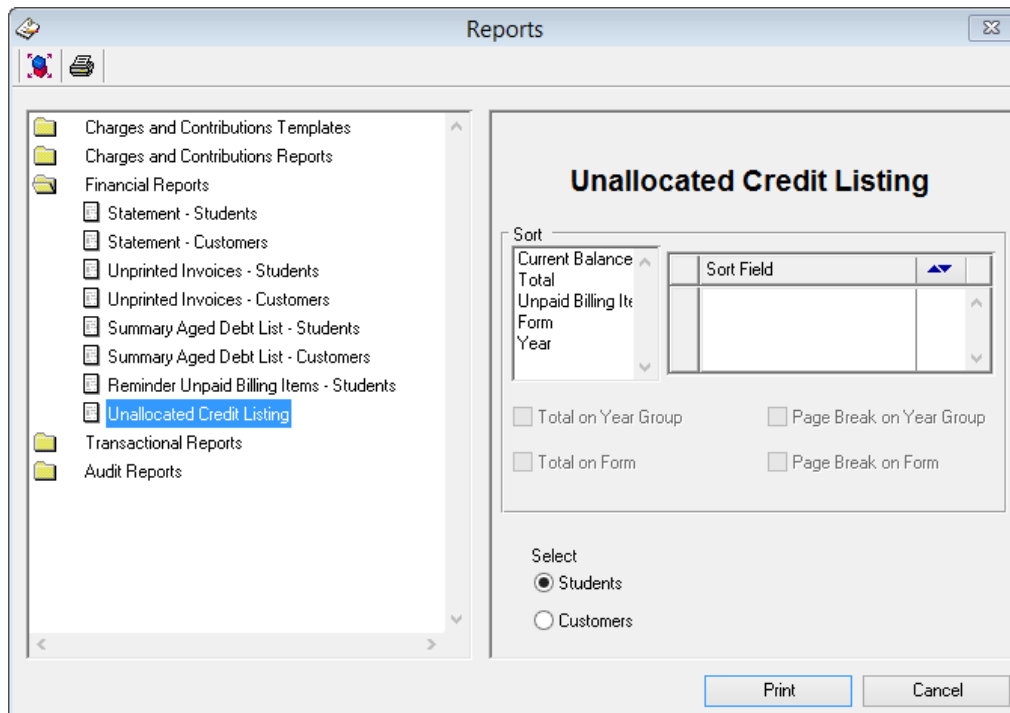
Last Modified 11/02/19 13:29 By ADMIN

Activity: Check Unallocated Credit

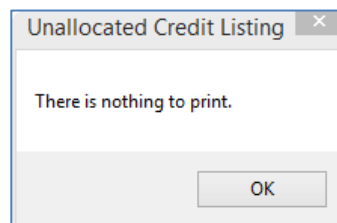
The Unallocated Credit Report will show all students with credit, including credit created by importing Secondary Financial Assistance receipts.

RM Billing > Reports

- Open the **Financial Reports** Folder
- Highlight the **Unallocated Credit Listing** report



- Click Print and OK to Screen



There should be no unallocated credit.

9 Review

Activity: Review-Billing Items

The 2019 Year 11 students will be attending a camp.

The cost of the camp is \$300.00 and has been broken into the following items:

Camp Activities: \$100.00 (GST code 0)
Camp Transport: \$50.00 (GST code 0)
Camp Food: \$150.00 (GST code 1)

- Create a Billing Items batch for the above Camp. (Hint: Billing Items > Add).

When adding the tied billing items use the Billing Code that you created earlier for school camps for each billing item.

| Comment | Amount | GST | Bill Code |
|----------------------|--------|-----|-----------|
| 2019 Camp Activities | 100.00 | 0 | CHG03 |
| 2019 Camp Transport | 50.00 | 0 | CHG03 |
| 2019 Camp Food | 150.00 | 1 | CHG03 |

- Bulk bill all the Year 11 students for this camp. (Hint: **Students > For Selected > Add to Billing Item Batch**)
- What is the total amount received if all these students attend? _____

(Hint: **Billing Items > Batch Billing Items**)

The Modern History ATAR 11 students will be attending an exhibition at the Museum of WA

Create a Billing Item and bill the Modern History HIM ATAR 11 (AEHIM) students for this excursion

The screenshot shows the 'Billing Items' window. At the top, there are tabs for 'Batch Details' and 'Batch Billing Items'. The 'Batch Details' tab is active. It contains the following fields:

- Batch No:** 00006
- Description:** Museum of WA Excursion Modern History ATAR 11
- Billing Year:** 2019
- Batch Total:** Nil
- Updated:** Fri 1 FEB 19 15:05
- Created:** Fri 1 FEB 19 15:05
- Open:** YES

Below these fields is a section titled 'Tied Billing Items:' which contains a table with the following data:

| Comment | Amount | GST | Bill Code |
|--|--------|-----|-----------|
| 2019 Museum of WA Excursion Modern History ATAR 11 | 25.00 | 0 | CHG02 |

At the bottom of the window are 'OK' and 'Cancel' buttons.

Apply the Excursion billing item to the Year 11 Modern History ATAR students

Hint: When applying the billing item search for students by subject

The screenshot shows the 'Student Search' window. It has tabs for 'General', 'Parameters', 'Dates', 'Address', 'Other', 'UDI', and 'T Sets/Cohorts'. The 'General' tab is active. It contains a section titled 'Find by Teaching Set' with the following fields:

- Timetabling Year:** 2019
- Grid Reference:** 2019 - US
- Subject:** AEHIM Modern History AT...
- Teaching Set:** --n/s--



10 Individual Billing

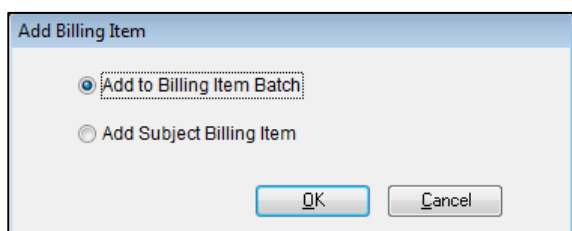
Billing items can be added to an individual student if required.

Activity: Billing an Individual Student

Emma Smithers has been given special permission to attend the camp. Bill Emma Smithers for all of the Camp charges.

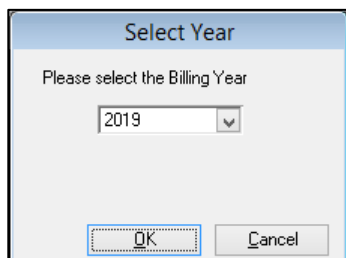
RM Billing > Students

- Click  to load all students
- Open **Emma Smithers's** record
- Click on the **Billing Items** tab
- Click on the **Add Billing Item** button 
- Choose **Add to Billing Item Batch**



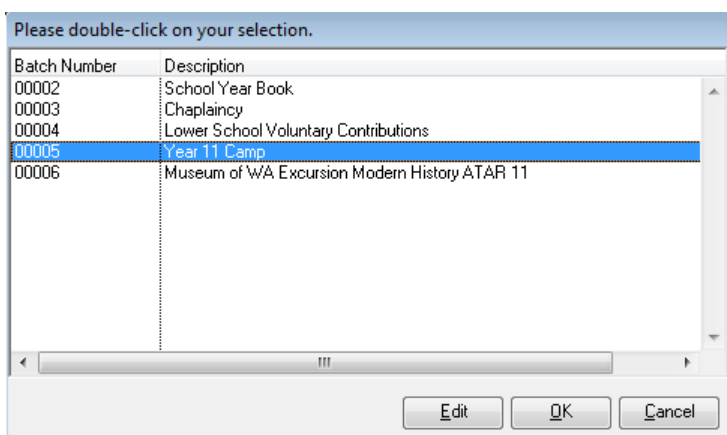
The 'Add Billing Item' dialog box has a title bar 'Add Billing Item'. It contains two radio buttons: 'Add to Billing Item Batch' (selected) and 'Add Subject Billing Item'. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK**



The 'Select Year' dialog box has a title bar 'Select Year'. It contains the text 'Please select the Billing Year' and a dropdown menu showing '2019'. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK**
- Choose the **Year 11 Camp** Billing Items batch



The dialog box has a title bar 'Please double-click on your selection.' and a table with the following data:

| Batch Number | Description |
|--------------|---|
| 00002 | School Year Book |
| 00003 | Chaplaincy |
| 00004 | Lower School Voluntary Contributions |
| 00005 | Year 11 Camp |
| 00006 | Museum of WA Excursion Modern History ATAR 11 |

At the bottom are 'Edit', 'OK', and 'Cancel' buttons.

- Click OK

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|--------|-----|------|------|---------|-----------|--------|-------------------|--------|--------|
| 1081 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year | | |
| 1082 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 1083 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 English | | |
| 1084 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 Science | | |
| 1085 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 Maths | | |
| 1086 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 Humanities a | | |
| 1087 | 11 FEB 2019 | DR | 30.00 | 0 | 0.00 | 0.00 | 30.00 | VOL01 | 00004 | 2019 Health and F | | |
| 1088 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00004 | 2019 LOTE | | |
| 1089 | 11 FEB 2019 | DR | 56.00 | 0 | 0.00 | 0.00 | 56.00 | VOL01 | 00004 | 2019 Design and | | |
| 1090 | 11 FEB 2019 | DR | 34.00 | 0 | 0.00 | 0.00 | 34.00 | VOL01 | 00004 | 2019 Art | | |
| 1382 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activit | | |
| 1383 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transp | | |
| 1384 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | | |

TOTALS: Amount 570.00 Discount 0.00 Paid 0.00 Balance 570.00

Add Billing Item Reversal Adjustment Discount

- Keep this window open

11 Editing the Amount of a Billing Items Batch

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

Activity: Edit the Batch Amount

Frank Bishop has also received permission to attend the school camp. The camp is scheduled to run over four days and Frank will be attending only two days of the camp. We will edit the amount of the tied billing items before applying it to Frank's records.

RM Billing > Students

- Right click in the red Surname cell
- Type in **Bishop**
- Press < Enter>
- Scroll to Frank Bishop's record
- Click on the **Billing Items** tab
- Click on the **Add Billing Item** button
- Choose **Add to Billing Item Batch**

Add Billing Item

Add Billing Item



☒ Add to Billing Item Batch
☐ Add Subject Billing Item

- Click **OK**

Select Year

Please select the Billing Year

2019

- Click **OK**
- Highlight the **Year 11 Camp** billing items batch
- Click on
- Highlight the **Camp Activities** line
- Click on Edit 
- Change the amount to **50.00**
- Click on  to save the changes

| | | | | |
|----------------------|-------|---|-------|---|
| 2019 Camp Activities | 50.00 | 0 | CHG03 | ^ |
|----------------------|-------|---|-------|---|

- Follow the steps above to edit the **Camp Food** charges to **75.00**

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

- Highlight the **Camp Transport** line

| Comment | Amount | GST | Bill Code |
|----------------------|--------|-----|-----------|
| 2019 Camp Activities | 50.00 | 0 | CHG03 |
| 2019 Camp Transport | 50.00 | 0 | CHG03 |
| 2019 Camp Food | 75.00 | 1 | CHG03 |

- Click on **Delete Debit**  and **Yes**

| Comment | Amount | GST | Bill Code |
|----------------------|--------|-----|-----------|
| 2019 Camp Activities | 50.00 | 0 | CHG03 |
| 2019 Camp Transport | 50.00 | 0 | CHG03 |
| 2019 Camp Food | 75.00 | 1 | CHG03 |

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

| | | | | | | | | | | | | |
|------|------------|----|-------|---|------|------|-------|-------|-------|----------------------|--|--|
| 1385 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Activities | | |
| 1386 | 1 FEB 2019 | DR | 75.00 | 1 | 0.00 | 0.00 | 75.00 | CHG03 | 00005 | 2019 Camp Food | | |

12 Discounts

Discounts can be applied to any type of billing item (both subject and non-subject) within RM Billing. The method for discounting is the same no matter what type of billing item is selected.


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

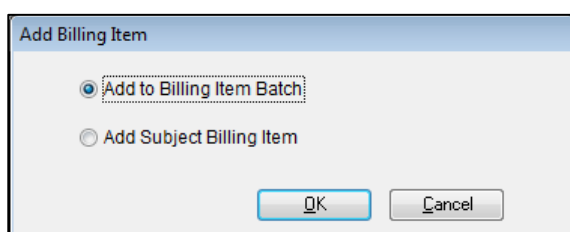
12.1 Discounts via Student Records

Activity: Applying a Discount via Student Records

Jonathon Depete, Year 10, has arrived at the school half way through the year. He is entitled to a 50% discount on his voluntary contributions.

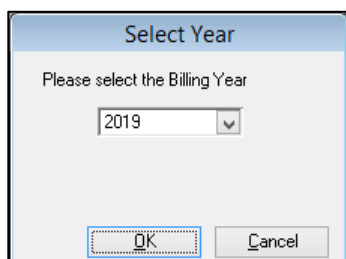
RM Billing > Students

- Right click in the red Surname cell and load the record for **Jonathan Depete**
- Click on the **Billing Items** tab
- Click on the **Add Billing Item** button 
- Choose **Add to Billing Item Batch**



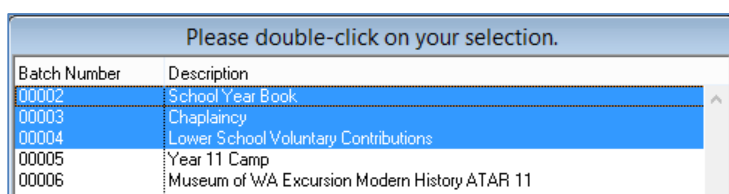
The 'Add Billing Item' dialog box has two radio buttons. The first, 'Add to Billing Item Batch', is selected and highlighted with a dashed border. The second is 'Add Subject Billing Item'. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK**



The 'Select Year' dialog box prompts the user to 'Please select the Billing Year'. A dropdown menu shows '2019' and is highlighted with a dashed border. 'OK' and 'Cancel' buttons are at the bottom.

- Click **OK**
- Select the Batches as shown below



The dialog box shows a table of billing batches. The row for 'Lower School Voluntary Contributions' (Batch Number 00004) is highlighted with a blue background and a dashed border.

| Batch Number | Description |
|--------------|---|
| 00002 | School Year Book |
| 00003 | Chaplaincy |
| 00004 | Lower School Voluntary Contributions |
| 00005 | Year 11 Camp |
| 00006 | Museum of WA Excursion Modern History ATAR 11 |

- Click **OK**
- Highlight all of the Voluntary Contributions billing items

Student Details

2019

Surname: **DEPETE** Known Name: **Jonathon** Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|--------|-----|------|------|---------|-----------|--------|--------------------------|--------|--------|
| 1387 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year Book | | |
| 1388 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 1389 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 English | | |
| 1390 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 Science | | |
| 1391 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 Maths | | |
| 1392 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | VOL01 | 00004 | 2019 Humanities and Soci | | |
| 1393 | 11 FEB 2019 | DR | 30.00 | 0 | 0.00 | 0.00 | 30.00 | VOL01 | 00004 | 2019 Health and Physical | | |
| 1394 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00004 | 2019 LOTE | | |
| 1395 | 11 FEB 2019 | DR | 56.00 | 0 | 0.00 | 0.00 | 56.00 | VOL01 | 00004 | 2019 Design and Technol | | |
| 1396 | 11 FEB 2019 | DR | 34.00 | 0 | 0.00 | 0.00 | 34.00 | VOL01 | 00004 | 2019 Art | | |

- Click **Add Discount**
- Enter **50** as the discount percentage
- Enter a reason for the discount **July 2019-Commenced Term 3**

Discount

Enter the Discount Percentage: %

Reason for Discount:

- Click **OK** and view the changes to the Discount, Balance and Reason columns

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

| Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-------|------|---------|-----------|--------|--------------------------|---|--------|
| 0.00 | 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year Book | | |
| 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 12.50 | 0.00 | 12.50 | VOL01 | 00004 | 2019 English | Discounted - July 2019 - Commenced Term 3 | |
| 12.50 | 0.00 | 12.50 | VOL01 | 00004 | 2019 Science | Discounted - July 2019 - Commenced Term 3 | |
| 12.50 | 0.00 | 12.50 | VOL01 | 00004 | 2019 Maths | Discounted - July 2019 - Commenced Term 3 | |
| 12.50 | 0.00 | 12.50 | VOL01 | 00004 | 2019 Humanities and Soci | Discounted - July 2019 - Commenced Term 3 | |
| 15.00 | 0.00 | 15.00 | VOL01 | 00004 | 2019 Health and Physical | Discounted - July 2019 - Commenced Term 3 | |
| 7.50 | 0.00 | 7.50 | VOL01 | 00004 | 2019 LOTE | Discounted - July 2019 - Commenced Term 3 | |
| 28.00 | 0.00 | 28.00 | VOL01 | 00004 | 2019 Design and Technol | Discounted - July 2019 - Commenced Term 3 | |
| 17.00 | 0.00 | 17.00 | VOL01 | 00004 | 2019 Art | Discounted - July 2019 - Commenced Term 3 | |

IMPORTANT:

The month and year must be typed in a consistent manner in the reason for the discount. This is so the Transaction Summary report can be sorted via reason containing the month and year, which is most useful for end of month reporting. The Transaction Summary report is used to report on Discounts each month. It can be filtered by month to select Discounts for End of Month Reporting.

Activity: Review of Adding Discounts

- Nathan Leslie has received a full scholarship from the School Council for Indonesian Second Language ATAR 11. Discount this subject by 100%.

Student Details

2019

Surname: **LESLIE** Known Name: **Nathan** Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status |
|-----|-------------|------|--------|-----|------|------|---------|-----------|--------|---------------------------------|--------|
| 109 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEEO - Geography ATAR 11 20 | |
| 110 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHBY - Human Biology ATAR 11 | |
| 111 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHIM - Modern History ATAR 11 | |
| 112 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEIND - Indonesian Second Lang | |
| 113 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AELIT - Literature ATAR 11 2019 | |

- Click **Add Discount**

Discount

Enter the Discount Percentage: %

Reason for Discount:

OK **Cancel**

- Livvy Lipton is being given her School Year Book for her contributions to the production of the document (funded by the School Council). Discount this item by 100%.

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status |
|-----|-------------|------|--------|-----|------|------|---------|-----------|--------|---------------------------------|--------|
| 115 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistry ATAR 11 2019 | |
| 116 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECO - Economics ATAR 11 20 | |
| 117 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English ATAR 11 2019 | |
| 118 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHBY - Human Biology ATAR 11 | |
| 119 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathematics Application | |
| 120 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics ATAR 11 2019 | |
| 429 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | DOC01 | 00002 | 2019 School Year Book | |
| 430 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | |

Discount

Enter the Discount Percentage: %

Reason for Discount:

OK **Cancel**

12.2 Bulk Discounts via Billing Items

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

Activity: Apply Bulk Discounts


The Modern History ATAR 11 students have been billed for the Museum of WA excursion.

We have been advised that some students have '*Friends of The Museum*' membership and therefore qualify for a 50% discount for this excursion.


Apply a discount to the following students

| |
|------------------|
| Chelsea Kraft |
| Khalid Moor |
| Corey Ramsay |
| Bradley Uifelean |

RM Billing > Billing Items

- Double click on the **Museum of WA Excursion** 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)
- Highlight the required students

| Billing Items | | | | | | | | | | | | |
|---------------|------------------|---|------|--------|-----|------|------|---------|-----------|-------------------|--------|--------|
| Batch No | | Description | | | | | | | | | | |
| 00006 | | Museum of WA Excursion Modern History ATAR 11 | | | | | | | | | | |
| Batch Details | | Batch Billing Items | | | | | | | | | | |
| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason |
| 1365 | KRAFT: Chelsea | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1366 | LESLIE: Nathan | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1367 | LUONG: Amber | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1368 | MARSTON: Lauri | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1369 | MELVILLE: Mitch | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1370 | MOJO: Kelly-Ann | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1371 | MOOR: Khalid | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1372 | MUNGALL: Alexe | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1373 | OBERT: Matthew | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1374 | OSTERBURG: K. | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1375 | PEARCE: Kyle | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1376 | PILTER: Julie | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1377 | RAMSAY: Cory | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1378 | RUMBLE: Simon | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1379 | SIMPLE: Sarah | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1380 | SORRELL: Jillian | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |
| 1381 | UIFELEAN: Bradl | 11 | 11.1 | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 2019 Museum of Wa | | |

- Click 
- Enter details as shown below

Discount

Enter the Discount Percentage %

Reason for Discount

- Click **OK**

Billing Items

Batch No **00006** Description **Museum of WA Excursion Modern History ATAR 11**

Batch Details Batch Billing Items

| Amount | Bill Code | Comment | Status | Reason |
|--------|-----------|------------------|--------|--|
| 12.50 | CHG02 | 2019 Museum of W | | Discounted - May 2019 - Friends of the Museum discount |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 12.50 | CHG02 | 2019 Museum of W | | Discounted - May 2019 - Friends of the Museum discount |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 12.50 | CHG02 | 2019 Museum of W | | Discounted - May 2019 - Friends of the Museum discount |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 25.00 | CHG02 | 2019 Museum of W | | |
| 12.50 | CHG02 | 2019 Museum of W | | Discounted - May 2019 - Friends of the Museum discount |

TOTALS: Amount Discount Paid Balance
SELECTED TOTALS: Amount Discount Paid Balance

- Close the Billing Items Screen

Note: Transactions which have been Reversed (R) or are the Reversal Transaction (V) cannot be discounted. Transactions which have been Adjusted (A) or are the Adjustment Transaction (T) cannot be discounted. Transactions which have already had a discount applied will have to have the original discount removed before applying the new discount.

12.2.1 Reporting on Discounts

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

Activity: Report on Discounts

RM Billing > Reports

- Open the **Transactional Reports** folder
- Click on the **Transaction Summary**
- Ensure the **Billing Items** radio button is selected
- Delete the default dates
- Click on the **Billing Options** tab
- Place a tick in the '**Show discounted billing items only**' box

The screenshot shows the 'Transaction Summary' window with the following settings:

- Radio Buttons:** ☒ Billing Items, ☐ Receipts, ☐ Both
- Students:** A dropdown menu and a 'New Query' button.
- Checkboxes:** ☐ Group and subtotal by student, ☐ Student Totals Only
- Customers:** A button with a person icon and the text '(0) Customers Selected'.
- Date and Reference Fields:** 'From Date' and 'To' fields, and 'From Ref' and 'To' fields.
- Tabs:** 'Billing Codes', 'Billing Options' (selected), and 'Other'.
- Billing Item Batch:** A text field with '(Blank for all)' to its right.
- Checkboxes:** ☒ Show discounted billing items only
- Balance Field:** ☐ Billing Item Balance, followed by an equals sign and a text field containing '0.00'.

- Click **Print**

A portion of the report is displayed below

West Coast District High School

Transaction Summary

Search Criteria

Discounted Billing Items only



| Ref | Date | Rec # | Type | Status | Bill Code | Amt | GST | Disc | Bal | Student/Cust | Description | Reason | Operator |
|------|----------|-------|------|--------|-----------|---------|--------|---------|---------|-------------------|--|--|----------|
| 112 | 31/01/19 | | DR | | CHG01 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | LESLIE: Nathan | AEIND - Indonesian: Second Language ATAR 11 2019 | Discounted - July 2019 - Full Scholarship from School Council | ADMIN |
| 429 | 11/02/19 | | DR | | OOC01 | \$20.00 | \$0.00 | \$20.00 | \$0.00 | LIPTON: Livvy | 2019 School Year Book | Discounted - July 2019 - Contributing to the production of the Year Book | ADMIN |
| 1365 | 01/02/19 | | DR | | CHG02 | \$25.00 | \$0.00 | \$12.50 | \$12.50 | KRAFT: Chelsea | 2019 Museum of WA Excursion Modern History ATAR 11 | Discounted - May 2019 - Friends of the Museum discount | ADMIN |
| 1371 | 01/02/19 | | DR | | CHG02 | \$25.00 | \$0.00 | \$12.50 | \$12.50 | MOOR: Khalid | 2019 Museum of WA Excursion Modern History ATAR 11 | Discounted - May 2019 - Friends of the Museum discount | ADMIN |
| 1377 | 01/02/19 | | DR | | CHG02 | \$25.00 | \$0.00 | \$12.50 | \$12.50 | RAMSAY: Cory | 2019 Museum of WA Excursion Modern History ATAR 11 | Discounted - May 2019 - Friends of the Museum discount | ADMIN |
| 1381 | 01/02/19 | | DR | | CHG02 | \$25.00 | \$0.00 | \$12.50 | \$12.50 | UIFELEAN: Bradley | 2019 Museum of WA Excursion Modern History ATAR 11 | Discounted - May 2019 - Friends of the Museum discount | ADMIN |

- Close the report

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

- Select the **Other** tab

Billing Codes
Billing Options
Other


Corrections
No Search

Reason containing
July 2019

- In the Reason containing, type the required month followed by the current year - **2019**
- Click Print

A portion of the report is displayed below

Search Criteria
Discounted Billing Items only
Reasons Containing: July 2019



| Ref | Date | Rec # | Type | Status | Bill Code | Amt | GST | Disc | Bal | Student/Cust | Description | Reason | Operator |
|------|----------|-------|------|--------|-----------|---------|--------|---------|---------|------------------|--|--|----------|
| 112 | 31/01/19 | | DR | | CHG01 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | LESLIE: Nathan | AEIND - Indonesian: Second Language ATAR 11 2019 | Discounted - July 2019 - Full Scholarship from School Council | ADMIN |
| 429 | 11/02/19 | | DR | | OOC01 | \$20.00 | \$0.00 | \$20.00 | \$0.00 | LIPTON: Livvy | 2019 School Year Book | Discounted - July 2019 - Contributing to the production of the Year Book | ADMIN |
| 1389 | 11/02/19 | | DR | | VOL01 | \$25.00 | \$0.00 | \$12.50 | \$12.50 | DEPETE: Jonathon | 2019 English | Discounted - July 2019 - Commenced Term 3 | ADMIN |

- View and close the report

13 Charges and Contributions Reports

There are two useful reports in RM Billing which relate to Charges and Contributions amounts. We will look at each of these in turn.

13.1 Charges and Contributions by Department report

This report has been designed to help schools determine their budgets for the following year. It displays the number of students that have chosen a particular subject along with the costs for the subject. The report is grouped by department.

Activity: Print Charges and Contributions Report

RM Billing > Reports

- Open the **Charges and Contributions Reports** folder
- Click on the **Charges and Contributions by Department** report
- Tick **New Page per Department**
- Enter the percentage of total as **80**
- Click **New Query**
- Use the find tool to select all students on the current roll
- Enter the report message as per the screenshot below:

The screenshot shows the 'Reports' window in RM Billing. The left pane displays a tree view of report folders, with 'Charges and Contributions Reports' expanded and 'Charges and Contributions by Department' selected. The right pane shows the configuration for this report. The 'Select Year' is set to 2019. The 'New Page per Department' checkbox is checked. The 'From Department' is set to 'Administration' and the 'To Department' is set to 'Technology and Enterp...'. The 'Include Percentage of Total' is set to 80. Under the 'Select' section, 'Students' is selected, and 'Selected Subset 526 entries' is chosen from the dropdown. A 'New Query' button is available. The 'Report Message' text area contains the following text: 'This report indicates the amount of the budget met by student payments for the subject charges and contributions. It is based on Student Preferences and a payment of 80%.' At the bottom of the window are 'Print' and 'Cancel' buttons.

Note: This message will be saved for the next time the report is run

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

A portion of the report is displayed below

Based on the number of timetabled students

English

| Subject Name | Code | Students | Contributions | Charges | Totals for Contributions | Totals for Charges | Total |
|--------------------------|-------|----------|---------------|---------|--------------------------|--------------------|----------|
| Media 9 | 9MED | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Literature ATAR 12 | ATLIT | 22 | 0.00 | 50.00 | 0.00 | 1,100.00 | 1,100.00 |
| Literature ATAR 11 | AELIT | 22 | 0.00 | 50.00 | 0.00 | 1,100.00 | 1,100.00 |
| English General 12 | GTENG | 20 | 0.00 | 50.00 | 0.00 | 1,000.00 | 1,000.00 |
| English General 11 | GEENG | 22 | 0.00 | 50.00 | 0.00 | 1,100.00 | 1,100.00 |
| English ATAR 12 | ATENG | 22 | 0.00 | 50.00 | 0.00 | 1,100.00 | 1,100.00 |
| English ATAR 11 | AEENG | 21 | 0.00 | 50.00 | 0.00 | 1,050.00 | 1,050.00 |
| English 9 | 9Eng | 68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| English 8 | 8ENG | 107 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| English 7 | 7Eng | 59 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| English 10 | 10ENG | 65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Department Totals | 100% | 428 | | | 0.00 | 6,450.00 | 6,450.00 |
| Department Totals | 80% | | | | 0.00 | 5,160.00 | 5,160.00 |

Based on the number of timetabled students

Health & Physical Education

| Subject Name | Code | Students | Contributions | Charges | Totals for Contributions | Totals for Charges | Total |
|---------------------------------------|-------|----------|---------------|---------|--------------------------|--------------------|----------|
| Physical Education Studies General 12 | GTPES | 20 | 0.00 | 100.00 | 0.00 | 2,000.00 | 2,000.00 |
| Physical Education Studies General 11 | GEPES | 22 | 0.00 | 100.00 | 0.00 | 2,200.00 | 2,200.00 |
| Physical Education 9 | 9PE | 68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Physical Education 8 | 8PE | 107 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Physical Education 10 | 10PE | 65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Outdoor Education General 12 | GTOED | 0 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| Outdoor Education General 11 | GEOED | 22 | 0.00 | 100.00 | 0.00 | 2,200.00 | 2,200.00 |
| Health and Physical Education 7 | 7H&PE | 59 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Health Education 9 | 9HEd | 68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Health Education 8 | 8HE | 107 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Health Education 10 | 10HE | 65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Department Totals | 100% | 603 | | | 0.00 | 6,400.00 | 6,400.00 |
| Department Totals | 80% | | | | 0.00 | 5,120.00 | 5,120.00 |

- View and Close

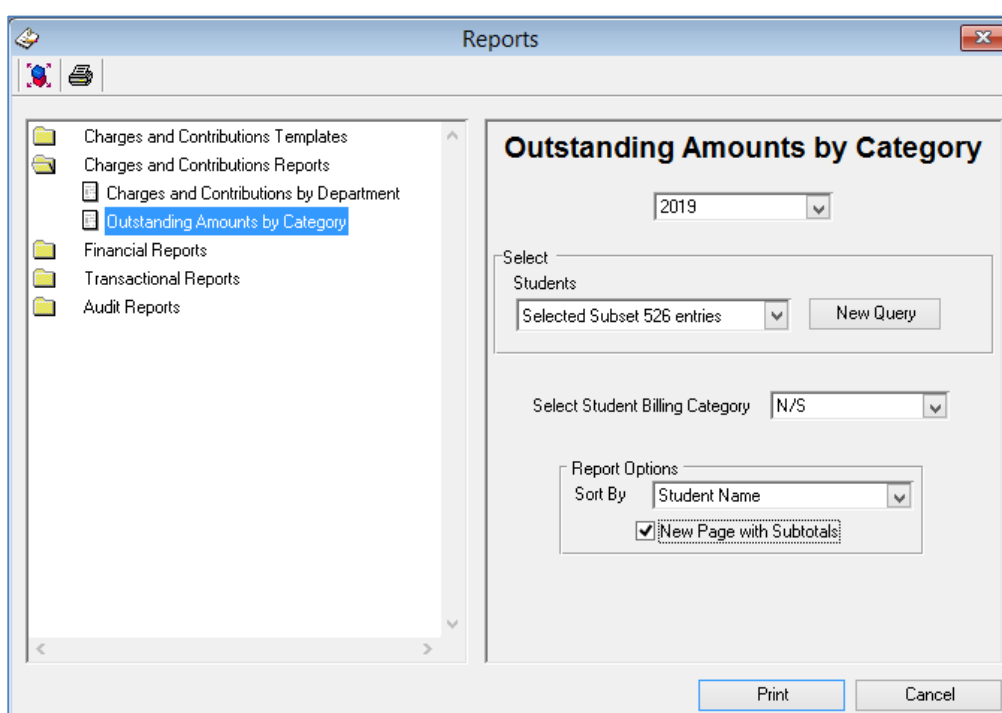
13.2 Outstanding Amounts by Category Report

This report enables school to print a report which classifies the amounts owed by students into their billing category.

Activity: Print the Outstanding Amounts by Category Report

RM Billing > Reports

- Open the **Charges and Contributions Reports** folder
- Click on the **Outstanding Amounts by Category** report
- Click **New Query**
- Use the find tool to select all students on the current roll
- Tick the **New Page with Subtotals** Checkbox



- Click **Print** and **OK** to print to screen
- View and close the report
- Uncheck **New Page with Subtotals**
- Print and view the report

14 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.

14.1 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)

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

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

14.2 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 11.02.19

Electronic Funds Transfer 11.02.19

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

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

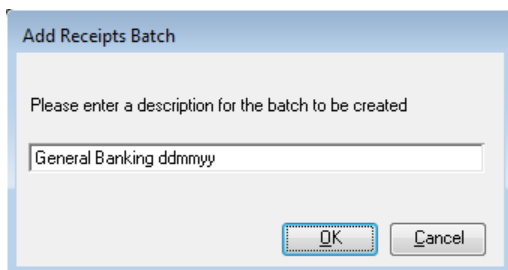
Activity: Creating Receipts Batches

Create the following two receipt 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**



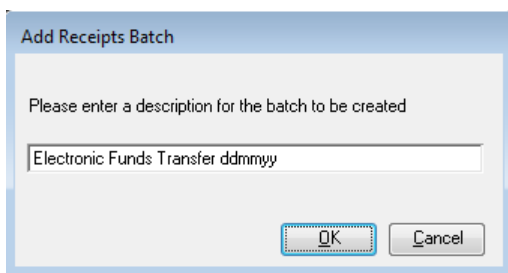
Add Receipts Batch

Please enter a description for the batch to be created

General Banking ddmmyy

OK Cancel

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



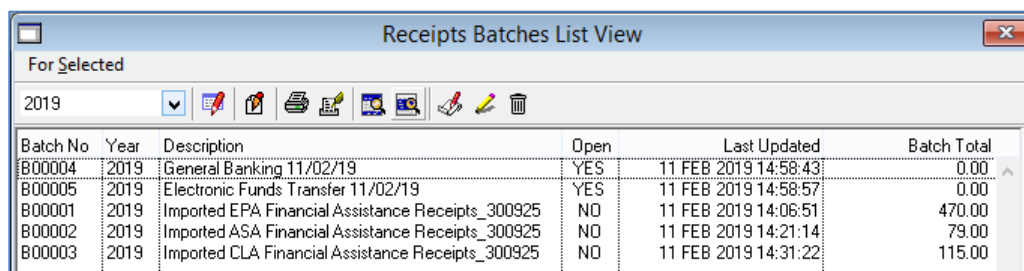
Add Receipts Batch

Please enter a description for the batch to be created

Electronic Funds Transfer ddmmyy

OK Cancel

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



| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|---|------|----------------------|-------------|
| B00004 | 2019 | General Banking 11/02/19 | YES | 11 FEB 2019 14:58:43 | 0.00 |
| B00005 | 2019 | Electronic Funds Transfer 11/02/19 | YES | 11 FEB 2019 14:58:57 | 0.00 |
| B00001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 |
| B00002 | 2019 | Imported ASA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:21:14 | 79.00 |
| B00003 | 2019 | Imported CLA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:31:22 | 115.00 |

- Close the Receipts Batches List View window

14.3 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 |

14.4 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.

14.4.1 Receipting Methods

There are five methods users may select from when processing receipts, including the Apply Subsidies option. Each has features to assist with individual receipting needs.

| Receipt Process | | Features | Type of Payment |
|--|--|---|---|
| Apply Subsidy (Manually) | Students>For Selected>Apply Subsidy | Payment is automatically allocated to billing items according to business rules | GV only \$235 Education Program Allowance |
| Import Subsidy | Utilities>Import Secondary Financial Assistance Receipts | Payment is imported as Unallocated Credit and is then applied to Billing Items | GV Only \$235 Education Program Allowance |
| Apply Receipt (Bulk Process) | Students>For Selected>Apply Receipt | Payment is automatically allocated to billing items according to business rules | CA, CH,CR,EF,BP,DD |
| Add Receipt for Billing Items (Bulk Process) | Billing Items> Batch Billing Items> Show Outstanding Balances> Add Receipt | Allows users to receipt payments of the same billing item, amount and payment method. | CA, CH,CR,EF,BP,DD |
| Bulk Receipts (Bulk Process) | 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 | Student Record>Add Receipt | Payment is automatically allocated to billing items. Users may edit allocations. | CA, CH,CR,EF,BP,DD |

14.4.2 Bulk Receipting via the Billing Item Batch

Bulk Receipting for the same Billing Item (via the Billing Items batch) is a useful method 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: Enter Bulk Receipts for the same Billing Item

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

| Name | Payment Type | Amount Paid |
|--------------------------|--------------|-------------|
| 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 (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 three billing items for each of the above students

Billing Items

Batch No: 00005 Description: Year 11 Camp

Batch Details | Batch Billing Items

| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason |
|------|-----------------|------|------|--------|-----|------|------|---------|-----------|---------------------|--------|--------|
| 1171 | CAMPBELL: Ashl | 11 | 11.2 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1174 | CASSON: Shane | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1175 | CASSON: Shane | 11 | 11.3 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1176 | CASSON: Shane | 11 | 11.3 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1179 | COOPER: Ryan | 11 | 11.1 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1177 | COOPER: Ryan | 11 | 11.1 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1178 | COOPER: Ryan | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1180 | DAVIES: Caitlin | 11 | 11.2 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1181 | DAVIES: Caitlin | 11 | 11.2 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1182 | DAVIES: Caitlin | 11 | 11.2 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1185 | DEXTER: Renee | 11 | 11.3 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1184 | DEXTER: Renee | 11 | 11.3 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1183 | DEXTER: Renee | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1186 | FULTER: Michael | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1187 | FULTER: Michael | 11 | 11.3 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1188 | FULTER: Michael | 11 | 11.3 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1191 | GOLD: Stephanie | 11 | 11.1 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |


TOTALS: Amount 19,925.00 Discount Nil Paid Nil Balance 19,925.00

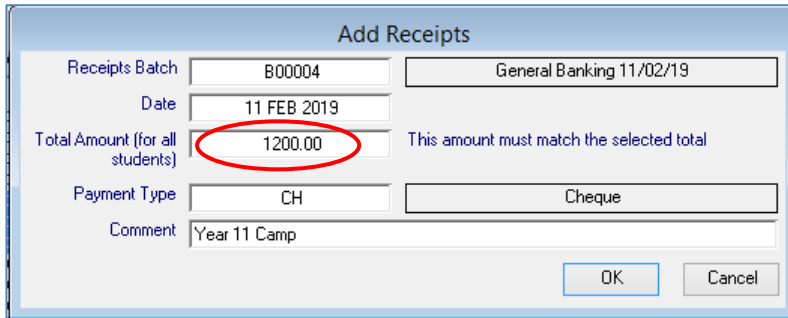
SELECTED TOTALS: Amount 1,200.00 Discount Nil Paid Nil Balance 1,200.00

Adjustment amounts included in balances but not shown separately

OK Cancel

Note: The Selected Totals Amount should match the total combined amount being paid.

- 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 (CH)** or press <Tab> for a list
- Enter a comment

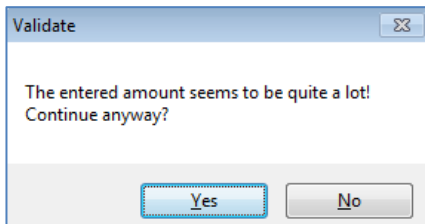


The 'Add Receipts' dialog box contains the following fields and values:

| Field | Value |
|---------------------------------|--------------|
| Receipts Batch | B00004 |
| Date | 11 FEB 2019 |
| Total Amount (for all students) | 1200.00 |
| Payment Type | CH |
| Comment | Year 11 Camp |

Buttons: OK, Cancel

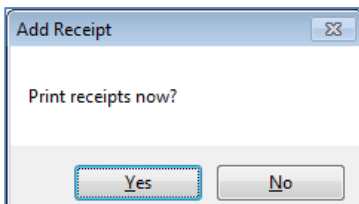
- Click **OK** and **Yes**



The 'Validate' dialog box displays the message: "The entered amount seems to be quite a lot! Continue anyway?"

Buttons: Yes, No

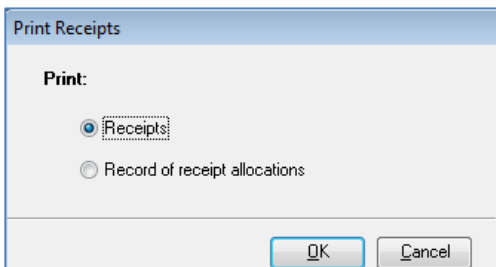
- Click **Yes**



The 'Add Receipt' dialog box displays the message: "Print receipts now?"

Buttons: Yes, No

- Choose **Receipts**
- Click **OK** and **OK** to print to screen



The 'Print Receipts' dialog box has a 'Print:' section with two radio buttons:

- ☒ Receipts
- ☐ Record of receipt allocations

Buttons: OK, Cancel

- View and close the receipts

14.4.3 To print receipts at another time

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

Activity: Review of Entering Bulk Receipts 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 |

14.4.4 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.

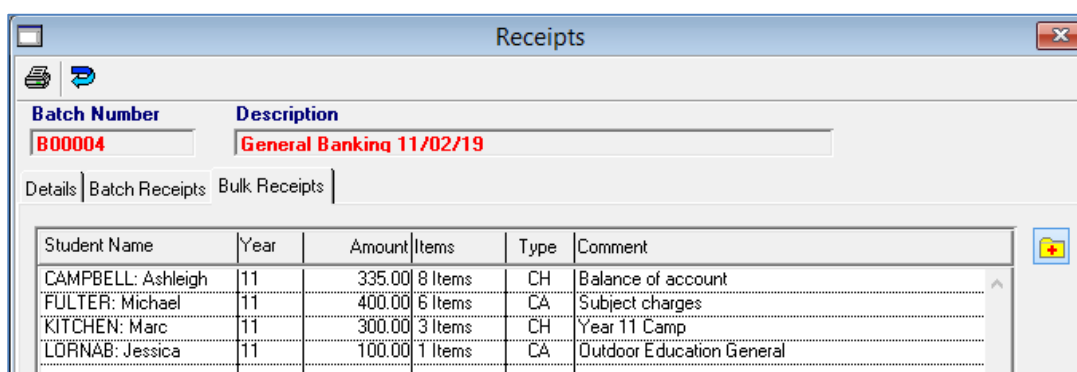
Activity: Entering Bulk Receipts for a mixture of items


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 | Subject charges |
| Marc Kitchen | \$300 | Cheque | Year 11 Camp |
| Jessica Lornab | \$100 | Cash | Outdoor Education General |

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
- Leave the General Banking window open

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

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.

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 > General Banking

- 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

Please double-click on your selection.

| Ref | Date | Code | Amount | GST | Balance | Comment |
|-----|-------------|-------|--------|-----|---------|------------------------------------|
| 621 | 11 FEB 2019 | UOC01 | 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 |

Amount: 270.00 Selected: 270.00

- Click **OK**

Select Items

The selected items are less than the amount of the receipt. The remaining 300.00 will become unallocated credit. Continue?

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

| Student Name | Year | Amount | Items | Type | Comment |
|--------------|------|--------|----------|------|--------------------|
| FITTON: Rhys | 10 | 570.00 | 10 Items | CH | Balance of account |

- Click on **Return to View** 

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

14.4.5 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. |

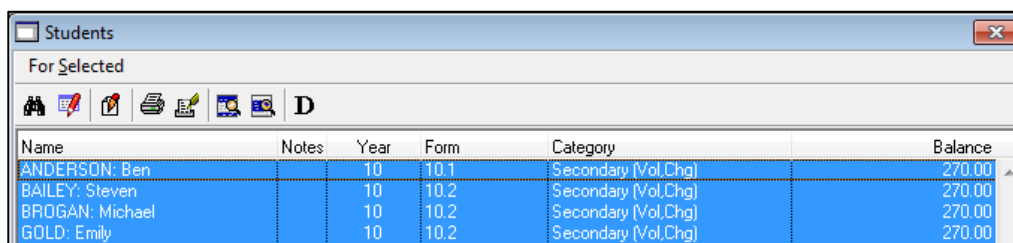
Activity: Bulk Receipts via Students

The following year 10 students have all paid \$235 for the balance of their Voluntary Contributions by EFTPOS. Enter receipts for the student payments in the table below.

| Student | Payment |
|----------------|---------|
| Ben Anderson | \$235 |
| Steven Bailey | \$235 |
| Michael Brogan | \$235 |
| Emily Gold | \$235 |

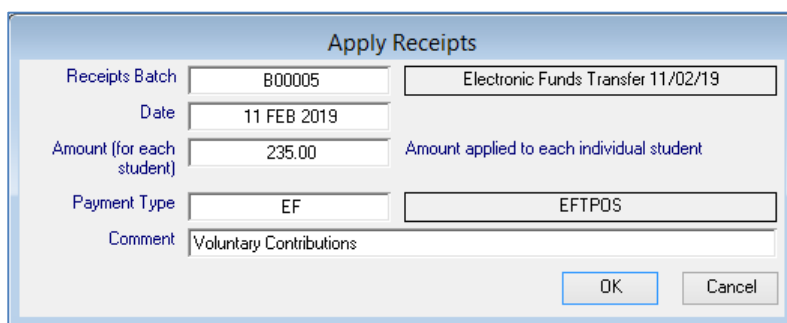
RM Billing > Students

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



| Name | Notes | Year | Form | Category | Balance |
|-----------------|-------|------|------|---------------------|---------|
| ANDERSON: Ben | | 10 | 10.1 | Secondary (Vol.Chg) | 270.00 |
| BAILEY: Steven | | 10 | 10.2 | Secondary (Vol.Chg) | 270.00 |
| BROGAN: Michael | | 10 | 10.2 | Secondary (Vol.Chg) | 270.00 |
| GOLD: Emily | | 10 | 10.2 | Secondary (Vol.Chg) | 270.00 |

- Click **For Selected > Apply Receipts**
- Click **OK** to the **2019** Billing Year
- Enter the **EFT** receipts batch or press <Tab> for a list
- Type in the amount that will be applied to each student **\$235**
- Press <Tab> and select the payment type for **EFTPOS**
- Enter a Comment





| | |
|---------------------------|-------------------------|
| Apply Receipts | |
| Receipts Batch | B00005 |
| Date | 11 FEB 2019 |
| Amount (for each student) | 235.00 |
| Payment Type | EF |
| Comment | Voluntary Contributions |
| OK Cancel | |

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

IMPORTANT: The amount entered is applied to each student record. This functionality can only be used when each student has paid the same amount

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
- Click **Return to View** 


14.4.6 Individual Receipting

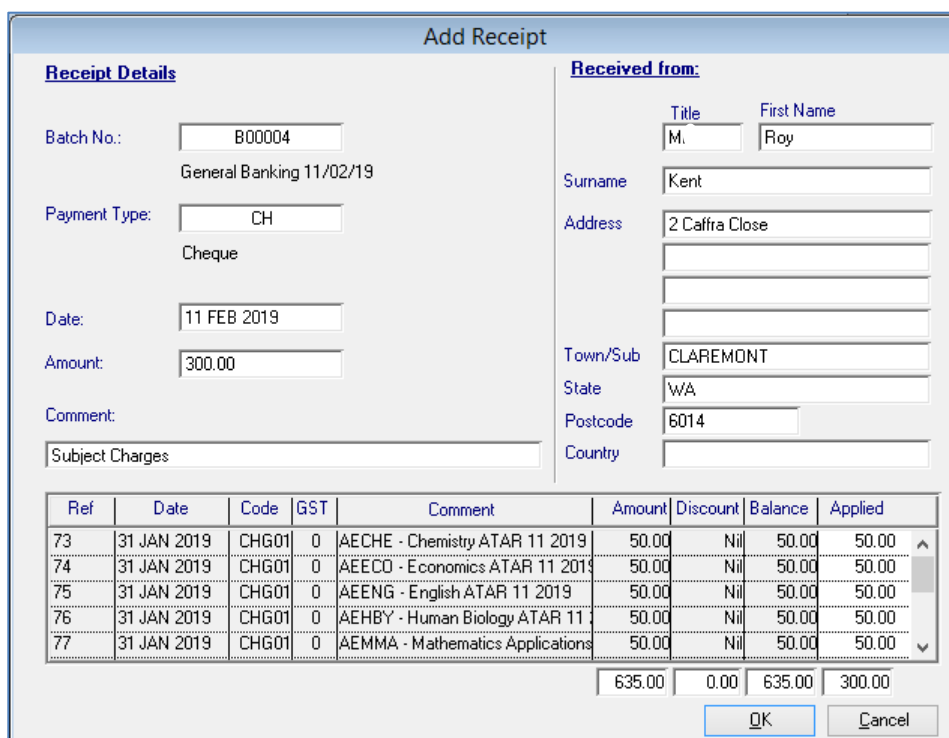
This method can be used to enter a receipt for an individual student.

Activity: Entering an Individual Receipt

*Maureen Kent, Clayton Kent's grandmother, has come to the front office to pay for his Subject Charges. She has a cheque for \$300. As she is not the nominated fees biller, the **received from** details will be edited to reflect the payment is from someone other than Mr. Roy Kent.*

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>**



| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|-----|-------------|-------|-----|----------------------------------|--------|----------|---------|---------|
| 73 | 31 JAN 2019 | CHG01 | 0 | AECHE - Chemistry ATAR 11 2019 | 50.00 | Nil | 50.00 | 50.00 |
| 74 | 31 JAN 2019 | CHG01 | 0 | AEEDCO - Economics ATAR 11 2019 | 50.00 | Nil | 50.00 | 50.00 |
| 75 | 31 JAN 2019 | CHG01 | 0 | AEENG - English ATAR 11 2019 | 50.00 | Nil | 50.00 | 50.00 |
| 76 | 31 JAN 2019 | CHG01 | 0 | AEHBY - Human Biology ATAR 11 | 50.00 | Nil | 50.00 | 50.00 |
| 77 | 31 JAN 2019 | CHG01 | 0 | AEMMA - Mathematics Applications | 50.00 | Nil | 50.00 | 50.00 |
| | | | | | 635.00 | 0.00 | 635.00 | 300.00 |

- Enter the comment **Subject Charges**

Note: The comment appears on the statement.

- Edit the Received from details to read
- Title: **Mrs**
- First Name: **Maureen (Kent)**
- Address: **6 Smith Street, INGLEWOOD 6052**

| Received from: | |
|----------------|----------------|
| Title | First Name |
| Mrs | Maureen |
| Surname | Kent |
| Address | 6 Smith Street |
| | |
| | |
| Town/Sub | INGLEWOOD |
| State | WA |
| Postcode | 6052 |
| Country | |

- Click **OK** to save


Note: The receipt is allocated against billing items in reference order. If specific billing items are to be paid, the applied columns must be edited and the amounts applied next to the relevant billing items.

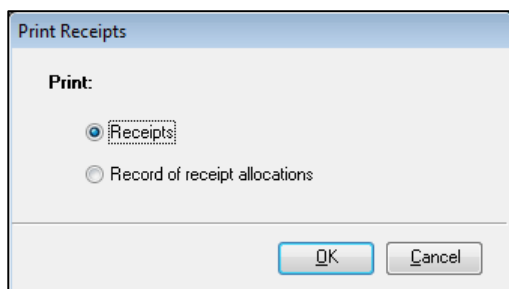
Note: The 'Received from' field displays the name of the current fees biller for the student. If the payee is not the fees biller, the field should be edited to contain the name and address of the person paying the account. These details are saved with the receipt.


14.4.7 To Print a Receipt

Activity: Printing 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 Allocation** > **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.

14.4.8 Original/Draft/Copy text on Receipts

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

Receipts printed directly to the printer for the first time will contain no additional text.

Receipts viewed to the screen will contain the text 'DRAFT'. If sent to the printer from the screen, the printed copy will contain the text 'DRAFT'.

Receipts printed to the printer for the second or subsequent time will contain the text 'COPY'.

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

Activity: Review of Entering Individual Receipts

RM Billing > Students

- **Right Click** in the surname cell and type **Partington** and **enter**

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.

| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|------|-------------|-------|-----|-----------------------|--------|----------|---------|---------|
| 477 | 11 FEB 2019 | DOC01 | 0 | 2019 School Year Book | 20.00 | Nil | 20.00 | Nil |
| 478 | 11 FEB 2019 | VOL01 | 0 | 2019 Chaplaincy | 15.00 | Nil | 15.00 | Nil |
| 1294 | 1 FEB 2019 | CHG03 | 0 | 2019 Camp Activities | 100.00 | Nil | 100.00 | 100.00 |
| 1295 | 1 FEB 2019 | CHG03 | 0 | 2019 Camp Transport | 50.00 | Nil | 50.00 | 50.00 |
| 1296 | 1 FEB 2019 | CHG03 | 1 | 2019 Camp Food | 150.00 | Nil | 150.00 | 150.00 |
| | | | | | 735.00 | 0.00 | 735.00 | 300.00 |

OK Cancel

2. Donna Ravat has brought a **cheque** for **\$200** as part payment for her **subject charges**. Print the Record of Receipt Allocations to screen.

| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|-----|-------------|-------|-----|----------------------------------|--------|----------|---------|---------|
| 307 | 31 JAN 2019 | CHG01 | 0 | AECHE - Chemistry ATAR 11 2019 | 50.00 | Nil | 50.00 | 50.00 |
| 308 | 31 JAN 2019 | CHG01 | 0 | AEECO - Economics ATAR 11 2019 | 50.00 | Nil | 50.00 | 50.00 |
| 309 | 31 JAN 2019 | CHG01 | 0 | AEENG - English ATAR 11 2019 | 50.00 | Nil | 50.00 | 50.00 |
| 310 | 31 JAN 2019 | CHG01 | 0 | AEHBY - Human Biology ATAR 11 | 50.00 | Nil | 50.00 | 50.00 |
| 311 | 31 JAN 2019 | CHG01 | 0 | AEMMA - Mathematics Applications | 50.00 | Nil | 50.00 | Nil |
| | | | | | 635.00 | 0.00 | 635.00 | 200.00 |

OK Cancel

14.5 Reporting on Receipts

Reports available for receipts include the Daily Banking Report and the Receipts Summary Report. The Daily Banking Report is useful in reconciling the daily takings. It separates the transactions by payment type (e.g. Cash and Cheque) and gives overall totals. The Receipts Summary groups all receipt allocations by analysis code, budget code and GST Code. It is used for the manual input of transactions into RM Finance.

Activity: Viewing Receipts Reports

RM Billing > Receipts

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

West Coast District High School Daily Banking Summary 11/02/2019

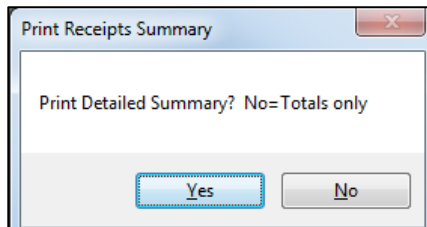


| Rec # | Amount | Rec'd From | Student Name | Details | Batch # | Status |
|----------------------------|-----------|-----------------|--------------------|---------------------------|---------|--------|
| CASH | | | | | | |
| 9 | \$ 300.00 | Mrs Campbell | CAMPBELL: Ashleigh | Year 11 Camp | B00004 | |
| 10 | \$ 300.00 | Mrs Casson | CASSON: Shane | Year 11 Camp | B00004 | |
| 11 | \$ 300.00 | Mrs T Hogan | HOGAN: Paul | Year 11 Camp | B00004 | |
| 13 | \$ 400.00 | Mr M Fulter | FULTER: Michael | Subject charges | B00004 | |
| 15 | \$ 100.00 | Mrs A Lornab | LORNAB: Jessica | Outdoor Education General | B00004 | |
| Total Cash | | \$ 1,400.00 | | | | |
| CHEQUE | | | | | | |
| 5 | \$ 300.00 | Mrs J Cooper | COOPER: Ryan | Year 11 Camp | B00004 | |
| 6 | \$ 300.00 | Mr S Dexter | DEXTER: Renee | Year 11 Camp | B00004 | |
| 7 | \$ 300.00 | Mr T Rumble | RUMBLE: Simon | Year 11 Camp | B00004 | |
| 8 | \$ 300.00 | Mrs S Sorrell | SORRELL: Jillian | Year 11 Camp | B00004 | |
| 12 | \$ 335.00 | Mrs Campbell | CAMPBELL: Ashleigh | Balance of account | B00004 | |
| 14 | \$ 300.00 | Mrs K Kitchen | KITCHEN: Marc | Year 11 Camp | B00004 | |
| 16 | \$ 570.00 | Mrs G Fitton | FITTON: Rhys | Balance of account | B00004 | |
| 21 | \$ 300.00 | Mrs M Kent | KENT: Clayton | Subject Charges | B00004 | |
| 22 | \$ 300.00 | Mr G Partington | PARTINGTON: Dean | Year 11 Camp | B00004 | |
| 23 | \$ 200.00 | Mrs R Ravat | RAVAT: Donna | Part Payment for subjects | B00004 | |
| Total Cheque | | \$ 3,205.00 | | | | |
| Total for Cash and Cheques | | | \$ 4,605.00 | | | |
| Total for Report: | | | \$ 4,605.00 | | | |


- 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 (This is a mandatory report)
- View and close the Daily Banking Summary Choose

Print the Receipts Summary

- **For Selected > Print Receipts Summary**
- Click **Yes** to print the detailed summary (This is a mandatory report)
- View and close the Receipts Summary
- Choose **For Selected > Print Receipts Summary**
- Click **No** to print totals only



A portion of the report is displayed below

| West Coast District High School | | |  | |
|---|-----------------|-----------------------|---|---------|
| Receipts Summary (totals only) | | | Amount | GST |
| Batch: B00004 General Banking 11/02/19 | | | | |
| Billing Code | CHG01 | Upper School Charges | | |
| GST Code 0 | | | | |
| Total for | Income | | \$ 1,300.00 | \$ 0.00 |
| Budget: C1051 | Analysis: C1050 | Totals for GST code 0 | \$ 1,300.00 | \$ 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 used when processing receipts from RM Billing into RM Finance. This will be covered later in training.

15 Statements

15.1 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

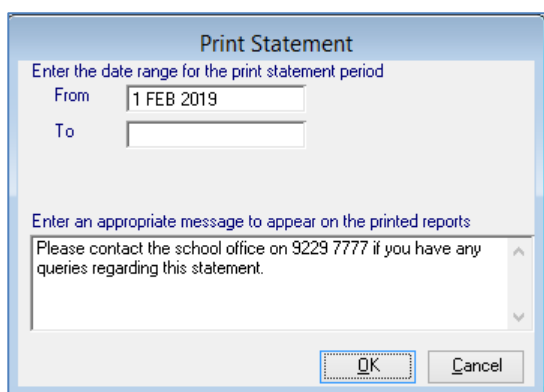
15.1.1 Printing a Statement from the Student List

Activity: Print a Student Statement via the Students window

Print a statement for Rhys Fitton

RM Billing > Students

- Highlight **Rhys Fitton**
- Choose **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

Note: A summary table will be printed at the bottom of the student statement. This will categorise all amounts outstanding, (regardless of the dates 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.

15.1.2 Print Statements for Outstanding Debtors

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

Activity: Producing Statements for Outstanding Debtors Only

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
- Choose **For Selected > Print Statement**
- View and close the statements

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

Activity: Print Student Statements

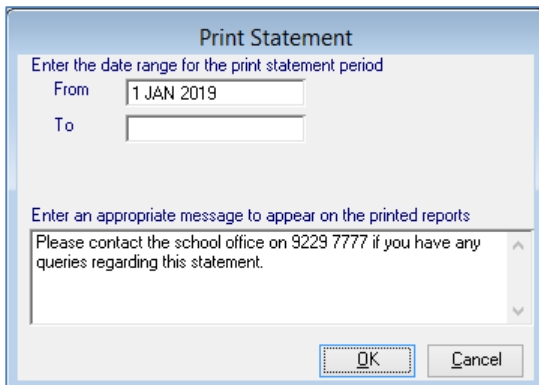
We will print Statements for Year 11 students with outstanding balances.

RM Billing > Students

- Click on **Student Find** 
- Select the Year 11 students
- Click on **Find, Select** and **Yes**
- Click on the **Balance** Header to sort students by outstanding amounts
- Highlight the students with outstanding amounts
- Select to hide the unselected students  (Ashleigh Campbell has paid in full)
- Click on the **Name** header to sort the students into alphabetical order
- Click on 
- Select to print the list of students to screen

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

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



Print Statement

Enter the date range for the print statement period

From: 1 JAN 2019

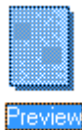
To:

Enter an appropriate message to appear on the printed reports

Please contact the school office on 9229 7777 if you have any queries regarding this statement.

OK Cancel

- Click on Ok



- Select Report Destination
- Click on Ok

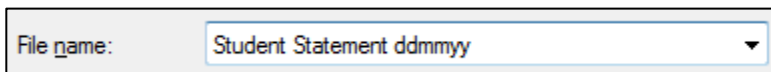
To Save the Report

- Click on Save to 
- For Training select Save to the Desktop.



Save in: Desktop

- Name the file




File name: Student Statement ddmmyy

- Click **OK**

Note : At school users will navigate to G:Audit Reports/student statements

Print the Statements

- Click on 
- Select the required printer and click Ok. In training we will not be able to print the statements to a printer

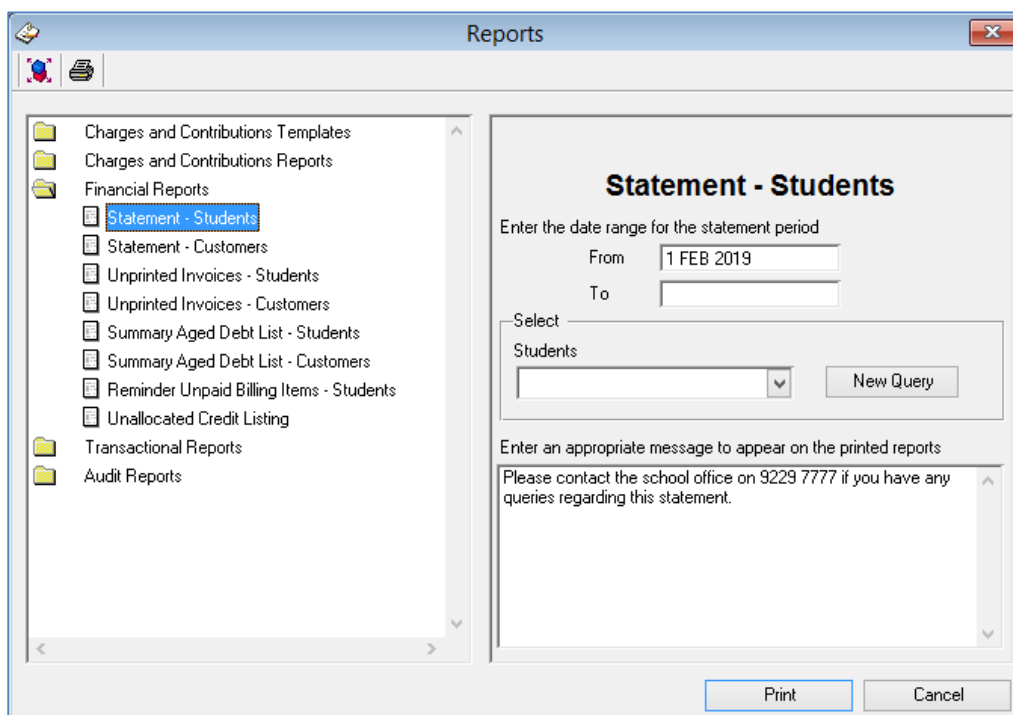
15.1.3 Printing a Statement from Reports


Activity: Print a Student Statement via Reports

Print a statement for all current Year 11 students.

RM Billing > Reports

- Open the Financial Reports folder
- Highlight Statement – Students



- The Date range and the default message operate as described in the previous section
- Click 
- Select **Year Group 11** and click on **Find**
- Select **all the Year 11** students
- Click **Print** and change the **Report Destination** back to **Screen**
- View and close the statements
- Close the Reports window

15.2 Family Statements

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

16 External Customers

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

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

The functionality in the Customers section is similar to that in the Students section. Double-clicking on a customer record or highlighting the customer and pressing enter will invoke the drill down facility and many of the same tabs are available.


Customers are not linked to Timetabling (so there is no subject billing) and there are no bulk processes (such as bulk billing and bulk receipting) designed for customers.

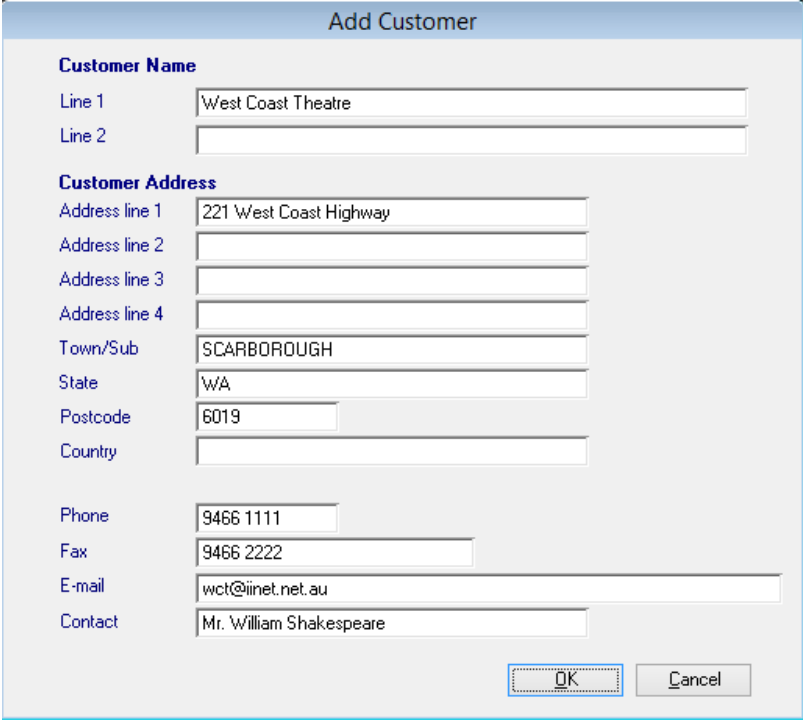
16.1.1 Creating External Customers

Activity: Create External Customer 1

The local theatre group, West Coast Theatre, is interested in hiring out the school hall for their after school rehearsals. The school has agreed that they are able to lease the hall in Term 1 for a total of \$1045.00 (including GST), charging \$550 for the first 5 weeks and \$495 for the remainder of the term. Set up the details for West Coast Theatre.

RM Billing > Customers

- Click Add Customer 
- Enter the details as shown below



Add Customer

Customer Name

Line 1: West Coast Theatre

Line 2:

Customer Address

Address line 1: 221 West Coast Highway

Address line 2:

Address line 3:

Address line 4:

Town/Sub: SCARBOROUGH

State: WA

Postcode: 6019

Country:

Phone: 9466 1111

Fax: 9466 2222

E-mail: wct@inet.net.au

Contact: Mr. William Shakespeare

OK Cancel


- Click **OK** to save

| Customers | | | |
|--------------------|---|----------|---------|
| Customer Name | Address | BPAY Ref | Balance |
| West Coast Theatre | 221 West Coast Highway, SCARBOROUGH WA 6019 | 60000018 | |

Note: A BPAY Reference number is automatically produced for customers when the school has enabled BPAY in RM Billing > Parameters. If this function is not selected, a BPAY Reference number will not be created.

Activity: Create External Customer 2

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

- Click Add Customer 
- Enter the details as shown below

Edit Customer

Customer Name

Line 1

Oceanview Tennis Club

Line 2

Customer Address

Address line 1

445 Albert Street

Address line 2

Address line 3

Address line 4

Town/Sub

SCARBOROUGH

State

WA

Postcode

6019

Country

Phone

9446 0000

Fax

E-mail

tennis@gmail.com

Contact

Tom Racket

OK

Cancel

- Click **OK** to save

| Customers | | | |
|-----------------------|---|----------|---------|
| Customer Name | Address | BPAY Ref | Balance |
| Oceanview Tennis Club | 445 Albert Street, SCARBOROUGH WA 6019 | 60000026 | |
| West Coast Theatre | 221 West Coast Highway, SCARBOROUGH WA 6019 | 60000018 | |

16.2 Customer Billing



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

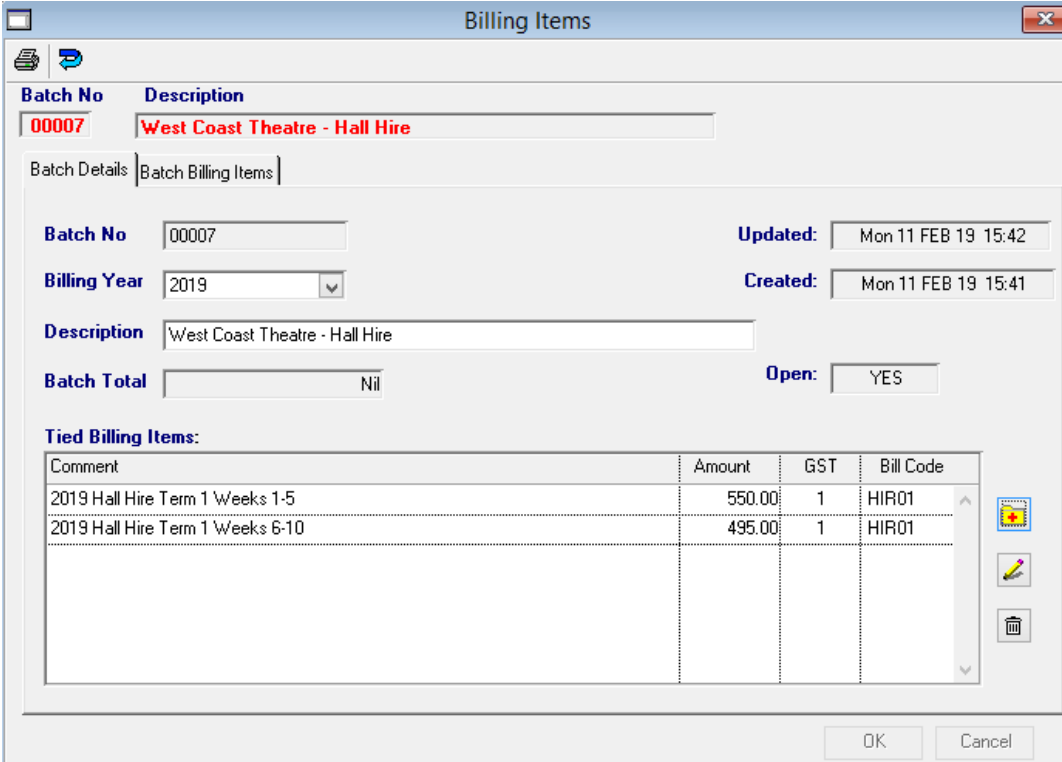
16.2.1 Create a Billing Items Batch

Activity: Create a Billing Items Batch for West Coast Theatre

Create a Billing Items batch for the Hall Hire as illustrated below.

RM Billing > Billing Items

- Click **Add Item** 
- Enter the description of **West Coast Theatre – Hall Hire** and click **OK**
- Click **Add Debit** 
- Enter the comment **2019 Hall Hire Term 1 Weeks 1-5** <Tab>
- Enter the amount **550** <Tab>
- Enter the GST code of **1** <Tab>
- <Tab> and select the Billing Code **HIR01**
- Click **OK**
- Repeat the steps above to add the second tied billing item



The screenshot shows the 'Billing Items' window. At the top, there's a 'Batch No' field with '00007' and a 'Description' field with 'West Coast Theatre - Hall Hire'. Below this, there's a 'Batch Details' section with fields for 'Batch No' (00007), 'Billing Year' (2019), 'Description' (West Coast Theatre - Hall Hire), and 'Batch Total' (Nil). To the right of these fields are 'Updated' and 'Created' timestamps (Mon 11 FEB 19 15:42 and Mon 11 FEB 19 15:41 respectively), and an 'Open' button set to 'YES'. Below the batch details is a 'Tied Billing Items' table with columns for 'Comment', 'Amount', 'GST', and 'Bill Code'. The table contains two rows: '2019 Hall Hire Term 1 Weeks 1-5' with Amount 550.00, GST 1, and Bill Code HIR01; and '2019 Hall Hire Term 1 Weeks 6-10' with Amount 495.00, GST 1, and Bill Code HIR01. At the bottom right of the window are 'OK' and 'Cancel' buttons.

| Comment | Amount | GST | Bill Code |
|----------------------------------|--------|-----|-----------|
| 2019 Hall Hire Term 1 Weeks 1-5 | 550.00 | 1 | HIR01 |
| 2019 Hall Hire Term 1 Weeks 6-10 | 495.00 | 1 | HIR01 |



- Click  Return to View

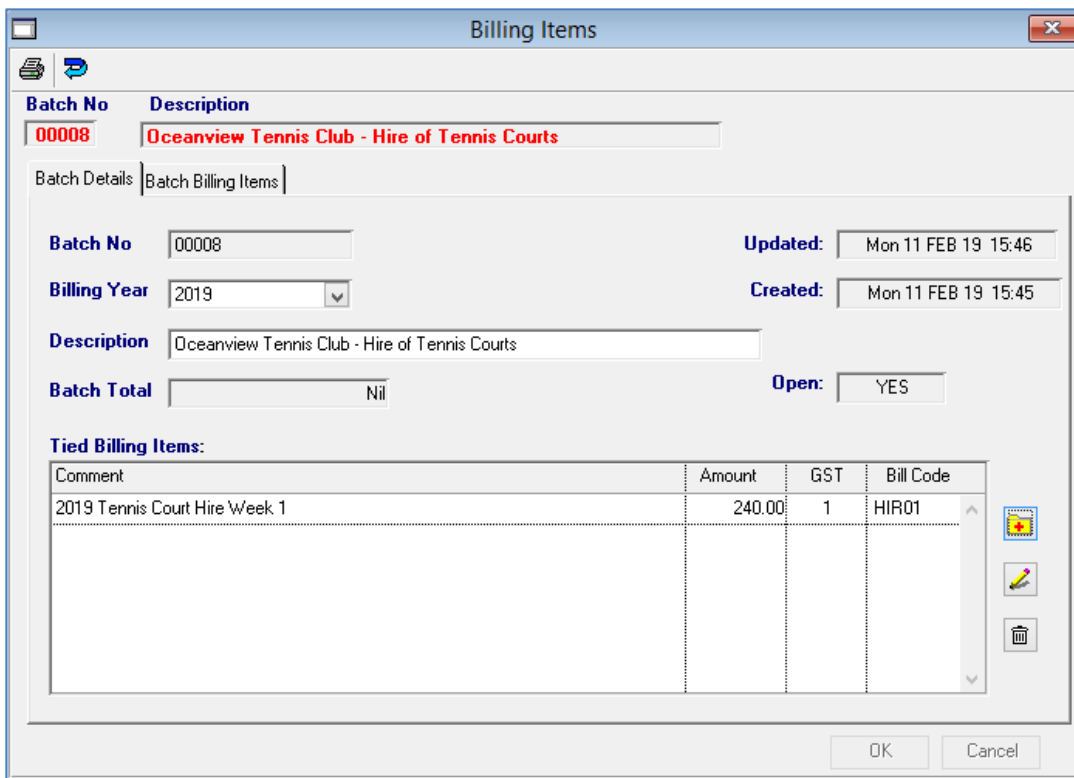
16.2.2 Create a Billing Items Batch

Activity: Create a Billing Items Batch for Oceanview Tennis Club

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

RM Billing > Billing Items

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



The screenshot shows the 'Billing Items' window with the following details:

- Batch No:** 00008
- Description:** Oceanview Tennis Club - Hire of Tennis Courts
- Billing Year:** 2019
- Batch Total:** Nil
- Updated:** Mon 11 FEB 19 15:46
- Created:** Mon 11 FEB 19 15:45
- Open:** YES

Tied Billing Items:

| Comment | Amount | GST | Bill Code |
|-------------------------------|--------|-----|-----------|
| 2019 Tennis Court Hire Week 1 | 240.00 | 1 | HIR01 |

At the bottom of the window are 'OK' and 'Cancel' buttons.


- Close the Billing Items window

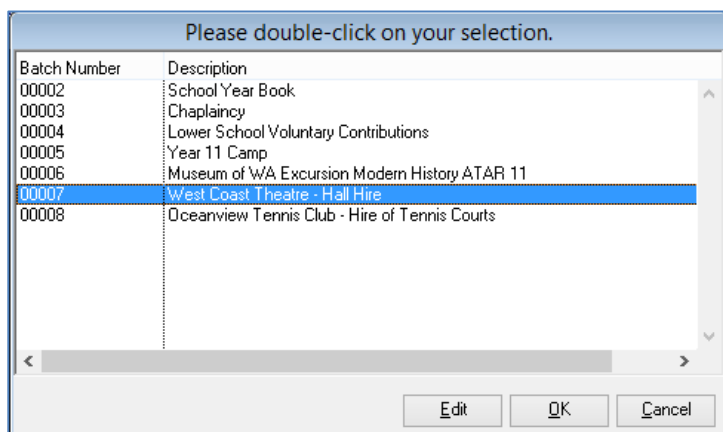
16.2.3 Bill the Customers Using the Batch

Activity: Billing Customers

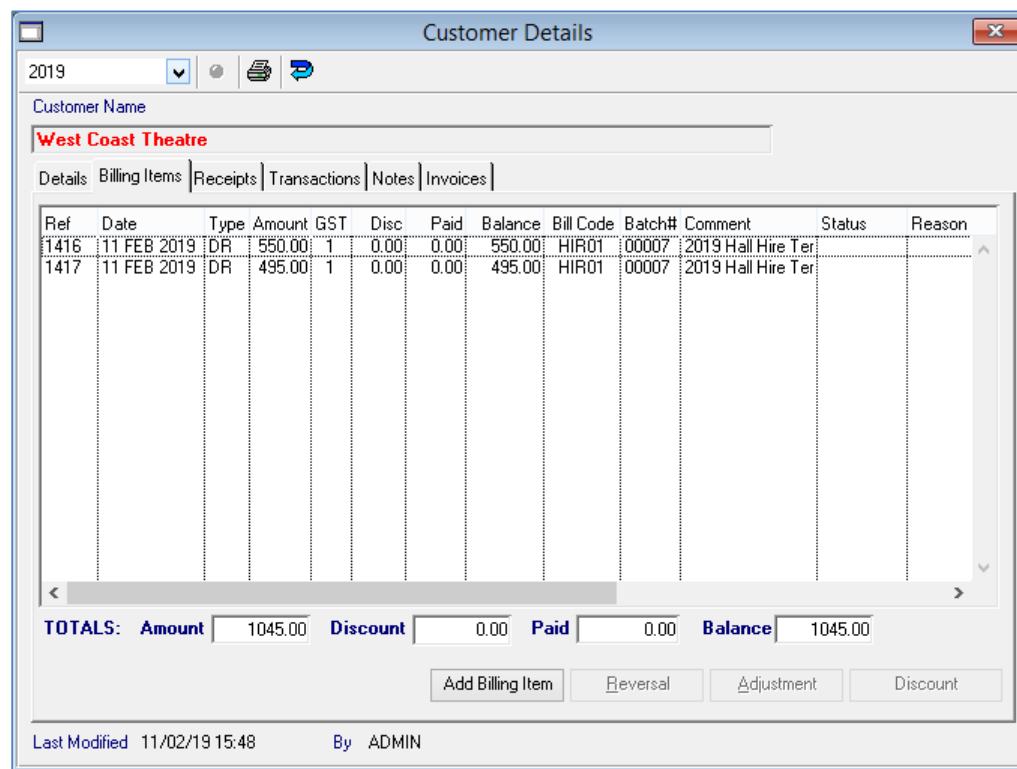
Bill the Customer 'West Coast Theatre' using the Hall Hire batch.

RM Billing > Customers

- Double-click on West Coast Theatre
- Select the **Billing Items** tab
- Click 
- OK to the **2019** Billing Year
- Choose the West Coast Theatre Hall Hire batch from the list displayed



- Click **OK**



Customer Name

West Coast Theatre

- Click on the Red Customer Name
- The Oceanview Tennis Club will display

Bill the customer 'Oceanview Tennis Club' for the hire of the tennis courts for one week using the Hire of Tennis Court batch

RM Billing > Customers

- Double-click on Oceanview Tennis Club
- Select the **Billing Items** tab
- Click
- OK to the **2019** Billing Year
- Choose the Hire of Tennis Courts batch from the list displayed

Please double-click on your selection.

| Batch Number | Description |
|--------------|---|
| 00002 | School Year Book |
| 00003 | Chaplaincy |
| 00004 | Lower School Voluntary Contributions |
| 00005 | Year 11 Camp |
| 00006 | Museum of WA Excursion Modern History ATAR 11 |
| 00007 | West Coast Theatre - Hall Hire |
| 00008 | Oceanview Tennis Club - Hire of Tennis Courts |

- Click **OK**

Customer Details

2019

Customer Name
Oceanview Tennis Club

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|--------|-----|------|------|---------|-----------|--------|-------------------|--------|--------|
| 1418 | 11 FEB 2019 | DR | 240.00 | 1 | 0.00 | 0.00 | 240.00 | HIR01 | 00008 | 2019 Tennis Court | | |

TOTALS: Amount 240.00 Discount 0.00 Paid 0.00 Balance 240.00

Last Modified 11/02/19 15:49 By ADMIN

16.3 Customer Invoices

Whenever a customer is billed a tax invoice is automatically created.

Activity: View a Tax Invoice

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

RM Billing > Customers

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

Customer Details

2019

Customer Name: Oceanview Tennis Club

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

| Invoice | Date | Year | Amount | Balance | Printed |
|---------|-------------|------|--------|---------|---------|
| 132 | 11 FEB 2019 | 2019 | 240.00 | 240.00 | NO |

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch | Comment | Status | Reason |
|------|-------------|------|--------|-----|------|------|---------|-----------|-------|------------------|--------|--------|
| 1418 | 11 FEB 2019 | DR | 240.00 | 1 | 0.00 | 0.00 | 240.00 | HIR01 | 00008 | 2019 Tennis Club | | |

Last Modified: 11/02/19 15:49 By: ADMIN

- Click **Print** 
- View and close the tax invoice

Notes: This tax invoice is fully compliant with government regulations. Billing Items may be edited before they are applied to a Customer record.

16.3.1 Open/Closed Invoices

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

16.3.2 Draft/Copy/Amended text

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

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

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

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

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


16.4 Receipting for Customers

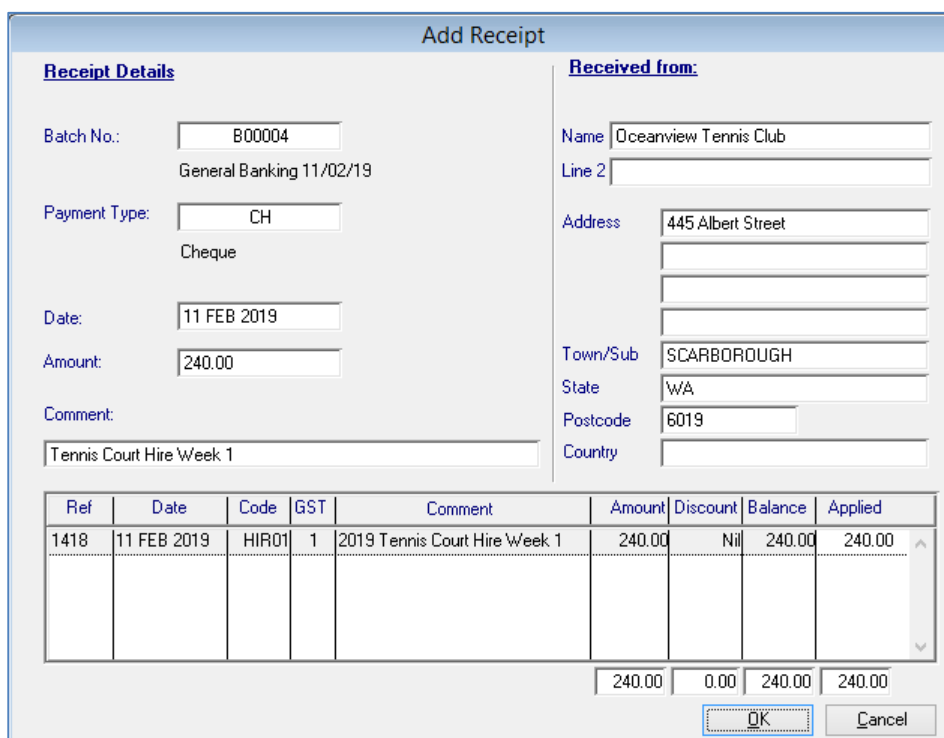
Individual receipts can be created for a particular customer. This is done via the Customers section by drilling down on the Customer record and going to the Receipts tab.

Activity: Add a Customer Receipt


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

- 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




| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|------|-------------|-------|-----|-------------------------------|--------|----------|---------|---------|
| 1418 | 11 FEB 2019 | HIR01 | 1 | 2019 Tennis Court Hire Week 1 | 240.00 | Nil | 240.00 | 240.00 |

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

West Coast Theatre has also 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

- Click on the Red Customer Name to change to **West Coast Theatre**
- 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

Add Receipt

Receipt Details

Batch No.:
Electronic Funds Transfer 11/02/19

Payment Type:
EFTPOS

Date:

Amount:

Comment:



Received from:

Name:
Line 2:

Address:

Town/Sub:
State:
Postcode:
Country:

| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|------|-------------|-------|-----|----------------------------------|---------|----------|---------|---------|
| 1416 | 11 FEB 2019 | HIR01 | 1 | 2019 Hall Hire Term 1 Weeks 1-5 | 550.00 | Nil | 550.00 | 550.00 |
| 1417 | 11 FEB 2019 | HIR01 | 1 | 2019 Hall Hire Term 1 Weeks 6-10 | 495.00 | Nil | 495.00 | Nil |
| | | | | | 1045.00 | 0.00 | 1045.00 | 550.00 |

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


16.5 Customer Statements

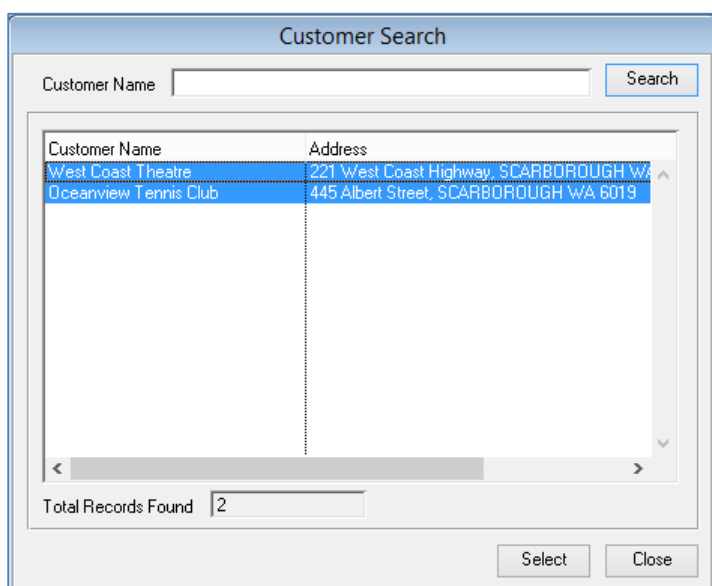
Statements for customers can be printed from the Reports section as follows.

Activity: Print a Customer Statement

Print a statement for West Coast Theatre and Oceanview Tennis Club

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 



The Customer Search dialog box is shown. It has a title bar 'Customer Search'. Inside, there is a 'Customer Name' text field and a 'Search' button. Below this is a table with two columns: 'Customer Name' and 'Address'. The table contains two rows: 'West Coast Theatre' with address '221 West Coast Highway, SCARBOROUGH WA' and 'Oceanview Tennis Club' with address '445 Albert Street, SCARBOROUGH WA 6019'. Both rows are highlighted in blue. At the bottom of the table is a 'Total Records Found' label and a text field showing '2'. There are 'Select' and 'Close' buttons at the bottom right of the dialog box.

| Customer Name | Address |
|-----------------------|--|
| West Coast Theatre | 221 West Coast Highway, SCARBOROUGH WA |
| Oceanview Tennis Club | 445 Albert Street, SCARBOROUGH WA 6019 |

Total Records Found 2

Note: The customer can be searched for using the customer name field and the search button.

- Select both customers
- Accept the default settings for the training course
- Click **Print** and **OK**
- View and close the Statement
- Close the Reports window

Activity: Day 1 Review

Write down the steps or path you would take to:

- 1) Create a new billing code in RM Billing.
- 2) Enter subject costs into RM Billing.
- 3) Create a Charges and Contributions Template.
- 4) Create subject billing items for students.
- 5) Apply a Billing Item to a student.
- 6) Add a discount to a billing item for a student.
- 7) Add Bulk Receipts through
 - a) The Billing Item
 - b) A Receipts Batch

17 RM Billing & RM Finance Interface

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

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

Note: For newly implementing schools, your Implementation Consultant will activate exporting for you. For schools currently using RM Billing and manually updating RM Finance, please contact your SFC.

17.1 Manual Input of Receipts to RM Finance

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

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

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

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

RM Billing > Receipts

- Highlight the **General Banking** batch
- Click **For Selected > Print Daily Banking > OK**
- View the printed Daily Banking Summary on the following page

West Coast District High School

Daily Banking Summary 11/02/2019



| Rec # | Amount | Rec'd From | Student Name | Details | Batch # | Status |
|----------------------------|-----------|-----------------------|--------------------|---------------------------|---------|--------|
| CASH | | | | | | |
| 9 | \$ 300.00 | Mrs Campbell | CAMPBELL: Ashleigh | Year 11 Camp | B00004 | |
| 10 | \$ 300.00 | Mrs Casson | CASSON: Shane | Year 11 Camp | B00004 | |
| 11 | \$ 300.00 | Mrs T Hogan | HOGAN: Paul | Year 11 Camp | B00004 | |
| 13 | \$ 400.00 | Mr M Fulter | FULTER: Michael | Subject charges | B00004 | |
| 15 | \$ 100.00 | Mrs A Lornab | LORNAB: Jessica | Outdoor Education General | B00004 | |
| Total Cash | | \$ 1,400.00 | | | | |
| CHEQUE | | | | | | |
| 5 | \$ 300.00 | Mrs J Cooper | COOPER: Ryan | Year 11 Camp | B00004 | |
| 6 | \$ 300.00 | Mr S Dexter | DEXTER: Renee | Year 11 Camp | B00004 | |
| 7 | \$ 300.00 | Mr T Rumble | RUMBLE: Simon | Year 11 Camp | B00004 | |
| 8 | \$ 300.00 | Mrs S Sorrell | SORRELL: Jillian | Year 11 Camp | B00004 | |
| 12 | \$ 335.00 | Mrs Campbell | CAMPBELL: Ashleigh | Balance of account | B00004 | |
| 14 | \$ 300.00 | Mrs K Kitchen | KITCHEN: Marc | Year 11 Camp | B00004 | |
| 16 | \$ 570.00 | Mrs G Fitton | FITTON: Rhys | Balance of account | B00004 | |
| 21 | \$ 300.00 | Mrs M Kent | KENT: Clayton | Subject Charges | B00004 | |
| 22 | \$ 300.00 | Mr G Partington | PARTINGTON: Dean | Year 11 Camp | B00004 | |
| 23 | \$ 200.00 | Mrs R Ravat | RAVAT: Donna | Part Payment for subjects | B00004 | |
| 24 | \$ 240.00 | Oceanview Tennis Club | | Tennis Court Hire Week 1 | B00004 | |
| Total Cheque | | \$ 3,445.00 | | | | |
| Total for Cash and Cheques | | | \$ 4,845.00 | | | |

- 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
- Fill out the Finance Batch register as outlined below:

| DEPARTMENT OF EDUCATION | | | | | | | | |
|-------------------------|------------------|--------------|----|---|--------------------------|-----------------------|-----------------------|--------------|
| BATCH REGISTER | | | | | | | | |
| For the month of | | | | | BANK RELATED TRANSACTION | | | |
| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | Bank A/C 1, 2, 3 | Income Receipts (INC) | Expend Payments (ESP) | Credit Notes |
| | | From | To | | | | | |
| B00004 | | | | GB | 1 | 4845 | | |

Note: Schools may enter a Billing batch type. Eg GB General Banking, Cor Correction, EF Electronic Funds Transfer, REF Refund.

Print the Receipts Summary Report

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

Activity: Printing the Receipts Summary Report

RM Billing > Receipts

- Highlight the **General Banking** batch
- Click **For Selected > Print Receipts Summary**
- Click **OK** to the Screen
- Click on **Yes** to print the detailed summary
- 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.

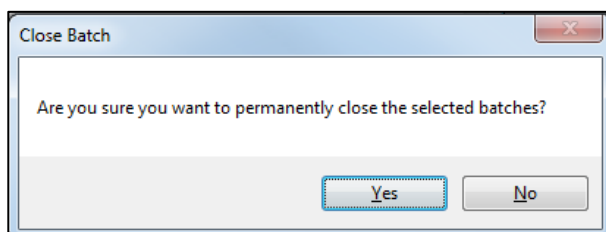
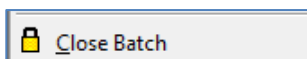
17.1.2 Close the Batch in RM Billing

The receipts batch must be manually closed to ensure that no more receipts are processed through it. When a receipts batch is closed it's because the banking has been finalised. A new receipts batch can be opened with the same format and using the current date of opening (eg. General Banking 11.02.19)

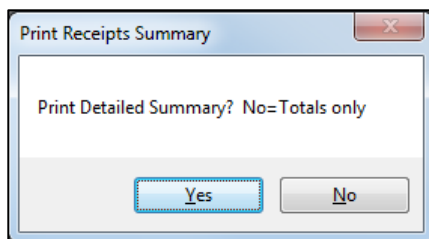
Activity: Manually Closing the Receipts Batch in RM Billing

RM Billing > Receipts

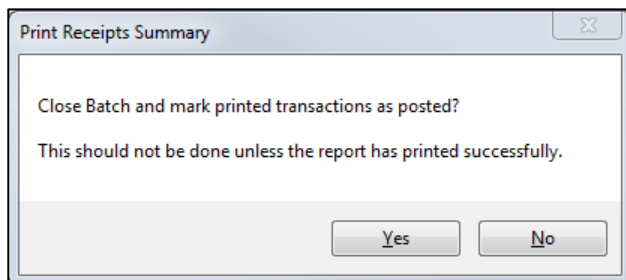
- Highlight the **General Banking** batch
- Click **For Selected > Close Batch**



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



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



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

| Receipts Batches List View | | | | | | |
|----------------------------|------|---|------|----------------------|-------------|--|
| For Selected | | | | | | |
| 2019 | | | | | | |
| Batch No | Year | Description | Open | Last Updated | Batch Total | |
| 800004 | 2019 | General Banking 11/02/19 | NO | 11 FEB 2019 15:53:12 | 4845.00 | |
| 800005 | 2019 | Electronic Funds Transfer 11/02/19 | YES | 11 FEB 2019 15:54:23 | 1490.00 | |
| 800001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 | |
| 800002 | 2019 | Imported ASA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:21:14 | 79.00 | |
| 800003 | 2019 | Imported CLA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:31:22 | 115.00 | |

17.1.3 Manually Enter Data into RM Finance

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

The 'Totals Only' version of the Receipts summary report will be used to input the data into RM Finance. This report was printed when the batch was closed. The following page shows a copy of the report.

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

West Coast District High School

Receipts Summary (totals only)



| | | | Amount | GST |
|---|-----------------|-----------------------|-------------|-----------|
| Batch: B00004 General Banking 11/02/19 | | | | |
| Billing Code CHG01 Upper School Charges | | | | |
| GST Code 0 | | | | |
| Total for | Income | | \$ 1,300.00 | \$ 0.00 |
| Budget: C1051 | Analysis: C1050 | Totals for GST code 0 | \$ 1,300.00 | \$ 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 |
| GST Code 1 | | | | |
| Total for | Income | | \$ 1,350.00 | \$ 122.76 |
| Budget: C1182 | Analysis: C1180 | Totals for GST code 1 | \$ 1,350.00 | \$ 122.76 |
| Billing Code HIR01 Hire of Facilities | | | | |
| GST Code 1 | | | | |
| Total for | Income | | \$ 240.00 | \$ 21.82 |
| Budget: C1705 | Analysis: C1700 | Totals for GST code 1 | \$ 240.00 | \$ 21.82 |
| Billing Code OOC01 Other Optional Costs | | | | |
| GST Code 0 | | | | |
| Total for | Income | | \$ 40.00 | \$ 0.00 |
| Budget: C1201 | Analysis: C1200 | Totals for GST code 0 | \$ 40.00 | \$ 0.00 |

| | | | | |
|---|------------------|-----------------------|-------------|-----------|
| Billing Code | SUS | Suspense Account | | |
| GST Code 8 | | | | |
| | Total for | Income | \$ 300.00 | \$ 0.00 |
| Budget: N3199 | Analysis: N3100I | Totals for GST code 8 | \$ 300.00 | \$ 0.00 |
| Billing Code VOL01 Voluntary Contributions 7-10 | | | | |
| GST Code 0 | | | | |
| | Total for | Income | \$ 265.00 | \$ 0.00 |
| Budget: C1001 | Analysis: C1000 | Totals for GST code 0 | \$ 265.00 | \$ 0.00 |
| Total for Report: | | | \$ 4,845.00 | \$ 144.58 |

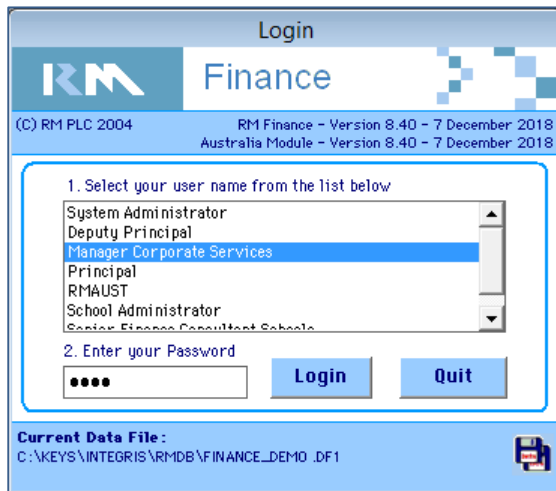
Activity: Manually input Receipts Batches into RM Finance

Manually enter the transactions into RM Finance as per the above report. The transactions entered into RM Finance for this report would be as follows:

| Inc Source | Reference | Batch Ref | Detail | Budget | Analysis | Total | Tax Code |
|------------|-----------|-----------|--------------------------------|--------|----------|---------|----------|
| INC001 | B00004 | B00004 | Upper School Charges | C1051 | C1050 | 1300.00 | 0 |
| INC001 | B00004 | B00004 | School Camps | C1182 | C1180 | 1350.00 | 0 |
| INC001 | B00004 | B00004 | School Camps | C1182 | C1180 | 1350.00 | 1 |
| INC001 | B00004 | B00004 | Hire of Tennis Courts | C1705 | C1700 | 240.00 | 1 |
| INC001 | B00004 | B00004 | School Year Book | C1201 | C1200 | 40.00 | 0 |
| INC001 | B00004 | B00004 | Suspense Account | N3199 | N3100I | 300.00 | 8 |
| INC001 | B00004 | B00004 | Voluntary Contributions (7-10) | C1001 | C1000 | 265.00 | 0 |

RM Finance

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



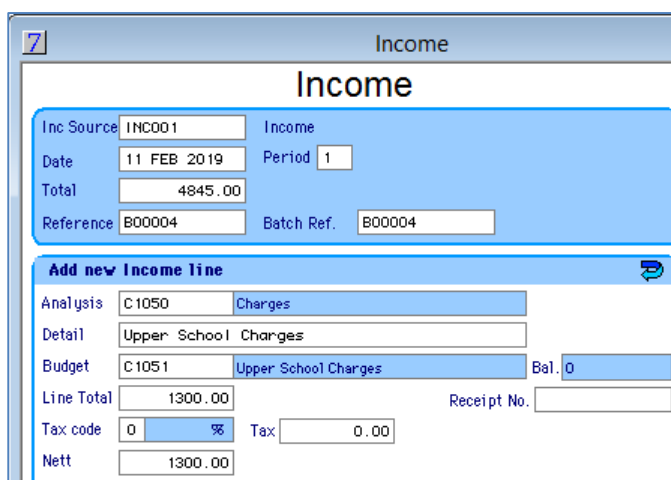
The login screen for RM Finance. At the top, it says 'Login' and 'Finance'. Below that, it shows the version information: 'RM Finance - Version 8.40 - 7 December 2018' and 'Australia Module - Version 8.40 - 7 December 2018'. The main area has two steps: '1. Select your user name from the list below' and '2. Enter your Password'. The user list includes 'System Administrator', 'Deputy Principal', 'Manager Corporate Services' (which is highlighted), 'Principal', 'RMAUST', 'School Administrator', and 'Senior Finance Consultant Schools'. The password field has four dots. There are 'Login' and 'Quit' buttons. At the bottom, it shows the 'Current Data File' path: 'C:\KEYS\INTEGRIS\RMDB\FINANCE_DEMO.DF1'.

If not exporting, the totals for each Budget Account must be manually entered into RM Finance using the Receipts Summary Totals Only Report.

Transactions > Income

Step 1 – Enter the Totals for Budget Accounts

- Type **INC001** in the Income Source <Tab>
- Type total **4845.00** in the Total <Tab>
- <Tab> to accept the default date
- Enter the Reference as **B00004**<Tab>
- Enter the Batch Ref. as **B00004**<Tab>
- Enter the detail as **Upper School Charges** <Tab>
- Enter **C1051** as the Budget code (can <Tab> to select this from a list) <Tab>
- Enter **1300** as the line total <Tab>
- Type **0** as the tax code



The 'Income' entry screen. It has a title bar 'Income' and a main title 'Income'. The form fields are: 'Inc Source' (INC001), 'Income' (empty), 'Date' (11 FEB 2019), 'Period' (1), 'Total' (4845.00), 'Reference' (B00004), and 'Batch Ref.' (B00004). Below this is a section 'Add new Income line' with a plus icon. It contains: 'Analysis' (C1050), 'Charges' (empty), 'Detail' (Upper School Charges), 'Budget' (C1051), 'Upper School Charges' (empty), 'Bal.' (0), 'Line Total' (1300.00), 'Receipt No.' (empty), 'Tax code' (0), 'Tax' (0.00), and 'Nett' (1300.00).


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

- Continue entering the income transactions using the table below:

| All Income Lines | | | |
|----------------------|---------|--------|---------------|
| Detail | \$ Nett | \$ Tax | \$ Line Total |
| Upper School Charges | 1300.00 | 0.00 | 1300.00 |
| Totals | 1300.00 | 0.00 | 1300.00 |

| Detail | Budget | Total | Tax Code |
|-------------------------|--------|---------|----------|
| School Camps | C1182 | 1350.00 | 0 |
| School Camps | C1182 | 1350.00 | 1 |
| Hire of Tennis Courts | C1705 | 240.00 | 1 |
| School Year Book | C1201 | 40.00 | 0 |
| Billing Suspense | N3199 | 300.00 | 8 |
| Voluntary Contributions | C1001 | 265.00 | 0 |

| All Income Lines | | | |
|-------------------------|---------|--------|---------------|
| Detail | \$ Nett | \$ Tax | \$ Line Total |
| Voluntary Contributions | 265.00 | 0.00 | 265.00 |
| Billing Suspense | 300.00 | 0.00 | 300.00 |
| School Year Book | 40.00 | 0.00 | 40.00 |
| Hire of Tennis Courts | 218.18 | 21.82 | 240.00 |
| School Camps | 1227.27 | 122.73 | 1350.00 |
| Totals | 4700.45 | 144.55 | 4845.00 |

- View the All Income Lines section and make sure that the line total matches the total at the top of the Income window
- Click 

Select Fund.

Please select the fund that you will use for the transaction you have just entered.

| | |
|-----------------|----------|
| Cash Management | 98765432 |
| *Cheque Account | 12345678 |
| Investment A/c | 43259878 |

Ok

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

OK to BATCH Income transaction ?

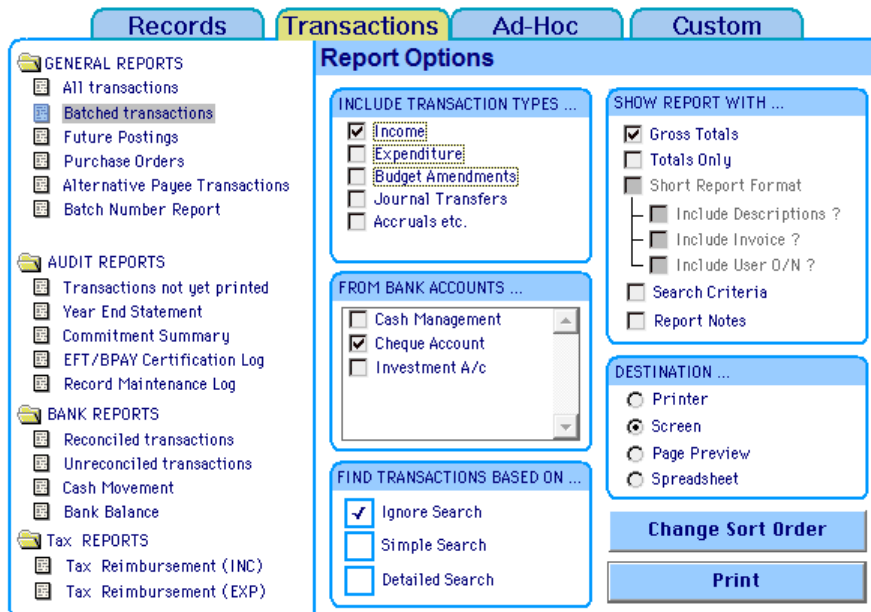
No

Yes

- Click **Yes** to batch the transaction

Step 2 – Check the Batched Transactions Report

- Click  Reports
- Select the **Batched Transactions Report**
- Tick **Income** and the **Cheque Account**



Records Transactions Ad-Hoc Custom

GENERAL REPORTS

- All transactions
- Batched transactions**
- Future Postings
- Purchase Orders
- Alternative Payee Transactions
- Batch Number Report

AUDIT REPORTS

- Transactions not yet printed
- Year End Statement
- Commitment Summary
- EFT/BPAY Certification Log
- Record Maintenance Log

BANK REPORTS

- Reconciled transactions
- Unreconciled transactions
- Cash Movement
- Bank Balance

Tax REPORTS

- Tax Reimbursement (INC)
- Tax Reimbursement (EXP)

Report Options

INCLUDE TRANSACTION TYPES ...

- ☒ Income
- ☐ Expenditure
- ☐ Budget Amendments
- ☐ Journal Transfers
- ☐ Accruals etc.

FROM BANK ACCOUNTS ...

- ☐ Cash Management
- ☒ Cheque Account
- ☐ Investment A/c

FIND TRANSACTIONS BASED ON ...

- ☒ Ignore Search
- ☐ Simple Search
- ☐ Detailed Search

SHOW REPORT WITH ...

- ☒ Gross Totals
- ☐ Totals Only
- ☐ Short Report Format
- ☐ Include Descriptions ?
- ☐ Include Invoice ?
- ☐ Include User O/N ?
- ☐ Search Criteria
- ☐ Report Notes

DESTINATION ...

- ☐ Printer
- ☒ Screen
- ☐ Page Preview
- ☐ Spreadsheet

Change Sort Order

Print

- Click **Print**
- Check the Batched Transactions Report against the Receipts Summary making sure that the correct budget codes, tax codes and amounts have been entered.



A portion of the report is displayed below

| <u>Posting Detail</u> | <u>Type</u> | <u>Date</u> | <u>Nett</u> | <u>Tax</u> | <u>Total</u> | <u>Voucher</u> |
|---------------------------------------|-------------|-------------|-------------|------------|--------------|----------------|
| B00004 | | | | | | |
| INC001 Income | | | | | | |
| C1050 Charges | | | | | | |
| C1051 Upper School Charges | | | | | | |
| Cheque Account | | | | | | |
| Upper School Charges | | | | | | |
| Ref B00004 | INC | 11 FEB 2019 | 1300.00 | 0 | 1300.00 | C1 |
| B00004 | | | | | | |
| INC001 Income | | | | | | |
| C1180 Yr 11&12 Extra Optional Charges | | | | | | |
| C1182 School Camps | | | | | | |
| Cheque Account | | | | | | |
| School Camps | | | | | | |
| Ref B00004 | INC | 11 FEB 2019 | 1350.00 | 0 | 1350.00 | C1 |
| B00004 | | | | | | |
| INC001 Income | | | | | | |
| C1180 Yr 11&12 Extra Optional Charges | | | | | | |
| C1182 School Camps | | | | | | |
| Cheque Account | | | | | | |
| School Camps | | | | | | |
| Ref B00004 | INC | 11 FEB 2019 | 1227.27 | 122.73 1 | 1350.00 | C1 |

- View and Close the report



Step 3 – Edit the Batch if necessary

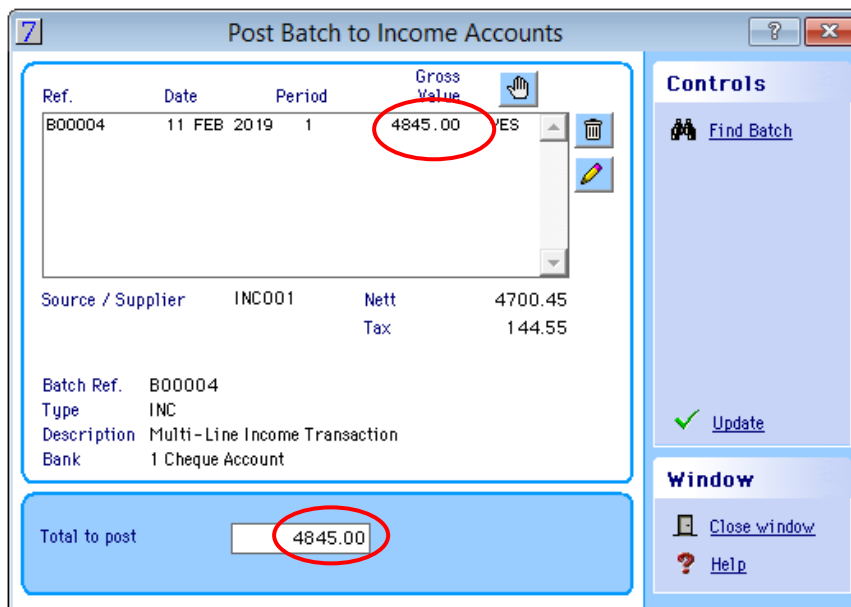
Transactions > View/Post Batch > Income

- Display batch **B00004**
- To edit the batch highlight the line for **B00004**
- Click Edit 
- Select the line to edit in the All Income Lines section
- Edit the necessary field
- <Tab> to clear the Edit selected Income Line section of the screen
- Click  **Ok** > Select the **Cheque** account > **OK** and **Yes**

Step 4 – Post the Batch

Transactions >View/ Post Batch

- Click on **Income**
- Enter B00004 as the Batch reference
- Click **Display**  **Display** to display the batch
- Click **Select All**  to change the **No** to a **Yes** and view the Total to post of **\$4845**



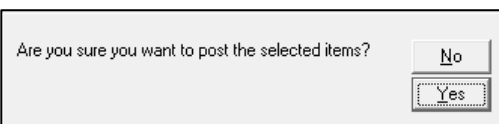
| Ref. | Date | Period | Gross Value | |
|--------|-------------|--------|-------------|-----|
| B00004 | 11 FEB 2019 | 1 | 4845.00 | YES |

Source / Supplier: INC001
Nett: 4700.45
Tax: 144.55

Batch Ref.: B00004
Type: INC
Description: Multi-Line Income Transaction
Bank: 1 Cheque Account

Total to post: 4845.00

- Click  **Update**




Are you sure you want to post the selected items?

No Yes

- Click **Yes**

Step 5 – Check the result of posting the Billing Receipts batch (optional)

Records > Budget Accounts

- Click  **Find record**
- Type **C1182** in the Budget Account <enter>
- Click on the magnifying glass to the right of the Balance Remaining

| | | |
|-------------------|---|---------|
| Balance Remaining | 0 | 2577.27 |
|-------------------|---|---------|

- Select **Full Budget Analysis > Print** (Ensure the screen is selected)

Report Selection

Please select a report to print.

☒ Full Budget Analysis
☐ Expenditure Breakdown

Print

- Click **OK** to print to the screen
- Click **Yes** to print the Transactions for this period only

Print the transactions for this period only ?

- **Yes** to show the Transaction Descriptions on the report

Show Transaction Descriptions on Report ?

- **Click OK** to set the printer to Landscape and then follow the prompts

| Cash Transactions Details (Year to Date) | | | | | | | | | |
|--|--------------|----------|------------|-----------|------|-------------|----------|---------|----------|
| Account | Description | Order No | Invoice No | Reference | Type | Date | Nett | Tax | Gross |
| Income | School Camps | | | B00004 | INC | 11 FEB 2019 | -1350.00 | 0.00 | -1350.00 |
| Income | School Camps | | | B00004 | INC | 11 FEB 2019 | -1227.27 | -122.73 | -1350.00 |
| Expenditure | | | | | | | 0.00 | 0.00 | 0.00 |
| Income | | | | | | | -2577.27 | -122.73 | -2700.00 |
| Internal Charges | | | | | | | 0.00 | 0.00 | 0.00 |
| Totals | | | | | | | -2577.27 | -122.73 | -2700.00 |

- View the Budget Analysis Report with the details entered from the Billing Receipts batch
- Close the Report
- Minimise RM Finance

Activity: Close the EFT Batch

RM Billing > Receipts

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

West Coast District High School Daily Banking Summary 11/02/2019



| Rec # | Amount | Rec'd From | Student Name | Details | Batch # | Status |
|-------------------------------|-----------|--------------------|-----------------|----------------------------|---------|--------|
| EFTPOS | | | | | | |
| 17 | \$ 235.00 | Mrs L Anderson | ANDERSON: Ben | Voluntary Contributions | B00005 | |
| 18 | \$ 235.00 | Mr Bailey | BAILEY: Steven | Voluntary Contributions | B00005 | |
| 19 | \$ 235.00 | Not specified | BROGAN: Michael | Voluntary Contributions | B00005 | |
| 20 | \$ 235.00 | Mr A Gold | GOLD: Emily | Voluntary Contributions | B00005 | |
| 25 | \$ 550.00 | West Coast Theatre | | Hall Hire Term 1 Weeks 1-5 | B00005 | |
| Total EFTPOS | | \$ 1,490.00 | | | | |
| | | | | | | |
| Total for Other Payment Types | | | \$ 1,490.00 | | | |
| | | | | | | |
| Total for Report: | | | \$ 1,490.00 | | | |

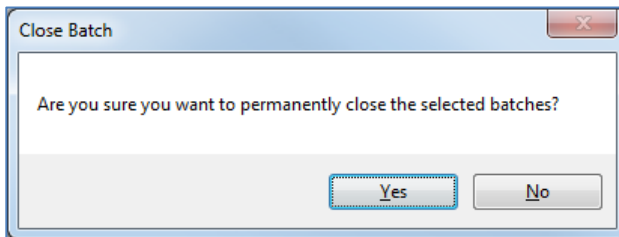
- Enter the details of the batch onto the Finance Batch Register and Close the report

| DEPARTMENT OF EDUCATION | | | | | | | | |
|-------------------------|------------------|--------------|----|---|--------------------------|-----------------------|-----------------------|--------------|
| BATCH REGISTER | | | | | | | | |
| For the month of | | | | | | | | |
| | | | | | BANK RELATED TRANSACTION | | | |
| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | Bank A/C 1, 2, 3 | Income Receipts (INC) | Expend Payments (ESP) | Credit Notes |
| | | From | To | | | | | |
| B00004 | | | | GB | 1 | 4845 | | |
| B00005 | | | | EF | 1 | 1490 | | |

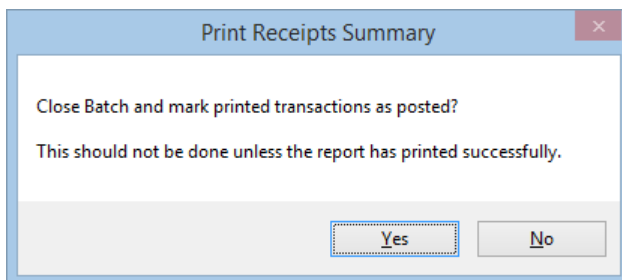
- For **Selected > Print Receipts Summary**
- **Yes** to print the detailed summary

- Print and file the report
- Close the receipts summary

- For **Selected > Close Batch**



- Click **Yes**
- Select the correct printer > **OK > No Totals Only**
- Check that the report has printed correctly



- If the report has printed correctly click **Yes** otherwise click **No** and begin the process again
- If the report has printed correctly, the Electronic Funds Transfer batch will now show that it is no longer open

| Receipts Batches List View | | | | | | |
|----------------------------|------|------------------------------------|------|----------------------|-------------|--|
| For Selected | | | | | | |
| 2019 | | | | | | |
| Batch No | Year | Description | Open | Last Updated | Batch Total | |
| B00004 | 2019 | General Banking 11/02/19 | NO | 11 FEB 2019 15:53:12 | 4845.00 | |
| B00005 | 2019 | Electronic Funds Transfer 11/02/19 | NO | 11 FEB 2019 15:54:23 | 1490.00 | |

West Coast District High School

Receipts Summary (totals only)



| | | | Amount | GST |
|---|-----------------|-----------------------|-------------|----------|
| Batch: B00005 Electronic Funds Transfer | | | | |
| Billing Code HIR01 Hire of Facilities | | | | |
| GST Code 1 | | | | |
| Total for Income | | | \$ 550.00 | \$ 50.00 |
| Budget: C1705 | Analysis: C1700 | Totals for GST code 1 | \$ 550.00 | \$ 50.00 |
| Billing Code VOL01 Voluntary Contributions 7-10 | | | | |
| GST Code 0 | | | | |
| Total for Income | | | \$ 940.00 | \$ 0.00 |
| Budget: C1001 | Analysis: C1000 | Totals for GST code 0 | \$ 940.00 | \$ 0.00 |
| Total for Report: | | | \$ 1,490.00 | \$ 50.00 |

- Close the receipts summary report

Step 1 – Enter the Totals for each Budget and Analysis Code into the Income screen

- Maximise RM Finance
- **Transactions > Income**
- Enter the Income Source of **INC001** <Tab>
- <Tab> to accept the default date
- Enter the total of **1490**<Tab>
- Enter the Reference of **B00005** <Tab>
- Enter the Batch Ref. of **B00005**<Tab>
- Enter the detail **Hire of Facilities – Hall Hire** <Tab>
- Enter the Budget Code **C1705** <Tab>
- Enter the Line total **550** <Tab>
- Enter the Tax code **1**

Income

Inc Source: INC001 Income

Date: 11 FEB 2019 Period: 1

Total: 1490.00

Reference: B00005 Batch Ref.: B00005

Add new Income line

Analysis: C1700 Fees from Facilities Hire

Detail: Hire of Facilities

Budget: C1705 Hire of Facilities Bal.: -3181.82

Line Total: 550.00 Receipt No.:

Tax code: 1 % Tax: 0.00

Net: 550.00

- <Tab> twice

| Detail | \$ Nett | \$ Tax | \$ Line Total |
|--------------------|---------|--------|---------------|
| Hire of Facilities | 500.00 | 50.00 | 550.00 |
| Totals | 500.00 | 50.00 | 550.00 |

- Continue entering information for the **Voluntary Contributions**

Income

Inc Source: INC001 Income
 Date: 11 FEB 2019 Period: 1
 Total: 1490.00
 Reference: B00005 Batch Ref.: B00005

Add new Income line

Analysis: C1000 Contributions
 Detail: Voluntary Contributions
 Budget: C1001 Secondary Vol Contributions (7-10) Bal.: -49800.00
 Line Total: 940.00 Receipt No.:
 Tax code: 0 0.00 % Tax: 0.00
 Nett: 940.00

All Income Lines

| Detail | \$ Nett | \$ Tax | \$ Line Total |
|--------------------|---------------|--------------|---------------|
| Hire of Facilities | 500.00 | 50.00 | 550.00 |
| Totals | 500.00 | 50.00 | 550.00 |

Controls
[Options](#)

Window
[Close window](#) [Help](#)

- <Tab> to drop the line to the lower window

Income

Inc Source: INC001 Income
 Date: 11 FEB 2019 Period: 1
 Total: 1490.00
 Reference: B00005 Batch Ref.: B00005

Add new Income line

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

All Income Lines


| Detail | \$ Nett | \$ Tax | \$ Line Total |
|-------------------------|----------------|--------------|----------------|
| Voluntary Contributions | 940.00 | 0.00 | 940.00 |
| Hire of Facilities | 500.00 | 50.00 | 550.00 |
| Totals | 1440.00 | 50.00 | 1490.00 |

Controls
[Options](#)

Window
[Close window](#) [Help](#)

- Check that the line total matches the total in the top Income window
- Click
- Click **OK** to the Cheque Account
- Click **Yes** to batch the transaction

Step 2 – Check the Batched Transactions Report

- In the **Transactions** menu click  **Reports**
- Select the **Batched Transactions** report
- Include **Income** Transaction Types and select the **Cheque** Account
- Click **Print**



| <u>Posting Detail</u> | <u>Type</u> | <u>Date</u> | <u>Nett</u> | <u>Tax</u> | <u>Total</u> | <u>Voucher</u> |
|---|-------------|-------------|-------------|------------|--------------|----------------|
| B00005 | | | | | | |
| INC001 Income | | | | | | |
| C1700 Fees from Facilities Hire | | | | | | |
| C1705 Hire of Facilities | | | | | | |
| Cheque Account | | | | | | |
| Hire of Facilities | | | | | | |
| Ref B00005 | INC | 11 FEB 2019 | 500.00 | 50.00 1 | 550.00 | C1 |
| B00005 | | | | | | |
| INC001 Income | | | | | | |
| C1000 Contributions | | | | | | |
| C1001 Secondary Voluntary Contributions 8 | | | | | | |
| Cheque Account | | | | | | |
| Voluntary Contributions | | | | | | |
| Ref B00005 | INC | 11 FEB 2019 | 940.00 | 0 | 940.00 | C1 |

| Key | | | | | Nett | Gross |
|------------|-------------------|-----|------------------------|-----------------------------------|---------|---------|
| INC | Income | IC | Income Correction | Total Income | 1440.00 | 1490.00 |
| ESP | Expenditure | ESC | Expenditure Correction | Budget Amendments | 0.00 | |
| ACR | Accrual | PRE | Prepayment | Expenditure Against Budget | 0.00 | |
| CRT | Creditor | DBT | Debtor | Internal Charging | 0.00 | |
| ALL | Budget Allocation | VIR | Budget Virement | Journal Transfers | 0.00 | |
| JNL | Journal Transfer | CHG | Internal Charge | | | |

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

Step 3 – Edit the Batch if necessary

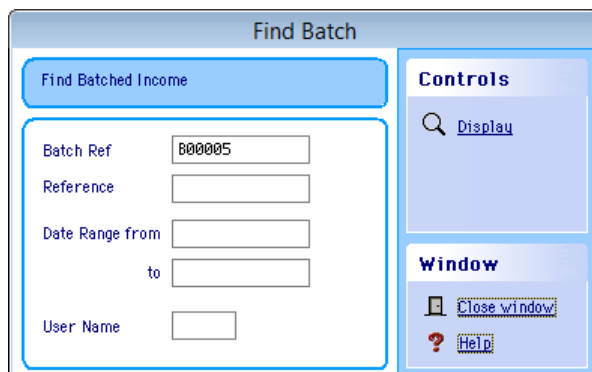
Transactions > View/ Post Batch > Income

- Display batch B00005
- Highlight batch B00005 and click Edit 
- Select the line that needs editing in the All Income Lines section of the screen
- Edit the required field
- <Tab> to clear the Edit Selected Income Lines section of the screen
- Click  [Ok](#) >OK

Step 4 – Post the Batch

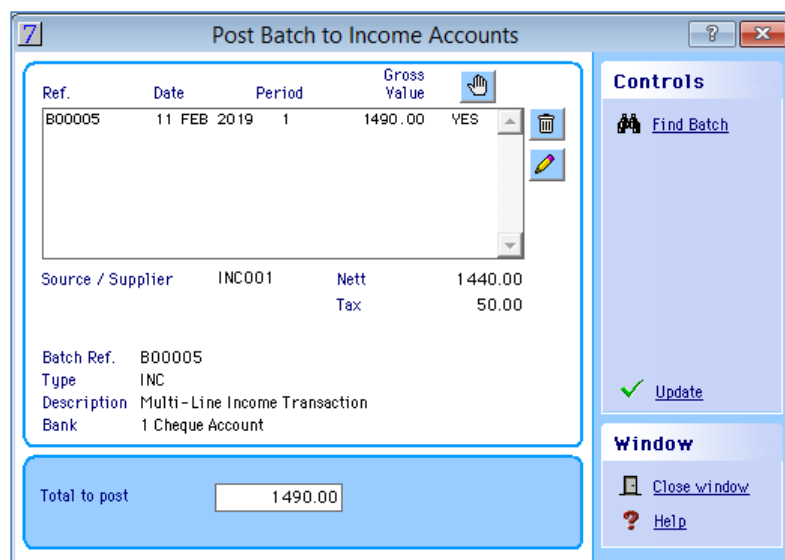
Transactions > View/Post Batch > Income

- Enter B00005 **Display**  [Display](#)



The 'Find Batch' dialog box has a 'Find Batched Income' tab. It contains input fields for 'Batch Ref' (with 'B00005' entered), 'Reference', 'Date Range from' and 'to', and 'User Name'. On the right, the 'Controls' section has a magnifying glass icon and a 'Display' link. The 'Window' section has icons for 'Close window' and 'Help'.

- Click Select All 



The 'Post Batch to Income Accounts' window shows a table with one row: Ref. B00005, Date 11 FEB 2019, Period 1, Gross Value 1490.00, and a YES status. Below the table, it shows 'Source / Supplier' as INC001, with a 'Nett' value of 1440.00 and a 'Tax' value of 50.00. Further down, it lists 'Batch Ref. B00005', 'Type INC', 'Description Multi-Line Income Transaction', and 'Bank 1 Cheque Account'. At the bottom, 'Total to post' is 1490.00. On the right, the 'Controls' section has a 'Find Batch' link. The 'Window' section has 'Close window' and 'Help' links. A green checkmark and 'Update' link are visible above the window controls.

| Ref. | Date | Period | Gross Value | |
|--------|-------------|--------|-------------|-----|
| B00005 | 11 FEB 2019 | 1 | 1490.00 | YES |

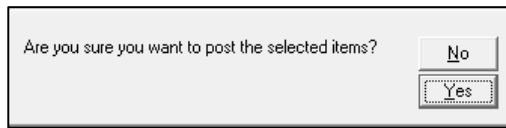
Source / Supplier: INC001
Nett: 1440.00
Tax: 50.00

Batch Ref. B00005
Type INC
Description Multi-Line Income Transaction
Bank 1 Cheque Account

Total to post: 1490.00

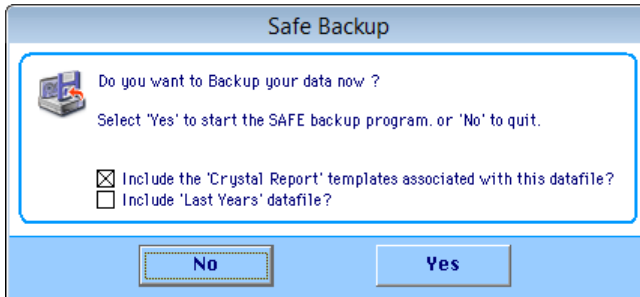
- Click  [Update](#)

- Click **Yes** to post the selected items



A confirmation dialog box with a light gray background. It contains the text "Are you sure you want to post the selected items?" followed by two buttons: "No" and "Yes".

- Close RM Finance
- Click Yes to Quit and NO to the Safe Backup message



A "Safe Backup" dialog box with a blue header and footer. The main area has a white background and contains the text "Do you want to Backup your data now ?" and "Select 'Yes' to start the SAFE backup program, or 'No' to quit." Below this are two checkboxes: "Include the 'Crystal Report' templates associated with this datafile?" (checked) and "Include 'Last Years' datafile?" (unchecked). At the bottom are two buttons: "No" and "Yes".

18 Follow-up of Unpaid Debts

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

18.1 Outstanding Billing Items


18.1.1 Printing Outstanding Items from the Billing Items batch

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

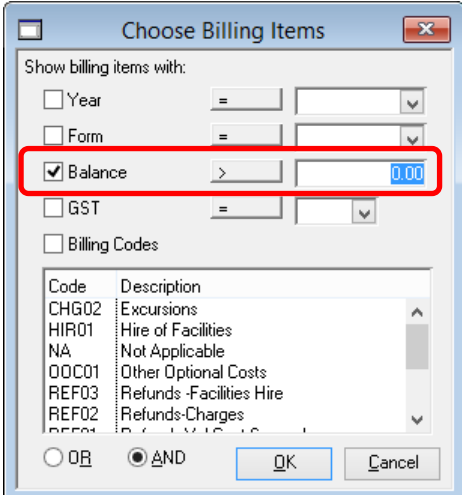
Activity: Print List of Outstanding Billing Items

Print a list of outstanding billing items in the 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**
- Click on the Filter Icon 
- Select Balance > 0.00

Show Outstanding Amounts



The screenshot shows a 'Choose Billing Items' dialog box. It has a title bar with a close button. Below the title bar, it says 'Show billing items with:'. There are four rows of checkboxes and input fields: 'Year', 'Form', 'Balance', and 'GST'. The 'Balance' checkbox is checked, and the value '0.00' is entered in the adjacent field. Below these, there is a 'Billing Codes' section with a list of codes and descriptions: CHG02 Excursions, HIR01 Hire of Facilities, NA Not Applicable, OOC01 Other Optional Costs, REF03 Refunds -Facilities Hire, REF02 Refunds-Charges, and REF01 Refunds-Other. At the bottom, there are radio buttons for 'OR' and 'AND', and 'OK' and 'Cancel' buttons.

- Click **OK**

All the Items with a Balance > \$0 will be highlighted

Billing Items

Batch No

00002

Description

School Year Book

Show All Transactions

Batch Details

Batch Billing Items

| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason |
|-----|-----------------|------|------|--------|-----|------|-------|---------|-----------|--------------------|--------|--------|
| 391 | ANDREWS: Rac | 11 | 11.1 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 393 | BLACK: Jenny | 11 | 11.1 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 395 | CAMPBELL: Ashl | 11 | 11.2 | 20.00 | 0 | 0.00 | 20.00 | 0.00 | OOC01 | 2019 School Year B | | |
| 397 | CASSON: Shane | 11 | 11.3 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 399 | COOPER: Ryan | 11 | 11.1 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 401 | DAVIES: Caitlin | 11 | 11.2 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 403 | DEXTER: Renee | 11 | 11.3 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 405 | FULTER: Michael | 11 | 11.3 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 407 | GOLD: Stephanie | 11 | 11.1 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 409 | GUTHRIE: Sean | 11 | 11.2 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 411 | HOGAN: Paul | 11 | 11.3 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 413 | JOHNSTON: Josl | 11 | 11.1 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 415 | KENT: Clayton | 11 | 11.2 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 417 | KITCHEN: Marc | 11 | 11.3 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 419 | KRAFT: Chelsea | 11 | 11.1 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 421 | LAM: Chanara | 11 | 11.2 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |
| 423 | LAMBERT: Dami | 11 | 11.3 | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 2019 School Year B | | |

TOTALS:

Amount

2,600.00

Discount

20.00

Paid

40.00

Balance

2,540.00

SELECTED TOTALS:

Amount

2,540.00

Discount

Nil

Paid

Nil


Balance

2,540.00

Adjustment amounts included in balances but not shown separately

OK

Cancel

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

Note: This report will always list the individual billing items. If you have multiple Tied Billing Items, the Transaction Summary report (as detailed below) allows the overall totals per student to be displayed.

CIVICA

RM Billing Sec Training Notes 2019 5-Feb-19

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18.1.2 Transaction Summary Report

Activity: Print the Transaction Summary Report for a Batch

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

RM Billing > Reports

- Open the **Transactional Reports** folder
- Click on **Transaction Summary**
- Click **New Query**
- Use the find tool to select all the **Year 11** students (a form group can be selected if required)
- Place a **tick** in the **Student Totals Only** box
- Delete the default dates
- Click on the **Billing Options** tab
- Type an asterisk (*) in the **Billing Item Batch** field and press **<Tab>**
- Select the batch for the **Year 11 Camp**
- Place a **tick** in the **Billing Item Balance** box
- Click on the **equals sign (=)** and select the **(>)** operator from the list

The screenshot shows the 'Transaction Summary' window with the following settings:

- Radio buttons:** ☒ Billing Items, ☐ Receipts, ☐ Both
- Students:** A dropdown menu showing 'Selected Subset 65 entries' and a 'New Query' button.
- Checkboxes:** ☒ Group and subtotal by student, ☒ Student Totals Only
- Customers:** A button with a person icon and the text '(0) Customers Selected'.
- Date and Reference fields:** 'From Date' and 'To' fields are empty. 'From Ref' and 'To' fields are empty.
- Tabs:** 'Billing Codes', 'Billing Options' (selected), and 'Other'.
- Billing Item Batch:** A text field containing '00005' and a note '(Blank for all)'.
- Checkboxes:** ☐ Show discounted billing items only
- Billing Item Balance:** ☒ Billing Item Balance, followed by a dropdown menu showing '>' and a text field containing '0.00'.

- Click **Print**
- View the printed report detailed on the next page
- Close the report

West Coast District High School

Transaction Summary

Search Criteria

Billing Items only
Billing Item Batch: Year 11 Camp
Billing Item Balance > \$0.00
65 Students Selected



| Ref | Date | Rec # | Type | Status | Bill Code | Amt | GST | Disc | Bal | Student/Cust | Description | Reason | Operator |
|-----------------------------|------|-------|------|--------|-----------|----------|---------|--------|----------|--------------|-------------|--------|----------|
| Totals for ANDREWS: Rachael | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for BLACK: Jenny | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for DAVIES: Caitlin | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for FULTER: Michael | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for GOLD: Stephanie | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for GUTHRIE: Sean | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for JOHNSTON: Josh | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |
| Totals for KENT: Clayton | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | | |

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

West Coast District High School

Transaction Summary

Search Criteria

Billing Items only
Billing Item Batch: Year 11 Camp
Billing Item Balance > \$0.00
65 Students Selected



| Ref | Date | Rec # | Type | Status | Bill Code | Amt | GST | Disc | Bal | Student/Cust | Description | Reason |
|-----------------------------|----------|-------|------|--------|-----------|----------|---------|--------|----------|------------------|----------------------|--------|
| ANDREWS: Rachael | | | | | | | | | | | | |
| 1165 | 01/02/19 | | DR | | CHG03 | \$100.00 | \$0.00 | \$0.00 | \$100.00 | ANDREWS: Rachael | 2019 Camp Activities | |
| 1166 | 01/02/19 | | DR | | CHG03 | \$50.00 | \$0.00 | \$0.00 | \$50.00 | ANDREWS: Rachael | 2019 Camp Transport | |
| 1167 | 01/02/19 | | DR | | CHG03 | \$150.00 | \$13.64 | \$0.00 | \$150.00 | ANDREWS: Rachael | 2019 Camp Food | |
| Totals for ANDREWS: Rachael | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | |
| BLACK: Jenny | | | | | | | | | | | | |
| 1168 | 01/02/19 | | DR | | CHG03 | \$100.00 | \$0.00 | \$0.00 | \$100.00 | BLACK: Jenny | 2019 Camp Activities | |
| 1169 | 01/02/19 | | DR | | CHG03 | \$50.00 | \$0.00 | \$0.00 | \$50.00 | BLACK: Jenny | 2019 Camp Transport | |
| 1170 | 01/02/19 | | DR | | CHG03 | \$150.00 | \$13.64 | \$0.00 | \$150.00 | BLACK: Jenny | 2019 Camp Food | |
| Totals for BLACK: Jenny | | | | | | \$300.00 | \$13.64 | \$0.00 | \$300.00 | | | |

- View and close the report
- Close the reports window

18.1.3 Summary Aged Debt Lists

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

Activity: Print a Summary Aged Debt List

Print a Summary Aged Debt List for Students.

RM Billing > Reports

- Open the **Financial Reports** folder
- Click on **Summary Aged Debt List – Students**
- Click **New Query**
- Use the find tool to select the Year **11** students on the current roll
- Click **Print**
- View and close the report

West Coast District High School

Summary Aged Debt List as at 12/02/19 - Student based



| Student Name | Year | Form | Debtor | Current | 30 Days | 60 Days | 90+ Days |
|------------------|------|------|--------------------|----------|---------|---------|----------|
| ANDREWS: Rachael | 11 | 11.1 | Mrs M Andrews | \$660.00 | \$0.00 | \$0.00 | \$0.00 |
| BLACK: Jenny | 11 | 11.1 | Mrs Penelope Black | \$660.00 | \$0.00 | \$0.00 | \$0.00 |
| CASSON: Shane | 11 | 11.3 | Mrs Shirley Casson | \$435.00 | \$0.00 | \$0.00 | \$0.00 |
| COOPER: Ryan | 11 | 11.1 | Mrs J Cooper | \$360.00 | \$0.00 | \$0.00 | \$0.00 |
| DAVIES: Caitlin | 11 | 11.2 | Mr Ralph Davies | \$635.00 | \$0.00 | \$0.00 | \$0.00 |
| DEXTER: Renee | 11 | 11.3 | Mr S Dexter | \$435.00 | \$0.00 | \$0.00 | \$0.00 |
| FULTER: Michael | 11 | 11.3 | Mr M Fulter | \$335.00 | \$0.00 | \$0.00 | \$0.00 |
| GOLD: Stephanie | 11 | 11.1 | Mr M Gold | \$660.00 | \$0.00 | \$0.00 | \$0.00 |
| GUTHRIE: Sean | 11 | 11.2 | Mr D Guthrie | \$635.00 | \$0.00 | \$0.00 | \$0.00 |
| HOGAN: Paul | 11 | 11.3 | Mrs T Hogan | \$435.00 | \$0.00 | \$0.00 | \$0.00 |
| JOHNSTON: Josh | 11 | 11.1 | Mr G Johnston | \$660.00 | \$0.00 | \$0.00 | \$0.00 |
| KENT: Clayton | 11 | 11.2 | Mr R Kent | \$335.00 | \$0.00 | \$0.00 | \$0.00 |
| KITCHEN: Marc | 11 | 11.3 | Mrs K Kitchen | \$435.00 | \$0.00 | \$0.00 | \$0.00 |

- Close the reports window

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

19 Notes

It may be useful at times to record certain information relating to students or parents regarding payment of accounts. Attached to each student record is a 'Notes' tab that can be used for this purpose.



19.1.1 Entering Notes for Students

Activity: Enter Student Notes



Record the following notes for each student listed below.

| Name | Subject | Details |
|------------------|---------------|--|
| Bradley Uifelean | Charges | Mrs Uifelean rang to say she will pay after she receives her tax refund. |
| Michael Fulter | Charges | Mr Fulter rang to say that he will pay for the camp by the end of next week. |
| Jonathon Depete | Contributions | Mr Depete rang to say that he will not pay for the remainder of the costs as they are voluntary. |
| Bradley Uifelean | Charges-Camp | Mrs Uifelean rang to say that Bradley's grandparents will be paying for the camp. |

RM Billing > Students

- **Double-click** on Bradley Uifelean
- Click on the **Notes** tab
- Click **Add a note** 
- <Tab> to accept today's date
- Type **Charges** as the subject
- Enter the **details** from the above table in the lower window
- Click **OK** to save
- Highlight the note
- Click **Edit** 
- Add to the details 'Tax refund expected later this term'
- Click **OK**
- **Right click** on the **Surname Field** and enter next name
- Continue adding notes for the students in the table above

To View an individual's notes, click on the Printer when in the Notes window

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

Note: Notes can be deleted by clicking the



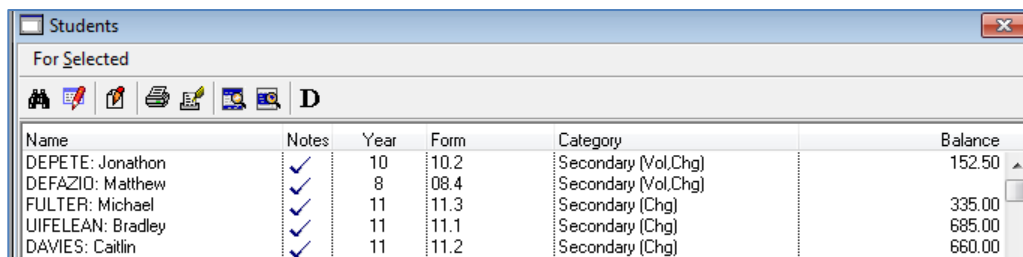
Viewing Student Notes

Student Notes can be viewed and printed from the Student window. An option is available to select a date range if searching for notes outside of the current date or to enquire as to when the notes were originally recorded.

Activity: Print Student Notes

RM Billing > Students

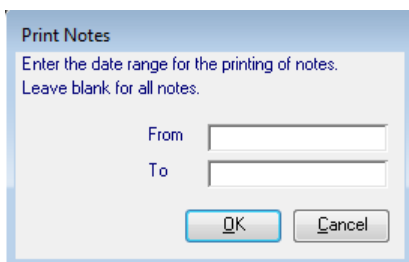
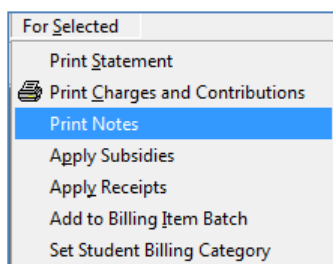
- Click on the Notes header twice to bring all the students with notes to the top of the list



The screenshot shows a window titled 'Students' with a toolbar and a table. The toolbar includes icons for a group of people, a document, a printer, a magnifying glass, and a 'D' button. The table has columns for Name, Notes, Year, Form, Category, and Balance. The 'Notes' column contains checkmarks for all listed students.

| Name | Notes | Year | Form | Category | Balance |
|-------------------|-------|------|------|---------------------|---------|
| DEPETE: Jonathon | ✓ | 10 | 10.2 | Secondary (Vol,Chg) | 152.50 |
| DEFAZIO: Matthew | ✓ | 8 | 08.4 | Secondary (Vol,Chg) | |
| FULTER: Michael | ✓ | 11 | 11.3 | Secondary (Chg) | 335.00 |
| UIFELEAN: Bradley | ✓ | 11 | 11.1 | Secondary (Chg) | 685.00 |
| DAVIES: Caitlin | ✓ | 11 | 11.2 | Secondary (Chg) | 660.00 |

- Highlight all the students with Notes
- Choose **For Selected** and **Print Notes**



The screenshot shows a dialog box titled 'Print Notes' with the text 'Enter the date range for the printing of notes. Leave blank for all notes.' Below this text are two input fields labeled 'From' and 'To'. At the bottom are 'OK' and 'Cancel' buttons.

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

West Coast District High School Student Notes Report



| Date | Subject | Detail |
|----------------------------------|-------------------------------|--|
| DEPETE: Jonathon 12 FEB 2019 | Year: 10 Contributions | Form: 10.2 Mr Depete rang to say that he will not pay for the remainder of the costs as they are voluntary. SH |
| DEFAZIO: Matthew 26 FEB 2019 | Year: 8 Centrepay Payments | Form: 08.4 Carole Defazio (Matthew's mother) rang to advise that she would be making payments for Matthew's fees through Centrepay. DM |
| FULTER: Michael 12 FEB 2019 | Year: 11 Charges | Form: 11.3 Mr Fulter rang to say that he will pay for the camp by the end of next week. DM |
| UIFELEAN: Bradley 13 FEB 2019 | Year: 11 Charges | Form: 11.1 Mrs Uifelean rang to say she will pay after she receives her tax refund. SH Mrs Uifelean rang to say that Bradley's grandparents will be paying for the camp. SH |
| DAVIES: Caitlin 28 FEB 2019 | Year: 11 Payment Plan | Form: 11.2 Caitlin's Mum has requested a Payment Plan to be set up for payments of Caitlin's charges for 2019. SH The school has made an agreement with Mrs Davies regarding Caitlin's fees. Anne Davies has set up a fortnightly direct debit of \$20. School to advise Anne when all Caitlin's charges are paid so she can then cancel the direct debit payments. SH |

20 Exporting to RM Finance

Exporting to RM Finance allows schools to export their Billing Receipts into RM Finance. Once the Export function is enabled, it cannot be disabled, therefore this function should not be turned on until after consultation with the school's Senior Finance Consultant.

The following steps must be completed in conjunction with the Financial Services and Support Directorate before the Export Function is enabled:

:

- All RM Billing receipts batches must be closed and all transactions posted to RM Finance.
- The EPA Billing receipts batches must be closed and reconciled to the Gateway summary
- All receipt batches must balance to the banking
- The 'Print Re-Allocation Transaction Report' must be printed directly to the printer for transactions to be marked as posted in RM Billing. This report is then used to enter the data into RM Finance
- The RM Billing unallocated credit listing and the RM Finance N3199 Billing Suspense Account must balance.

Once confirmed by the School's Senior Finance Consultant, the Export to RM Finance function may be turned on

IMPORTANT:

Once the Export to RM Finance is enabled, it cannot be disabled. Secondary schools MUST NOT turn on the Export function until after consultation with the school's Senior Finance Consultant.

All receipts (except Government Subsidies) which are entered into RM Billing need to be processed in RM Finance where the 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.

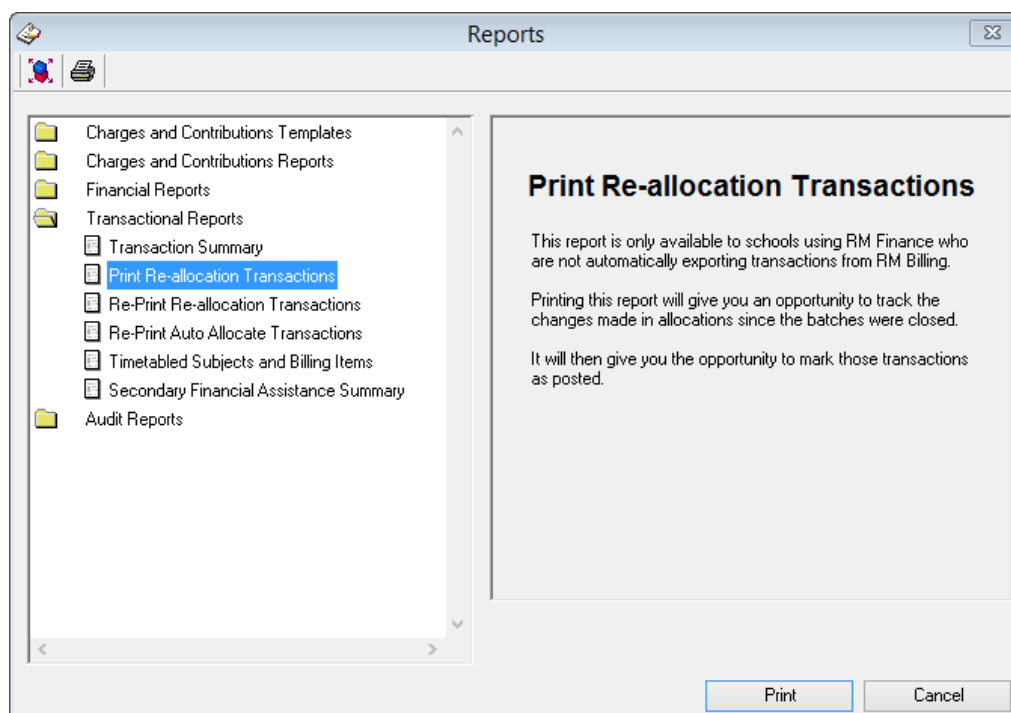
20.1 Re-Allocation Report

Before we can enable Export to RM Finance, there are transactions (receipts and re-allocations) created when importing and allocating the Clothing Allowance batch that need to be marked as posted. The software will not allow the Export Function to be turned on unless these transactions have been finalised.

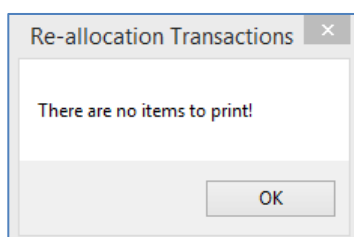
Activity: Run Re-Allocation Report

RM Billing > Reports

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

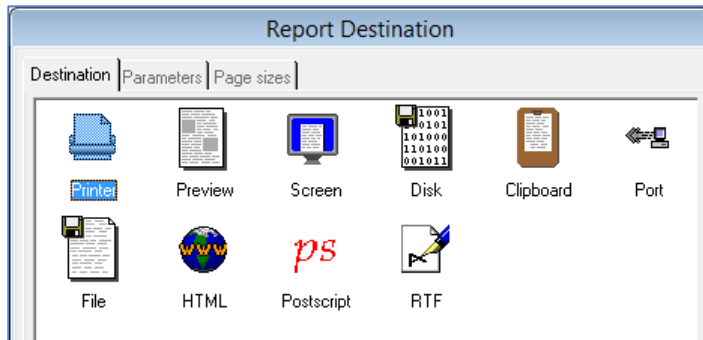


- Click **Print**

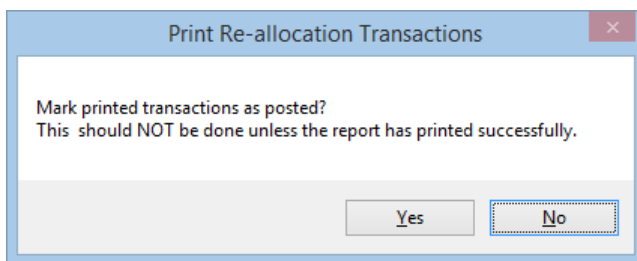


There should be no re-allocation items to print.

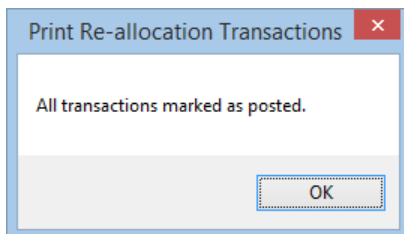
Note: When running this report at school, it must be sent directly to the Printer to mark transactions as Posted.



- Click OK
- Click Yes to the Print Re-allocation Transactions message

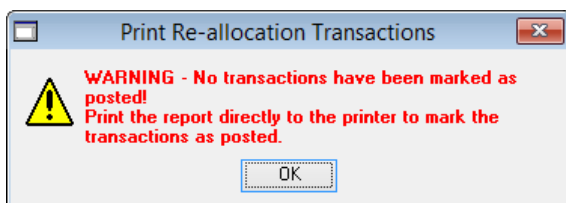


- Click OK to the final message



This process produces two reports, a Detailed Report and a Totals Only Report (See samples on the next page). These would normally be used to enter the necessary transactions into RM Finance.

Note: If this report is not sent directly to a printer, the following message will display.



Sample Re-allocation Reports

West Coast District High School



Re-allocation Transactions Detailed Report

| Ref | Rec # | Batch # | Code | Date | Student/Cust Name | Year | Form | Chq# | Refund To | Amount | GST |
|---|-------|---------|-------|------|-------------------|------|------|------|-----------|------------------|----------------|
| Billing Code CHG01 Upper School Charges | | | | | | | | | | | |
| GST Code 0 | | | | | | | | | | | |
| 1167 | 7 | B00002 | CHG01 | | MARONEY: David | 11 | 11.3 | | | \$ 15.00 | \$ 0.00 |
| 1167 | 7 | B00002 | CHG01 | | MARONEY: David | 11 | 11.3 | | | \$ 100.00 | \$ 0.00 |
| Budget: C1051 Analysis: C1050 Totals for GST code 0 | | | | | | | | | | \$ 115.00 | \$ 0.00 |
| Billing Code SUS Suspense Account | | | | | | | | | | | |
| GST Code 8 | | | | | | | | | | | |
| 1165 | 5 | B00002 | SUS | | BANDY: Brandy | 7 | 07.1 | | | \$ 115.00 | \$ 0.00 |
| 1166 | 6 | B00002 | SUS | | BANDY: Tamara | 8 | 08.1 | | | \$ 115.00 | \$ 0.00 |
| 1167 | 7 | B00002 | SUS | | MARONEY: David | 11 | 11.3 | | | \$ 115.00 | \$ 0.00 |
| 1167 | 7 | B00002 | SUS | | MARONEY: David | 11 | 11.3 | | | \$ -15.00 | \$ 0.00 |
| 1167 | 7 | B00002 | SUS | | MARONEY: David | 11 | 11.3 | | | \$ -100.00 | \$ 0.00 |
| Budget: N3199 Analysis: N3100I Totals for GST code 8 | | | | | | | | | | \$ 230.00 | \$ 0.00 |
| Total for Report: | | | | | | | | | | \$ 345.00 | \$ 0.00 |

Re-allocation Transactions (Totals Only)



| | | | | | | | | | | Amount | GST |
|---|--|--|--|--|--|--|--|--|--|------------------|----------------|
| Billing Code CHG01 Upper School Charges | | | | | | | | | | | |
| GST Code 0 | | | | | | | | | | | |
| Budget: C1051 Analysis: C1050 Totals for GST code 0 | | | | | | | | | | \$ 115.00 | \$ 0.00 |
| Billing Code SUS Suspense Account | | | | | | | | | | | |
| GST Code 8 | | | | | | | | | | | |
| Budget: N3199 Analysis: N3100I Totals for GST code 8 | | | | | | | | | | \$ 230.00 | \$ 0.00 |
| Total for Report: | | | | | | | | | | \$ 345.00 | \$ 0.00 |

20.2 Automatic Export of Receipts to RM Finance

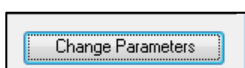
Schools may turn on the Export to RM Finance after consultation with the school's Senior Finance Consultant.

Activity: Enable Export to RM Finance

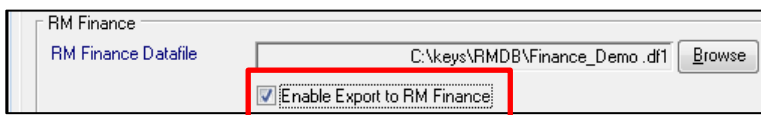
We have now received permission from the school's Senior Finance Consultant to turn on the Export to RM Finance function.

RM Billing > Parameters > Billing Parameters

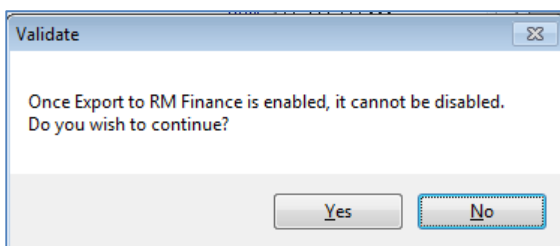
- Click **Change Parameters**



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



- Click **OK** to save

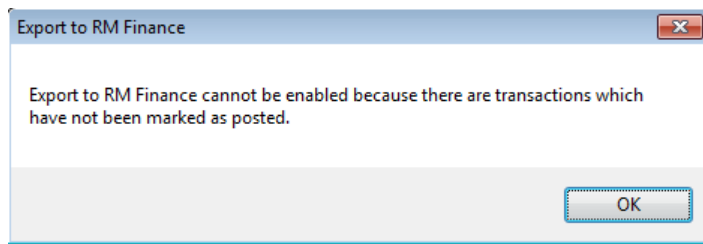


- Click **Yes** to enable the link
- Close the Parameters window
- Close the Billing Parameters window

WARNING

Once the 'Enable Export to RM Finance' function has been turned on, it cannot be disabled. This function must not be turned on until you are sure you are ready to begin exporting automatically and permission has been granted by the school's Senior Finance Consultant.

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



To correct the error check the following:

All Receipt Batches have been closed and transactions marked as posted, as outlined in these notes.

All Re-allocation transactions have been printed directly to the printer and marked as posted, as outlined in these notes

Close RM Finance and re open it.

21 Receipting after Export to RM Finance enabled

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

Activity: Open new Receipt Batch

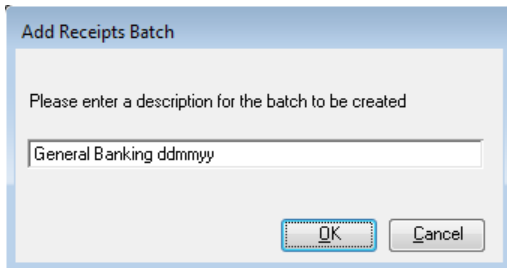
As the General Banking batch was closed and the receipts entered into RM Finance, a new General Banking batch must be opened to hold any further receipts that are received.

Create the following receipt batch using today's date:

- General Banking dd.mm.yy

RM Billing > Receipts

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



- Click **OK** to save

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


21.1 Enter Receipts after RM Export enabled

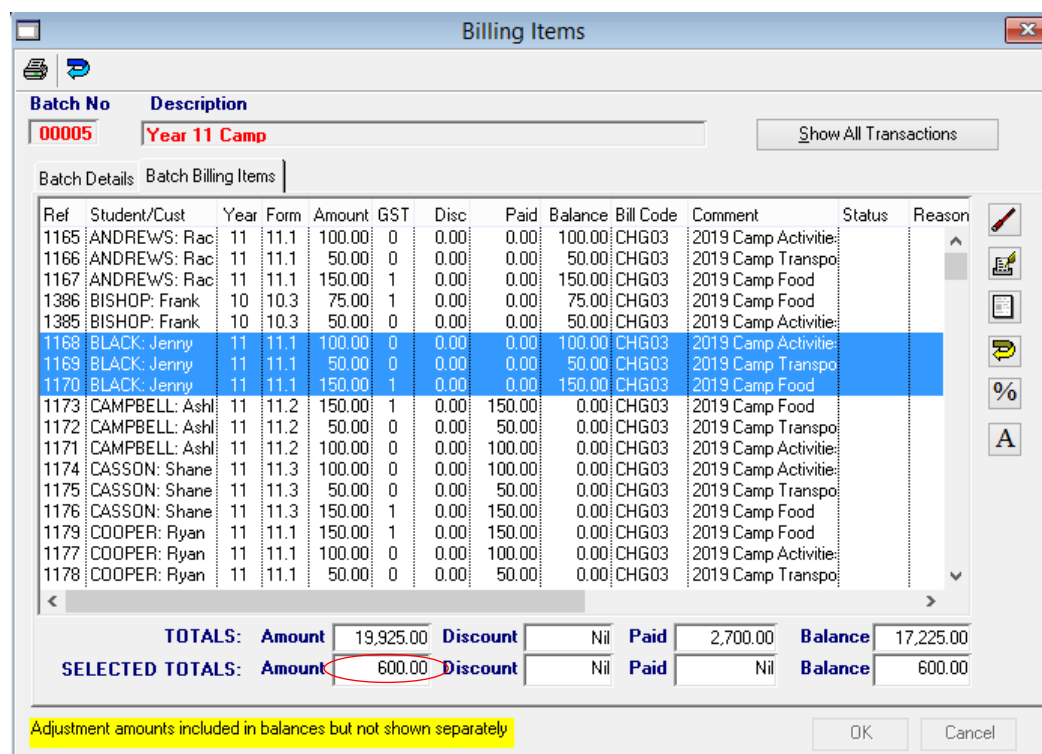
Activity: Entering Receipts

The following students have all paid in full for their camp charges. They have paid by cheque. Enter these receipts in bulk via the Batch Billing Items batch

| Name | Payment Type | Amount Paid |
|--------------------------|--------------|-------------|
| Jenny Black | CH | 300 |
| Josh Johnston | CH | 300 |
| Total Amount Paid | | 600 |

RM Billing > Billing Items

- Double click on the **Year 11 Camp** batch
- Click on the **Batch Billing Items** tab
- Click 
- Click on the **Student/Cust** column heading to sort the list
- Highlight all three billing items for the above students



Billing Items

Batch No: 00005 Description: Year 11 Camp Show All Transactions

Batch Details Batch Billing Items

| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason |
|------|----------------|------|------|--------|-----|------|--------|---------|-----------|---------------------|--------|--------|
| 1165 | ANDREWS: Rac | 11 | 11.1 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1166 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1167 | ANDREWS: Rac | 11 | 11.1 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1386 | BISHOP: Frank | 10 | 10.3 | 75.00 | 1 | 0.00 | 0.00 | 75.00 | CHG03 | 2019 Camp Food | | |
| 1385 | BISHOP: Frank | 10 | 10.3 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Activitie | | |
| 1168 | BLACK: Jenny | 11 | 11.1 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1169 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1170 | BLACK: Jenny | 11 | 11.1 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1173 | CAMPBELL: Ashl | 11 | 11.2 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1172 | CAMPBELL: Ashl | 11 | 11.2 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |
| 1171 | CAMPBELL: Ashl | 11 | 11.2 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1174 | CASSON: Shane | 11 | 11.3 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1175 | CASSON: Shane | 11 | 11.3 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |
| 1176 | CASSON: Shane | 11 | 11.3 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1179 | COOPER: Ryan | 11 | 11.1 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1177 | COOPER: Ryan | 11 | 11.1 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1178 | COOPER: Ryan | 11 | 11.1 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |


TOTALS: Amount 19,925.00 Discount Nil Paid 2,700.00 Balance 17,225.00

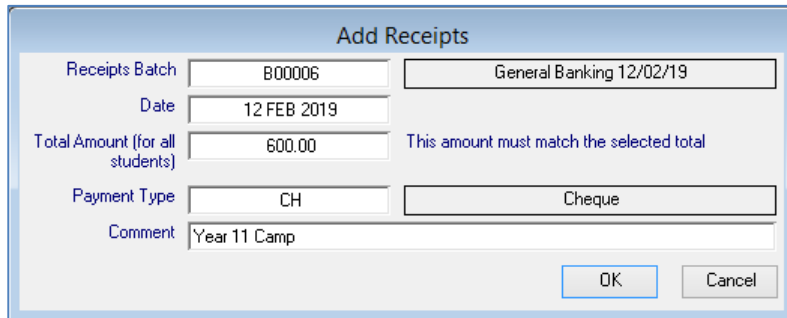
SELECTED TOTALS: Amount 600.00 Discount Nil Paid Nil Balance 600.00

Adjustment amounts included in balances but not shown separately

OK Cancel

Note: The Selected Totals Amount should match the total combined amount being paid.

- 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 **600** (this is the selected total)
- Enter the payment type of **Cheque** or press <Tab> for a list
- Enter a comment

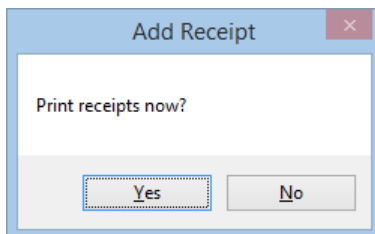


The 'Add Receipts' dialog box contains the following fields and values:

| | | |
|---------------------------------|--------------|---|
| Receipts Batch | 800006 | General Banking 12/02/19 |
| Date | 12 FEB 2019 | |
| Total Amount (for all students) | 600.00 | This amount must match the selected total |
| Payment Type | CH | Cheque |
| Comment | Year 11 Camp | |

Buttons: OK, Cancel

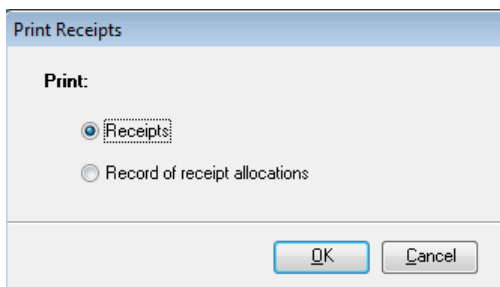
- Click **OK**



The 'Add Receipt' dialog box displays the question: 'Print receipts now?'

Buttons: Yes, No

- Click **Yes**



The 'Print Receipts' dialog box shows the following options:

Print:

- ☒ Receipts
- ☐ Record of receipt allocations

Buttons: OK, Cancel

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

Activity: Review of Entering Receipts via the Billing Items Batch

Use the same method to enter receipts for these students who have paid for their School Year Book by Cash. Print the receipts to the screen.

| Name | Payment Type | Amount Paid |
|--------------------------|--------------|-------------|
| Amber Luong | Cash | 20 |
| Blake McLaren | Cash | 20 |
| Mitchell Melville | Cash | 20 |
| Total Amount Paid | | 60 |

21.2 Export to RM Finance

The latest Receipts Batch can now be exported to RM Finance. RM Finance should be closed before exporting batches.

Activity:

RM Billing > Receipts

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

West Coast District High School Daily Banking Summary 12/02/2019



| Rec # | Amount | Rec'd From | Student Name | Details | Batch # | Status |
|----------------------------|-----------|---------------|--------------------|------------------|---------|--------|
| CASH | | | | | | |
| 28 | \$ 20.00 | Mrs A Luong | LUONG: Amber | School Year Book | B00006 | |
| 29 | \$ 20.00 | Mrs E McLaren | MCLAREN: Blake | School Year Book | B00006 | |
| 30 | \$ 20.00 | Mr H Melville | MELVILLE: Mitchell | School Year Book | B00006 | |
| Total Cash | | \$ 60.00 | | | | |
| CHEQUE | | | | | | |
| 26 | \$ 300.00 | Mrs Black | BLACK: Jenny | Year 11 Camp | B00006 | |
| 27 | \$ 300.00 | Mr G Johnston | JOHNSTON: Josh | Year 11 Camp | B00006 | |
| Total Cheque | | \$ 600.00 | | | | |
| Total for Cash and Cheques | | \$ 660.00 | | | | |
| Total for Report: | | \$ 660.00 | | | | |

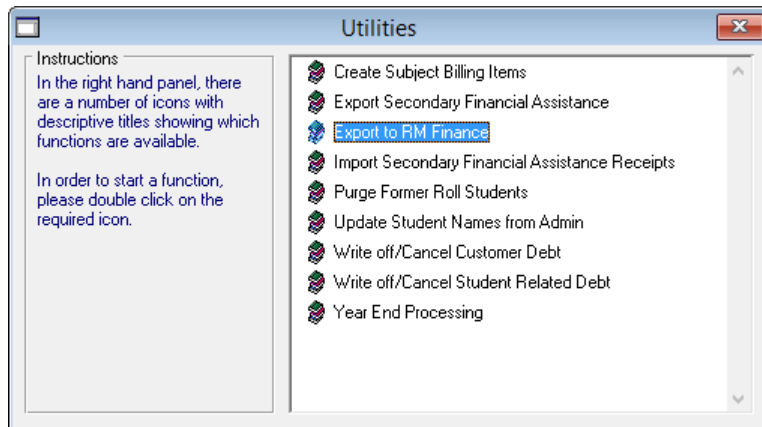
- Add to the Batch Register

| | | | | | For the month of | | |
|----------|------------------|--------------|----|---|---------------------|-----------------------|-----------------------|
| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | BANK RELATED | | |
| | | From | To | | Bank A/C 1, 2, 3 | Income Receipts (INC) | Expend Payments (ESP) |
| B00004 | | | | GB | 1 | 4845 | |
| B00005 | | | | EF | 1 | 1490 | |
| B00006 | | | | GB | 1 | 660 | |

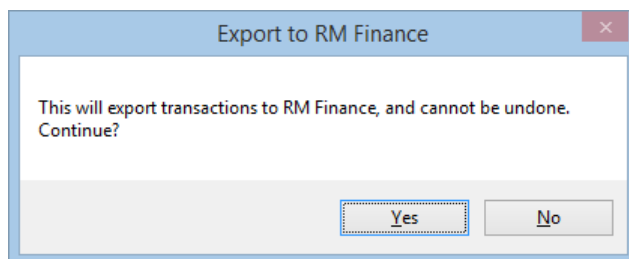
- Go to **For Selected > Print Receipts Summary**
- Print the Detailed Receipts Summary

RM Billing > Utilities

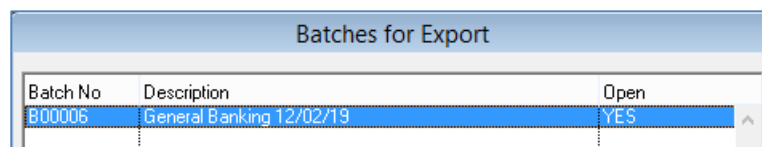
- Double Click on Export to RM Finance



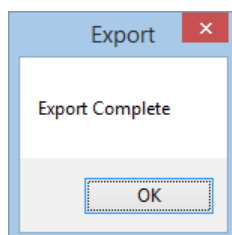
- Click Yes to the message



- Highlight the General Banking batch and click **OK**



- Click OK to the Printer
- Click OK to Export Complete

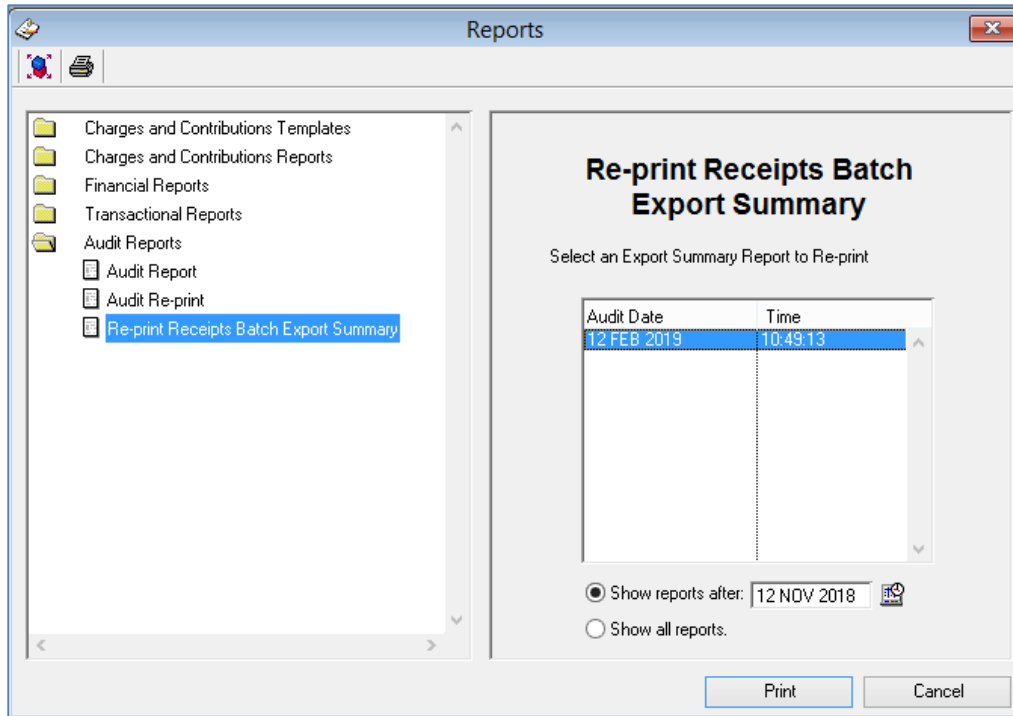


Note: The Export process will automatically close the Receipts Batch.

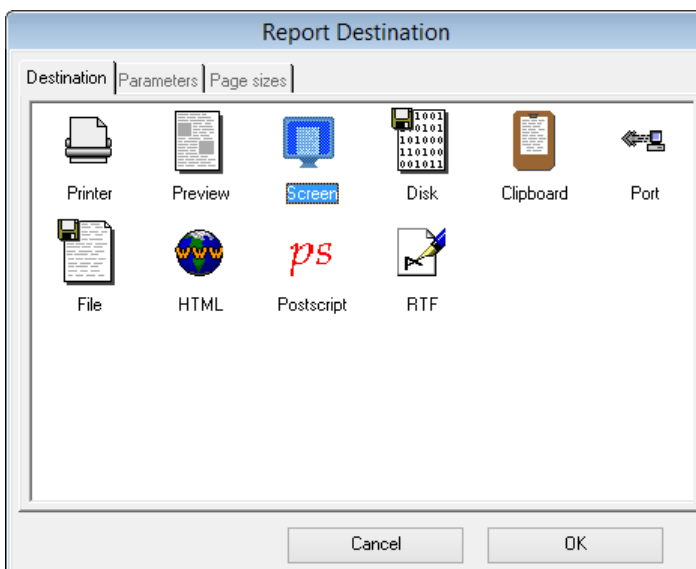
The Batch Export Summary will be sent directly to the Printer. Exports Summaries can be Re-Printed from Reports if required.

RM Billing > Reports

- Open the Audit Reports folder
- Highlight the Re-print Receipts Batch Export Summary



- Highlight the Export Summary and click Print
- Click OK to send the report to the screen



Batch Receipt Export Summary Report

This report will print automatically when the Export is processed. It must be printed and signed by the Principal as well as all Daily Banking Summary Reports and Detailed Receipt Summary Reports for each batch.

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



Receipt Batch Export Summary 12 FEB 2019 10:49:13 Re-printed

| Batch Code | Description | Date Created | Date Last Updated | Open | Batch Total |
|------------|-------------|--------------|-------------------|------|-------------|
|------------|-------------|--------------|-------------------|------|-------------|

Batches Not Exported

| | | | | | |
|------------|--|--|--|--|------|
| No Batches | | | | | 0.00 |
|------------|--|--|--|--|------|

0.00

Batches Exported

| | | | | | |
|--------|--------------------------|------------|------------|-----|--------|
| B00006 | General Banking 12/02/19 | 12/02/2019 | 12/02/2019 | YES | 660.00 |
|--------|--------------------------|------------|------------|-----|--------|

660.00

Comment: _____

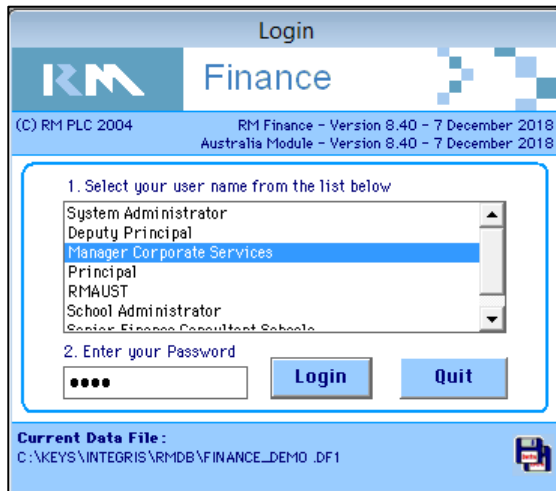
21.3 Update the Exported Batch in RM Finance

The exported Receipts batch can now be checked and updated in RM Finance.

Activity

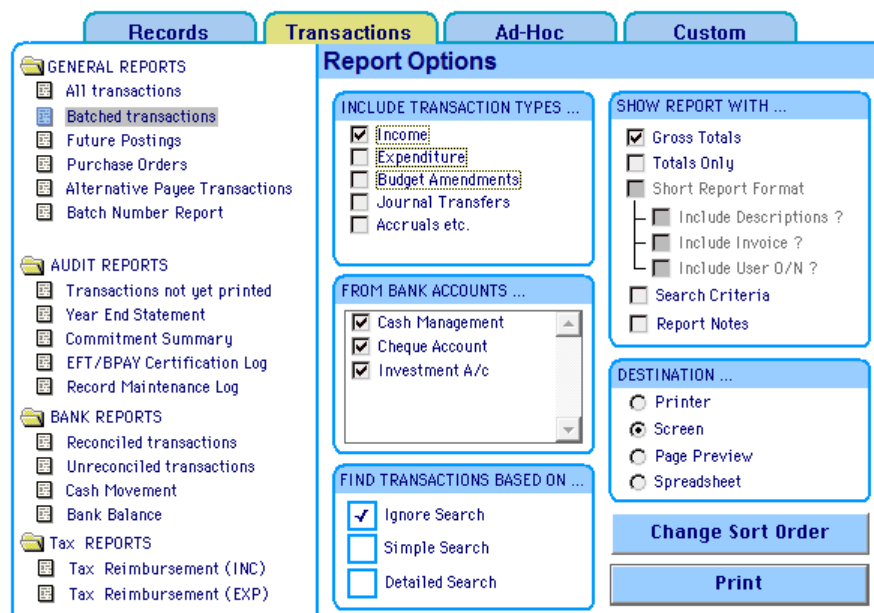
RM Finance > Transactions

- Open RM Finance
- Log in as **Manager Corporate Services** and **Keys**



The login screen for RM Finance. At the top, it says 'Login' and 'RM Finance'. Below that, it shows the version information: '(C) RM PLC 2004', 'RM Finance - Version 8.40 - 7 December 2018', and 'Australia Module - Version 8.40 - 7 December 2018'. The main area has two steps: '1. Select your user name from the list below' and '2. Enter your Password'. The user list includes 'System Administrator', 'Deputy Principal', 'Manager Corporate Services' (which is highlighted), 'Principal', 'RMAUST', 'School Administrator', and 'Senior Finance Consultant Schools'. There is a password field with four dots and 'Login' and 'Quit' buttons. At the bottom, it says 'Current Data File: C:\KEYS\INTEGRIS\RMDB\FINANCE_DEMO.DF1'.

- Click on Reports on the Transactions Menu
- Select **Batched Transactions** and **Income**



The 'Report Options' screen in RM Finance. It has four tabs: 'Records', 'Transactions' (which is selected), 'Ad-Hoc', and 'Custom'. Under 'Transactions', there are three sub-tabs: 'GENERAL REPORTS', 'AUDIT REPORTS', and 'BANK REPORTS'. The 'GENERAL REPORTS' sub-tab is active, showing a list of reports: 'All transactions', 'Batched transactions' (highlighted), 'Future Postings', 'Purchase Orders', 'Alternative Payee Transactions', and 'Batch Number Report'. To the right, there are three sections: 'INCLUDE TRANSACTION TYPES ...' with checkboxes for 'Income' (checked), 'Expenditure', 'Budget Amendments', 'Journal Transfers', and 'Accruals etc.'; 'FROM BANK ACCOUNTS ...' with checkboxes for 'Cash Management' (checked), 'Cheque Account' (checked), and 'Investment A/c'; and 'SHOW REPORT WITH ...' with checkboxes for 'Gross Totals' (checked), 'Totals Only', 'Short Report Format', 'Include Descriptions?', 'Include Invoice?', 'Include User O/N?', 'Search Criteria', and 'Report Notes'. Below these are 'DESTINATION ...' options: 'Printer', 'Screen' (selected), 'Page Preview', and 'Spreadsheet'. At the bottom, there are 'Change Sort Order' and 'Print' buttons.

- Click Print

- View and close the Batched Transaction Report

| <u>Posting Detail</u> | <u>Type</u> | <u>Date</u> | <u>Nett</u> | <u>Tax</u> | <u>Total</u> | <u>Voucher</u> |
|---|-------------|-------------|-------------|------------|--------------|----------------|
| B00006 | | | | | | |
| INC001 Income | | | | | | |
| C1180 Yr 11&12 Extra Cost Optional Charge | | | | | | |
| C1182 School Camps | | | | | | |
| Cheque Account | | | | | | |
| General Banking 12/02/19 | | | | | | |
| Ref B00006 | INC | 12 FEB 2019 | 300.00 | 0 | 300.00 | C1 |
| B00006 | | | | | | |
| INC001 Income | | | | | | |
| C1180 Yr 11&12 Extra Cost Optional Charge | | | | | | |
| C1182 School Camps | | | | | | |
| Cheque Account | | | | | | |
| General Banking 12/02/19 | | | | | | |
| Ref B00006 | INC | 12 FEB 2019 | 272.72 | 27.28 1 | 300.00 | C1 |
| B00006 | | | | | | |
| INC001 Income | | | | | | |
| C1200 Personal Items and Other Services | | | | | | |
| C1201 Other Optional Costs | | | | | | |
| Cheque Account | | | | | | |
| General Banking 12/02/19 | | | | | | |
| Ref B00006 | INC | 12 FEB 2019 | 60.00 | 0 | 60.00 | C1 |

Post the Batch

- Click **View/Post Batch** on the Transactions Menu
- Select Income
- Enter B00006 in the Batch Ref
- Click Display

Find Batch

Find Batched Income

Batch Ref

Controls

- Click on 

7 Post Batch to Income Accounts

| Ref. | Date | Period | Gross Value | |
|---------|-------------|--------|-------------|-----|
| B000006 | 12 FEB 2019 | 1 | 300.00 | YES |
| B000006 | 12 FEB 2019 | 1 | 300.00 | YES |
| B000006 | 12 FEB 2019 | 1 | 60.00 | YES |

Source / Supplier: INC001 Nett: 60.00
 Budget: C1201 Tax: 0.00
 Analysis: C1200
 Batch Ref: B000006
 Type: INC
 Description: General Banking 12/02/19
 Bank: 1 Cheque Account

Total to post: 660.00

Controls
[Find Batch](#)
[Update](#)

Window
[Close window](#)
[Help](#)

- Click [Update](#)

Are you sure you want to post the selected items?

- Click **Yes** to post the amounts
- Close RM Finance

22 Correcting Errors/Making Adjustments

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

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

| Billing Items | | Receipts | |
|-------------------|--|-----------------|--|
| Reversal | <p>This will create an opposite (reversal) transaction thereby 'cancelling out' the billing item.</p> <ul style="list-style-type: none"> Used to correct an error (billing item should not have been created) Used when a student should no longer be charged for an item (e.g. billed for Camp but now not going) | Reversal | <p>This will create an opposite (reversal) transaction thereby 'cancelling out' the receipt.</p> <ul style="list-style-type: none"> Used to correct an error Used for cheques that are not cleared Used for EFTPOS payments that have failed <p>(Note that Billing item balances will be reinstated.)</p> |
| Adjustment | <p>This will create an adjustment transaction for the adjustment amount entered. This effectively reduces the amount of the billing item by the adjustment amount.</p> <ul style="list-style-type: none"> Mid Term Enrolments Subject changes when billing for a completed portion <p>Note: An alternative method could be to reverse the item and then add a new billing item for a lower amount.</p> | Refund | <p>Used to refund amounts that have already been paid.</p> <ul style="list-style-type: none"> Used when money needs to be returned (refunded) to the parent or customer <p>The associated billing items will be adjusted automatically so that the parent no longer owes the money.</p> |
| Write-Off | <p>This will create an opposite write-off transaction to negate the amount still owing on the billing item thereby 'cancelling out' the billing item.</p> <ul style="list-style-type: none"> Used at the end of the year to write-off debts that will not be recovered (in accordance with the Department's write-off policy) | | |

Note: The write-off procedure will be covered at the end of this training course.

22.1 Transaction References and Reasons

22.1.1 Reasons

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

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

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

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

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

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

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

22.1.2 Reference Number

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment |
|------|------------|------|--------|-----|------|------|---------|-----------|--------|----------------------|
| 1426 | 2 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activities |
| 1427 | 2 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transport |
| 1428 | 2 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food |

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|---------|-----|------|------|---------|-----------|--------|----------------------|---------|--------|
| 1426 | 2 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activities | R: 1429 | Rev |
| 1427 | 12 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transport | | |
| 1428 | 12 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | | |
| 1429 | 12 FEB 2019 | RV | -100.00 | 0 | 0.00 | 0.00 | -100.00 | CHG03 | 00005 | 2019 Camp Activities | V: 1426 | Rev |

In the first line, the original transaction (1426) has a status of R: (Reversed), followed by a corresponding reference number 1429, showing that a reversal has taken place. The Reversal Transaction (1429) is displaying a status of V: 1426, which is a cross reference to the original transaction reference number. This cross reference is particularly useful if there are multiple reversals, as it enables the user to match the original billing item to the reversed billing item using the transaction reference number.

23 Billing Item Reversals

23.1 Billing Item Reversals via Student Records

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

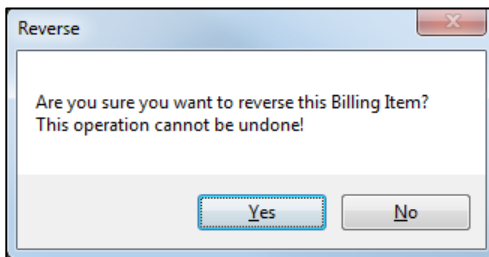
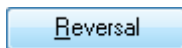
All the Year 11 students have been billed for the camp. We have now received notification that Donna Ravat is unable to attend as she has broken her arm. As she should no longer be charged for the camp, all of her camp-related billing items will need to be reversed.

RM Billing > Students

- Double-click on Donna Ravat
- Click on the **Billing Items** tab
- **Highlight** the first Camp billing item

| | | | | | | | | | | | |
|------|------------|----|--------|---|------|------|--------|-------|-------|----------------------|--|
| 1318 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activities | |
| 1319 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transport | |
| 1320 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | |

- Click **Reversal**



- Click **Yes**
- Enter the current **month, date** and **reason** (e.g. ' March 2019 - Not attending due to broken arm')

Billing Item Reversal

For Billing Item ref: 1318

Reason for Reversal: March 2019 - Not attending due to broken arm

OK Cancel

- Highlight the reason and **<Ctrl> + C** to copy the reason for use in the next reversals
- Click **OK**

- A reversal transaction is created and both transactions now have a status and a reason
- Repeat the above process to reverse the second and third camp billing items for Donna Ravat using <Ctrl> + V to paste the reason

Student Details

2019

Surname: **RAVAT** Known Name: **Donna** Show Billing Items with Outstanding Amounts

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

| Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-------|---------|-----------|--------|-------------------------|---------|--|
| 50.00 | 0.00 | CHG01 | 00001 | AECHE - Chemistry ATAR | | |
| 50.00 | 0.00 | CHG01 | 00001 | AEECO - Economics ATAR | | |
| 50.00 | 0.00 | CHG01 | 00001 | AEENG - English ATAR 11 | | |
| 50.00 | 0.00 | CHG01 | 00001 | AEHBY - Human Biology A | | |
| 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathematics Ap | | |
| 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics ATAR 11 | | |
| 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year Book | | |
| 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activities | R: 1430 | Reversed - March 2019 - Not attending due to broken ar |
| 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transport | R: 1431 | Reversed - March 2019 - Not attending due to broken ar |
| 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | R: 1432 | Reversed - March 2019 - Not attending due to broken ar |
| 0.00 | -100.00 | CHG03 | 00005 | 2019 Camp Activities | V: 1318 | Reversal - March 2019 - Not attending due to broken ar |
| 0.00 | -50.00 | CHG03 | 00005 | 2019 Camp Transport | V: 1319 | Reversal - March 2019 - Not attending due to broken ar |
| 0.00 | -150.00 | CHG03 | 00005 | 2019 Camp Food | V: 1320 | Reversal - March 2019 - Not attending due to broken ar |

TOTALS: Amount 335.00 Discount 0.00 Paid 200.00 Balance 135.00

Add Billing Item Reversal Adjustment Discount

Last Modified 12/02/19 11:44 By ADMIN

- Keep this window open

23.2 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 in RM Billing involves:

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

Note: To change the subject preferences is the task of the Timetabler at your school. However, for the purposes of this training course we will need to change the subject preferences ourselves.

Activity: Updating Subject Changes

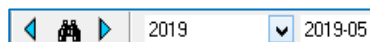
Several of our students have changed Subjects. We will make the changes to their Timetable first and then review their Billing information.

| Student | Subject Change (From) | Subject Change (To) |
|-------------------|-------------------------------------|--|
| Sean Guthrie | Human Biology ATAR 11 (AEHBY_2) | Earth and Environmental Science General 12 (GTEES_1) |
| Ashleigh Campbell | Human Biology ATAR 11 (AEHBY_2) | Earth and Environmental Science General 12 (GTEES_1) |
| David Maroney | Modern History General 11 (GEHIM_1) | Geography ATAR 11 (AEGEO_1) |

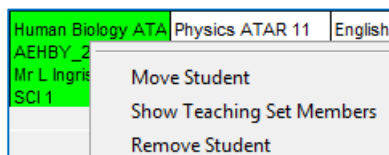
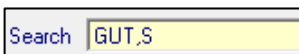
Change the subjects for the students in Timetabling

Timetabling > Student Course

- Ensure **2019** is showing in the drop down list



- Search for **Sean Guthrie**
- Select the **Grid** tab under the Student's Name
- Right click on **Human Biology ATAR 11 (AEHBY_2)**
- Choose **Move Student**



- Select **Earth and Environmental Science General 12 (GTEES_1)** and **OK**

Move Student

Year: 2019 Cycle: 2019-05 - 2019-05

Grid: 2019 - US - US

Student: Sean Guthrie

Move From Teaching Set: AEHBY_2 (Human Biology ATAR 11)

Move To Teaching Set:

Same Band: Unplaced



Band: 5

This list shows sets which are running on the same Band as the set from which you are trying to move this student.

When you select a set and click OK, the system will check that a Preference can be created for the selected set and that no conflicts will be created by moving this student into the selected teaching set.

| Code | Subject | Size |
|---------|----------------------------------|------|
| AEHIM_1 | Modern History ATAR 11 | 22 |
| ATCHE_1 | Chemistry ATAR 12 | 22 |
| ATGEO_1 | Geography ATAR 12 | 22 |
| GECAE_1 | Career and Enterprise General | 22 |
| GTEES_1 | Earth and Environmental Sci G 20 | 22 |

OK Cancel

- Select the **Preferences** tab
- Highlight his preference for **Human Biology ATAR 11** in red
- Click **Delete** 
- Click **Yes**
- Click **View/Print Course Change History** 

| West Coast District High School | | | | | | |
|--|-------|---------------------------------|-----------|--|-----------|---------|
| Course Change History for Sean Guthrie in Cycle: 2019-05 | | | | | | |
| Year Group: 11 | | Form: 11.2 | | Gender: M | | |
| Date/Time | User | From Teaching Set | Teacher/s | To Teaching Set | Teacher/s | Status |
| 12th February 2019 11:59 | ADMIN | AEHBY_2 (Human Biology ATAR 11) | HOLC | | | Removed |
| 12th February 2019 11:59 | ADMIN | | | GTEES_1 (Earth and Environmental Sci General 12) | RICS | Added |

Note: At school this report should be given to the person who will be making subject changes in the RM Billing module as Billing Items do not change automatically.

- Repeat these Steps for:

Ashleigh Campbell- Human Biology ATAR 11 (AEHBY_2) to Earth and Environmental Science General 12 (GTEES 1_) (Delete Human Biology ATAR 11 from her Preferences tab)

David Maroney- Modern History General 11 (GEHIM_1) to Geography ATAR 11 (AEGEO 1) (Delete Modern History General 11 (GEHIM_ 1 from his Preferences tab)

- Close the Student Course Maintenance window

23.2.1 Timetabled Subjects and Subject Billing Items Reports

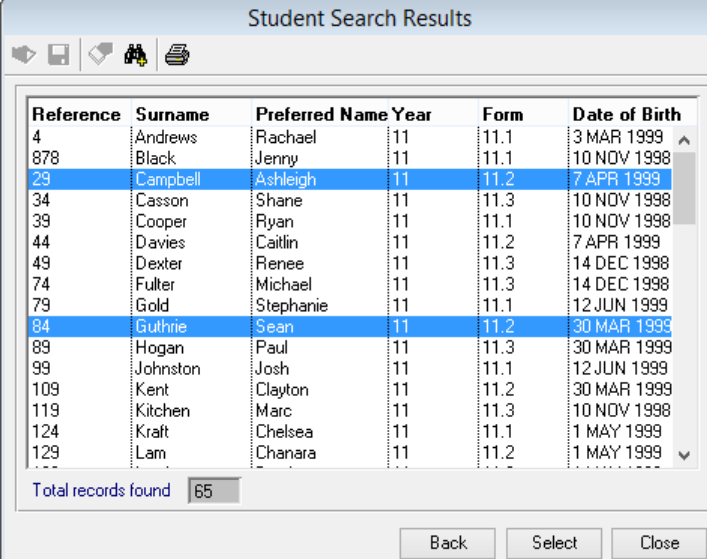
To assist in the management of student billing, users are able to produce reports which will compare a student's subject listing with their billing items. This allows users to easily identify subjects for which the student has not been billed or existing billing items for subjects which the student is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

Activity: Print Timetable Subjects and Billing Items Report

Changes to students' subject selections in Timetabling, has resulted in subjects with no billing items and billing items with no subject. We are able to generate a report which will identify such changes and assist in the management of student billing.

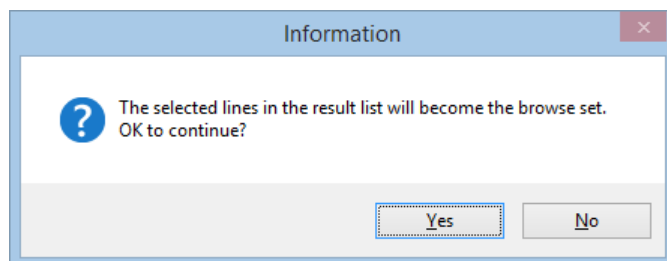
RM Billing > Reports > Transactional Reports > Timetabled Subjects and Billing Items

- Click on **New Query**
- Select Year 11 and click **Find**
- Highlight **Ashleigh Campbell, Sean Guthrie** and **David Maroney**

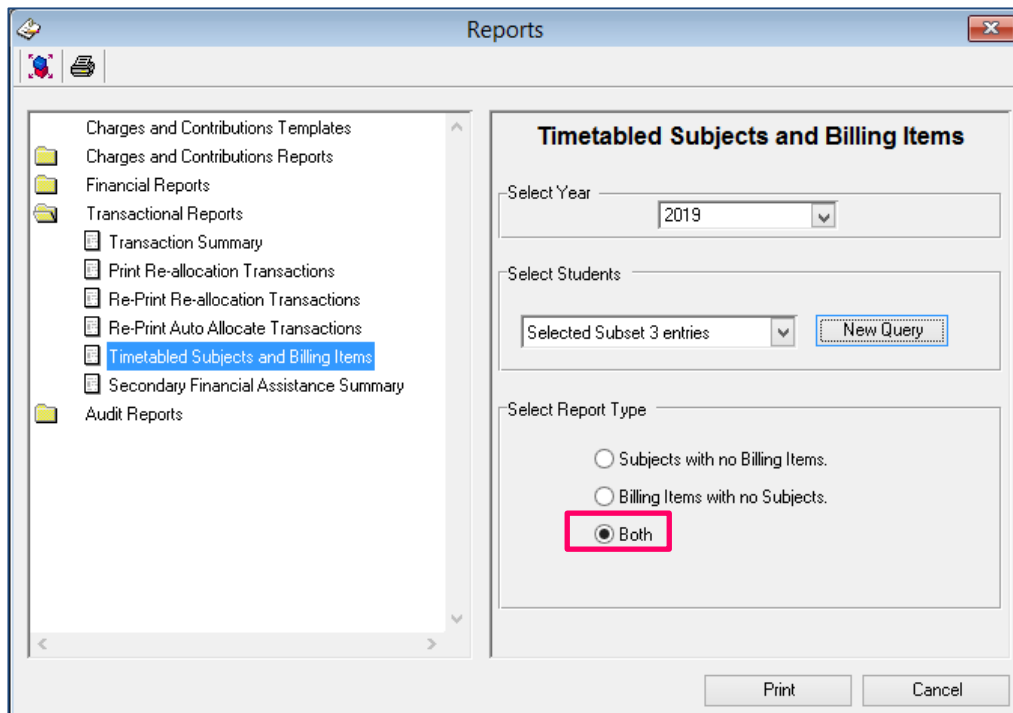


| Reference | Surname | Preferred Name | Year | Form | Date of Birth |
|-----------|----------|----------------|------|------|---------------|
| 4 | Andrews | Rachael | 11 | 11.1 | 3 MAR 1999 |
| 878 | Black | Jenny | 11 | 11.1 | 10 NOV 1998 |
| 29 | Campbell | Ashleigh | 11 | 11.2 | 7 APR 1999 |
| 34 | Casson | Shane | 11 | 11.3 | 10 NOV 1998 |
| 39 | Cooper | Ryan | 11 | 11.1 | 10 NOV 1998 |
| 44 | Davies | Caitlin | 11 | 11.2 | 7 APR 1999 |
| 49 | Dexter | Renee | 11 | 11.3 | 14 DEC 1998 |
| 74 | Fulter | Michael | 11 | 11.3 | 14 DEC 1998 |
| 79 | Gold | Stephanie | 11 | 11.1 | 12 JUN 1999 |
| 84 | Guthrie | Sean | 11 | 11.2 | 30 MAR 1999 |
| 89 | Hogan | Paul | 11 | 11.3 | 30 MAR 1999 |
| 99 | Johnston | Josh | 11 | 11.1 | 12 JUN 1999 |
| 109 | Kent | Clayton | 11 | 11.2 | 30 MAR 1999 |
| 119 | Kitchen | Marc | 11 | 11.3 | 10 NOV 1998 |
| 124 | Kraft | Chelsea | 11 | 11.1 | 1 MAY 1999 |
| 129 | Lam | Chanara | 11 | 11.2 | 1 MAY 1999 |

- Click **Select** and **Yes** to select the three students



- Ensure **Both** is selected



- Click on **Print**
- View the Report (see next page)

West Coast District High School



Subjects with no Billing Items Billing Items with no Subjects

Search Criteria

Year: 2019

Selected Subset 3 entries

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: CAMPBELL: Ashleigh Year: 11 Form: 11.2 Billing Items with no Subjects 16 31 JAN 2019 50.00 0 50.00 0.00 CHG01 AEHBY - Human Biology ATAR 11 2019 Subjects with no Billing Items 11HR Home Room 11 GTEES Earth and Environmental Sci General 12 | | | | | | | |
| Student: GUTHRIE: Sean Year: 11 Form: 11.2 Billing Items with no Subjects 58 31 JAN 2019 50.00 0 0.00 50.00 CHG01 AEHBY - Human Biology ATAR 11 2019 Subjects with no Billing Items 11HR Home Room 11 GTEES Earth and Environmental Sci General 12 | | | | | | | |
| Student: MARONEY: David Year: 11 Form: 11.3 Billing Items with no Subjects 142 31 JAN 2019 50.00 0 50.00 0.00 CHG01 GEHIM - Modern History General 11 2... Subjects with no Billing Items 11HR Home Room 11 AECEO Geography ATAR 11 | | | | | | | |

- Close the Report

23.2.2 Reversing Subject Billing Items

Activity: View Subjects List

RM Billing > Students

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

Surname: GUTHRIE Known Name: Sean

Details Subjects Billing Items Receipts Transactions Notes Invoices Sec Fin Assist

| Code | Subject |
|-------|--|
| 11HR | Home Room 11 |
| AECHE | Chemistry ATAR 11 |
| AEECO | Economics ATAR 11 |
| AEENG | English ATAR 11 |
| AEMMA | Mathematics Applications 11 |
| AEPHY | Physics ATAR 11 |
| GTEES | Earth and Environmental Sci General 12 |

The subject billing item for Human Biology ATAR 11 must be reversed and the new subject billing item for Earth and Environmental Science General 12 must be added for Sean Guthrie.

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

Student Details

2019

Surname: GUTHRIE Known Name: Sean

Show Billing Items with Outstanding Amounts

Details Subjects Billing Items Receipts Transactions Notes Invoices Sec Fin Assist

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|--------|-----|------|------|---------|-----------|--------|-----------------------|--------|--------|
| 55 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistry | | |
| 56 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECO - Economics | | |
| 57 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English | | |
| 58 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEBHY - Human Biology | | |
| 59 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathematics | | |
| 60 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics | | |
| 409 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | | | | | | |
| 410 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | | | | | | |
| 1192 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | | | | | | |
| 1193 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | | | | | | |
| 1194 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | | | | | | |

Reverse

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

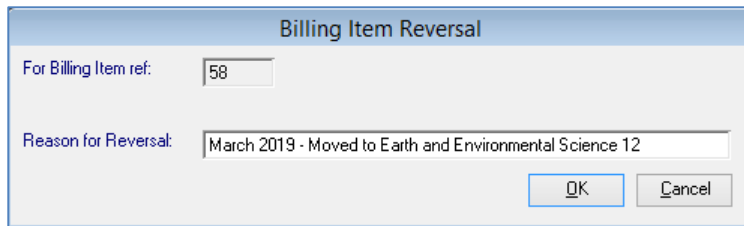
Yes No

TOTALS: Amount 635.00 Discount 0.00 Paid 0.00 Balance 635.00

Add Billing Item Reversal Adjustment Add Discount

Last Modified 01/02/19 15:06 By ADMIN

- Answer '**Yes**' to the message
- Enter the **month, year** and **reason** (e.g. Month 2019 – Moved to Earth and Environmental Science General 12)




A dialog box titled "Billing Item Reversal". It contains two text input fields. The first is labeled "For Billing Item ref:" and contains the value "58". The second is labeled "Reason for Reversal:" and contains the text "March 2019 - Moved to Earth and Environmental Science 12". At the bottom right, there are two buttons: "OK" and "Cancel".

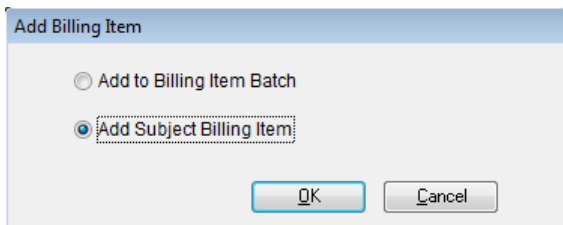
- Click on **OK**
- Sort by **Reason**
- View the reversed billing item

23.2.3 Adding New Subject Billing Items

Activity: Add Subject Billing Item

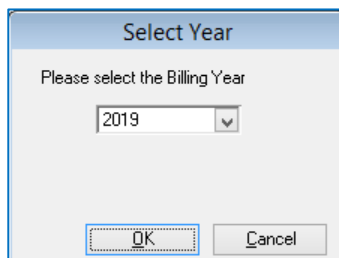
Add the subject billing item for Earth and Environmental Science General 12 to Sean Guthrie.

- Click 
- Choose **Add Subject Billing Item**



A dialog box titled "Add Billing Item". It contains two radio button options. The first is "Add to Billing Item Batch" and is unselected. The second is "Add Subject Billing Item" and is selected. At the bottom right, there are two buttons: "OK" and "Cancel".

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



A dialog box titled "Select Year". It contains a text input field labeled "Please select the Billing Year" with the value "2019" and a dropdown arrow. At the bottom, there are two buttons: "OK" and "Cancel".

- Highlight *Earth and Environmental Science General 12* in the list of subjects

Select a Subject

Select a Subject and press OK or double-click on Subject.

| Code | Subject |
|-------|----------------------------|
| 11HR | Home Room 11 |
| AECHE | Chemistry ATAR 11 |
| AEECO | Economics ATAR 11 |
| AEENG | English ATAR 11 |
| AEMMA | Mathematics Applications 1 |
| AEPHY | Physics ATAR 11 |
| GTEES | Earth and Environmental Sc |

Cancel OK

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

Student Details

2019

Surname: **GUTHRIE** Known Name: **Sean** Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|--------|-----|------|------|---------|-----------|--------|-------------------|----------|---------------|
| 55 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistry | | |
| 56 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECO - Economics | | |
| 57 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English A | | |
| 58 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEBHY - Human E | ER: 1433 | Reversed - I |
| 59 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathem | | |
| 60 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics A | | |
| 409 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | 00C01 | 00002 | 2019 School Year | | |
| 410 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 1192 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activi | | |
| 1193 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transp | | |
| 1194 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | | |
| 1433 | 12 FEB 2019 | RV | -50.00 | 0 | 0.00 | 0.00 | -50.00 | CHG01 | 00001 | AEBHY - Human E | V: 58 | Reversal - Iv |
| 1434 | 12 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GTEES - Earth and | | |

TOTALS: Amount 635.00 Discount 0.00 Paid 0.00 Balance 635.00

Add Billing Item Reversal Adjustment Discount

Last Modified 12/02/19 13:21 By ADMIN

- Click **Show Billing Items with Outstanding Amounts** to view only items with an outstanding balance

2019

▼

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↺

Student Details

✕

Surname

Known Name

Adjustment amounts included in balances but not shown separately

GUTHRIE

Sean

Show All Transactions

Details

Subjects

Billing Items

Receipts

Transactions

Notes

Invoices

Sec Fin Assist

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status |
|------|-------------|------|--------|-----|------|------|---------|-----------|--------|-----------------------------------|--------|
| 55 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECHE - Chemistry ATAR 11 2019 | |
| 56 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEECD - Economics ATAR 11 2019 | |
| 57 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEENG - English ATAR 11 2019 | |
| 59 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEMMA - Mathematics Applications | |
| 60 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEPHY - Physics ATAR 11 2019 | |
| 409 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OCC01 | 00002 | 2019 School Year Book | |
| 410 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | |
| 1192 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activities | |
| 1193 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transport | |
| 1194 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | |
| 1434 | 12 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GTEES - Earth and Environmental S | |

TOTALS:

Amount

635.00

Discount

0.00

Paid

0.00

Balance

635.00

Add Billing Item

Reversal

Adjustment

Discount

Last Modified

12/02/19 13:21

By

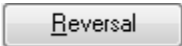
ADMIN

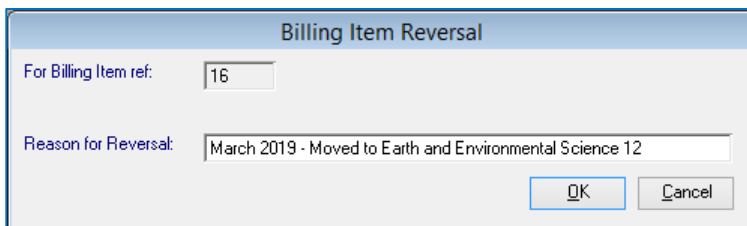
23.3 Reversing Subject Billing Items which have been Receipted

Activity: Reverse Subject Billing Item

Ashleigh Campbell has already paid for her subject costs. She has also changed her subject choice from - Human Biology ATAR 11 (AEHBY_1) to Earth and Environmental Science General 12(GTEES_1)

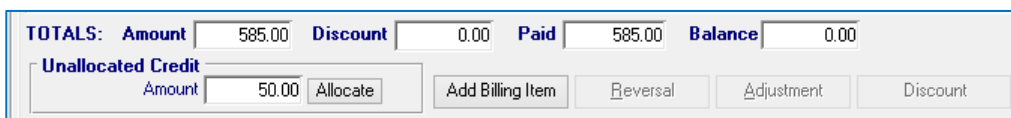
RM Billing > Students

- Right click on **Guthrie** and type **Campbell** <Enter>
- Select the **Receipts** tab
- Click on the receipt for **Balance of the account**
- Check that **Human Biology ATAR 11** has been receipted
- Click on the **Billing Items** tab
- Highlight **Human Biology ATAR 11**
- Click 
- Click **Yes**
- Enter the month, year and reason for the Reversal and Click **OK**



The dialog box is titled "Billing Item Reversal". It contains two input fields: "For Billing Item ref:" with the value "16" and "Reason for Reversal:" with the value "March 2019 - Moved to Earth and Environmental Science 12". At the bottom right, there are two buttons: "OK" and "Cancel".

- Check the Unallocated Credit amount for Ashleigh

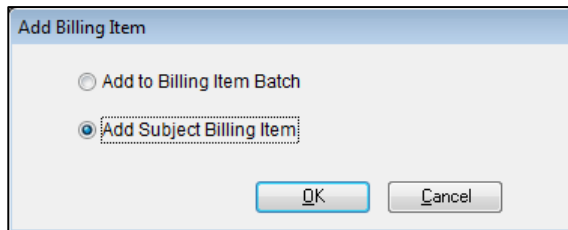


This summary bar shows financial data. The "TOTALS:" section includes "Amount" (585.00), "Discount" (0.00), "Paid" (585.00), and "Balance" (0.00). Below this, the "Unallocated Credit" section shows an "Amount" of 50.00 with an "Allocate" button. To the right of the "Unallocated Credit" section are four buttons: "Add Billing Item", "Reversal", "Adjustment", and "Discount".

This can be allocated once the new Subject Billing Item is added.

Activity: Add the Subject Billing Item

- Click **Add Billing Item**
- Select **Add Subject Billing Item**

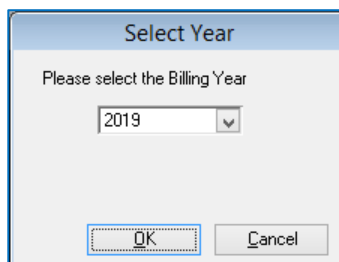


Add Billing Item

☐ Add to Billing Item Batch
☒ **Add Subject Billing Item**

OK Cancel

- Click **OK**



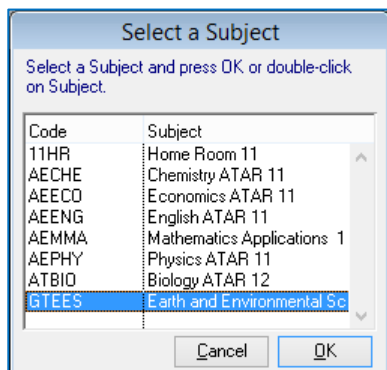
Select Year

Please select the Billing Year

2019

OK Cancel

- Click **OK** to the Billing Year of **2019**
- Select **Earth and Environmental Science General 12**



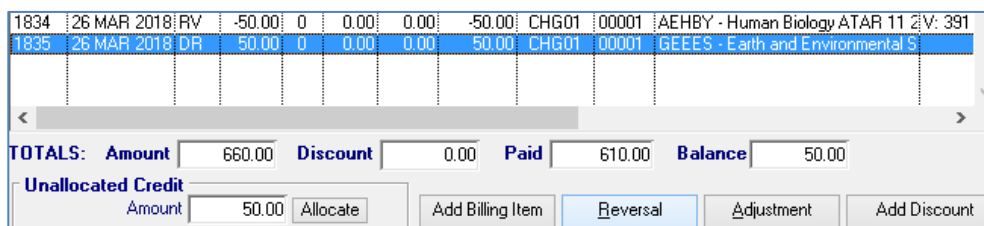
Select a Subject

Select a Subject and press OK or double-click on Subject.

| Code | Subject |
|--------------|---|
| 11HR | Home Room 11 |
| AECHE | Chemistry ATAR 11 |
| AEECO | Economics ATAR 11 |
| AEENG | English ATAR 11 |
| AEMMA | Mathematics Applications 1 |
| AEPHY | Physics ATAR 11 |
| ATBIO | Biology ATAR 12 |
| GTEES | Earth and Environmental Science General 12 |

Cancel OK

- Click **OK**
- Highlight the **Earth and Environmental Science General 12** billing item in the list



| | | | | | | | | | | |
|------|-------------|----|--------|---|------|------|--------|-------|-------|---|
| 1834 | 26 MAR 2018 | RV | -50.00 | 0 | 0.00 | 0.00 | -50.00 | CHG01 | 00001 | AEHBY - Human Biology ATAR 11 2V: 391 |
| 1835 | 26 MAR 2018 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GTEES - Earth and Environmental Science General 12 |

TOTALS: Amount 660.00 Discount 0.00 Paid 610.00 Balance 50.00

Unallocated Credit Amount 50.00 Allocate Add Billing Item Reversal Adjustment Add Discount

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


23.4 Reversing Subject Billing Items paid via Government Subsidy

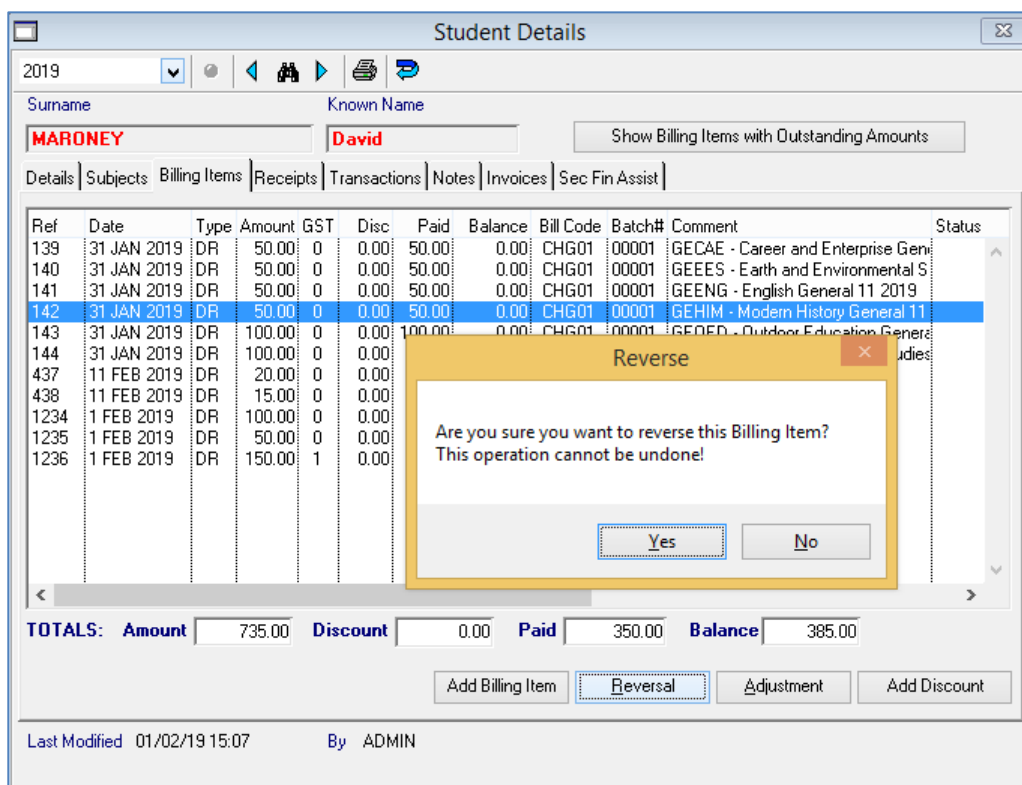
At times a student may have already paid for a subject or the subject may have been paid for by a government subsidy. It may be necessary to reverse this billing item and create a new billing item for a new subject. In this instance the receipted amount will become unallocated credit and must be manually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

Activity: Reverse Subject Billing Item

David Maroney's subject charge for GEHIM_1 Modern History General 11 has been met by the Education Program Allowance. He has changed his subject choice to Geography ATAR 11 (AEGEO_1)

RM Billing > Students

- Right click in the Red Surname field, type **Maroney** and <Enter>
- Select the **Receipts** tab
- Click on the receipt for the **\$235 Imported Education Program Allowance**
- View that *GEHIM_1 Modern History General 11* has been receipted
- Select the **Billing Items** tab
- Highlight the *GEHIM_1 Modern History General 11* Billing Item
- Click 



Student Details

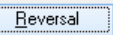
2019

Surname: **MARONEY** Known Name: **David** Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status |
|------|-------------|------|--------|-----|------|--------|---------|-----------|--------|-----------------------------------|--------|
| 139 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GECAE - Career and Enterprise Gen | |
| 140 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GEEES - Earth and Environmental S | |
| 141 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GEENG - English General 11 2019 | |
| 142 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG01 | 00001 | GEHIM - Modern History General 11 | |
| 143 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG01 | 00001 | GEDED - Outdoor Education Genera | |
| 144 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | | | | | | |
| 437 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | | | | | | |
| 438 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | | | | | | |
| 1234 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | | | | | | |
| 1235 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | | | | | | |
| 1236 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | | | | | | |

TOTALS: Amount 735.00 Discount 0.00 Paid 350.00 Balance 385.00

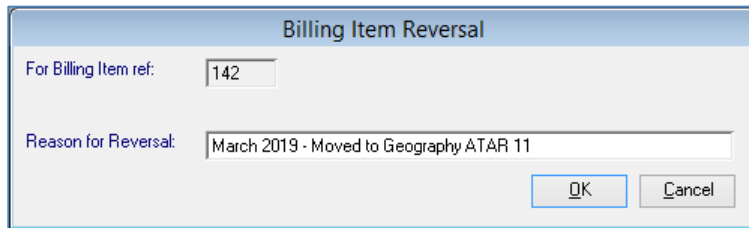
Add Billing Item  Adjustment Add Discount

Last Modified 01/02/19 15:07 By ADMIN

- Click Yes

Type the month, year and reason for reversal eg. Current month 2019 - Moved to **Geography ATAR 11**

- Click **OK**



A dialog box titled "Billing Item Reversal" with a light blue header. It contains two text input fields. The first field is labeled "For Billing Item ref:" and contains the value "142". The second field is labeled "Reason for Reversal:" and contains the text "March 2019 - Moved to Geography ATAR 11". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

- View the unallocated credit of \$50.00



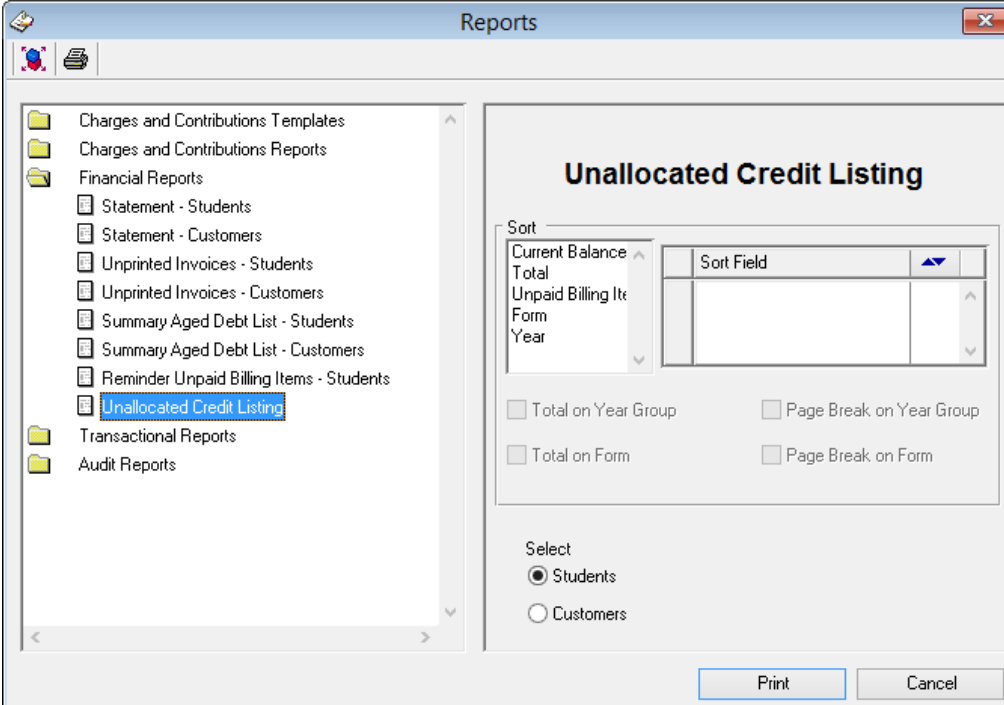
A dialog box titled "Unallocated Credit" with a light blue header. It contains a text input field labeled "Amount" with the value "50.00". To the right of the input field is a button labeled "Allocate".

23.4.1 Unallocated Credit Report -Government Subsidy

Any payment which has not been allocated against a billing item will become unallocated credit.

Activity: View the Unallocated Credit Listing Report

RM Billing > Reports > Financial Reports > Unallocated Credit Listing



Unallocated Credit Listing

Sort

| Sort Field |
|-------------------|
| Current Balance |
| Total |
| Unpaid Billing It |
| Form |
| Year |

☐ Total on Year Group ☐ Page Break on Year Group

☐ Total on Form ☐ Page Break on Form

Select

☒ Students

☐ Customers


Print Cancel

- Click on **Print** to view the Unallocated Credit Listing

West Coast District High School

Unallocated Credit Listing as at 12/02/19

Students



| Student Name | Year | Form | Balance | Unpaid Billing Items | GV | Unallocated Credit Other Receipts | Total |
|--|------|------|-----------|-------------------------|----------------|--------------------------------------|-----------------|
| FITTON: Rhys | 10 | 10.3 | -\$300.00 | \$0.00 | \$0.00 | \$300.00 | \$300.00 |
| MARONEY: David * | 11 | 11.3 | \$335.00 | \$385.00 | \$50.00 | \$0.00 | \$50.00 |
| Total Unallocated Credit for All Students | | | | | \$50.00 | \$300.00 | \$350.00 |

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

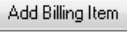
Note: An asterisk against any student indicates that a portion or all of this unallocated credit is a Government Subsidy.

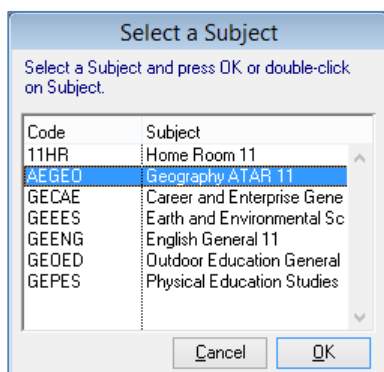
23.4.2 Allocate GV Credit

David Maroney can have the Unallocated GV Credit allocated to his new Geography subject once the Subject Billing Item has been added.

Activity: Allocate GV Credit

RM Billing > Students



- Double click on **David Maroney**
- Select the **Billing Items** tab
- Click 
- Select Add **Subject Billing Item** > **OK**
- Click **OK** to the Billing Year of **2019**
- Select (AECEO) Geography ATAR 11 and click **OK**




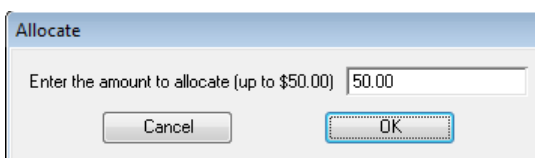
Select a Subject

Select a Subject and press OK or double-click on Subject.

| Code | Subject |
|--------------|----------------------------|
| 11HR | Home Room 11 |
| AECEO | Geography ATAR 11 |
| GECAE | Career and Enterprise Gene |
| GEEES | Earth and Environmental Sc |
| GEENG | English General 11 |
| GEOD | Outdoor Education General |
| GEPE | Physical Education Studies |



 


- Highlight the Select (AECEO) Geography ATAR 11 Billing Item
- Click 
- Enter the Amount to Allocate **\$50.00**

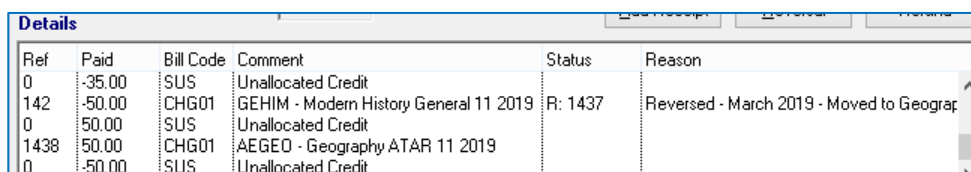


Allocate

Enter the amount to allocate (up to \$50.00)

- Click **OK**
- Click 
- Click on the Receipts Tab
- Highlight the **\$235 Education Program Allowance Receipt** and view the change in the allocation of the receipt



| Ref | Paid | Bill Code | Comment | Status | Reason |
|------|--------|-----------|--|---------|--|
| 0 | -35.00 | SUS | Unallocated Credit | | |
| 142 | -50.00 | CHG01 | GEHIM - Modern History General 11 2019 | R: 1437 | Reversed - March 2019 - Moved to Geograp |
| 0 | 50.00 | SUS | Unallocated Credit | | |
| 1438 | 50.00 | CHG01 | AECEO - Geography ATAR 11 2019 | | |
| 0 | -50.00 | SUS | Unallocated Credit | | |

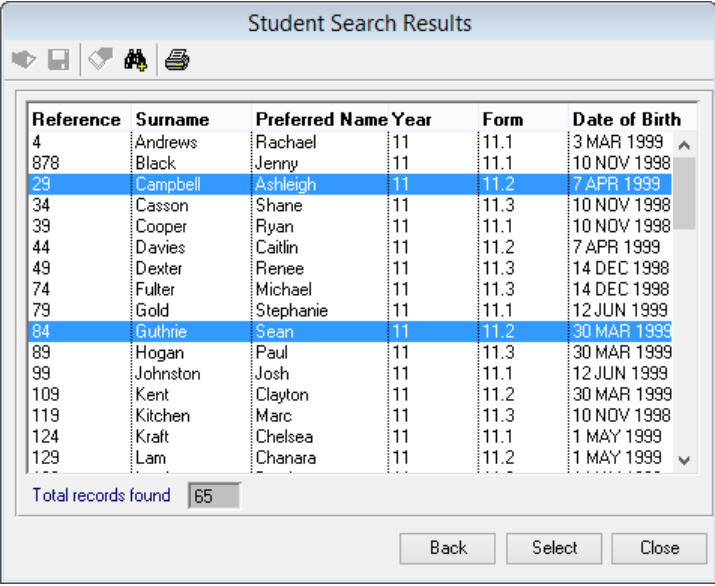
23.4.3 Printing Updated Statements and Reminder Notices for the Students

Activity: Print Reminder Unpaid Billing Items Report

Print an updated Statement and a Reminder of Unpaid Billing Items report for Sean Guthrie, Ashleigh Campbell and David Maroney.

Reports > Financial Reports > Statement-Students

- Click on New Query
- Select Year 11 and click Find
- Highlight the three students



| Reference | Surname | Preferred Name | Year | Form | Date of Birth |
|-----------|----------|----------------|------|------|---------------|
| 4 | Andrews | Rachael | 11 | 11.1 | 3 MAR 1999 |
| 878 | Black | Jenny | 11 | 11.1 | 10 NOV 1998 |
| 29 | Campbell | Ashleigh | 11 | 11.2 | 7 APR 1999 |
| 34 | Casson | Shane | 11 | 11.3 | 10 NOV 1998 |
| 39 | Cooper | Ryan | 11 | 11.1 | 10 NOV 1998 |
| 44 | Davies | Caitlin | 11 | 11.2 | 7 APR 1999 |
| 49 | Dexter | Renee | 11 | 11.3 | 14 DEC 1998 |
| 74 | Fulter | Michael | 11 | 11.3 | 14 DEC 1998 |
| 79 | Gold | Stephanie | 11 | 11.1 | 12 JUN 1999 |
| 84 | Guthrie | Sean | 11 | 11.2 | 30 MAR 1999 |
| 89 | Hogan | Paul | 11 | 11.3 | 30 MAR 1999 |
| 99 | Johnston | Josh | 11 | 11.1 | 12 JUN 1999 |
| 109 | Kent | Clayton | 11 | 11.2 | 30 MAR 1999 |
| 119 | Kitchen | Marc | 11 | 11.3 | 10 NOV 1998 |
| 124 | Kraft | Chelsea | 11 | 11.1 | 1 MAY 1999 |
| 129 | Lam | Chanara | 11 | 11.2 | 1 MAY 1999 |

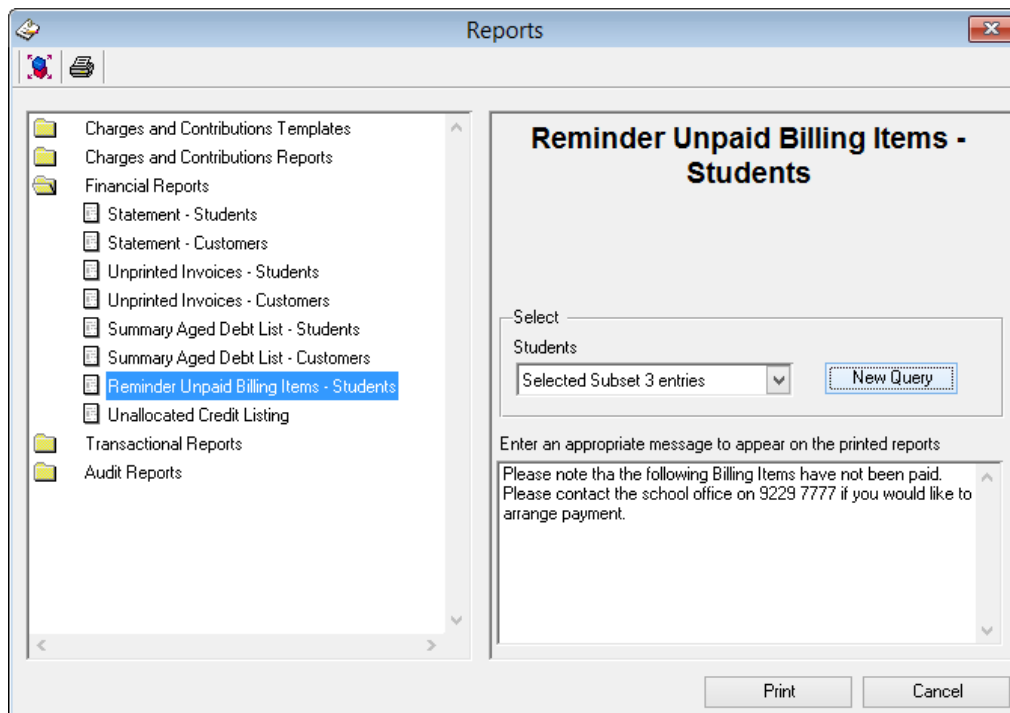
Total records found 65

Back Select Close

- Click Select and Yes
- Click Print and OK to send to the screen
- View and Close the Statements

Reports > Financial Reports > Reminder Unpaid Billing Items-Students

- Click New Query
- Find the same three students



- Click Print and OK to send to the screen
- View and close the Report (see sample next page)

Note: Where a student has no Billing Items that have an outstanding balance to pay, a report will not be produced.

West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified



Reminder of Unpaid Billing Items

Mr D Guthrie
10 Kiwa Place
WEST LEEDERVILLE WA 6011

| Date | Tx# | Inv# | Details | Amount |
|--|------|------|---|------------------|
| Sean GUTHRIE Year 11 Form 11.2 Student Number 20512489 | | | | |
| 31/01/2019 | 55 | 10 | AECHE - Chemistry ATAR 11 2019 | \$ 50.00 |
| 31/01/2019 | 56 | 10 | AEECO - Economics ATAR 11 2019 | \$ 50.00 |
| 31/01/2019 | 57 | 10 | AEENG - English ATAR 11 2019 | \$ 50.00 |
| 31/01/2019 | 59 | 10 | AEMMA - Mathematics Applications 11 2019 | \$ 50.00 |
| 31/01/2019 | 60 | 10 | AEPHY - Physics ATAR 11 2019 | \$ 50.00 |
| 11/02/2019 | 409 | 10 | 2019 School Year Book | \$ 20.00 |
| 11/02/2019 | 410 | 10 | 2019 Chaplaincy | \$ 15.00 |
| 01/02/2019 | 1192 | 10 | 2019 Camp Activities | \$ 100.00 |
| 01/02/2019 | 1193 | 10 | 2019 Camp Transport | \$ 50.00 |
| 01/02/2019 | 1194 | 10 | 2019 Camp Food | \$ 150.00 |
| 12/02/2019 | 1434 | 10 | GTEES - Earth and Environmental Sci General 12 2019 | \$ 50.00 |
| Total of Unpaid Billing Items | | | | \$ 635.00 |

Summary of Unpaid Billing Items

| Category | Previous Years | 2019 | Totals |
|-------------------------|----------------|-----------|-----------|
| Voluntary Contributions | | \$ 15.00 | \$ 15.00 |
| Charges | | \$ 600.00 | \$ 600.00 |
| Other Optional Costs | | \$ 20.00 | \$ 20.00 |
| Totals | \$ 0.00 | \$ 635.00 | \$ 635.00 |

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


Note: Reversed and Reversal Transactions, adjustment transactions, as well as any other items that have been paid in full, do not appear on this Reminder Notice

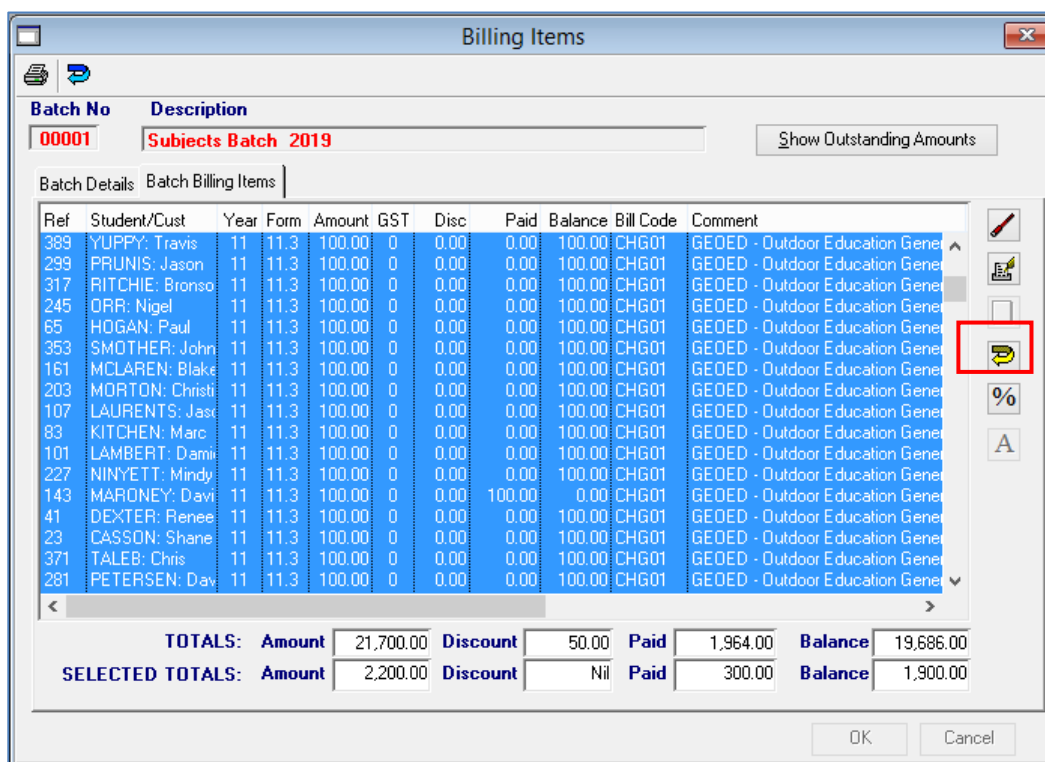
23.5 Bulk Reversals via Billing Item Batch

Activity: Bulk Reversals via Billing Item Batch

We have been advised that due to unforeseen circumstances the Outdoor Education course has been discontinued. We will reverse the Billing Items for the *Outdoor Education* course using the Bulk Reversal function available within the Billing Item Batch.


RM Billing > Billing Items

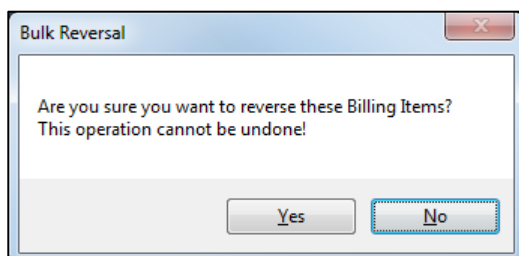
- Double click on the **Subjects** Batch
- Click on the **Batch Billing Items** tab
- Click on 
- Highlight all the transaction lines for Year 11 **GEOED-Outdoor Education General 11**
(Hint: Click on the **Year** header)



| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment |
|-----|------------------|------|------|--------|-----|------|--------|---------|-----------|--------------------------------------|
| 389 | YUPPY: Travis | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 299 | PRUNIS: Jason | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 317 | RITCHIE: Bronson | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 245 | ORR: Nigel | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 65 | HOGAN: Paul | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 353 | SMOTHER: John | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 161 | MCLAREN: Blake | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 203 | MORTON: Christi | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 107 | LAURENTS: Jase | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 83 | KITCHEN: Marc | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 101 | LAMBERT: Dami | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 227 | NINYETT: Mindy | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 143 | MARONEY: Davi | 11 | 11.3 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 41 | DEXTER: Renee | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 23 | CASSON: Shane | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 371 | TALEB: Chris | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |
| 281 | PETERSEN: Dav | 11 | 11.3 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | GEOED - Outdoor Education General 11 |

TOTALS: Amount 21,700.00 Discount 50.00 Paid 1,964.00 Balance 19,686.00
SELECTED TOTALS: Amount 2,200.00 Discount Nil Paid 300.00 Balance 1,900.00

- Click  Reverse the selected billing items



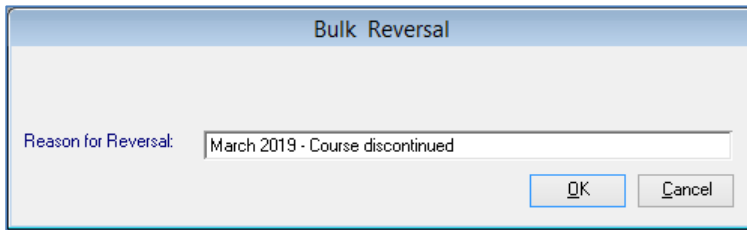
Bulk Reversal

Are you sure you want to reverse these Billing Items?
This operation cannot be undone!

Yes No

- Click **Yes** to the Message

- Enter a the month, year and reason 'Month 2019 - Course discontinued'

A screenshot of a software dialog box titled "Bulk Reversal". It has a light blue header bar. Below the header, there is a label "Reason for Reversal:" followed by a text input field containing the text "March 2019 - Course discontinued". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

Bulk Reversal

Reason for Reversal: March 2019 - Course discontinued

OK Cancel

- Click **OK**

Note: Reversing Items in bulk in this way may result in the creation of Unallocated Credit for some or multiple students if Billing Items have been paid. This should be reviewed using the Unallocated Credit Listing Report.

Important: 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. Discounted transactions cannot be reversed unless the discount is removed.

23.6 Billing Item Adjustments

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

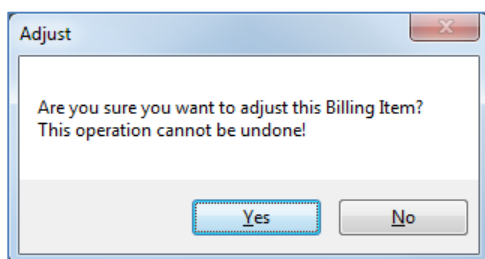
Activity: Adjust a Billing Item

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.

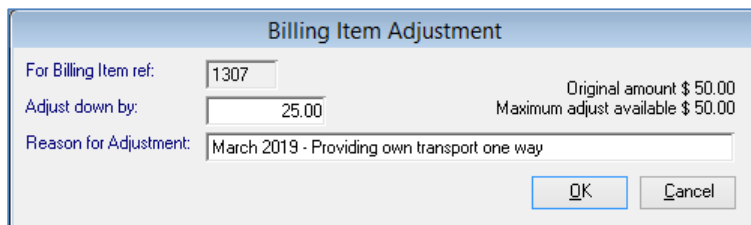
RM Billing > Students

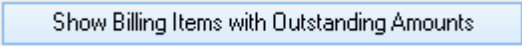
- Start Typing **Pilter** to locate Julie Pilter's record
- Open her record
- Select the **Billing Items** tab
- Highlight the Camp Transport billing item

- Click 



- Click **Yes**
- Enter half the amount of **25** into the 'Adjust down by' field
- Enter the month, year and reason (e.g. 'Month 2019 - Providing own transport one way')

A form titled 'Billing Item Adjustment'. It contains the following fields: 'For Billing Item ref:' with the value '1307', 'Adjust down by:' with the value '25.00', and 'Reason for Adjustment:' with the text 'March 2019 - Providing own transport one way'. To the right of the 'Adjust down by' field, it says 'Original amount \$ 50.00' and 'Maximum adjust available \$ 50.00'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- Click **OK**
- Sort by **Reason**
- View the adjustment in the billing items list
- Click  to display the adjusted Billing Item
- Close the student window

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

24 Receipt Reversals

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

The Corrections Batch

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

The Refunds Batch

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

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

Non Exporting Schools

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

Exporting Schools

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

24.1 Refund Batches

A refunds batch would be created if money which has been paid, needed to be returned (refunded) to a parent/guardian.

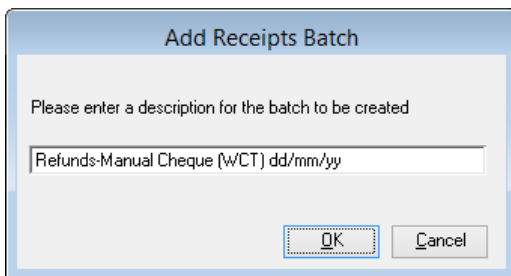
Activity: Create Refunds Batches

Mrs Lornab, Jessica's mother, has requested a refund of the \$100 due to the reversal of the Outdoor Education course. We have also been advised that Jillian Sorrell is unable to attend the Year 11 camp and West Coast Theatre has informed us the hall is unsuitable and have requested a refund.

- Create 3 Refunds batches for the following:
 - Refunds-Manual Cheque (WCT) dd/mm/yy
 - Refunds-System Cheque (J Lornab) dd/mm/yy
 - Refunds-EFT (J. Sorrell) dd/mm/yy

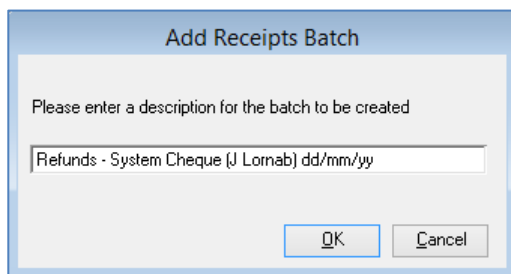
RM Billing > Receipts

- Click Add Item 



- Click **OK**

- Click Add Item 



- Click **OK**

- Click Add Item 

- Click **OK**
- Record the numbers on the Finance Batch Register
- Close the Receipts window

Activity: Create a Correction Batch

A payment of \$235.00 was incorrectly processed against the billing items for Emily Gold. The receipt should have been processed against Kea Guester. A Corrections batch must be opened to process the receipt from Emily Gold to Kea Guester.

Create the following receipt batch using today's date:

- Corrections dd.mm.yy

RM Billing > Receipts

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


- Click **OK**

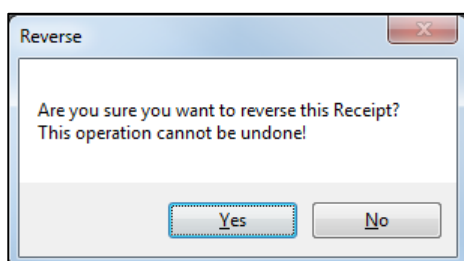
24.2 Receipt Reversal into the Corrections batch

Activity: Reverse a Receipt

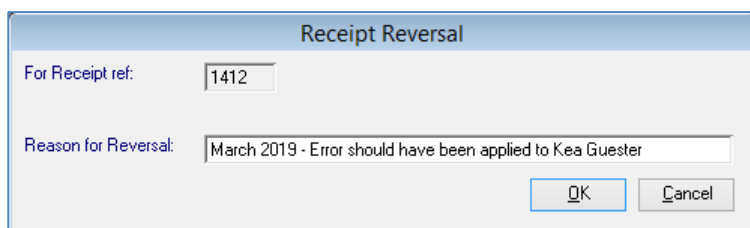
A payment of \$235.00 was incorrectly processed against the billing items for Emily Gold. The receipt should have been processed against Kea Guester. The receipt will be reversed from Emily Gold's record and re-entered in Kea Guester.

RM Billing > Students

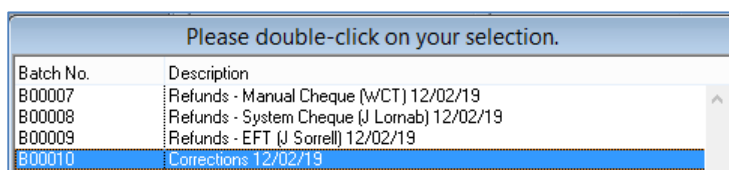
- Double-click **Emily Gold**
- Select the **Receipts** tab
- Highlight the \$235 receipt for Voluntary Contributions
- Click 



- Click **Yes**
- Enter a **reason** for the reversal (e.g. 'Error – should have been applied to Kea Guester')

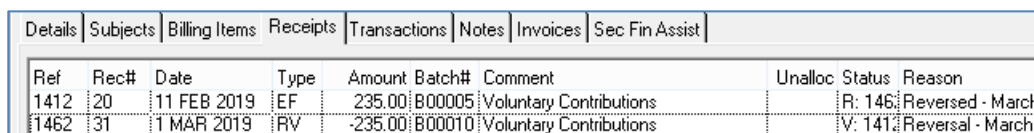
A form titled "Receipt Reversal". It has two input fields: "For Receipt ref:" with the value "1412" and "Reason for Reversal:" with the text "March 2019 - Error should have been applied to Kea Guester". At the bottom right, there are "OK" and "Cancel" buttons.

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

A table titled "Please double-click on your selection." with two columns: "Batch No." and "Description".


| Batch No. | Description |
|-----------|---|
| B00007 | Refunds - Manual Cheque (w/CT) 12/02/19 |
| B00008 | Refunds - System Cheque (J Lornab) 12/02/19 |
| B00009 | Refunds - EFT (J Sorrell) 12/02/19 |
| B00010 | Corrections 12/02/19 |

- Click **OK**

A table with tabs: "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", "Sec Fin Assist". The "Receipts" tab is selected. The table has columns: "Ref", "Rec#", "Date", "Type", "Amount", "Batch#", "Comment", "Unalloc", "Status", "Reason".

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|---------|--------|-------------------------|---------|--------|------------------|
| 1412 | 20 | 11 FEB 2019 | EF | 235.00 | B00005 | Voluntary Contributions | | R: 146 | Reversed - March |
| 1462 | 31 | 1 MAR 2019 | RV | -235.00 | B00010 | Voluntary Contributions | | V: 141 | Reversal - March |

Apply the Receipt

- Load **Kea Guester's** records (Hint, right click in Surname field)
- Select the **Receipts Tab**
- Click on 
- <Tab> Select the **Corrections Batch**
- Click **OK**
- Continue entering the receipt for Kea Guester as per the screen shot below.

Add Receipt

Receipt Details

Batch No.:
Corrections 12/02/19

Payment Type:
EFTPOS

Date:

Amount:

Comment:

Received from:

Title: First Name:

Surname:

Address:

Town/Sub:

State:

Postcode:

Country:

| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|-----|-------------|-------|-----|-----------------------------------|--------|----------|---------|---------|
| 656 | 11 FEB 2019 | VOL01 | 0 | 2019 Humanities and Social Scienc | 25.00 | Nil | 25.00 | 25.00 |
| 657 | 11 FEB 2019 | VOL01 | 0 | 2019 Health and Physical Educatio | 30.00 | Nil | 30.00 | 30.00 |
| 658 | 11 FEB 2019 | VOL01 | 0 | 2019 LOTE | 15.00 | Nil | 15.00 | 15.00 |
| 659 | 11 FEB 2019 | VOL01 | 0 | 2019 Design and Technology | 56.00 | Nil | 56.00 | 56.00 |
| 660 | 11 FEB 2019 | VOL01 | 0 | 2019 Art | 34.00 | Nil | 34.00 | 34.00 |
| | | | | | 270.00 | 0.00 | 270.00 | 235.00 |

Ensure the receipt is applied against the **Voluntary Contributions (VOL01)** only. Make sure you delete the amounts for School Year Book and Chaplaincy

| Ref | Date | Code | GST | Comment | Amount | Discount | Balance | Applied |
|-----|-------------|-------|-----|-----------------------|--------|----------|---------|---------|
| 651 | 11 FEB 2019 | OOC01 | 0 | 2019 School Year Book | 20.00 | Nil | 20.00 | Nil |
| 652 | 11 FEB 2019 | VOL01 | 0 | 2019 Chaplaincy | 15.00 | Nil | 15.00 | Nil |
| 653 | 11 FEB 2019 | VOL01 | 0 | 2019 English | 25.00 | Nil | 25.00 | 25.00 |

- Click on **OK**

IMPORTANT

Normally a reversal will be posted into the same open Receipts Batch as the original receipt. However, if the original batch has been closed, you need to create a Corrections Batch and this should be selected when completing the reversal.

25 Refunds

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

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

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

Activity: Perform a Student Refund with a System Generated Cheque

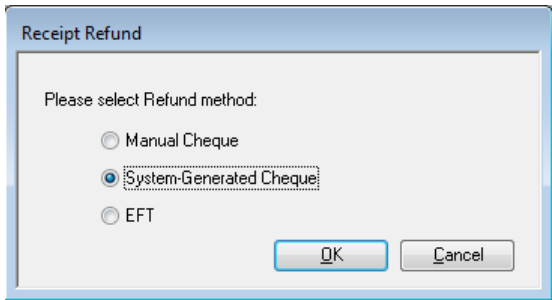
Jessica Lornab's mother Averil, has contacted the school to request a refund of the unallocated credit of \$100 which was the result of the Outdoor Education course reversal. The school has agreed to the refund and a system generated cheque will be used to refund Mrs Lornab.

RM Billing > Students

- **Right Click on Kea Guester** and enter Lornab
- Select the **Receipts** tab
- Highlight the **Outdoor Education General** receipt to be refunded

| Details Subjects Billing Items Receipts Transactions Notes Invoices Sec Fin Assist | | | | | | | | | |
|--|------|-------------|------|--------|--------|---------------------------|---------|--------|--------|
| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
| 1407 | 15 | 11 FEB 2019 | CA | 100.00 | B00004 | Outdoor Education General | 100.00 | | |

- Click 
- Select **System Generated Cheque** batch



Receipt Refund

Please select Refund method:

☐ Manual Cheque

☒ System-Generated Cheque

☐ EFT

- Click **OK**

- | Receipt Refund | | | | | | | | | |
|---|---|---|-----|--------------------|------------------|---------|-----------------------------------|----------|---|
| For Receipt# | <input type="text" value="15"/> | Refund Method: System Generated Cheque | | | | | | | |
| Received from | Mrs Averil Lornab 8 Sirius Place DALKEITH WA 6012 | | | | | | | | |
| Refund Amount: | <input type="text" value="100.00"/> | Maximum refund available \$ 100.00 | | | | | | | |
| Refunded to: | <input type="text"/> | | | | | | | | |
| (Enter first 3 characters of surname) | | | | | | | | | |
| Reason for Refund: | <input type="text"/> | | | | | | | | |
| Ref | Date | Code | GST | Comment | Total | Max Adj | Adjust by | Ref Code | |
| 0 | | SUS | 8 | Unallocated Credit | 100.00 | 100.00 | 0.00 | SUS | ^ |
| | | | | | | | | | |
| | | | | | Total adjustment | | <input type="text" value="0.00"/> | | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | | | | | | | |

-
- Refund To
- Please double-click on your selection or click Add to create a new record
- | Short Name | Description |
|------------|----------------------------------|
| A&M001 | A&M Bookshop |
| ALG001 | Algar Burns Computing |
| ANY001 | Anytime Computer Repair Services |
| ATOE | Australian Taxation Office |
| BAN001 | Bank |
| BOO001 | Bookland |
| BUI001 | Build-it Furniture Company |
| GRA001 | Grandma's Furniture Company |
| MAH001 | Mrs Jeanne Mahney |
| MAR001 | Marty's |
| MUN001 | Mr Mungo Mungall |
| NEW001 | Newtown Senior High School |
| OFF001 | Office Works |
- OK Cancel

- Click 

New Details

Short Name (e.g. ABC001)

Full Name

Address

Telephone

Fax

ABN

Bank Account Name

BSB No. -

Account No.

E-mail

Payment Methods
☒ Cheque
☐ EFT

Remittance Method
☐ E-mail
☐ Print
☒ None

- Click **OK**

Accounts

New account saved

- Click **OK**

Refund To

Please double-click on your selection or click Add to create a new record

| Short Name | Description |
|---------------|----------------------------------|
| A&M001 | A&M Bookshop |
| ALG001 | Algar Burns Computing |
| ANY001 | Anytime Computer Repair Services |
| ATOE | Australian Taxation Office |
| BAN001 | Bank |
| BOO001 | Bookland |
| BUI001 | Build-it Furniture Company |
| GRA001 | Grandma's Furniture Company |
| LOR001 | Averil Lornab |
| MAH001 | Mrs Jeanne Mahney |
| MAR001 | Marty's |
| MUN001 | Mr Mungo Mungall |
| NFW001 | Newtown Senior High School |

- Click **OK** to select her from the list of suppliers

- Enter the **Reason** for the refund – Refund due to Outdoor Education course being discontinued
- Enter the **amount** of the 100.00 against **Unallocated Credit** in the ‘**Adjust by**’ column
- Check the total adjustment equals the refund amount

Receipt Refund

For Receipt# Refund Method: **System Generated Cheque**

Received from: Mrs Averil Lornab
8 Sirius Place
DALKEITH WA 6012

Refund Amount: Maximum refund available \$ 100.00

Refunded to: Averil Lornab
(Enter first 3 characters of surname)

Reason for Refund:

| Ref | Date | Code | GST | Comment | Total | Max Adj | Adjust by | Ref Code |
|-----|------|------|-----|--------------------|--------|---------|-----------|----------|
| 0 | | SUS | 8 | Unallocated Credit | 100.00 | 100.00 | 100.00 | SUS |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Total adjustment

- Click **OK**
- Select the **Refunds-System Cheque (J. Lornab)** batch

Please double-click on your selection.

| Batch No. | Description |
|-----------|---|
| B00007 | Refunds - Manual Cheque (w/CT) 12/02/19 |
| B00008 | Refunds - System Cheque (J Lornab) 12/02/19 |
| B00009 | Refunds - EFT (J Sorrell) 12/02/19 |
| B00010 | Corrections 12/02/19 |

* Indicates original batch if open

- Click **OK**

- View the refund transaction

The screenshot shows a software window titled "Student Details". At the top, there is a year selector set to "2019" and several navigation icons. Below this, there are two input fields: "Surname" with the value "LORNAB" and "Known Name" with the value "Jessica". To the right of these fields is a button labeled "Show Unallocated Credit". Below the input fields is a tabbed interface with the following tabs: "Details", "Subjects", "Billing Items", "Receipts", "Transactions", "Notes", "Invoices", and "Sec Fin Assist". The "Transactions" tab is currently selected. It displays a table with the following data:

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|---------|--------|---------------------------|---------|--------|------------------|
| 1407 | 15 | 11 FEB 2019 | CA | 100.00 | B00004 | Outdoor Education General | 100.00 | F: 146 | Refunded - Refun |
| 1464 | 33 | 1 MAR 2019 | RF | -100.00 | B00008 | Outdoor Education General | -100.00 | D: 140 | Refund - Refund |

Note: Parents and Guardians are entered as suppliers. They can also be entered via RM Finance through Records > Income Source and Suppliers > Add Record.

Activity: Perform a Student Refund via EFT

Sylvestra Sorrell, Jillian's mother has contacted the school to say Jillian has appendicitis and is unable to attend the camp. As she has paid in full for the camp she has requested a refund through EFT to which the school has agreed and will refund back into Mr and Mrs Sorrell's bank account.

RM Billing > Students

- Find Jillian Sorrell (Hint: Right click on Campbell), type Sorrell and <Enter>
- Select the **Receipts** tab
- Highlight the Camp receipt to be refunded

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|--------|--------|--------------|---------|--------|--------|
| 1400 | 8 | 11 FEB 2019 | CH | 300.00 | 800004 | Year 11 Camp | | | |

- Click 
- Select the **EFT** option

Please select Refund method:

☐ Manual Cheque

☐ System-Generated Cheque

☒ EFT

- Click **OK**
- Enter the amount of **300**

For Receipt# Refund Method: EFT

Received from Mrs Sylvestra Sorrell
108 Coronata Drive
JOLIMONT WA 6013


EFT Reference:

This will be shown on the recipient's bank statement

Refund Amount: Maximum refund available \$ 300.00

- Press <Tab> twice

Mrs Sorrell has not been entered as a Supplier in RM finance, so before a refund can be issued, she must be added to the Supplier list.

- Click  on the Supplier window
- Enter the following details

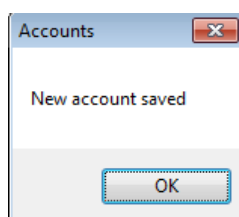
New Details

| | |
|-----------------------------|--|
| Short Name (e.g. ABC001) | SOR001 |
| Full Name | Sylvestra Sorrell |
| Address | 108 Coronata Drive JOLIMONT WA 6013 |
| Telephone | 9221 3124 |
| Fax | |
| ABN | Parent |
| Bank Account Name | R and S Sorrell |
| BSB No. | 016 - 370 |
| Account No. | 123456 |
| E-mail | sorrells@gmail.com |

| | |
|---|--|
| Payment Methods <input checked="" type="checkbox"/> Cheque <input checked="" type="checkbox"/> EFT | Remittance Method <input checked="" type="radio"/> E-mail <input type="radio"/> Print <input type="radio"/> None |
|---|--|

OK Cancel

- Click **OK** to save the new supplier



- Click **OK**

Sylvestra Sorrell has now been added to the list of suppliers

- Click **OK** in the 'Refund to' window
- Enter a **reason** for the refund <Tab>
- Enter the School's name or initials in the **EFT Reference** field (this will display on the recipient's bank statement) <Tab>

| Ref | Date | Code | GST | Comment | Total | Max Adj | Adjust by | Ref Code |
|------|---------|-------|-----|----------------------|--------|---------|-----------|----------|
| 1342 | 1 FEB 2 | CHG03 | 0 | 2019 Camp Activities | 100.00 | 100.00 | 100.00 | REF02 |
| 1343 | 1 FEB 2 | CHG03 | 0 | 2019 Camp Transport | 50.00 | 50.00 | 50.00 | REF02 |
| 1344 | 1 FEB 2 | CHG03 | 1 | 2019 Camp Food | 150.00 | 150.00 | 150.00 | REF02 |

- Enter the **amount** for the refund for each billing item in the 'Adjust by' column <Tab>
- Select the correct **refund billing code** for **Charges** (press <Tab> in the 'Ref Code' field)
- Click **OK**

Please double-click on your selection.

| Batch No. | Description |
|-----------|---|
| B00007 | Refunds - Manual Cheque (WCT) 12/02/19 |
| B00008 | Refunds - System Cheque (J Lornab) 12/02/19 |
| B00009 | Refunds - EFT (J Sorrell) 12/02/19 |
| B00010 | Corrections 12/02/19 |

* Indicates original batch if open

OK Cancel

- Select the **Refunds - EFT (J.Sorrell) Batch**
- Click **OK**

Student Details

2019

Surname: **SORRELL** Known Name: **Jillian** Show Unallocated Credit

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

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Unalloc | Status | Reason |
|------|------|-------------|------|---------|--------|--------------|---------|--------|-----------------------------|
| 1400 | 8 | 11 FEB 2019 | CH | 300.00 | B00004 | Year 11 Camp | | | F: 1465 Refunded - Jillian |
| 1465 | 34 | 1 MAR 2019 | RF | -300.00 | B00009 | Year 11 Camp | | | D: 1400 Refund - Jillian is |

- View the refund transaction
- Close the window

Activity: Perform a Customer Refund with a Manual Cheque

West Coast Theatre has paid for the Hire of the Hall for weeks 1-5 of Term1. 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

Customer Name

West Coast Theatre

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

| Ref | Rec# | Date | Type | Amount | Batch# | Comment | Status | Reason |
|------|------|-------------|------|--------|---------|----------------------------|--------|--------|
| 1420 | 25 | 11 FEB 2019 | EF | 550.00 | B000005 | Hall Hire Term 1 Weeks 1-5 | | |

- 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

Receipt Refund

For Receipt#

West Coast Theatre
221 West Coast Highway
SCARBOROUGH WA 6019

Refund Amount: Maximum refund available \$ 550.00

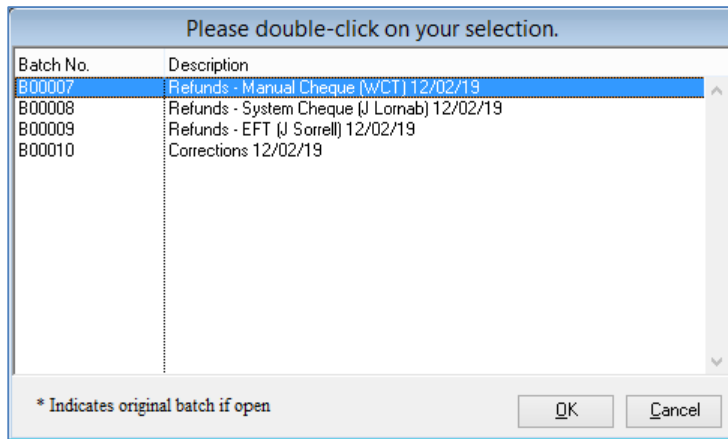
Reason for Refund:

| Ref | Date | Code | GST | Comment | Total | Max Adj | Adjust by | Ref Code |
|------|--------|-------|-----|---------------------------------|--------|---------|-----------|----------|
| 1416 | 11 FEB | HIR01 | 1 | 2019 Hall Hire Term 1 Weeks 1-5 | 550.00 | 550.00 | 550.00 | REF03 |

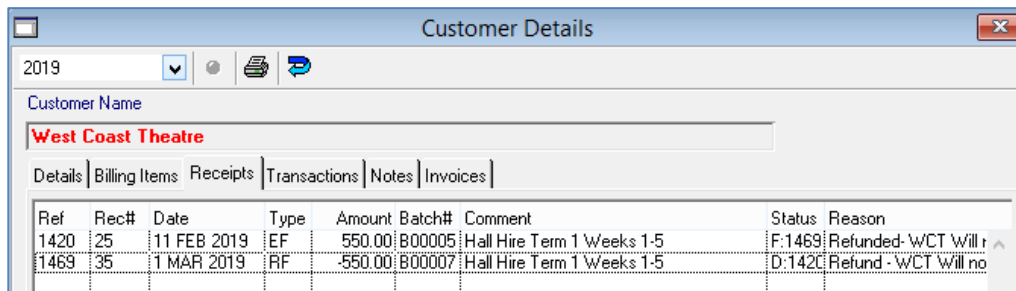
Cheque Number Total adjustment

- Click **OK**

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



- Click **OK**



- Close the Customer Details window

Notes: Customers can only be refunded through manual cheques (if exporting) or system generated cheques (if not exporting).

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).

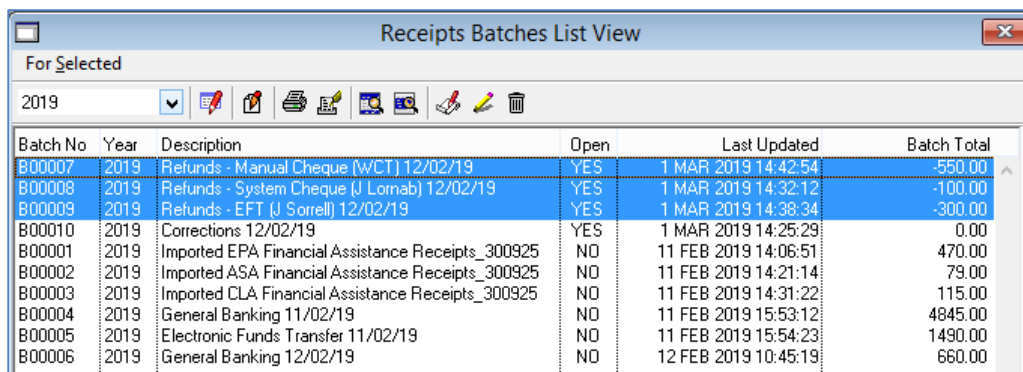
25.1 Print the Refund Summary Report

The Refund Summary Report assists users with reconciling the EFT, System Generated and Manual Cheque totals for Refunds. One or more batches can be highlighted on the Receipts Batches List View screen and the report can be printed and reconciled.

Activity: Print the Refunds Summary Report

RM Billing > Receipts

- Highlight the Refunds batches



| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|---|------|----------------------|-------------|
| B00007 | 2019 | Refunds - Manual Cheque (WCT) 12/02/19 | YES | 1 MAR 2019 14:42:54 | -550.00 |
| B00008 | 2019 | Refunds - System Cheque (J Lornab) 12/02/19 | YES | 1 MAR 2019 14:32:12 | -100.00 |
| B00009 | 2019 | Refunds - EFT (J Sorrell) 12/02/19 | YES | 1 MAR 2019 14:38:34 | -300.00 |
| B00010 | 2019 | Corrections 12/02/19 | YES | 1 MAR 2019 14:25:29 | 0.00 |
| B00001 | 2019 | Imported EPA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:06:51 | 470.00 |
| B00002 | 2019 | Imported ASA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:21:14 | 79.00 |
| B00003 | 2019 | Imported CLA Financial Assistance Receipts_300925 | NO | 11 FEB 2019 14:31:22 | 115.00 |
| B00004 | 2019 | General Banking 11/02/19 | NO | 11 FEB 2019 15:53:12 | 4845.00 |
| B00005 | 2019 | Electronic Funds Transfer 11/02/19 | NO | 11 FEB 2019 15:54:23 | 1490.00 |
| B00006 | 2019 | General Banking 12/02/19 | NO | 12 FEB 2019 10:45:19 | 660.00 |

- Click **For Selected > Refund Summary**
- Print the report to the screen

West Coast District High School Refund Summary Report



| Batch # | Batch Description | Refund Method | Total |
|---------|--|----------------|-----------|
| B00007 | Refunds - Manual Cheque (WCT) 12/02/19 | | |
| | | Manual Cheques | \$-550.00 |
| | | Batch Total | \$-550.00 |
| B00008 | Refunds - System Cheque (J Lornab) 12/02/19 | | |
| | | System Cheques | \$-100.00 |
| | | Batch Total | \$-100.00 |
| B00009 | Refunds - EFT (J Sorrell) 12/02/19 | | |
| | | EFT | \$-300.00 |
| | | Batch Total | \$-300.00 |

- View and close the report

26 Exporting to RM Finance

All receipts batches (General Banking, EFT, Corrections and Refunds) must be exported as required. All batches must be exported as part of the end of month procedures and before reconciling in RM Finance. Once a batch has been exported, it is automatically closed, so new batches would then need to be created in RM Billing.

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.

IMPORTANT

Exporting to RM Finance must not be enabled until permission has been granted by the school's Senior Finance Consultant

IMPORTANT

Ensure RM Finance is closed before exporting

26.1 Automatic Export to RM Finance

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

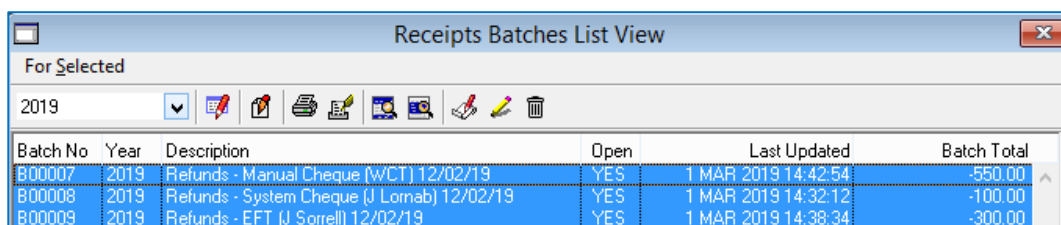
Activity: Preparing for Automatic Export

Step 1 – Print the Daily Banking and Receipts Summary for the 3 Refunds Batches

The Daily Banking and Receipt Summary for the 3 Refund batches may be printed together or they may be printed separately. Enter them as separate refund batches on the batch register.

RM Billing > Receipts

- Highlight the three Refunds batches



| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|---|------|---------------------|-------------|
| B00007 | 2019 | Refunds - Manual Cheque (WCT) 12/02/19 | YES | 1 MAR 2019 14:42:54 | -550.00 |
| B00008 | 2019 | Refunds - System Cheque (J Lornab) 12/02/19 | YES | 1 MAR 2019 14:32:12 | -100.00 |
| B00009 | 2019 | Refunds - EFT (J Sorrell) 12/02/19 | YES | 1 MAR 2019 14:38:34 | -300.00 |

- Click **For Selected > Print Daily Banking**

West Coast District High School Daily Banking Summary 01/03/2019



REFUNDS

| Rec # | Amount | Refunded To | Student Name | Details | Batch # | Status | Chq No |
|--------------------|-----------|--------------------|------------------|----------------------------|---------|--------|--------|
| 33 | \$-100.00 | Averil Lornab | LORNAB: Jessica | Outdoor Education General | B00008 | D | 0 |
| 34 | \$-300.00 | Sylvestra Sorrell | SORRELL: Jillian | Year 11 Camp | B00009 | D | 0 |
| 35 | \$-550.00 | West Coast Theatre | | Hall Hire Term 1 Weeks 1-5 | B00007 | D | 123568 |
| Total for Refunds: | | | \$-950.00 | | | | |
| Total for Report: | | | \$-950.00 | | | | |

- Print a paper copy of the report and file it
- Fill in the Finance Batch Register using the Daily Banking Report and ensure all the Refund batches are separated and identified as shown below on the batch register.

| BATCH REGISTER | | | | | | | | | | |
|----------------|------------------|--------------|--------|---|---------------------------|-----------------------|-----------------------|--------------|--------------------------|--------------|
| | | | | | For the month of | | Period | | | |
| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | BANK RELATED TRANSACTIONS | | | | | |
| | | From | To | | Bank A/C 1, 2, 3 | Income Receipts (INC) | Expend Payments (ESP) | Credit Notes | Adjustments/Reversals ** | |
| | | | | | | | | | Income (I/C) | Expend (ESC) |
| B00004 | | | | GB | 1 | 4845 | | | | |
| B00005 | | | | EF | 1 | 1490 | | | | |
| B00006 | | | | GB | 1 | 660 | | | | |
| B00007 | | 123568 | 123568 | REF-Man | 1 | | 550 | | | |
| B00008 | | | | REF-Sys | 1 | | 100 | | | |
| B00009 | | | | REF-EFT | 1 | | 300 | | | |


- Highlight the three Refunds batches
- Click **For Selected > Print Receipts Summary**
- Click **Yes** to print the **Detailed Summary**

Three reports for the batches will be generated. Print a paper copy of the reports and file them.

Step 2 – Print the Daily Banking and Receipts Summary for the Corrections Batch

RM Billing > Receipts

- Highlight the **Correction Batch**
- Click **For Selected < Print Daily Banking**

| West Coast District High School | | | | | |  |
|----------------------------------|-----------|--------------|--------------|-------------------------|---------|---|
| Daily Banking Summary 01/03/2019 | | | | | | |
| Rec # | Amount | Rec'd From | Student Name | Details | Batch # | Status |
| EFTPOS | | | | | | |
| 31 | \$-235.00 | Mr A Gold | GOLD: Emily | Voluntary Contributions | B00010 | V |
| 32 | \$ 235.00 | Mr D Guester | GUESTER: Kea | Voluntary Contributions | B00010 | |
| Total EFTPOS | | | \$ 0.00 | | | |
| | | | | | | |
| Total for Other Payment Types | | | \$ 0.00 | | | |
| | | | | | | |
| Total for Report: | | | \$ 0.00 | | | |

In this example, the nett effect of the reversal and re-entry is zero, as the total amount reversed was Voluntary Contributions and the total amount re-entered was Voluntary Contributions.

There has been no movement of funds between billing codes, so no changes will occur in RM Finance. Any reversals and re-entry of receipts, resulting in the movement of funds from one billing code to another and the movement from one budget code to another, must be reflected in RM Finance.

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

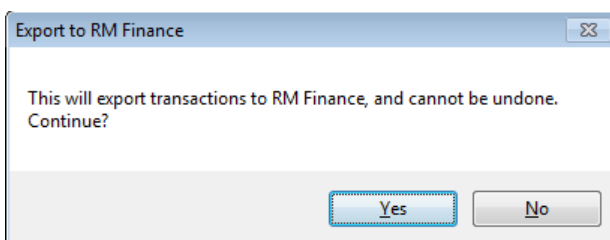
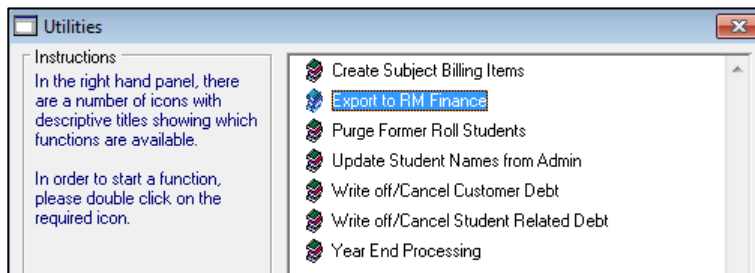
- Print a paper copy of the report and file it
- Highlight the **Corrections Batch**
- Click **For Selected > Print Receipts Summary**
- Click Yes to print the **Detailed Summary**
- Print and file the report
- Fill in the Batch Register

| BATCH REGISTER | | | | | | | | | | |
|------------------|------------------|--------------|--------|---|---------------------------|--------------------------|--------------------------|--------------|--------------------------|--------------|
| For the month of | | | | | Period | | | | | |
| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | BANK RELATED TRANSACTIONS | | | | | |
| | | From | To | | Bank A/C 1, 2, 3 | Income Receipts (INC) | Expend Payments (ESP) | Credit Notes | Adjustments/Reversals ** | |
| | | | | | | | | | Income (I/C) | Expend (ESC) |
| B00004 | | | | GB | 1 | 4845 | | | | |
| B00005 | | | | EF | 1 | 1490 | | | | |
| B00006 | | | | GB | 1 | 660 | | | | |
| B00007 | | 123568 | 123568 | REF-Man | 1 | | 550 | | | |
| B00008 | | | | REF-Sys | 1 | | 100 | | | |
| B00009 | | | | REF-EFT | 1 | | 300 | | | |
| B00010 | | | | Cor | | | | | 0 | |

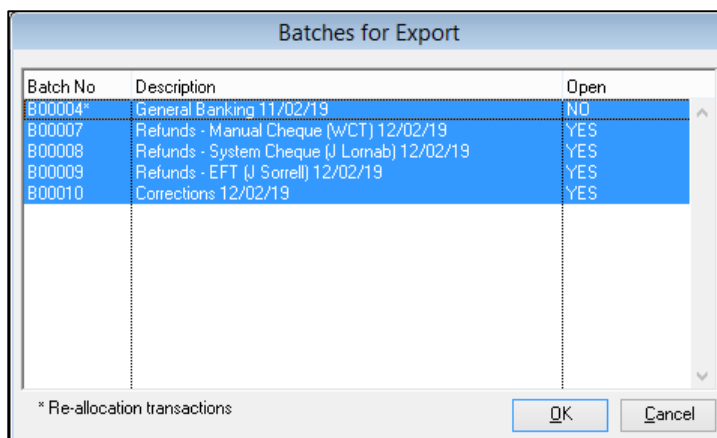
26.2 Export Receipt Batches to RM Finance

RM Billing > Utilities

- Double click **Export to RM Finance**



- Click **YES**
- Highlight **ALL** the banking Refunds Batches and the Corrections Batch

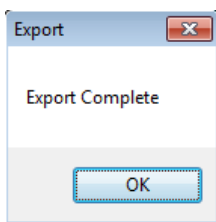
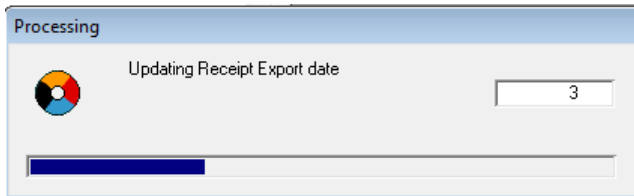


Notes: The Corrections Batch has a Nett effect of \$0.00. While this batch is still exported, it will not appear in RM Finance as there are no transactions to update.

Batch B00004 has been closed and the receipts entered manually into RM Finance. Reversal of subject charges resulting in unallocated credit and the re allocation to other subjects, has resulted in the re allocations within the batch. We will export this batch later when we deal with Re-Allocations.

- 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 begin



- Click **OK**
- Close the Utilities window

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

| | | | | | |
|---------|--|------------|------------|-----|----------------|
| B00004* | General Banking 11/02/19 | 11/02/2019 | 11/02/2019 | NO | 0.00 |
| B00007 | Refunds - Manual Cheque (WCT) 12/02/19 | 12/02/2019 | 01/03/2019 | YES | -550.00 |
| B00008 | Refunds - System Cheque (J Lomab) 12/02/19 | 12/02/2019 | 01/03/2019 | YES | -100.00 |
| B00009 | Refunds - EFT (J Sorrell) 12/02/19 | 12/02/2019 | 01/03/2019 | YES | -300.00 |
| B00010# | Corrections 12/02/19 | 12/02/2019 | 01/03/2019 | YES | 0.00 |
| | | | | | -950.00 |

Refund Breakdown on Batches Exported

RM Finance Batch Ref: RMB000001EFT

| | | |
|---------------------------|---------------------------------------|----------------|
| B00009 | Refunds - EFT (J Sorrell) 12/02/19 | -300.00 |
| Total EFT Refunds: | | -300.00 |

Cheque Refunds:

| | | |
|-----------------------------|---|----------------|
| B00007 | Refunds - Manual Cheque (WCT) 12/02/19 | -550.00 |
| B00008 | Refunds - System Cheque (J Lomab) 12/02/19 | -100.00 |
| Total Cheque Refunds | | -650.00 |

* Re-allocation transactions

- Will not appear in RM Finance, as there are no transactions which need to be updated.

Comment: _____

Principal's Signature: _____

Date: _____

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

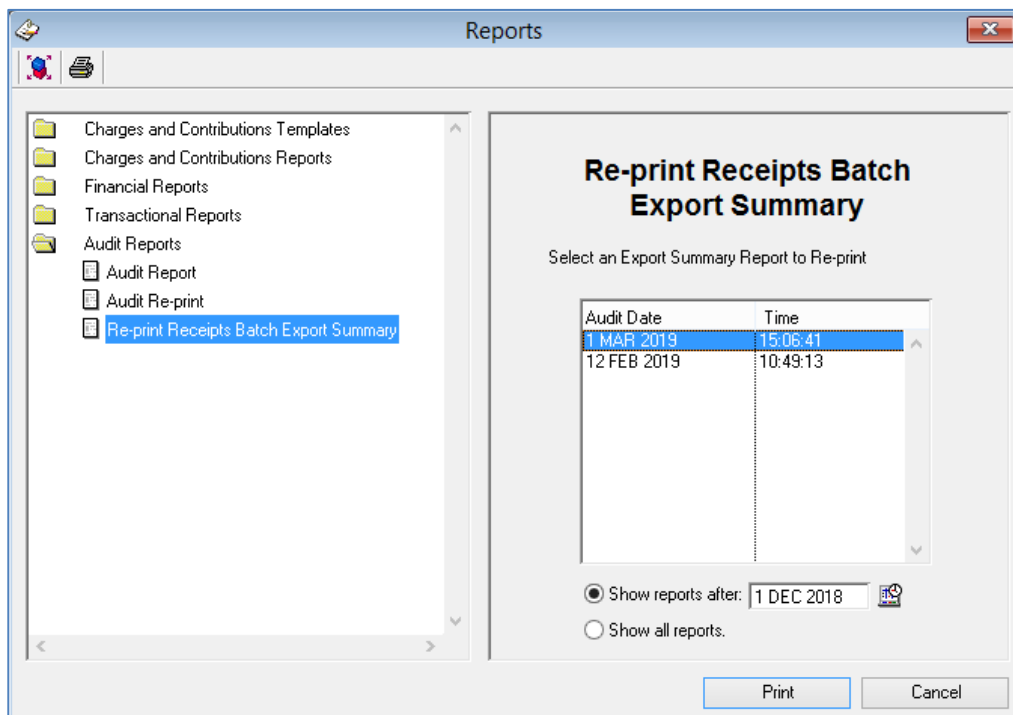
26.3 Re-print the Receipts Batch Export Summary Report

It is possible to re-print the Receipts Batch Export Summary which have been previously sent directly to the printer. The reports are listed in date/time order – decending, with the most recent appearing at the top of the list. The default date displayed is set to 3 months prior to the current system date. The user has the option of re-printing reports after a specific date or printing all reports.

Activity: Re-print Receipts Batch Export Summary

RM Billing > Reports

- Open the **Audit Reports** folder
- Highlight **Re-print Receipts Batch Export Summary**
- Select the 'Show reports after' radio button
- Highlight the report to be printed



- Click Print and Ok to print to screen
- View and Close the report

26.4 Check and Update the Transactions in RM Finance

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

Activity: Update Exported Transactions in RM Finance

Update the Expenditure Batches in RM Finance

RM Finance >Transactions

- Select  Reports
- Select the **Batched Transactions** report



- Select **Expenditure** only
- Select the **Cheque Account** only
- Click 

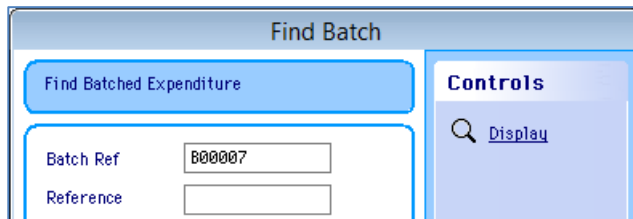
| <u>Posting Detail</u> | <u>Type</u> | <u>Date</u> | <u>Nett</u> | <u>Tax</u> | <u>Total</u> | <u>Voucher</u> |
|---|-------------|-------------|-------------|------------|--------------|----------------|
| B00007 BILL99 D4800 Refund of Revenue-Other D4808 Refund of Facilities Hire Cheque Account Tx 1469-West Coast Theatre Ref 123568 | ESP | 1 MAR 2019 | 500.00 | 50.00 1 | 550.00 | C1 |
| B00008 LOR001 Averil Lornab N3100E Other Suspense Accounts N3199 Billing Suspense Cheque Account Tx 1464-Averil Lornab Ref Ref Number | ESP | 1 MAR 2019 | 100.00 | 8 | 100.00 | C1 |
| RMB000001EFT SOR001 Sylvestra Sorrell D4600 Refund of Revenue-Charges/Cont/Fee D4606 Charges - Refund Cheque Account Tx 1465-Sylvestra Sorrell Ref EFT | ESP | 1 MAR 2019 | 150.00 | 0 | 150.00 | C1 |
| RMB000001EFT SOR001 Sylvestra Sorrell D4600 Refund of Revenue-Charges/Cont/Fee D4606 Charges - Refund Cheque Account Tx 1465-Sylvestra Sorrell Ref EFT | ESP | 1 MAR 2019 | 136.36 | 13.64 1 | 150.00 | C1 |

- Check the report against the Receipts Summary



RM Finance > Transactions

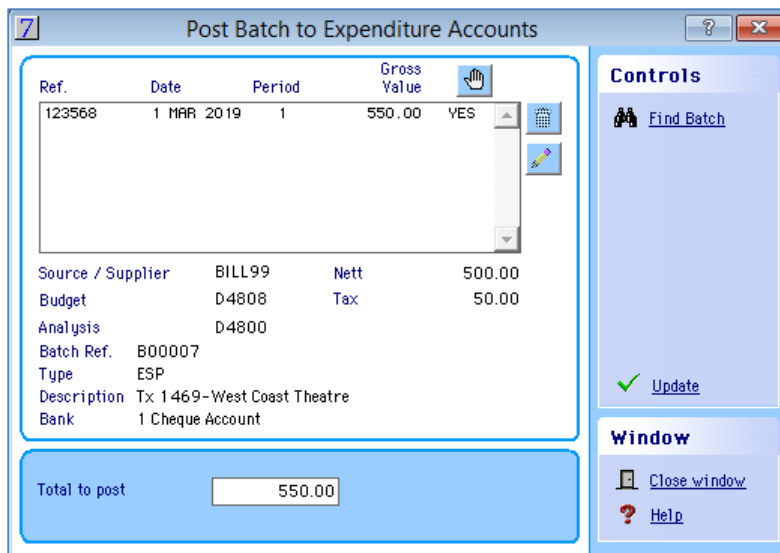
Update the Expenditure batch for West Coast Theatre/Manual cheque

- Click **View/Post Batch**
- Select **Expenditure** and **Credit Notes**
- Enter **Batch B00007**



The 'Find Batch' dialog box has a title bar 'Find Batch'. It contains a button 'Find Batched Expenditure'. Below it, there are two input fields: 'Batch Ref' with the value 'B00007' and 'Reference' which is empty. To the right is a 'Controls' panel with a magnifying glass icon and a link 'Display'.

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



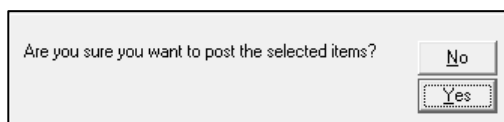
The 'Post Batch to Expenditure Accounts' dialog box has a title bar with a question mark and a close button. It features a table with columns: Ref., Date, Period, Gross Value, and a hand icon. The first row shows: 123568, 1 MAR 2019, 1, 550.00, YES. Below the table are fields for Source / Supplier (BILL99), Budget (D4808), Analysis (D4800), Batch Ref. (B00007), Type (ESP), Description (Tx 1469-West Coast Theatre), and Bank (1 Cheque Account). At the bottom left, 'Total to post' is 550.00. On the right is a 'Controls' panel with a 'Find Batch' link and a green checkmark with an 'Update' link. Below that is a 'Window' panel with 'Close window' and 'Help' links.

| Ref. | Date | Period | Gross Value | |
|--------|------------|--------|-------------|-----|
| 123568 | 1 MAR 2019 | 1 | 550.00 | YES |

Source / Supplier: BILL99 Nett: 500.00
Budget: D4808 Tax: 50.00
Analysis: D4800
Batch Ref.: B00007
Type: ESP
Description: Tx 1469-West Coast Theatre
Bank: 1 Cheque Account

Total to post: 550.00

- Click 



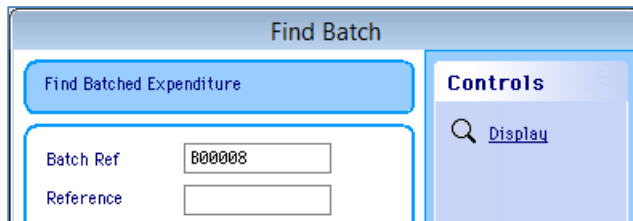
A confirmation dialog box with the text 'Are you sure you want to post the selected items?'. It has two buttons: 'No' and 'Yes'.

- Click **Yes**
- Click 



RM Finance > Transactions

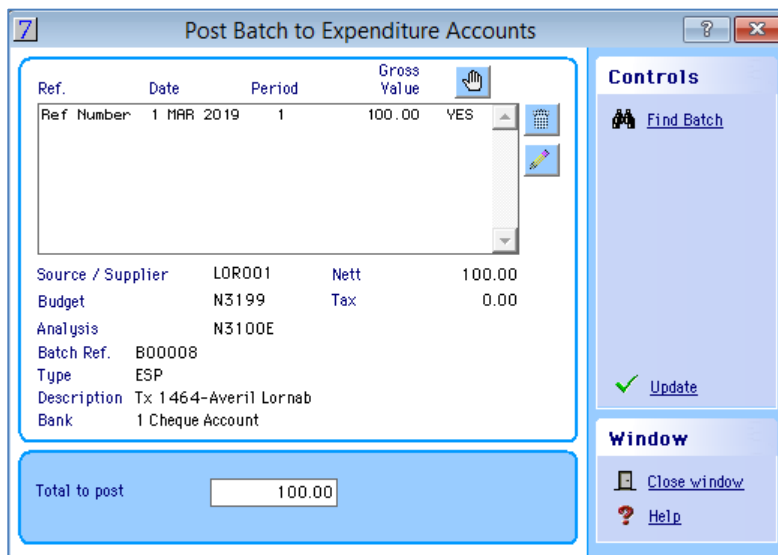
Update the Expenditure batch for Jessica Lornab/System Generated Cheque

- Click **View/Post Batch**
- Select **Expenditure** and **Credit Notes**
- Enter **Batch B00008**



The 'Find Batch' dialog box has a title bar 'Find Batch'. It contains a button 'Find Batched Expenditure'. Below it, there are two input fields: 'Batch Ref' with the value 'B00008' and 'Reference' which is empty. To the right is a 'Controls' panel with a magnifying glass icon and a link 'Display'.

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



The 'Post Batch to Expenditure Accounts' dialog box has a title bar with a tab icon, a question mark, and a close button. It features a table with columns: Ref., Date, Period, Gross Value, and a hand icon. The table contains one row: Ref Number 1, Date 1 MAR 2019, Period 1, Gross Value 100.00, YES. Below the table are fields for Source / Supplier (LOR001), Budget (N3199), Analysis (N3100E), Batch Ref. (B00008), Type (ESP), Description (Tx 1464-Averil Lornab), and Bank (1 Cheque Account). At the bottom left, 'Total to post' is 100.00. On the right is a 'Controls' panel with a 'Find Batch' link and an 'Update' button with a green checkmark. Below that is a 'Window' panel with 'Close window' and 'Help' links.

| Ref. | Date | Period | Gross Value | |
|--------------|------------|--------|-------------|-----|
| Ref Number 1 | 1 MAR 2019 | 1 | 100.00 | YES |

Source / Supplier: LOR001 Nett: 100.00
Budget: N3199 Tax: 0.00
Analysis: N3100E
Batch Ref.: B00008
Type: ESP
Description: Tx 1464-Averil Lornab
Bank: 1 Cheque Account

Total to post: 100.00

- Click 
- Click **Yes**
- Click 

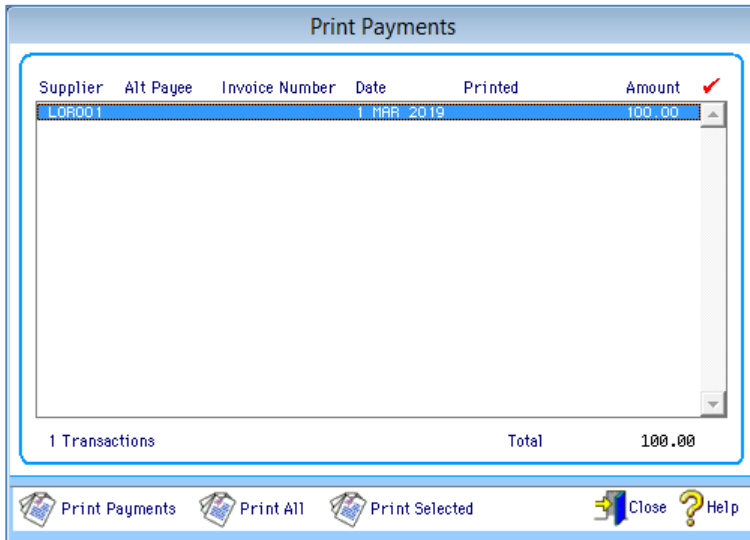
View the System Cheque

RM Finance > Transactions

- Click **Payments**
- Select **Print Payments**

The cheque is ready to be printed.

- Click on the  to highlight the line

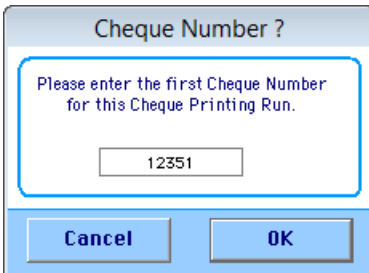


The 'Print Payments' dialog box displays a table with the following data:

| Supplier | Alt Payee | Invoice Number | Date | Printed | Amount |
|----------|-----------|----------------|------------|---------|--------|
| LOR001 | | | 1 MAR 2019 | | 100.00 |

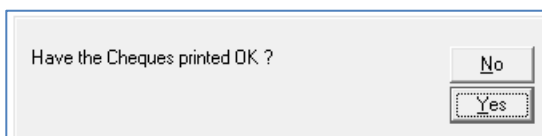
At the bottom of the table, it shows '1 Transactions' and a 'Total' of '100.00'. Below the table are buttons for 'Print Payments', 'Print All', 'Print Selected', 'Close', and 'Help'.

- Click **Print Payments**
- The cheque number is added prior to printing



The 'Cheque Number ?' dialog box prompts the user to enter the first cheque number for the printing run. The input field contains the number '12351'. There are 'Cancel' and 'OK' buttons at the bottom.

- Click OK



The 'Have the Cheques printed OK ?' dialog box has two buttons: 'No' and 'Yes'.

- Click Yes and Close

RM Finance > Transactions

Updating the Expenditure batch for Jillian Sorrell/EFT Refund RMB000001EFT

If your school has elected to use EFT/BPAY processing, the updating of an EFT Batch is a two part process. The Principal (or any other delegated cheque signatory) must certify the batch. This involves the Principal logging into RM Finance to certify the batch and then logging out. The Registrar will then log into RM Finance and Update the batch. As we are not set up with the necessary access user rights, we will be unable to update this batch in training. The same steps are carried out until the update screen is displayed.

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

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



- Enter the Batch Reference **RMB000001EFT**

The 'Find Batch' dialog box has a 'Find Batched EFT/BPAY Expenditure' button. Below it, the 'Batch Ref' field contains 'RMB000001EFT' and the 'Reference' field is empty. On the right, under 'Controls', there is a magnifying glass icon and a 'Display' link.

- Click **Display**  [Display](#)

The window title is 'Post Batch to EFT/BPAY Expenditure Accounts'. It contains a table with the following data:

| Ref. | Date | Period | Gross Value | Certified |
|------|------------|--------|-------------|-----------|
| EFT | 1 MAR 2019 | 1 | 150.00 | NO |
| EFT | 1 MAR 2019 | 1 | 150.00 | NO |

Below the table, there are fields for 'Source / Supplier' (SOR001), 'Budget' (D4606), 'Analysis' (D4600), 'Batch Ref.' (RMB000001EFT), 'Type' (ESP), 'EFT Ref' (WCDHS), and 'Bank' (1 Cheque Account). A 'Total to post' field shows '0.00'. On the right, under 'Controls', there are links: 'Find Batch', 'Add Remittance Message', 'Print Payment Summary', 'Certify', 'Uncertify', and 'Update'. Under 'Window', there are links: 'Close window' and 'Help'.

- Click  [Close window](#) and **Close Finance**

27 RM Billing and Administration Module


27.1 Moving a Student to the Former Roll

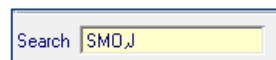
When a student is moved to the Former Roll their RM Billing Information can still be accessed.

Activity: Moving Students to the Former Roll

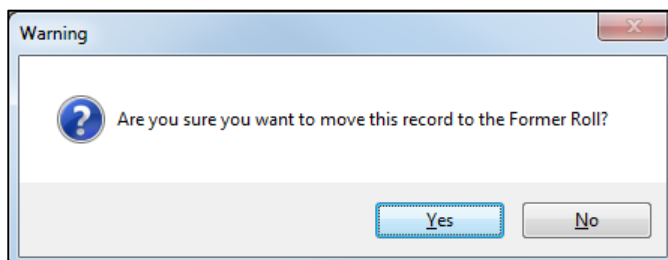
John Smother is leaving school today and needs to be moved to the Former Roll. Move him to the Former Roll and then locate his details in RM Billing.

General > Student Details

- Use the Search field to locate John Smother
- Click **Move Student to Former Roll** 



Search SMDJ

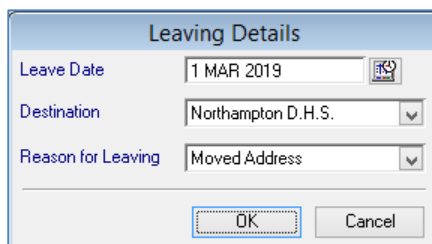


Warning

Are you sure you want to move this record to the Former Roll?

Yes No

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



Leaving Details

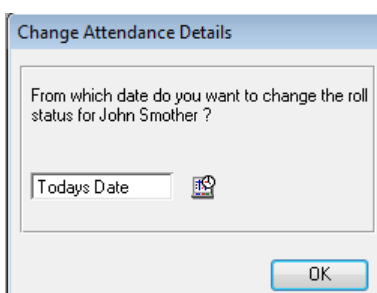
Leave Date 1 MAR 2019

Destination Northampton D.H.S.

Reason for Leaving Moved Address

OK Cancel

- Click **OK**




Change Attendance Details

From which date do you want to change the roll status for John Smother ?

Today's Date

OK

- Click **Remove from all current and future cohorts** 
- **Yes** to save a copy of the teaching sets


27.2 Student Name Changes

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

Activity: Update a Student Name Change

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

General > Student Details

- Load the Records for Brent Murray
- Click on Edit student 
- Enter **Donovan** in the Surname and Legal Surname


| | | | |
|--|--------------|------------|----------------|
| Personal | Family Group | Additional | Movement Hist. |
| Surname <input type="text" value="Donovan"/> | | | |
| Legal Surname <input type="text" value="Donovan"/> | | | |


- Click **OK**

Note: The name change is not currently showing in Student list

RM Billing > Students

- Find Brent Murray
- Open Brent Murray's record

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

- Click on the  icon to update Brent Donovan's record
- Note that the name details have updated

| | |
|----------------|--------------|
| Surname | Known Name |
| DONOVAN | Brent |

- Click **Return to View** 

Activity: View records of Former Roll Students

RM Billing > Students

Once a student has been moved to the Former Roll, their records are still available in RM Billing. Open the records for John Smother.

- Click on 
- Select the **Former Roll** from the drop down list

| | | | |
|------------------|---------|-------------|---------|
| Surname/Ref. No. | SMOTHER | Roll Status | Former |
| Preferred Name | | Year Group | --n/s-- |

- Type **Smother** into the Surname/Ref field and click
- Double Click on his name to open his records
- Click on the **Billing Items** tab

Find

Student Details

2019

Surname: **SMOTHER** Known Name: **John** Show Billing Items with Outstanding Amounts

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


| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|-------------|------|---------|-----|------|------|---------|-----------|--------|-------------------|---------|---------------|
| 349 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GECAE - Career a | | |
| 350 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEEES - Earth and | | |
| 351 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEENG - English (| | |
| 352 | 31 JAN 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEHIM - Modern t | | |
| 353 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEOED - Outdoor | R: 1444 | Reversed - I |
| 354 | 31 JAN 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG01 | 00001 | GEPEP - Physical | | |
| 507 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OOC01 | 00002 | 2019 School Year | | |
| 508 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 1339 | 1 FEB 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activit | | |
| 1340 | 1 FEB 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transp | | |
| 1341 | 1 FEB 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | | |
| 1444 | 12 FEB 2019 | RV | -100.00 | 0 | 0.00 | 0.00 | -100.00 | CHG01 | 00001 | GEOED - Outdoor | V: 353 | Reversal - Iv |

TOTALS: Amount 635.00 Discount 0.00 Paid 0.00 Balance 635.00

Add Billing Item Reversal Adjustment Discount

Last Modified 12/02/19 14:08 By ADMIN

John still has an outstanding balance on all his billing items

- Return to View 
- Highlight his name
- Click **For Selected > Print Statement**
- Type today's date
- Follow the printer prompts

Although John has left the school, it is still possible to print and send a statement

West Coast District High

1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified



Statement

Mr R Smother
30 St Laurent Mews
DALKEITH WA 6012

Transactions for the period 01/03/2019 to 01/03/2019.

| Type | Tx# | Date | Inv# | Details | Amount |
|--------------------------------|---------|------------|-------------------------|----------------------------------|-----------|
| John SMOTHER | Year 11 | Form 11.3 | Student Number 20512535 | | |
| | | 01/03/2019 | 59 | Opening Balance | \$ 635.00 |
| | | | | Closing balance as at 1 MAR 2019 | \$ 635.00 |
| Balance Owing as at 1 MAR 2019 | | | | | \$ 635.00 |
| GST on Balance Owing | | | | | \$ 13.64 |

Summary of Outstanding Amounts by Category for All Years

| Category | Previous Years | 2019 | Future Years | Totals |
|-------------------------|----------------|-----------|--------------|-----------|
| Voluntary Contributions | | \$ 15.00 | | \$ 15.00 |
| Charges | | \$ 600.00 | | \$ 600.00 |
| Other Optional Costs | | \$ 20.00 | | \$ 20.00 |
| Totals | \$ 0.00 | \$ 635.00 | \$ 0.00 | \$ 635.00 |

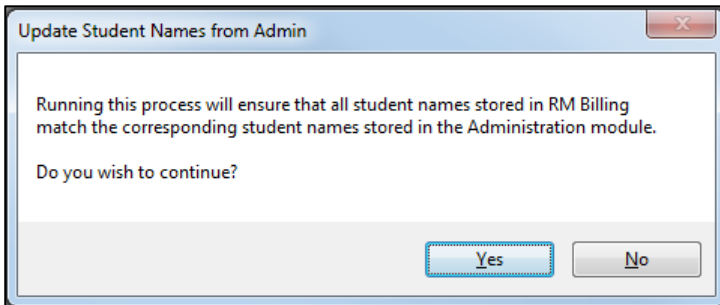
Total Balance Owing (All Years) \$ 635.00

Please contact the school office on 9229 7777 if you have any queries regarding this statement.

27.2.1 RM Billing > Utilities > Update Student Details from Admin

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

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



- To update RM Billing with any student name changes from the Administration module, click **Yes**.

28 Write-offs

It will be necessary to write off irrecoverable charges from students on the Current and Former Roll and sometimes it may be necessary to write off customer debt. It is important that reports created using this process are kept on file for use at a later date. Write-offs can be performed whenever charges are deemed as irrecoverable from current and former roll students and customers.

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

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

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

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

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

Refer to the Department of Education policies for more information.

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

A copy of the write-off application form is shown on the following page.

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

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

Steps:

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

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

| | |
|---|--|
| Name of School: _____ | Region: _____ |
| Contact Name: _____ | Phone No: _____ |
| E-mail: _____ <small>(for notification purpose)</small> | Write-Off Ref: (System generated) |

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

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

.....

.....

PROVISIONAL APPROVAL

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

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

| | | |
|------------------|-----------------------|------|
| Principal's Name | Principal's Signature | Date |
|------------------|-----------------------|------|

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

CBS Use Only

| | |
|-----------------------------------|--|
| Recorded by (Officer): | |
| Submission Details Recorded Date: | |
| Write-Off Submission Identifier: | |

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

28.1 Writing Off Debt from Students and Customers

As part of the end of month process and at the end of each year, it is necessary to review students on the current and former rolls and write off irrecoverable charges and cancel uncollected voluntary contributions. If Customer debt is to be written off, then the same procedure are carried out as with students.

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


When writing off billing items for Customers, the user will access Write off/Cancel Customer Related Debt via the Utilities menu.

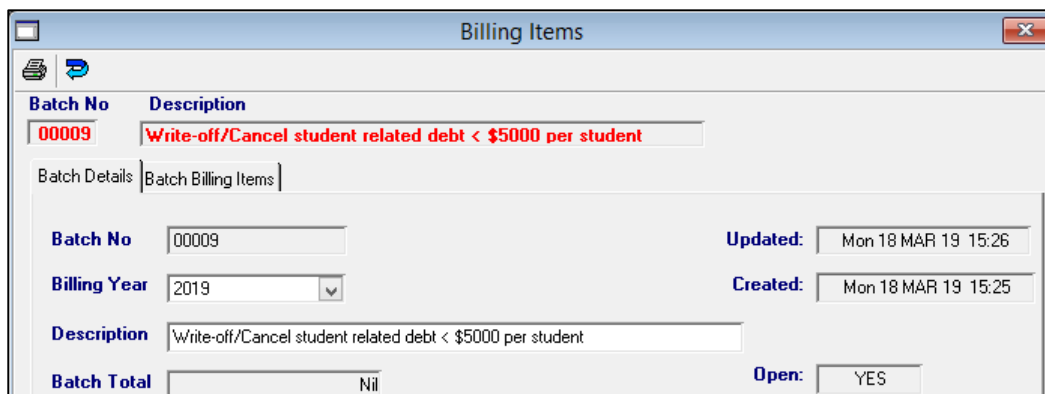
28.1.1 Creating Billing Item Batches to hold written-off or cancelled amounts

Activity: Create a Billing Items Batch for items Write Off/Cancel Students Debt

Create a Billing Item batch for these write off/cancelled items to be processed into. These batches will only need to be created when required for write-off purposes

RM Billing > Billing Items

- Click **Add Item** 
- Enter the description as **Write-off/Cancel student related debt < \$5000 per student**
- Click **OK**



The screenshot shows the 'Billing Items' window. At the top, there's a title bar 'Billing Items'. Below it, there's a table with two columns: 'Batch No' and 'Description'. The first row shows '00009' and 'Write-off/Cancel student related debt < \$5000 per student'. Below the table, there's a 'Batch Details' section. It contains fields for 'Batch No' (00009), 'Billing Year' (2019), 'Description' (Write-off/Cancel student related debt < \$5000 per student), 'Batch Total' (Nil), 'Updated' (Mon 18 MAR 19 15:26), 'Created' (Mon 18 MAR 19 15:25), and 'Open' (YES).

- Click **Return to View** 

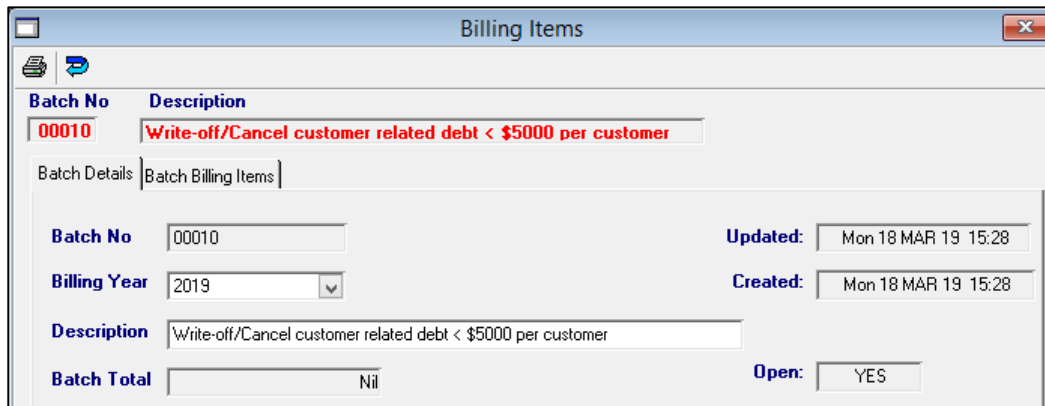
Note:.. Billing Item Batches can be duplicated from the Billing Items list by selecting the batch to be duplicated and choosing For Selected > Duplicate Batch.

Activity: Create a Billing Items Batch for items Written Off - Customers

Repeat to create a Billing Item batch for West Coast Theatre who have gone into receivership.

RM Billing > Billing Items

- Click **Add Item** 
- Enter the description as **Write-off/Cancel customer related debt <\$5,000 per customer**



The screenshot shows a software window titled "Billing Items". At the top, there is a table with two columns: "Batch No" and "Description". The first row contains the batch number "00010" and the description "Write-off/Cancel customer related debt < \$5000 per customer". Below this table, there is a section labeled "Batch Details" with a sub-tab "Batch Billing Items". This section contains several fields: "Batch No" (00010), "Billing Year" (2019), "Description" (Write-off/Cancel customer related debt < \$5000 per customer), and "Batch Total" (Nil). On the right side of this section, there are two date fields: "Updated:" and "Created:", both showing "Mon 18 MAR 19 15:28". At the bottom right, there is an "Open:" field with the value "YES".

- Click **OK**

28.1.2 Writing off Debt from Students

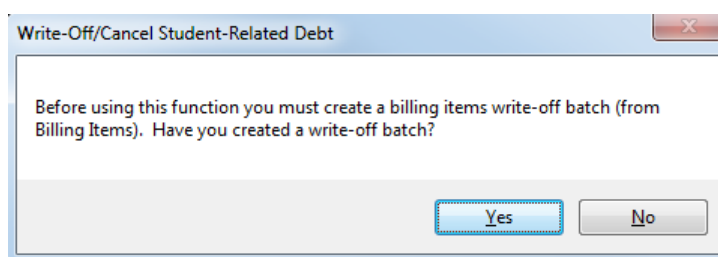
When charges or contributions are deemed as unrecoverable from students they can be written off or cancelled.

Activity: Write off Debt from Students

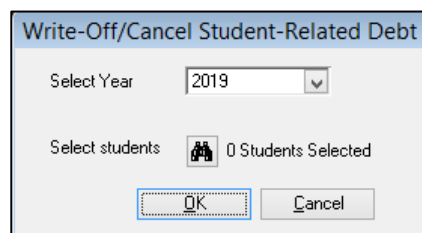
Charges and contributions have been deemed as unrecoverable from Kate Osterburg, Kelly Anne Mojo, Lauren Marston and John Smother. Produce a write-off report for the Principal to sign. Write off debt for these students. As John Smother is now on the former roll, he will be dealt with after the current roll students.


RM Billing > Utilities

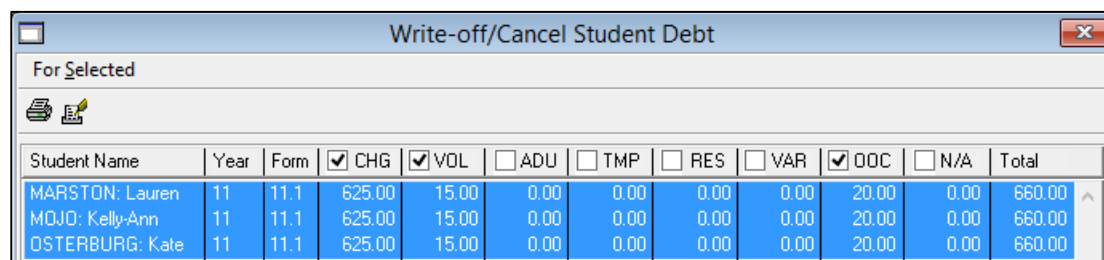
- Double click Write off/Cancel Student Related Debt



- Click **Yes**
- Select **2019** as the Year



- Click **Student Find** 
- Select **Year Group 11 > Find**
- Highlight, Lauren Marston, Kelly Anne Mojo and Kate Osterburg
- Click **Select** and **Yes**
- Click **OK**
- Highlight the students and select debt to Writeoff/Cancel



| Student Name | Year | Form | <input checked="" type="checkbox"/> CHG | <input checked="" type="checkbox"/> VOL | <input type="checkbox"/> ADU | <input type="checkbox"/> TMP | <input type="checkbox"/> RES | <input type="checkbox"/> VAR | <input checked="" type="checkbox"/> OOC | <input type="checkbox"/> N/A | Total |
|-----------------|------|------|---|---|------------------------------|------------------------------|------------------------------|------------------------------|---|------------------------------|--------|
| MARSTON: Lauren | 11 | 11.1 | 625.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | 0.00 | 660.00 |
| MOJO: Kelly-Ann | 11 | 11.1 | 625.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | 0.00 | 660.00 |
| OSTERBURG: Kate | 11 | 11.1 | 625.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | 0.00 | 660.00 |

- Click Print Selected 

Note: This report must be printed, signed by the Principal and filed in the write-off file.

West Coast District High School

Write-off/Cancel Student-Related Debt

Outstanding amounts for the Billing Year 2019



3 Students Selected

| Student Name | Year | Form | Debtor Name | CHG | VOL* | OOO | Total |
|--------------------------|------|------|-----------------|----------|-------|-------|----------|
| MARSTON: Lauren | 11 | 11.1 | Mr A Marston | 625.00 | 15.00 | 20.00 | 660.00 |
| MOJO: Kelly-Ann | 11 | 11.1 | Mr G Mojo | 625.00 | 15.00 | 20.00 | 660.00 |
| OSTERBURG: Kate | 11 | 11.1 | Mrs M Osterburg | 625.00 | 15.00 | 20.00 | 660.00 |
| Totals for Report | | | | 1,875.00 | 45.00 | 60.00 | 1,980.00 |

* Note: VOL and VAR amounts are not subject to write-off.

☐

PROVISIONAL APPROVAL - Individual debts \$5 000.00 or less

In accordance with Treasurer's Instruction 107, I hereby provisionally approve the write-off of the above unrecoverable debts owing to the school.

I certify that the above details are correct and all individual costs are \$5000 or less. Every feasible effort has been made to recover the amounts listed above, remedial action has been taken and all documentation in support of the write-off application is being held at the school.

OR

☐

CERTIFICATION - Individual debts more than \$5 000.00

All appropriate recovery action has been taken. I hereby request for an approval to write off the above items.

Comment

Principal's Name

Principal's Signature

Date

Key

CHG - Charges

VOL - Voluntary Contributions

ADU - Adult Student Fees


TMP - Temporary Visa Overseas Student Fees

RES - Residential Boarding Fees

VAR - Voluntary Approved Requests

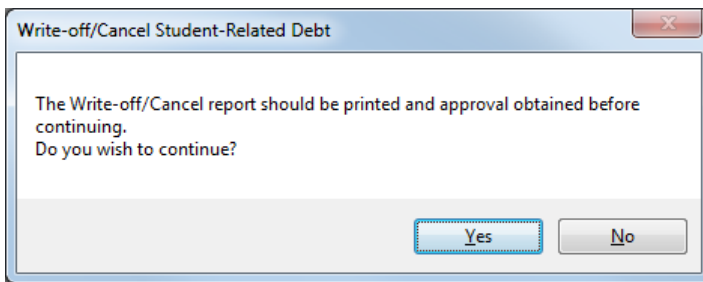
OOO - Other Optional Costs

N/A - Not Applicable

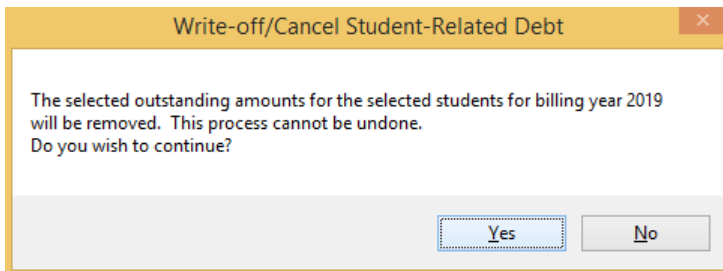
Note: Clicking  will print a list of all students viewed in the Write off/Cancel Debt screen. This report should not be used to record the Principal's authorisation for write off.

- Close the report

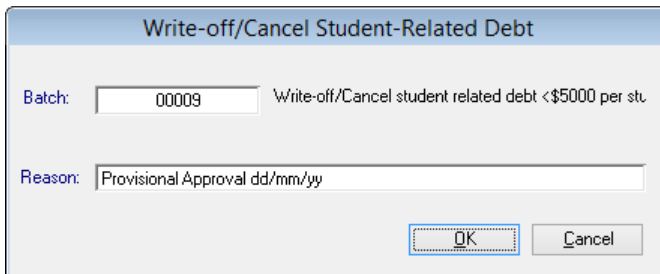
- Click **For Selected > Write off/Cancel Student Related Debt**



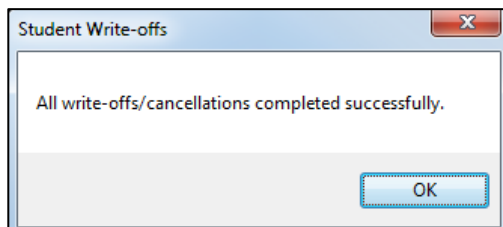
- Click **Yes**



- Click **Yes**
- <Tab>** in the Batch field and select the **Write-off/Cancel Student Related Debt <\$5000 per student** batch
- Enter the reason for the write off as **Provisional Approval dd/mm/yy**



- Click **OK**

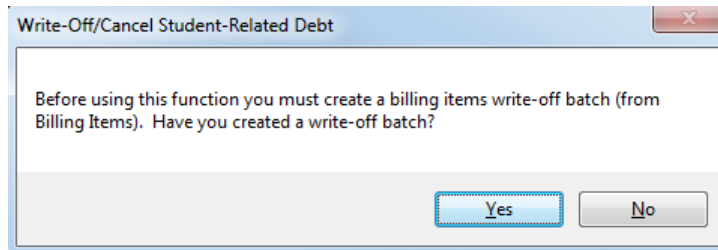


- Click **OK**
- Close the Write off/Cancel Student Related Debt window

John Smother has left the school and it has been deemed that his Charges and Contributions will not be recovered, so this debt will be written off.

RM Billing > Utilities

- Double click **Write off/Cancel Student Related Debt**

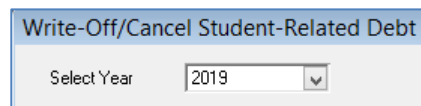


Write-Off/Cancel Student-Related Debt

Before using this function you must create a billing items write-off batch (from Billing Items). Have you created a write-off batch?



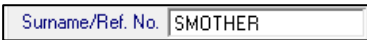

Yes No

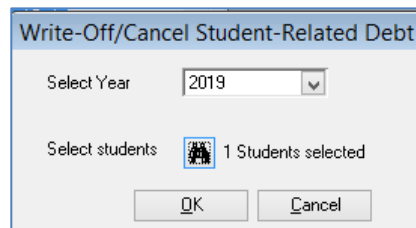
- Click **Yes**
- Select **2019** from the drop down menu



Write-Off/Cancel Student-Related Debt


Select Year 2019

- Click **Student Find** 
- Change the Roll Status to **Former** 
- Type Smother into the Surname/Ref. No  and click 



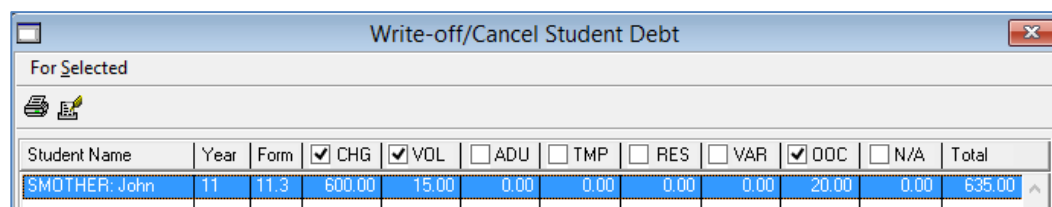
Write-Off/Cancel Student-Related Debt

Select Year 2019

Select students  1 Students selected



OK Cancel

- Click **OK**
- Highlight **John Smother's** record
- Select to Writeoff/Cancel debt related to **Charges, Vols and Other Optional Costs**



Write-off/Cancel Student Debt

For Selected

| Student Name | Year | Form | <input checked="" type="checkbox"/> CHG | <input checked="" type="checkbox"/> VOL | <input type="checkbox"/> ADU | <input type="checkbox"/> TMP | <input type="checkbox"/> RES | <input type="checkbox"/> VAR | <input checked="" type="checkbox"/> OOC | <input type="checkbox"/> N/A | Total |
|---------------|------|------|---|---|------------------------------|------------------------------|------------------------------|------------------------------|---|------------------------------|--------|
| SMOTHER: John | 11 | 11.3 | 600.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | 0.00 | 635.00 |

- Click Print Selected 

Note: This report must be printed, signed by the Principal and filed in the write-off file.

West Coast District High School

Write-off/Cancel Student-Related Debt

Outstanding amounts for the Billing Year 2019



1 Students Selected

| Student Name | Year | Form | Debtor Name | CHG | VOL* | OOC | Total |
|--------------------------|------|------|--------------|--------|-------|-------|--------|
| SMOTHER: John | 11 | 11.3 | Mr R Smother | 600.00 | 15.00 | 20.00 | 635.00 |
| Totals for Report | | | | 600.00 | 15.00 | 20.00 | 635.00 |

* Note: VOL and VAR amounts are not subject to write-off.

- View and close the report
- Click For Selected > **Write off/Cancel Student Related Debt**

Write-off/Cancel Student-Related Debt

The Write-off/Cancel report should be printed and approval obtained before continuing.
Do you wish to continue?

- Click **Yes**

Write-off/Cancel Student-Related Debt

The selected outstanding amounts for the selected students for billing year 2019 will be removed. This process cannot be undone.
Do you wish to continue?

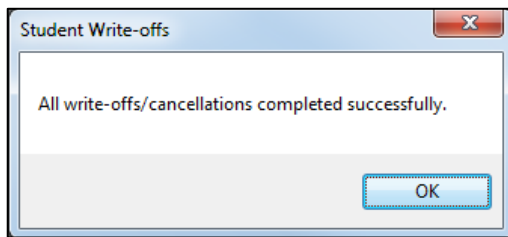
- Click **Yes**
- <Tab> in the Batch and select the **Write-off** batch
- Enter the reason for the write off as '**Provisional approval dd/mm/yy**'

Write-off/Cancel Student-Related Debt

Batch: Write-off/Cancel student related debt <\$5000 per stu.

Reason:

Click **OK**



Click **OK**

Close the Write-off/Cancel Student Related Debt window

Close Utilities

Note: All debt for the selected year will be cleared against the nominated student

IMPORTANT:

Use the write-off report from RM Billing and follow the write-off procedures to submit the School Debt Write Off Application Form (\$5,000 or less) to Corporate Business Services for final write off approval from the Director General. Voluntary amounts are cancelled, not written off, therefore must not be included in the application.

Activity: View Written Off/Cancelled Billing Items in Students Records

RM Billing > Students

- Open the record for **Kate Osterburg**
- Select the **Billing Items** Tab
- Click on the **Reason** header
- View the written off and cancelled debt

Student Details

2019

Surname: **OSTERBURG** Known Name: **Kate** Show Billing Items with Outstanding Amounts

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

| Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|--------|-----|------|------|---------|-----------|--------|--------------------|---------|--------------------------------------|
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AECEO - Geograph | A: 1495 | Written off - Provisional Approval 1 |
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHBY - Human E | A: 1496 | Written off - Provisional Approval 1 |
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEHIM - Modern H | A: 1497 | Written off - Provisional Approval 1 |
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AEIND - Indonesia | A: 1498 | Written off - Provisional Approval 1 |
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | AELIT - Literature | A: 1499 | Written off - Provisional Approval 1 |
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG01 | 00001 | GEMAE - Mathem | A: 1500 | Written off - Provisional Approval 1 |
| DR | 20.00 | 0 | 0.00 | 0.00 | 20.00 | OCC01 | 00002 | 2019 School Year | A: 1501 | Written off - Provisional Approval 1 |
| DR | 15.00 | 0 | 0.00 | 0.00 | 15.00 | VOL01 | 00003 | 2019 Chaplaincy | A: 1502 | Cancelled - Provisional Approval 1 |
| DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activit | A: 1503 | Written off - Provisional Approval 1 |
| DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transp | A: 1504 | Written off - Provisional Approval 1 |
| DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | A: 1505 | Written off - Provisional Approval 1 |
| DR | 25.00 | 0 | 0.00 | 0.00 | 25.00 | CHG02 | 00006 | 2019 Museum of V | A: 1506 | Written off - Provisional Approval 1 |
| AD | -50.00 | 0 | 0.00 | 0.00 | -50.00 | CHG01 | 00009 | AECEO - Geograph | T: 247 | Writeoff - Provisional Approval 18/ |
| AD | -50.00 | 0 | 0.00 | 0.00 | -50.00 | CHG01 | 00009 | AEHBY - Human E | T: 248 | Writeoff - Provisional Approval 18/ |
| AD | -50.00 | 0 | 0.00 | 0.00 | -50.00 | CHG01 | 00009 | AEHIM - Modern H | T: 249 | Writeoff - Provisional Approval 18/ |
| AD | -50.00 | 0 | 0.00 | 0.00 | -50.00 | CHG01 | 00009 | AEIND - Indonesia | T: 250 | Writeoff - Provisional Approval 18/ |

TOTALS: Amount 0.00 Discount 0.00 Paid 0.00 Balance 0.00

Add Billing Item Reversal Adjustment Discount

Last Modified 18/03/19 15:36 By ADMIN

- Click on

Show Billing Items with Outstanding Amounts

Student Details

2019

Surname: **OSTERBURG** Known Name: **Kate** Adjustment amounts included in balances but not shown separately Show All Transactions

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

| Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|------|--------|-----|------|------|---------|-----------|--------|---------|--------|--------|
|------|--------|-----|------|------|---------|-----------|--------|---------|--------|--------|

- View the screen and Close

28.1.3 Writing off Debt from Customers

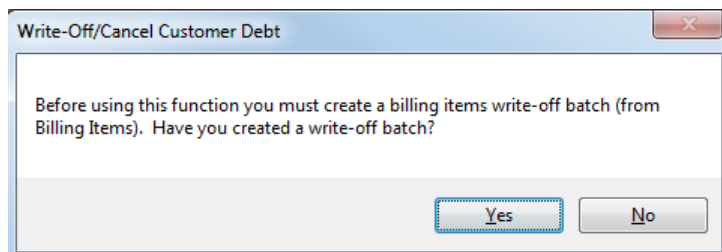
When charges are deemed as irrecoverable from customers they can be written off.


Activity: Write off Debt from Customers

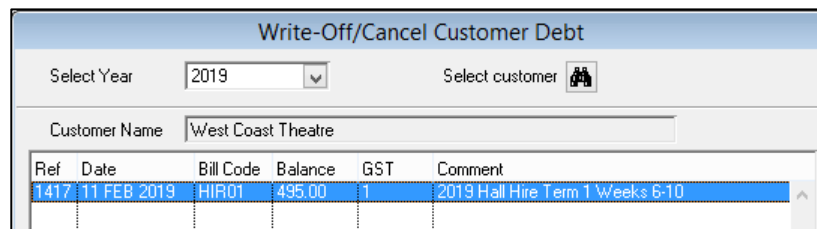
West Coast Theatre has gone into receivership and charges have been deemed as irrecoverable. Approval for write-off has been received by the Principal. Write off debt for this customer.

RM Billing > Utilities

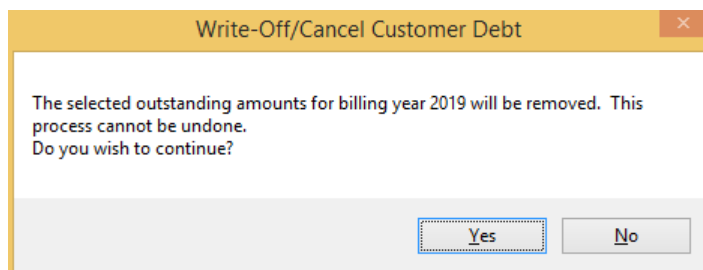
- Double click **Write off/Cancel Customer Debt**



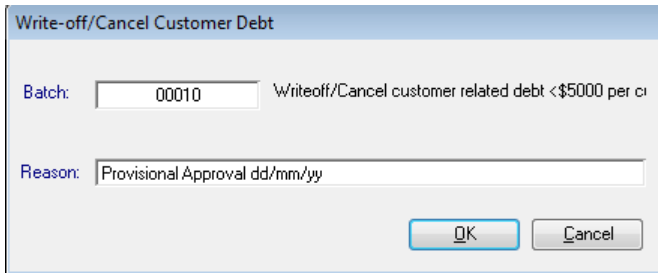
- Click **Yes**
- Select **2019** from the drop down menu
- Click **Customer Find** 
- Select **West Coast Theatre**



- Select the line for the **Hall Hire for \$495**
- Click **OK**



- Click **Yes**
- <Tab> in the Batch and select the **Write-off/Cancel customer related debt<\$5,000**
- Enter the reason for the write off as **Provisional Approval dd/mm/yyyy**

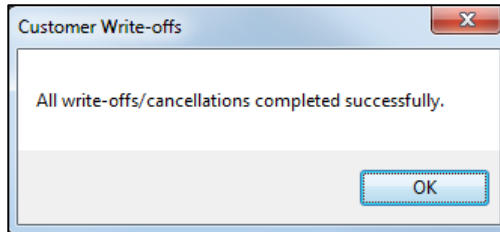


Write-off/Cancel Customer Debt

Batch: Writeoff/Cancel customer related debt <\$5000 per ci

Reason:

- Click **OK**



Customer Write-offs

All write-offs/cancellations completed successfully.

- Click **OK**
- Close the Write off Customer Debt window


28.1.4 Printing the Transaction Summary for Customer Write-offs

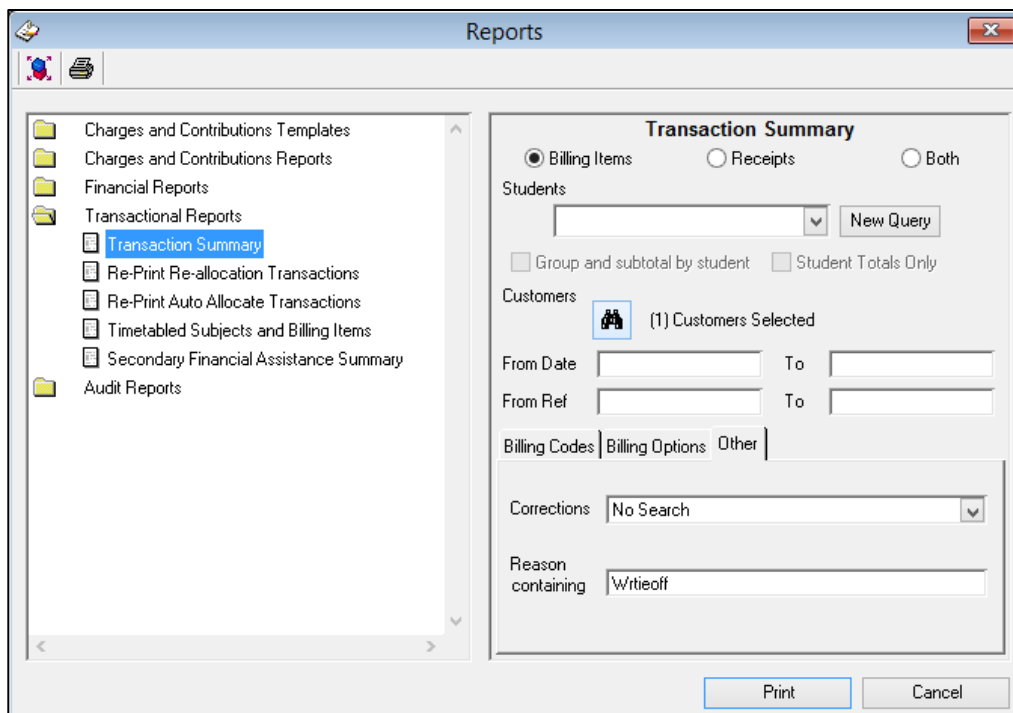
A write-off report must be printed and signed by the Principal for all Customer write-offs. This report must then be filed.

Activity: Print the Write-off Report for Customers

Print the transactions summary report for West Coast Theatre for the Principal to sign and to be filed.

RM Billing > Reports > Transactional Reports

- Select the **Transaction Summary**
- Select **Billing Items**
- Click **Customer Find** 
- Select **West Coast Theatre**
- Enter the relevant date range or delete the dates
- Select the **Other** tab
- Enter the Reason containing as **Writeoff** (No spaces)



The screenshot shows the 'Reports' window with the 'Transactional Reports' folder selected in the left pane. The 'Transaction Summary' report is highlighted. The right pane shows the configuration for the 'Transaction Summary' report. The 'Billing Items' radio button is selected. The 'Students' dropdown is empty, and the 'New Query' button is visible. The 'Group and subtotal by student' and 'Student Totals Only' checkboxes are unchecked. The 'Customers' section shows '(1) Customers Selected' with a 'Customer Find' icon. The 'From Date' and 'To' date fields are empty. The 'From Ref' and 'To' reference fields are empty. The 'Billing Codes' tab is selected, and the 'Other' sub-tab is active. The 'Corrections' dropdown is set to 'No Search'. The 'Reason containing' text box contains the word 'Writeoff'. The 'Print' and 'Cancel' buttons are at the bottom right.

- Click Print

West Coast District High School

Transaction Summary



Search Criteria

From Date 01/02/19 To Date 31/03/19

Billing Items only

Reasons Containing: writeoff

1 Customers Selected

| Ref | Date | Rec # | Type | Status | Bill Code | Amt | GST | Disc | Bal | Student/Cust | Description | Reason | Operator |
|-------------------|----------|-------|------|---------|-----------|-----------|----------|--------|-----------|--------------------|-------------------------------------|---|----------|
| 1517 | 18/03/19 | | AD | T: 1417 | HIR01 | -\$495.00 | -\$45.00 | \$0.00 | -\$495.00 | West Coast Theatre | 2019 Hall Hire Term 1 Weeks 6-10 | Writeoff - Provisional Approval 18/03/19 | ADMIN |
| Totals for Report | | | | | | -\$495.00 | -\$45.00 | \$0.00 | -\$495.00 | | | | |

IMPORTANT: Use the write-off report from RM Billing and follow the write-off procedures to submit the School Debt Write Off Application Form (\$5,000 or less) to Corporate Business Services for final write off approval from the Director General.

28.1.5 Closing the Write-off Batches

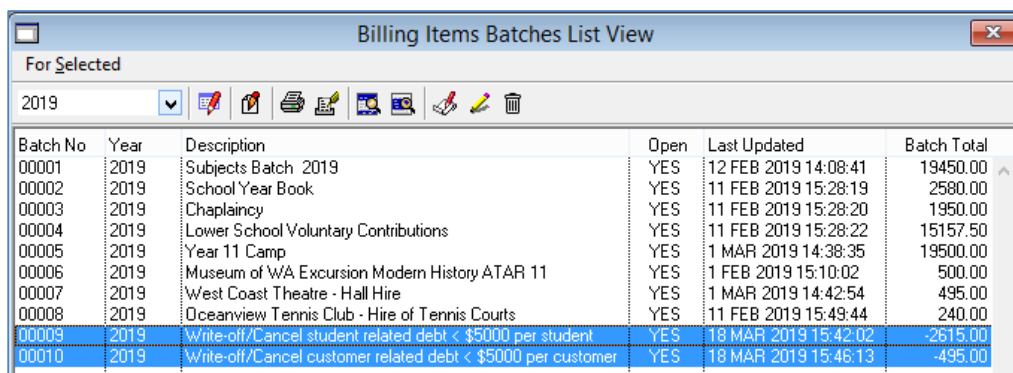
The write-off batches must be closed and a new batch will need to be created for the next write-off/cancellation.

Activity: Closing the Write-off Batch for Students

As the write-off has now been completed and the School Debt Write-off Application Form (\$5,000 or less), submitted it off the write-off batches for students and customers can be closed.

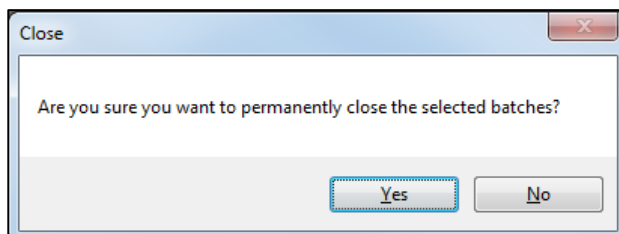
RM Billing > Billing Items

- Ensure 2019 is selected from the drop down menu
- Highlight the two Writeoff batches



| Batch No | Year | Description | Open | Last Updated | Batch Total |
|----------|------|--|------|----------------------|-------------|
| 00001 | 2019 | Subjects Batch 2019 | YES | 12 FEB 2019 14:08:41 | 19450.00 |
| 00002 | 2019 | School Year Book | YES | 11 FEB 2019 15:28:19 | 2580.00 |
| 00003 | 2019 | Chaplaincy | YES | 11 FEB 2019 15:28:20 | 1950.00 |
| 00004 | 2019 | Lower School Voluntary Contributions | YES | 11 FEB 2019 15:28:22 | 15157.50 |
| 00005 | 2019 | Year 11 Camp | YES | 1 MAR 2019 14:38:35 | 19500.00 |
| 00006 | 2019 | Museum of WA Excursion Modern History ATAR 11 | YES | 1 FEB 2019 15:10:02 | 500.00 |
| 00007 | 2019 | West Coast Theatre - Hall Hire | YES | 1 MAR 2019 14:42:54 | 495.00 |
| 00008 | 2019 | Oceanview Tennis Club - Hire of Tennis Courts | YES | 11 FEB 2019 15:49:44 | 240.00 |
| 00009 | 2019 | Write-off/Cancel student related debt < \$5000 per student | YES | 18 MAR 2019 15:42:02 | -2615.00 |
| 00010 | 2019 | Write-off/Cancel customer related debt < \$5000 per customer | YES | 18 MAR 2019 15:46:13 | -495.00 |

- Click **For Selected > Close Batch**



- Click **Yes**

IMPORTANT:

When writing off student and/or customer debt for more than \$5,000 approval must be received from the Director General prior to completing the process. Once the write-off report has been printed and signed by the Principal, the School Debt Application Form (over \$5,000) must be submitted. When approval is received the write-off process can be completed.

29 Unallocated Credit

As part of the End of Month Process, the Unallocated Credit Listing Report should be viewed in order to identify students and customers with unallocated credit. Users should endeavour to clear unallocated credit where ever possible

29.1 Allocate Unallocated Credit via the Student Record

Activity: Review Unallocated Credit

Rhys Fitton has unallocated credit due to an overpayment made earlier. We have been advised that the payment relates to the Year 11 Camp which Rhys will be attending. Some students have credit related to the Outdoor Education course being discontinued.

RM Billing > Reports > Financial Reports

- Select the **Unallocated Credit Listing Report**
- Select to view **Students**
- **Print** and **OK**

West Coast District High School

Unallocated Credit Listing as at 18/03/19 Students



| Student Name | Year | Form | Balance | Unpaid Billing Items | GV | Unallocated Credit Other Receipts | Total |
|---|------|------|-----------|-------------------------|----------|--------------------------------------|----------|
| FITTON: Rhys | 10 | 10.3 | -\$300.00 | \$0.00 | \$0.00 | \$300.00 | \$300.00 |
| FULTER: Michael | 11 | 11.3 | \$235.00 | \$335.00 | \$0.00 | \$100.00 | \$100.00 |
| MARONEY: David * | 11 | 11.3 | \$285.00 | \$385.00 | \$100.00 | \$0.00 | \$100.00 |
| Total Unallocated Credit for All Students | | | | | \$100.00 | \$400.00 | \$500.00 |

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

- View and Close

Add the Billing Items and Apply the Unallocated Credit

RM Billing > Students

- Open the record for **Rhys Fitton**
- Click on the **Billing Items** tab

Student Details

2019

Surname: **FITTON** Known Name: **Rhys** Show Billing Items with Outstanding Amounts

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

| Ref | Date | Type | Amount | GST | Disc | Paid | Balance | Bill Code | Batch# | Comment | Status | Reason |
|-----|-------------|------|--------|-----|------|-------|---------|-----------|--------|------------------------------------|--------|--------|
| 621 | 11 FEB 2019 | DR | 20.00 | 0 | 0.00 | 20.00 | 0.00 | OOC01 | 00002 | 2019 School Year | | |
| 622 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 15.00 | 0.00 | VOL01 | 00003 | 2019 Chaplaincy | | |
| 623 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 25.00 | 0.00 | VOL01 | 00004 | 2019 English | | |
| 624 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 25.00 | 0.00 | VOL01 | 00004 | 2019 Science | | |
| 625 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 25.00 | 0.00 | VOL01 | 00004 | 2019 Maths | | |
| 626 | 11 FEB 2019 | DR | 25.00 | 0 | 0.00 | 25.00 | 0.00 | VOL01 | 00004 | 2019 Humanities & Social Sciences | | |
| 627 | 11 FEB 2019 | DR | 30.00 | 0 | 0.00 | 30.00 | 0.00 | VOL01 | 00004 | 2019 Health and Physical Education | | |
| 628 | 11 FEB 2019 | DR | 15.00 | 0 | 0.00 | 15.00 | 0.00 | VOL01 | 00004 | 2019 LOTE | | |
| 629 | 11 FEB 2019 | DR | 56.00 | 0 | 0.00 | 56.00 | 0.00 | VOL01 | 00004 | 2019 Design and Technology | | |
| 630 | 11 FEB 2019 | DR | 34.00 | 0 | 0.00 | 34.00 | 0.00 | VOL01 | 00004 | 2019 Art | | |

TOTALS: Amount 270.00 Discount 0.00 Paid 270.00 Balance 0.00

Unallocated Credit Amount 300.00 Allocate Add Billing Item Reversal Adjustment Discount

Last Modified 11/02/19 13:48 By ADMIN

- Click on **Add Billing Item**
- Select to **Add to Billing Item Batch** and click **OK**

Add Billing Item

☒ Add to Billing Item Batch

☐ Add Subject Billing Item

OK Cancel

Select Year

Please select the Billing Year

2019

OK Cancel

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

Please double-click on your selection.

| Batch Number | Description |
|--------------|---|
| 00002 | School Year Book |
| 00003 | Chaplaincy |
| 00004 | Lower School Voluntary Contributions |
| 00005 | Year 11 Camp |
| 00006 | Museum of WA Excursion Modern History ATAR 11 |
| 00007 | West Coast Theatre - Hall Hire |
| 00008 | Oceanview Tennis Club - Hire of Tennis Courts |

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

| | | | | | | | | | | | | |
|------|-------------|----|--------|---|------|-------|--------|-------|-------|-------------------|--|--|
| 630 | 11 FEB 2019 | DR | 34.00 | 0 | 0.00 | 34.00 | 0.00 | VOL01 | 00004 | 2019 Art | | |
| 1518 | 18 MAR 2019 | DR | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 00005 | 2019 Camp Activit | | |
| 1519 | 18 MAR 2019 | DR | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 00005 | 2019 Camp Transp | | |
| 1520 | 18 MAR 2019 | DR | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 00005 | 2019 Camp Food | | |

- Click on **Allocate**
- Allocate the 300 against the Camp billing items

Allocate

Enter the amount to allocate (up to \$300.00)

- Click **OK**

29.2 Auto Allocate Unallocated Credit

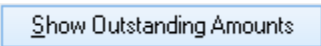

The other students' Unallocated Credit is a result of reversal of a discontinued Subject that had been paid for. If the credit is GV, it must be allocated to Billing Items in the order described in the Table in Section 8.2.1 of these Training Notes.

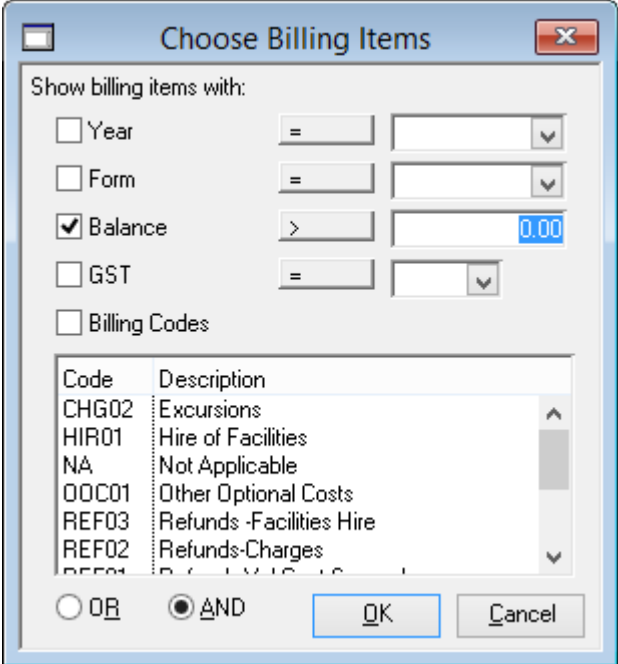
Activity: Allocate Unallocated Credit to Subject Costs

Michael Fulter has unpaid Billing Items and \$100 credit due to the discontinued Outdoor Education subject. We will allocate his credit to his Camp Billing Items (parental permission must be given).

David Maroney has GV credit due to the discontinued Outdoor Education subject. This can also be allocated to other unpaid charges.

RM Billing > Billing Items

- Double click on the Year 11 Camp Batch
- Click on the **Batch Billing Items** Tab
- To remove any Reversals and Adjustments click on 
- Click on the filter button 
- Enter **Balance > 0.00**



| Code | Description |
|-------|--------------------------|
| CHG02 | Excursions |
| HIR01 | Hire of Facilities |
| NA | Not Applicable |
| OOC01 | Other Optional Costs |
| REF03 | Refunds -Facilities Hire |
| REF02 | Refunds-Charges |
| REF01 | Refunds-Other |

- Click **OK**

All items with a balance to pay will be highlighted.

Billing Items

Batch No: 00005 Description: Year 11 Camp Show All Transactions

Batch Details Batch Billing Items

| Ref | Student/Cust | Year | Form | Amount | GST | Disc | Paid | Balance | Bill Code | Comment | Status | Reason |
|------|-----------------|------|------|--------|-----|------|--------|---------|-----------|---------------------|--------|--------|
| 1165 | ANDREWS: Rac | 11 | 11.1 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1166 | ANDREWS: Rac | 11 | 11.1 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |
| 1167 | ANDREWS: Rac | 11 | 11.1 | 150.00 | 1 | 0.00 | 0.00 | 150.00 | CHG03 | 2019 Camp Food | | |
| 1168 | BLACK: Jenny | 11 | 11.1 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1169 | BLACK: Jenny | 11 | 11.1 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |
| 1170 | BLACK: Jenny | 11 | 11.1 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1171 | CAMPBELL: Ashl | 11 | 11.2 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1172 | CAMPBELL: Ashl | 11 | 11.2 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |
| 1173 | CAMPBELL: Ashl | 11 | 11.2 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1174 | CASSON: Shane | 11 | 11.3 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1175 | CASSON: Shane | 11 | 11.3 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |
| 1176 | CASSON: Shane | 11 | 11.3 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1177 | COOPER: Ryan | 11 | 11.1 | 100.00 | 0 | 0.00 | 100.00 | 0.00 | CHG03 | 2019 Camp Activitie | | |
| 1178 | COOPER: Ryan | 11 | 11.1 | 50.00 | 0 | 0.00 | 50.00 | 0.00 | CHG03 | 2019 Camp Transpo | | |
| 1179 | COOPER: Ryan | 11 | 11.1 | 150.00 | 1 | 0.00 | 150.00 | 0.00 | CHG03 | 2019 Camp Food | | |
| 1180 | DAVIES: Caitlin | 11 | 11.2 | 100.00 | 0 | 0.00 | 0.00 | 100.00 | CHG03 | 2019 Camp Activitie | | |
| 1181 | DAVIES: Caitlin | 11 | 11.2 | 50.00 | 0 | 0.00 | 0.00 | 50.00 | CHG03 | 2019 Camp Transpo | | |

TOTALS: Amount 20,125.00 Discount Nil Paid 3,600.00 Balance 15,300.00

SELECTED TOTALS: Amount 15,325.00 Discount Nil Paid Nil Balance 15,300.00

Adjustment amounts included in balances but not shown separately

OK Cancel

- Click Auto-Allocate

Auto Allocate

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

Yes No

- Click **Yes** to the message

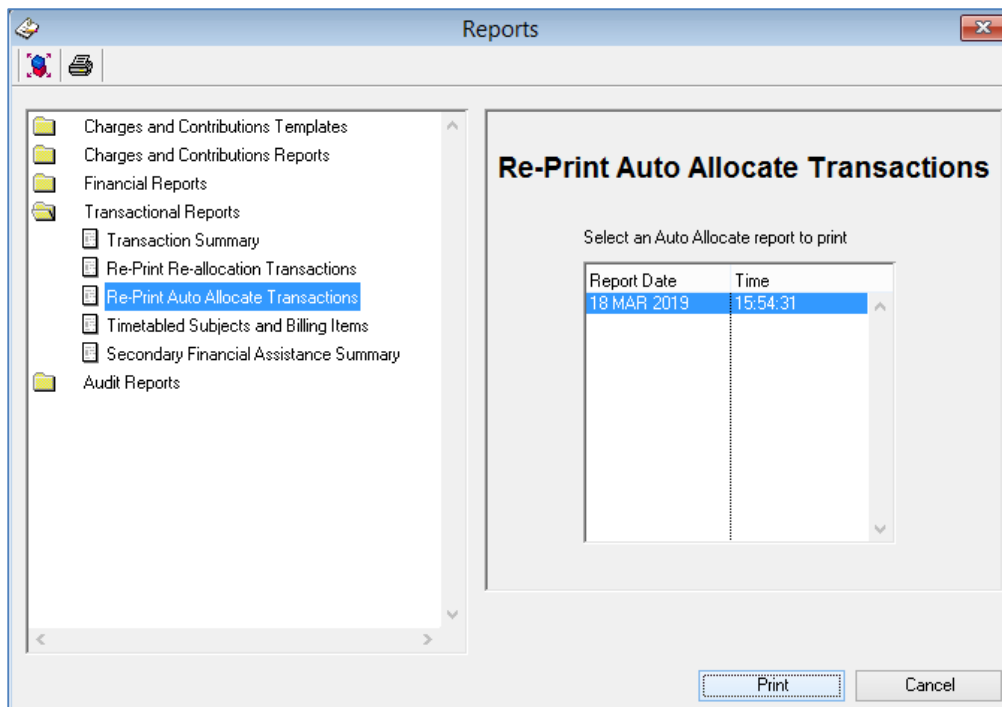
Auto Allocate

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

OK

- Click **OK**

This Report can be re-printed if required from **Reports > Transactional Reports > Re-Print Auto Allocate Transactions**



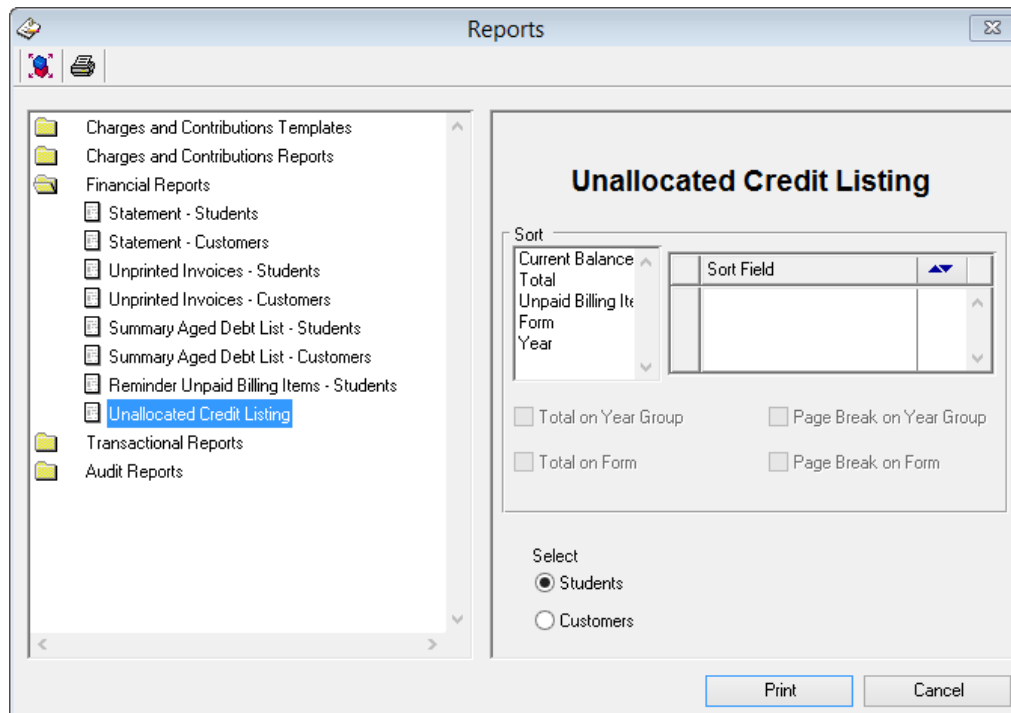
Warning: The previous activity demonstrates a simple application of unallocated credit. Schools must apply unallocated credit in accordance with the receipting business rules. Parental permission must also be received to reallocate any unallocated credit. This process should be undertaken with care. For more information, log on to <http://det.wa.edu.au/finance/detcms/portal/> to access the document 'Auto Allocate Unallocated Credit.'

29.3 Unallocated Credit Listing

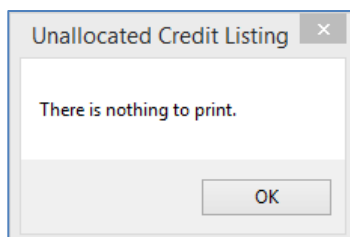
Activity:

RM Billing > Reports

- Open the Financial Reports Folder
- Highlight the Unallocated Credit Listing



- Click **Print** and **OK** to the screen



There should be no items to print as we have allocated all the credit.

30 Exporting Re-allocations to RM Finance

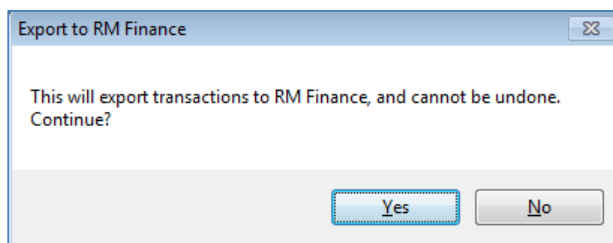
Movement of payments from one billing code to another where the billing codes are different and are posted to different Analysis and Budget codes, will result in a re-allocation transaction. These changes must be reflected in RM Finance. The Export to RM Finance Utility will process these re-allocations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

Activity: Export Re-allocations to RM Finance

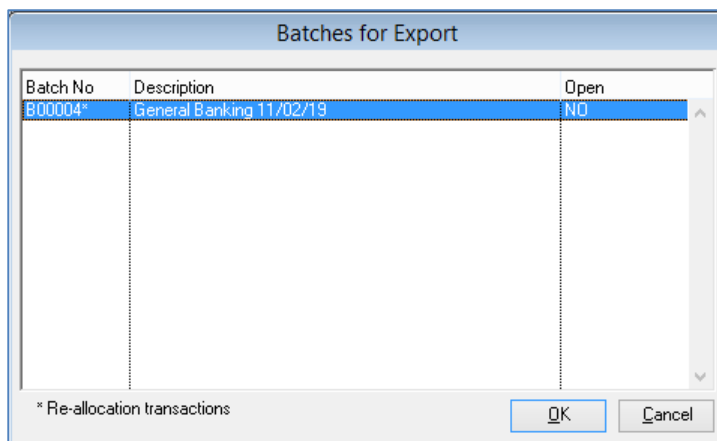
RM Billing > Utilities

- Double click Export to RM Finance

Note: Ensure RM Finance is closed before you export



- Click **Yes**
- Highlight the **General Banking** batch



- Click **OK**
- Click **OK** to **Export Complete**

The Receipt Batch Export Summary 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 | | | | | |
| B00004* | General Banking 11/02/19 | 11/02/2019 | 11/02/2019 | NO | 0.00 |
| | | | | | 0.00 |

* Re-allocation transactions

Comment: _____

Principal's Signature: _____

Date: _____

The Report must be signed and dated by the Principal and filed with the End of Month reports

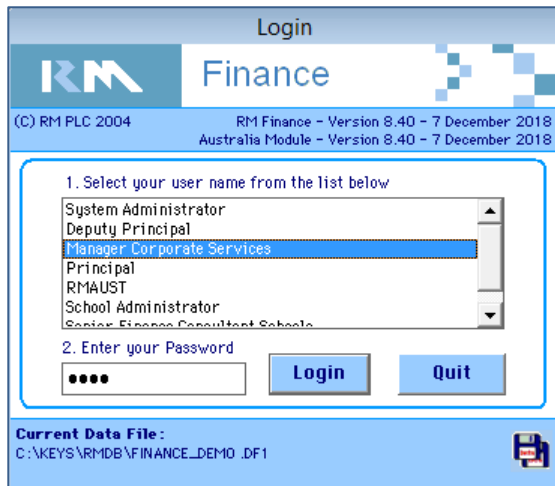
Important: Allocating GV Credit will not result in Re-Allocations as Government Subsidy Receipts are not entered into RM Finance

30.1 Updating the Automatically Exported Transaction

Activity: Update the Export Transaction

Open RM Finance


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



The login screen for RM Finance. At the top, it says 'Login' and 'RM Finance'. Below that, it shows the version information: '(C) RM PLC 2004', 'RM Finance - Version 8.40 - 7 December 2018', and 'Australia Module - Version 8.40 - 7 December 2018'. The main area has two steps: '1. Select your user name from the list below' and '2. Enter your Password'. The user list includes 'System Administrator', 'Deputy Principal', 'Manager Corporate Services' (which is highlighted), 'Principal', 'RMAUST', 'School Administrator', and 'Senior Finance Consultant Schools'. The password field has four dots. There are 'Login' and 'Quit' buttons. At the bottom, it says 'Current Data File: C:\KEYS\RMDB\FINANCE_DEMO.DF1'.

Check the Batched Transaction Report

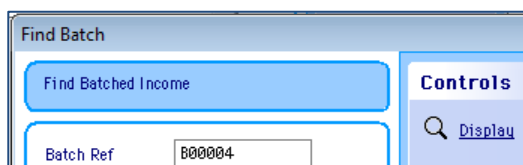
RM Finance > Transactions

- Select  Reports
- Select the **Batched Transaction Report**
- Select **Income** only
- Select the **Cheque Account** only
- Click **Print**


Update the Income Batch in RM Finance

Transactions > View/Post Batch

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



The 'Find Batch' dialog box. It has a 'Find Batched Income' button. Below that, there is a 'Batch Ref' field with 'B00004' entered. To the right, there is a 'Controls' section with a magnifying glass icon and the word 'Display'.

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

7 Post Batch to Income Accounts


| Ref. | Date | Period | Gross Value | |
|--------|-------------|--------|-------------|-----|
| B00004 | 1 MAR 2019 | 1 | 200.00 | YES |
| B00004 | 1 MAR 2019 | 1 | 200.00 | YES |
| B00004 | 18 MAR 2019 | 1 | 250.00 | YES |
| B00004 | 18 MAR 2019 | 1 | 150.00 | YES |
| B00004 | 18 MAR 2019 | 1 | 400.00 | YES |

Source / Supplier: INC001 Nett: 200.00
 Budget: C1051 Tax: 0.00
 Analysis: C1050
 Batch Ref.: B00004
 Type: I/C
 Description: General Banking 11/02/19
 Bank: 1 Cheque Account

Total to post: 1200.00

Controls
[Find Batch](#)
[Update](#)

Window
[Close window](#)
[Help](#)

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

Note: If not exporting to RM Finance, then the Re-allocations must be entered manually as outlined in Section 31 .

31 Re-allocations for Non Exporting Schools – Discussion Only

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

The student is then billed for a camp and the parent instructs for some of the money to be used. The money is now allocated in RM Billing to the Camp billing items for the student.

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

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

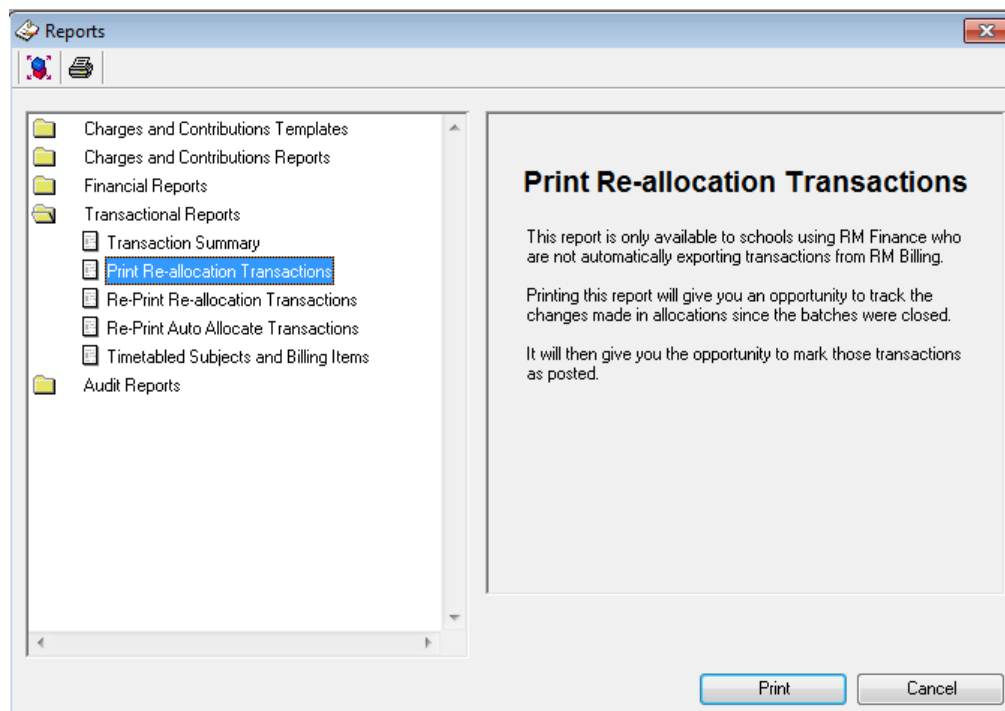
Note: The end of month procedures for non exporting schools, require re-allocation transactions to be entered into RM Finance and marked as posted in RM Billing.

The following steps outline the processes required if schools are **NOT** exporting to RM Finance.

Step 1: Print the re-allocation transactions report

RM Billing > Reports

- Open the Transactional Reports folder
- Highlight Print Re-allocation Transactions



- Click **Print** and **OK** to print the report to the Printer

The Detailed Receipts Summary is printed along with the Totals Only Report

West Coast District High School



Re-allocation Transactions Detailed Report

Re-Print Re-Allocation Transactions

| Ref | Rec # | Batch # | Code | Date | Student/Cust Name | Year | Form | Chq# | Refund To | Amount | GST |
|---|-------|---------|-------|------|-------------------|------|------|------|-----------|--------------------------|----------------|
| <hr/> | | | | | | | | | | | |
| Billing Code CHG01 Upper School Charges | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | |
| GST Code 0 | | | | | | | | | | | |
| 1167 | 7 | B00002 | CHG01 | | MARONEY: David | 11 | 11.3 | | | \$ 15.00 | \$ 0.00 |
| 1167 | 7 | B00002 | CHG01 | | MARONEY: David | 11 | 11.3 | | | \$ 100.00 | \$ 0.00 |
| Budget: C1051 Analysis: C1050 Totals for GST code 0 | | | | | | | | | | \$ 115.00 | \$ 0.00 |
| <hr/> | | | | | | | | | | | |
| Billing Code SUS Suspense Account | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | |
| GST Code 8 | | | | | | | | | | | |
| 1165 | 5 | B00002 | SUS | | BANDY: Brandy | 7 | 07.1 | | | \$ 115.00 | \$ 0.00 |
| 1166 | 6 | B00002 | SUS | | BANDY: Tamara | 8 | 08.1 | | | \$ 115.00 | \$ 0.00 |
| 1167 | 7 | B00002 | SUS | | MARONEY: David | 11 | 11.3 | | | \$ 115.00 | \$ 0.00 |
| 1167 | 7 | B00002 | SUS | | MARONEY: David | 11 | 11.3 | | | \$ -15.00 | \$ 0.00 |
| 1167 | 7 | B00002 | SUS | | MARONEY: David | 11 | 11.3 | | | \$ -100.00 | \$ 0.00 |
| Budget: N3199 Analysis: N3100I Totals for GST code 8 | | | | | | | | | | \$ 230.00 | \$ 0.00 |
| <hr/> | | | | | | | | | | | |
| | | | | | | | | | | Total for Report: | |
| | | | | | | | | | | \$ 345.00 | \$ 0.00 |

Print Re-allocation Transactions

Mark printed transactions as posted?
This should NOT be done unless the report has printed successfully.

- Select **Yes**

Print Re-allocation Transactions

All transactions marked as posted.

- Click on **OK**

The Reallocations should be entered into RM Finance. Re-Allocations will display as Income Correction Transactions as well as Income Transactions.

Sample of Transactions

This below example would be the reallocation of Rhys Fitton's \$300 unallocated credit being applied to the Camp Billing Items. Any other reallocations would also be entered.

| Budget Account | Budget Code | Amount | Tax Code | Transaction |
|--------------------|-------------|--------|----------|-------------------|
| Unallocated Credit | N3199 | -300 | 8 | Income Correction |
| Camp | C1181 | 150 | 0 | Income |
| Camp | C1181 | 150 | 1 | Income |

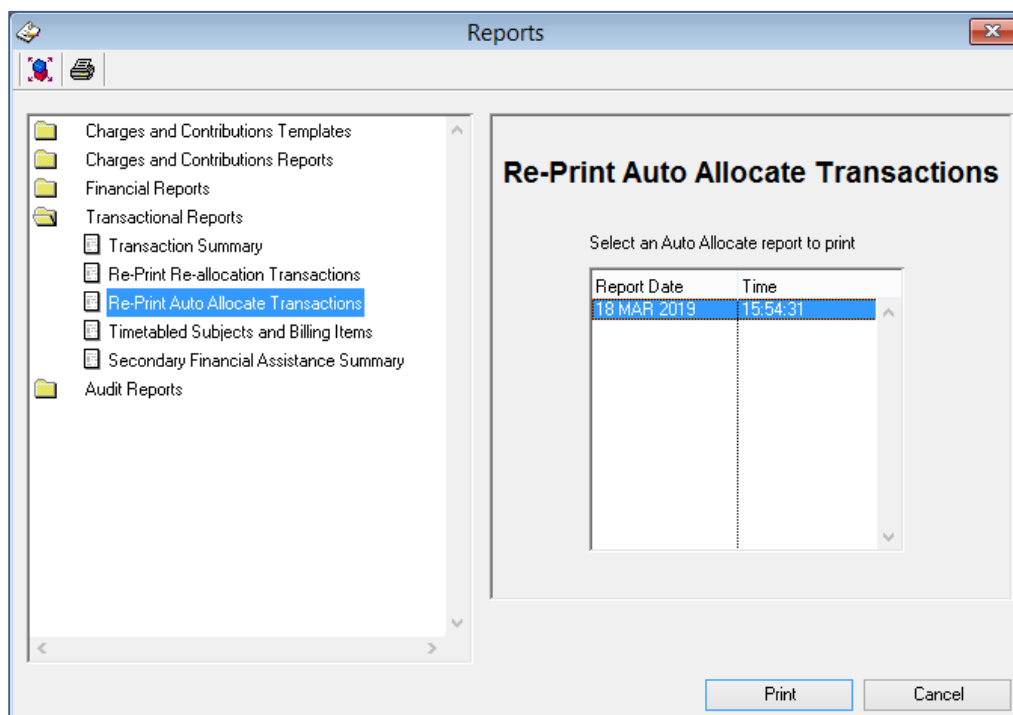
Note: The total of all the reallocations on the report should total to zero. Ensure that the correct GST code is used when processing reallocation transactions.

Reprint Reallocation Reports

It is possible to reprint Reallocation reports which have been previously printed and posted.

RM Billing > Reports > Transactional Reports > Reprint Reallocation Transactions

A list of previously printed and posted reallocation reports will appear. Click on the report to be reprinted. Click on Print to reprint the report.



31.1 Enter Re-allocation Transactions into RM Finance

Step 2. Enter the re-allocation Transactions into RM Finance

Processing Reallocation Transactions into RM Finance is a two part process in which transactions are moved from a budget account via an Income Adjust Transaction and re entered into the required account via an Income Transaction.

- Complete the Income Adjustment Transactions Form

| INCOME ADJUSTMENT TRANSACTIONS | | | | | | | | | | | | | | |
|--|------------------|-----------|---------------|-------------|----------|----------------------|----|---------------|-----------|---------------|-------------|----------|--------|----|
| <input type="checkbox"/> Income Adjust/Correct transaction <input type="checkbox"/> Income transaction | | | | | | | | | | | | | | |
| • This form can be used to record the transfer of income: - from a 'C' Account to a 'C' Account, - from an 'N' Account to an 'N' Account, and between N and C Accounts • Process an 'Income – Adjust/Correct' transaction to the Account you want to decrease. • Process an 'Income' transaction to the Account you want to increase. • Care should be taken to use the appropriate tax code/s. • Provide a brief explanation to describe the reason for each income transfer. | | | | | | | | | | | | | | |
| REFERENCE IT # 1 INCOME ADJUST/CORRECT TRANSACTION | | | | | | | | | | | | | | |
| INCOME TRANSACTION (Mark "Not Required" if no transaction is necessary) | | | | | | | | | | | | | | |
| DATE | ACCOUNT TITLE | BATCH NO. | ANALYSIS CODE | BUDGET CODE | TAX CODE | 'INC-ADJ/COR' AMOUNT | | ACCOUNT TITLE | BATCH NO. | ANALYSIS CODE | BUDGET CODE | TAX CODE | AMOUNT | |
| | | | | | | \$ | C | | | | | | \$ | C |
| | Billing Suspense | 20 | N3100 | N3199 | 8 | 150 | 00 | Camps | 21 | C1050 | C1053 | 0 | 150 | 00 |
| | Billing Suspense | 20 | N3100 | N3199 | 8 | 150 | 00 | Camps | 21 | C1050 | C1053 | 1 | 150 | 00 |

- Complete the Batch register

| BATCH REGISTER | | | | | | | | | | |
|----------------|------------------|--------------|--------|---|---------------------------|-----------------------|-----------------------|--------------|--------------------------|--------------|
| | | | | | For the month of | | | | | |
| | | | | | Period | | | | | |
| | | | | | BANK RELATED TRANSACTIONS | | | | | |
| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | Bank A/C 1, 2, 3 | Income Receipts (INC) | Expend Payments (ESP) | Credit Notes | Adjustments/Reversals ** | |
| | | From | To | | | | | | Income (I/C) | Expend (ESC) |
| B00004 | | | | GB | 1 | 4845 | | | | |
| B00005 | | | | EF | 1 | 1490 | | | | |
| B00006 | | | | GB | 1 | 660 | | | | |
| B00007 | | 123568 | 123568 | REF-Man | 1 | | 550 | | | |
| B00008 | | | | REF-Sys | 1 | | 100 | | | |
| B00009 | | | | REF-EFT | 1 | | 300 | | | |
| B00010 | | | | Cor | | | | | 0 | |
| 20 | | IT1 | IT1 | | | | | | 300 | |
| 21 | | | | | | 300 | | | | |

Step 3. Enter the Income Correction into RM Finance

- Open RM Finance



RM Finance > Transactions > Adjustments and Corrections.

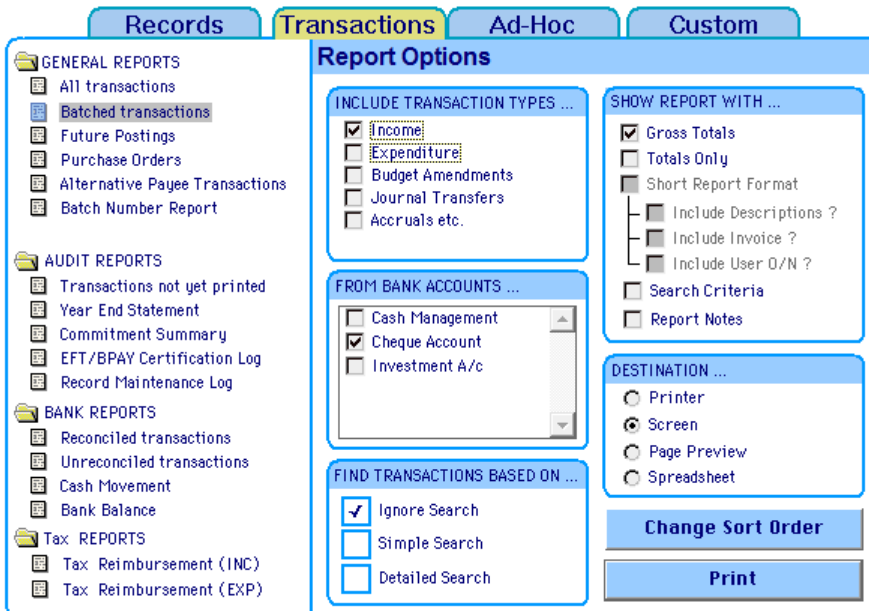
The following Adjust/Correct transaction will move the 300.00 out from the N3199 Suspense Account.

- Select **Income > Adjust/Correct** [Adjust/Correct](#)
- Enter Inc Source **INC001**
- Enter total amount of **300.00**
- <Tab> past today's date
- Enter reference **IT1**
- Enter Batch Reference **20**
- Enter detail - **Billing Reallocation Report dd/mm/yy**
- Enter Nett amount
- Tax code **8**
- Budget code **N3199**

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

Step 4. Review the Batched Transaction Report

- Click on 
- Click on 
- Select to view **Batched Transactions**
- Select Transaction type **Income**



- Click on **Print**

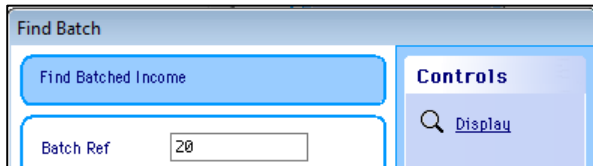
| Posting Detail | Type | Date | Nett | Tax | Total | Voucher |
|-----------------------------|-------------------------|-------------|--------|-----|--------|---------|
| 20 | | | | | | |
| INC001 | Income | | | | | |
| N31001 | Other Suspense Accounts | | | | | |
| N3199 | Billing Suspense | | | | | |
| Cheque Account | | | | | | |
| Billing Reallocation Report | | | | | | |
| Ref IT1 | WC | 18 MAR 2019 | 300.00 | 8 | 300.00 | C1 |

- View the Batched Transaction report and close.


Step 5. Update the Batch

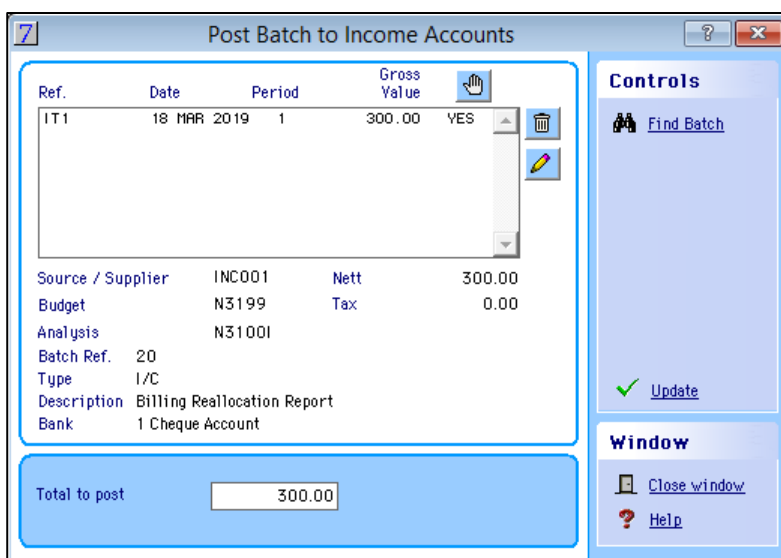
RM Finance > Transactions

- Click **View/Post Batch**
- Click on **Income**
- **Enter the Batch Reference**




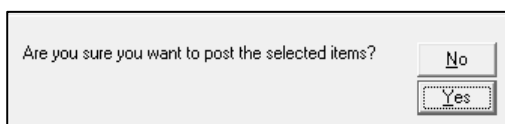
The 'Find Batch' dialog box has a 'Find Batched Income' button. Below it is a 'Batch Ref' field containing the value '20'. To the right is a 'Controls' panel with a magnifying glass icon and a 'Display' link.

- Click on **Display**
- Click  to change the **No** to **Yes**



The 'Post Batch to Income Accounts' dialog box shows a table with one row: Ref. IT1, Date 18 MAR 2019, Period 1, Gross Value 300.00, and a 'YES' status with a hand cursor icon. Below the table are fields for Source / Supplier (INC001), Budget (N3199), Analysis (N31001), Batch Ref. (20), Type (I/C), Description (Billing Reallocation Report), and Bank (1 Cheque Account). A 'Total to post' field shows 300.00. On the right, the 'Controls' panel has a 'Find Batch' link. The 'Window' panel has 'Update' (with a green checkmark), 'Close window', and 'Help' links.

- Click on,  **Update**



A confirmation dialog box asking 'Are you sure you want to post the selected items?'. It has 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a dashed border.

- Click **Yes** to post the batch

Step 6. Entering the Income Batch

RM Finance > Transactions

The following Income transaction will process the 300.00 into the C1182 account for the Camp.

- Select **Income**
- Enter the income transaction as shown below:

Income

Inc Source: INCO01 Income
Date: 18 MAR 2019 Period: 1
Total: 300.00
Reference: IT1 Batch Ref.: 21

Add new Income line

Analysis: C1180 Yr 11&12 Extra Cost Optional Charge
Detail: Billing Reallocation Report dd/mm/yy
Budget: C1182 School Camps Bal: 959.08
Line Total: 150.00 Receipt No.:
Tax code: 0 0.00 % Tax: 0.00
Net: 150.00

- <Tab> the first line down into All Income Lines
- Continue to enter the second transaction line


| | | | |
|--------------------------------------|-------|-------|---|
| Billing Reallocation Report dd/mm/yy | C1182 | \$150 | 1 |
|--------------------------------------|-------|-------|---|

All Income Lines

| Detail | \$ Nett | \$ Tax | \$ Line Total |
|-----------------------------|---------|--------|---------------|
| Billing Reallocation Report | 136.36 | 13.64 | 150.00 |
| Billing Reallocation Report | 150.00 | 0.00 | 150.00 |
| Totals | 286.36 | 13.64 | 300.00 |

- <Tab> the second line into All Income Lines
- Click on **OK**
- Select the **Cheque Account** and **OK**
- **Yes** to batch the transaction

Review the Batched Transaction Report

- Click on  Reports
- Select to view **Batched Transactions**
- Select Transaction type **Income**
- Click on **Print**

| Posting Detail | Type | Date | Nett | Tax | Total | Voucher |
|--------------------------------------|-------------------------------------|-------------|--------|---------|--------|---------|
| 21 | | | | | | |
| INC001 | Income | | | | | |
| C1180 | Yr 11&12 Extra Cost Optional Charge | | | | | |
| C1182 | School Camps | | | | | |
| Cheque Account | | | | | | |
| Billing Reallocation Report dd/mm/yy | | | | | | |
| Ref IT1 | INC | 18 MAR 2019 | 150.00 | 0 | 150.00 | C1 |
| 21 | | | | | | |
| INC001 | Income | | | | | |
| C1180 | Yr 11&12 Extra Cost Optional Charge | | | | | |
| C1182 | School Camps | | | | | |
| Cheque Account | | | | | | |
| Billing Reallocation Report dd/mm/yy | | | | | | |
| Ref IT1 | INC | 18 MAR 2019 | 136.36 | 13.64 1 | 150.00 | C1 |

- View Report and Close

Step 7. Update the Batch

RM Finance > Transactions

- Click **View/Post Batch**
- Click on **Income**
- **Enter the Batch Reference**
- Click **Display**

| | |
|-----------|----|
| Batch Ref | 21 |
|-----------|----|

7

Post Batch to Income Accounts

?

✕

| Ref. | Date | Period | Gross Value | |
|------|-------------|--------|-------------|-----|
| IT1 | 18 MAR 2019 | 1 | 300.00 | YES |

Source / Supplier

INC001

Nett

286.36

Tax

13.64

Batch Ref.

21

Type

INC

Description

Multi-Line Income Transaction

Bank

1 Cheque Account

Total to post

300.00

Controls

Find Batch

Update

Window

Close window

Help

- Click on  ,  [Update](#) and **Yes** to post the batch

32 End of Month Procedures and Reporting

Whilst RM Billing does not have a month end roll over function, certain tasks need to be performed in RM Billing at the end of each month. This will ensure that RM Billing and RM Finance are co-ordinated and also that any items which may need attention in RM Billing are handled in a timely fashion.

32.1 Month End Checklist

The following check list should be used for RM Billing at the end of each month. (Refer to the RM Finance Registrar's End of Month Check List (for RM Billing Schools) provided by the Department of Education for further detail.)

| Task | Necessary Steps |
|---|--|
| Review students on the former roll | <ul style="list-style-type: none">• Process refunds or transfer transactions if required.• Process write-offs for irrecoverable debt according to department policy. |
| Review students on the current roll | <ul style="list-style-type: none">• Process refunds if required.• Process write-offs for irrecoverable debt according to department policy. |
| Check and clear unallocated credits in RM Billing | <ul style="list-style-type: none">• Print the Unallocated Credit Listing (Reports > Financial Reports > Unallocated Credit Listing for both Students and Customers).• Investigate each occurrence and allocate or refund credit amounts. <i>Where applicable.</i> |
| Ensure all transactions are transferred to RM Finance | <ul style="list-style-type: none">• If not exporting to RM Finance, ensure all receipts batches in RM Billing have been balanced with the banking, reports printed and batches closed. Ensure all receipts batches in RM Billing for the current period have been posted into RM Finance.• Print any re-allocation transactions (Reports > Transactional Reports) and ensure they are posted into RM Finance. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• If exporting to RM Finance, export the Corrections batch to RM Finance and any other open receipts batches (RM Billing > Utilities > Export to RM Finance). <i>Where applicable</i>• Follow the procedures listed in these notes regarding filling in the batch register and which reports to print. The Receipts Batch Export Summary is printed automatically on export.• Print the Receipt Batch Export Summary showing there are no batches to export |

| | |
|---|---|
| Review the Billing Suspense Account (N3199) in RM Finance. This holds the unallocated credit amounts. | <ul style="list-style-type: none"> • If the balance is not zero, check the report and view the transactions to determine if correct. Make corrections if necessary. • The total in the Billing Suspense account should equal the amount of unallocated credit reported on the Unallocated Credit Listing in RM Billing – unless there are any unexported batches for the next month or unallocated Government Subsidy (eg payment type GV). |
| Check all batches are updated in RM Finance | <ul style="list-style-type: none"> • RM Finance > Reports > Batched Transactions. Check for Income and Expenditure to the relevant bank accounts. If a report is produced investigate the reason why these batches are yet to be updated in RM Finance. Update the batches. |
| Check the balance of N3505 in RM Finance is zero | <ul style="list-style-type: none"> • A balance in this account indicates a GST posting error in RM Finance. |
| Perform the reconciliation of all bank accounts in RM Finance | <ul style="list-style-type: none"> • Clear 0.00 transactions by reconciling them. • The RM Billing portion of the bank deposit should be reconciled with the Daily Banking Summary and the Batch Register. • The RM Billing Batch Number should be noted against the relevant deposit on the bank statement. |
| Check for negatives on the BAS as a result of Adjustments | <ul style="list-style-type: none"> • If any negatives exist seek help from your SFC. |
| Print the following RM Billing Reports (mandatory) | <ul style="list-style-type: none"> • Audit Report (Reports > Audit Reports > Audit Report.) Save this report as <Month yyyy> to disk (G:\RM Billing Audit Log <yyyy>). • Receipt Batch Export Summary- if exporting. This report is only printed automatically on export it is to be signed by the Principal on each export. If any batches remain unexported these should be noted on the report with a reason why they have not been exported • Transaction Summary Report for the current month for correction items - Principal to sign (Reports > Transactional Reports > Transaction Summary). See screen shot below – date range should be for the month being reported) |

Transaction Summary

☒ Billing Items ☐ Receipts ☐ Both

Students

☐ Group and subtotal by student ☐ Student Totals Only

Customers
 (0) Customers Selected

From Date To

From Ref To

Billing Codes | Billing Options | Other |

Corrections

Reason containing

Transaction Summary Report for discounted items.

Principal to sign (Reports > Transactional Reports > Transactions Summary > Billing Options tab > tick show discounted billing items only).

Transaction Summary

☒ Billing Items ☐ Receipts ☐ Both

Students

☐ Group and subtotal by student ☐ Student Totals Only

Customers
 (0) Customers Selected

From Date To

From Ref To

Billing Codes | Billing Options | Other |

Billing Item Batch (Blank for all)

☐ Show discounted billing items only

☐ Billing Item Balance =

Billing Codes | Billing Options | Other |

Corrections

Reason containing

Print the following RM Billing Reports (**optional**)

- **Summary Aged Debt List (Optional Report)** when required, for debt management. (Reports > Financial Reports > Summary Aged Debt List – Students and/or Customers)

Note: Further questions on month end procedures can be directed to your SFC.

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33 Support (Transactional)

Should you need any transactional support please contact Financial Operational Support at Business and Customer Services (BCS)

Contact details below:

33.1 Email (BCS)

Financialservices.support@education.wa.edu.au

34 Support (Systems)

Should you need 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

35 Online Manuals and Training Notes

35.1 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***

35.2 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.

36 Finance Web

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

Log on to the DET Portal to access the latest factsheets

Go to **Financial Systems** and **RM Billing**

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

DEPARTMENT OF EDUCATION

INCOME
TRANSFER- VANILLA

V9.0 Feb 2013

INCOME ADJUSTMENT TRANSACTIONS

- Income Adjust/Correct transaction
- Income transaction

- This form can be used to record the transfer of income: - from a 'C' Account to a 'C' Account, - from an 'N' Account to an 'N' Account, and between N and C Accounts
- Process an 'Income – Adjust/Correct' transaction to the Account you want to decrease.
- Process an 'Income' transaction to the Account you want to increase.
- Care should be taken to use the appropriate tax code/s.
- Provide a brief explanation to describe the reason for each income transfer.

REFERENCE IT # _____

INCOME ADJUST/CORRECT TRANSACTION

INCOME TRANSACTION

(Mark "Not Required" if no transaction is necessary)

| DATE | ACCOUNT TITLE | BATCH NO. | ANALYSIS CODE | BUDGET CODE | TAX CODE | 'INC-ADJ/COR' AMOUNT | | ACCOUNT TITLE | BATCH NO. | ANALYSIS CODE | BUDGET CODE | TAX CODE | AMOUNT | |
|------|---------------|-----------|---------------|-------------|----------|----------------------|---|---------------|-----------|---------------|-------------|----------|--------|---|
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SIGNATURE: _____

PRINCIPAL