civica

RM Billing Secondary Stage 2 Training Notes

Document Control

Ver	Reason	Who	Date
0.1	Draft	Kerry Dickinson (RMA-WA)	
1.0	For RM Billing v1.10 and 2009	Kerry Dickinson (RMA-WA)	15/04/09
1.1	Proofed and amended	Joshua Kragt (RMA-WA)	16/04/09
1.2	Updated after DET review	Kerry Dickinson (RMA-WA)	01/05/09
1.3	Updated after DET review	Kerry Dickinson (RMA-WA)	02/06/09
1.4	Proofed with minor corrections	Shauna Henry (RMA-WA)	03/06/09
1.5	Minor formatting	Kerry Dickinson (RMA-WA)	03/06/09
2.0	Updated after DET and Training review	Kerry Dickinson (RMA-WA)	15/07/09
2.1	Updated for 2010	Kerry Dickinson (RMA-WA)	18/03/10
3.0	Proofed with minor corrections	Shauna Henry (RMA-WA)	22/02/10
4.0	Minor corrections after Trainng	Kerry Dickinson (RMA-WA)	01/04/10
5.0	Change of font size to subheading	Kerry Dickinson (RMA-WA)	01/04/10
5.1	Updated for 1.20.04	Kerry Dickinson (RMA-WA)	16/07/10
5.2	Proofed with minor corrections	Shauna Henry (RMA-WA)	20/07/10
6.0	Amendments requested by DoE	Susan Richardson (RMA-WA)	03/08/10
6.1-6.2	Updated for 2011	Shauna Henry (RM Ed)	07/02/11
6.3	Minor corrections for 2011	Nancy Hourani (RM Ed)	24/02/11
6.4	Completed Update for 2011	Shauna Henry (RM Ed)	08/03/11
7.0	Proofed with minor corrections	Derek Mathieson (RM Ed)	09/03/11
7.1-7.4	Updated for 1.30.02 and 2012	Derek Mathieson (Civica Ed)	09/07/12
7.5-7.8	Updated after DoE Change Requests	Derek Mathieson (Civica Ed)	16/08/12
8.0	Published after DoE Change Requests	Derek Mathieson (Civica Ed)	21/08/12
8.1-8.7	Updated for 1.30.10 and 2014	Derek Mathieson (Civica Ed)	02/07/14
8.7-9.0	Proofed with minor corrections and editing	Shauna Henry (Civica Ed)	21/07/14
10.0	Updated for 2015	Shauna Henry & Derek Mathieson (Civica Ed)	27/02/15
11.0	Minor corrections after training	Shauna Henry (Civica Ed)	30/03/15
12.0	Updated for 2016	Shauna Henry (Civica Ed)	08/02/16
13.0	Updated for 2019	Shauna Henry (Civica Ed)	09/04/19

© 2019 Civica Education Pty Ltd

Civica Education Pty Ltd ACN 086 405 174

Copyright © MMXIX

All Rights Reserved

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

© 2019 Civica Education Pty Ltd

Copyright

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

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

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

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

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

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

Intellectual Property

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

© 2019 Civica Education Pty Ltd

Contents

1 Introduction 7
1.1 RM Billing Secondary Stage 2 Training Program 7
1.2 About RM Billing Secondary Stage 2 8
1.3 Training Outcomes 8
1.4 Logging on to the System 9
1.5 The File Menu 10
1.6 Accessing Help 11
1.7 Logging into RM Finance 12

2 Billing Codes 13
2.1 Create a Billing Item 14

3 Subjects 15
3.1 Subjects and Costs 15
3.2 Assigning Temporary Visa Costs 16
3.2.1 Side Subjects 16

4 Temporary Visa and Full Fee Paying Students 17
4.1 Full Fee Paying and Temporary Visa Students 17
4.2 Applying Charges to Full Fee Paying and Temporary Visa Students 18
4.2.1 Full Fee Paying Students though Education and Training International (ETI) 19
4.2.2 Overseas Fee Paying Students 20

5 Charges and Contributions Sheets 24
5.1 Printing the Charges and Contribution Sheet 25

6 Billing Items 27
6.1 Creating Billing Items for Students 27
6.2 Subject Billing Items (using Timetabled Subjects) 27
6.2.1 Creating Subject Billing Items 27
6.2.2 Exception Report 29
6.2.3 Billing Items 30

7 Receipts 31
7.1 Separate Receipts Batches 31
7.2 Naming Receipts Batches 32
7.3 Receipt Payment Types 32
7.4 Methods of Receipting 33
7.4.1 Receipting Methods 33

8 Create a Receipts Batch 34
8.1 Scholarship/Donation Payments 35
8.1.1 Donations/Scholarships Option 1 35
8.1.2 Receipting Donation/Scholarships Option 2 42
8.2 Subject Deposits or Payments in Advance 46
8.2.1 View Previously Closed Receipts Batches 47
8.2.2 View the Unallocated Credit Listing 49
8.2.3 Apply the Unallocated Credit 50
8.3 Bulk Allocation of Unallocated Credit via the Billing Item Batches 54
8.3.1 Print the Auto Allocation of Credit Report 55
8.3.2 Auto Allocating Unallocated Credit 56
8.3.3 Printing the Unallocated Credit Report 58
8.3.4 Auto Allocate Unallocated Credit 59
8.3.5 Re-Print Auto Allocation of Credit Reports 64
8.3.6 Charges and Contribution Payments 65
8.3.7 Print Receipts from the Receipt Batch 66

9 Exporting Receipt Batches 67

10 Update Exported Batches in RM Finance 75

© 2019 Civica Education Pty Ltd

10.1 CentrePay 80

11 Making Changes to Billing Items 86
11.1 Students Commencing Part Way through the Year 86
11.2 Close the EPA Transfer Batch 88
11.3 Bulk Reversal of Billing Items via the Billing Item Batch 90
11.3.1 Removing Voluntary Contributions 90
11.4 Timetable Changes 92
11.4.1 Timetabled Subjects and Subject Billing Items Reports 92
11.4.2 Changing Subject Billing Items 94
11.4.3 Printing Statements 98

12 Refunds 101
12.1 Refunding Unallocated Credit to a Sibling 101
12.2 Exporting the Batch to RM Finance 106
12.3 Export the Batches 108
12.4 Refunding Unused Government Subsidy and Parent Payment 117
12.4.1 Process the Refund in RM Billing 119
12.4.2 Print the Summary Reports 128
12.5 Export Refunds Batch to RM Finance 132
12.6 Update the Batch in RM Finance 134
12.7 Refunds of Unallocated Credit which is a Government Subsidy 137
12.7.1 Complete the School Payments Voucher 147
12.8 Update the Batches in RM Finance 151
12.9 Print System Cheque 156
12.10 View the Unallocated Credit Listing 157

13 Writing off/Cancel Student Debt 159
13.1.1 Write off/Cancel Debt Batch 159
13.1.2 Writing off Debt from Students 160

14 Printing Student Statements 165

15 Support (Transactional) 168

16 Support (Systems) 168
16.1 Phone (CSC) 168
16.2 Fax (CSC) 168
16.3 Email (CSC) 168

17 Online Manuals and Training Notes 168
17.1 Civica Education 168
17.2 STIMS Project 169

18 Finance Web 169

© 2019 Civica Education Pty Ltd

1 Introduction

1.1 RM Billing Secondary Stage 2 Training Program

Time	Contents
8.30am	Coffee
9.00am	• Donation Billing Items and Billing Codes • Produce Charges and Contributions Sheets • Apply the Subject Billing Items Utility • Apply Billing Items • Process Donations and Scholarships • Apply Unallocated Credit • Process Parent Payments • Exporting Batches into RM Finance
10.30am	Morning Tea
	• Students commencing part way through the year • Removing Voluntary Contributions • Timetabled Subjects and Billing Items Report • Sibling Refunds • Exporting Sibling Transfer into RM Finance
12.30pm	Lunch
	• Refund Unallocated Government Subsidies • Refund Unallocated Credit • Print Refund Cheque • Review Unallocated Credit Listing and Billing Suspense Accounts
	• Write off/ Cancel Student Debt • Produce Student Statements

© 2019 Civica Education Pty Ltd

1.2 About RM Billing Secondary Stage 2

This training covers RM Billing and related RM Finance tasks.

The allocation of the RM Billing and RM Finance tasks will vary from school to school. The Business Manager/Registrar, at your school, will manage the distribution of these tasks.

1.3 Training Outcomes

At the end of the RM Billing Stage 2 Training Program participants should be able to:

- Set Billing Codes and Student Categories
- Create and produce a Charges and Contribution Sheet
- Run the Subject Billing Item Utility
- Process Transactions for Overseas Full Fee Paying and Temporary Visa Students
- Create and apply Billing Items
- Apply and Process
    - Scholarships
    - Donations
    - Receipt Parent Payments
    - CentrePay
- Process Adjustments, Reversals, Discounts and Refunds due to
    - Student timetable changes midyear
    - Mid- year enrolments
    - Reversal Voluntary Contributions
    - Transfers between siblings
    - Unallocated Credit
    - Student Transfer to another school
- Process Reallocation of Unallocated Credit
- Refunds of Unallocated Credit
- Export to RM Finance
- Review the Unallocated Credit Listing and Billing Suspense Account N3199
- Writeoff/Cancel Student Debt
- Produce Student Statements

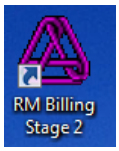
TRAINERS: USE TRAINING DATA 2 and FINANCE DEMO

© 2019 Civica Education Pty Ltd

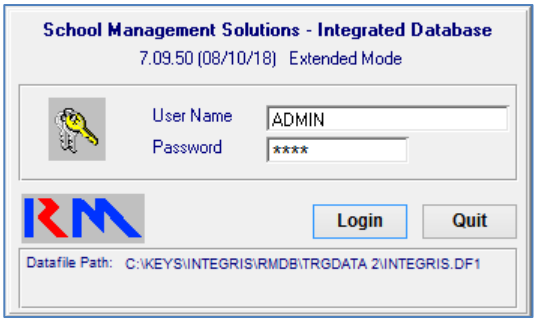
1.4 Logging on to the System

Activity: Logging On

- Double click on the **Integris** icon on your desktop



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



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

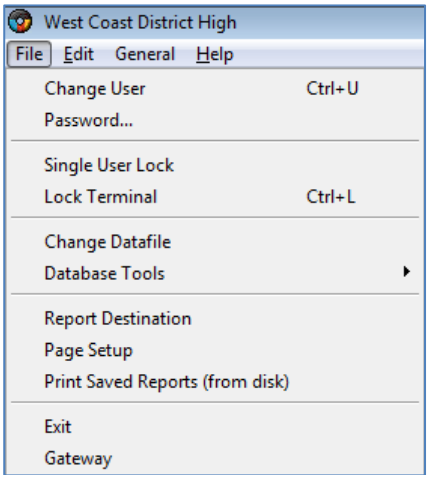
Note: In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration.

It is strongly recommended that you change your password regularly.

© 2019 Civica Education Pty Ltd

1.5 The File Menu

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



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

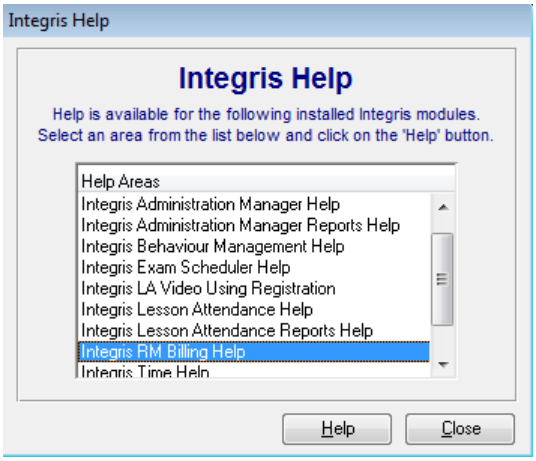
© 2019 Civica Education Pty Ltd

1.6 Accessing Help

Activity: Accessing Help

Top Toolbar > Help > Help Contents and Index

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



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

© 2019 Civica Education Pty Ltd

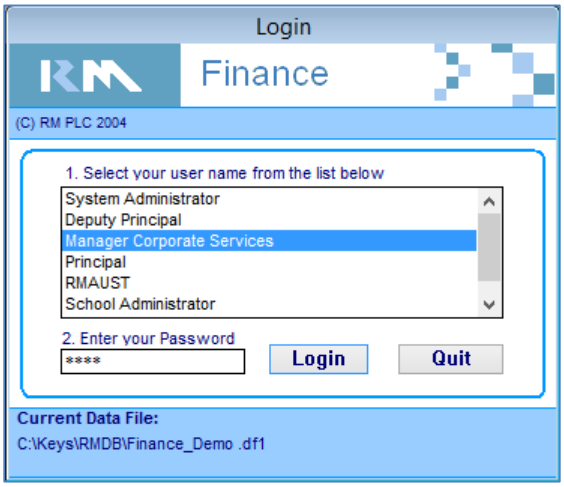
1.7 Logging into RM Finance

Activity: Logging into 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**



- Click on **Login**

© 2019 Civica Education Pty Ltd

2 Billing Codes

Every Billing Item is linked to a Billing Code. The Billing Code determines how the Billing Item is handled within RM Billing and RM Finance.

Each Billing Code contains information regarding which Budget and Analysis codes it will be posted to in RM Finance. The Budget code and Analysis codes must exist in RM Finance before they are available for selection in RM Billing. Budget or Analysis codes used in RM Billing must not be deleted from RM Finance.

Billing Codes also have a Category. The Category determines:

- which students can be billed with billing items using that code
- the order in which receipts are allocated against billing items
- where the transaction appears in the Student Statement summary table
- if the billing item is written off or cancelled due to non-payment

Note: The Billing Code Category determines who can be billed with Billing Items using this code. For example, a Billing code with a category of Voluntary Contributions could not be applied to a Student with a Category of Charges.

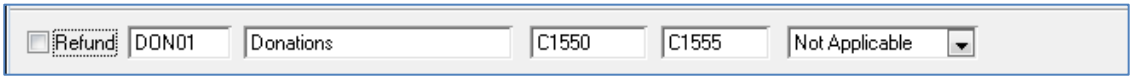
Note: The Analysis Code and Budget Codes selected for a Billing code will determine how transactions for Billing Items using a particular code, are entered into RM Finance.

Activity: Create a Billing Code

The Customer screen will be used to process receipts for Donations. A billing code for Donations must be created for the billing item in order to process the receipt. In this example, the category used will be NA, as the transaction does not relate to any student billing activities.

RM Billing > Parameters

- Click on **Billing Codes**
- Click on
- Enter Billing code **DON01** <tab>
- Enter Description **Donations** <tab><tab>
- Select Analysis code **C1550** <tab><tab>
- Select Budget code **C1555** <tab>
- Select Category **Not Applicable**



- Click **OK**

Note: The Donation is processed using NA because it is not required to be reflected on a Statement and is not subject to being written off/ cancelled. Schools should check with their SFCS before using the category NA.

© 2019 Civica Education Pty Ltd

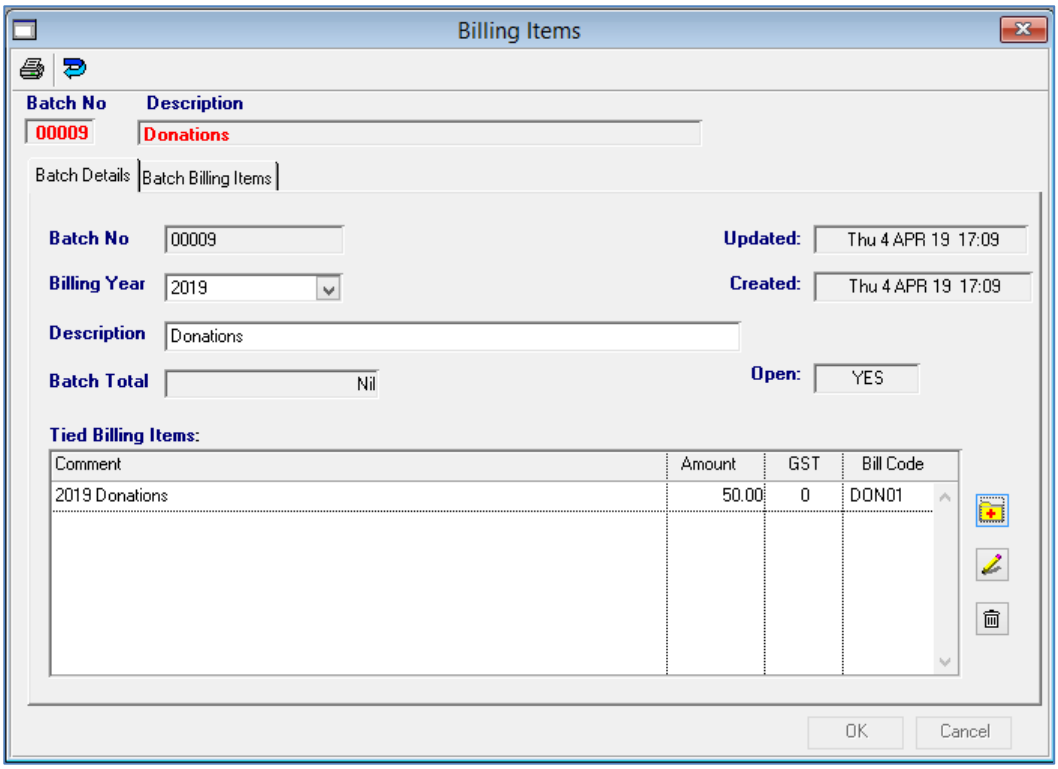
2.1 Create a Billing Item

Activity: Create a Billing Item

The Customer screen will be used to process donations received at School. A Billing Item must be created in order to process any donations. Each time a donation is received for a differing amount, the billing item must be edited to reflect the amount being receipted.

RM Billing > Billing Items

- Click on
- Enter a Description
- Click OK or **<Enter>** to Save
- Click on
- Enter Tied Billing Item
- Enter Detail **2019 Donations** <tab>
- Enter Amount **50** <tab><tab>
- Select GST code **0** <tab><tab>
- Select Bill Code **DON01**



- Click **OK** and **Close**

© 2019 Civica Education Pty Ltd

3 Subjects

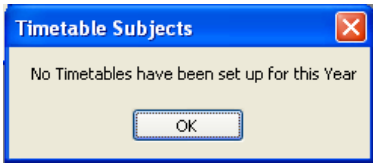
3.1 Subjects and Costs

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.

Note: The costs entered into the subjects table will be used on the Charges and Contributions Sheet and when running the Create Subject Costs Utility. Users must take care to ensure that the right amount and type of cost is selected. For example, Students with a category of Secondary Charges will not be billed for subjects linked to a Voluntary Contribution.

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. Non primary preferences must be toggled to reserve or deleted.

Note: There is an alternative method of billing for subject costs for years 7, 8, 9 and 10. This is outlined in the Department's handout 'Using RM Billing (Alternative Method for Timetabled Schools Yrs 7 – 10)

© 2019 Civica Education Pty Ltd

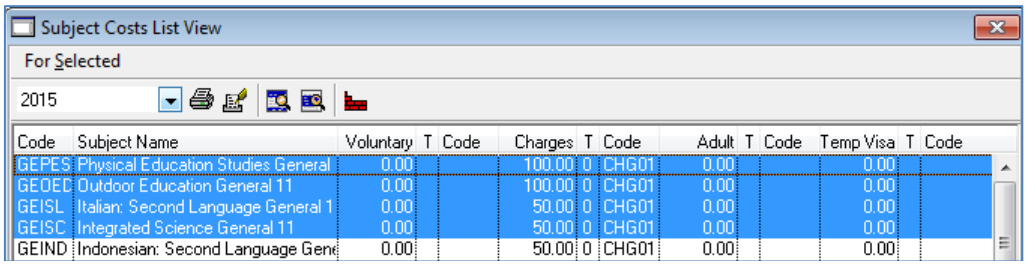
3.2 Assigning Temporary Visa Costs

Once subject costs have been entered for the Timetabled subjects, additional subject costs for Temporary Visa Students can be set through the Subjects window. A billing item can be created through the Billing Items function to charge those students a set Tuition fee.

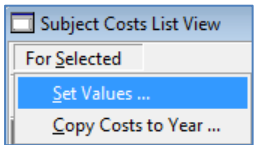
Values for Subject Charges are set by completing the following:

RM Billing > Parameters > Subjects

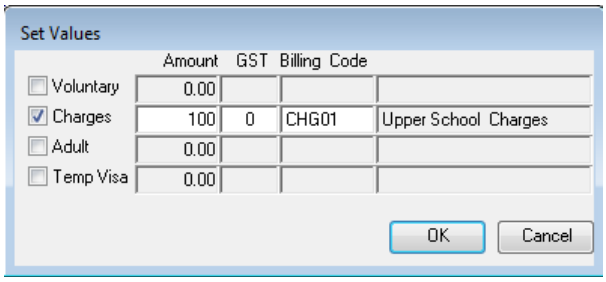
- Highlight the subjects



- Click on **For Selected > Set Values**



- Tick the boxes required (this may be a combination of Voluntary Contributions and Charges)
- Enter the **Amount** <tab> <tab>
- Enter the **GST** code <tab> <tab>
- Select the **Billing Code** and



- Click OK

Notes: Costs entered into the Temporary Visa fields are applied to Students with the billing category Temporary Visa in addition to costs entered in the Charges fields. Temporary Visa costs are recorded under the C1270 analysis code, with Mandatory Budget Codes in the range C1271-C1275 depending on Year Level.

3.2.1 Side Subjects

If schools are running **Side** subjects in their timetable, creating a separate Billing Code for **SIDE** subjects allows users to easily reconcile amounts received for **SIDE** subject charges.

Schools may pay **SIDE** using Intra Department Payments from the D8950 account code range.

© 2019 Civica Education Pty Ltd

4 Temporary Visa and Full Fee Paying Students

4.1 Full Fee Paying and Temporary Visa Students

Billing Items for the collection of fees for instruction as prescribed in Section 103 of the Education Act and Regulations 62, 63 and 65 of the CC&F Policy 4.2.5, must be linked to the mandatory budget code for that student in the C1270 range.

The following Websites will provide useful information for Schools with Full Fee Paying or Temporary Visa Students.

Information from Education and Training International (ETI) can be found at these sites

http://www.eti.wa.edu.au/studying-at-schools/primary-and-secondary-full-fee-paying-international-students.html

http://www.eti.wa.edu.au/studying-at-schools/temporary-and-bridging-visa-holders.html

Information from the Department of Education regarding Overseas, Exchange or Temporary Visa students can be found at the following links. These are dealt with in Section 3.6 of the Enrolment Policy.

http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/international-secondary-student-exchange-programs.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3992355

http://det.wa.edu.au/finance/detcms/finance-and-administration/finance-web/financial-systems/rm-billing-documents-store/temporary-visa-and-international-full-fee-paying-students-v15-june-2012.en?oid=com.arsdigita.cms.contenttypes.FileStorageItem-id-10822461

http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/enrolment.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3783132

Note: Schools can also contact their Senior Finance Consultant for clarification regarding the billing of Full Fee Paying and Temporary Visa students

© 2019 Civica Education Pty Ltd

4.2 Applying Charges to Full Fee Paying and Temporary Visa Students

There are several ways to charge students who are Full Fee Paying or Temporary Visa Holders. In this Training Course we demonstrate the simplest ways to Charge these students.

Student Type	Option 1 (Recommended)	Option 2
Full Fee Paying (ETI) These students are recruited by Education and Training International. (ETI)	Enter a note against the student record outlining the amount received in the GATEWAY from ETI for the student. No Billing Items required. Activity: Page 19	Use a Billing Item using Billing Code OFPxx reporting to Mandatory Account number C1288 ETI funds received can then be receipted against the student in an existing Direct Deposit batch or into a separate batch ETI Direct Deposit dd/mm/yy
Temporary Visa Students who are on Temporary Visas and apply directly to the school.	Create a Billing Item to charge students a Tuition Fee. This Billing Item reports to the mandatory budget code for that student in the C1270 range. Activity: Pages 20-21 Students can be charged additional costs as per local students	Assign Subject Charges as Temporary Visa Costs and run the Subject Utility to create Billing Items. Billing Codes of **CHG** reporting to Upper School Charges are used for the Charges component. Billing Codes of **TVS** are used for the Temp Visa Charges Schools using this method need to be aware of the maximum charges for these students.

© 2019 Civica Education Pty Ltd

4.2.1 Full Fee Paying Students though Education and Training International (ETI)

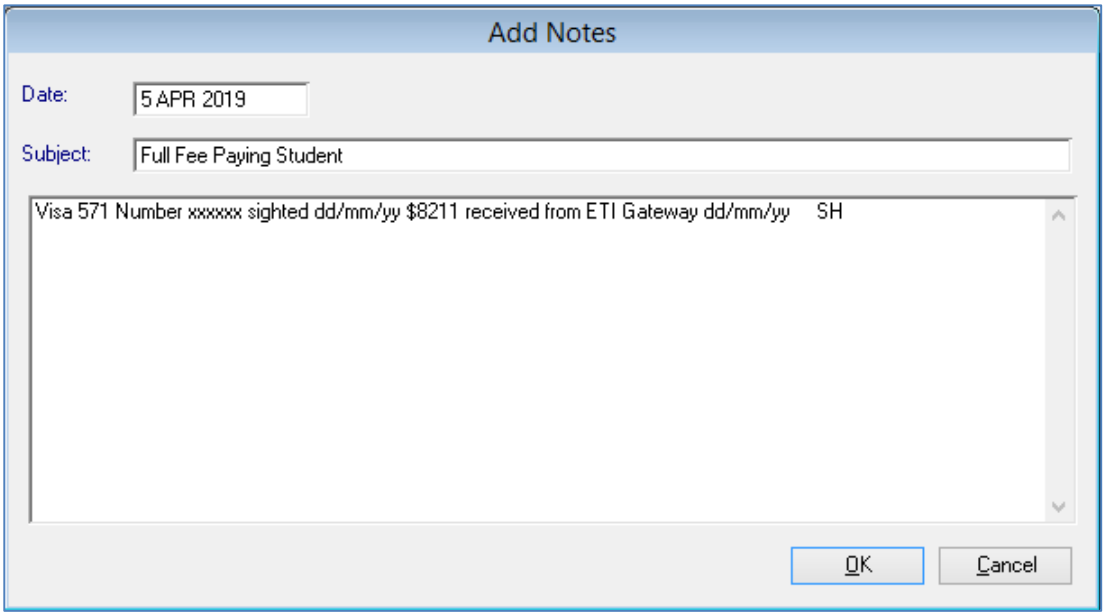
Activity: Full Fee Paying Students

Simone Aspinall is a Full Fee Paying student with a 571 Visa. Charges for Simone are paid directly to Education and Training International and 70% of the received amount is passed on to the school via the Gateway.

In this example no billing items or receipts are processed against the student's record. A note indicating that the student is a visa holder and the amount received should be entered.

RM Billing > Students

- Type **Aspinall** and double click or hit <enter> to open Simone's record
- Select the **Notes** tab
- Click and add the details below



- Click OK
- Close Students

Notes: Enter the Student's Visa Number and amount received from the ETI via the Gateway. Visa Details for students are recorded in Student Details in the General module.

© 2019 Civica Education Pty Ltd

4.2.2 Overseas Fee Paying Students

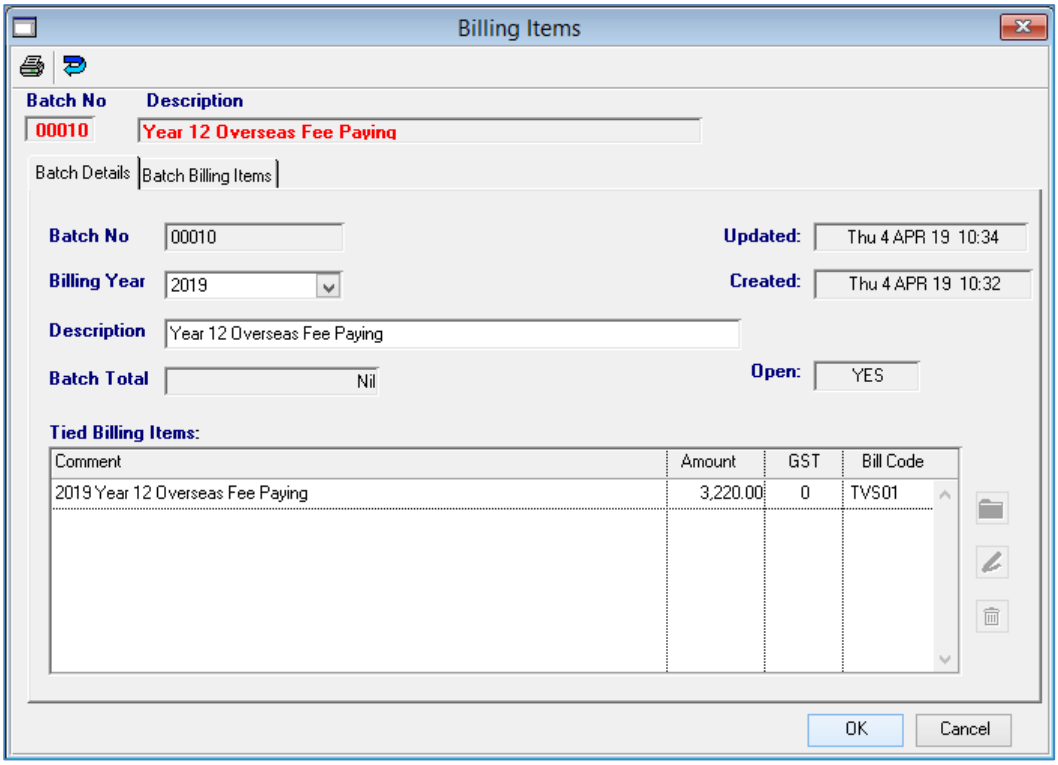
Students holding Temporary Visas and enrolling directly to a school are charged a Tuition Fee. This can be applied to students Term by Term or up front for the full year.

Activity: Create Billing Item for Full Fee Paying Student

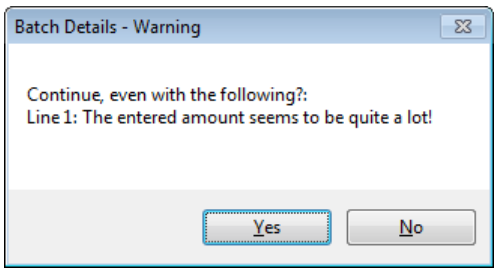
Paul Zanadu is an overseas student holding a Temporary Visa who has enrolled at the school. A Billing Item will be created to charge Paul for his Tuition Fee

RM Billing > Billing Items

- Click on Add Item
- Enter the detail below



- Click **OK** and answer **Yes** to the Batch Details Warning



- Close the Billing Items Window

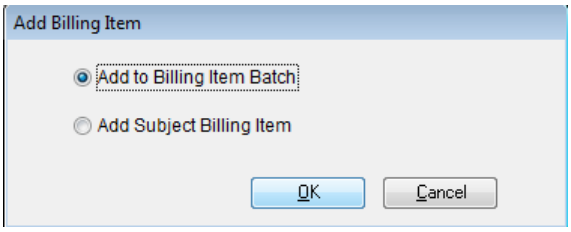
© 2019 Civica Education Pty Ltd

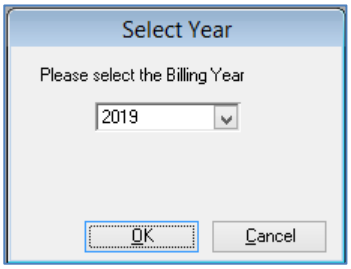
Activity: Apply a Billing Item to Overseas Student

RM Billing > Students

- Find **Paul Zanadu** and open his Record
- Go to his **Billing Items** Tab
- Click on **Add Billing Item**

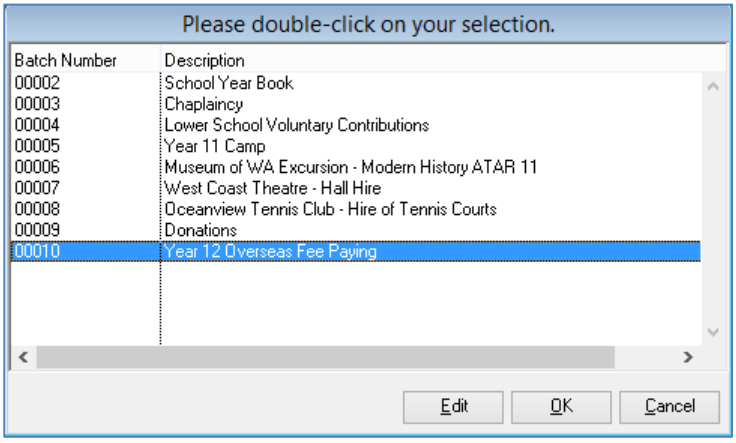
- Select **Add to Billing Item Batch**





- Click **OK** to **2019**

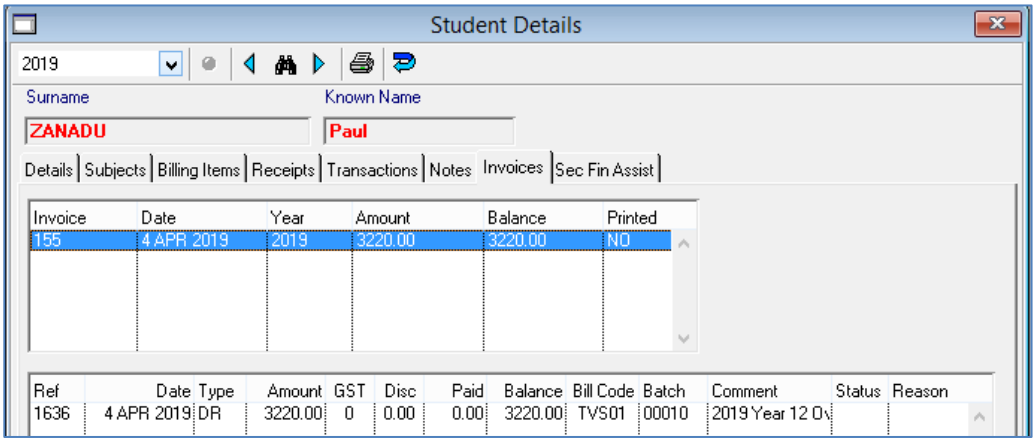
- Select the **Year 12 Overseas Fee Paying** Billing Item



- Click OK

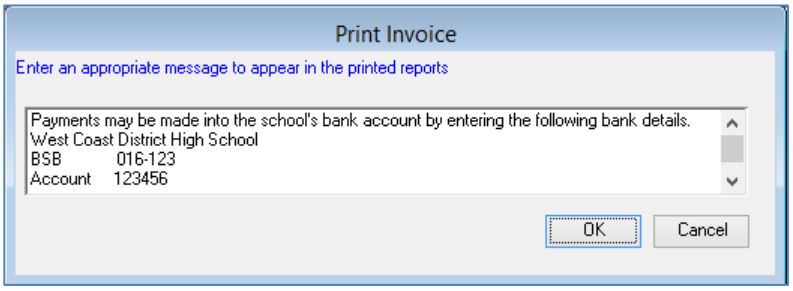
© 2019 Civica Education Pty Ltd

- Go to Paul's **Invoice Tab**



- Highlight the Invoice and click Print

- The Print Invoice message can be edited before printing



- View the Invoice and close

Note: Original Invoices must be sent directly to a printer to be marked as closed. Invoices sent to the screen and then to the printer will not be closed and will have the text Draft Only.

In this example Paul is being billed Term by Term. Each Term the Billing Item would be applied and edited to read the correct Term. Schools may wish to create a Billing Item once for the full yearly amount.

© 2019 Civica Education Pty Ltd

West Coast District High

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

Tax Invoice

Invoice No: 155
Date: 04/04/2019

To: Mrs Zoe Zanadu
12 Farrington Street
SUBIACO WA 6009

DRAFT ONLY

Student: Paul ZANADU **Year 12** **Form 12.3**

Qty	Description of Supply	Status	Price (inc GST)	Disc. Price (inc GST)	GST	Total Price (inc GST)
1	2019 Year 12 Overseas Fee Payine		$ 3,220.00	-	$ 0.00	$ 3,220.00
		Totals			$ 0.00	$ 3,220.00
Total Amount Payable Includes GST						**$ 3,220.00**

Key: R - Reversed, A - Adjusted, V - Reversal, T - Adjustment

Payments may be made into the school's bank account by entering the following bank details.
West Coast District High School
BSB 016-123
Account 123456

Biller Code: 9112
Ref: 21031297

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

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

Mrs Zoe Zanadu
Paul ZANADU **Year: 12** **Form: 12.3**

Total Payable $ 3,220.00

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

OR

☐ Please debit my ☐ Mastercard ☐ VISA

Card No: Expiry Date: /

Signature: Name on Card:

© 2019 Civica Education Pty Ltd

5 Charges and Contributions Sheets

Charges and Contributions Sheets are produced towards the end of each school year. Much of the preparation of the Charges and Contributions sheets assists in the processing of Billing Items.

Task	Action	Notes
Assign the Fees Biller	Each Student must have an assigned Fees Biller	• Selected PG must have contact details entered in the student records • Usually entered on student enrolment • Student without a Fees Biller will appear on exemption reports when processing billing items and government subsidies
Assign Student Billing Category	Each Student must have a Billing Category. The Billing Category determines how the student can be billed and how receipts are applied against billing items	• Must be reset at the commencement of each billing year. • Students without a Student Billing Category will appear on exemption reports when processing billing items and government subsidies
Set Subject Costs	Schools using Timetabling may set subjects costs on a per subject basis. Students are then billed based on their primary subject preferences.	• Information shown on the Charges and Contributions sheet and Subjects tab is automatically updated to show Timetable changes • Changes to Billing Items shown on statements must be handled manually
Create Template	Charges and Contribution sheet is created using a template. Users may enter all items to be billed under the appropriate tab.	• The template will automatically draw information from student subject selection and associated subject costs • The Template will draw student information from student records • Templates can be copied and edited

© 2019 Civica Education Pty Ltd

5.1 Printing the Charges and Contribution Sheet

To prepare for producing the Charges and Contributions Sheets for the Year 11 Students we have:

1. Ensured all Students have a Fees Biller nominated
2. Set the Student Billing Category
3. Set the Subject Charges
4. Created a Template (Already created. Creating a Charges and Contribution Template will not be covered in this course)

Note: The Charges and Contributions Sheet draws information entered into the relevant template from individual student primary subject selections in Timetabling and the subject costs entered into Billing Parameters.

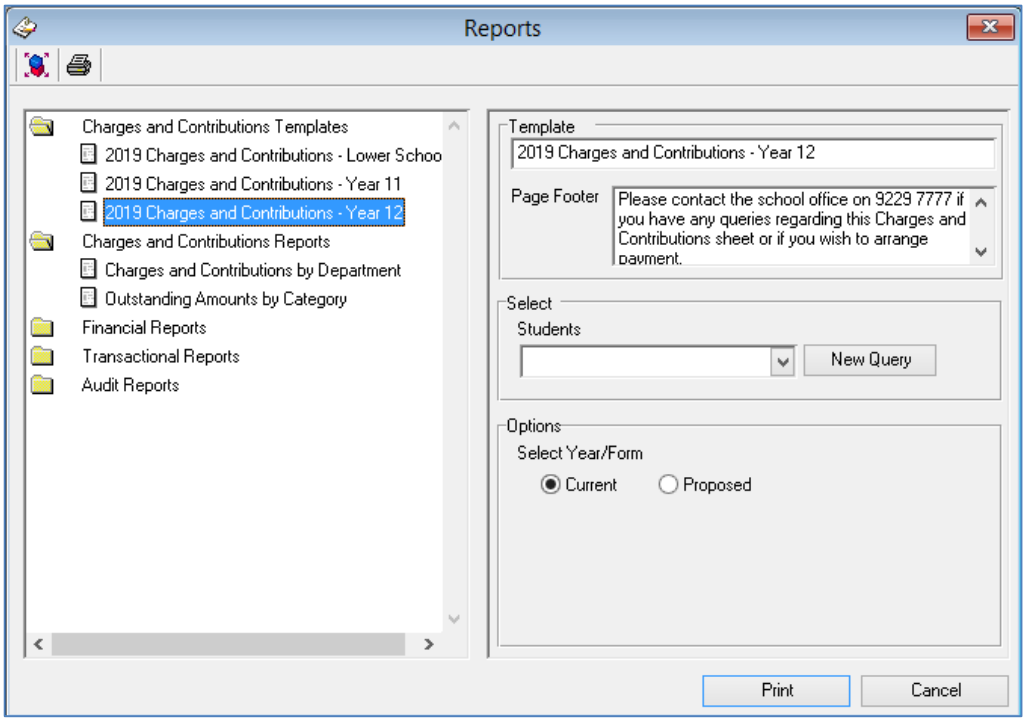
Activity: Printing the Charges and Contributions Sheets

Year 12 students, Katie Williams and Anthony Vance have enrolled at school for the commencement of Term 1. As they have had their subject selections entered into Timetabling, we are able to produce a Charges and Contributions Sheet for them.

Note: The Fees Biller and Student Billing Category has already been set for these students.

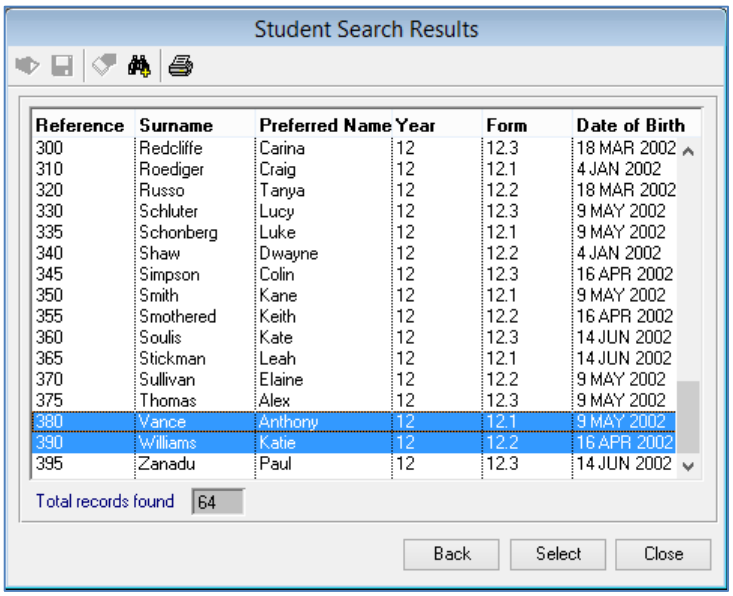
RM Billing > Reports

- Click on the **Charges and Contributions Templates** Folder
- Select the **2019 Charges and Contributions - Year 12** Template



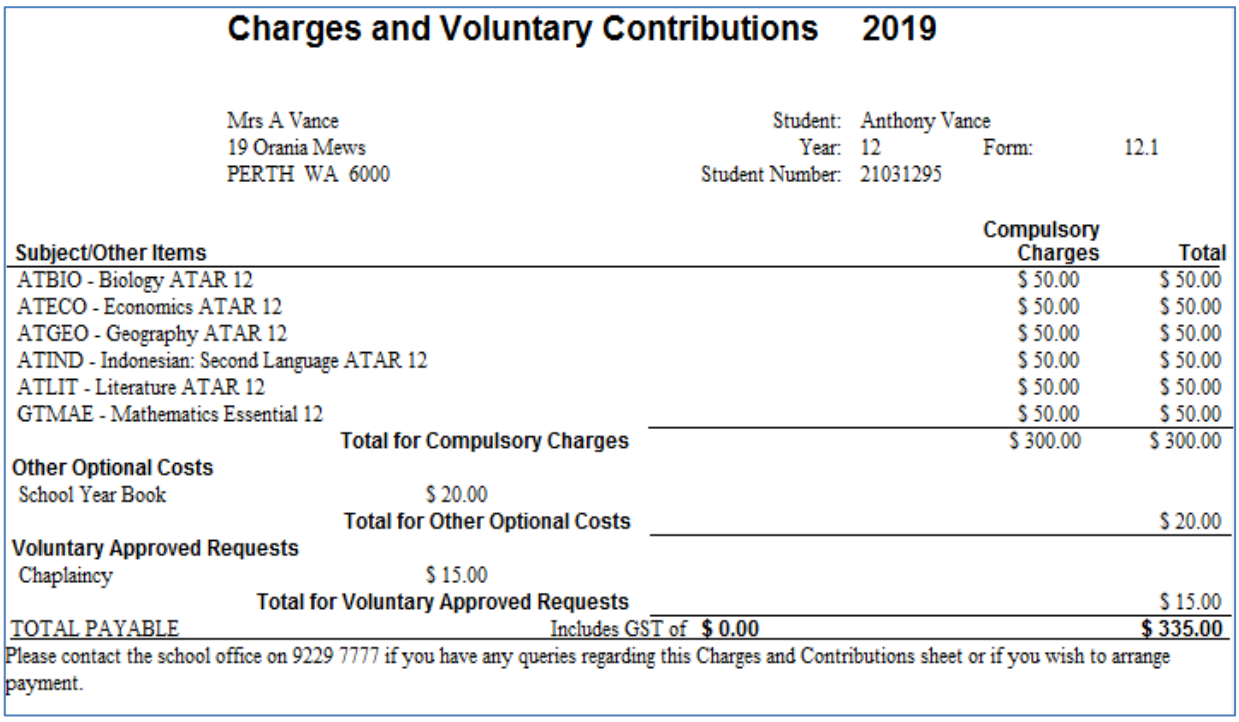
© 2019 Civica Education Pty Ltd

- Click on **New Query**
- Select Year Group **12**
- Click on **Find**
- Scroll to the bottom of the list and select **Anthony Vance and Katie Williams**



Reference	Surname	Preferred Name	Year	Form	Date of Birth
300	Redcliffe	Carina	12	12.3	18 MAR 2002
310	Roediger	Craig	12	12.1	4 JAN 2002
320	Russo	Tanya	12	12.2	18 MAR 2002
330	Schluter	Lucy	12	12.3	9 MAY 2002
335	Schonberg	Luke	12	12.1	9 MAY 2002
340	Shaw	Dwayne	12	12.2	4 JAN 2002
345	Simpson	Colin	12	12.3	16 APR 2002
350	Smith	Kane	12	12.1	9 MAY 2002
355	Smothered	Keith	12	12.2	16 APR 2002
360	Soulis	Kate	12	12.3	14 JUN 2002
365	Stickman	Leah	12	12.1	14 JUN 2002
370	Sullivan	Elaine	12	12.2	9 MAY 2002
375	Thomas	Alex	12	12.3	9 MAY 2002
380	Vance	Anthony	12	12.1	9 MAY 2002
390	Williams	Katie	12	12.2	16 APR 2002
395	Zanadu	Paul	12	12.3	14 JUN 2002

- Click **Select** and **Yes**
- Click on **Print** and **OK** to print to screen



Charges and Voluntary Contributions 2019

Mrs A Vance
19 Orania Mews
PERTH WA 6000

Student: Anthony Vance
Year: 12 Form: 12.1
Student Number: 21031295

Subject/Other Items		Compulsory Charges	Total
ATBIO - Biology ATAR 12		$ 50.00	$ 50.00
ATECO - Economics ATAR 12		$ 50.00	$ 50.00
ATGEO - Geography ATAR 12		$ 50.00	$ 50.00
ATIND - Indonesian: Second Language ATAR 12		$ 50.00	$ 50.00
ATLIT - Literature ATAR 12		$ 50.00	$ 50.00
GTMAE - Mathematics Essential 12		$ 50.00	$ 50.00
Total for Compulsory Charges		$ 300.00	$ 300.00
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**		**$ 335.00**

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 Year 12 Charges and Contributions Sheet

© 2019 Civica Education Pty Ltd

6 Billing Items

6.1 Creating Billing Items for Students

The Charges and Contributions Sheets produced for students is an advice to parents/guardians of costs associated with a student's education.

Note: No actual debt is created or processed against the student record when the Charges and Contributions Sheet is run.

A Billing Item is used to process debt against a student record. Billing Items can be created for any debt incurred by the student:

When should Subject 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)

6.2 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 in the training course).

6.2.1 Creating Subject Billing Items

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

Note: Billing Items create debt against a student's record. A statement will show a record of Billing Items and other transactions processed against a student's record.

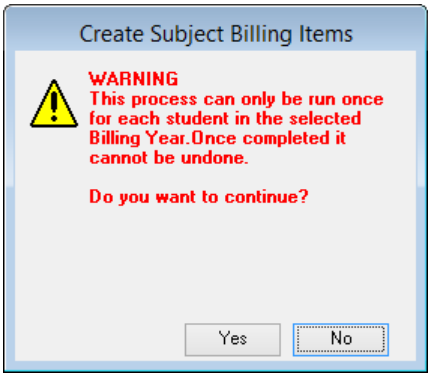
© 2019 Civica Education Pty Ltd

Activity: Run Subject Billing Items Utility

Katie Williams and Anthony Vance have not been billed for their subject selections. The Billing Utility will look at individual student selections in Timetabling and the costs set in billing parameters, to create billing items.

RM Billing > Utilities

- Click on **Create Subject Billing Items**

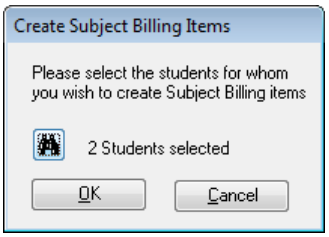


- Click **Yes**
- Click **OK** to the current billing year

- Click on
- Select the Year **12** students
- Click **Find**
- Select **Katie Williams and Anthony Vance**

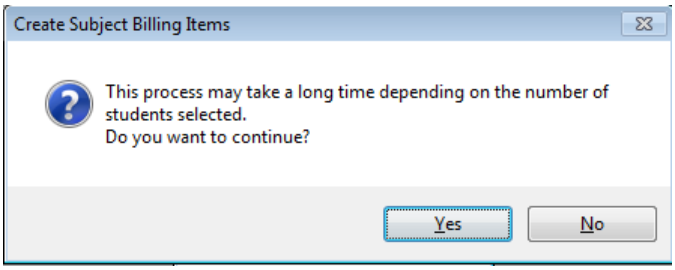
380	Vance	Anthony	12	12.1	9 MAY 2002
390	Williams	Katie	12	12.2	16 APR 2002

- Click **Select** and **Yes**

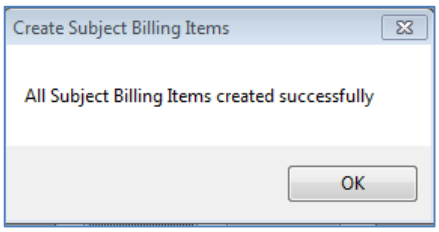


- Click **OK**

© 2019 Civica Education Pty Ltd



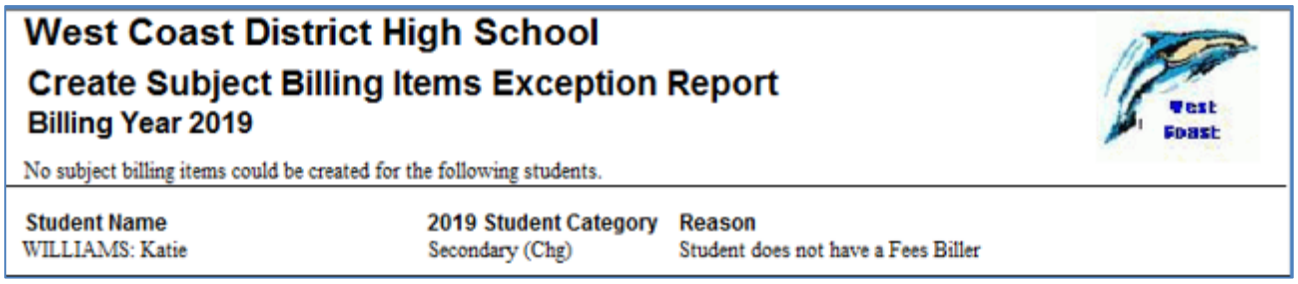
- Click **Yes**



- Click **OK**

6.2.2 Exception Report

A Billing Items Exception Report will be printed for any student for whom billing items were not processed.



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

© 2019 Civica Education Pty Ltd

6.2.3 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.

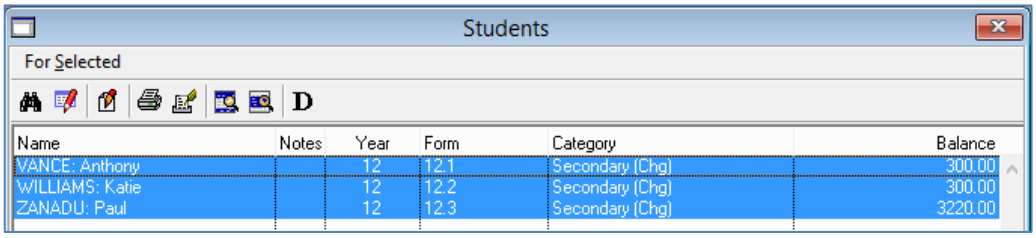
For example:

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

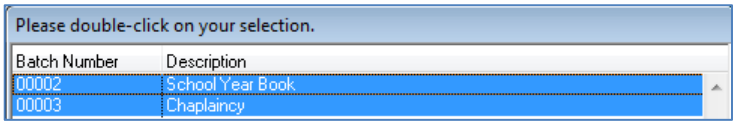
Activity: Apply Billing Items

RM Billing > Students

- Click on
- Select the **Year 12** Student Group
- Click **Find**
- Select **Anthony Vance, Katie Williams, and Paul Zanadu**
- Click **Select** and **Yes**
- Highlight the required students



- Click **For Selected > Add to Billing Item Batch**
- Click **OK** to the current billing year
- Highlight the **School Year Book** and **Chaplaincy** batches



- Click **OK**

Note: Schools should refer to the guidelines listed in the section of Visa and Full Fee Paying Students for information on billing.

© 2019 Civica Education Pty Ltd

7 Receipts

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.

7.1 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, for Direct Deposits into your account, including payments from Centrelink or Family and Children's Services
- BPAY
- Corrections
- Refunds
- Government Subsidies (special type of receipt – create if not exporting to RM Finance)
- Sibling Transfer

It is important the different types of receipt batches are separate. This will make reconciliation in RM Finance much easier.

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

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

© 2019 Civica Education Pty Ltd

7.2 Naming Receipts Batches

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

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

For example:
General Banking 03.09.19
Electronic Funds Transfer 03.09.19

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. Change the date to reflect the actual receipt date.

7.3 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

Note: Only the above payment methods can be used. Users must not create other payment methods.

© 2019 Civica Education Pty Ltd

7.4 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.

7.4.1 Receipting Methods

There are five methods (including Applying Subsidies), that users may select from when processing receipts. Each has features to assist with individual receipting needs.

Receipt Process		**Features**	**Type of Payment**
Apply Subsidy	Students>For Selected >Apply Subsidy	Payment is automatically allocated to billing items according to business rules	GV only $235 Education Program Allowance only
Apply Receipt	Students>For Selected >Apply Receipt	Payment is automatically allocated to billing items	CA, CH,CR,EF,BP,DD
Add Receipt	Student Record >Add Receipt	Payment is automatically allocated to billing items. Users may edit allocations.	CA, CH,CR,EF,BP,DD
Bulk Receipts	Receipts>Receipt batch >Bulk Receipts	Allows users to receipt via payment type. Users select the billing items to be paid.	CA, CH,CR,EF,BP,DD, GV Ensure correct payment batch type is selected
Add Receipt for selected Billing Items	Billing Items> Batch Billing Items> Show Outstanding Balances> Add Receipt	Allows users to receipt payments of the same billing item, amount and payment method.	CA, CH,CR,EF,BP,DD

© 2019 Civica Education Pty Ltd

8 Create a Receipts Batch

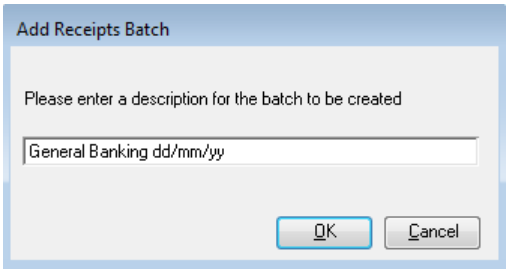
Activity: Open a General Banking Batch

RM Billing > Receipts

As all the banking batches are closed, it is necessary to open a General Banking batch in order to receipt any Cheque or Cash payments that may come to the School Office.

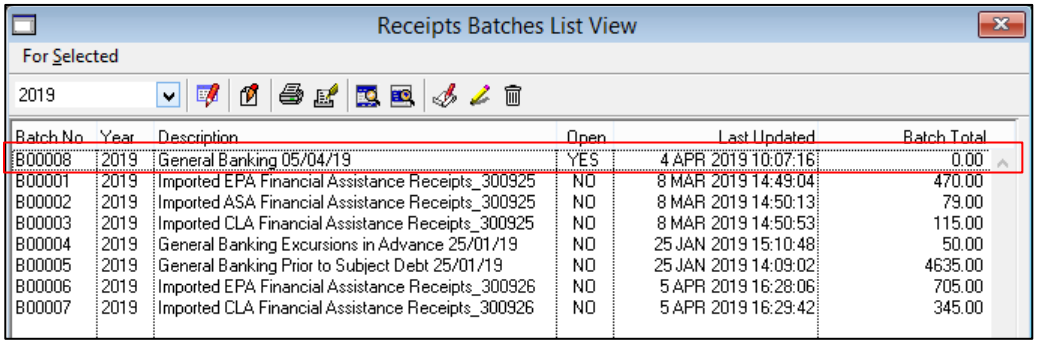
Create the following receipt batch using today's date

- Click
- Enter the Description and today's date



- Click **OK** to save

View the newly created receipts batch in the Receipts Batches List View



Batch No	Year	Description	Open	Last Updated	Batch Total
B00008	2019	General Banking 05/04/19	YES	4 APR 2019 10:07:16	0.00
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00
B00005	2019	General Banking Prior to Subject Debt 25/01/19	NO	25 JAN 2019 14:09:02	4635.00
B00006	2019	Imported EPA Financial Assistance Receipts_300926	NO	5 APR 2019 16:28:06	705.00
B00007	2019	Imported CLA Financial Assistance Receipts_300926	NO	5 APR 2019 16:29:42	345.00

- Close the Receipts Batches List View window

© 2019 Civica Education Pty Ltd

8.1 Scholarship/Donation Payments

8.1.1 Donations/Scholarships Option 1

Schools may receive Scholarship funds for the nominated student(s) prior to the Billing Items being created. In this case the Scholarship funds can be receipted as unallocated credit. Scholarship funds can then be allocated to Billing Items, and after applying the $235 Education Program Allowance, if applicable.

Activity: Receipting Scholarships

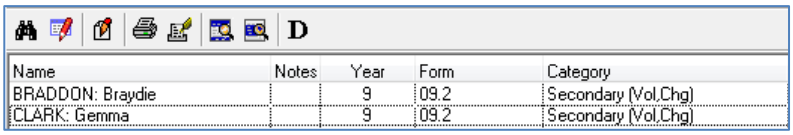
In this activity we will look at Option 1.

The school has received Scholarship cheques for Gemma Clark and Braydie Braddon. The payment is to be receipted into the General Banking batch. As the Billing Items have not been created for these students, the payment will initially appear as unallocated credit. Once the Billing Items have been created and the Education Program Allowance (if applicable) is allocated, then the Scholarship can also be allocated.

Braydie Braddon	$100
Gemma Clark	$100

RM Billing > Students

- Highlight **Braydie Braddon and Gemma Clark**
- Click **Hide Unselected**



Name	Notes	Year	Form	Category
BRADDON: Braydie		9	09.2	Secondary (Vol,Chg)
CLARK: Gemma		9	09.2	Secondary (Vol,Chg)

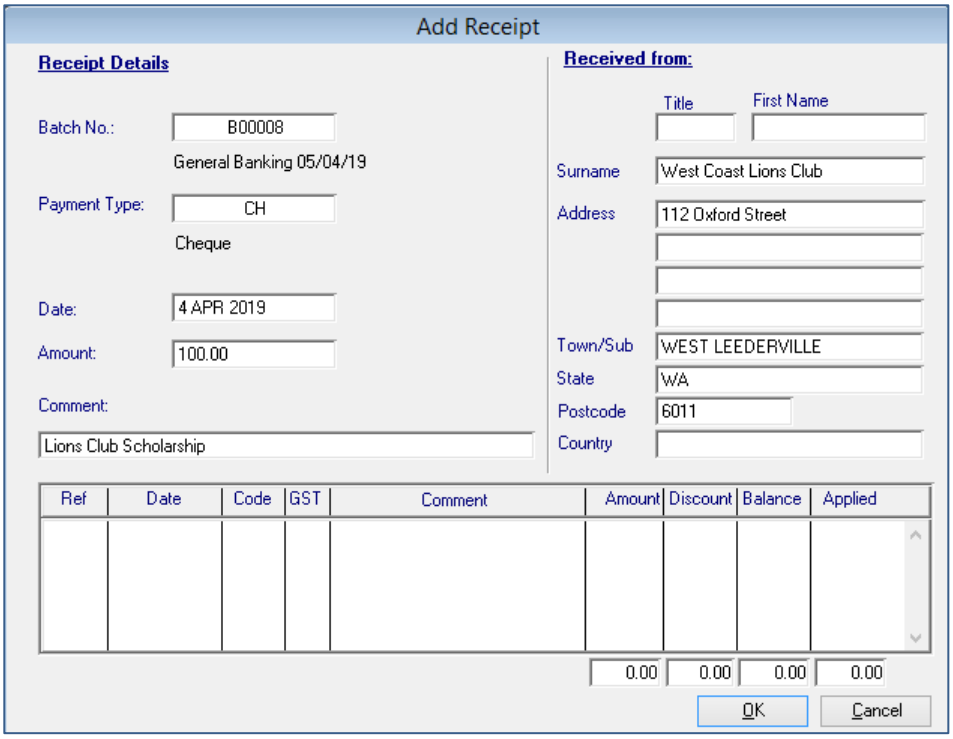
- Open **Braydie Bradden's** record
- Select the **Receipts** tab

- Click on

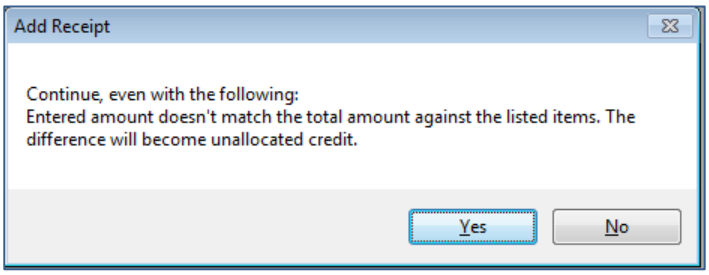
- <Tab> into the Batch no cell select the **General Banking** batch <tab><tab>
- Select Payment Type: **CH** <tab><tab>
- Enter Amount: **$100**
- Enter Comment: **Lions Club Scholarship**

- Remove default payer details
- Enter Surname: **West Coast Lions Club**
- Enter Address: **112 Oxford Street, WEST LEEDERVILLE WA 6011**

© 2019 Civica Education Pty Ltd

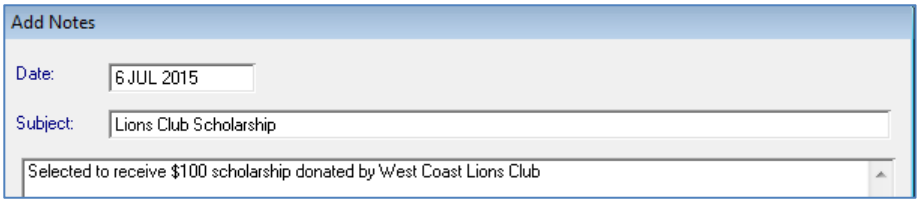


- Click **OK**



- Click **Yes**
- Click the **Notes** tab
- Click
- Enter the following

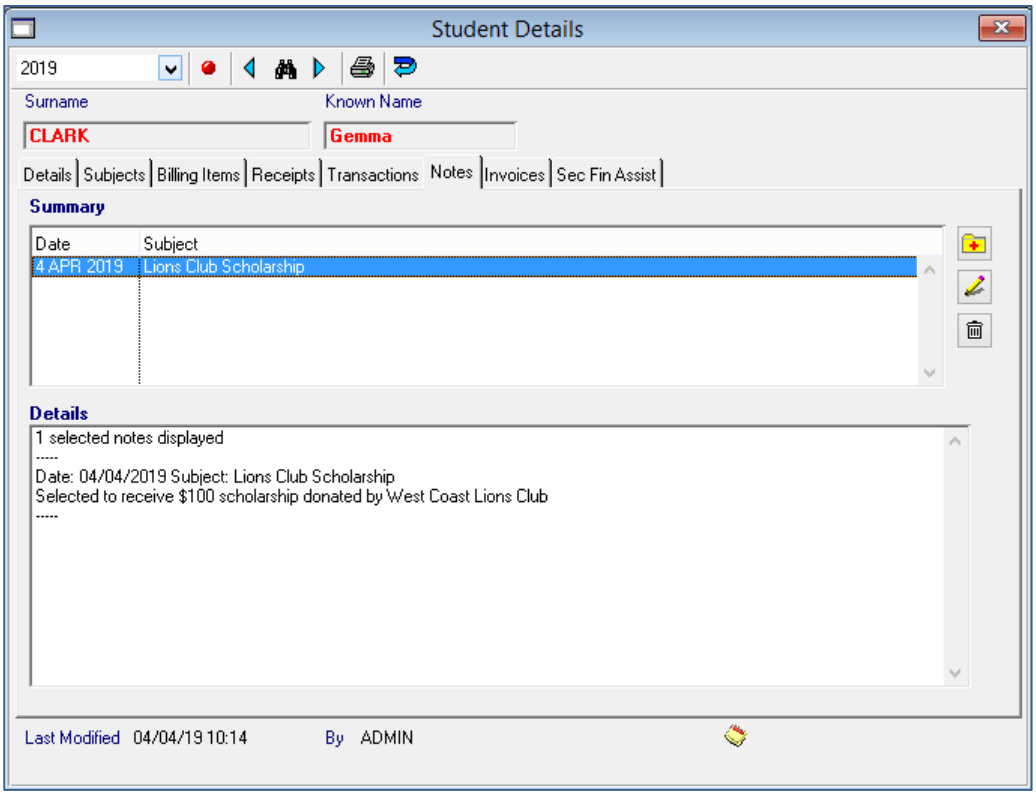
Hint: When adding Gemma's note, the details can be copied from Braydie's by editing his note and copying <Ctrl+C> the text, then pasting <Ctrl+V> into Gemma's record.



- <Ctrl+C> so we can paste in to Gemmas Note section
- Click **OK**

© 2019 Civica Education Pty Ltd

- Click and enter the note for **Gemma Clark**
- Highlight the note and Click to print an individual note



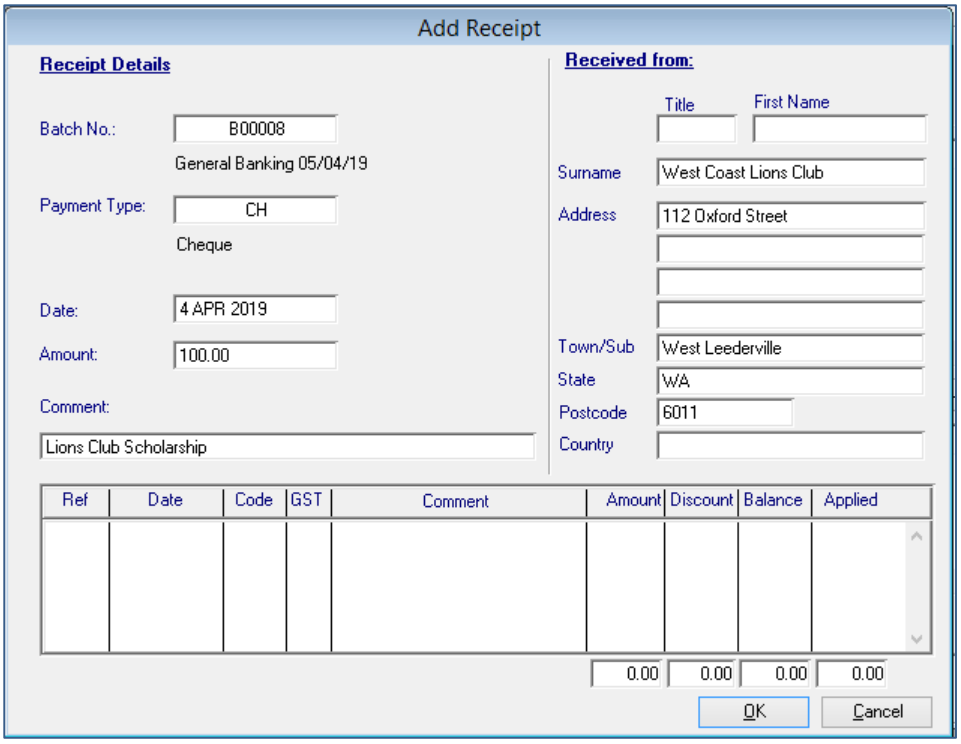
Continue to enter the Receipt

- Click on the **Recipts** tab

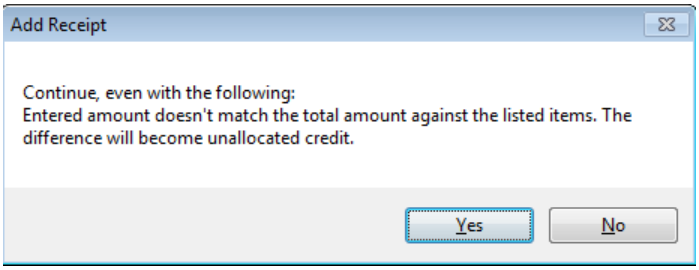
- Click Add Receipt
- <tab> into the Batch no cell select the **General Banking** batch <tab><tab>
- Select Payment Type: **CH** <tab><tab>
- Enter Amount: **$100**
- Enter Comment: **Lions Club Scholarship**

- Remove default payer details
- Enter Surname: **West Coast Lions Club**
- Enter Address: **112 Oxford Street, WEST LEEDERVILLE WA 6011**

© 2019 Civica Education Pty Ltd

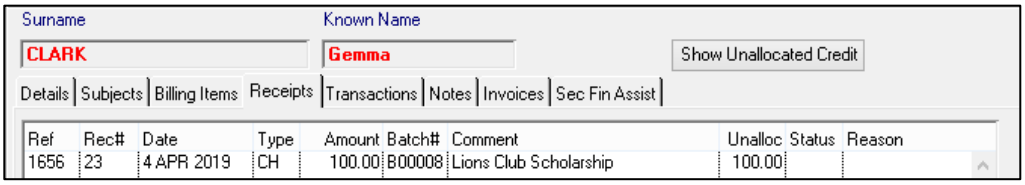


- Click **Ok**



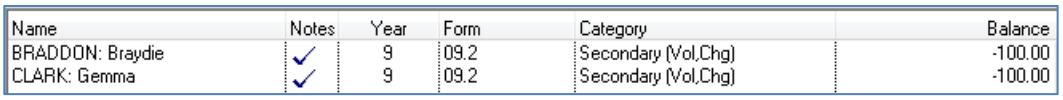
- Click **Yes**

The receipt now appears in the student's receipt window



- Click to return to the student list

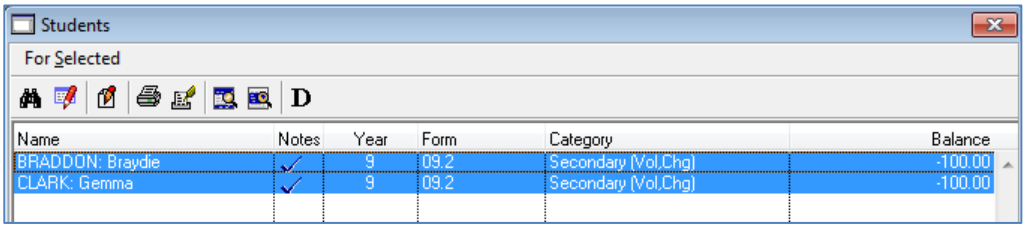
Note: Ticks now appear next to the student's names indicating that a note has entered.



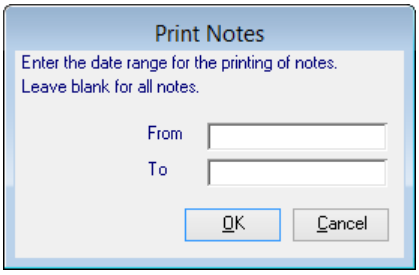
© 2019 Civica Education Pty Ltd

Viewing Multiple Notes

- Highlight **Braydie Braddon** and **Gemma Clark**



- Click **For Selected > Print Notes**



- Add a date range or leave blank for **ALL** notes
- Click **OK** to send to the screen

West Coast District High School

Student Notes Report

Date	Subject	Detail
BRADDON: Braydie	**Year: 9**	**Form: 09.2**
4 APR 2019	Lions Club Scholarship	Selected to receive $100 scholarship donated by West Coast Lions Club.
CLARK: Gemma	**Year: 9**	**Form: 09.2**
4 APR 2019	Lions Club Scholarship	Selected to receive $100 scholarship donated by West Coast Lions Club

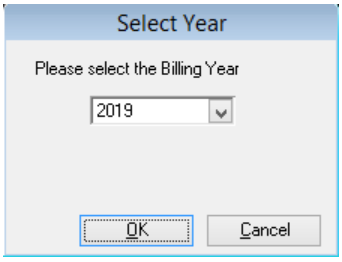
- View and Close the Note

© 2019 Civica Education Pty Ltd

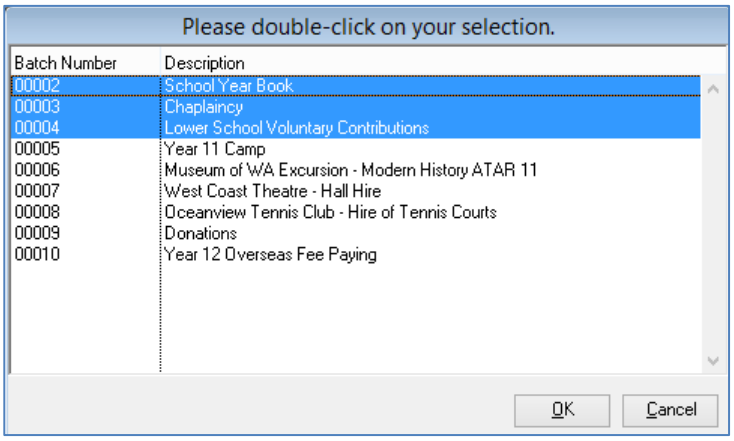
Apply Billing Items

With Braydie and Gemma still highlighted

- Click **For Selected > Add to Billing Item Batch**



- Click **OK** to the current billing year
- Select the **School Year Book, Chaplaincy** and **Lower School Voluntary Contributions,**

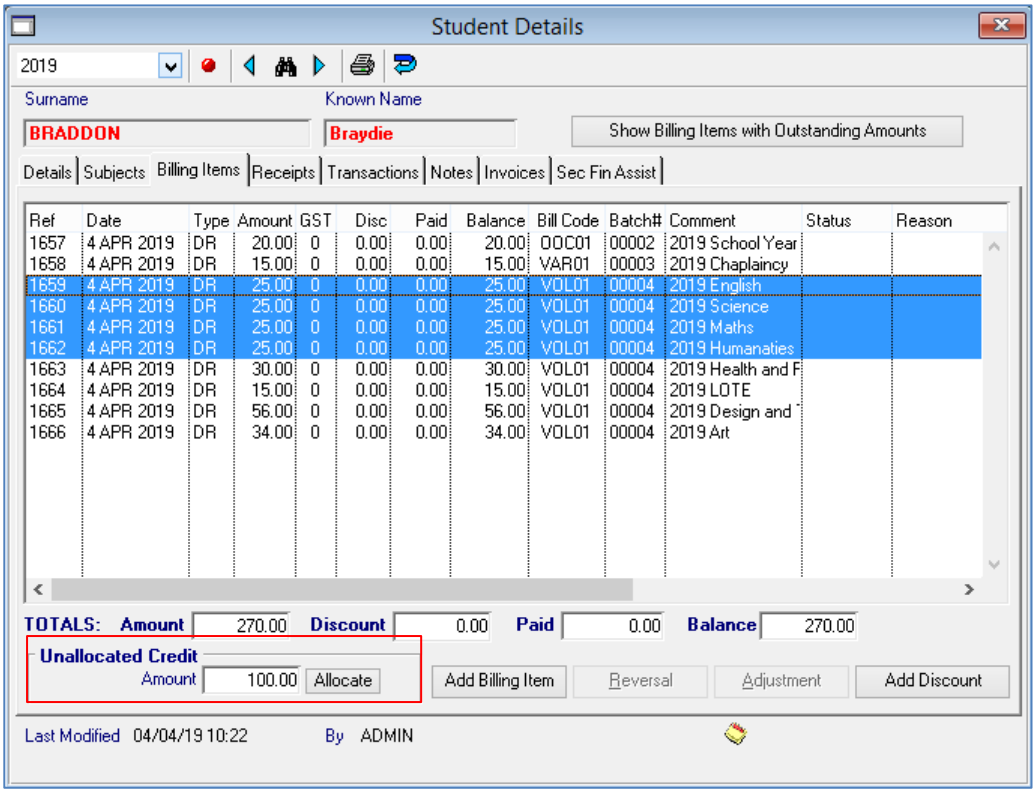


- Click **OK**

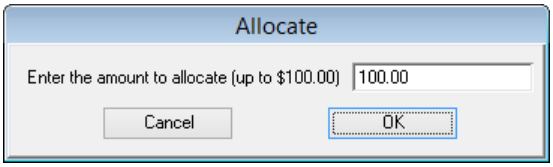
© 2019 Civica Education Pty Ltd

Applying the Scholarship Money

- Open the record for **Braydie Bradden**
- Click on the **Billing Items** tab
- View the unallocated amount
- Highlight billing items to a total of **$100**



- Click Allocate
- Enter amount to allocate 100.00



- Click **OK**
- Click to Gemma's record
- Repeat the steps above to apply the unallocated credit to **Gemma Clark**
- Click on Show Billing Items with Outstanding Amounts
- View only Billing Items are have a balance remaining
- Close the Student screen

© 2019 Civica Education Pty Ltd

8.1.2 Receipting Donation/Scholarships Option 2

Schools may receive Scholarships which can be awarded to the student(s) at a later date. The scholarship amount can be directly receipted into an appropriate C1550 account In RM Finance.

Billing Items for the relevant student(s) can be reduced by an adjustment.

Activity: Receipting Donations

This activity will look at Option 2

A local organisation has provided a donation of $50 to the school to assist with a student's Camp costs. The student benefitting from this donation is yet to be determined.

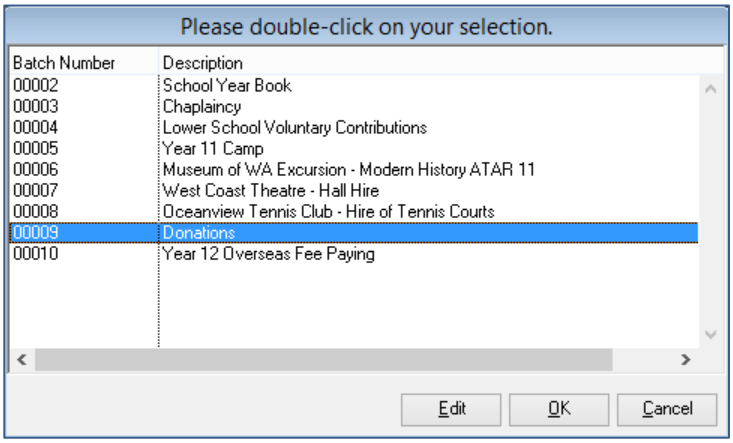
The payment is to be receipted into RM Billing using a Customer setup for donations, with a Billing Item linked to the Donation budget and analysis codes.

RM Billing > Customers

- Double click on **Donations**
- Select the **Billing Item** tab

- Click on

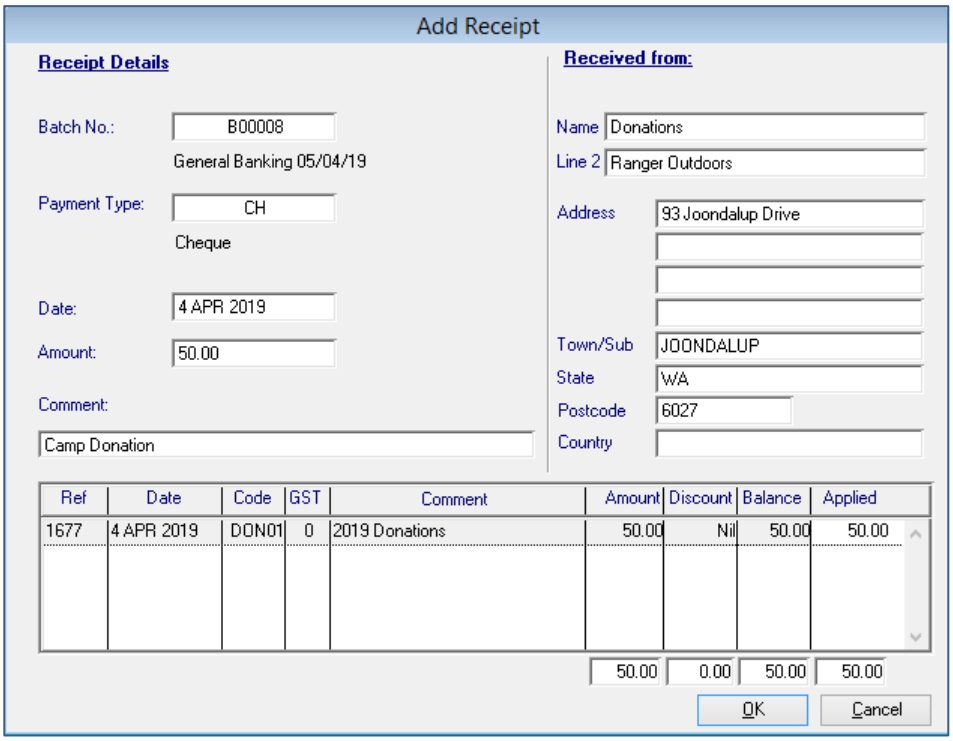
- **OK** to the current billing year
- Select the **Donations** billing item and **OK**



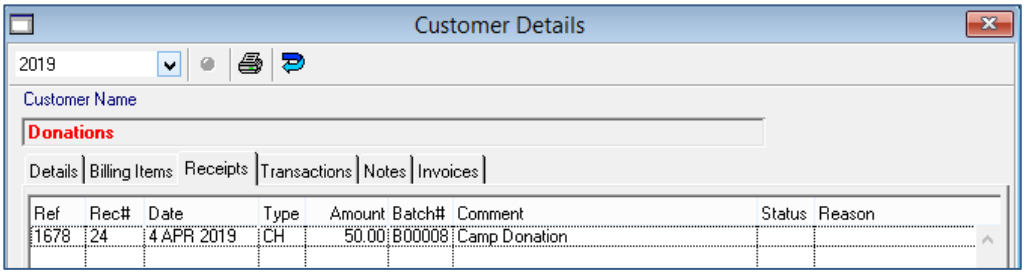
Note: If the Donations Billing Item amount does not match the amount of the donation, it would need to be edited to reflect the exact amount of the donation being made.

© 2019 Civica Education Pty Ltd

- Click on the **Receipts** tab
- Click on Add Receipt
- <Tab> in the batch number cell select the **General Banking** batch <tab><tab>
- Select payment method: **CH** <tab><tab>
- Enter Amount: **50**
- Enter Comment: **Camp Donation**
- Enter Name: **Ranger Outdoors**
- Enter Address: **93 Joondalup Drive JOONDALUP WA 6027**



- Click **OK**



- Close the Customer's screen

© 2019 Civica Education Pty Ltd

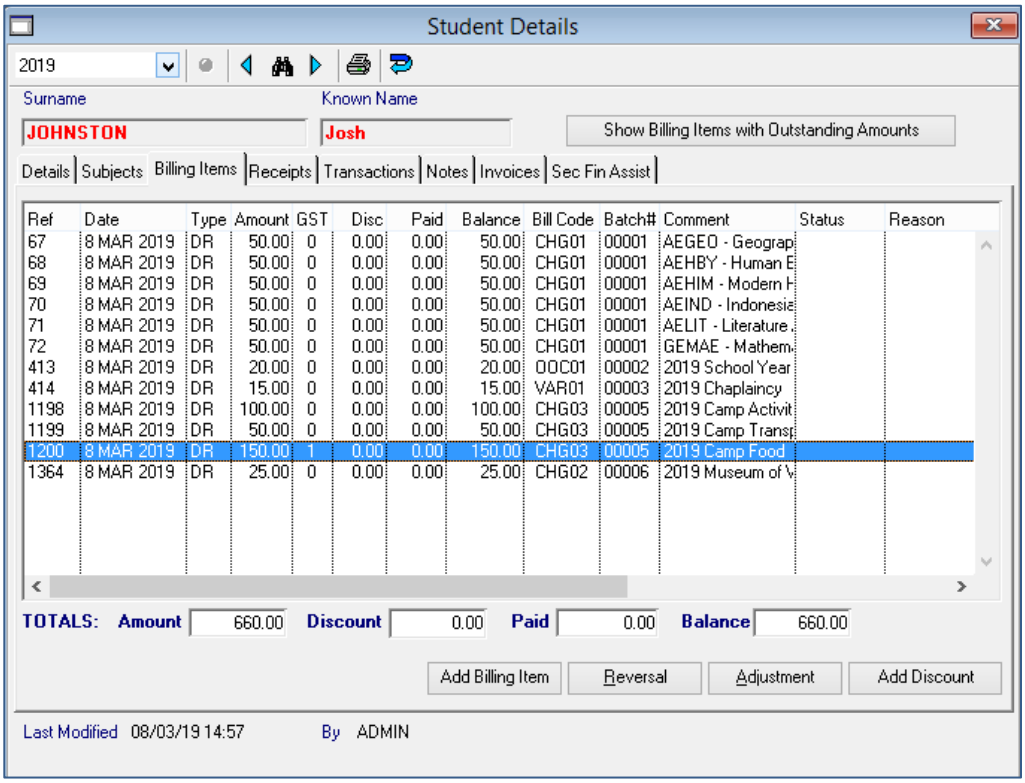
The School has decided to assist Josh Johnston with his camp expenses.

The donation can be reflected on Josh's record by processing an adjustment transaction for the donated amount.

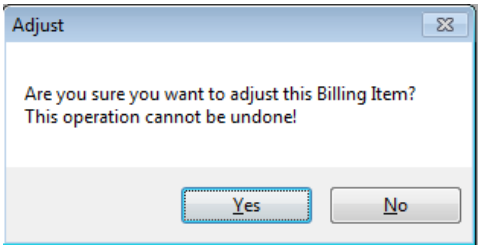
Adjusting the Billing Items

RM Billing > Students

- Open the record for **Josh Johnston**
- Select the **Billing Items** tab
- Highlight the **Camp Food** line



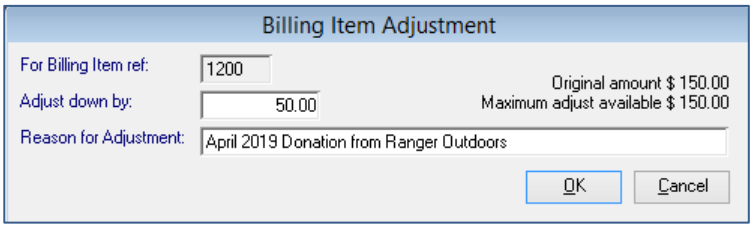
- Click on Adjustment



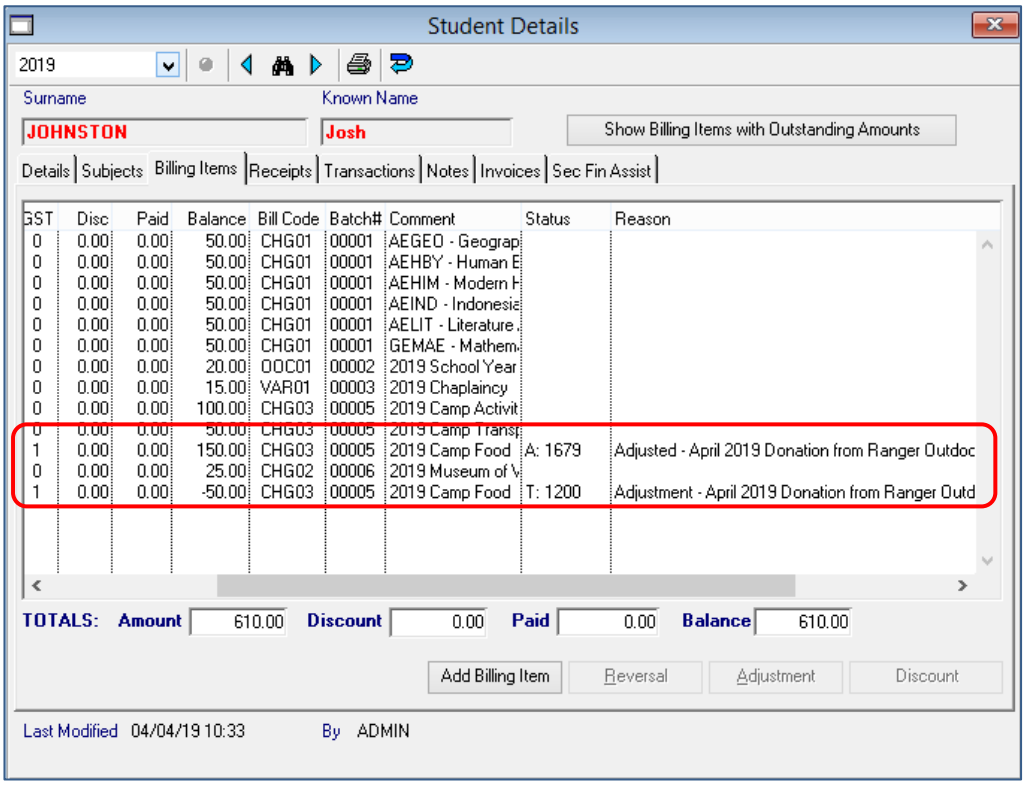
- Click **Yes**

© 2019 Civica Education Pty Ltd

- Enter 50 as the Adjust by amount
- Enter the Month, Date and Reason for the adjustment



- Click **OK**
- View the Adjustment transaction



- Close the Student screen

© 2019 Civica Education Pty Ltd

8.2 Subject Deposits or Payments in Advance

Schools may accept payment for Charges and Contributions for the next school year or prior to the creation of Billing Items. Schools may also request deposits for high cost subjects. These payments are processed using Receipts batches opened specifically for receipting for the next billing year or prior to creation of Billing Items. These payments are processed as unallocated credit as the relevant billing items are yet to be created.

Note: Care must be taken to process receipts against student records according to the receipting order, Education Program Allowance (GV), Clothing Allowance followed by parent payment.

Once the Billing Items for the New Year have been created, any deposits and early payments can be allocated. Integris offers users two methods in which to apply unallocated credit.

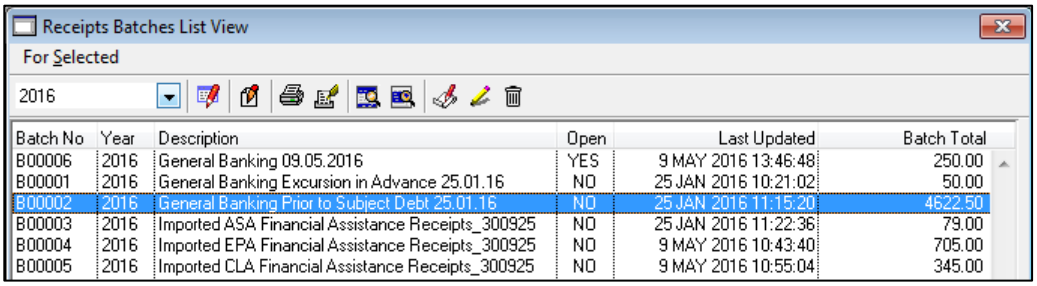
© 2019 Civica Education Pty Ltd

8.2.1 View Previously Closed Receipts Batches

Activity: View Past Payments

RM Billing > Receipts

- Highlight the **General Banking Prior to Subject Debt 25.01.19** batch



Batch No	Year	Description	Open	Last Updated	Batch Total
B00006	2016	General Banking 09.05.2016	YES	9 MAY 2016 13:46:48	250.00
B00001	2016	General Banking Excursion in Advance 25.01.16	NO	25 JAN 2016 10:21:02	50.00
B00002	2016	General Banking Prior to Subject Debt 25.01.16	NO	25 JAN 2016 11:15:20	4622.50
B00003	2016	Imported ASA Financial Assistance Receipts_300925	NO	25 JAN 2016 11:22:36	79.00
B00004	2016	Imported EPA Financial Assistance Receipts_300925	NO	9 MAY 2016 10:43:40	705.00
B00005	2016	Imported CLA Financial Assistance Receipts_300925	NO	9 MAY 2016 10:55:04	345.00

- Click **For Selected > Print Daily Banking**

This report will give you a list of student payments for their accounts in advance with the receipt details.

West Coast District High School

Daily Banking Summary 04/04/2019

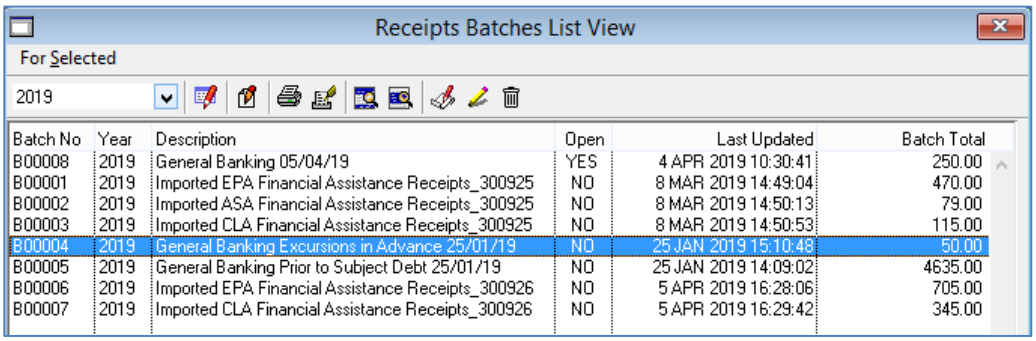
Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
9	$ 635.00	Mr L Williams	WILLIAMS: Tenille	Charges and Contributions in advance	B00005	
10	$ 635.00	Mr M Michael	MICHAEL: Daniel	Charges and Contributions in advance	B00005	
14	$ 735.00	Mrs T Hogan	HOGAN: Paul	Charges and Contributions in advance	B00005	
Total Cash		$ 2,005.00				
CHEQUE						
11	$ 735.00	Mrs K Kitchen	KITCHEN: Marc	Charges and Contributions in advance	B00005	
12	$ 635.00	Mr J Pamment	PAMMENT: Louise	Charges and Contributions in advance	B00005	
13	$ 660.00	Mrs Black	BLACK: Jenny	Charges and Contributions in advance	B00005	
15	$ 600.00	Mrs R Ravat	RAVAT: Donna	Subject Charges and Year 11 Camp	B00005	
Total Cheque		$ 2,630.00				

Total for Cash and Cheques	$ 4,635.00
Total for Report:	**$ 4,635.00**

- View and close report

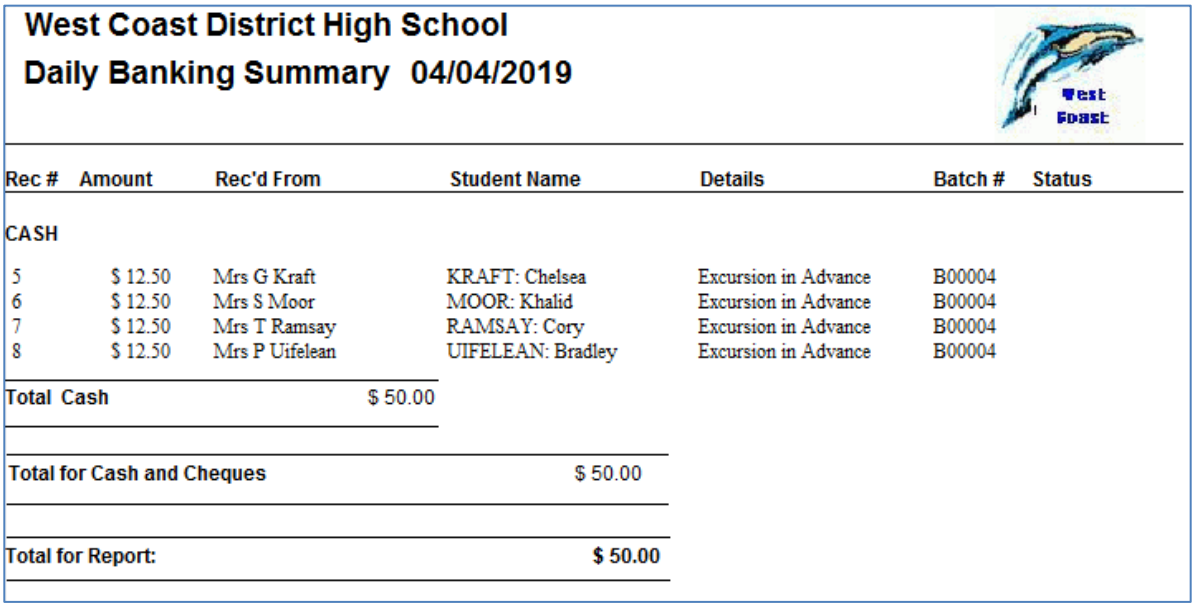
© 2019 Civica Education Pty Ltd

- Highlight the **General Banking Excursions in Advance 25.01.19** Receipts Batch for $50
- Click **For Selected > Print Daily Banking**



Batch No	Year	Description	Open	Last Updated	Batch Total
B00008	2019	General Banking 05/04/19	YES	4 APR 2019 10:30:41	250.00
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00
B00005	2019	General Banking Prior to Subject Debt 25/01/19	NO	25 JAN 2019 14:09:02	4635.00
B00006	2019	Imported EPA Financial Assistance Receipts_300926	NO	5 APR 2019 16:28:06	705.00
B00007	2019	Imported CLA Financial Assistance Receipts_300926	NO	5 APR 2019 16:29:42	345.00

- View the **Daily Banking Report**



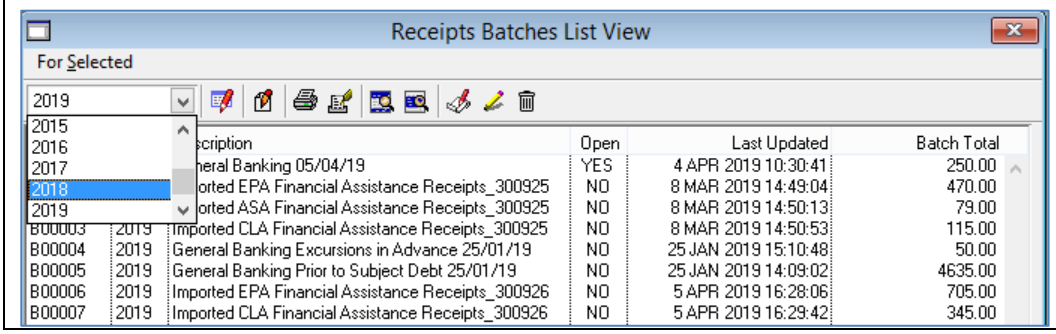
West Coast District High School

Daily Banking Summary 04/04/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
5	$ 12.50	Mrs G Kraft	KRAFT: Chelsea	Excursion in Advance	B00004	
6	$ 12.50	Mrs S Moor	MOOR: Khalid	Excursion in Advance	B00004	
7	$ 12.50	Mrs T Ramsay	RAMSAY: Cory	Excursion in Advance	B00004	
8	$ 12.50	Mrs P Uifelean	UIFELEAN: Bradley	Excursion in Advance	B00004	
Total Cash		$ 50.00				
Total for Cash and Cheques			$ 50.00			
Total for Report:			$ 50.00			

This batch was used to receipt payments in advance for an excursion. All these payments have been receipted as Unallocated Credit.

Note: If payments for subjects or charges have been made in the previous year, for example, in December 2018 for 2019, users can view these Receipts batches by selecting the previous year form the drop down menu.



Batch No	Year	Description	Open	Last Updated	Batch Total
		eral Banking 05/04/19	YES	4 APR 2019 10:30:41	250.00
		orted EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
		orted ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00
B00005	2019	General Banking Prior to Subject Debt 25/01/19	NO	25 JAN 2019 14:09:02	4635.00
B00006	2019	Imported EPA Financial Assistance Receipts_300926	NO	5 APR 2019 16:28:06	705.00
B00007	2019	Imported CLA Financial Assistance Receipts_300926	NO	5 APR 2019 16:29:42	345.00

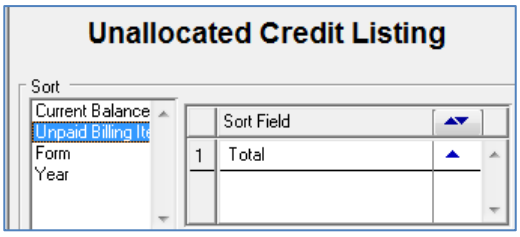
© 2019 Civica Education Pty Ltd

8.2.2 View the Unallocated Credit Listing

Activity: View the Unallocated Credit Listing Report

RM Billing > Reports > Financial Reports > Unallocated Credit

- Select **Students**
- Sort by **Total**



- Click **Print**

West Coast District High School

Unallocated Credit Listing as at 04/04/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
KRAFT: Chelsea	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
MOOR: Khalid	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
RAMSAY: Cory	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
UIFELEAN: Bradley	11	11.1	$635.00	$647.50	$0.00	$12.50	$12.50
RAVAT: Donna	11	11.2	$35.00	$635.00	$0.00	$600.00	$600.00
MICHAEL: Daniel	11	11.2	$0.00	$635.00	$0.00	$635.00	$635.00
PAMMENT: Louise	11	11.2	$0.00	$635.00	$0.00	$635.00	$635.00
WILLIAMS: Tenille	11	11.2	$0.00	$635.00	$0.00	$635.00	$635.00
BLACK: Jenny	11	11.1	$0.00	$660.00	$0.00	$660.00	$660.00
HOGAN: Paul	11	11.3	$0.00	$735.00	$0.00	$735.00	$735.00
KITCHEN: Marc	11	11.3	$0.00	$735.00	$0.00	$735.00	$735.00
Total Unallocated Credit for All Students					**$0.00**	**$4,685.00**	**$4,685.00**

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

In this case The Unallocated Credit Listing should be read in conjunction with the General Banking Prior to Subject Debt receipts batch reports and any other batches that contain receipts with Unallocated Credit.

- View and close report
- Close the Reports Screen

© 2019 Civica Education Pty Ltd

8.2.3 Apply the Unallocated Credit

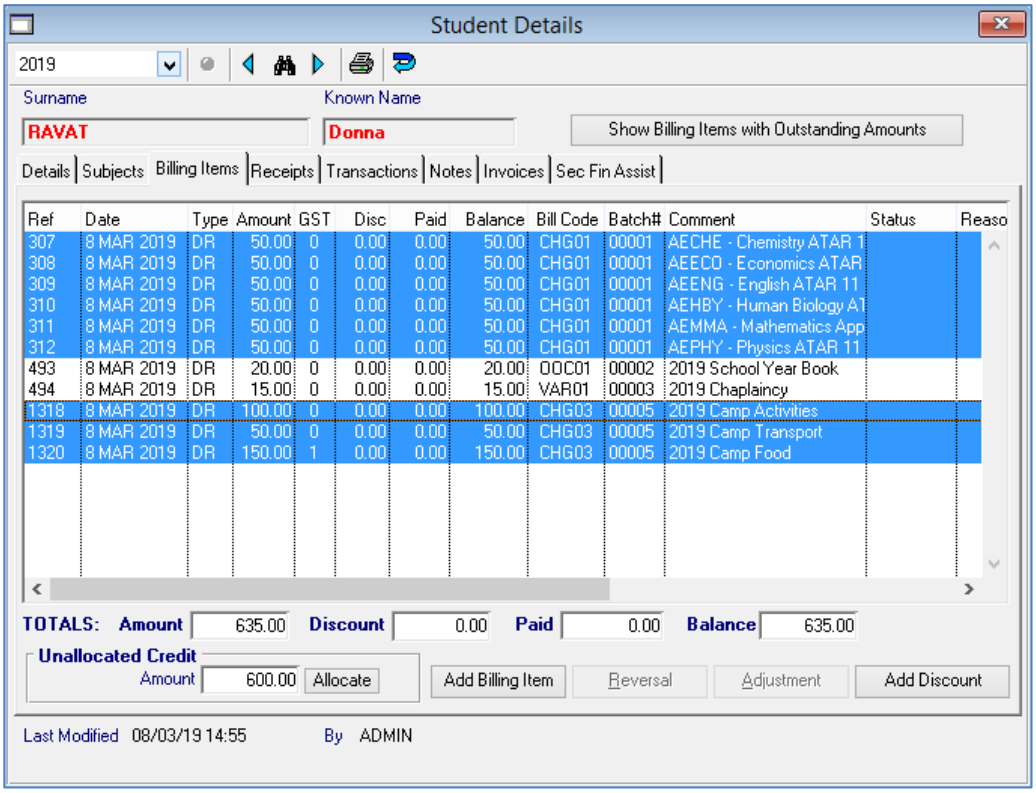
Unallocated Credit can be applied to Billing Items through the Individual Student Record or in Bulk through the Billing Item.

Activity: Allocate Unallocated Credit

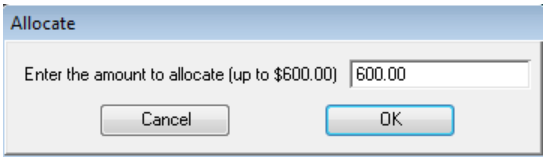
Donna Ravat has paid for her subject and camp costs in advance. The unallocated credit can now be applied.

RM Billing > Students

- Open **Donna Ravat's** record
- Select the **Billing Items** tab
- Highlight the **Subject** and **Camp Billing Items**



- Click Allocate

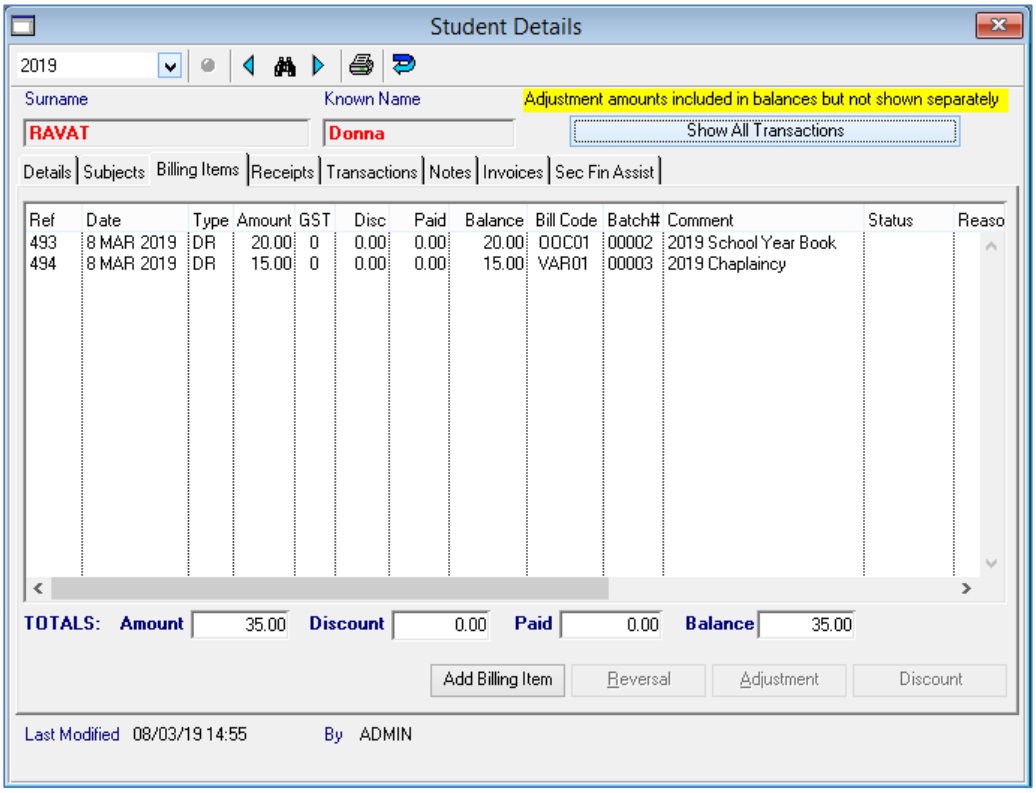


- Enter the payment amount of **$600** and Click **OK**

- Click Show Billing Items with Outstanding Amounts

© 2019 Civica Education Pty Ltd

- View Items only with Outstanding Balances



- Click Return to View

Note: When receipting prior to the creation of subject debt, it is recommended that the Charges and Contribution sheet is also printed as a record of the charges and contributions at the time of payment. This will assist in the application of unallocated credit and identifying changes to billing items such as subject changes.

© 2019 Civica Education Pty Ltd

Activity: Print a Statement

Print a Statement for **Donna Ravat**

- Highlight **Donna Ravat**
- Click **For Selected > Print Statement**
- Click **OK** and **OK** to print to screen

Note: The default FROM date is set to the first day of the current month. The TO date defaults to today's date if left blank. Any transactions preceding the FROM date are summarised as an opening balance.

West Coast District High
1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified

Statement

Mrs R Ravat
8 Balleroy Place
CLAREMONT WA 6014

Transactions for the period 01/04/2019 to 04/04/2019.

Type	Tx#	Date	Inv#	Details	Amount
Donna RAVAT Year 11 Form 11.2 Student Number 20512528					
		01/04/2019	52	Opening Balance	$ 35.00
				Closing balance as at 4 APR 2019	**$ 35.00**
				Balance Owing as at 4 APR 2019	**$ 35.00**
				GST on Balance Owing	**$0.00**

Summary of Outstanding Amounts by Category for All Years

Category	Previous Years	2019	Future Years	Totals
Voluntary Approved Requests		$ 15.00		$ 15.00
Other Optional Costs		$ 20.00		$ 20.00
Totals	$ 0.00	$ 35.00	$ 0.00	$ 35.00

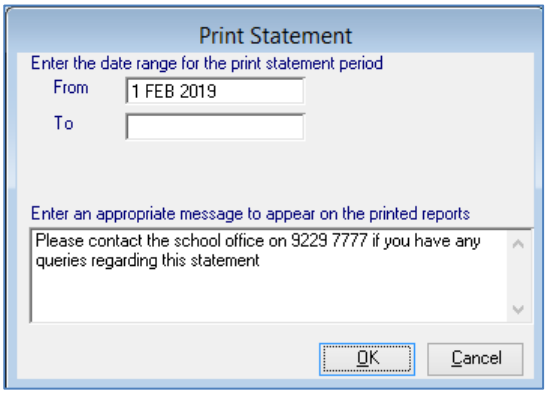
Total Balance Owing (All Years) $ 35.00

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

- View and close the statement

© 2019 Civica Education Pty Ltd

A more detailed statement can be printed by changing the date range to capture the original transactions.



- Click **OK**

A portion of the Statement is displayed below

West Coast District High
1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified

Statement

Mrs R Ravat
8 Balleroy Place
CLAREMONT WA 6014

Transactions for the period 01/02/2019 to 04/04/2019.

Type	Tx#	Date	Inv#	Details	Amount
Donna RAVAT Year 11 Form 11.2 Student Number 20512528					
		01/02/2019		Opening Balance	-$600.00
Charges	307	08/03/2019	52	AECHE - Chemistry ATAR 11 2019	$ 50.00
Charges	308	08/03/2019	52	AEECO - Economics ATAR 11 2019	$ 50.00
Charges	309	08/03/2019	52	AEENG - English ATAR 11 2019	$ 50.00
Charges	310	08/03/2019	52	AEHBY - Human Biology ATAR 11 2019	$ 50.00
Charges	311	08/03/2019	52	AEMMA - Mathematics Applications 11 2019	$ 50.00
Charges	312	08/03/2019	52	AEPHY - Physics ATAR 11 2019	$ 50.00
Other Optional Costs	493	08/03/2019	52	2019 School Year Book	$ 20.00
Voluntary Approved Requests	494	08/03/2019	52	2019 Chaplaincy	$ 15.00
Charges	1318	08/03/2019	52	2019 Camp Activities	$ 100.00
Charges	1319	08/03/2019	52	2019 Camp Transport	$ 50.00
Charges	1320	08/03/2019	52	2019 Camp Food	$ 150.00
				Closing balance as at 4 APR 2019	**$ 35.00**
				Balance Owing as at 4 APR 2019	**$ 35.00**
				GST on Balance Owing	**$0.00**

- View and close the statement
- Close the Student screen

© 2019 Civica Education Pty Ltd

8.3 Bulk Allocation of Unallocated Credit via the Billing Item Batches

Schools can process receipts for the upcoming school year prior to the creation of billing items. The method selected will depend on individual schools needs and processes.

Using receipts batches named, for example, **General Banking Prior to Subjects debt 2019 ddmmyy**, payments may be receipted against a student in RM Billing as unallocated credit. These amounts will be posted to the Billing Suspense account (N3199) in RM Finance.

In the New Year, schools may elect to use the automatic allocation function available through the Billing Item screen. This function will automatically apply any student unallocated credit against unpaid billing items for that student in the batch.

Note: Care must be taken to process receipts according to receipting rules. Education Program Allowance (GV) must be applied to student records prior to using the automatic allocation of credit function if not exporting

If not exporting, any unallocated Government Subsidy applied to the student is applied first. Once all Government Subsidies have been dealt with for the student, receipts of all other payment types are allocated.

Integris will then look at any unallocated parent payment, applying this in age order to selected billing items, in the following billing category order, including those with a category of Not Applicable (NA)

Order of Priority of allocating non GV receipts	Billing Category
1	Adult Student Fees
2	Temporary Visa Overseas Students
3	Charges
4	Residential Boarding Fees
5	Voluntary Contributions
6	Other Optional Costs
7	Voluntary Approved Requests
8	Not Applicable

Note: If a separate batch is used to apply different categories of Billing Items, for example a batch for Voluntary Contributions, another for Charges and another for Voluntary Approved Requests etc. (as illustrated in training) users must take care to select batches in the order of the business rules for the particular receipt type.

© 2019 Civica Education Pty Ltd

8.3.1 Print the Auto Allocation of Credit Report

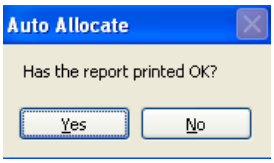
When OK is clicked the Automatic Allocation of Credit report is printed to the default printer. There will not be another opportunity to select the report destination so have this set before running the function.

West Coast District High School
Automatic Allocation of Credit - 4 April 2019 11:37:33

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

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

The following message will then be displayed. The default selection to the message is yes.



If the report failed to print select No and the previous message will be displayed allowing the user another chance to print the report

When the report has printed successfully, select “Yes” and the batch billing items window will be refreshed and is returned to the state “show all transactions”. The transactions in the batch are in transaction reference order and the transactions which have had credit applied to them, will have the paid and balance fields correctly updated and displayed. The user selection is cleared.

© 2019 Civica Education Pty Ltd

8.3.2 Auto Allocating Unallocated Credit

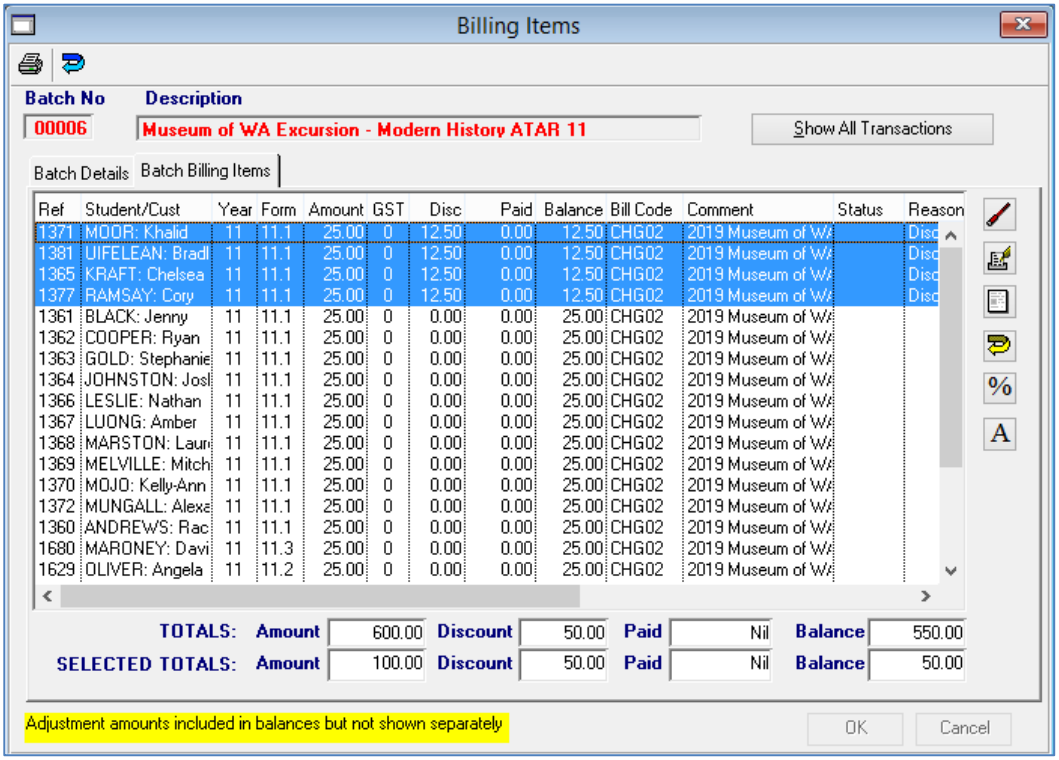
Activity: Applying Unallocated Credit via Billing Item Batches

Khalid Moor, Bradley Uifelean, Chelsea Kraft and Corey Ramsay have paid for an excursion in advance. Now that the Billing Item has been created and applied to the students, the credit can be allocated to the billing item.

RM Billing > Billing Items

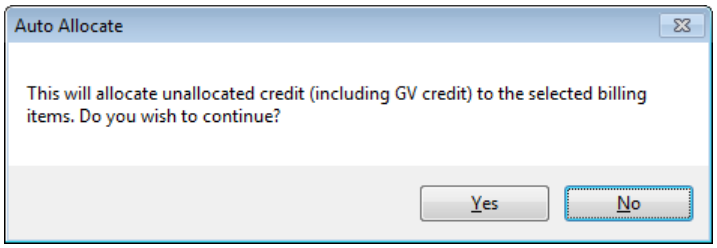
- Double Click on the **Museum of WA Excursion** Billing Item
- Select the **Batch Billing Items** tab
- Click on **Show Outstanding Amounts**

- Click on the **Balance** header once to order by the $12.50 Balance

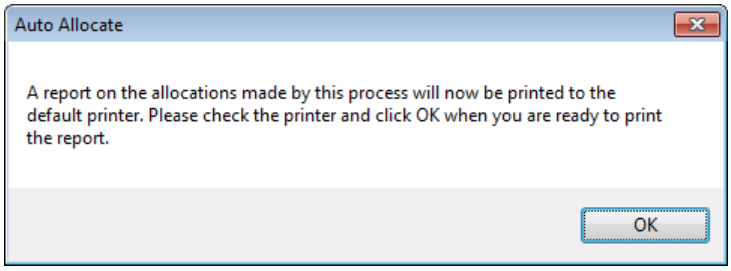


- Highlight, Khalid Moor, Bradley Uifelean, Chelsea Kraft and Corey Ramsay
- Click Auto allocate credit to the selected billing items

© 2019 Civica Education Pty Ltd

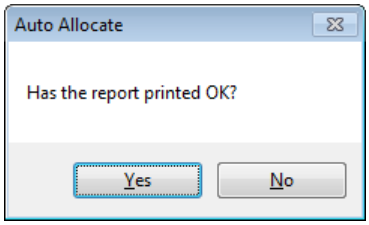


- Click **Yes**



- Click **OK**

When OK is clicked the Automatic Allocation of Credit report is printed to the default printer. There will not be another opportunity to select the report destination so have this set before running the function.



- Click **Yes** and **OK** to the Printer screen

Note: A Report which sent directly to the printer. This report shows the allocation of credit to particular Billing Items. It can be re-printed at a later date if required. We will look at this later in Training.

West Coast District High School
Automatic Allocation of Credit - 4 April 2019 11:37:33

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

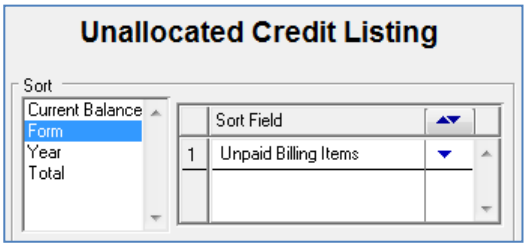
Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
KRAFT: Chelsea	11	11.1	5	CA	1365
MOOR: Khalid	11	11.1	6	CA	1371
RAMSAY: Cory	11	11.1	7	CA	1377
UIFELEAN: Bradley	11	11.1	8	CA	1381

© 2019 Civica Education Pty Ltd

8.3.3 Printing the Unallocated Credit Report

RM Billing > Reports

- Open the **Financial Reports** folder and Click on **Unallocated Credit Listing**
- Sort by **Unpaid Billing** Items
- Change the Sort Arrow to Descending



- Click **Print**

West Coast District High School

Unallocated Credit Listing as at 04/04/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
MICHAEL: Daniel	11	11.2	$0.00	$635.00	$0.00	$635.00	$635.00
PAMMENT: Louise	11	11.2	$0.00	$635.00	$0.00	$635.00	$635.00
WILLIAMS: Tenille	11	11.2	$0.00	$635.00	$0.00	$635.00	$635.00
BLACK: Jenny	11	11.1	$0.00	$660.00	$0.00	$660.00	$660.00
HOGAN: Paul	11	11.3	$0.00	$735.00	$0.00	$735.00	$735.00
KITCHEN: Marc	11	11.3	$0.00	$735.00	$0.00	$735.00	$735.00
Total Unallocated Credit for All Students					**$0.00**	**$4,035.00**	**$4,035.00**

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

- Students who have Unallocated Credit and Unpaid Billing Items will come to the top of the list

© 2019 Civica Education Pty Ltd

8.3.4 Auto Allocate Unallocated Credit

Activity: Allocate Subject Payments in Advance

Payments have been received for charges and contributions prior to the creation of subject debt. This money has been held as unallocated credit against the student record. Subject and Batch Billing Items have been processed against students and we are now able to apply the unallocated credit to student debt.

In this example, separate billing item batches have been used for Subject Charges, Camp Charges, Voluntary Approved Requests and Other Optional Costs. All monies received are parent payment. We will apply the receipts in accordance to the business rules for parent receipts.

RM Billing > Receipts

- Highlight the **General Banking Prior to Subject Debt 25.01.19** batch

2019

Batch No	Year	Description	Open	Last Updated	Batch Total
B00008	2019	General Banking 05/04/19	YES	4 APR 2019 10:30:41	250.00
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00
B00005	2019	General Banking Prior to Subject Debt 25/01/19	NO	25 JAN 2019 14:09:02	4635.00
B00006	2019	Imported EPA Financial Assistance Receipts_300926	NO	5 APR 2019 16:28:06	705.00
B00007	2019	Imported CLA Financial Assistance Receipts_300926	NO	5 APR 2019 16:29:42	345.00

- Click **For Selected > Print Daily Banking**

This report will give you a list of student receipts where students paid accounts in advance. This should be compared to the Unallocated Credit Listing

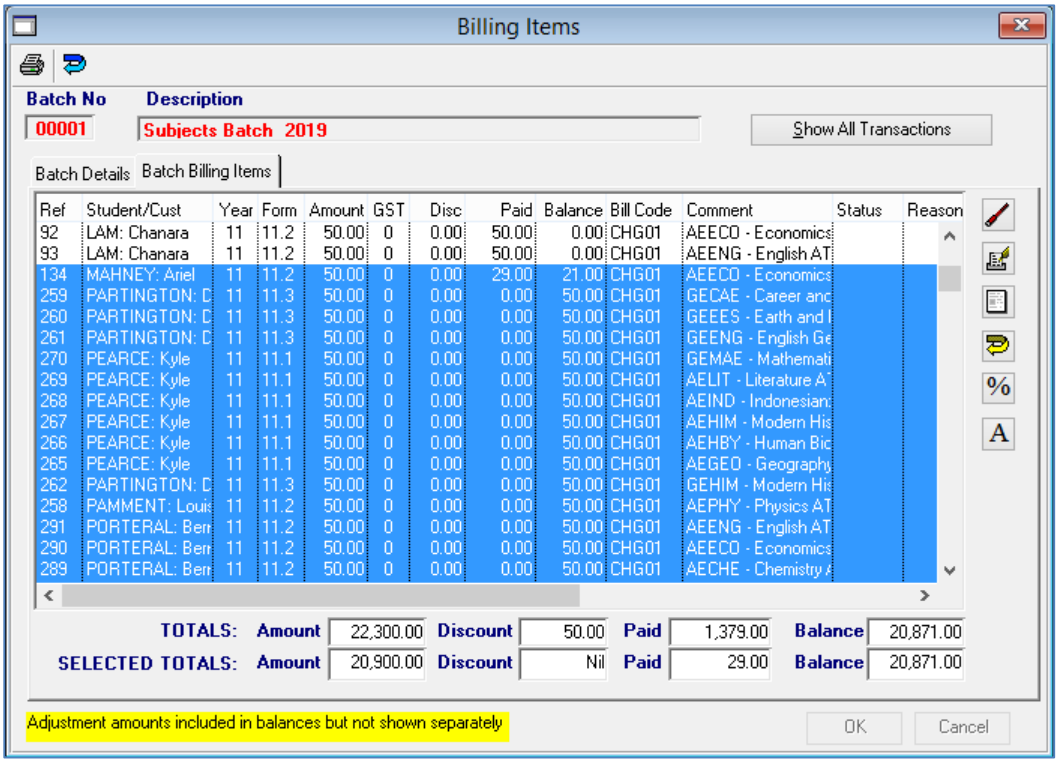
Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
9	$ 635.00	Mr L Williams	WILLIAMS: Tenille	Charges and Contributions in advance	B00005	
10	$ 635.00	Mr M Michael	MICHAEL: Daniel	Charges and Contributions in advance	B00005	
14	$ 735.00	Mrs T Hogan	HOGAN: Paul	Charges and Contributions in advance	B00005	
Total Cash		$ 2,005.00				
CHEQUE						
11	$ 735.00	Mrs K Kitchen	KITCHEN: Marc	Charges and Contributions in advance	B00005	
12	$ 635.00	Mr J Pamment	PAMMENT: Louise	Charges and Contributions in advance	B00005	
13	$ 660.00	Mrs Black	BLACK: Jenny	Charges and Contributions in advance	B00005	
15	$ 600.00	Mrs R Ravat	RAVAT: Donna	Subject Charges and Year 11 Camp	B00005	
Total Cheque		$ 2,630.00				
Total for Cash and Cheques			$ 4,635.00			
Total for Report:			**$ 4,635.00**			

© 2019 Civica Education Pty Ltd

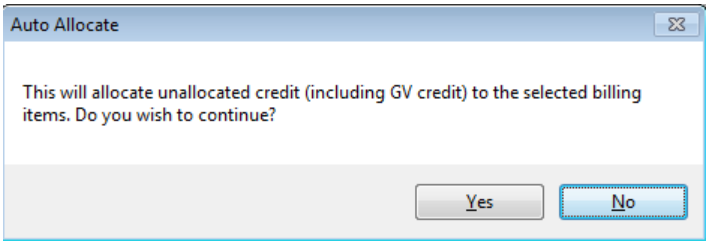
Activity: Auto Allocate Unallocated Credit

RM Billing > Billing Items

- Double click on the **Subjects Batch 2019** billing items batch
- Click on the **Batch Billing Items** tab
- Click on Show Outstanding Amounts
- Click on the **Balance** header once to bring the **Paid** items with a zero balance to the top
- In the **Balance** column, highlight and drag down all billing item lines with an outstanding balance

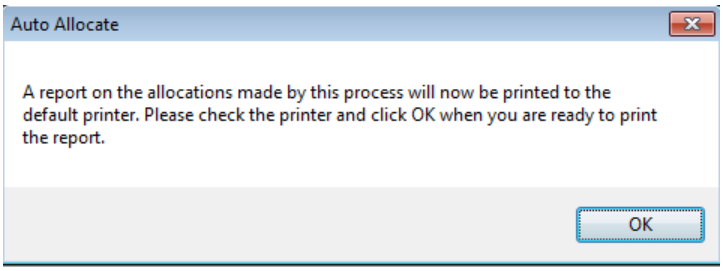


- Click on A Auto allocate credit to the selected billing items

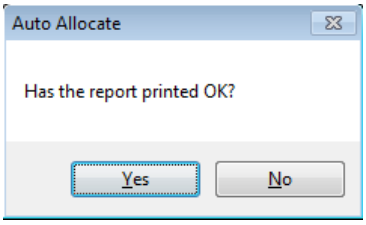


- Click **Yes** to the message

© 2019 Civica Education Pty Ltd



- Click **OK**



- Click Yes

The allocations are sent straight to the printer. There is no option to print to the screen.

- Click

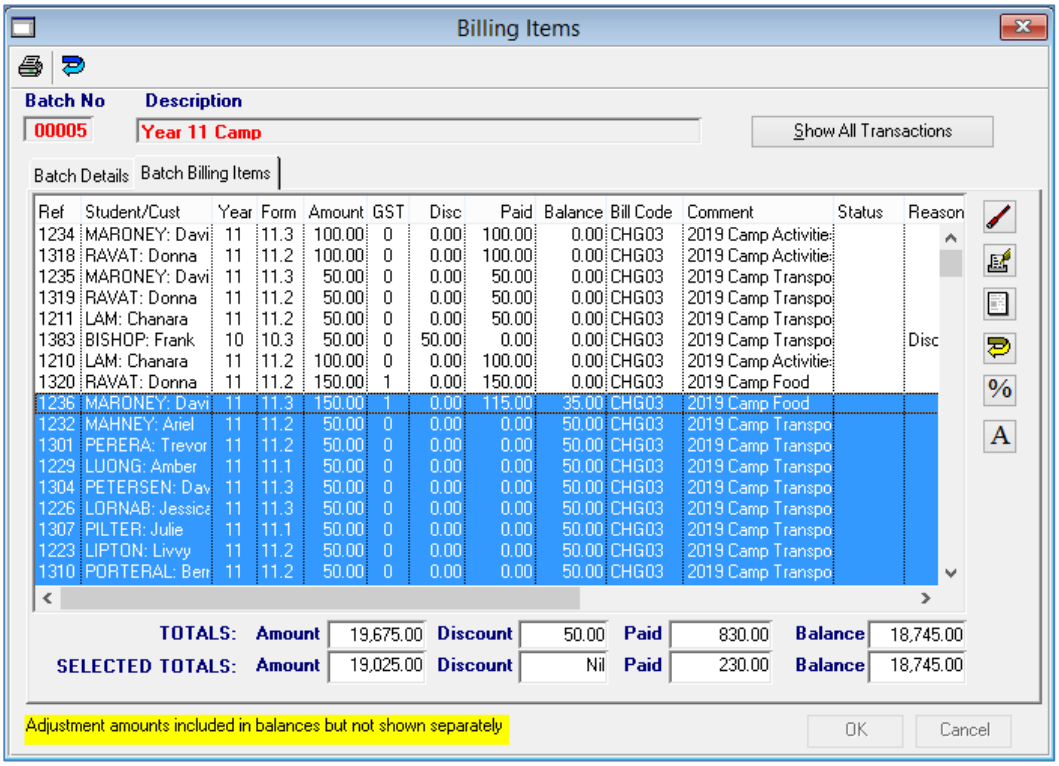
© 2019 Civica Education Pty Ltd

Activity: Allocate Unallocated Credit to Billing Items

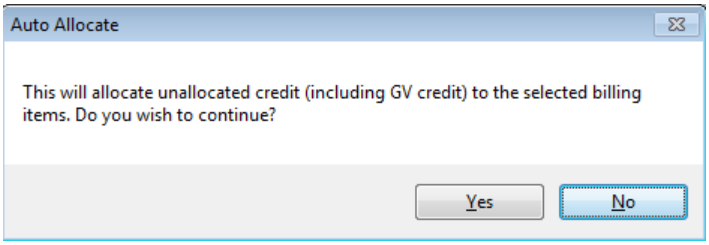
Remaining Unallocated credit will be allocated to the other Billing Items for these students.

RM Billing > Billing Items

- Double click on the **Year 11 Camp Batch** billing items batch
- Click on the **Batch Billing Items** tab
- Click on Show Outstanding Amounts
- Click on the **Balance** header once to bring items with paid balances to the top
- Highlight all billing item lines with an outstanding balance

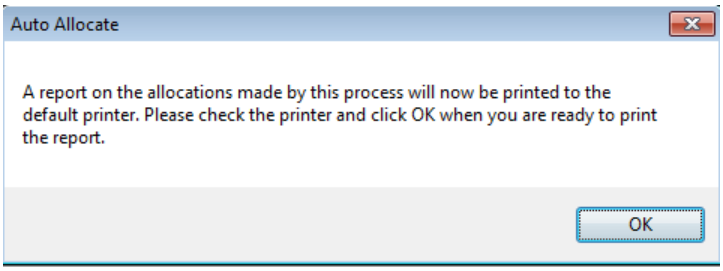


- Click on A Auto allocate credit to the selected billing items

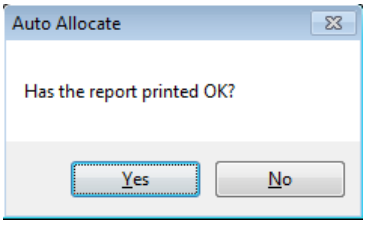


- Click **Yes** to the message

© 2019 Civica Education Pty Ltd



- Click **OK**



- Click Yes
- Click

Repeat the steps above to apply unallocated credit to the following batches

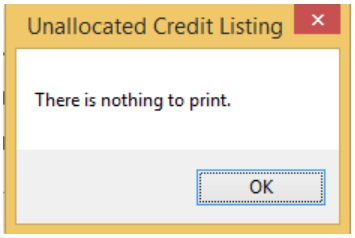
- **Museum of WA Excursion**
- **School Year Book**
- **Chaplaincy**

Check the Unallocated Credit Listing report

RM Billing > Reports > Financial Reports

- Select and print the **Unallocated Credit Listing** report

All the unallocated credit should now have been applied and the following message is displayed



- View and Close

© 2019 Civica Education Pty Ltd

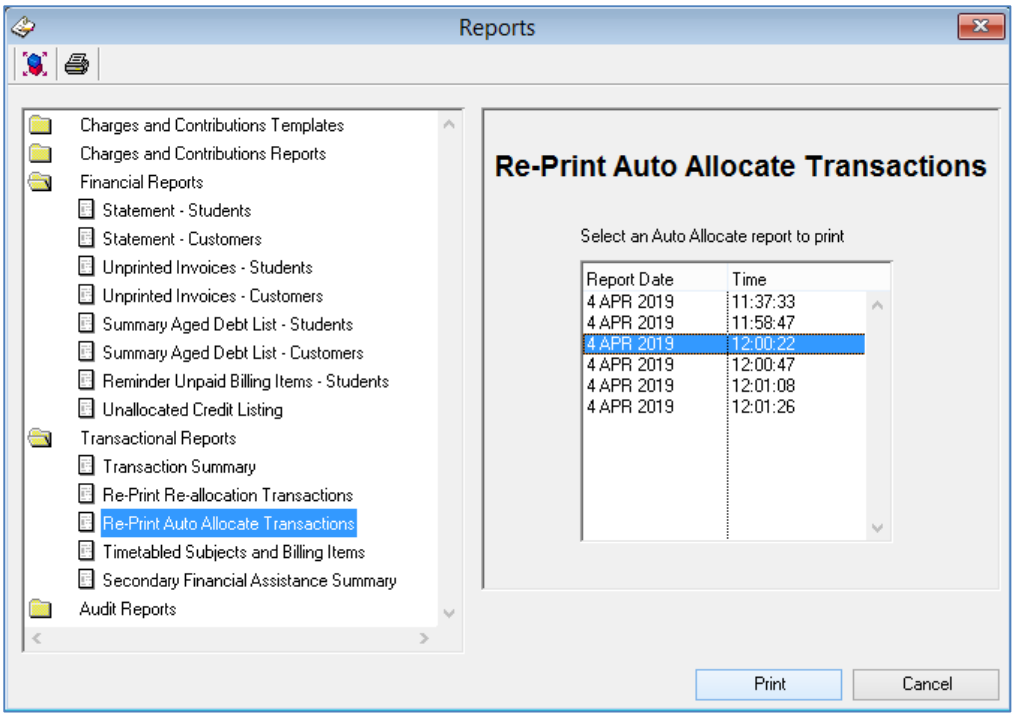
8.3.5 Re-Print Auto Allocation of Credit Reports

The reports resulting from the Auto Allocate Process can be reprinted at a later date if required.

Activity: Re-Print Auto Allocation of Credit Reports

RM Billing > Reports > Transactional Reports

- Select the **Re-Print Auto Allocation Transactions** report
- Choose any one of the reports and click **Print**



West Coast District High School
Automatic Allocation of Credit - 4 April 2019 12:00:22
Re-Printed

Batch: 00005 Year 11 Camp 2019

Student/Cust Name	Year	Form	Receipt #	Pay Type	Billing Item Tx Ref
BLACK: Jenny	11	11.1	13	CH	1168, 1169, 1170
HOGAN: Paul	11	11.3	14	CA	1195, 1196, 1197
KITCHEN: Marc	11	11.3	11	CH	1204, 1205, 1206
MICHAEL: Daniel	11	11.2	10	CA	1249, 1250, 1251
PAMMENT: Louise	11	11.2	12	CH	1291, 1292, 1293
WILLIAMS: Tenille	11	11.2	9	CA	1354, 1355, 1356

- View and Close
- Select any of the other reports to view

© 2019 Civica Education Pty Ltd

8.3.6 Charges and Contribution Payments

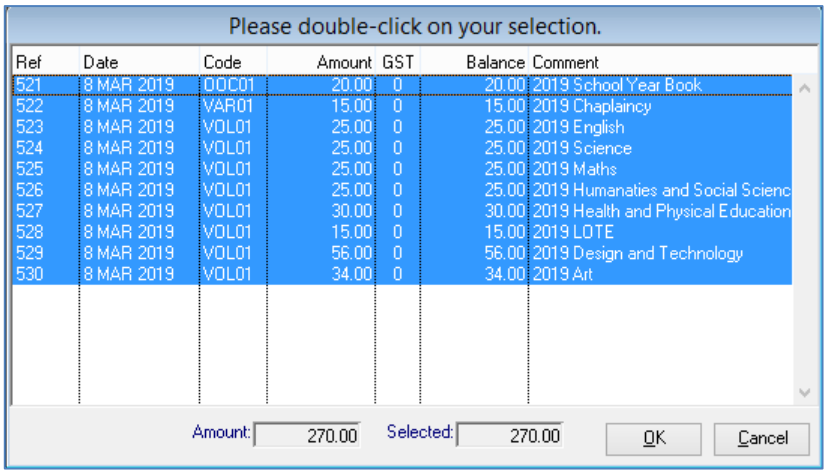
Activity: Apply Bulk Receipts

The following students have brought in money for all their costs including their Voluntary, School Magazine and Chaplaincy contributions and any charges.

Ben Anderson	$270	Cash	Balance of Account
Angela Oliver	$310	Cheque	Balance of Account
Ariel Mahney	$556	Cheque	Balance of Account
Alexandria Mungall	$660	Cheque	Balance of Account

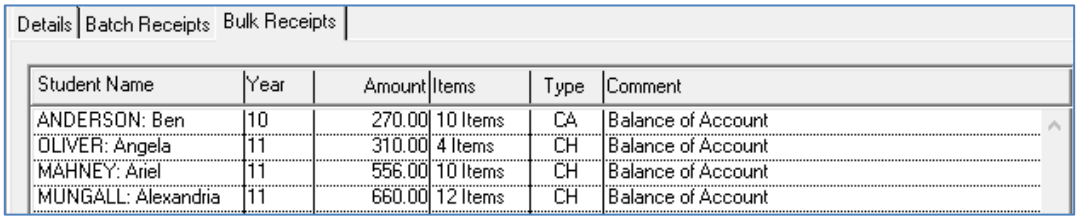
RM Billing > Receipts

- Open the **General Banking** Batch
- Select **Bulk Receipts**
- Click
- Enter **Anderson** and <tab>
- Select **Ben Anderson**
- Enter **$270** <tab> <tab>
- Highlight all his billing items and **OK then** <tab> <tab>



- Select payment type: **CA** and **OK** <tab>
- Enter Comment: **Balance of Account** <tab> (Hint: Ctr/C to copy the comment. Use Ctr/V to paste for the other comments.

- Repeat the steps for the payments for Angela Oliver, Ariel Mahney and Alexandria Mungall



- Click OK

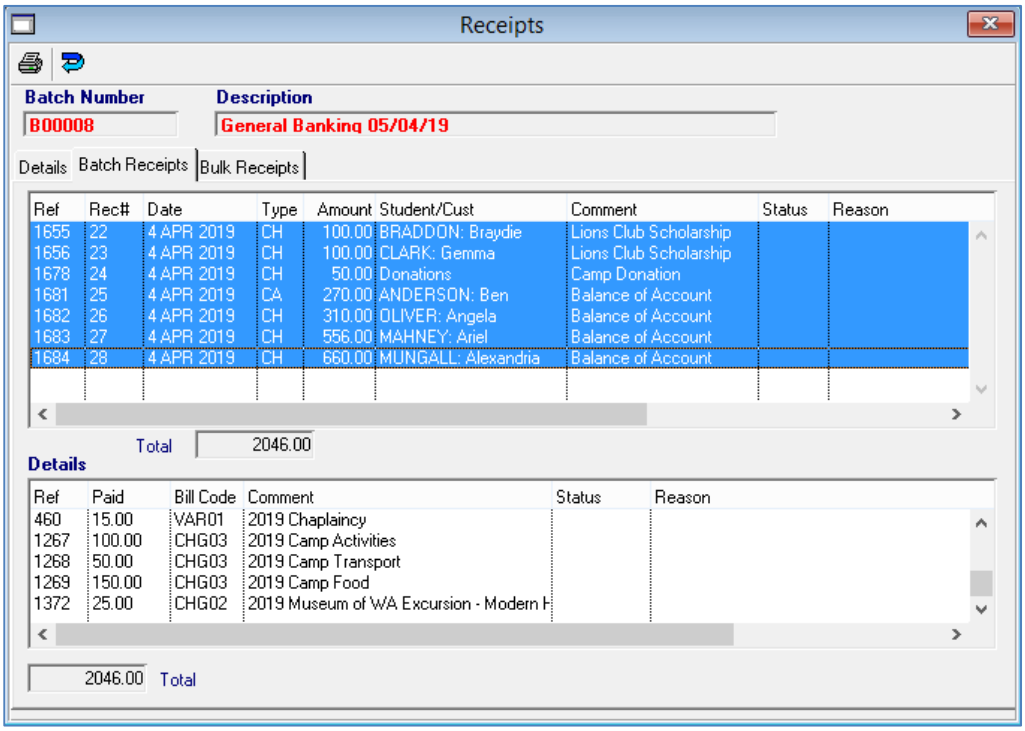
© 2019 Civica Education Pty Ltd

8.3.7 Print Receipts from the Receipt Batch

Activity: Printing Receipts from the Receipt Batch

RM Billing > Receipts

- Click on the Batch Receipts Tab
- Highlight all the receipt lines



- Click
- Select **Yes** to print receipts
- Print the Receipts to the screen
- View and Close

- Repeat and view a Record of Receipt Allocations

Note: Receipts printed directly to the printer will have Receipt number and no additional text. Receipts which are print previewed and then printed will have text "draft" under the Receipt number. Any subsequent re-prints of a receipt will have a have text "copy" under the Receipt number.

Receipts can also be Printed from the Student Record

- Click

© 2019 Civica Education Pty Ltd

9 Exporting Receipt Batches

Once the banking has been finalised, the Receipt batches must be exported to RM Finance.

Activity: Export Receipt Batches

Print the Daily Banking and Receipts Summary Reports

RM Billing > Receipts

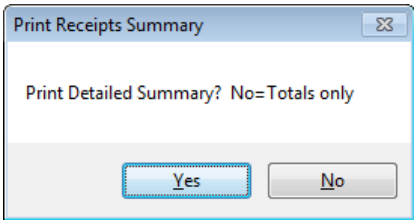
View the Daily Banking Report

- Highlight the **General Banking dd/mm/yy** batch
- Click **For Selected > Print Daily Banking**

West Coast District High School
Daily Banking Summary 08/04/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CASH						
25	$ 270.00	Mrs L Anderson	ANDERSON: Ben	Balance of Account	B00008	
Total Cash		$ 270.00				
CHEQUE						
22	$ 100.00	West Coast Lions Club	BRADDON: Braydie	Lions Club Scholarship	B00008	
23	$ 100.00	West Coast Lions Club	CLARK: Gemma	Lions Club Scholarship	B00008	
24	$ 50.00	Donations		Camp Donation	B00008	
26	$ 310.00	Mr O Oliver	OLIVER: Angela	Balance of Account	B00008	
27	$ 556.00	Mrs J Mahney	MAHNEY: Ariel	Balance of Account	B00008	
28	$ 660.00	Mr M Mungall	MUNGALL: Alexandria	Balance of Account	B00008	
Total Cheque		$ 1,776.00				
Total for Cash and Cheques			$ 2,046.00			
Total for Report:			**$ 2,046.00**			

- View and Close Report
- Click **For Selected > Print Receipt Summary**



- Select **Yes** to view the Detailed Summary Report (This report is printed and filed)

© 2019 Civica Education Pty Ltd

A portion of the report is displayed below

West Coast District High School

Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00008 General Banking 05/04/19											
Billing Code CHG01 Upper School Charges											
GST Code 0											
1683	27	B00008	CHG01	04/04/2019	MAHNEY: Ariel	11	11.2			$ 21.00	$ 0.00
1683	27	B00008	CHG01	04/04/2019	MAHNEY: Ariel	11	11.2			$ 50.00	$ 0.00
1683	27	B00008	CHG01	04/04/2019	MAHNEY: Ariel	11	11.2			$ 50.00	$ 0.00
1683	27	B00008	CHG01	04/04/2019	MAHNEY: Ariel	11	11.2			$ 50.00	$ 0.00
1683	27	B00008	CHG01	04/04/2019	MAHNEY: Ariel	11	11.2			$ 50.00	$ 0.00
1684	28	B00008	CHG01	04/04/2019	MUNGALL: Alexandria	11	11.1			$ 50.00	$ 0.00
1684	28	B00008	CHG01	04/04/2019	MUNGALL: Alexandria	11	11.1			$ 50.00	$ 0.00
1684	28	B00008	CHG01	04/04/2019	MUNGALL: Alexandria	11	11.1			$ 50.00	$ 0.00
1684	28	B00008	CHG01	04/04/2019	MUNGALL: Alexandria	11	11.1			$ 50.00	$ 0.00
1684	28	B00008	CHG01	04/04/2019	MUNGALL: Alexandria	11	11.1			$ 50.00	$ 0.00
1684	28	B00008	CHG01	04/04/2019	MUNGALL: Alexandria	11	11.1			$ 50.00	$ 0.00
	Total for Income									**$ 521.00**	**$ 0.00**
Budget: C1051		**Analysis: C1050**			**Totals for GST code 0**					**$ 521.00**	**$ 0.00**

- Close the report

© 2019 Civica Education Pty Ltd

Repeat and select No to view the Totals Only Report

West Coast District High School

Receipts Summary (totals only)

	Amount	GST
Batch: B00008 General Banking 05/04/19		
Billing Code CHG01 Upper School Charges		
GST Code 0		
Total for Income	$ 521.00	$ 0.00
Budget: C1051 Analysis: C1050 Totals for GST code 0	$ 521.00	$ 0.00
Billing Code CHG02 Excursions and Activities		
GST Code 0		
Total for Income	$ 50.00	$ 0.00
Budget: C1181 Analysis: C1180 Totals for GST code 0	$ 50.00	$ 0.00
Billing Code CHG03 School Camps		
GST Code 0		
Total for Income	$ 435.00	$ 0.00
Budget: C1182 Analysis: C1180 Totals for GST code 0	$ 435.00	$ 0.00
GST Code 1		
Total for Income	$ 450.00	$ 40.92
Budget: C1182 Analysis: C1180 Totals for GST code 1	$ 450.00	$ 40.92
Billing Code DON01 Donations		
GST Code 0		

© 2019 Civica Education Pty Ltd

			Amount	GST
Total for Income			$ 50.00	$ 0.00
Budget: C1555	Analysis: C1550	Totals for GST code 0	$ 50.00	$ 0.00
Billing Code OOC01	Other Otpional Costs			
GST Code 0				
Total for Income			$ 60.00	$ 0.00
Budget: C1201	Analysis: C1200	Totals for GST code 0	$ 60.00	$ 0.00
Billing Code SUS	Suspense Account			
GST Code 8				
Total for Income			$ 0.00	$ 0.00
Budget: N3199	Analysis: N3100I	Totals for GST code 8	$ 0.00	$ 0.00
Billing Code VAR01	Voluntary Approved Requests			
GST Code 0				
Total for Income			$ 45.00	$ 0.00
Budget: C1501	Analysis: C1500	Totals for GST code 0	$ 45.00	$ 0.00
Billing Code VOL01	Voluntary Contributions 7-10			
GST Code 0				
Total for Income			$ 435.00	$ 0.00
Budget: C1001	Analysis: C1000	Totals for GST code 0	$ 435.00	$ 0.00
		Total for Report:	$ 2,046.00	$ 40.92

- View and Close Report

© 2019 Civica Education Pty Ltd

As the Clothing Allowance is a Parent Payment and not a GV, it will also appear in the Export to RM Finance window. The amount can also be entered on to the Batch register

RM Billing > Receipts

- Highlight the CLA - Clothing Allowance Batch **05/04/19** for **$345**

B00006	2019	Imported EPA Financial Assistance Receipts_300926	NO	5 APR 2019 16:28:06	705.00
B00007	2019	Imported CLA Financial Assistance Receipts_300926	NO	5 APR 2019 16:29:42	345.00

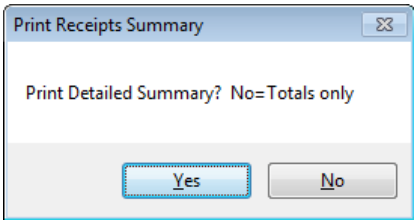
- Click **For Selected > Print Daily Banking**

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
DIRECT DEPOSIT						
19	$ 115.00	Clothing Allowance	MARONEY: David	Imported Clothing Allowance	B00007	
20	$ 115.00	Clothing Allowance	OLIVER: Angela	Imported Clothing Allowance	B00007	
21	$ 115.00	Clothing Allowance	LAM: Chanara	Imported Clothing Allowance	B00007	
Total Direct Deposit		$ 345.00				
Total for Other Payment Types			$ 345.00			
Total for Report:			**$ 345.00**			

- Close the report

Print the Receipts Summary Report

- Click **For Selected > Print Receipt Summary**



- Select **Yes** to view the Detailed Summary Report (This report is printed and filed)
- Repeat to **Print the Receipts Summary Totals Only** report

Complete the Batch Register

BATCH REGISTER

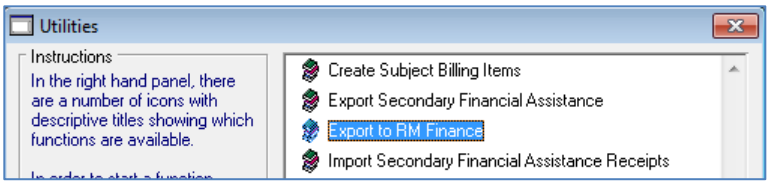
					For the month of		Period							
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire Totals	Proc By
B00007				CLA	1	345								
B00008				GB	1	2046								

© 2019 Civica Education Pty Ltd

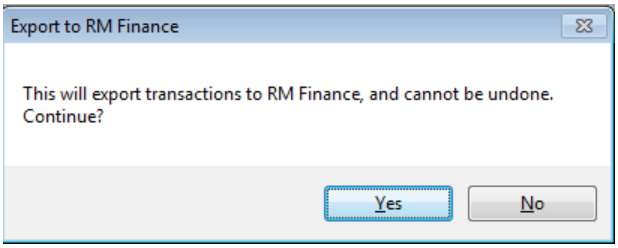
RM Billing > Utilities

Note: Ensure RM Finance is closed before you perform the Export routine

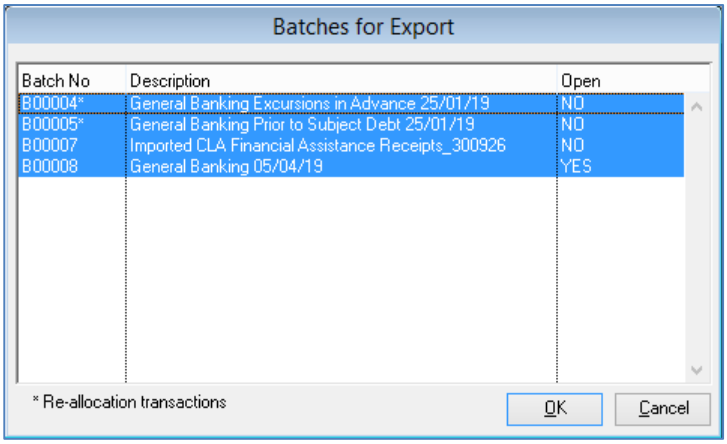
- Double click on **Export to RM Finance**



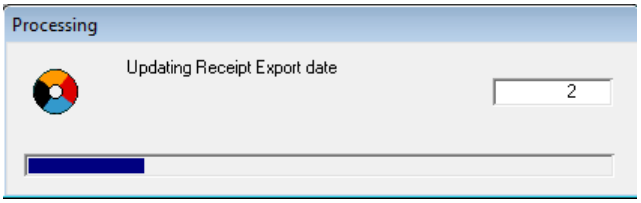
- Click **Yes** to the message



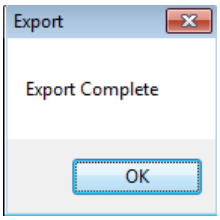
- Highlight all the batches in the Export window



- Click **OK**
- Click **OK** to the printer



© 2019 Civica Education Pty Ltd



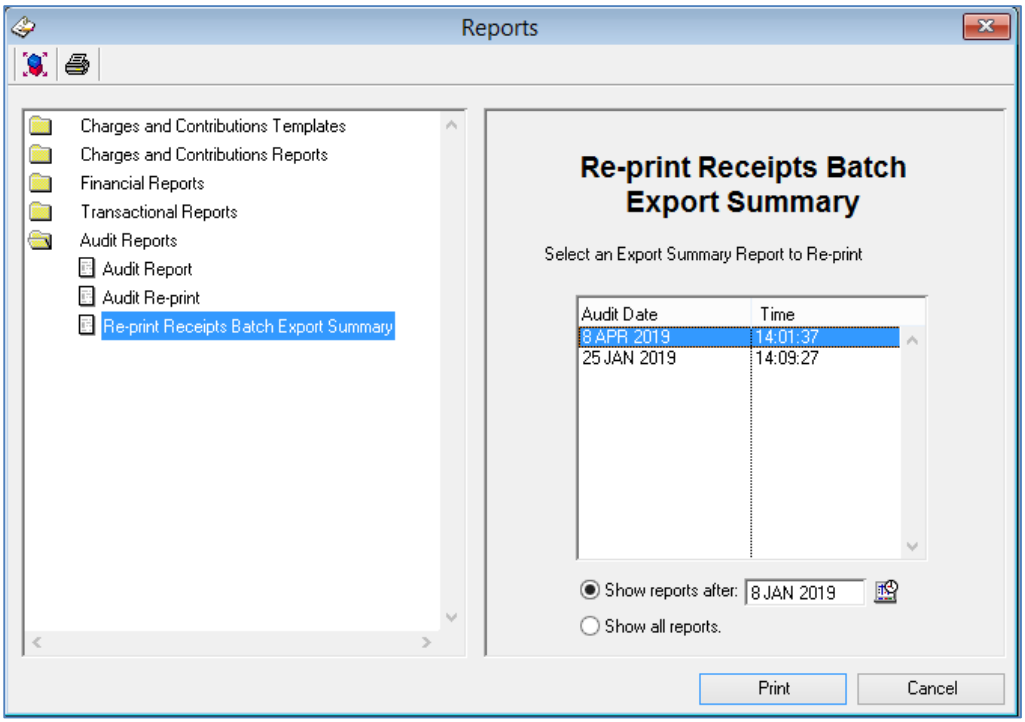
- Click OK to the **Export Complete**

Note: The Export process will automatically close the Receipt Batches

The Batch Export Summary will be sent directly to the Printer. Export Summaries can be Re-printed from the Reports if required

RM Billing > Reports

- Open the Audit Reports folder
- Highlight the Re-print Receipts Batch Export Summary



- Click Print and OK to send it to the screen

© 2019 Civica Education Pty Ltd

Batch Receipt Export Summary Report

This report will automatically print 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 8 APR 2019 14:01:37 Re-printed

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 Excursions in Advance 25/01/19	25/01/2019	25/01/2019	NO	0.00
B00005*	General Banking Prior to Subject Debt 25/01/19	25/01/2019	25/01/2019	NO	0.00
B00007	Imported CLA Financial Assistance Receipts_300926	05/04/2019	05/04/2019	NO	345.00
B00008	General Banking 05/04/19	04/04/2019	04/04/2019	YES	2046.00
					2391.00

* Re-allocation transactions

Comment: _____

_____

Principal's Signature: _____

Date: _____

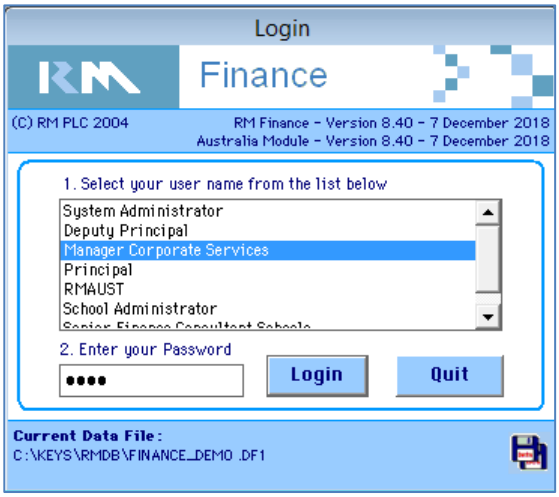
- Close the report
- Minimise RM Billing

© 2019 Civica Education Pty Ltd

10 Update Exported Batches in RM Finance

Activity: Update Exported Batches

- Open **RM Finance**
- Log on as **Manager Corporate Services** and password **Keys**

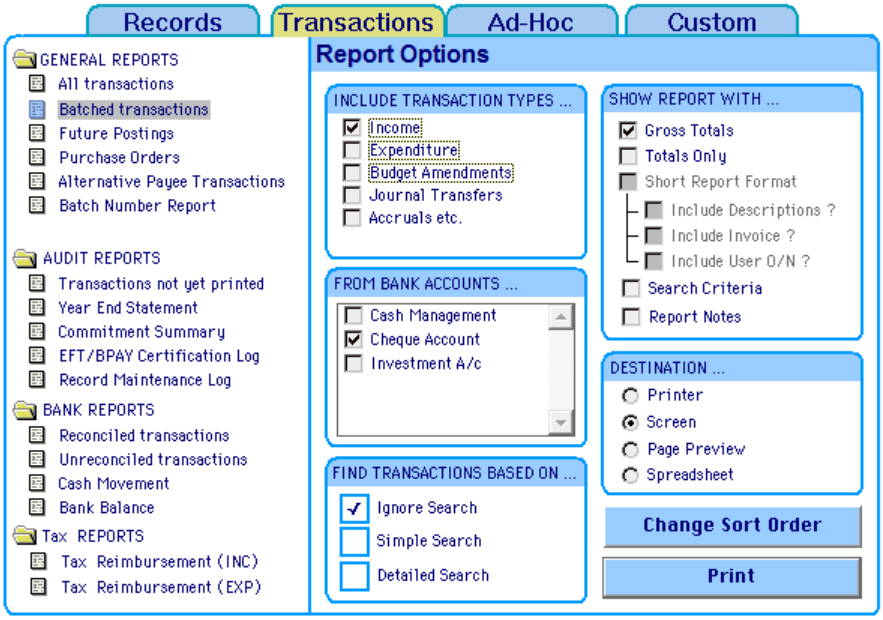


Print the Batched Transaction Report

RM Finance >Transactions

- Click

- Select the **Batched Transaction Report**
- Untick **Expenditure** and **Budget Amendments**
- Leave the tick in **Income** and **Print**



© 2019 Civica Education Pty Ltd

A portion of the report is displayed below

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
B00004							
INC001	Income						
C1180	Yr 11&12 Extra Cost Optional Charge						
C1181	Yr11&12 Extra Cost Optional Charges						
Cheque Account							
General Banking Excursions in Advance 25							
Ref B00004		INC	8 APR 2019	50.00	0	50.00	C1
B00004							
INC001	Income						
N3100I	Other Suspense Accounts						
N3199	Billing Suspense						
Cheque Account							
General Banking Excursions in Advance 25							
Ref B00004		I/C	8 APR 2019	50.00	8	50.00	C1
B00005							
INC001	Income						
C1050	Charges						
C1051	Upper School Charges						
Cheque Account							
General Banking Prior to Subject Debt 25							
Ref B00005		INC	8 APR 2019	2300.00	0	2300.00	C1
B00005							
INC001	Income						
C1180	Yr 11&12 Extra Cost Optional Charge						
C1181	Yr11&12 Extra Cost Optional Charges						
Cheque Account							
General Banking Prior to Subject Debt 25							
Ref B00005		INC	8 APR 2019	25.00	0	25.00	C1
B00005							
INC001	Income						
C1180	Yr 11&12 Extra Cost Optional Charge						
C1182	School Camps						
Cheque Account							
General Banking Prior to Subject Debt 25							
Ref B00005		INC	8 APR 2019	1050.00	0	1050.00	C1

Note: Because of the automatic allocation of the 'General Banking Prior to Subject Debt' and the 'Excursions in Advance' have now all been allocated, Batches 4 and 5 will need to be updated along with Batches 7 and 8 for Income.

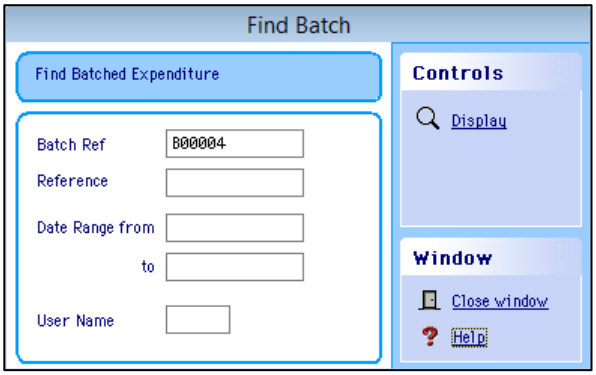
- View and close the report

© 2019 Civica Education Pty Ltd

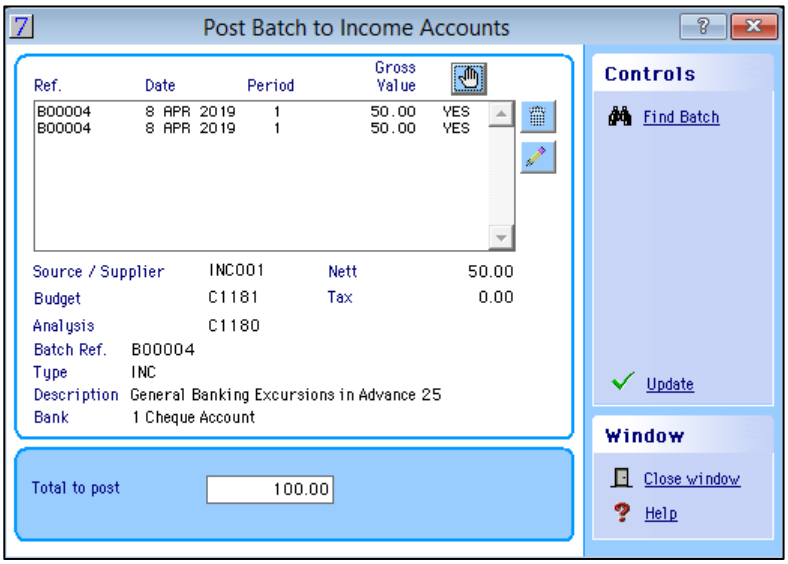
View / Post the Batch

- From the Transactions Menu

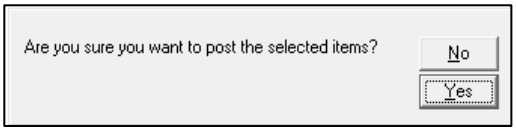
- Select **View/Post Batch**
- Select **Income**
- Enter Batch number **B00004**



- Click on **Display**
- Click on



- Click



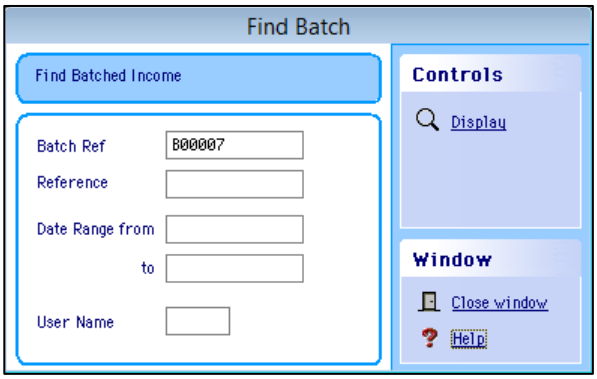
- Click **Yes** to post the batch
- Click
- Repeat for **Batch B00005**

© 2019 Civica Education Pty Ltd

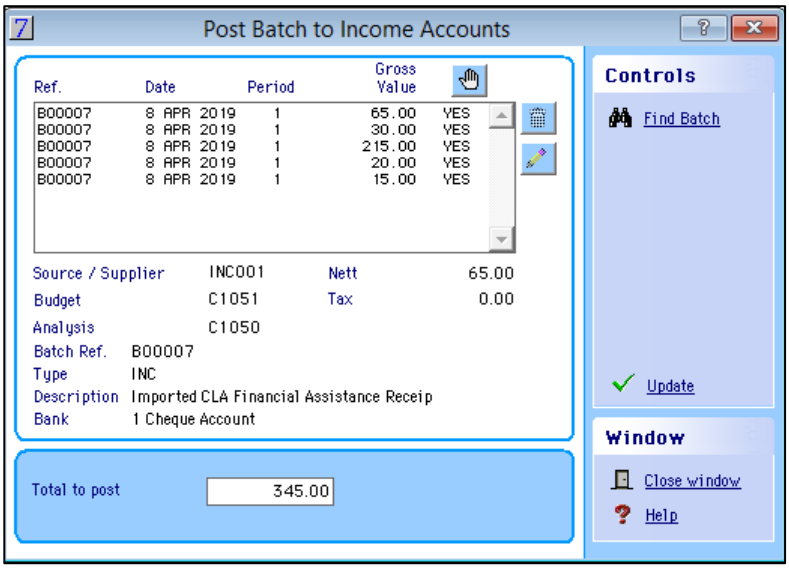
View / Post the Batch

- From the Transactions Menu

- Select **View/Post Batch**
- Select **Income**
- Enter Batch number **B00007**



- Click on **Display**
- Click on

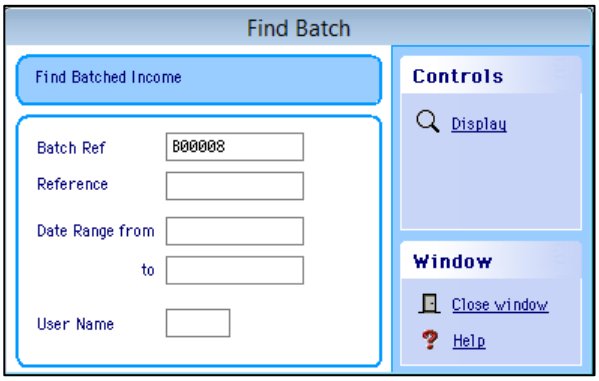


- Click

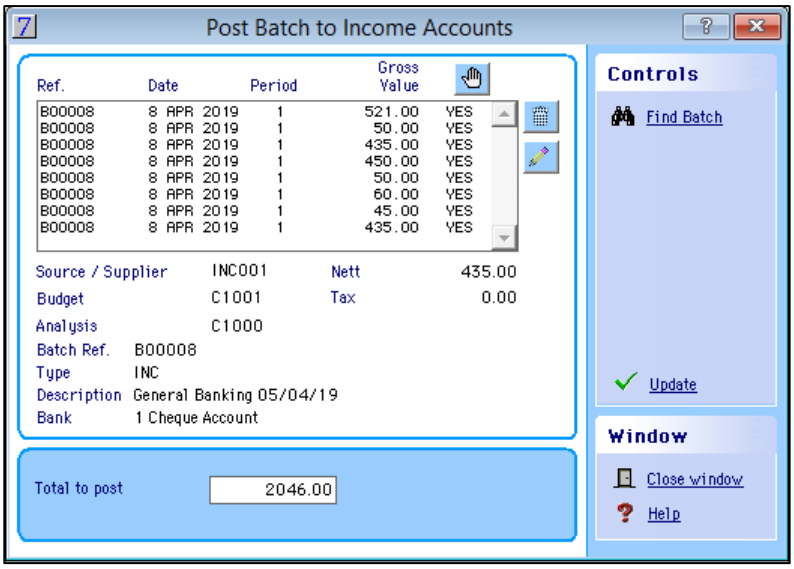
- Click **Yes** to post the batch
- Click

© 2019 Civica Education Pty Ltd

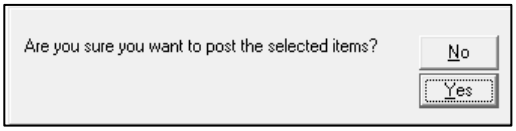
Repeat to Update **B00008**



- Click on **Display**
- Click on



- Click



- Click **Yes** to post the batch

Close RM Finance and Maximise RM Billing

IMPORTANT

If your school is not exporting, the reallocations must be entered manually into RM Finance

© 2019 Civica Education Pty Ltd

10.1 CentrePay

Families in receipt of Centrelink payments may elect to use the bill paying service CentrePay.

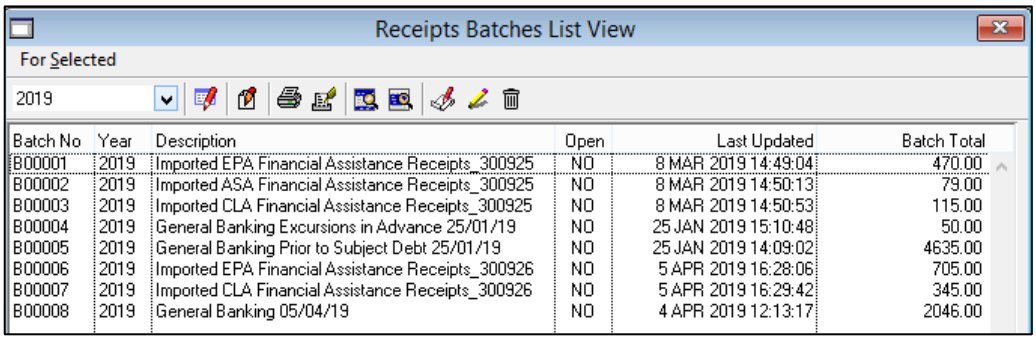
CentrePay will deduct the full amount owing from the Parent benefits and pass the amount, less a handling fee on to the School. The handling fee is cleared from the student records by processing an adjustment transaction.

Activity: Receipting CentrePay

Parents for the following students have arranged for their school costs to be paid using CentrePay

Student	Amount Paid	Amount Received	CentrePay Fee
Daytona Mew	270.00	269.01	.99c
Harrison Milker	270.00	269.01	.99c

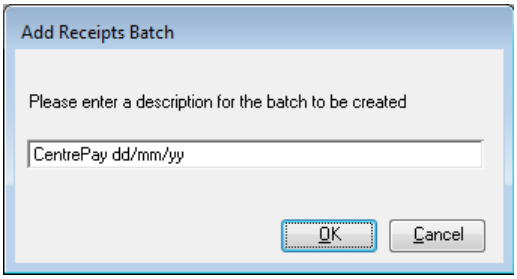
As all receipts batches are now closed, it is necessary to open a new batch to process CentrePay receipts.



Batch No	Year	Description	Open	Last Updated	Batch Total
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00
B00003	2019	Imported CLA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:53	115.00
B00004	2019	General Banking Excursions in Advance 25/01/19	NO	25 JAN 2019 15:10:48	50.00
B00005	2019	General Banking Prior to Subject Debt 25/01/19	NO	25 JAN 2019 14:09:02	4635.00
B00006	2019	Imported EPA Financial Assistance Receipts_300926	NO	5 APR 2019 16:28:06	705.00
B00007	2019	Imported CLA Financial Assistance Receipts_300926	NO	5 APR 2019 16:29:42	345.00
B00008	2019	General Banking 05/04/19	NO	4 APR 2019 12:13:17	2046.00

RM Billing > Receipts

- Click
- Enter Receipt batch detail: **CentrePay and Today's date**

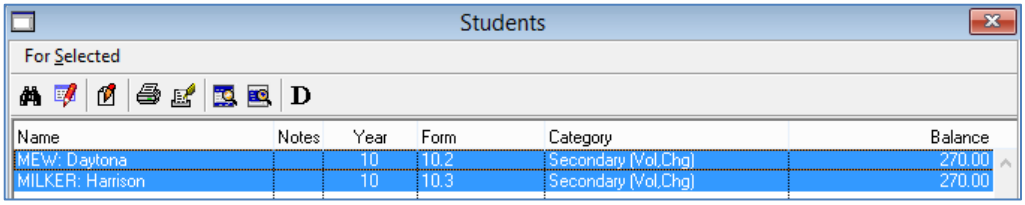


- Click **OK**

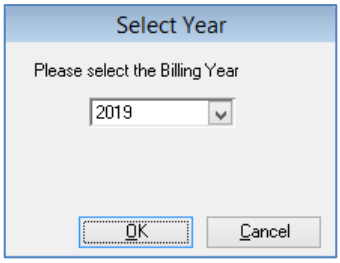
© 2019 Civica Education Pty Ltd

RM Billing > Students

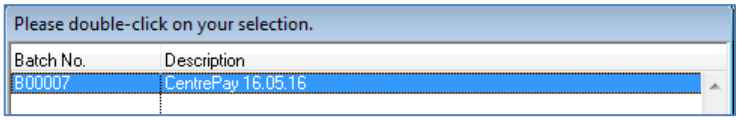
- Highlight **Daytona Mew** and **Harrison Milker**
- Click Hide unselected
- Highlight both students



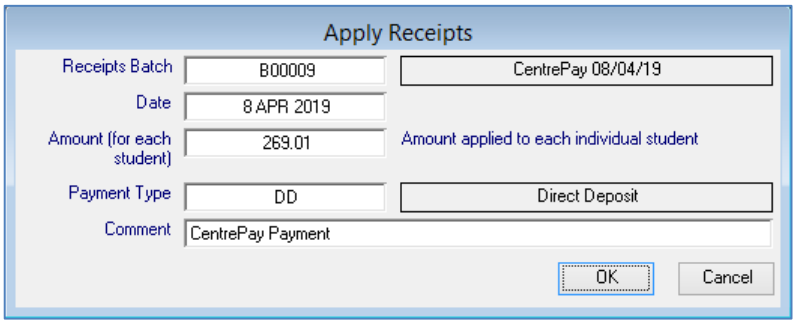
- Click on **For Selected > Apply Receipts**
- Click **OK** for **2019**



- <tab> into Batch field and select: **CentrePay**



- <tab> and enter Amount: **269.01**
- Select payment type: **DD** <tab>
- Enter Comment: **CentrePay dd.mm.yy <Ctrl+C>**

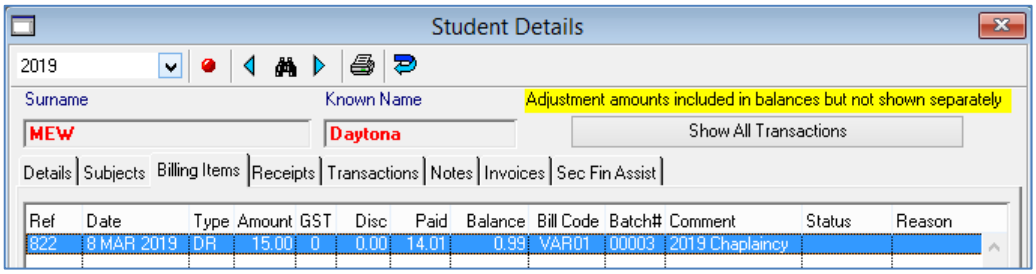


- Click **OK**

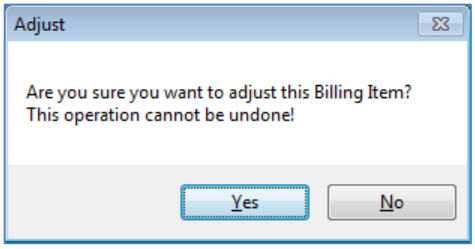
© 2019 Civica Education Pty Ltd

Adjust the Billing Items

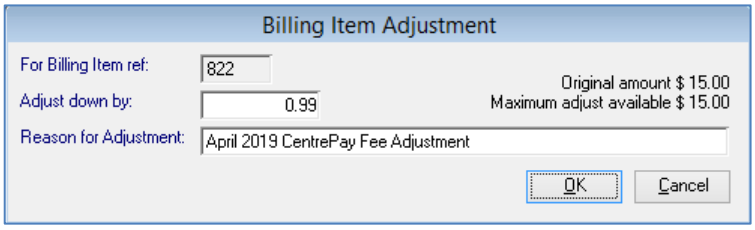
- Open Daytona Mew's record
- Select the **Billing Items** tab
- Click on Show Billing Items with Outstanding Amounts
- Highlight the Billing Item which was underpaid by 99c (the CentrePay processing fee)



- Click Adjustment



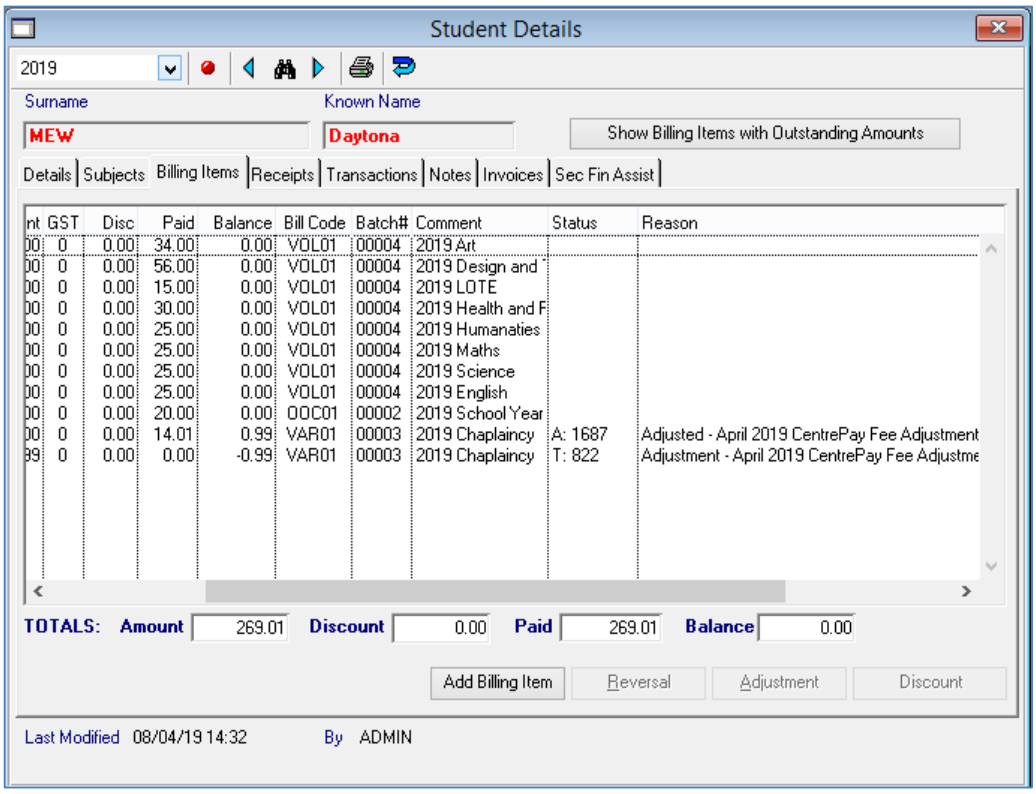
- Click **Yes**
- Enter amount to Adjust down by: **0.99**
- Enter reason Month, Date and Reason - **Centrepay Fee Adjustment**



- Click **OK**

© 2019 Civica Education Pty Ltd

- View the Adjustment Transaction and Adjusted Billing Item
- Sort by Reason to bring the Transactions together



- Click
- Repeat the steps above to the adjustment for Harrison Milker

Notes: CentrePay is a parent/guardian payment. It is processed using payment type DD, is refundable to a parent/guardian and can have a receipt printed.

After reconciling the CentrePay payment advice to the CentrePay batch the batch is either closed manually and the receipts then entered into RM Finance or the batch is exported and then updated in RM Finance.

For training purposes only, the CentrePay batch will not be entered into RM Finance.

© 2019 Civica Education Pty Ltd

Activity: Close the CentrePay Batch

RM Billing > Receipts

For training purposes we will manually close the CentrePay batch to demonstrate that either a manual or the export function can be used. When the Export to RM Finance function is initiated, the transactions will be exported to RM Finance where they can be updated. We will export the CentrePay batch later in training.

- Highlight the **CentrePay dd/mm/yy** batch
- Click **For Selected > Print Daily Banking**

West Coast District High School

Daily Banking Summary 08/04/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
DIRECT DEPOSIT						
29	$ 269.01	Mr M Mew	MEW: Daytona	CentrePay Payment	B00009	
30	$ 269.01	Mrs L Milker	MILKER: Harrison	CentrePay Payment	B00009	
Total Direct Deposit		$ 538.02				
Total for Other Payment Types			$ 538.02			
Total for Report:			$ 538.02			

- View and Close Report

- Click **For Selected > Print Receipts Summary**
- View the Detailed Summary

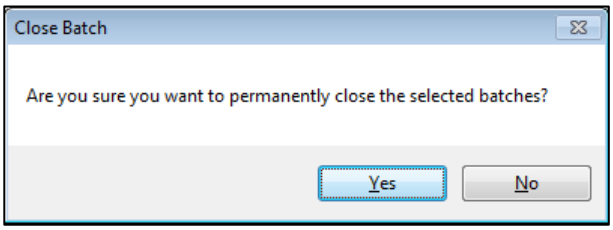
Fill in the Batch Register

					For the month of		Period							
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire Totals	Proc By
B00009				CPay	1	538.02								

© 2019 Civica Education Pty Ltd

Close the Batch

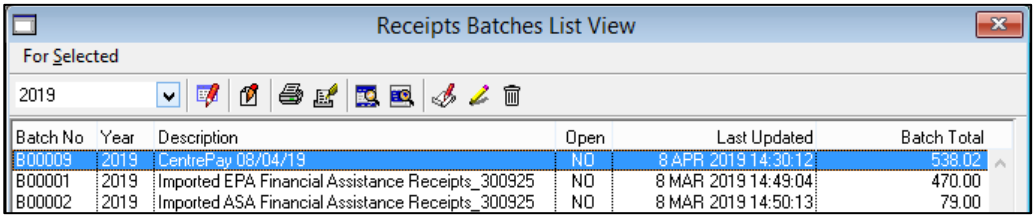
- Click **For Selected > Close Batch**



- Click **Yes**

Note: The Daily Banking Summary and Detailed Receipt Summary Reports must be printed and filed.

The batch is now closed



Batch No	Year	Description	Open	Last Updated	Batch Total
B00009	2019	CentrePay 08/04/19	NO	8 APR 2019 14:30:12	538.02
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	2019	Imported ASA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:50:13	79.00

Note: If exporting, the batch is closed on export. It is up to the user to decide whether they prefer to close the batch manually before export or to leave the batch open and initiate the export routine, which will close the batch on export.

© 2019 Civica Education Pty Ltd

11 Making Changes to Billing Items

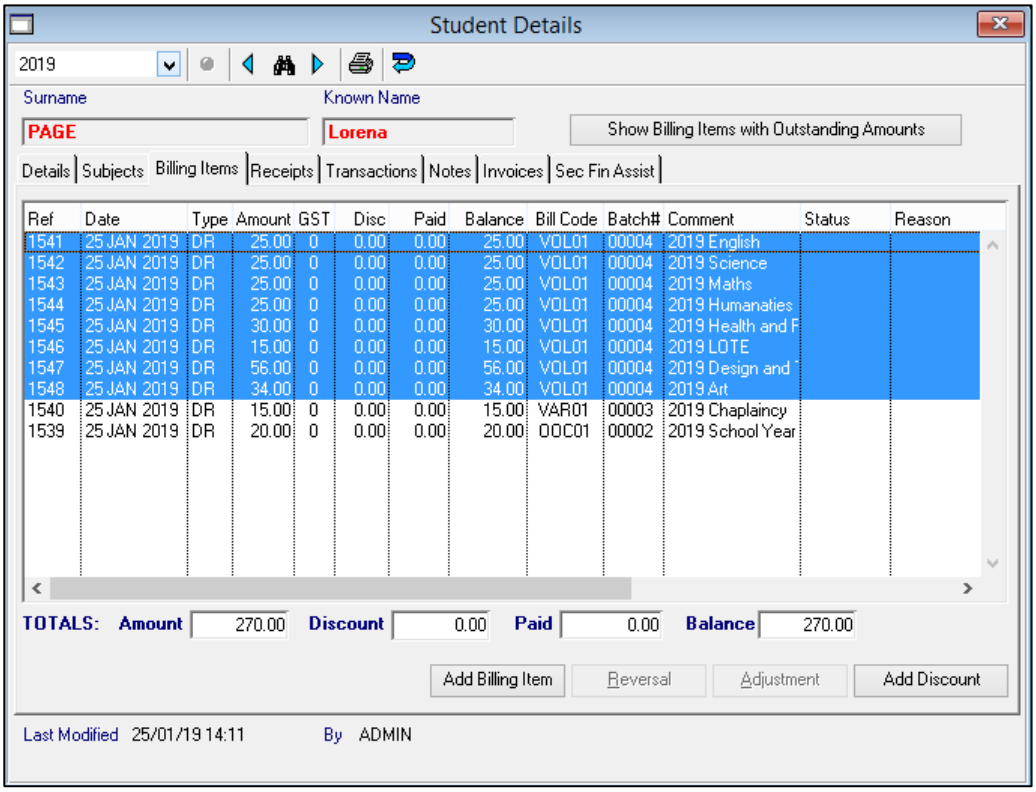
11.1 Students Commencing Part Way through the Year

Activity: Students Commencing Partway Through the Year

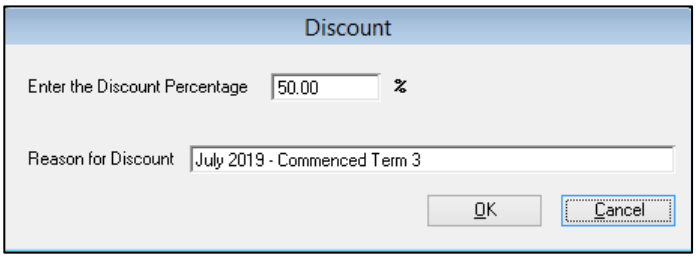
Lorena Page commenced school at the beginning of Term 3. We will discount her Billing Items to reflect the pro rata amount due

RM Billing > Students

- Open the Record for Lorena Page
- Click on the **Billing Items** tab
- Click on the **Bill Code Header** twice to bring the Voluntary Contributions to the top
- Highlight the Voluntary Contributions Transactions



- Click on **Add Discount**
- Enter Discount Percentage as **50**
- Enter the Reason **July 2019-Commenced Term 3**



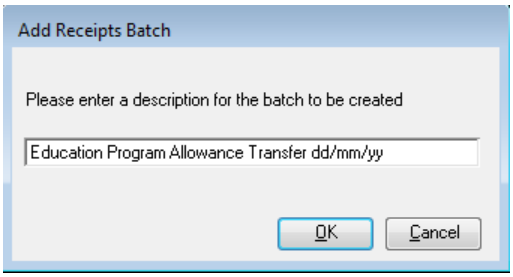
- Click **OK**

© 2019 Civica Education Pty Ltd

Lorena Page's previous school has transferred $115.00 of the $235 Education Program Allowance to the West Coast District High School. A Receipts batch will need to be created so this amount can be recorded against Lorena's record.

RM Billing > Receipts

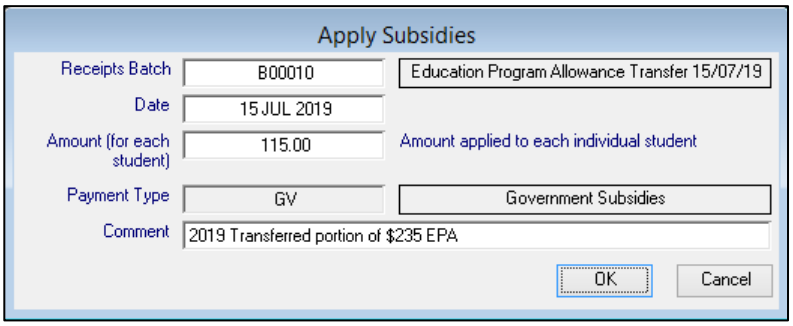
- Click
- Enter Receipt batch detail: **Education Program Allowance Transfer** and **Today's date**



- Click OK

RM Billing > Students

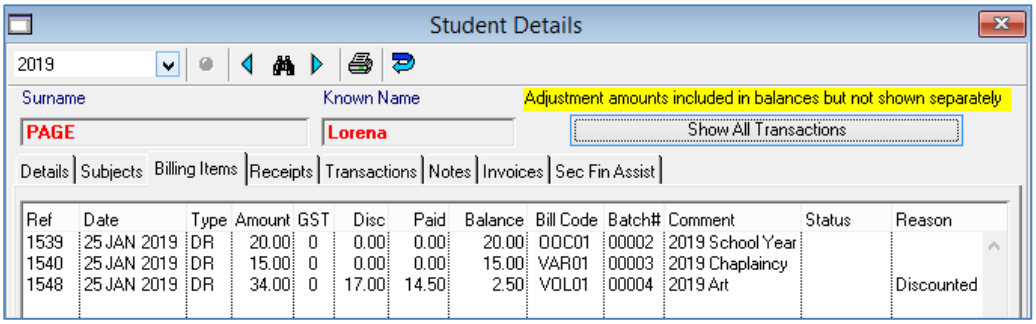
- Highlight **Lorena Page**
- Click **For Selected > Apply Subsidies**
- **OK** to the current billing year
- **<Tab>**
- Select the **Education Program Allowance Transfer** batch
- Enter amount **115.00**
- Enter Comment **2019 Transferred portion of $235 EPA**



- Click **OK**
- Open Lorena's student record
- Click on the Billing Items Tab
- Click on

to see remaining outstanding Billing Items

© 2019 Civica Education Pty Ltd



- View and close the Students window.

11.2 Close the EPA Transfer Batch

Activity: Close the EPA Transfer Batch

RM Billing > Receipts

Print the Daily Banking and Receipts Summary Reports

- Highlight the **EPA Transfer** Batch
- **For Selected > Print Daily Banking**

West Coast District High School

Daily Banking Summary 15/07/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
GOVERNMENT SUBSIDIES						
31	$ 115.00	Government Subsidy	PAGE: Lorena	2019 Transferred portion of $235 EPA	B00010	
Total Government Subsidies				$ 115.00		
Total for Report:				**$ 115.00**		

© 2019 Civica Education Pty Ltd

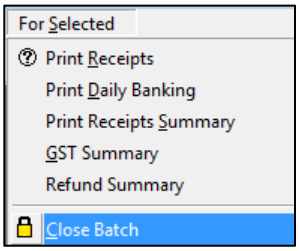
- Repeat to print the **Detailed Summary Report** (This needs to be printed and filed)

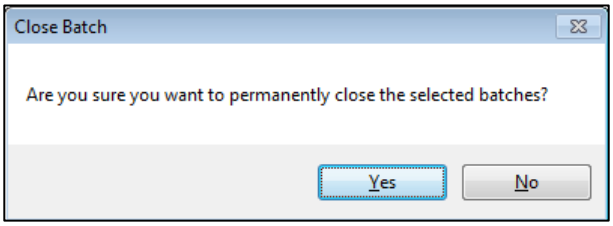
Receipts Summary Detailed Report

West Coast

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00010 Education Program Allowance Transfer 15/07/19											
Billing Code	VOL01	Voluntary Contributions 7-10									
GST Code	0										
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 12.50	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 12.50	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 12.50	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 12.50	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 15.00	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 7.50	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 28.00	$ 0.00
1689	31	B00010	VOL01	15/07/2019	PAGE: Lorena	9	09.1			$ 14.50	$ 0.00
Total for	Income									$ 115.00	$ 0.00
Budget: C1001		Analysis: C1000			Totals for GST code 0					$ 115.00	$ 0.00
									Total for Report:	$ 115.00	$ 0.00

- **For Selected > Close Batch**





- Click **Yes**

Fill in the Batch Register

					For the month of		Period							
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire Totals	Proc By
B00010				EPA T/F	1	115								

© 2019 Civica Education Pty Ltd

11.3 Bulk Reversal of Billing Items via the Billing Item Batch

11.3.1 Removing Voluntary Contributions

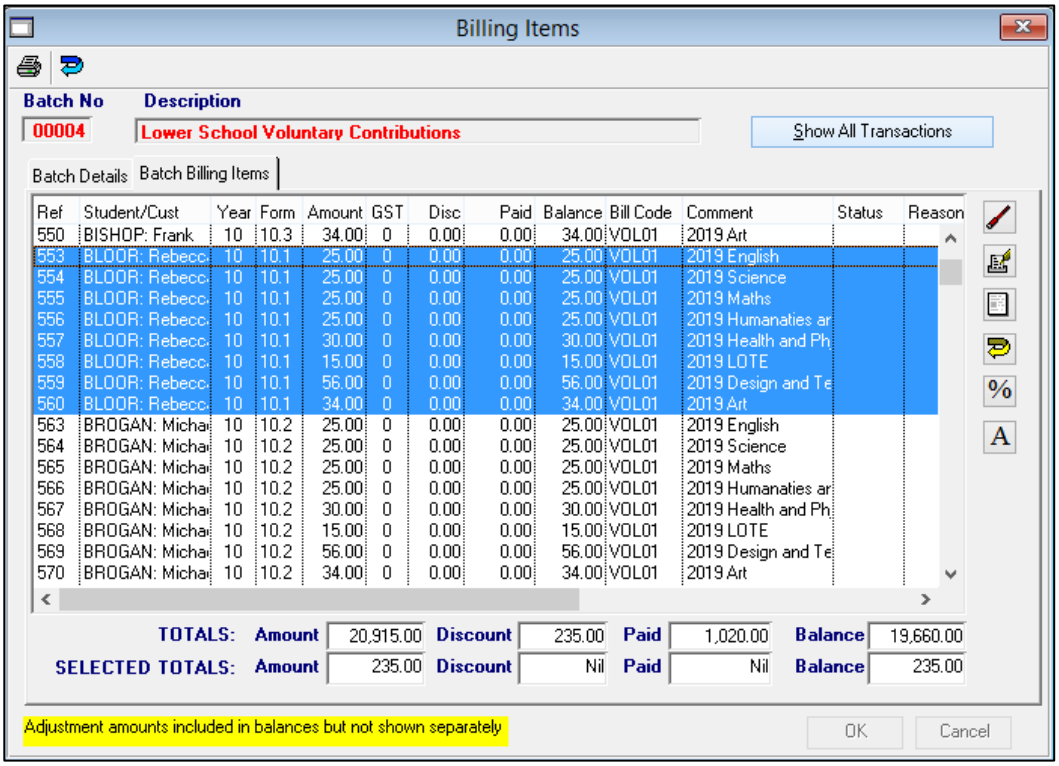
Activity: Removing the Voluntary Contributions

Mrs Bloor has advised that she will not be paying Rebecca's Voluntary Contributions and Chaplaincy We will clear these transactions by reversing them. The School Year Book is required and will remain on the account.

RM Billing > Billing Items

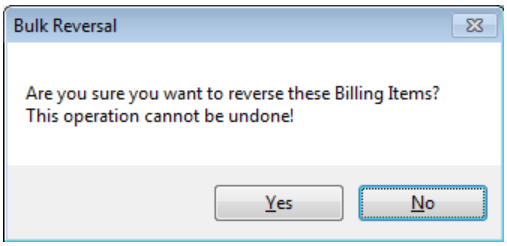
- Double click on the **Lower School Voluntary Contributions Billing Items**
- Click on the **Batch Billing Items tab**
- Click Show Outstanding Amounts
- Highlight the **Voluntary Contribution** lines for Rebecca Bloor

Note: Do not reverse items that have been paid with the $235 Education Program Allowance. The Billing Items must remain so that the appropriate subsidy for a student remains on their records.

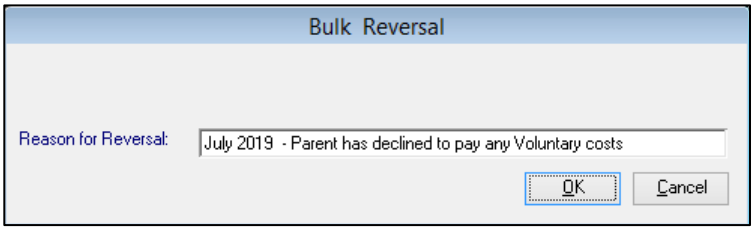


- Click on (Reverse the selected billing item)

© 2019 Civica Education Pty Ltd



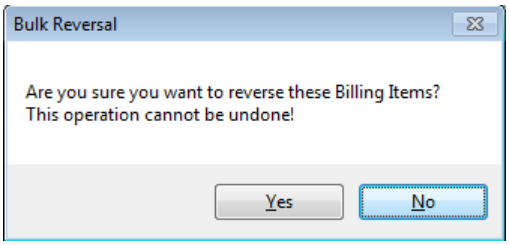
- Click **Yes**
- Enter the Month, Date and Reason for the reversal e.g. **Month, Date** - **Parent has declined to pay any Voluntary costs**
- (Ctrl + C to copy) the reason



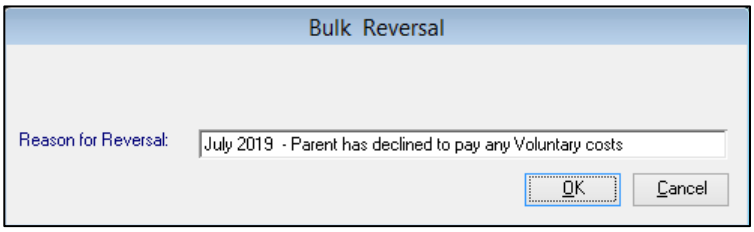
- Click **OK**
- Click on the Red Batch No

to scroll through the batches to locate the **Chaplaincy** Billing Item
- Click

- Click on the **Student/Cust** heading to sort alphabetically
- Highlight Rebecca's **Chaplaincy** Item and click Reverse



- Click **Yes**
- Enter the same reason for the reversal e.g. **Month, Date** - **Parent has declined to pay any Voluntary costs** (Ctrl + V to paste)



- Click **OK** and close the student Billing Items window

© 2019 Civica Education Pty Ltd

11.4 Timetable Changes

11.4.1 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.

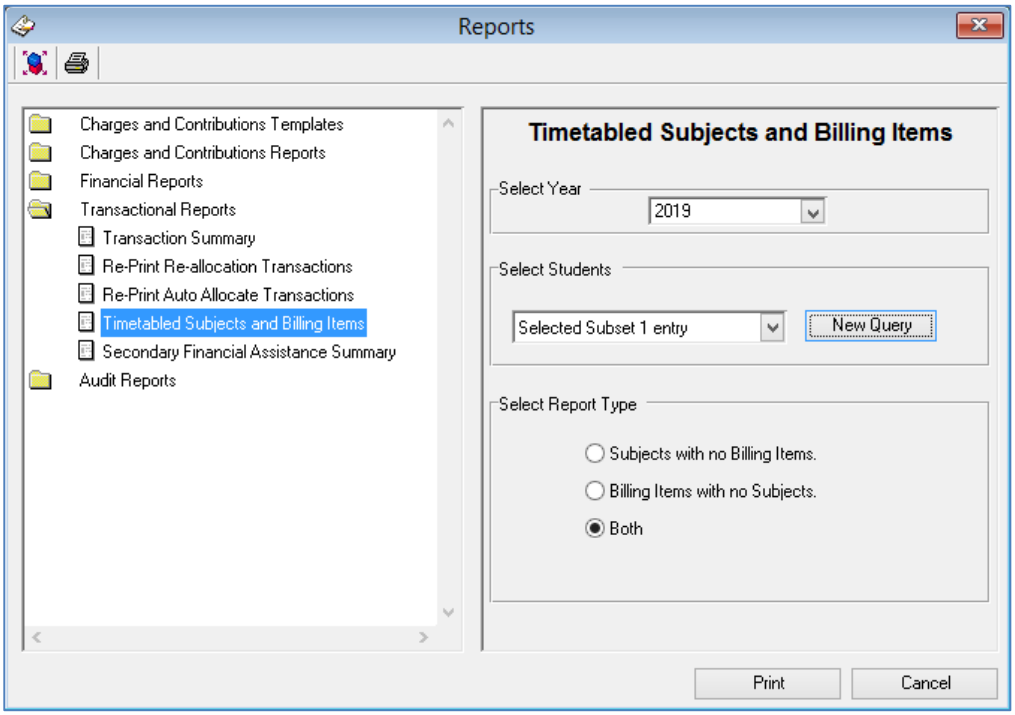
Activity: Produce a Timetabled Subjects and Subject Billing Items Report

Changes to Shane Casson's subject selections in Timetabling, has resulted in billing items with no subjects and subjects with no billing items We are able to generate a report which will identify such changes and assist in the management of student billing.

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

- Click on **New Query**
- Enter **Casson** in the Surname cell

- Select **Both** as the Reporting Type



- Click on **Print**

© 2019 Civica Education Pty Ltd

West Coast District High School

Subjects with no Billing Items
Billing Items with no Subjects

Search Criteria
Year: 2019
Selected Subset 1 entry

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

Ref	Date	Amt	GST	Paid	Balance	Bill Code	Comment
Student: CASSON: Shane			**Year: 11**		**Form: 11.3**		
Billing Items with no Subjects							
19	8 MAR 2019	50.00	0	0.00	50.00	CHG01	GECAE - Career and Enterprise General ...
20	8 MAR 2019	50.00	0	0.00	50.00	CHG01	GEEES - Earth and Environmental Sci G...
Subjects with no Billing Items							
11HR	Home Room 11						
AEHIM	Modern History ATAR 11						
GTPES	Physical Education Studies General 12						

Career and Enterprise General plus Earth and Environmental Science General has no subject.
Modern History ATAR 11 plus Physical Education Studies General 12 has no Billing Item

- View and close the report
- Close the Reports screen

© 2019 Civica Education Pty Ltd

11.4.2 Changing Subject Billing Items

Activity: Changing Subject Billing Items

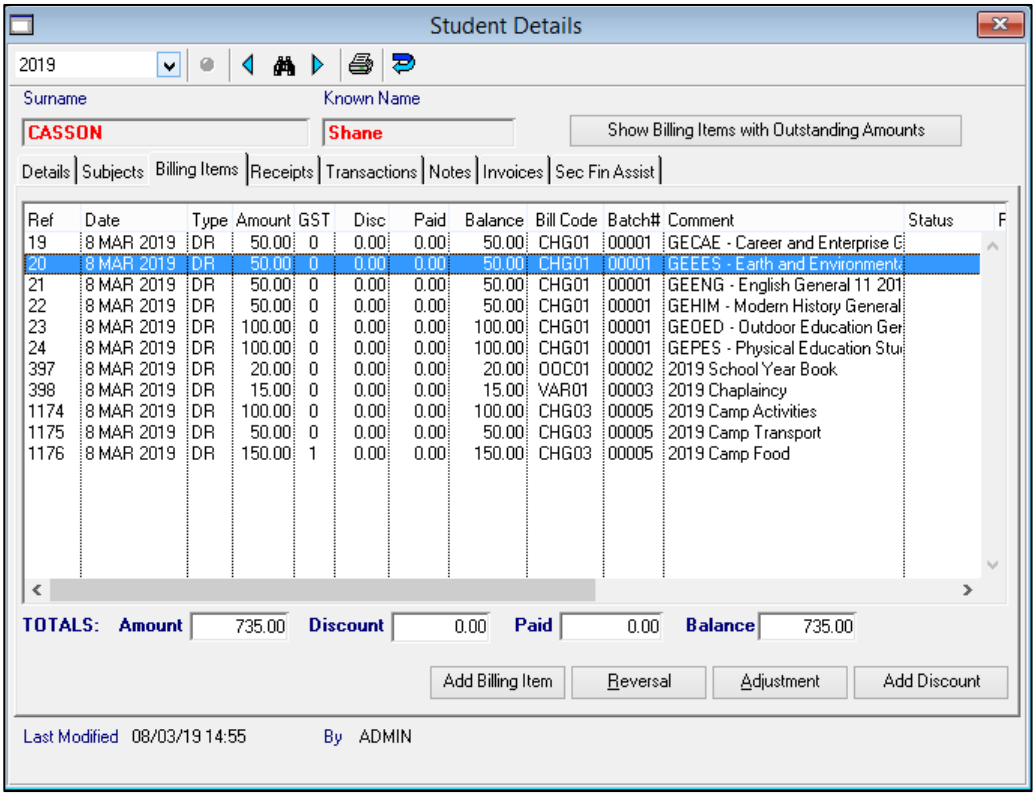
Billing Item Discounts

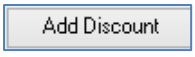
Shane changed his subjects at the end of Term 1.
He has moved from Earth and Environmental Science to Physical Education General which have different subject costs.
Because Sean changed subjects at the end of Term 1, a pro-rata discount of 25% can be given to Physical Education and 75% discount to Earth and Environmental Science.

The other change from Career and Enterprise to Modern History ATAR 11 can be done with a simple reversal and addition of the new subject, as these courses have the same Subject Costs.

RM Billing > Students

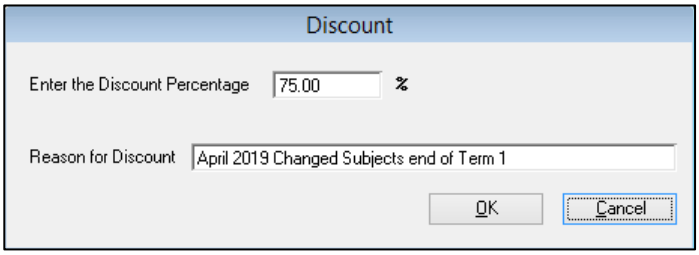
- Open the record for **Shane Casson**
- Click on the Billing Items tab
- Highlight the **Earth and Environmental Science** Course



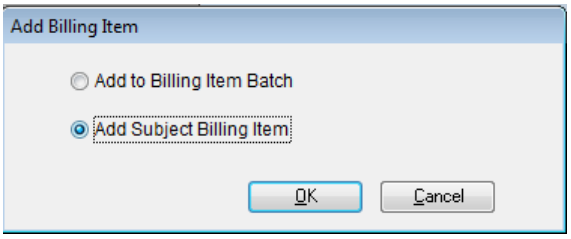
- Click 

© 2019 Civica Education Pty Ltd

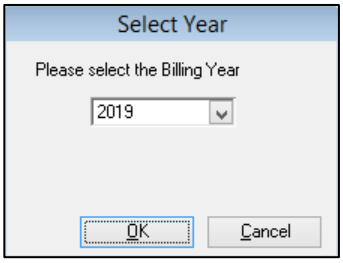
- Add discount of 75% and the reason as **April 2019 Changed Subjects end of Term 1**



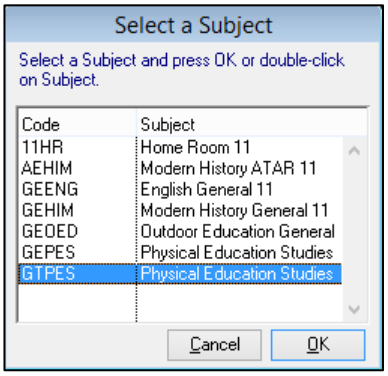
- Click **OK**
- Click on Add Billing Item and select **Subject Billing Item**



- Click **OK**



- Click **OK** to the Billing year
- Select the **GTPES Physical Education General 12** subject

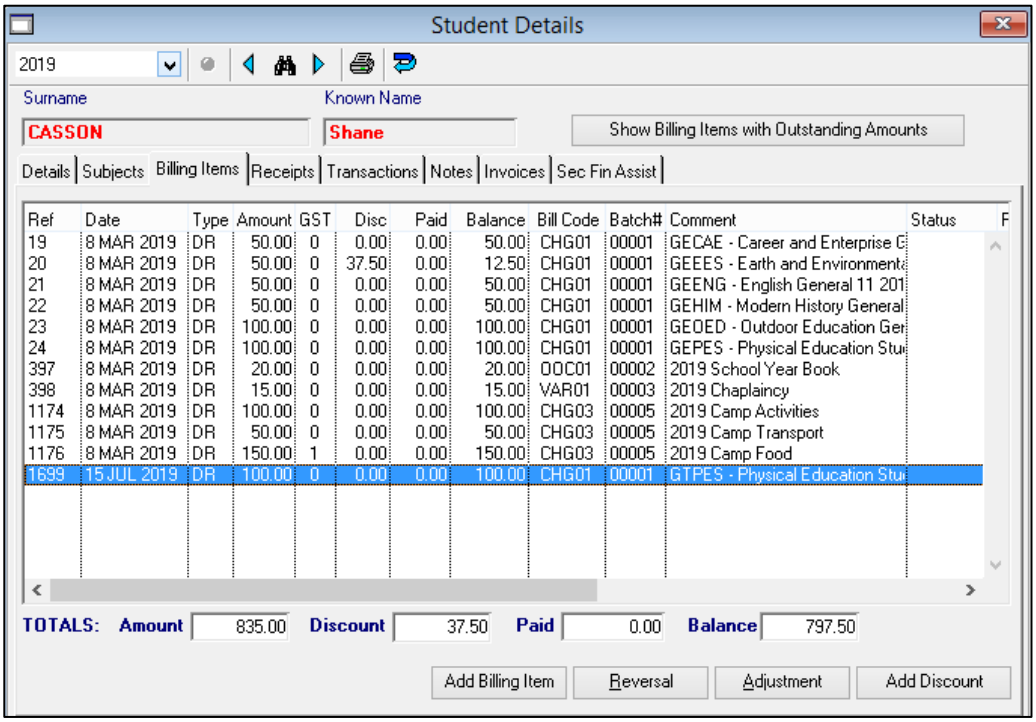


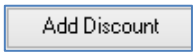
- Click **OK**

© 2019 Civica Education Pty Ltd

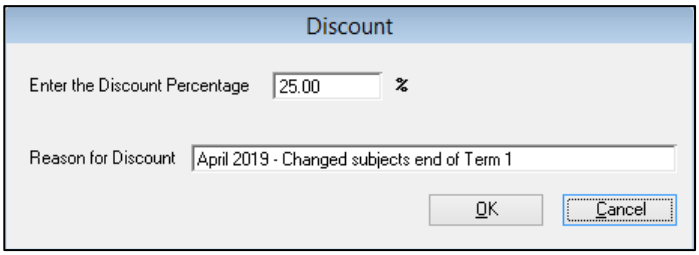
The next step is to Discount the **Physical Education General 12** subject

- Highlight the **Physical Education General 12** Billing Item



- Click on 

- Enter **25%** and the reason **April 2019 Changed Subjects end of Term 1**



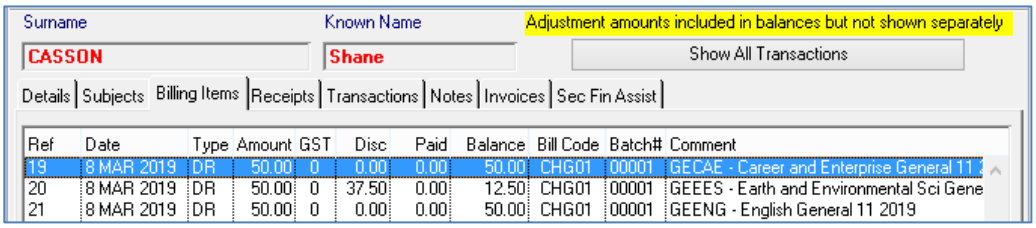
- Click **OK**
- Click on

and view the Billing Items

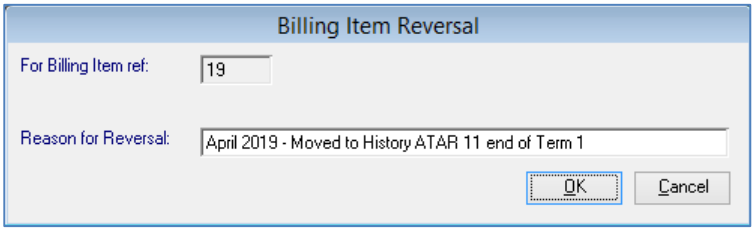
© 2019 Civica Education Pty Ltd

We will now reverse the Career and Enterprise subject and add the new subject Billing Item for Modern History ATAR 11

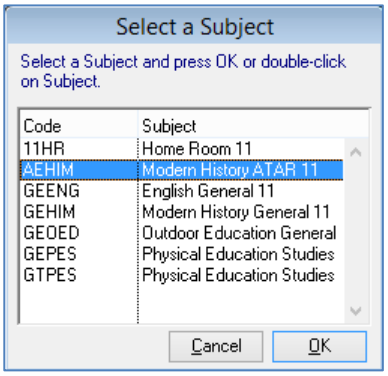
- Highlight **Career and Enterprise General 11**



- Click **Reversal**
- Click Yes and add the Month, Date and Reason



- Click **OK**
- Click **Add Billing Item**
- Select **Add Subject Billing Item** and **OK**
- Click **OK** to the billing year **2019**
- Highlight **Modern History ATAR 11**



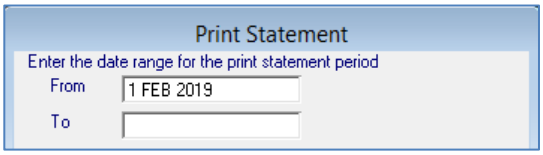
- Click OK
- Click on Show Billing Items with Outstanding Amounts and view the Billing Items
- Click Return to View

© 2019 Civica Education Pty Ltd

11.4.3 Printing Statements

Print a Statement for Shane Casson

- Highlight Shane Casson
- Click **For Selected > Print Statement**
- Change the From date to **01 FEB 2019**

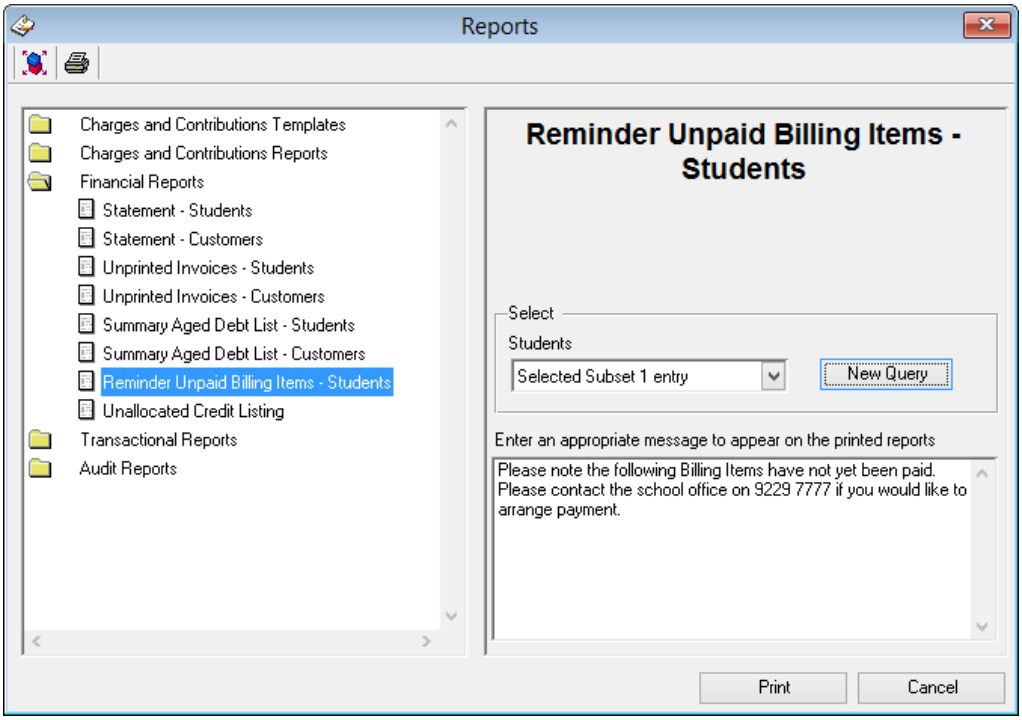


- Click **OK** and print to screen
- View and Close

Print a Reminder Unpaid Billing Items for Shane Casson

Reports > Financial Reports

- Highlight the **Reminder Unpaid Billing Items – Students**
- Click on New Query
- Find Shane Casson



- Click Print

© 2019 Civica Education Pty Ltd

West Coast District High
1120 Hay Road
PERTH Western Australia 6005
Australia
Ph: 9412 3456
ABN: Not Specified

Reminder of Unpaid Billing Items

Mrs Shirley Casson
54 Dress Circle
DALKEITH WA 6012

Date	Tx#	Inv#	Details	Amount
Shane CASSON	**Year 11**	**Form 11.3**	**Student Number 20512483**	
08/03/2019	20	4	GEEES - Earth and Environmental Sci General 11 2019 Includes discount of $ 37.50	$ 12.50
08/03/2019	21	4	GEENG - English General 11 2019	$ 50.00
08/03/2019	22	4	GEHIM - Modern History General 11 2019	$ 50.00
08/03/2019	23	4	GEOED - Outdoor Education General 11 2019	$ 100.00
08/03/2019	24	4	GEPES - Physical Education Studies General 11 2019	$ 100.00
08/03/2019	397	4	2019 School Year Book	$ 20.00
08/03/2019	398	4	2019 Chaplaincy	$ 15.00
08/03/2019	1174	4	2019 Camp Activities	$ 100.00
08/03/2019	1175	4	2019 Camp Transport	$ 50.00
08/03/2019	1176	4	2019 Camp Food	$ 150.00
15/07/2019	1699	4	GTPES - Physical Education Studies General 12 2019 Includes discount of $ 25.00	$ 75.00
15/07/2019	1701	4	AEHIM - Modern History ATAR 11 2019	$ 50.00
Total of Unpaid Billing Items				**$ 772.50**

Summary of Unpaid Billing Items

Category	Previous Years	2019	Totals
Charges		$ 737.50	$ 737.50
Voluntary Approved Requests		$ 15.00	$ 15.00
Other Optional Costs		$ 20.00	$ 20.00
Totals	$ 0.00	$ 772.50	$ 772.50

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.

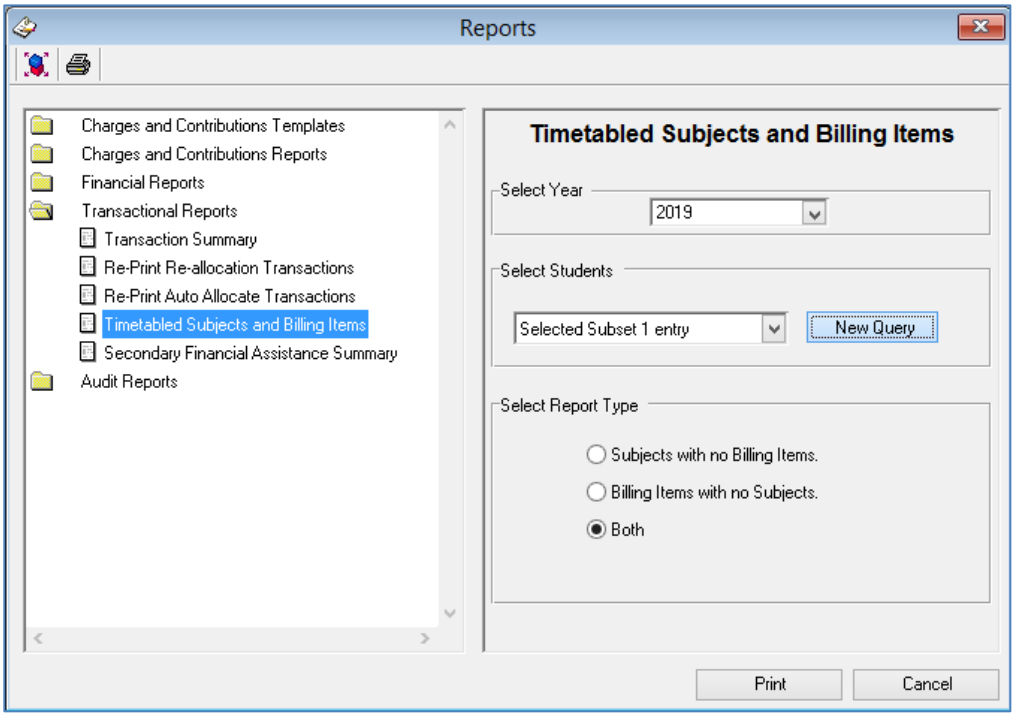
- View and Close the Report

© 2019 Civica Education Pty Ltd

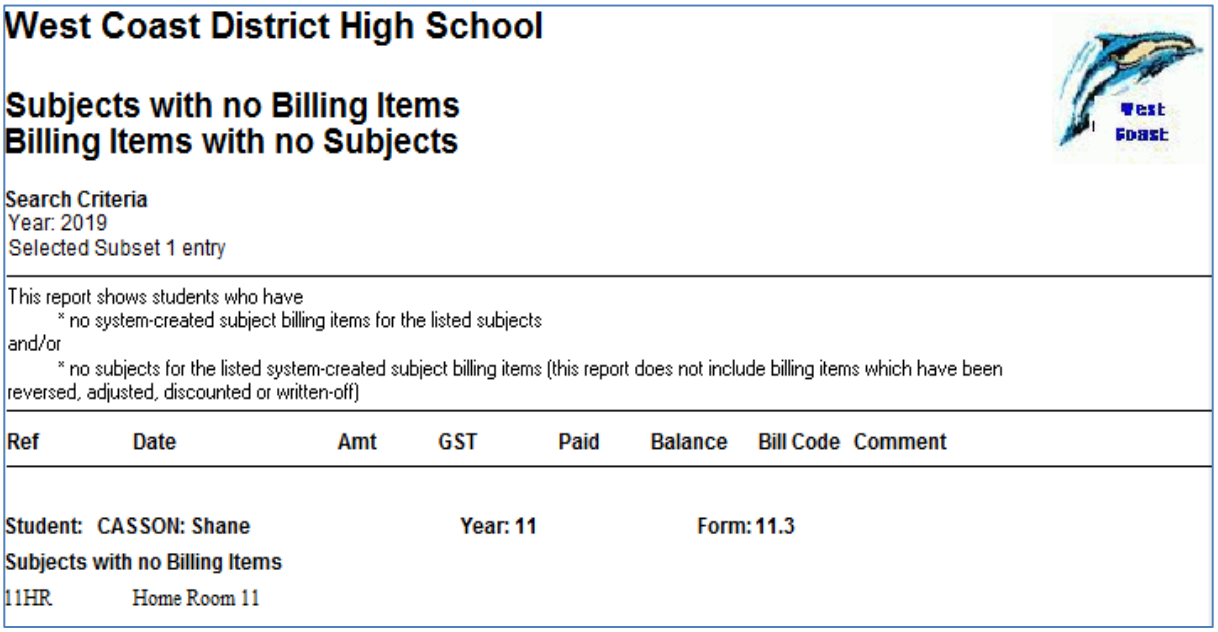
View the Timetabled Subjects and Billing Items Report

RM Billing > Reports > Transactional Reports

- Click on the **Timetabled Subjects and Billing Items Report**
- Use **New Query** to find **Shane Casson**



- Click Print



West Coast District High School

Subjects with no Billing Items
Billing Items with no Subjects

Search Criteria
Year: 2019
Selected Subset 1 entry

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

Ref	Date	Amt	GST	Paid	Balance	Bill Code	Comment

Student: CASSON: Shane **Year: 11** **Form: 11.3**

Subjects with no Billing Items

11HR Home Room 11

Note: Billing Items that are discounted, adjusted or written off due to Timetable changes or other circumstances do not appear on this Report.

© 2019 Civica Education Pty Ltd

12 Refunds

12.1 Refunding Unallocated Credit to a Sibling

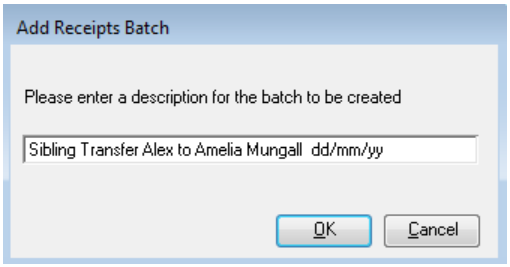
Activity: Sibling Transfer

We have been advised that Alexandria Mungall did not attend the Year 11 Camp. Mr Mungall has requested that the amount be transferred to Amelia Mungall. Amelia has a balance of $270 to pay. The remaining $30 will become credit on Amelia's record.

Open a Receipts batch to process the Transfer from one sibling to another.

RM Billing > Receipts

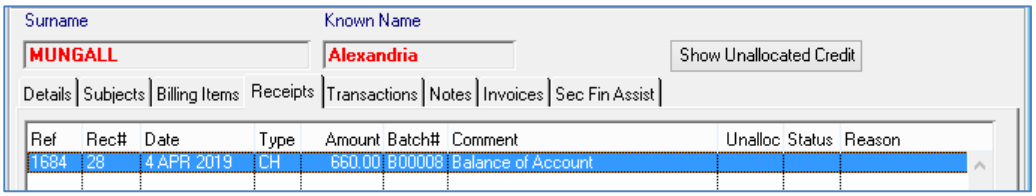
- Click on
- Enter Detail **Sibling Transfer Alex to Amelia Mungall dd/mm/yy**



- Click **OK**

RM Billing > Students

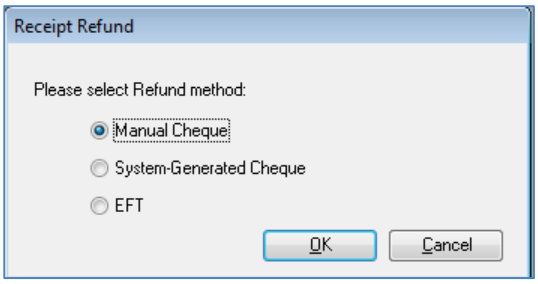
- Open the record for **Alexandria Mungall**
- Select the **Receipts** tab
- Highlight the **Balance of Account** Receipt



- Click

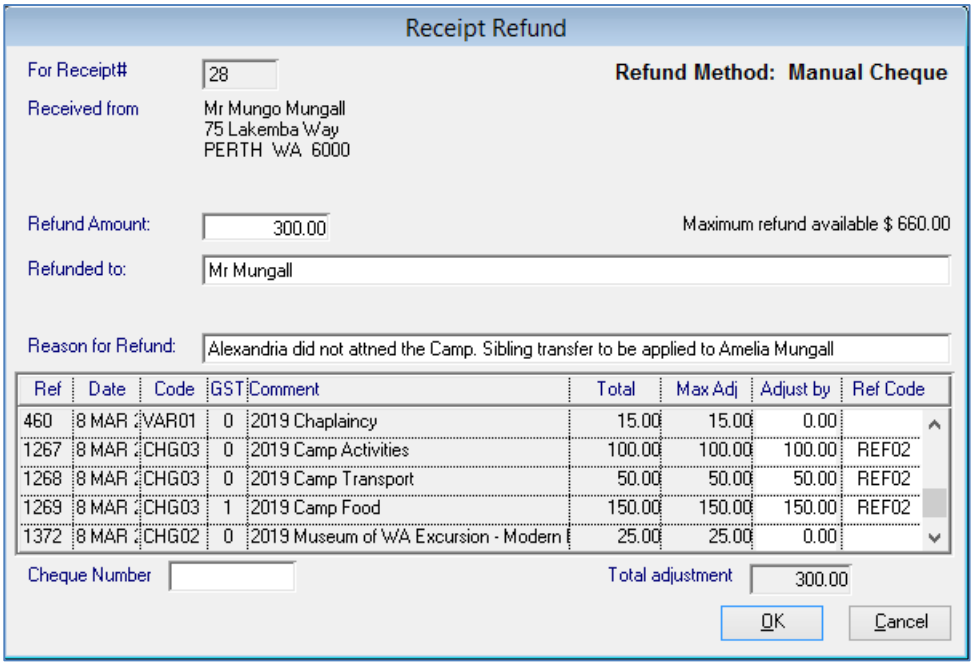
© 2019 Civica Education Pty Ltd

- Select the Manual Cheque option



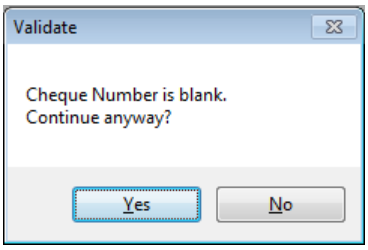
- Click **OK**

- Enter Refund Amount: **300**
- Enter Refunded to **Mr Mungall**
- Enter Reason: **Alexandria did not attend the camp. Sibling transfer to be applied to Amelia Mungall** (a cross reference indicating the credit is being transferred could be added)
- Scroll to the first billing item for the camp and enter the Refund amounts and codes against the Camp Billing Items

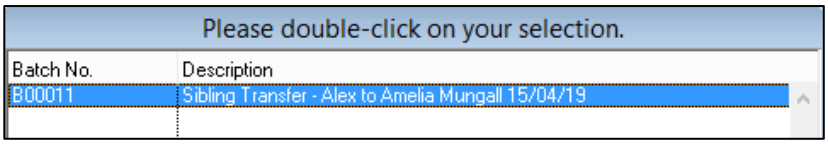


- Leave the Cheque Number blank
- Click **OK**

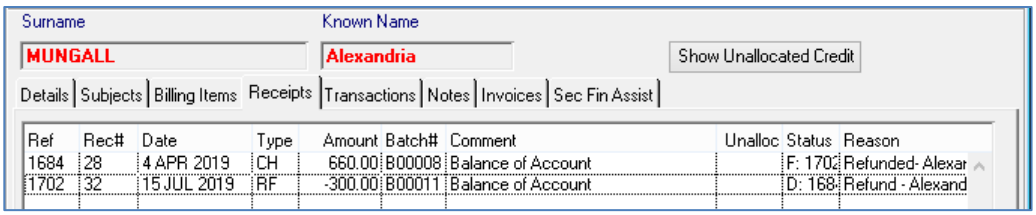
© 2019 Civica Education Pty Ltd



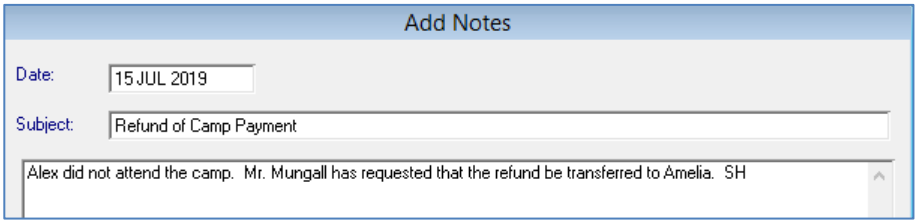
- Click **Yes** to continue without cheque number
- Select the **Sibling Transfer** Batch



- Click **OK** and view the Refund Transaction



- Select the **Notes** tab
- Click on and add the details below



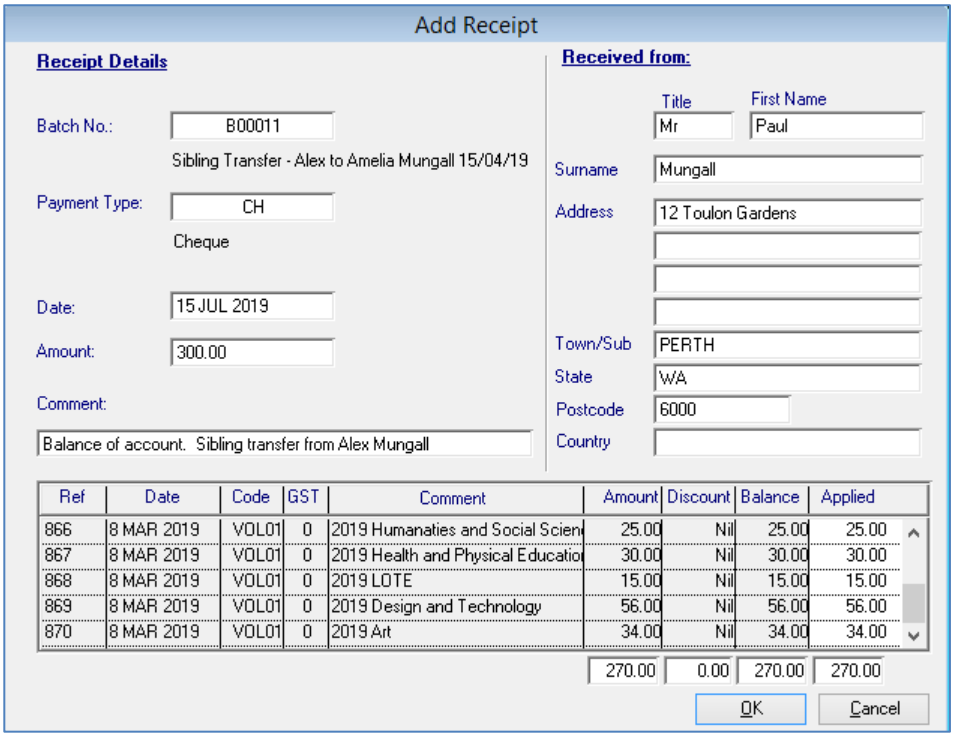
- Click **OK**

Note: The Cheque number field is not required to be completed by schools not exporting to RM Finance. The Cheque number must be noted on the payment voucher.

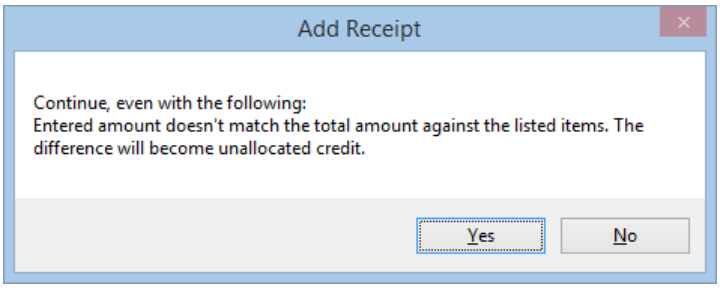
© 2019 Civica Education Pty Ltd

Process the Receipt against **Amelia Mungall**

- Click on the right arrow for **Amelia Mungall's** Record
- Select the **Receipts** tab
- Click on Add Receipt
- **<Tab>** into Batch Number and select the **Sibling Transfer** batch <tab><tab>
- Select Payment type **CH**<tab>
- Enter Amount **300** <tab>
- Enter a Comment – **Balance of Account - Sibling transfer refund from Alex Mungall**
- The payments will apply to Amelia's **Voluntary Contributions, Chaplaincy and School Year Book**



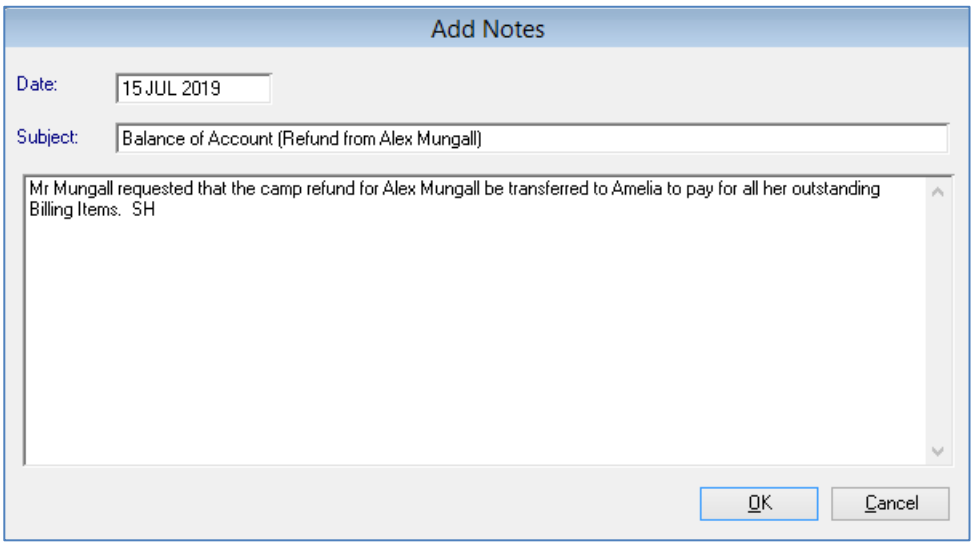
- Click **OK**



- Click **Yes** to the message about unallocated credit

© 2019 Civica Education Pty Ltd

- Select the **Notes** tab and add a note to Amelia's record
- Click
- Enter the **Subject** and **Note**



© 2019 Civica Education Pty Ltd

12.2 Exporting the Batch to RM Finance

Activity: Export the Batch

The Sibling Transfer batch needs to be exported to RM Finance which will automatically close the batch on Export. The Daily Banking and Receipt Summaries must be printed.

RM Billing > Receipts

- Highlight the **Sibling Transfer** batch
- **For Selected > Print Daily Banking**

West Coast District High School

Daily Banking Summary 15/07/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CHEQUE						
33	$ 300.00	Mr P Mungall	MUNGALL: Amelia	Balance of account. Sibling transfer from Alex Mungall	B00011	
Total Cheque		$ 300.00				
Total for Cash and Cheques			$ 300.00			

REFUNDS

Rec #	Amount	Refunded To	Student Name	Details	Batch #	Status	Chq No
32	$-300.00	Mr Mungall	MUNGALL: Alexandria	Balance of Account	B00011	D	0
Total for Refunds:			$-300.00				
Total for Report:			$ 0.00				

- View and close the report
- Repeat to print the **Detailed Summary Report** (This needs to be printed and filed)

A portion of the report is displayed below

Note: The Detailed Receipt Summary Report must be printed and filed. A notation must be added explaining that these transactions are a sibling transfer

© 2019 Civica Education Pty Ltd

Receipts Summary Detailed Report

Ref	Rec #	Batch #	Code	Date	Student/Cust Name	Year	Form	Chq#	Refund To	Amount	GST
Batch: B00011 Sibling Transfer - Alex to Amelia Mungall 15/04/19											
Billing Code	OOC01	Other Otpional Costs									
GST Code 0											
1706	33	B00011	OOC01	15/07/2019	MUNGALL: Amelia	10	10.3			$ 20.00	$ 0.00
Total for Income										$ 20.00	$ 0.00
Budget: C1201		Analysis: C1200			Totals for GST code 0					$ 20.00	$ 0.00
Billing Code	REF02	Refund-Charges									
GST Code 0											
1702	32	B00011	REF02	15/07/2019	MUNGALL: Alexandria	11	11.1	0	Mr Mungall	$-100.00	$ 0.00
1702	32	B00011	REF02	15/07/2019	MUNGALL: Alexandria	11	11.1	0	Mr Mungall	$-50.00	$ 0.00

Fill out the Batch Register

					For the month of			Period						
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire Totals	Proc By
B00010				EPA T/F	1	115								
B00011				SIB T/F	1	300	300							

- View and Close the report

© 2019 Civica Education Pty Ltd

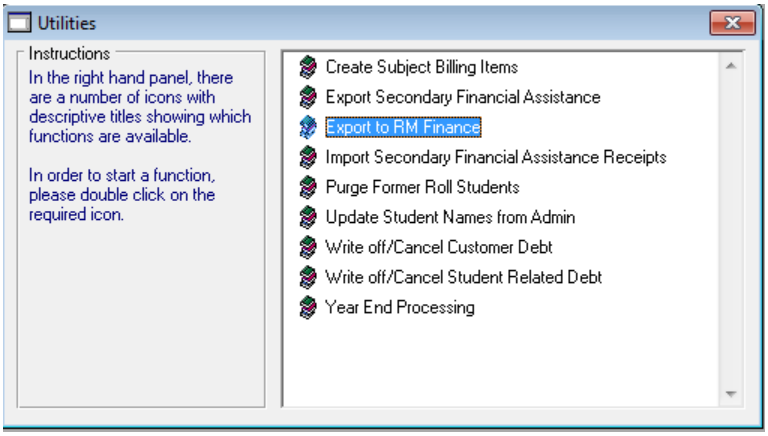
12.3 Export the Batches

Activity: Export Batches to RM Finance

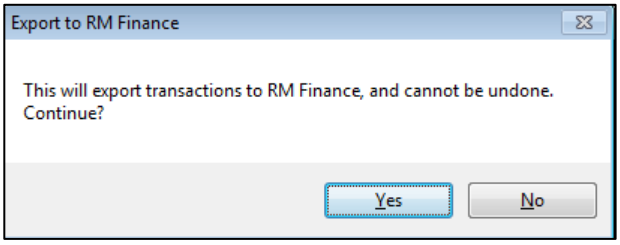
RM Billing > Utilities

Note: Ensure RM Finance is closed before you perform the Export routine

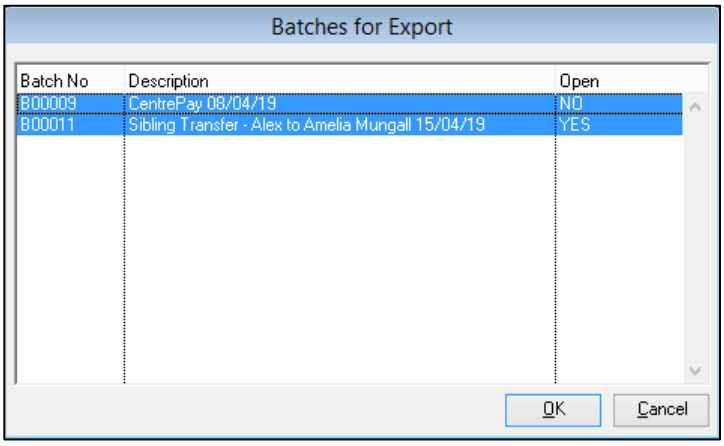
- Double click **Export to RM Finance**



- Click Yes



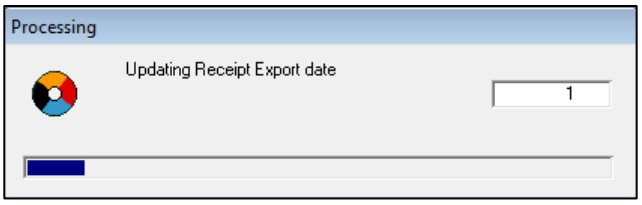
- Highlight both CentrePay and the Sibling Transfer Batch

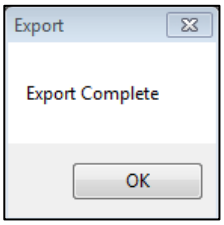


- Click **OK**

© 2019 Civica Education Pty Ltd

- Click **OK** to the printer





- Click **OK**

The Export Report is sent straight to the printer. There is no option to print it to the screen.

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					
B00009	CentrePay 08/04/19	08/04/2019	08/04/2019	NO	538.02
B00011	Sibling Transfer - Alex to Amelia Mungall 15/04/19	15/07/2019	15/07/2019	YES	0.00
					538.02

Comment: _____

_____

Principal's Signature: _____

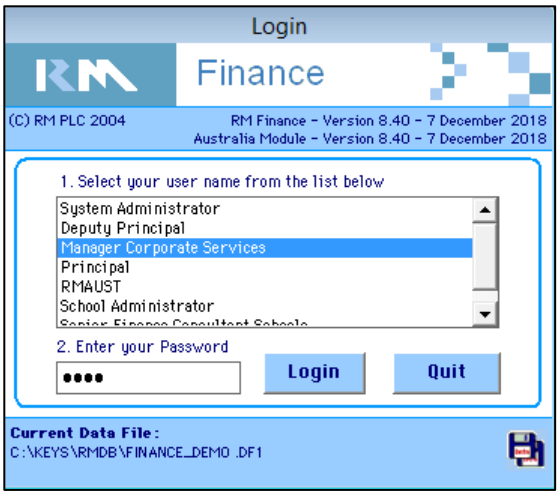
Date: _____

- Minimise RM Billing

© 2019 Civica Education Pty Ltd

Activity: Update the Batches

- Open RM Finance
- Log in with **Manager Corporate Services** and Password **Keys**

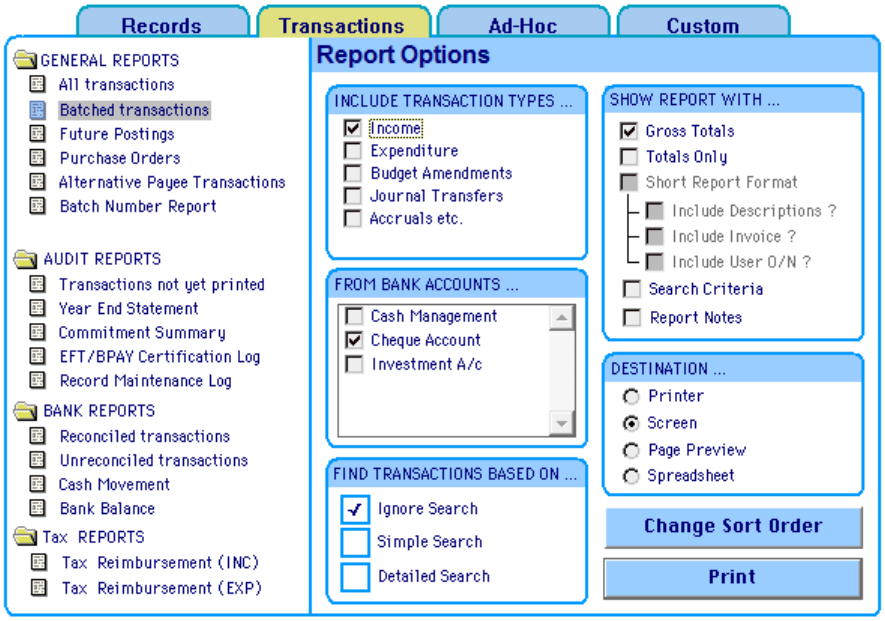


Print the Batched Transaction Report for Income Batches **B00009** and **B00011**

Transactions > Batched Transaction Report

- Click on

- Select to view **Batched** Transactions
- Select to view **Income** batches



- Click

© 2019 Civica Education Pty Ltd

A portion of the report is displayed below

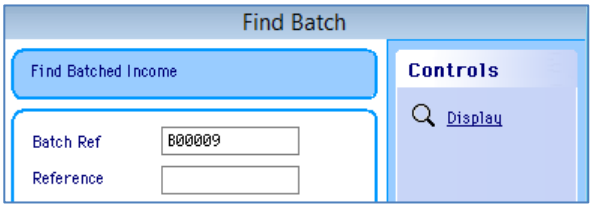
Posting Detail		Type	Date	Nett	Tax	Total	Voucher
B00009							
INC001	Income						
C1200	Personal Items and Other Services						
C1201	Other Optional Costs						
Cheque Account							
CentrePay 08/04/19							
Ref B00009		INC	15 JUL 2019	40.00	0	40.00	C1
B00009							
INC001	Income						
C1500	Voluntary Approved Requests						
C1501	Voluntary Approved Requests						
Cheque Account							
CentrePay 08/04/19							
Ref B00009		INC	15 JUL 2019	28.02	0	28.02	C1
B00009							
INC001	Income						
C1000	Contributions						
C1001	Secondary Vol Contributions (7-10)						
Cheque Account							
CentrePay 08/04/19							
Ref B00009		INC	15 JUL 2019	470.00	0	470.00	C1
B00011							
INC001	Income						
C1200	Personal Items and Other Services						
C1201	Other Optional Costs						
Cheque Account							
Sibling Transfer - Alex to Amelia Mungal							
Ref B00011		INC	15 JUL 2019	20.00	0	20.00	C1
B00011							
INC001	Income						
N3100I	Other Suspense Accounts						
N3199	Billing Suspense						
Cheque Account							
Sibling Transfer - Alex to Amelia Mungal							
Ref B00011		INC	15 JUL 2019	30.00	8	30.00	C1
B00011							
INC001	Income						
C1500	Voluntary Approved Requests						
C1501	Voluntary Approved Requests						
Cheque Account							
Sibling Transfer - Alex to Amelia Mungal							
Ref B00011		INC	15 JUL 2019	15.00	0	15.00	C1
B00011							
INC001	Income						
C1000	Contributions						
C1001	Secondary Vol Contributions (7-10)						
Cheque Account							
Sibling Transfer - Alex to Amelia Mungal							
Ref B00011		INC	15 JUL 2019	235.00	0	235.00	C1

© 2019 Civica Education Pty Ltd

View / Post the Batch

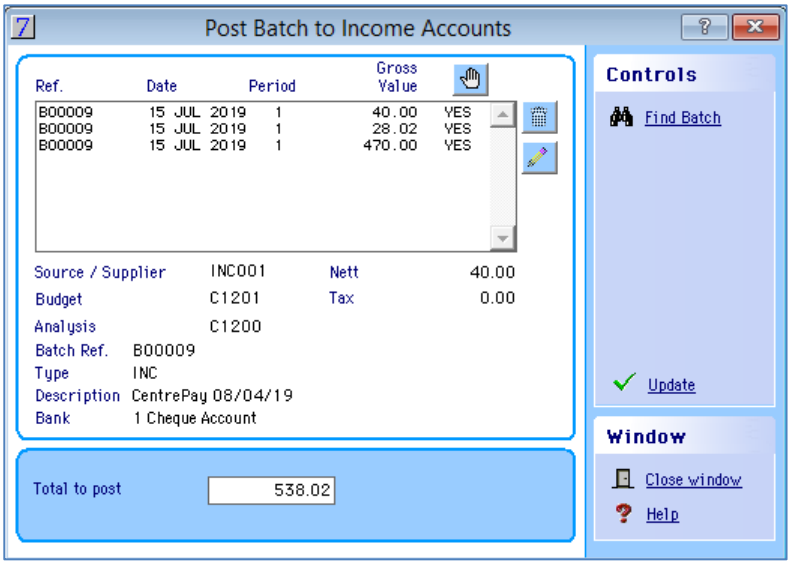
From the Transactions Menu

- Select **View/Post Batch**
- Select **Income**
- Enter Batch number **B00009**



- Click on **Display**

- Click on ,



- Click

and **Yes** to post the batch

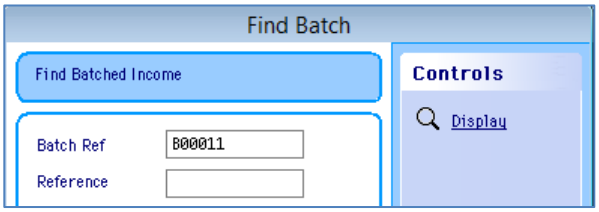
- Click to return to the main menu

From the Transactions Menu

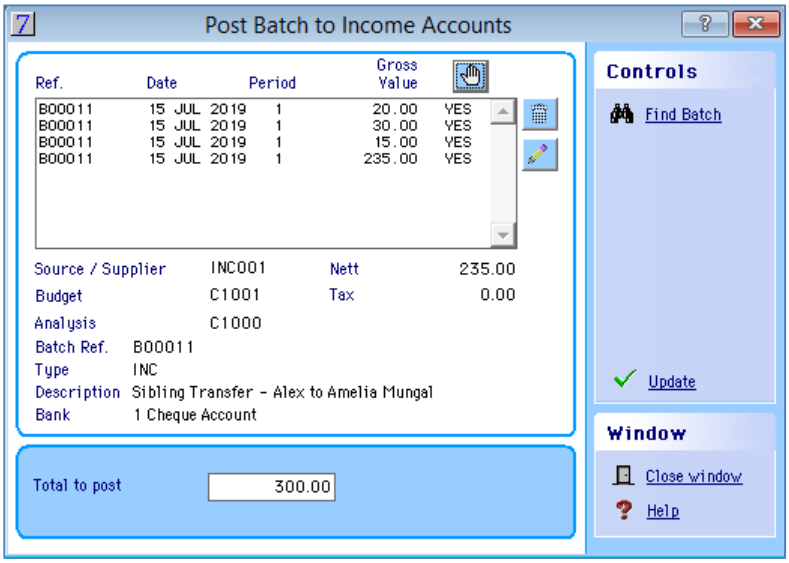
- Select **View/Post Batch**
- Select **Income**

© 2019 Civica Education Pty Ltd

- Enter Batch number **B00011**



- Click on **Display**



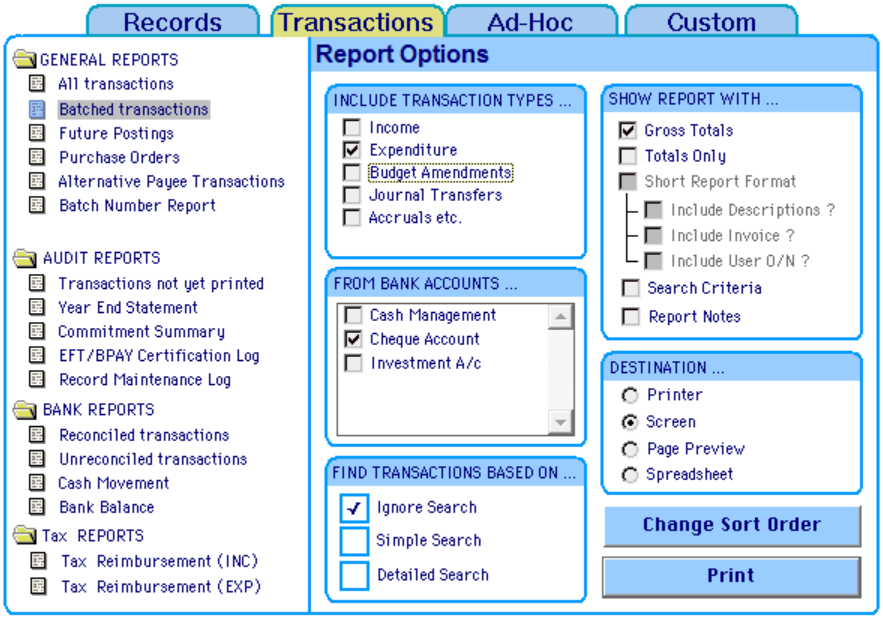
- Click Update and **Yes** to post the batch
- Click to return to the main menu

Print the Batched Transaction Report for Expenditure

- Click on Reports

- Select to view **Batched** Transactions
- Select to view **Expenditure** batch

© 2019 Civica Education Pty Ltd



- Click on

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00011 BILL99 D4600 D4606 Cheque Account Tx 1702-Mr Mungall Ref 1702Tx	Refund of Revenue-Charges/Cont/Fee Charges - Refund	ESP	15 JUL 2019	150.00	0		150.00	C1
B00011 BILL99 D4600 D4606 Cheque Account Tx 1702-Mr Mungall Ref 1702Tx	Refund of Revenue-Charges/Cont/Fee Charges - Refund	ESP	15 JUL 2019	136.36	13.64	1	150.00	C1

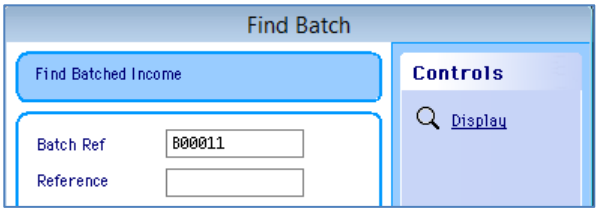
Update the Batch

View / Post the Batch

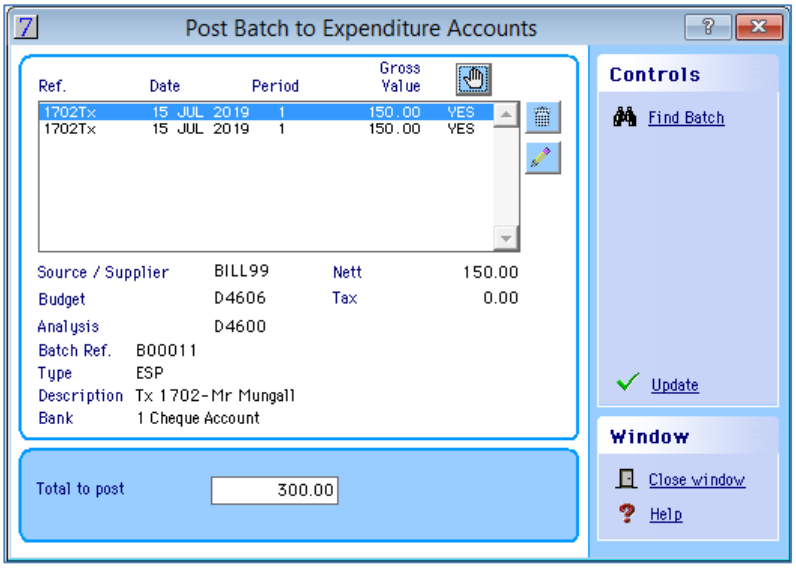
From the Transactions Menu

- Select **View/Post Batch**
- Select **Expenditure and Credit Notes**
- Enter Batch number **B00011**

© 2019 Civica Education Pty Ltd



- Click on **Display**
- Click on ,



- Click Update and **Yes** to post the batch

© 2019 Civica Education Pty Ltd

Reconcile the Income and Expenditure Transactions

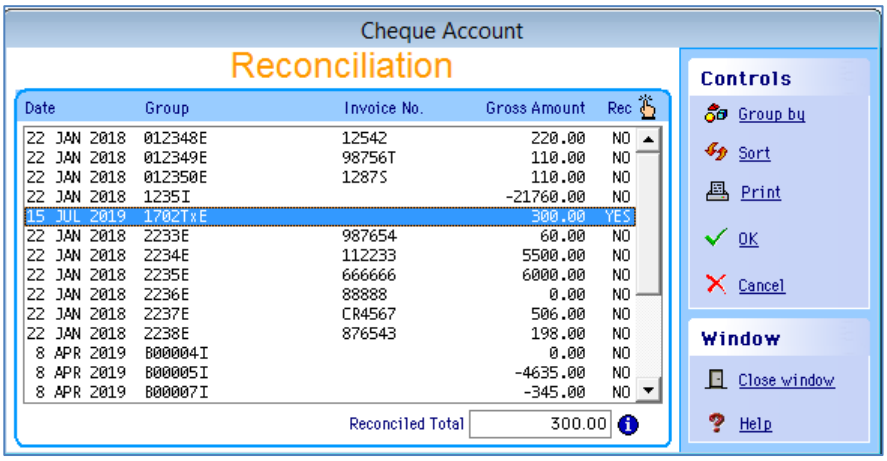
Transactions > Reconciliation

- Click on **Reconciliation**
- Select the **Cheque** account and **OK**

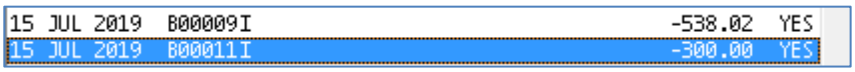
- Find the **1702TxE Transaction** for **$300**

*Note: the **1702T** refers to the transaction reference on Alexandria's record in the Transaction tab. The **E** refers to **Expenditure***

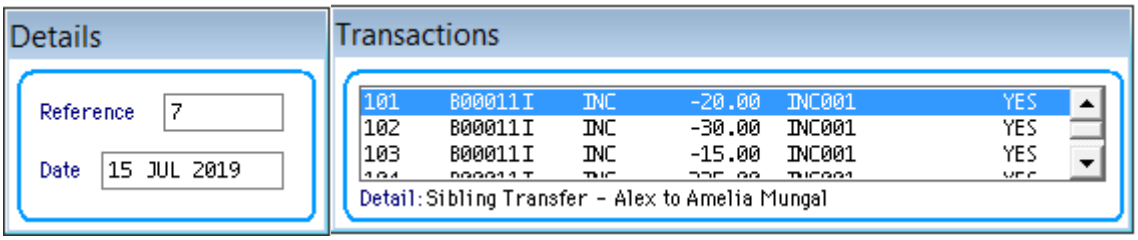
- Double click to change the Reconciled **No** to **Yes**



- Repeat these steps for **B00009I - $538.02**
- Repeat these steps for **B00011I - $300**



- Enter a Reconciliation Reference for the current Period (month)



- Click on the reconciled transactions will clear

- Click on and **Yes**

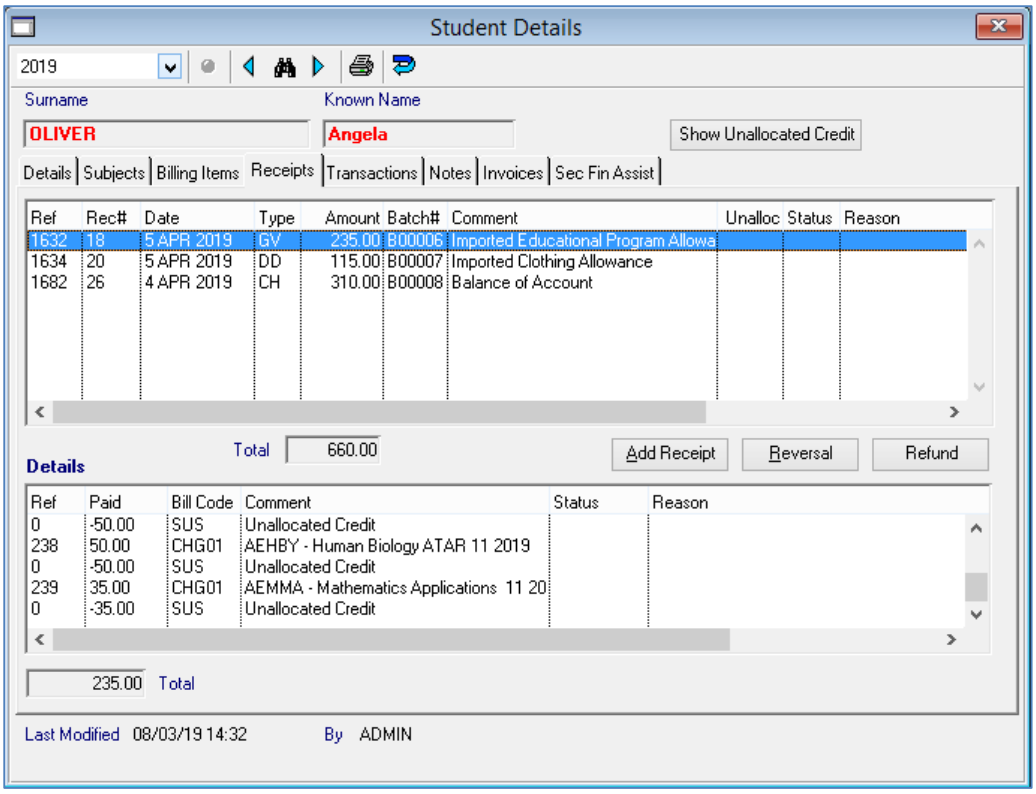
© 2019 Civica Education Pty Ltd

Activity: Student Transfers – Refunding to Next School

When a student leaves a school, the amount of unused payment is refunded to the parent and any unused portion of the Government Subsidies is transferred to the new school.
In this activity Angela Oliver, an upper school student, has left school at the end of Term One. View her Receipted Billing Items.

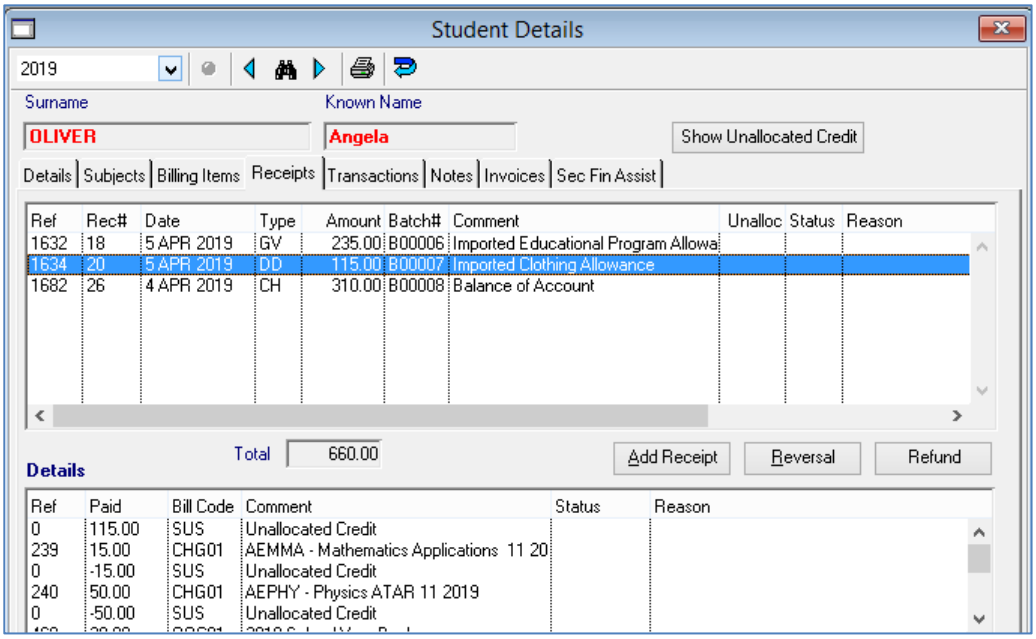
RM Billing > Students

- Open Angela Oliver's record
- Click on her Receipts Tab
- Highlight the **$235 Imported Education Program Allowance** Receipt
- View the Subjects paid by the **EPA**

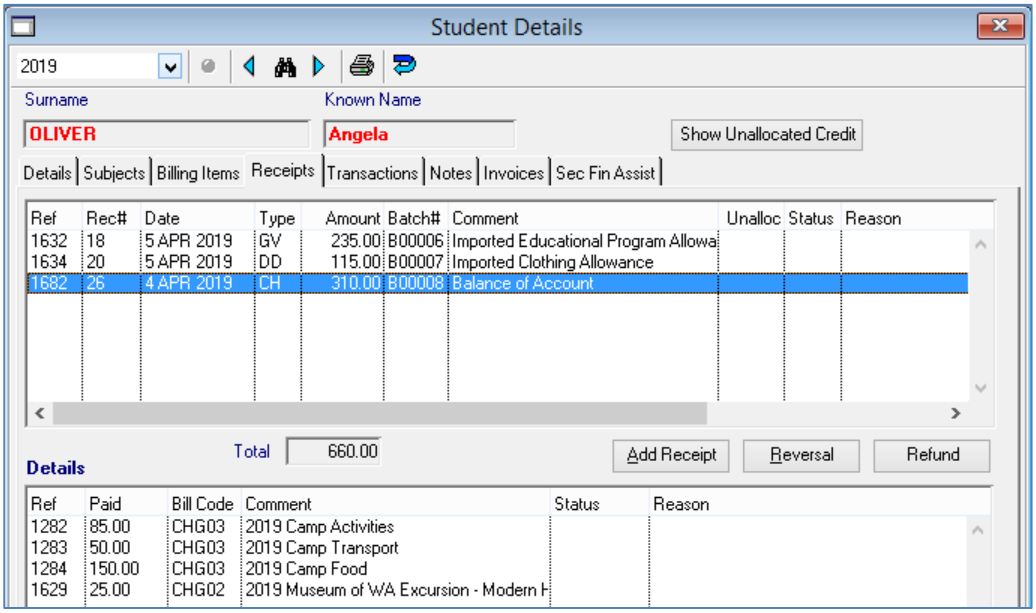


- Highlight the Imported **$115 Clothing Allowance** Receipt
- View the full and part payments made by the Clothing Allowance receipt

© 2019 Civica Education Pty Ltd



- Highlight the **$310 Balance of Account**
- View the paid Billing Items which have been paid by the parents



- Click on her Billing Items tab
- View her Totals: Amount off $660 which has been fully paid

© 2019 Civica Education Pty Ltd

12.4.1 Process the Refund in RM Billing

Activity: Refund to Next School

Angela Oliver has left the school at the end of term one, therefore the school must pass on any unused Education Program Allowance as there is no expectation that the $235 EPA is spread over 4 terms.
If the parent has signed over their clothing allowance of $115 to the school, then this is considered the same as a payment from the parent.

				RM Billing Process	RM Finance Process
Step 1	Calculate the Pro-rata amount due for Term 1	$660.00 x 25%	$165.00		
Step 2	Use the Education Program Allowance to reduce/pay the amount due for the period at school.		$235.00	Reversal of Education Program Allowance	
Step 3			$165.00	Reapply Education Program Allowance	
Step 4	Transfer unused Education Program Allowance (if any to new school)		$70.00		Expenditure. Excess Education Program Allowance to next school.
Step 5	Refund Parent Payment		$115.00 + $310.00	Refund of parent payment (Clothing Allowance and parent payment)	Expenditure. Transfer to new school with parent agreement
Step 6	Adjust any remaining billing items		$??	Adjust billing items to clear any amount owing	

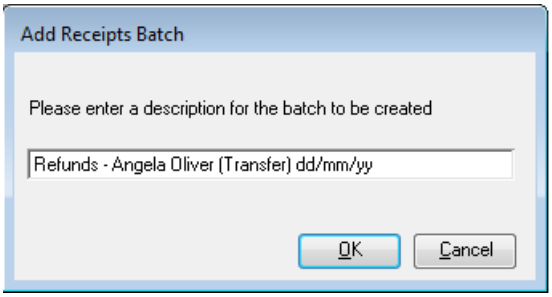
Note: Parent refund must not exceed the amount paid.

© 2019 Civica Education Pty Ltd

Activity: Create Refunds Batch

RM Billing> Receipts

- Click on
- Create a Refunds batch using today's date



- Click on **OK**

© 2019 Civica Education Pty Ltd

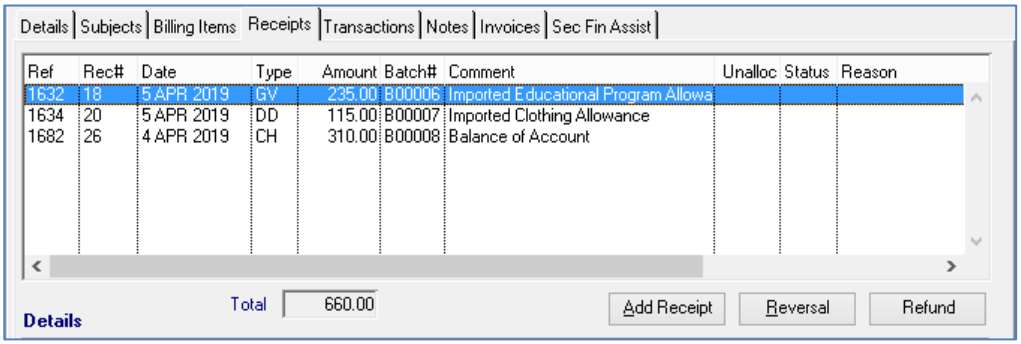
In cases where the Education Program Allowance exceeds the amount owing, the difference is transferred to the new school. If the student is no longer attending school, the difference will be retained by the current school.

In this example, the Education Program Allowance exceeds the amount owing. The Education Program Allowance for $235 is reversed and reapplied with a reduced amount to clear the amount owing.

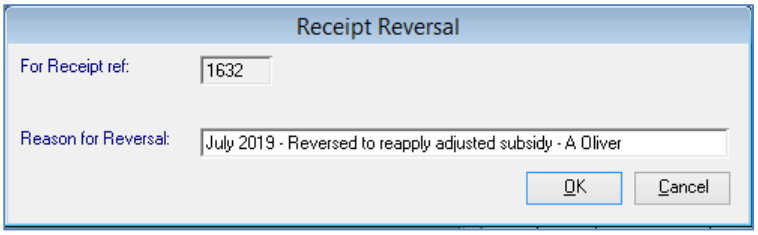
Reverse the Education Program Allowance

RM Billing > Students

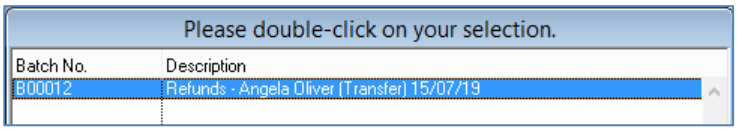
- Find the record for **Angela Oliver**
- Click Hide Unselected
- Open the record for **Angela Oliver**
- Click on the **Receipts** tab
- Highlight the **Imported $235 Education Program Allowance**



- Click on Reversal
- Click **Yes** to continue
- Enter the Month, Year and Reason: **Reversed to reapply adjusted subsidy-A Oliver**



- Click **Ok**



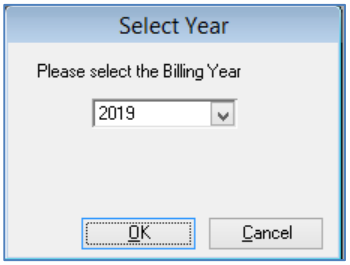
- Select the **Refunds – Angela Oliver** batch
- Click on **OK**

© 2019 Civica Education Pty Ltd

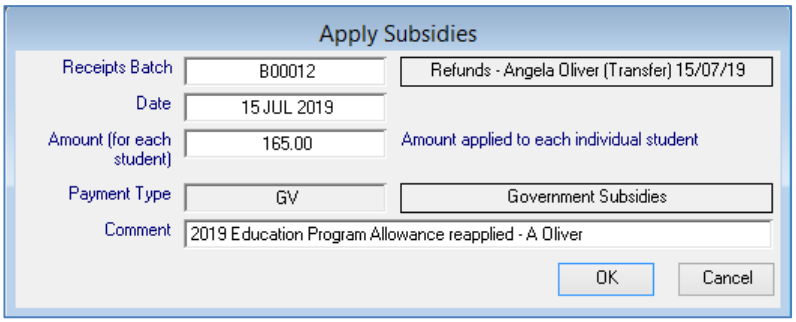
Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1632	18	5 APR 2019	GV	235.00	B00006	Imported Educational Program Allowa		R: 170	Reversed - July 2
1634	20	5 APR 2019	DD	115.00	B00007	Imported Clothing Allowance			
1682	26	4 APR 2019	CH	310.00	B00008	Balance of Account			
1707	34	15 JUL 2019	RV	-235.00	B00012	Imported Educational Program Allowa		V: 163	Reversal - July 2(

Reapply the Education Program Allowance

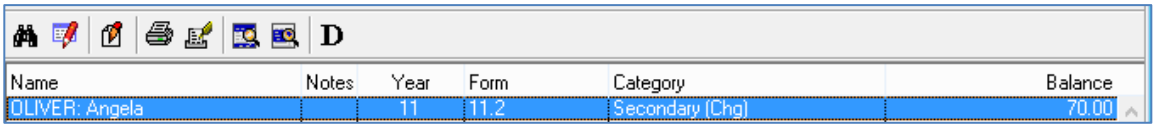
- Click
- Highlight **Angela Oliver's** record
- Click on **For Selected > Apply Subsidies**



- **OK** to the current billing year
- <tab> Select the **Refunds Angela Oliver Batch** <tab>
- Enter Amount **165** <tab>
- Enter Detail **2019 Education Program Allowance reapplied- A Oliver**



- Click **OK**



Name	Notes	Year	Form	Category	Balance
OLIVER: Angela		11	11.2	Secondary (Chg)	70.00

© 2019 Civica Education Pty Ltd

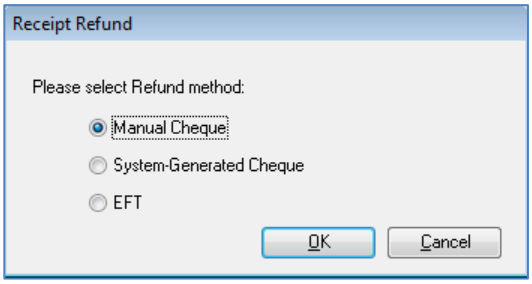
Process the refund transaction for the parent payment

The parent payment has been received in two instalments, one as the $115 Clothing Allowance assigned to the school and the other as cheque from the parent. In this example, the parent has agreed for any refunds to be transferred directly to the new school.

Process refund of the Clothing Allowance

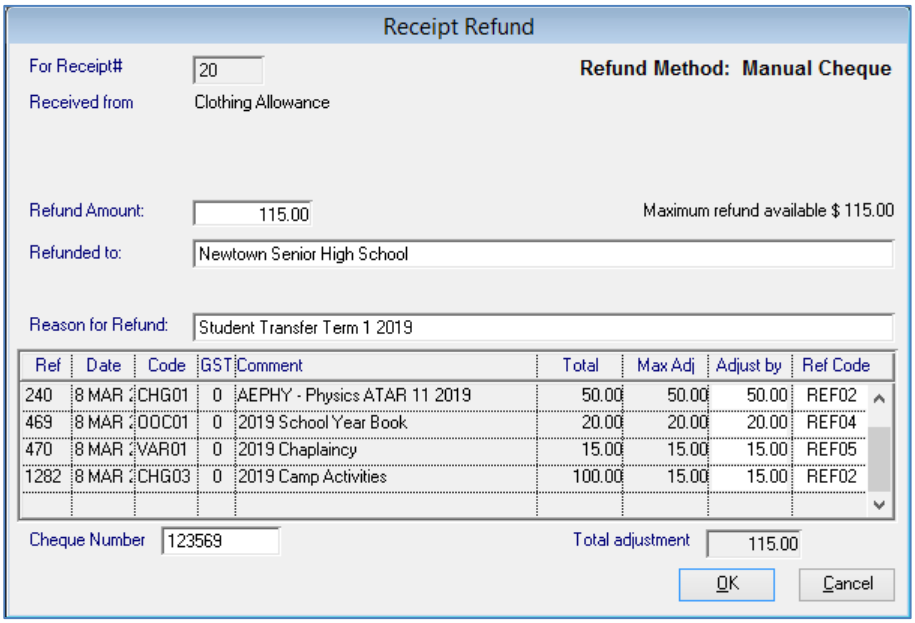
- Re open Angela Oliver's Record
- Click on the **Receipts** tab
- Highlight the **2019 Imported $115 Clothing Allowance** receipt

- Click Refund
- Select the **Manual Cheque** option



- Click **OK**

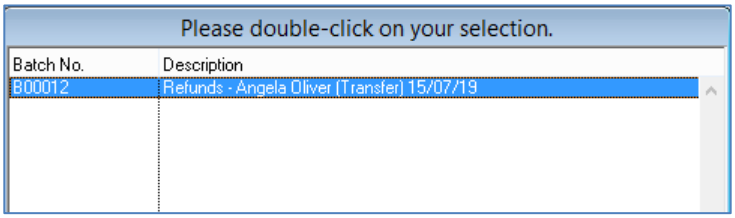
- Enter Refund Amount: **115.00**
- Enter Refunded to: **Newtown Senior High School**
- Enter reason for refund: **Student transfer - Term 1 2019**
- Enter the refund transactions as shown below
- Enter the **Cheque Number: 123569**



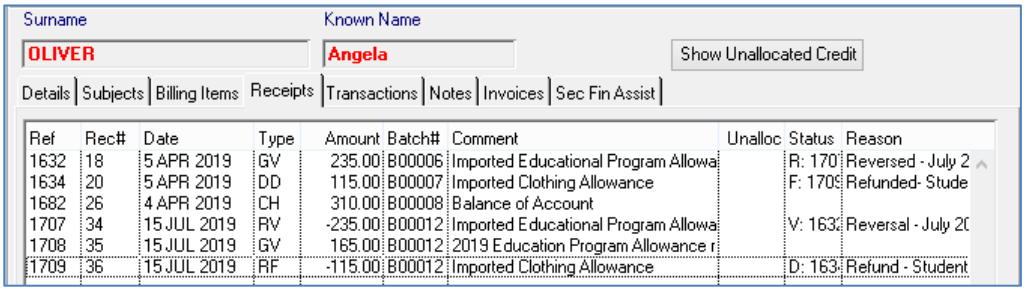
- Click **OK**

© 2019 Civica Education Pty Ltd

- Select the Refunds Angela Oliver batch

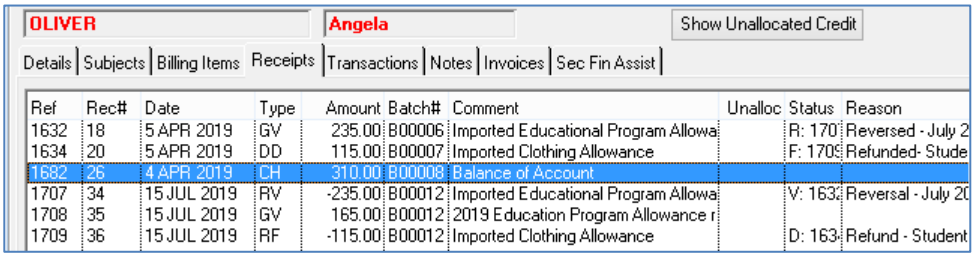


- Click **OK**

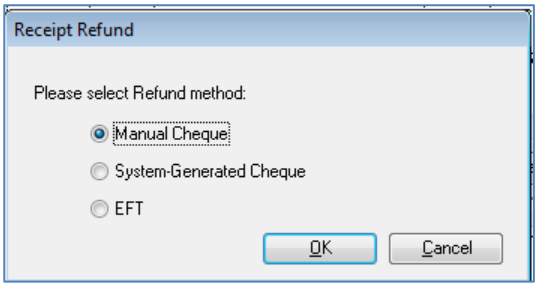


Process the refund of the charges and contributions receipt

- Highlight the **Balance of Account** receipt



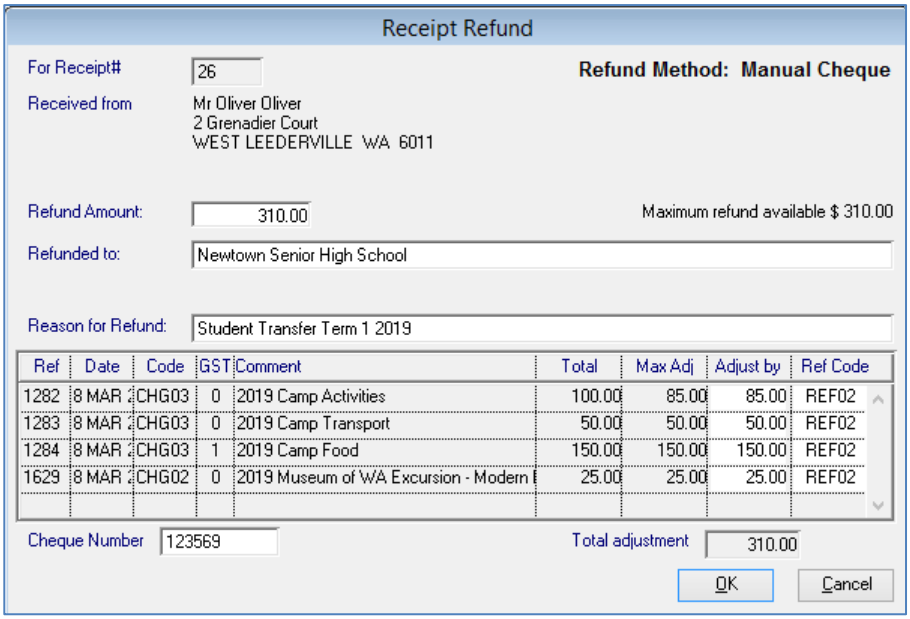
- Click Refund
- Select the Manual Cheque option



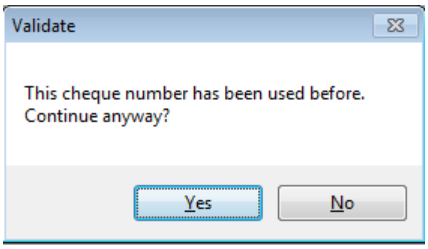
- Click **Ok**

© 2019 Civica Education Pty Ltd

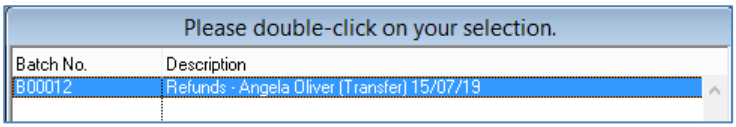
- Enter Refund Amount: **310.00**
- Enter Refunded to: **Newtown Senior High School**
- Enter reason for refund: **Student Transfer Term 1 2019**
- Enter the refund transactions as shown below
- Enter the Cheque Number **123569**



- Click OK



- Click **Yes** (one cheque for the total amount will be sent)



- Select the **Refunds Angela Oliver** batch and click **OK**

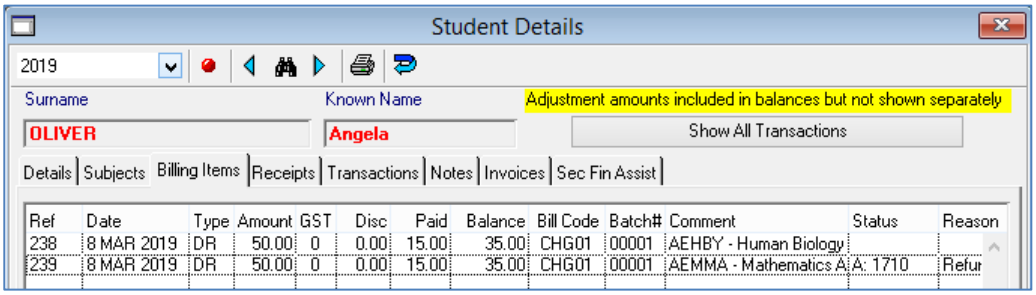
Notes: Ensure the correct Refund Code is selected for each Billing Item.

If not exporting to RM Finance, the Cheque number field is not required to be completed. The cheque number once printed must be recorded on the School Payment Voucher.

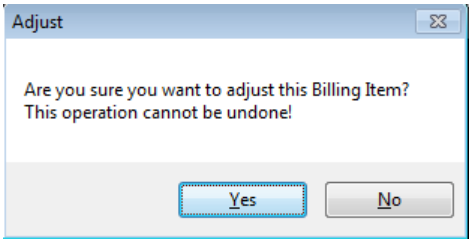
© 2019 Civica Education Pty Ltd

Adjust the Remaining Billing Items

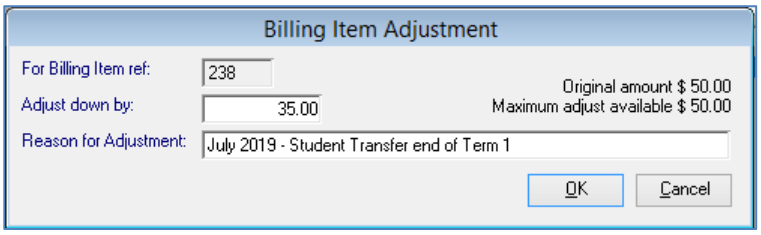
- Click on the **Billing Items** tab
- Click on Show Billing Items with Outstanding Amounts
- Highlight the **AEHBY- Human Biology ATAR 11** billing item (only $15 has been refunded)



- Click Adjustment



- Click **Yes** to the message
- Enter adjustment amount **35.00**
- Enter month, year and reason: **Student Transfer End of Term 1** (Hint: Ctrl/C to copy the Reason for Adjustment. Ctrl/V to paste for remaining subject)



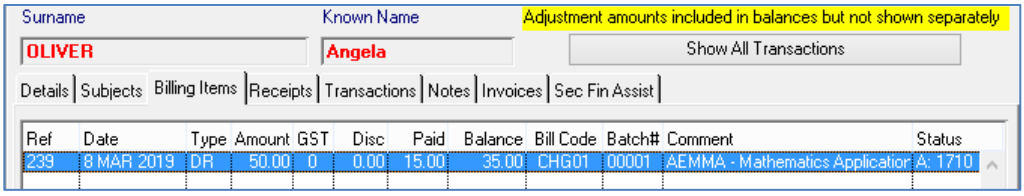
- Click **OK**

© 2019 Civica Education Pty Ltd

Hint: Clicking on Show Billing Items with Outstanding Amounts each time will allow you to view only those Billing Items that have a balance remaining

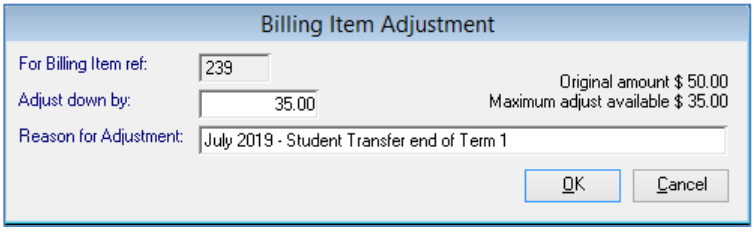
Repeat the process to adjust the remaining billing item.

- Highlight the **AEMMA – Mathematics Applicable 11** Billing Item



- Click Adjustment

- **Adjust** by **$35.00**



- Click the Details tab

© 2019 Civica Education Pty Ltd

12.4.2 Print the Summary Reports

Activity: Print Summary Reports

RM Billing > Receipts

- Highlight the **Refunds Angela Oliver** batch
- Click **For Selected > Print Daily Banking**

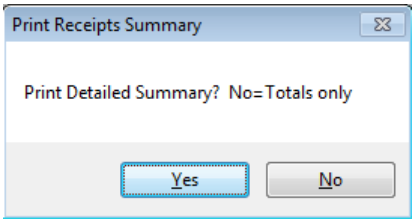
Daily Banking Summary 15/07/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
GOVERNMENT SUBSIDIES						
34	$-235.00	Educational Program Allowance	OLIVER: Angela	Imported Educational Program Allowance	B00012	V
35	$ 165.00	Government Subsidy	OLIVER: Angela	2019 Education Program Allowance reapplied - A Oliver	B00012	
Total Government Subsidies			$-70.00			

REFUNDS

Rec #	Amount	Refunded To	Student Name	Details	Batch #	Status	Chq No
36	$-115.00	Newtown Senior High School	OLIVER: Angela	Imported Clothing Allowance	B00012	D	123569
37	$-310.00	Newtown Senior High School	OLIVER: Angela	Balance of Account	B00012	D	123569
Total for Refunds:			$-425.00				
Total for Report:			$-495.00				

- Print to Screen
- View and close the Report
- Click **For Selected > Print Receipts Summary**



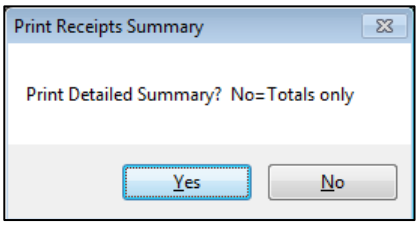
- Select **Yes** to print the Detailed Report
- View and close the report

Note: The Detailed report contains both the Summary Details of the Refunds and also a Detailed Report on the Government Transactions

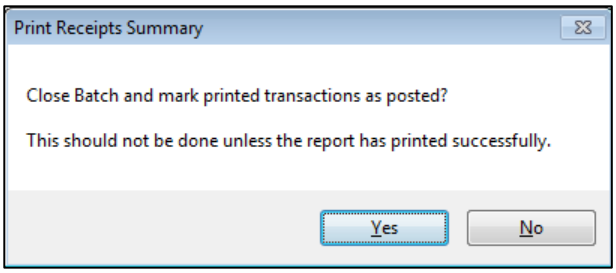
© 2019 Civica Education Pty Ltd

Repeat to print the Totals Only report (Optional)

- Click on **Yes**
- Follow the printer prompts, click **OK**



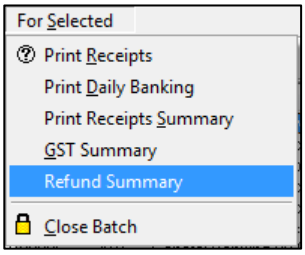
- Click **No** to print the Totals Only Report



- Select **Yes**
- Close the Receipt Screen

Check the Refund Report

- **For Selected – Refund Summary**



West Coast District High School

Refund Summary Report

Batch #	Batch Description	Refund Method	Total
B00012	Refunds - Angela Oliver (Transfer) 15/07/19		
		Manual Cheques	$-425.00
		Other Transactions	$-70.00
		Batch Total	$-495.00

- View and close the report

© 2019 Civica Education Pty Ltd

Complete the Batch Register

BATCH REGISTER

For the month of Period

BANK RELATED TRANSACTIONS

Batch No	Date/Date Export	Reference No From	Reference No To	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 ** Income (I/C)	Adjustments/Reversals ** Expend (ESC)	Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire Totals	Proc By
B00010				EPA T/F	1	115								
B00011				SIB T/F	1	300	300							
B00012				REF	1		70							
B00012				REF	1		495							

© 2019 Civica Education Pty Ltd

Complete School Payment Voucher

Department of Education and Training

SCHOOL PAYMENT VOUCHER

(Not to be used for travel or kilometreage allowance claims)

Dr to:

Name of Claimant:	Newtown Senior High School		
Address:	301 Blair Street		
	Bunbury	Postcode 6230	Telephone 9456 7777

Details

Date of supply or period of service	Particulars (attach relevant supporting document if applicable)	GST Code	Amount
	Transfer of unused EPA	0	$70.00
	Transfer of unused Parent Payment	0	$310.00
	Transfer of unused Clothing Allowance	0	$115.00
		Total	$495

Account Distribution

Paid by Cheque No:		GST Code	Amount
Account to be debited	D4606 Refunds Charges	0	$275.00
Account to be debited	D4606 Refunds Charges	1	$150.00
Account to be debited			
Account to be debited			

Certification by Incurring Officer

I certify that this Account is correct in respect of the requirements of Treasurer's instruction 304(5)(i) to (vii).

..... (Name) ..... (Signature) ..... (Date)

Authorisation by Certifying Officer

I certify that this Account is correct in respect of the requirements of Treasurer's instruction 304(5).

..... (Name) ..... (Signature) ..... (Date)

© 2019 Civica Education Pty Ltd

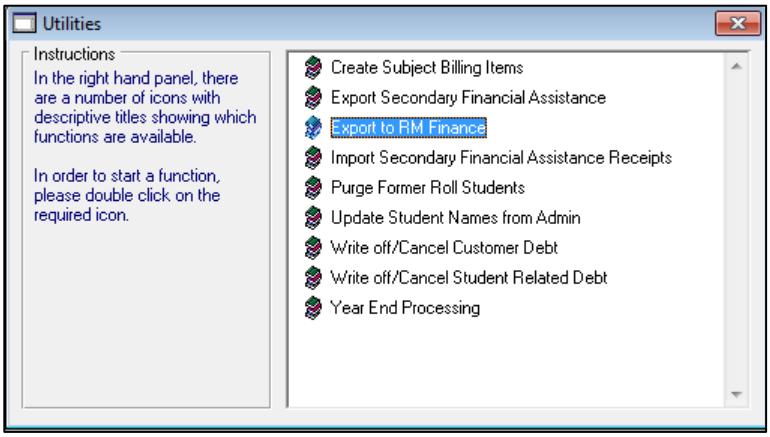
12.5 Export Refunds Batch to RM Finance

Activity: Export Refunds Batch to RM Finance

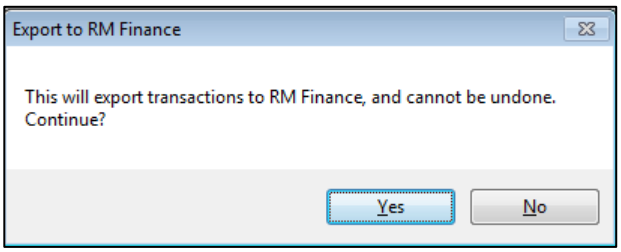
RM Billing > Utilities

Note: Ensure RM Finance is closed before Export

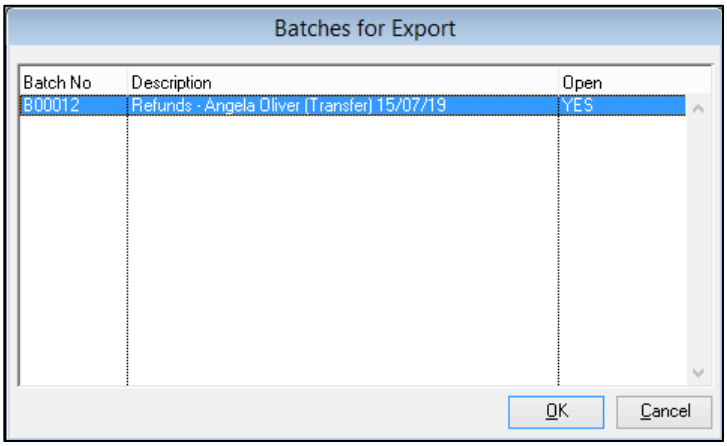
- Double click on **Export to RM Finance**



- Click **Yes**



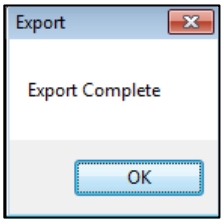
- Highlight the Refunds batch for Angela Oliver



- Click **OK**

© 2019 Civica Education Pty Ltd

- Click Ok to the Printer and follow prompts



- Click **OK**

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					
B00012	Refunds - Angela Oliver (Transfer) 15/07/19	15/07/2019	15/07/2019	YES	-425.00
					-425.00

Comment: _____

_____

Principal's Signature: _____

Date: _____

- Minimise RM Billing

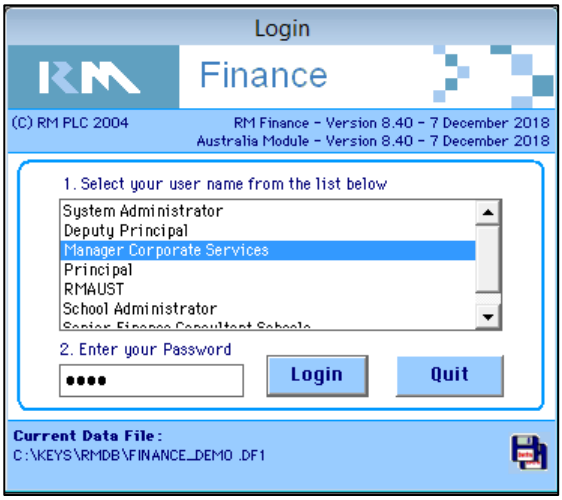
© 2019 Civica Education Pty Ltd

12.6 Update the Batch in RM Finance

Activity: Update the Refund Batch

Open RM Finance

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

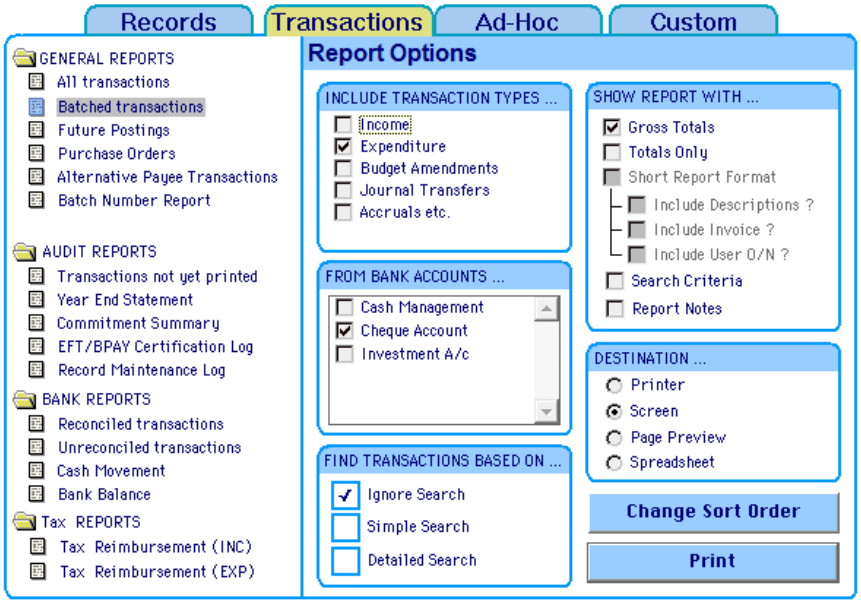


Transactions > Reports

Print the Batched Transaction Report

- Click

- Select the **Batched Transaction Report**
- Select Expenditure



- Click

© 2019 Civica Education Pty Ltd

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
B00012								
BILL99								
D4600	Refund of Revenue-Charges/Cont/Fee							
D4606	Charges - Refund							
Cheque Account								
Tx 1709-Newtown Senior High School								
Ref 123569		ESP	15 JUL 2019	80.00	0		80.00	C1
B00012								
BILL99								
D4600	Refund of Revenue-Charges/Cont/Fee							
D4606	Charges - Refund							
Cheque Account								
Tx 1715-Newtown Senior High School								
Ref 123569		ESP	15 JUL 2019	160.00	0		160.00	C1
B00012								
BILL99								
D4600	Refund of Revenue-Charges/Cont/Fee							
D4606	Charges - Refund							
Cheque Account								
Tx 1715-Newtown Senior High School								
Ref 123569		ESP	15 JUL 2019	136.36	13.64	1	150.00	C1
B00012								
BILL99								
D4600	Refund of Revenue-Charges/Cont/Fee							
D4607	Refunds-Personal Items							
Cheque Account								
Tx 1709-Newtown Senior High School								
Ref 123569		ESP	15 JUL 2019	20.00	0		20.00	C1
B00012								
BILL99								
D4600	Refund of Revenue-Charges/Cont/Fee							
D4615	Refunds-Voluntary Approved Requests							
Cheque Account								
Tx 1709-Newtown Senior High School								
Ref 123569		ESP	15 JUL 2019	15.00	0		15.00	C1

- Check the Gross Total equals $425.00 (Government Subsidies are not exported)

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

	Nett	Gross
Total Income	0.00	
Budget Amendments	0.00	
Expenditure Against Budget	411.36	425.00
Internal Charging	0.00	
Journal Transfers	0.00	

- View and Close the report

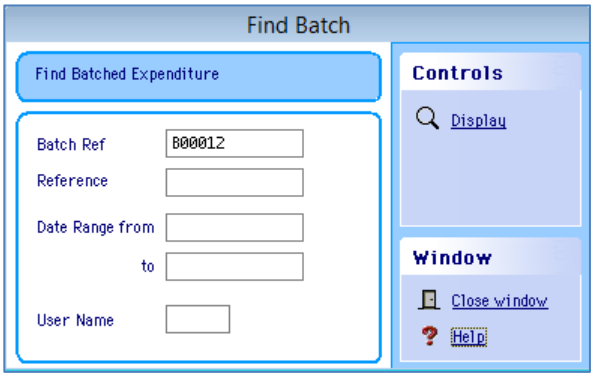
© 2019 Civica Education Pty Ltd

Update the batch

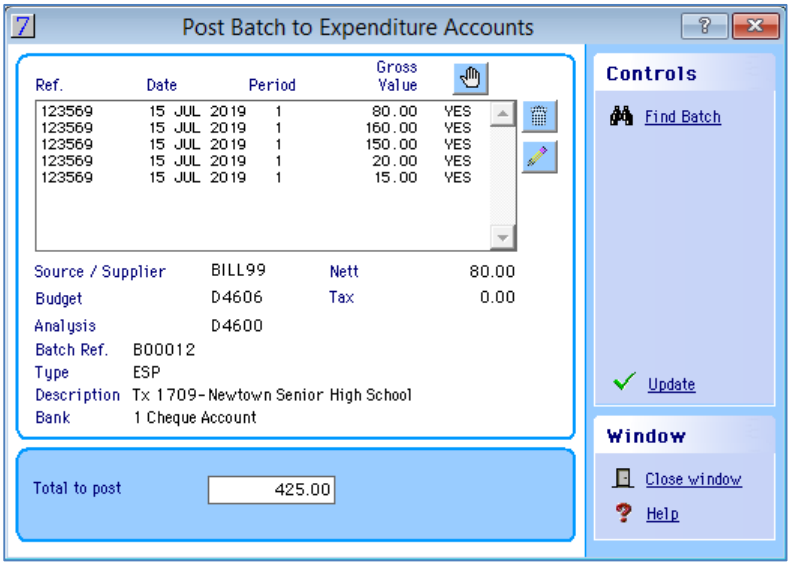
View / Post the Batch

- From the Transactions Menu

- Select **View/Post Batch**
- Select **Expenditure and Credit Notes**
- Enter Batch number **B00012**



- Click on **Display**
- Click ,



- Click

and **Yes** to post the batch

Once the manual cheque is written for the full amount, the cheque number is recorded on the batch register.

© 2019 Civica Education Pty Ltd

12.7 Refunds of Unallocated Credit which is a Government Subsidy

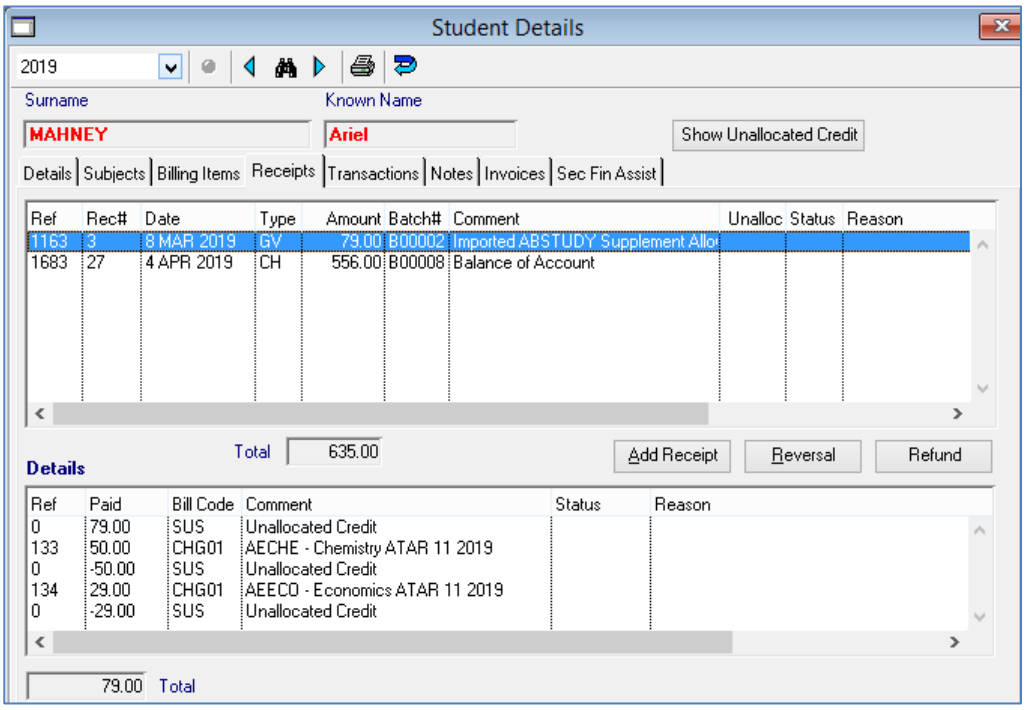
Activity: Refund Unallocated Credit Paid by Abstudy

Ariel Mahney has withdrawn from **AECHE – Chemistry ATAR 11** subject for Semester 2. Mrs Mahney has requested a refund for the Semester 2 course withdrawal. As the payment for this course was made with Abstudy, reversing or adjusting the Subject Billing Item will result in unallocated credit remaining in the Abstudy payment. Refunds cannot be made from an Abstudy Government payment.

This Change has been made in Timetabling so we can check the Timetabled Subjects and Billing Items Report in RM Billing

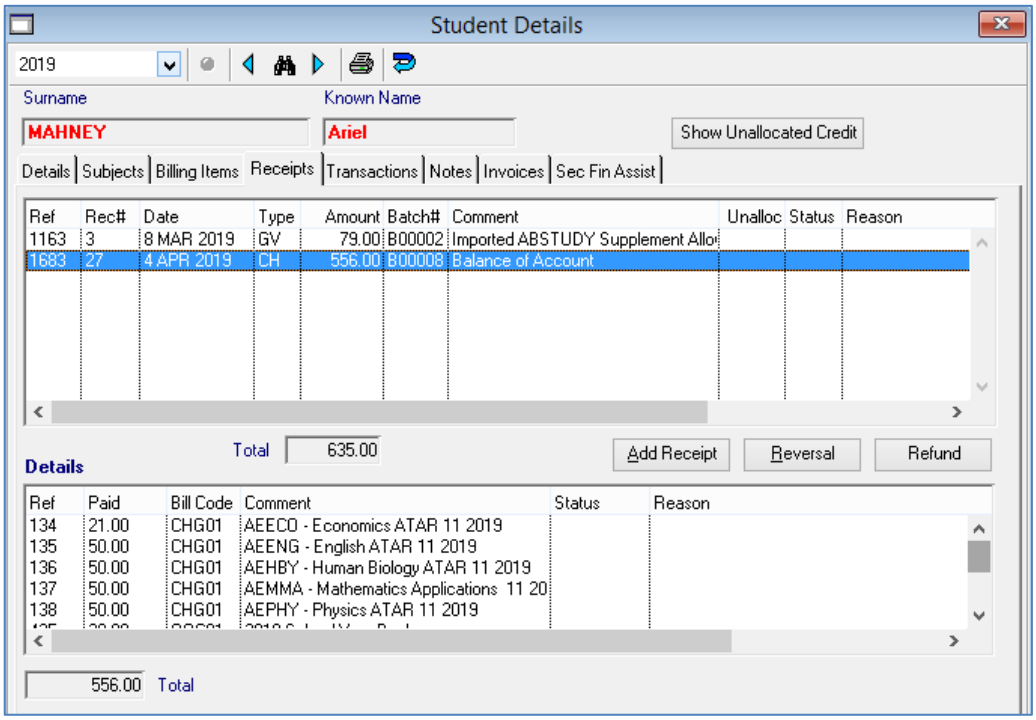
RM Billing > Students

- Open Ariel Mahney's record
- Click on the **Receipts** tab
- Highlight the Imported **Abstudy Supplement Allowance** receipt
- Check it has paid for her withdrawn **AECHE – Chemistry ATAR 11** subject



- Click on the **Balance of Account receipt**

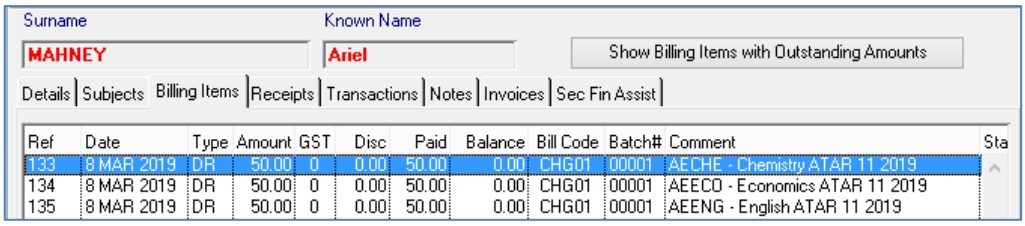
© 2019 Civica Education Pty Ltd

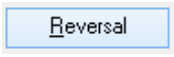


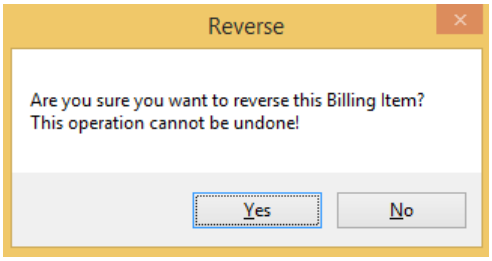
- View the paid Billing Items by the Parent Payment

Reverse the withdrawn subject

- Click on her Billing Items Tab
- Highlight the subject **AECHE – Chemistry ATAR 11**



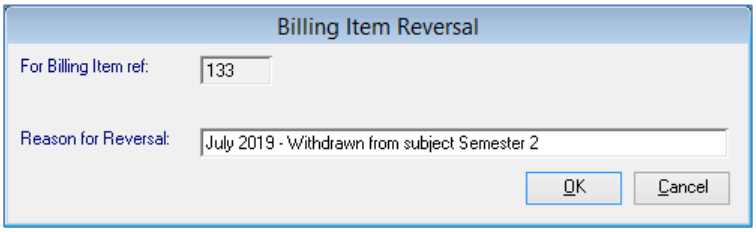
- Click 



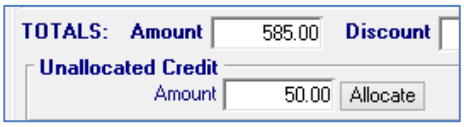
- Click **Yes** to the message

© 2019 Civica Education Pty Ltd

- Enter the month, date and reason as **Withdrawn from Subject Semester 2**

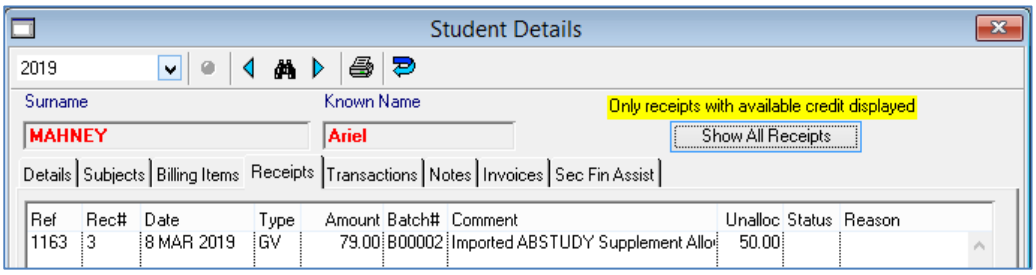


- Click **OK**
- Check that Ariel now has Unallocated Credit



- Click on her **Receipts** Tab
- Click on the **Show Unallocated Credit** button

Only receipts with unallocated credit are displayed



Ariel's unallocated credit belongs to the Government Abstudy Receipt

© 2019 Civica Education Pty Ltd

The Unallocated Credit Report will also indicate where unallocated credit is either fully or partially comprised of Government Subsidy.

Reports > Financial Reports > Unallocated Credit Listing

West Coast District High School

Unallocated Credit Listing as at 15/07/19
Students

Student Name	Year	Form	Balance	Unpaid Billing Items	Unallocated Credit GV	Unallocated Credit Other Receipts	Unallocated Credit Total
MAHNEY: Ariel *	11	11.2	-$50.00	$0.00	$50.00	$0.00	$50.00
MUNGALL: Amelia	10	10.3	-$30.00	$0.00	$0.00	$30.00	$30.00
Total Unallocated Credit for All Students					**$50.00**	**$30.00**	**$80.00**

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

© 2019 Civica Education Pty Ltd

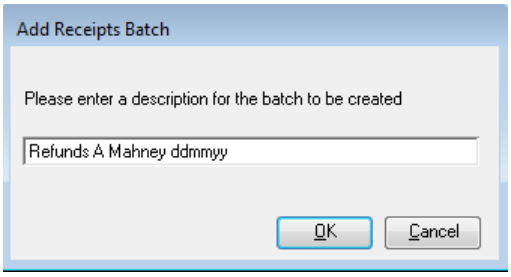
Activity: Create a Corrections and Refunds Batches

Government Subsidies are not refundable to parents, therefore it will be necessary to move the unallocated credit from the Government Abstudy receipt into a parent receipt so it can be refunded. This will involve reversing the parent payment receipt and applying the Abstudy credit to an unpaid Billing Item. The original Parent Payment receipt can then be reapplied to the remaining Billing Items and the $50 unallocated credit will become part of the parent payment receipt and can be refunded to Mrs. Mahney.

A Corrections batch will need to be created to pass the reversed receipt through and a Refunds batch must be created to refund the $50.
.

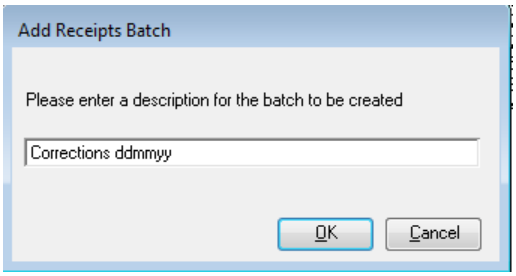
RM Billing > Receipts

- Click
- Create a **Refunds** batch called **Refunds-A Mahney** with today's date



- Click **OK**

- Click
- Create a **Corrections batch** with today's date



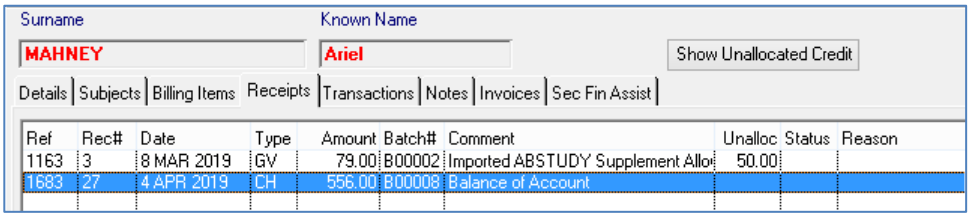
- Close the Receipts screen

© 2019 Civica Education Pty Ltd

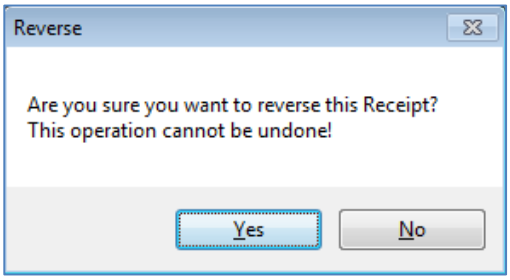
Activity: Reverse and Reapply Parent Payment

RM Billing > Students

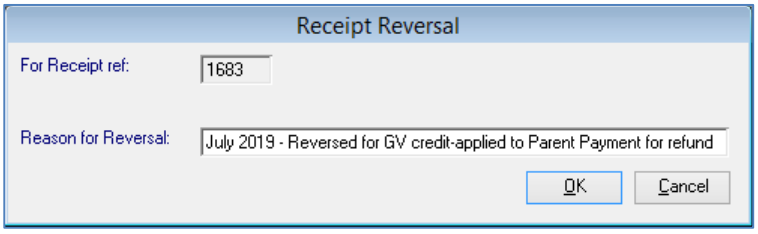
- Open the record for **Ariel Mahney**
- Select the **Receipts** tab
- Highlight the **Balance of Account** receipt for **556.00**



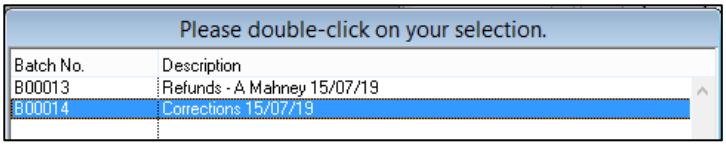
- Click



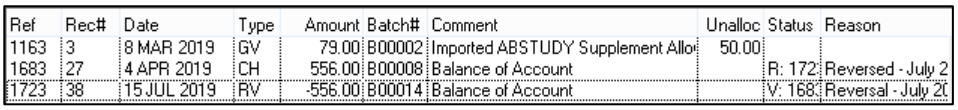
- Click **Yes**
- Enter a **Reason for Refund**



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



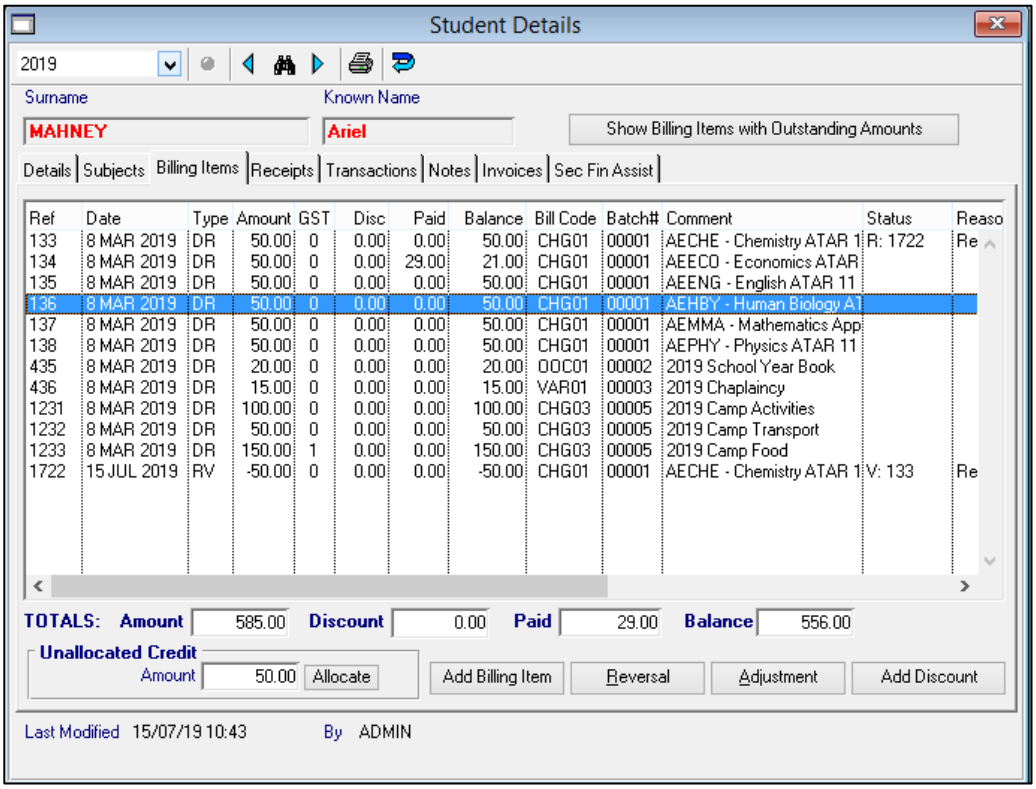
- Click **OK**



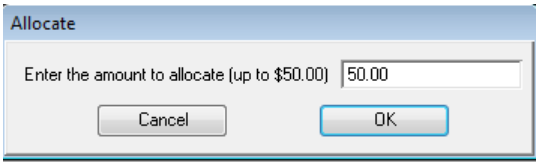
© 2019 Civica Education Pty Ltd

- Click on the **Billing Items** tab

Note the Billing Item costs have been reinstated

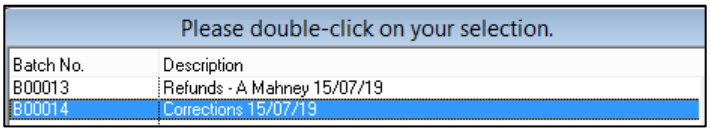


- Highlight an unpaid **Subject** Billing Item with a $50 balance
- Click Allocate and enter $50



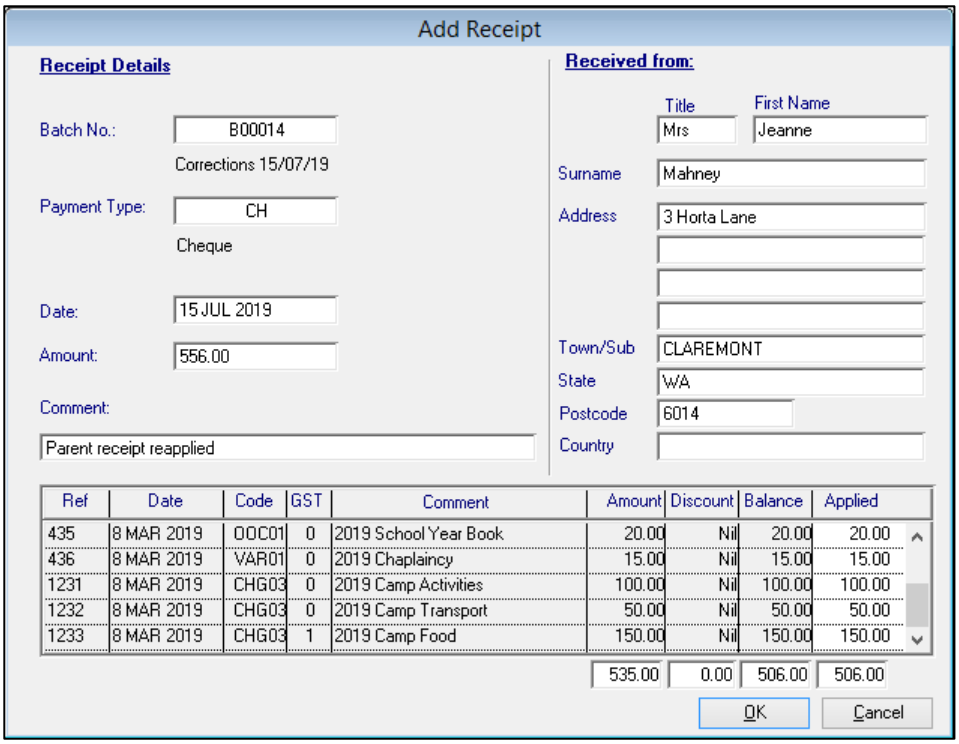
- Click **OK**

- Click on the **Receipts tab**
- Click Add Receipt
- **<Tab>** Select the **Corrections** batch and **OK**



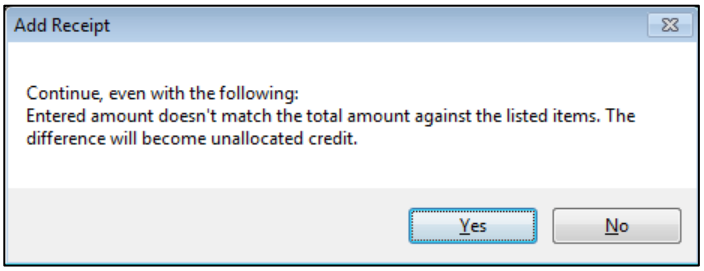
© 2019 Civica Education Pty Ltd

- **<Tab> <tab>** Select **Cheque** as the payment type
- Enter **556.00** in the **Amount**
- Enter a **Comment**



Note: The balance displays as 506.00 as the $50 will still remain as unallocated credit, but it is no longer a GV payment

- Click **OK**



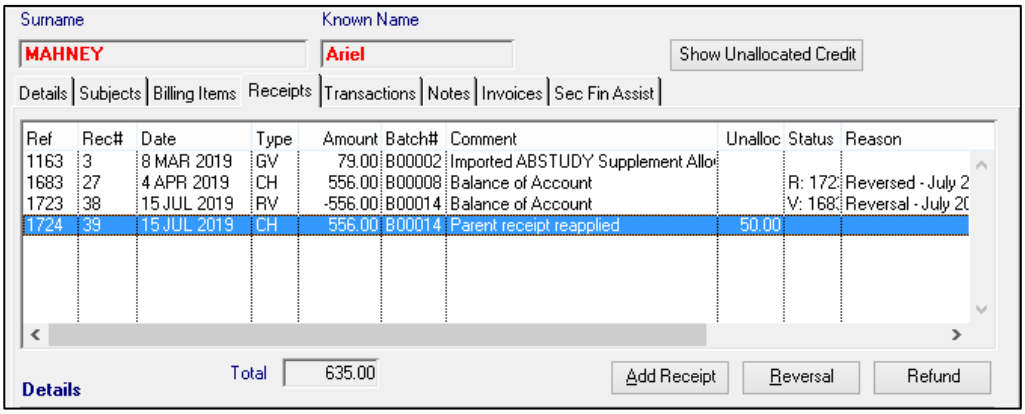
- Click **Yes**

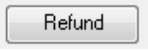
The receipt can now be refunded

- Click on the **Billing Items** tab and view the unallocated credit of $50

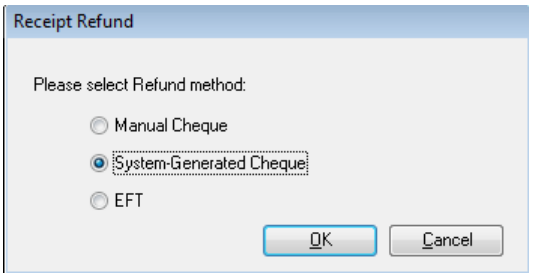
© 2019 Civica Education Pty Ltd

- Click on the **Receipts** tab
- Highlight the Parent receipt for $50

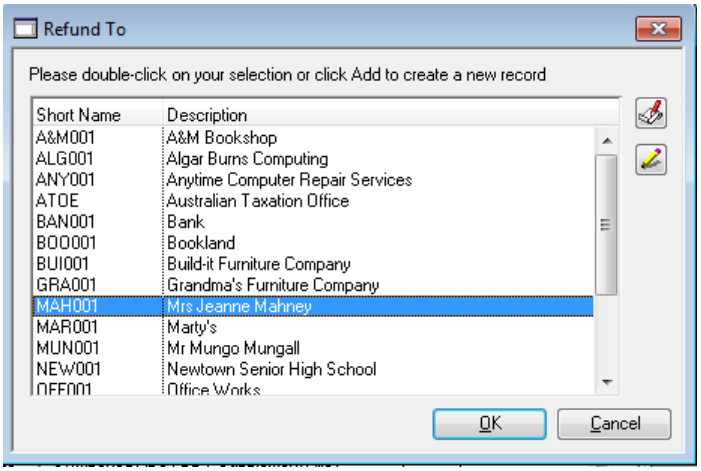


- Click 

- Select the System-Generated cheque option



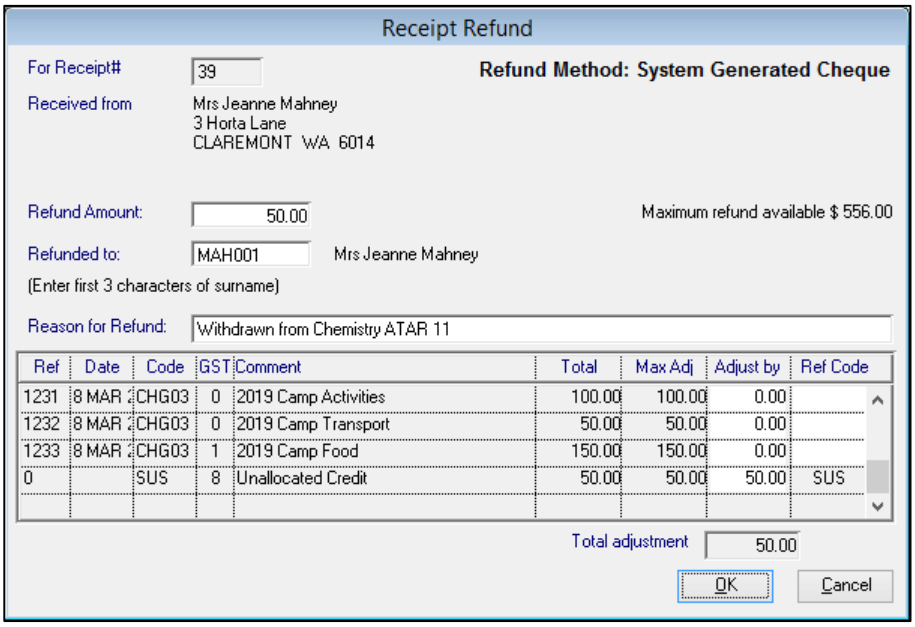
- Click **OK**
- Enter the **Refund Amount** of **50.00**
- **<Tab> <tab>** and select **Mrs Jeanne Mahney** from the list of suppliers



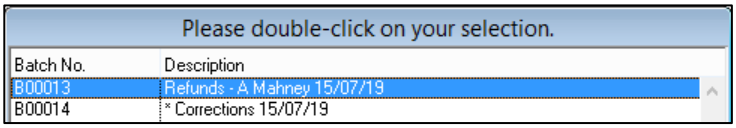
- Click **OK**

© 2019 Civica Education Pty Ltd

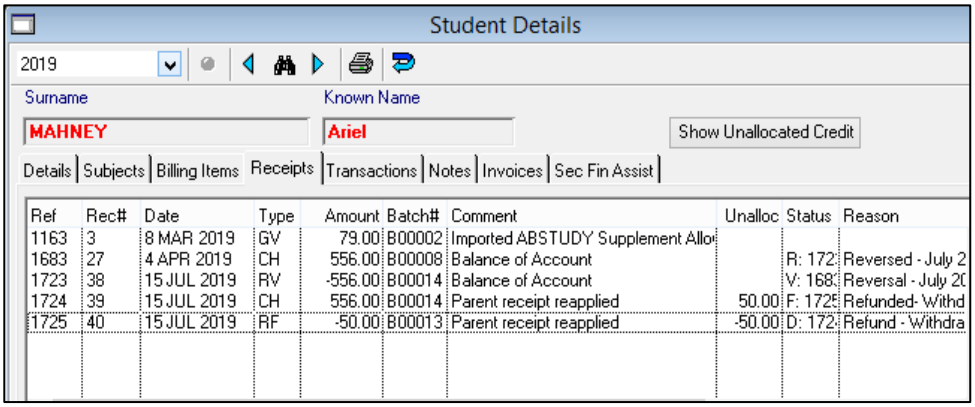
- Enter a **Reason for Refund**
- Enter **50.00** in the **Adjust by** column for SUS



- Click **OK**
- Highlight the **Refunds – Ariel Mahney** batch



- Click **OK**



© 2019 Civica Education Pty Ltd

12.7.1 Complete the School Payments Voucher

Activity: Complete the School Payment Voucher

- The School Payment Voucher must be completed

Department of Education and Training

SCHOOL PAYMENT VOUCHER

(Not to be used for travel or kilometreage allowance claims)

Dr to:

Name of Claimant:	Mrs Jeanne Mahney		
Address:	3 Horta Lane		
	Claremont	Postcode 6014	Telephone 93841759

Details

Date of supply or period of service	Particulars (attach relevant supporting document if applicable)	GST Code	Amount
	Refund of Unallocated Credit	8	$50
		Total	50.00

Account Distribution

Paid by Cheque No:		GST Code	Amount
Account to be debited	N3199 Billing Suspense Accout	8	$50.00
Account to be debited			
Account to be debited			
Account to be debited			

Certification by Incurring Officer

I certify that this Account is correct in respect of the requirements of Treasurer's instruction 304(5)(i) to (vii).

..... (Name) ..... (Signature) ..... (Date)

Authorisation by Certifying Officer

I certify that this Account is correct in respect of the requirements of Treasurer's instruction 304(5).

..... (Name) ..... (Signature) ..... (Date)

© 2019 Civica Education Pty Ltd

Activity: Print the Summary Reports

RM Billing > Receipts

Print the Daily Banking Report for the **Corrections Batch**

- **For Selected > Print Daily banking**

West Coast District High School
Daily Banking Summary 15/07/2019

Rec #	Amount	Rec'd From	Student Name	Details	Batch #	Status
CHEQUE						
38	$-556.00	Mrs J Mahney	MAHNEY: Ariel	Balance of Account	B00014	V
39	$ 556.00	Mrs J Mahney	MAHNEY: Ariel	Parent receipt reapplied	B00014	F
Total Cheque		$ 0.00				
Total for Cash and Cheques			$ 0.00			
Total for Report:			$ 0.00			

- Repeat to print the **Receipts Summary – Detailed Report**
- Repeat to print the **Receipts Summary – Totals Only**

Print the Daily Banking Report for the **Refunds Batch**

- **For Selected > Print Daily Banking**

West Coast District High School
Daily Banking Summary 15/07/2019

REFUNDS

Rec #	Amount	Refunded To	Student Name	Details	Batch #	Status	Chq No
40	$-50.00	Mrs Jeanne Mahney	MAHNEY: Ariel	Parent receipt reapplied	B00013	D	0
Total for Refunds:			$-50.00				
Total for Report:			$-50.00				

- Repeat to print the **Receipts Summary – Detailed Report**
- Repeat to print the **Receipts Summary – Totals Only (Optional)**

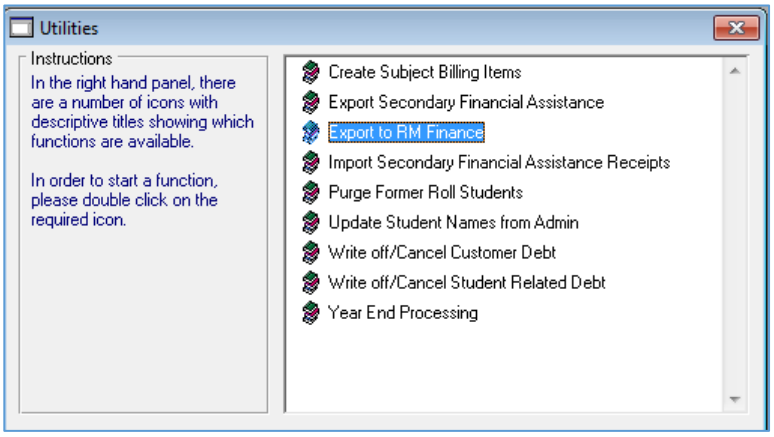
© 2019 Civica Education Pty Ltd

Activity: Export the Correction and Refund Batches

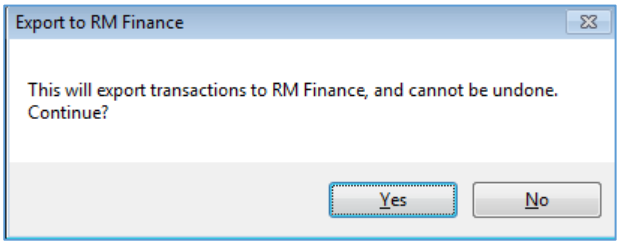
RM Billing > Utilities

- Double click on **Export to Finance**

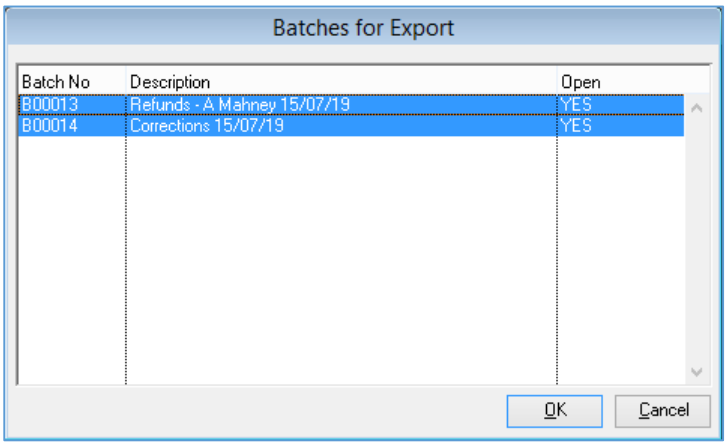
Note: Ensure RM Finance is closed before Exporting



- Click **Yes**



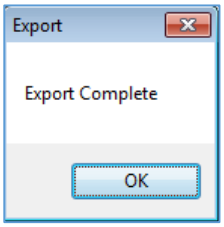
- Highlight the **Corrections** and the **Refunds-Ariel Mahney** batches



- Click **OK**

© 2019 Civica Education Pty Ltd

- Click **OK** to the Printer



- Click **OK**

The report is sent straight to the printer. There is no option to print it to screen

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					
B00013	Refunds - A Mahney 15/07/19	15/07/2019	15/07/2019	YES	-50.00
B00014	Corrections 15/07/19	15/07/2019	15/07/2019	YES	0.00
					-50.00

Comment: _____

_____

Principal's Signature: _____

Date: _____

The Receipt Batch Export Summary must be signed and dated by the Principal

Minimise RM Billing

© 2019 Civica Education Pty Ltd

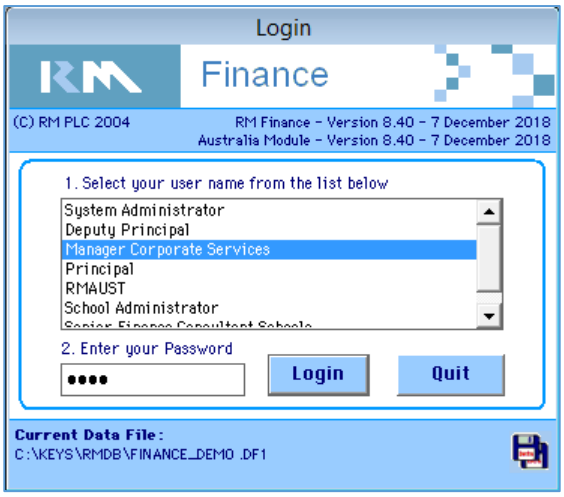
Fill in the Batch Register

BATCH REGISTER											
					For the month of				Period		
					BANK RELATED TRANSACTIONS						
		Reference No							Adjustments/Reversals **		
Batch No	Date/ Date Expor t	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)
B00013				COR	1	50			50	
B00014				REF	1		50			

12.8 Update the Batches in RM Finance

Activity: Update the Corrections and Refund Batches

- Open RM Finance
- Log in with **Manager Corporate Services** and Password **Keys**



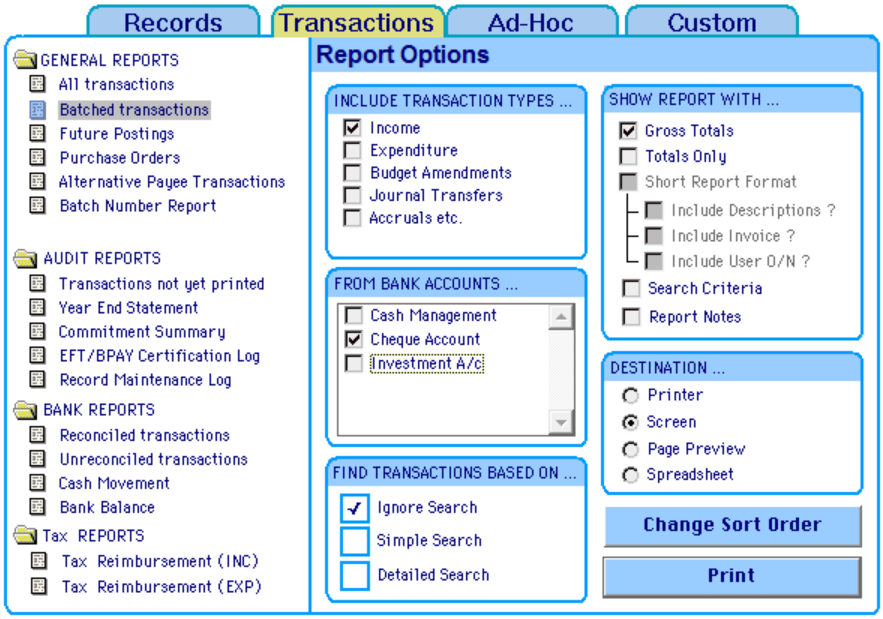
© 2019 Civica Education Pty Ltd

View the Batched Transaction Report for Income

RM Finance >Transactions

- Click

- Select to view **Batched Transactions**
- Select to view **Income**



- Click

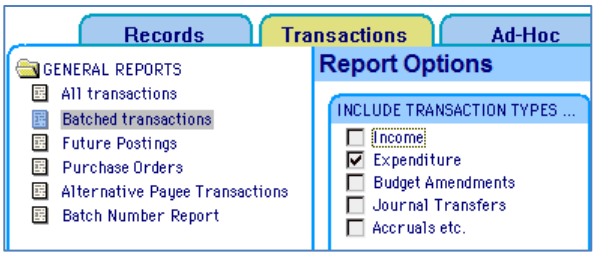
Posting Detail		Type	Date	Nett	Tax	Total	Voucher
B00014							
INC001	Income						
C1050	Charges						
C1051	Upper School Charges						
Cheque Account							
Corrections 15/07/19							
Ref B00014		I/C	15 JUL 2019	50.00	0	50.00	C1
B00014							
INC001	Income						
N3100I	Other Suspense Accounts						
N3199	Billing Suspense						
Cheque Account							
Corrections 15/07/19							
Ref B00014		INC	15 JUL 2019	50.00	8	50.00	C1

- View and close the report

© 2019 Civica Education Pty Ltd

View the Batched Transaction Report for Expenditure

- Deselect Income and tick the box for Expenditure

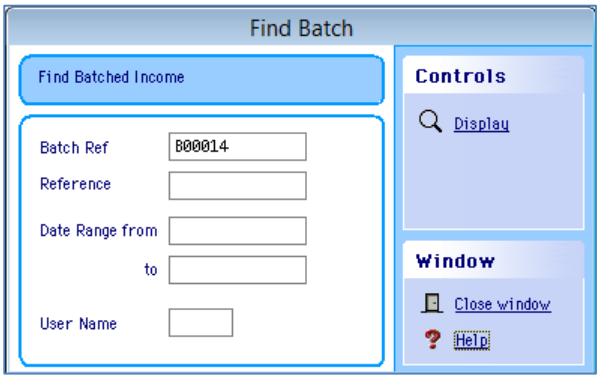


- Click Print

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
B00013							
MAH001	Mrs Jeanne Mahney						
N3100E	Other Suspense Accounts						
N3199	Billing Suspense						
Cheque Account							
Tx 1725-Mrs Jeanne Mahney							
Ref Ref Number		ESP	15 JUL 2019	50.00	8	50.00	C1

Update the batch

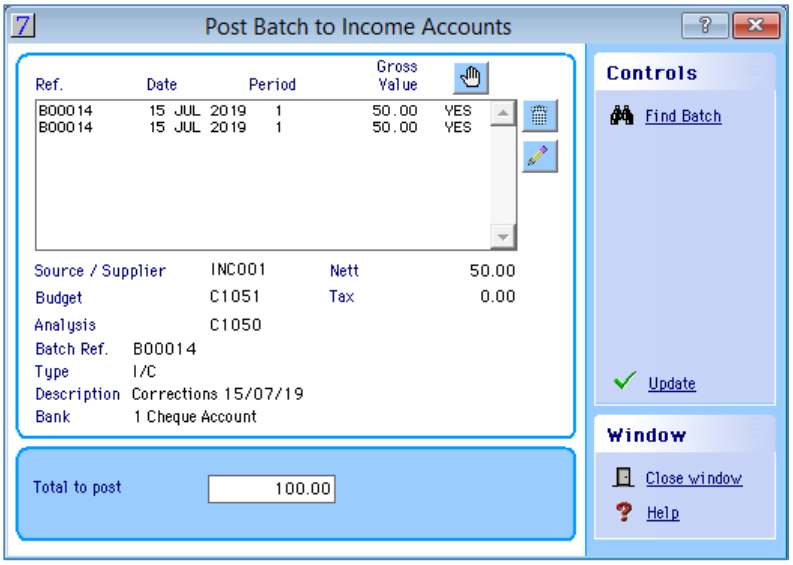
- Click **View/Post Batch**
- Click **Income**
- Enter Batch number **B00014**



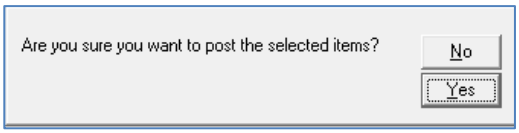
- Click **Display**

© 2019 Civica Education Pty Ltd

- Click on

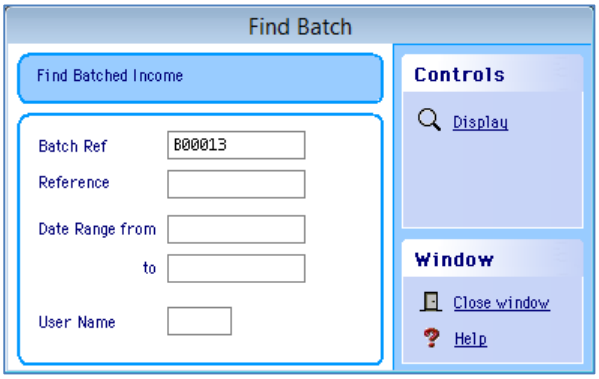


- Click



- Click **Yes** to post the batch
- Click to return to the main Transaction menu

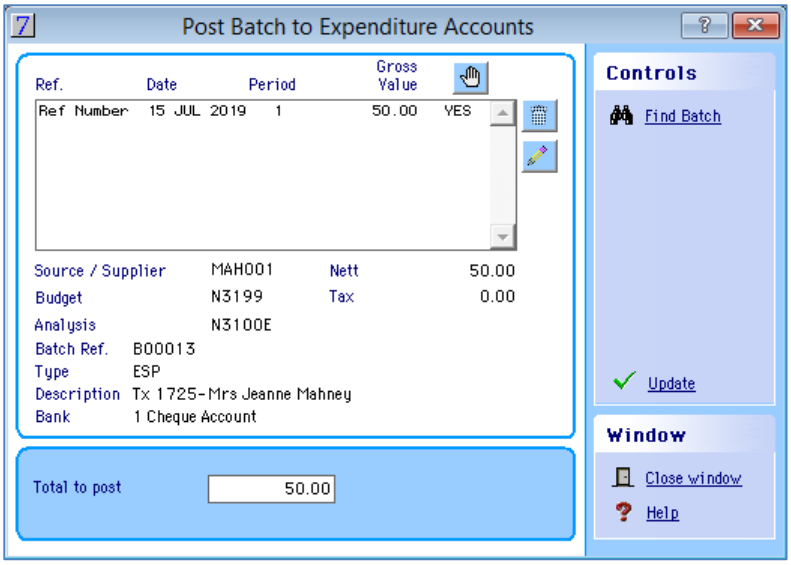
- Click **View/Post Batch**
- Click **Expenditure and Credit Notes**
- Enter Batch number **B00013**



- Click **Display**

© 2019 Civica Education Pty Ltd

- Click on



- Click

- Click **Yes** to post the batch
- Click to return to the main Transaction menu

Note: At school the Income Correction and Income Transaction must also be reconciled. Due to time constraints in Training we will not be doing this.

IMPORTANT

The previous activities involved movement of money from one budget code to another including the N3199 Billing Suspense account. If your school is not exporting, the reallocation transactions must be manually entered into RM Finance. Refer to the two day Secondary Billing Training Notes for further information and examples.

© 2019 Civica Education Pty Ltd

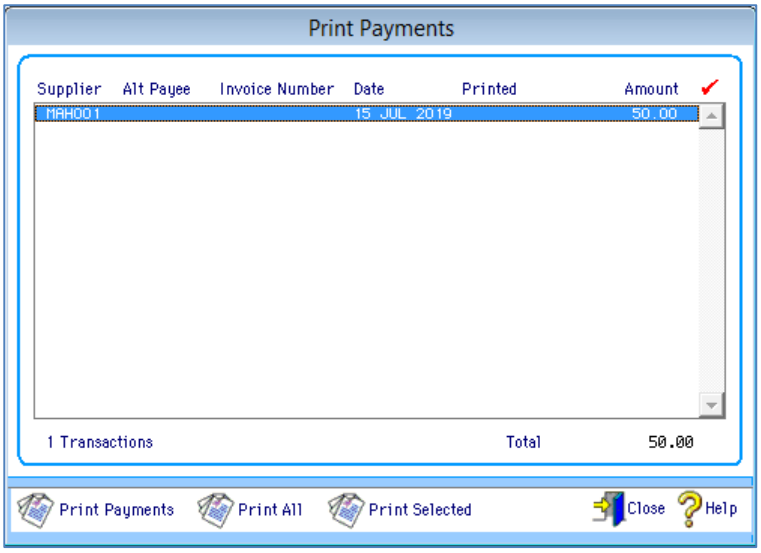
12.9 Print System Cheque

Activity: Print Refund Cheque

The System Cheque for Mrs Mahney can now be printed

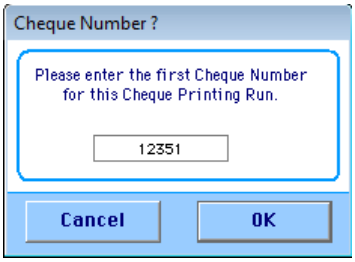
RM Finance > Transactions

- Click on **Payments > Print Payments**
- Highlight the **50.00** Refund

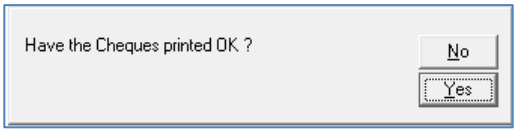


- Click

- Click **OK** to the default cheque number



At this stage you would ensure all the printer settings are correct



- Click **Yes**

- Click

© 2019 Civica Education Pty Ltd

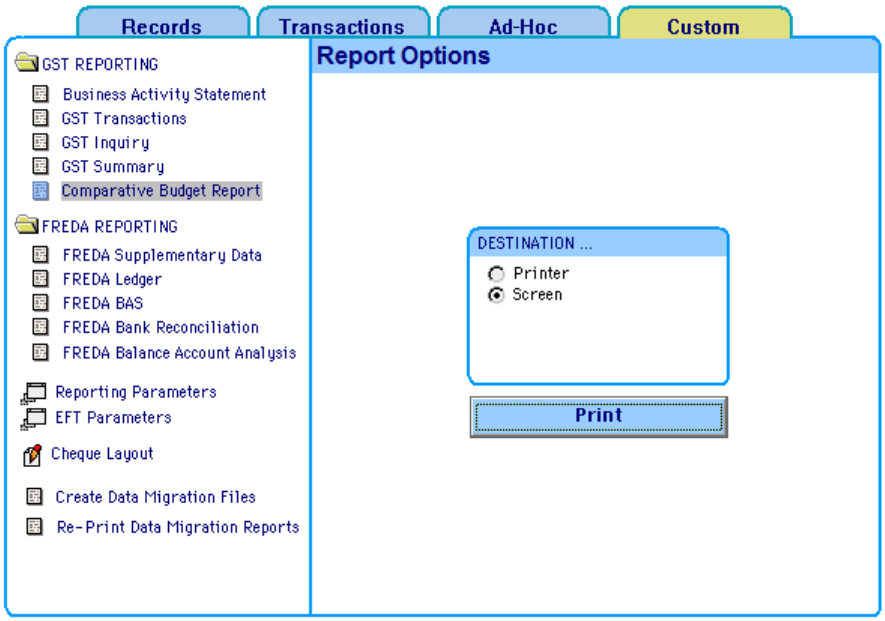
12.10 View the Unallocated Credit Listing

The Unallocated credit listing should match the balance of the Billing Suspense Account in RM Finance after deducting any unallocated credit which is a Government Subsidy. Any unallocated Credit which is a Government Subsidy is not reflected in RM Finance.

Activity: Check the Unallocated Credit to the Billing Suspense Account

RM Finance > Reporting

- Ensure the Custom tab is selecting
- Highlight the Comparative Budget Report
- Select the **Screen** for the report Destination



- Click

- View the current balance of the Budget Code N3199

70TRV	**Trust & Suspense Accounts**		
N3005	P&C Contributions	(20.00)	20
N3115	Vacation Swimming	(440.00)	440
N3199	Billing Suspense	(30.00)	30
Balance for Trust & Suspense Accounts		**(490.00)**	**490**

- Close RM Finance follow the prompts to close, do not back up the datafile

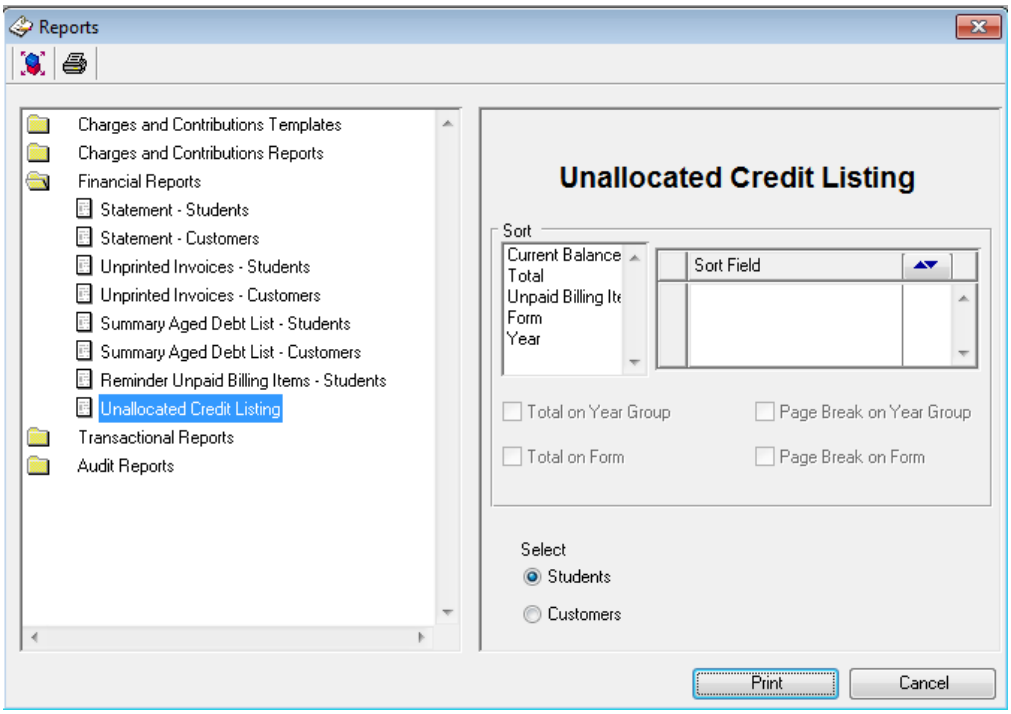
© 2019 Civica Education Pty Ltd

View the Unallocated Credit Listing in RM Billing

Maximise Billing

RM Billing > Reports

- Open the Financial Reports folder
- Highlight the Unallocated Credit Listing report



- Click Print

Student Name	Year	Form	Balance	Unpaid Billing Items	GV	Unallocated Credit Other Receipts	Total
MUNGALL: Amelia	10	10.3	-$30.00	$0.00	$0.00	$30.00	$30.00
Total Unallocated Credit for All Students					**$0.00**	**$30.00**	**$30.00**

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

The Unallocated Credit Listing report balances with the Billing Suspense Account N3199

© 2019 Civica Education Pty Ltd

13 Writing off/Cancel Student Debt

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

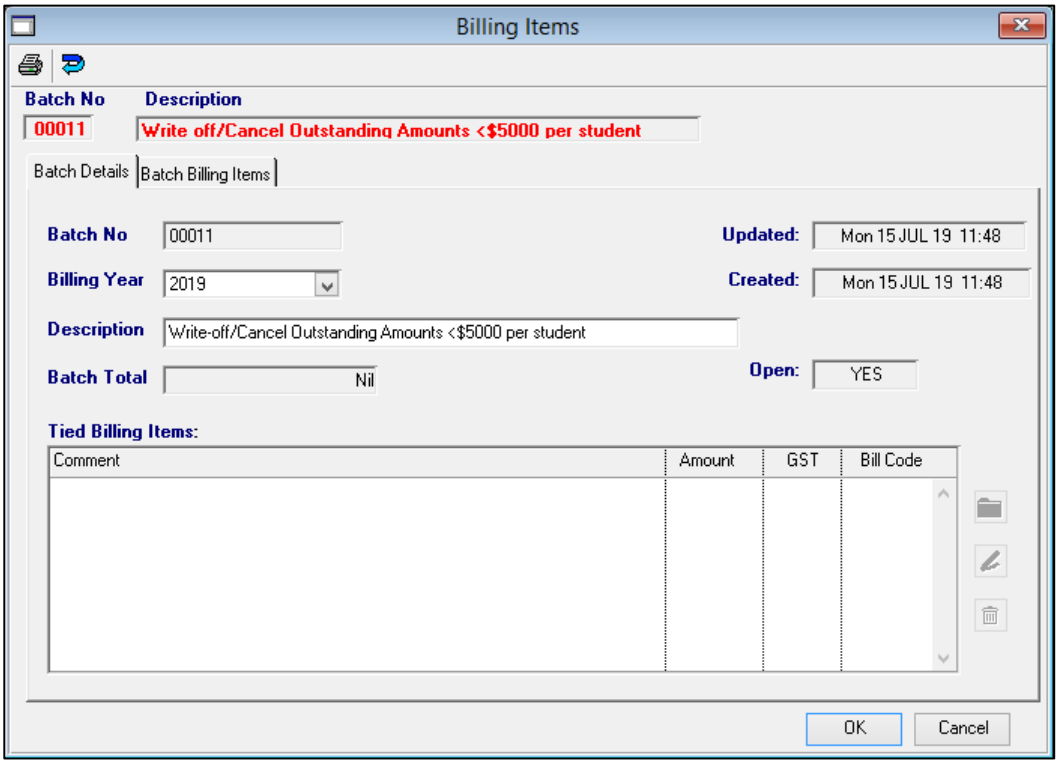
13.1.1 Write off/Cancel Debt Batch

Activity: Create a Billing Items Batch for items which are to be Written Off

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 roll and write off irrecoverable charges and cancel uncollected voluntary contributions. Create a Billing Item batch for these write off/cancelled items to be processed into.

RM Billing > Billing Items

- Click **Add Item**
- Enter the description as **Write-off/Cancel Outstanding Amounts <$5000 per student**



- Click **OK**

Note: These batches will only need to be created when required for write-off purposes.

© 2019 Civica Education Pty Ltd

13.1.2 Writing off Debt from Students

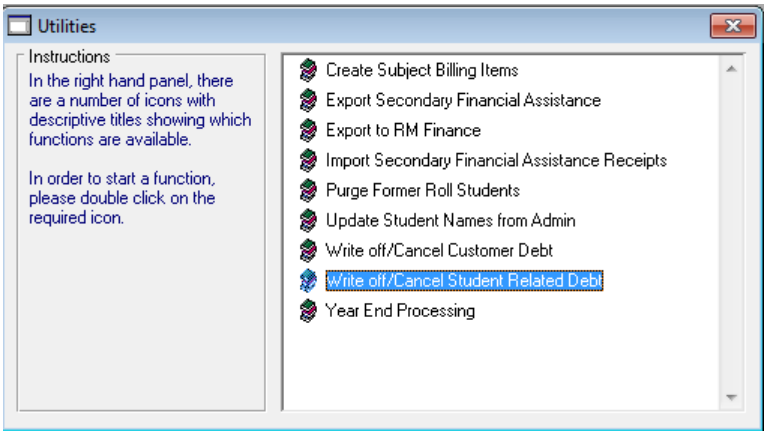
When charges or contributions are deemed as irrecoverable from students they can be written off or cancelled.

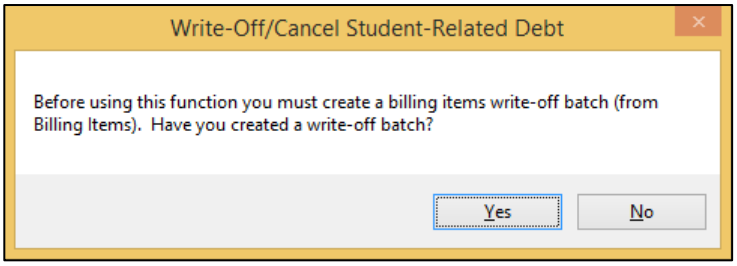
Activity: Write off Debt from Students

It has been decided to cancel 2019 Voluntary Contributions and Voluntary Approved Requests, however Other Optional Costs will remain on the student account.

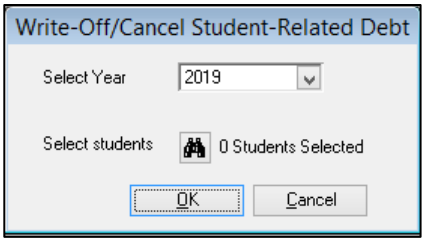
RM Billing > Utilities

- Double click **Write off/Cancel Student Related Debt**





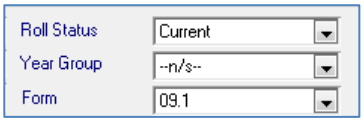
- Click **Yes**



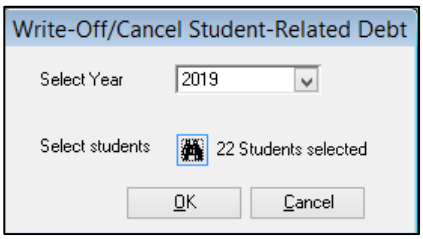
- Select **2019** as the Billing Year

© 2019 Civica Education Pty Ltd

- Click **Student Find**
- Select **Form 9.1**

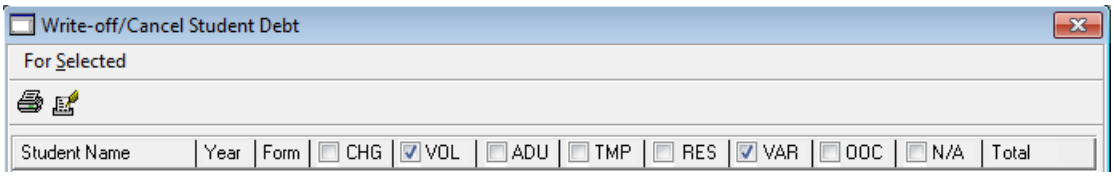


- Click on **Find, Select** and **Yes**

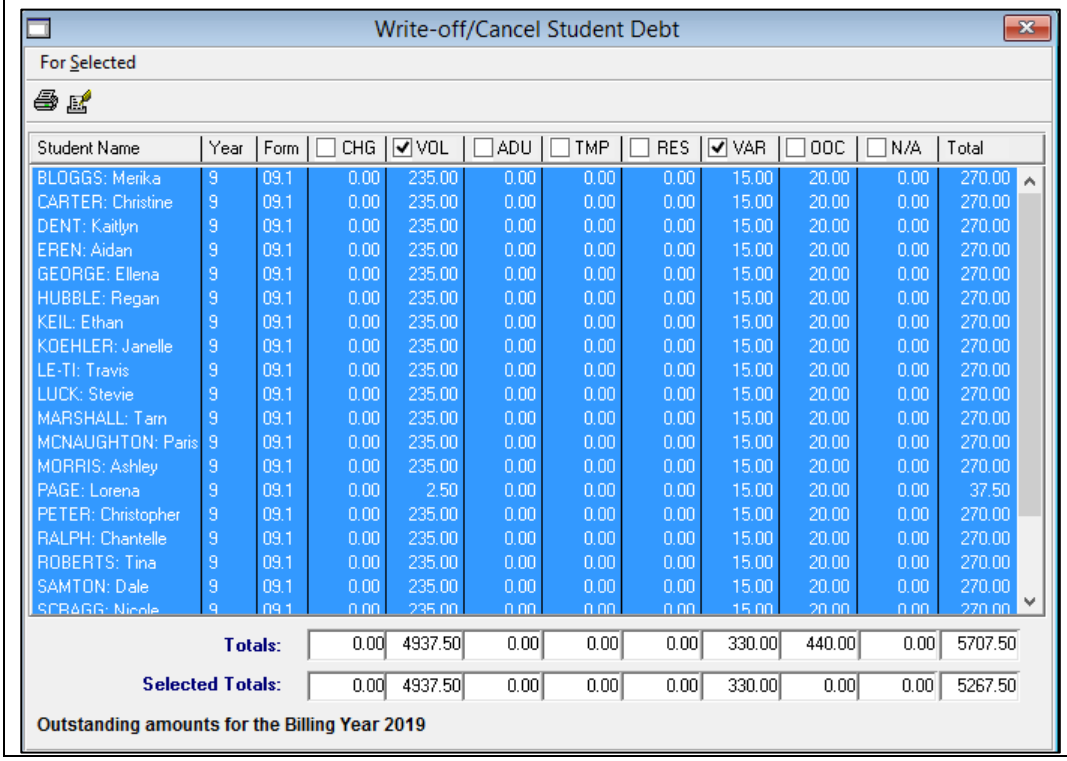


- Click **OK**

- Place a tick in the boxes in front of **Voluntary Contributions** and **Voluntary Approved Requests**



- Highlight all students



© 2019 Civica Education Pty Ltd

- Click **Print Selected**

Note: Before completing the write off/cancellation process, this report must be printed and signed by the Principal and then filed in the write-off file.

West Coast District High School

Write-off/Cancel Student-Related Debt

Outstanding amounts for the Billing Year 2019

22 Students Selected

Student Name	Year	Form	Debtor Name	VOL*	VAR*	Total
BLOGGS: Merika	9	09.1	Mrs K Bloggs	235.00	15.00	250.00
CARTER: Christine	9	09.1	Mr J Carter	235.00	15.00	250.00
DENT: Kaitlyn	9	09.1	Ms T Coles	235.00	15.00	250.00
EREN: Aidan	9	09.1	Mrs C Eren	235.00	15.00	250.00
GEORGE: Ellena	9	09.1	Ms P Albert	235.00	15.00	250.00
HUBBLE: Regan	9	09.1	Mr A Hubble	235.00	15.00	250.00
KEIL: Ethan	9	09.1	Mrs C Keil	235.00	15.00	250.00
KOEHLER: Janelle	9	09.1	Mr M Koehler	235.00	15.00	250.00
LE-TI: Travis	9	09.1	Mrs K Le-Ti	235.00	15.00	250.00
LUCK: Stevie	9	09.1	Mrs E Luck	235.00	15.00	250.00
MARSHALL: Tarn	9	09.1	Mrs M Marshall	235.00	15.00	250.00
MCNAUGHTON: Paris	9	09.1	Mrs B McNaughton	235.00	15.00	250.00
MORRIS: Ashley	9	09.1	Mrs T Morris	235.00	15.00	250.00
PAGE: Lorena	9	09.1	Mrs J Page	2.50	15.00	17.50
PETER: Christopher	9	09.1	Mr P Peter	235.00	15.00	250.00
RALPH: Chantelle	9	09.1	Mrs S Ralph	235.00	15.00	250.00
ROBERTS: Tina	9	09.1	Mr B Roberts	235.00	15.00	250.00
SAMTON: Dale	9	09.1	Mr S Samton	235.00	15.00	250.00
SCRAGG: Nicole	9	09.1	Mrs K Scragg	235.00	15.00	250.00
SMITHERING: Aaron	9	09.1	Mr D Smithering	235.00	15.00	250.00
STONE: Colin	9	09.1	Mrs A Stone	235.00	15.00	250.00
WELSH: Louis	9	09.1	Mr H Welsh	235.00	15.00	250.00
Totals for Report				4,937.50	330.00	5,267.50

* Note: VOL and VAR amounts are not subject to write-off.

☐ PROVISIONAL APPROVAL - Individual debts $5 000.00 or less
In accordance with Treasurer's Instruction 107, I hereby provisionally approve the write-off of the above unrecoverable debts owing to the school.

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.

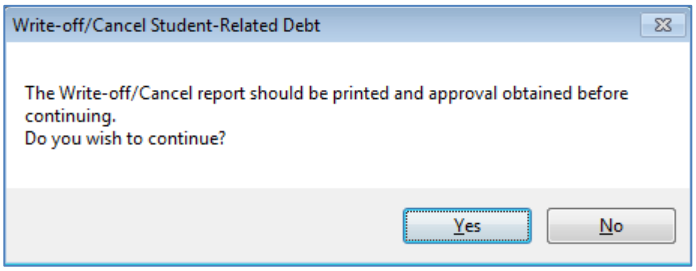
Comment _____

Principal's Name _____ Principal's Signature _____ Date _____

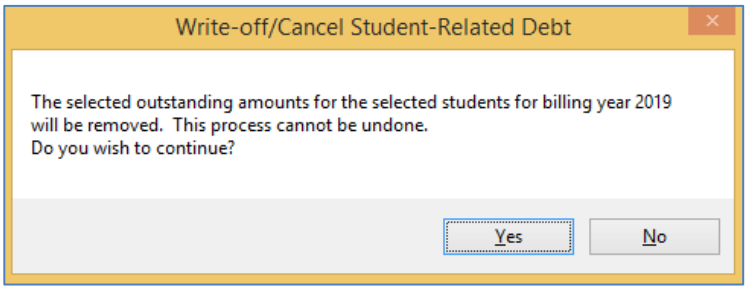
- View and close the report

© 2019 Civica Education Pty Ltd

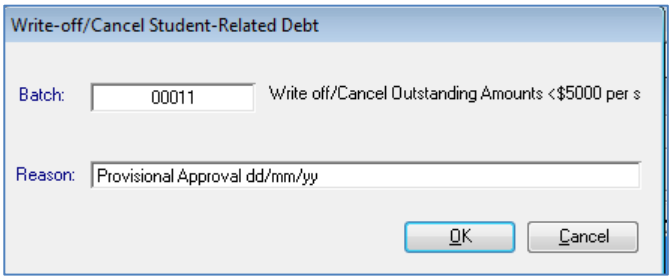
- With all the students selected
- Click **For Selected > Write off/Cancel outstanding amounts for debt**



- Click **Yes**



- Click **Yes**
- <Tab> and select the **Write-off/Cancel outstanding amounts <$5000 per student** batch
- Enter the reason for the write off as **'Provisional approval dd/mm/yyyy'**



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

- Close the Write off/Cancel Student Related Debt window

Note: All debt for the selected year will be cleared against the nominated students.

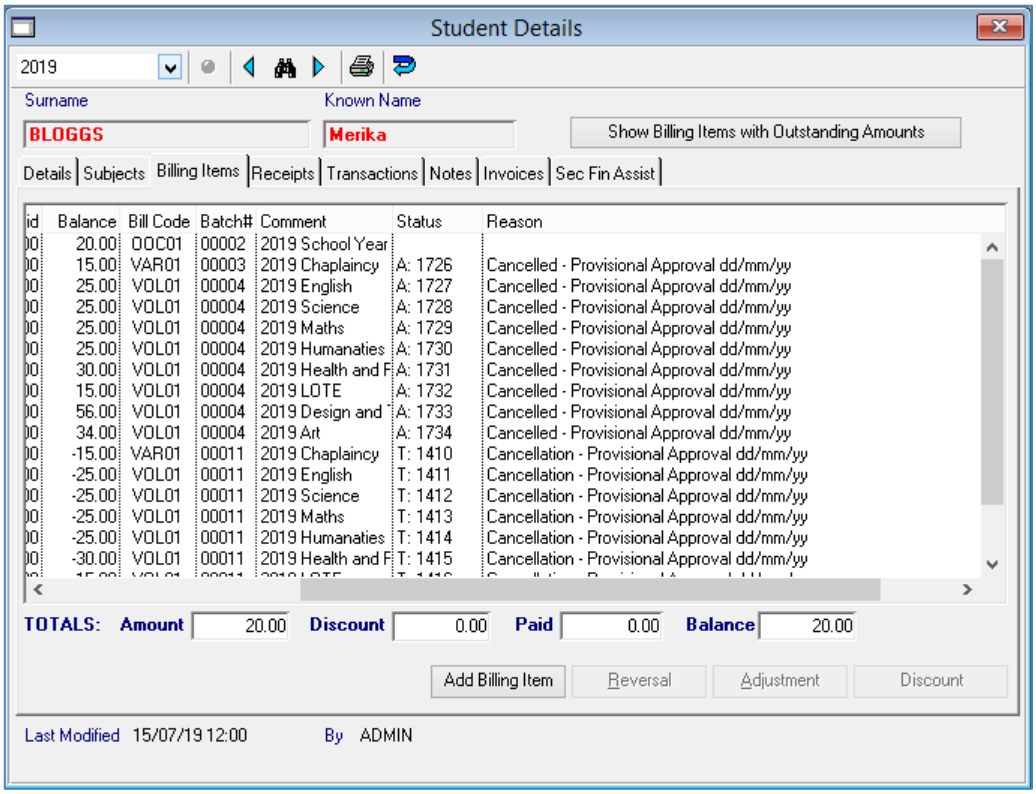
IMPORTANT: Use the write-off report from RM Billing and follow the write-off procedures to submit the School Debt Write Off Application Form ($5,000 or less) to Corporate Business Services for final write off approval from the Director General. Voluntary amounts are cancelled, not written off, therefore must not be included in the application.

© 2019 Civica Education Pty Ltd

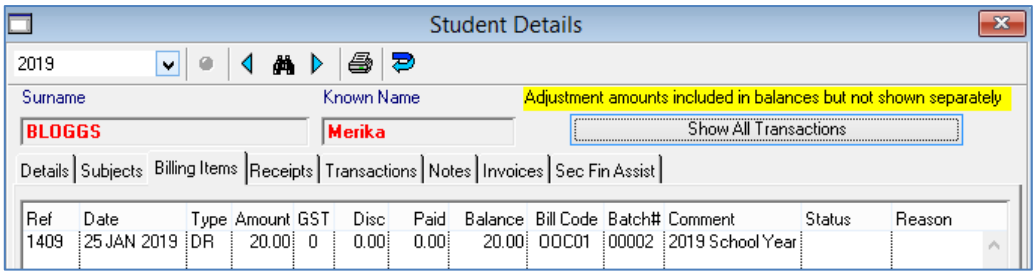
Activity: View the Student Record

RM Billing > Students

- Open the record for **Marika Bloggs**
- Click on the Billing Items tab
- View the Cancelled Items



- Click on



- View the remaining Year Book item that has an Outstanding Balance and Close

Note: After completing the write off process for transactions in a previous year, users must take care when using balances from different screens within a student record.

© 2019 Civica Education Pty Ltd

14 Printing Student 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:\RM Billing Audit Log 2019\ Statements.

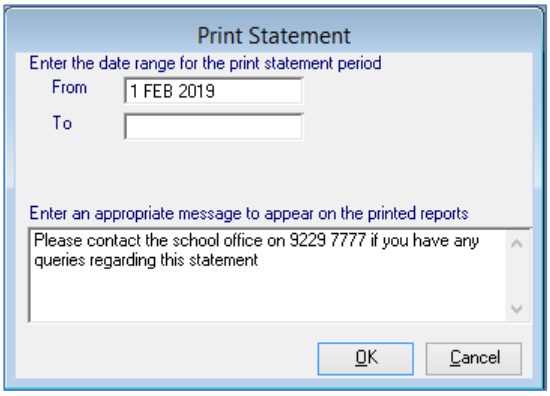
Activity: Print Student Statements

RM Billing > Students

- Click Student Find
- Select the **Year 11** students
- Click **Find**, **Select** and **Yes**
- Click the **Balance** Header twice to sort students by outstanding amounts
- Highlight the students with outstanding amounts
- Select to hide the unselected students
- Click on the **Name** header to sort the students into alphabetical order
- Click
- Select to print the list of students to screen
- Close the List Report

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 all the students (Hint: <Ctrl> A)
- Click **For Selected > Print Statement**
- Change the From Date to **1 FEB 2019**



- Click **OK**
- Select Report Destination Preview
- Click **OK**

© 2019 Civica Education Pty Ltd

To Save the Report

- Click Save
- For training, select to Save in **Desktop.**

- Name the file

- Click **OK**

Note : At school users will navigate to G:\RM Billing Audit Log 2019\Statements

Print the Statements

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

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

© 2019 Civica Education Pty Ltd

Index

A

Accessing Help 11
Apply the Unallocated Credit 50
Auto Allocate Unallocated Credit 60
Auto Allocation of Credit Report 55
Auto Allocation of Credit Reports-Reprint 64

B

Billing Codes 13
Billing Items 27, 30
  Students commencing midyear 86
Bulk Allocation of Unallocated Credit 54

C

CentrePay 80
Change User 10
Charges and Contributions Sheets 24
Create a Billing Item 14
Creating Subject Billing Items 27

H

Help 11

L

Lock Terminal 10
Logging on to the System 9
Logging onto RM Finance 12

M

Methods of Receipting 33

N

Naming Receipts Batches 32
Notes 39

O

Overseas Fee Paying Students 19, 20

P

Password 10
Payment Types 32
Payments in Advance 46
Print a Statement 52

R

Receipts 31
  Donations 42
  Scholarships 35
Refunds
  Sibling Transfer 101
Refunds of Unallocated Credit-EPA 137
Reminder Unpaid Billing Items 98
Report Destination 10
rship/Donation Payments 35

S

Separate Receipts Batches 31
Statements 98
  Printing 165
Subject Billing Items (using Timetabled Subjects) 27
Subject Billing Items Utility 28
Subjects and Costs 15, 16

T

Temporary Visa and Full Fee Paying Students 17
The File Menu 10
Timetabled and Subject Billing Items Reports 92

U

Unallocated Credit Listing 49
Unallocated Credit-Auto Allocate 56
Unlocking the terminal 10

W

Writing off Debt 160
Writing off Student Debt 159

© 2019 Civica Education Pty Ltd

15 Support (Transactional)

Should you require support please, contact Financial Operational Support at Business and Customer Services (BCS)

Contact details below:

Financialservices.support@education.wa.edu.au

16 Support (Systems)

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

16.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

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

16.2 Fax (CSC)

9264 4701

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

16.3 Email (CSC)

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

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

17 Online Manuals and Training Notes

17.1 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***

© 2019 Civica Education Pty Ltd

17.2 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.

18 Finance Web

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

Log on to the DET Portal to access the latest factsheets

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

© 2019 Civica Education Pty Ltd

DEPARTMENT OF EDUCATION AND TRAINING

BATCH REGISTER

For the month of Period

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

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