

# CIVICA

RM Billing Secondary Stage 2 Training Notes



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# 1 Introduction

## 1.1 RM Billing Secondary Stage 2 Training Program

Time	Contents
8.30am	Coffee
9.00am	<ul style="list-style-type: none"><li>• Donation Billing Items and Billing Codes</li><li>• Produce Charges and Contributions Sheets</li><li>• Apply the Subject Billing Items Utility</li><li>• Apply Billing Items</li><li>• Process Donations and Scholarships</li><li>• Apply Unallocated Credit</li><li>• Process Parent Payments</li><li>• Exporting Batches into RM Finance</li></ul>
10.30am	Morning Tea
	<ul style="list-style-type: none"><li>• Students commencing part way through the year</li><li>• Removing Voluntary Contributions</li><li>• Timetabled Subjects and Billing Items Report</li><li>• Sibling Refunds</li><li>• Exporting Sibling Transfer into RM Finance</li></ul>
12.30pm	Lunch
	<ul style="list-style-type: none"><li>• Refund Unallocated Government Subsidies</li><li>• Refund Unallocated Credit</li><li>• Print Refund Cheque</li><li>• Review Unallocated Credit Listing and Billing Suspense Accounts</li></ul>
	<ul style="list-style-type: none"><li>• Write off/ Cancel Student Debt</li><li>• Produce Student Statements</li></ul>

## 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:

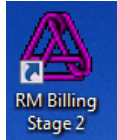
- Set Billing Codes and Student Categories
- Create and produce a Charges and Contribution Sheet
- Run the Subject Billing Item Utility
- Process Transactions for Overseas Full Fee Paying and Temporary Visa Students
- Create and apply Billing Items
- Apply and Process
  - Scholarships
  - Donations
  - 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***

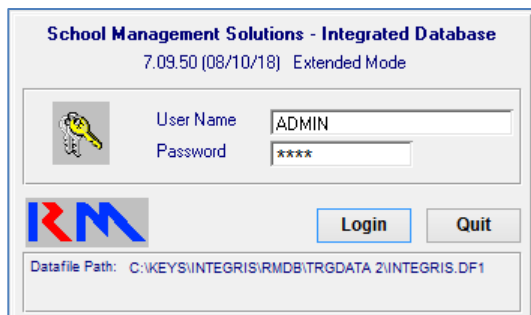
## 1.4 Logging on to the System

### 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

The login window has a title bar 'School Management Solutions - Integrated Database' and a subtitle '7.09.50 (08/10/18) Extended Mode'. It contains a 'User Name' field with 'ADMIN' and a 'Password' field with '\*\*\*\*'. There is a 'Login' button and a 'Quit' button. At the bottom, it shows the 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA 2\INTEGRIS.DF1'.

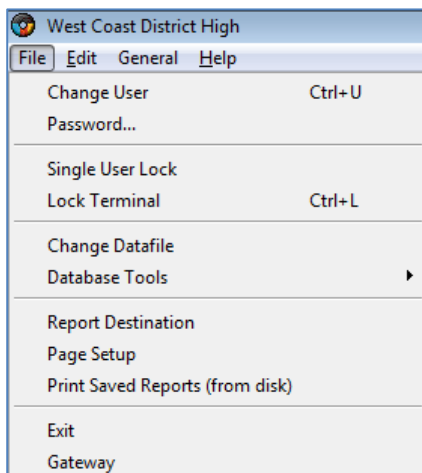
- Click on **Login**, or press **<Enter>**

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

**It is strongly recommended that you change your password regularly.**

## 1.5 The File Menu

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



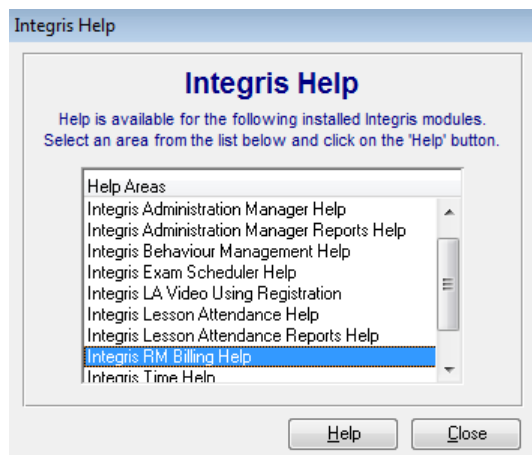
- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Change User** should be used to ensure that each person accessing Integrus does so under their own user name and with their personal levels of access.
- **Lock Terminal**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

## 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

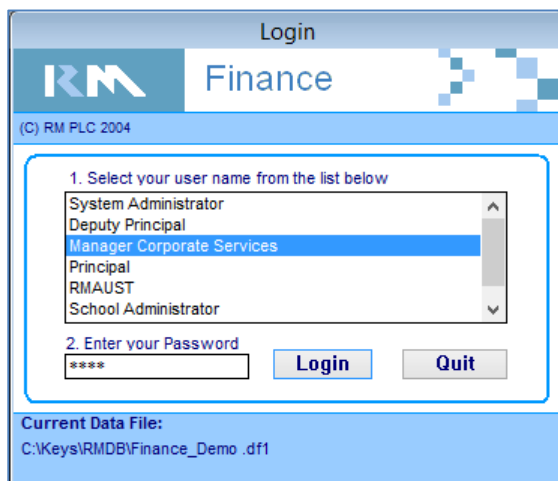
## 1.7 Logging into RM Finance

### 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**



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

1. Select your user name from the list below

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

2. Enter your Password

\*\*\*\*

Login Quit

Current Data File:  
C:\Keys\RMDB\Finance\_Demo.dfl

- Click on **Login**

## 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.**

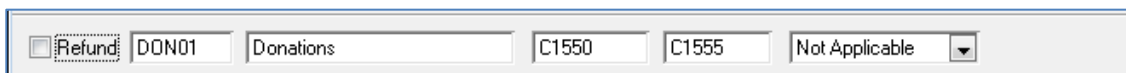
**Note: The Analysis Code and Budget Codes selected for a Billing code will determine how transactions for Billing Items using a particular code, are entered into RM Finance.**

### 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**



<input type="checkbox"/> Refund	DON01	Donations	C1550	C1555	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.**

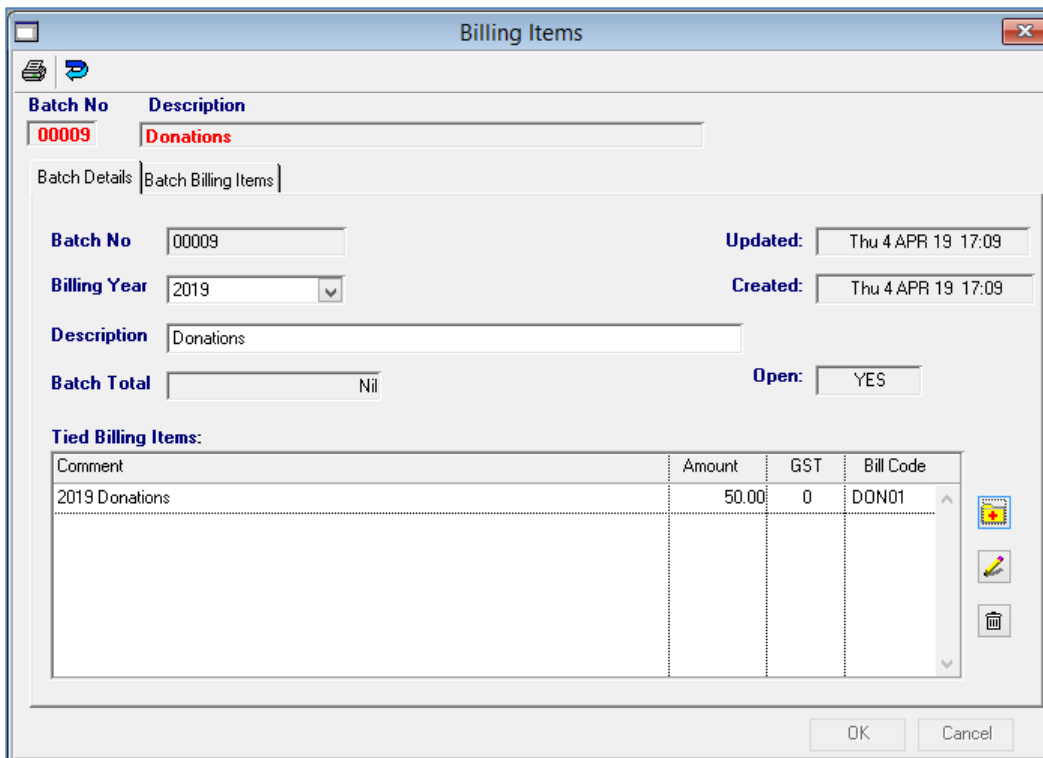
## 2.1 Create a Billing Item

### 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**



Batch No	Description
00009	Donations

Batch Details | Batch Billing Items

Batch No: 00009 Updated: Thu 4 APR 19 17:09

Billing Year: 2019 Created: Thu 4 APR 19 17:09

Description: Donations

Batch Total: Nil Open: YES

Tied Billing Items:

Comment	Amount	GST	Bill Code
2019 Donations	50.00	0	DON01

OK Cancel

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

## 3 Subjects

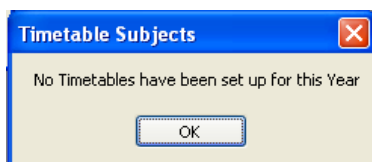
### 3.1 Subjects and Costs

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)'**

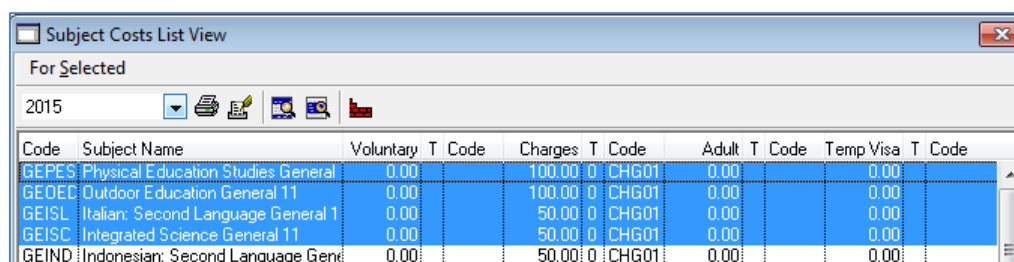
## 3.2 Assigning Temporary Visa Costs

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:

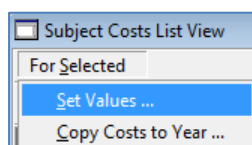
### RM Billing > Parameters > Subjects

- Highlight the subjects

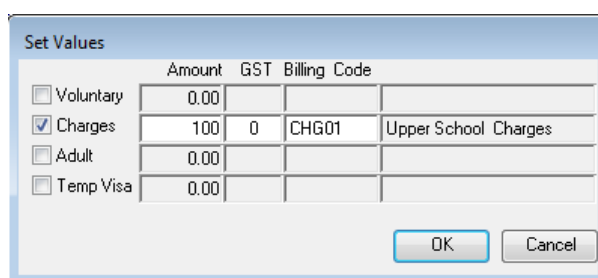


Code	Subject Name	Voluntary	T Code	Charges	T Code	Adult	T Code	Temp Visa	T Code
GEPE	Physical Education Studies General	0.00		100.00	0 CHG01	0.00		0.00	
GEDE	Outdoor Education General 11	0.00		100.00	0 CHG01	0.00		0.00	
GEISL	Italian: Second Language General 1	0.00		50.00	0 CHG01	0.00		0.00	
GEISC	Integrated Science General 11	0.00		50.00	0 CHG01	0.00		0.00	
GEIND	Indonesian: Second Language Gen	0.00		50.00	0 CHG01	0.00		0.00	

- 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



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

OK Cancel

- 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.

## 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***

## 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
<b>Full Fee Paying (ETI)</b>  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
<b>Temporary Visa</b>  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 <b>CHG</b> reporting to Upper School Charges are used for the Charges component. Billing Codes of <b>TVS</b> are used for the Temp Visa Charges  Schools using this method need to be aware of the maximum charges for these students.


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

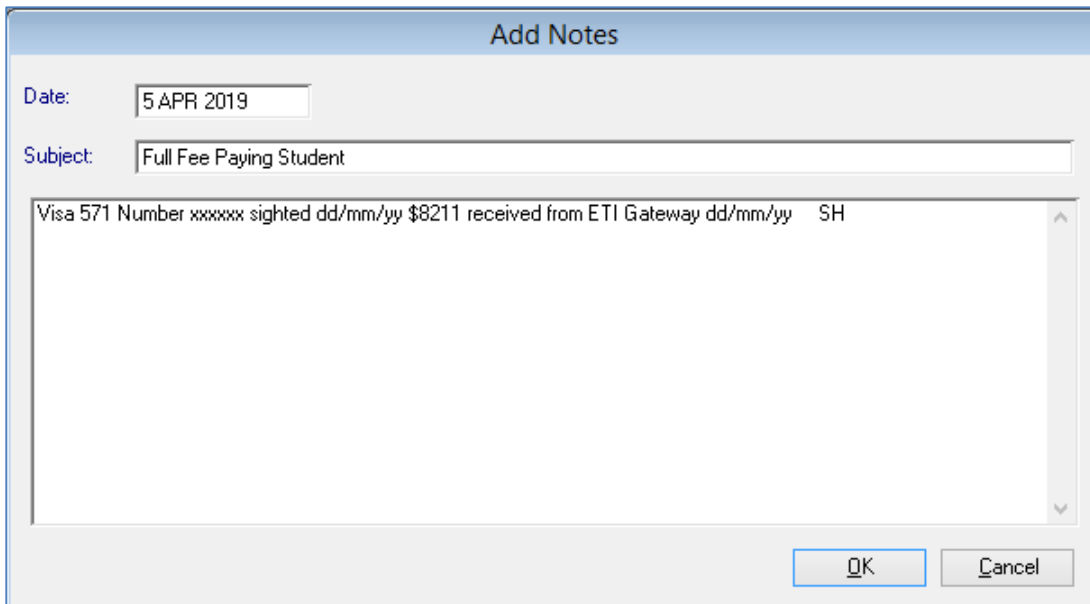
### Activity: Full Fee Paying Students

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.**


## 4.2.2 Overseas Fee Paying Students

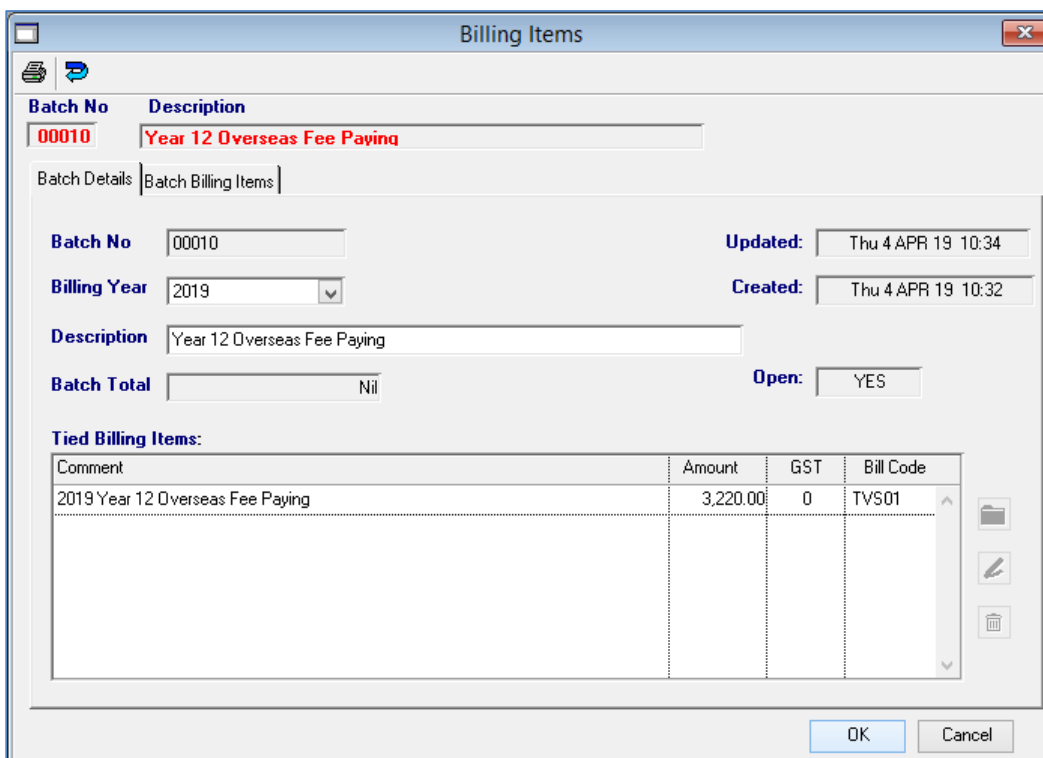
Students holding Temporary Visas and enrolling directly to a school are charged a Tuition Fee. This can be applied to students Term by Term or up front for the full year.

### 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

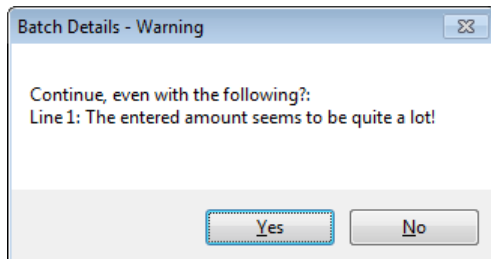
#### RM Billing > Billing Items

- Click on Add Item 
- Enter the detail below



Comment	Amount	GST	Bill Code
2019 Year 12 Overseas Fee Paying	3,220.00	0	TVS01


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

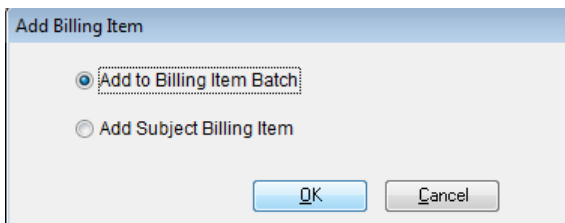


- Close the Billing Items Window

## Activity: Apply a Billing Item to Overseas Student

### RM Billing > Students

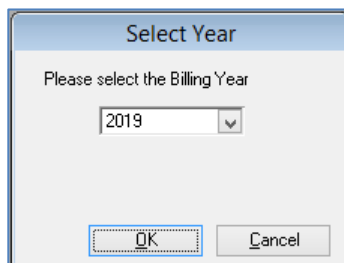
- Find **Paul Zanadu** and open his Record
- Go to his **Billing Items** Tab
- Click on **Add Billing Item** 
- Select **Add to Billing Item Batch**



Add Billing Item

☒ Add to Billing Item Batch

☐ Add Subject Billing Item

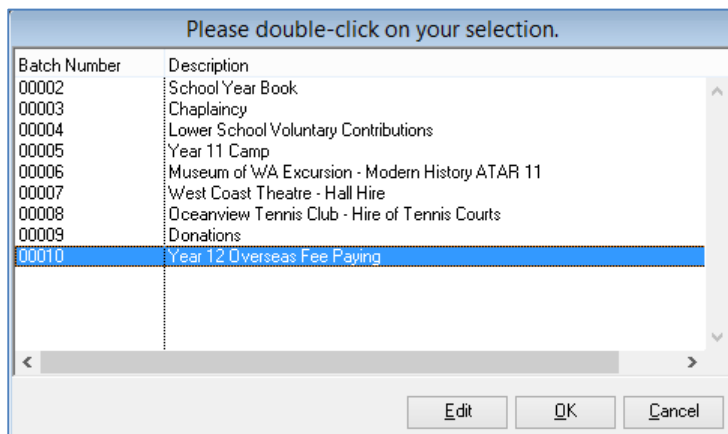


Select Year

Please select the Billing Year

2019

- Click **OK** to **2019**
- Select the **Year 12 Overseas Fee Paying** Billing Item




Please double-click on your selection.

Batch Number	Description
00002	School Year Book
00003	Chaplaincy
00004	Lower School Voluntary Contributions
00005	Year 11 Camp
00006	Museum of WA Excursion - Modern History ATAR 11
00007	West Coast Theatre - Hall Hire
00008	Oceanview Tennis Club - Hire of Tennis Courts
00009	Donations
00010	Year 12 Overseas Fee Paying

- Click **OK**

- 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.



## 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  
SUBLACO 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



**Bill 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](http://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: \_\_\_\_\_

## 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	<ul style="list-style-type: none"> <li>Selected PG must have contact details entered in the student records</li> <li>Usually entered on student enrolment</li> <li>Student without a Fees Biller will appear on exemption reports when processing billing items and government subsidies</li> </ul>
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	<ul style="list-style-type: none"> <li>Must be reset at the commencement of each billing year.</li> <li>Students without a Student Billing Category will appear on exemption reports when processing billing items and government subsidies</li> </ul>
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.	<ul style="list-style-type: none"> <li>Information shown on the Charges and Contributions sheet and Subjects tab is automatically updated to show Timetable changes</li> <li>Changes to Billing Items shown on statements must be handled manually</li> </ul>
Create Template	Charges and Contribution sheet is created using a template. Users may enter all items to be billed under the appropriate tab.	<ul style="list-style-type: none"> <li>The template will automatically draw information from student subject selection and associated subject costs</li> <li>The Template will draw student information from student records</li> <li>Templates can be copied and edited</li> </ul>

## 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.**

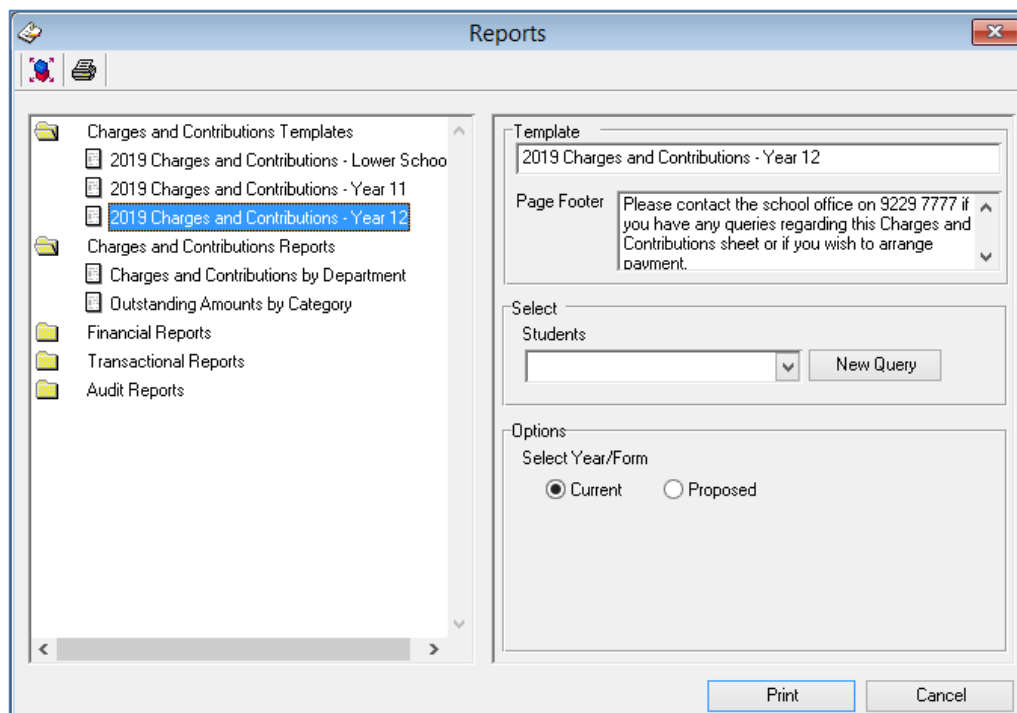
### Activity: Printing the Charges and Contributions Sheets

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



- 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**

Student Search Results					
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

Total records found 64

Back Select Close

- 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	
<b>Total for Compulsory Charges</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	
<b>Other Optional Costs</b>			
School Year Book	\$ 20.00		
<b>Total for Other Optional Costs</b>		<b>\$ 20.00</b>	
<b>Voluntary Approved Requests</b>			
Chaplaincy	\$ 15.00		
<b>Total for Voluntary Approved Requests</b>		<b>\$ 15.00</b>	
<b>TOTAL PAYABLE</b>	<b>Includes GST of \$ 0.00</b>	<b>\$ 335.00</b>	

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

## 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.

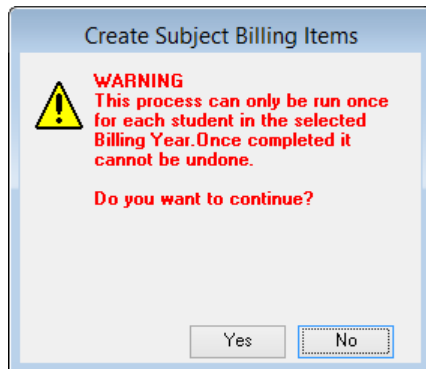
***Note: Billing Items create debt against a student's record. A statement will show a record of Billing Items and other transactions processed against a student's record.***


## 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

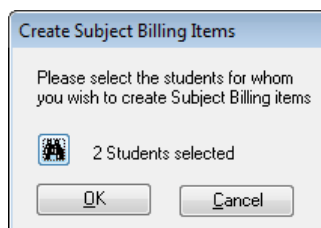
- Click on **Create Subject Billing Items**



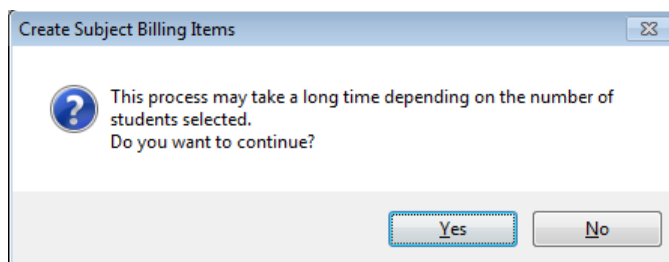
- Click **Yes**
- Click **OK** to the current billing year
- Click on 
- Select the Year 12 students
- Click **Find**
- Select **Katie Williams and Anthony Vance**

ID	Surname	Given	YR	YR2	START DATE
380	Vance	Anthony	12	12.1	9 MAY 2002
390	Williams	Katie	12	12.2	16 APR 2002

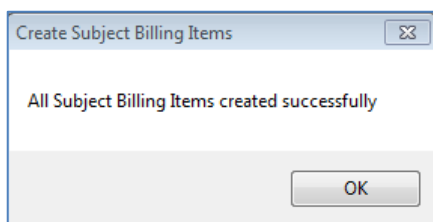
- Click **Select and Yes**



- Click **OK**




- 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.

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

The reason could be any of the following:

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

### 6.2.3 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.

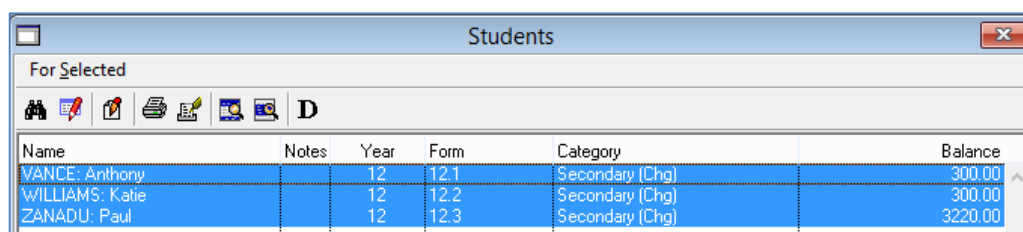
For example:

- 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

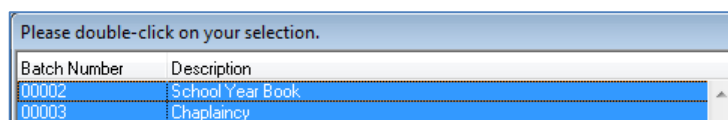
### RM Billing > Students

- 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



Name	Notes	Year	Form	Category	Balance
VANCE: Anthony		12	12.1	Secondary (Chg)	300.00
WILLIAMS: Katie		12	12.2	Secondary (Chg)	300.00
ZANADU: Paul		12	12.3	Secondary (Chg)	3220.00

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



Batch Number	Description
00002	School Year Book
00003	Chaplaincy

- Click **OK**

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

## 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.

## 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.

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

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

## 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

## 8 Create a Receipts Batch

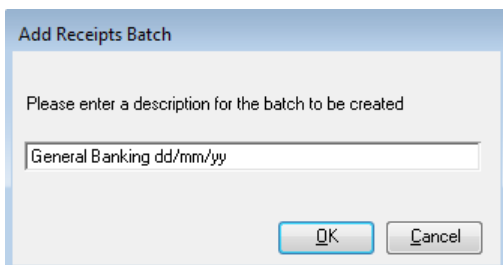
### Activity: Open a General Banking Batch

#### 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



Add Receipts Batch

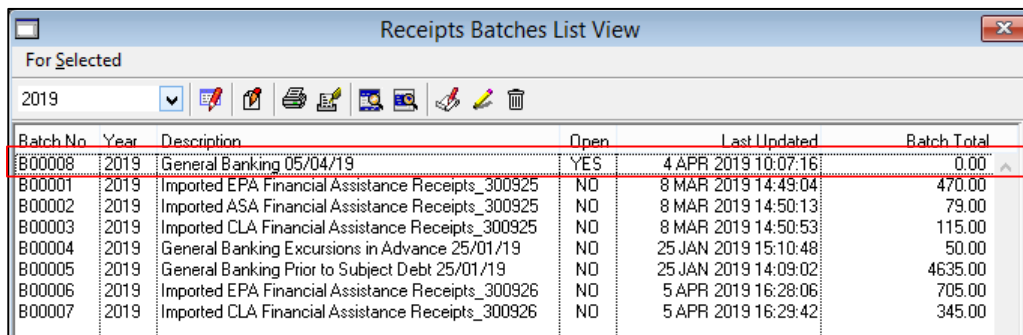
Please enter a description for the batch to be created

General Banking dd/mm/yy

OK Cancel

- 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

## 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

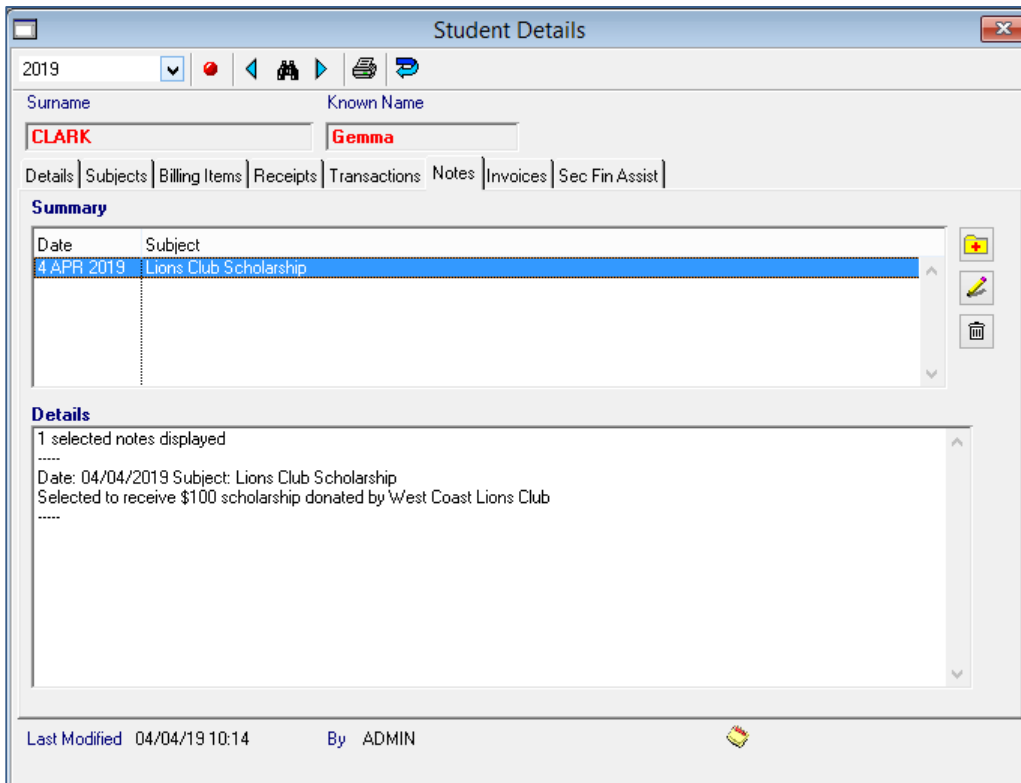
- Highlight **Braydie Braddon and Gemma Clark**
- Click **Hide Unselected** 

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**



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



**Student Details**

2019

Surname: **CLARK** Known Name: **Gemma**

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

**Summary**

Date	Subject
4 APR 2019	Lions Club Scholarship

**Details**

1 selected notes displayed

.....


Date: 04/04/2019 Subject: Lions Club Scholarship

Selected to receive \$100 scholarship donated by West Coast Lions Club

.....

Last Modified 04/04/19 10:14 By ADMIN

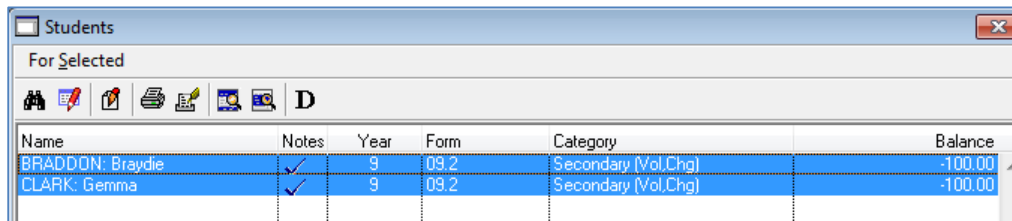
Continue to enter the Receipt

- Click on the **Receipts** tab
- Click 
- <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**



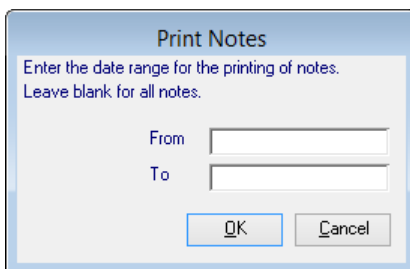
## Viewing Multiple Notes

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



Name	Notes	Year	Form	Category	Balance
BRADDON: Braydie	<input checked="" type="checkbox"/>	9	09.2	Secondary (Vol.Chg)	-100.00
CLARK: Gemma	<input checked="" type="checkbox"/>	9	09.2	Secondary (Vol.Chg)	-100.00

- Click **For Selected > Print Notes**



**Print Notes**

Enter the date range for the printing of notes.  
Leave blank for all notes.

From:

To:

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



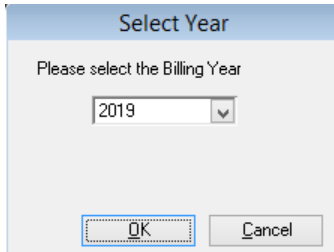
Date	Subject	Detail
BRADDON: Braydie 4 APR 2019	Year: 9 Lions Club Scholarship	Form: 09.2 Selected to receive \$100 scholarship donated by West Coast Lions Club.
CLARK: Gemma 4 APR 2019	Year: 9 Lions Club Scholarship	Form: 09.2 Selected to receive \$100 scholarship donated by West Coast Lions Club

- View and Close the Note

## Apply Billing Items

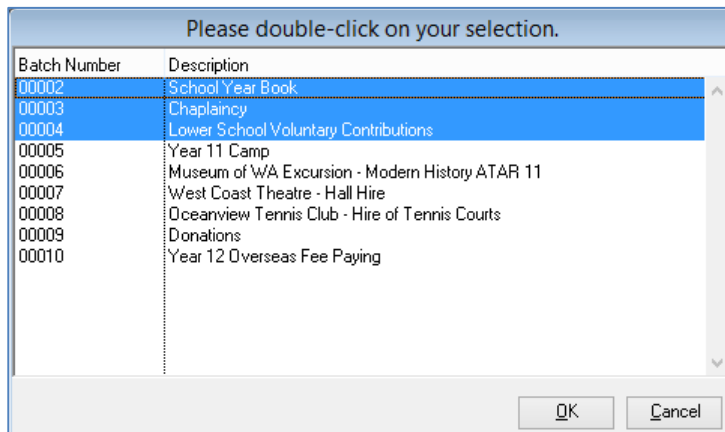
With Braydie and Gemma still highlighted

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



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

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



A dialog box titled "Please double-click on your selection." containing a list of billing items. The list has two columns: "Batch Number" and "Description". The first three items are highlighted in blue.

Batch Number	Description
00002	School Year Book
00003	Chaplaincy
00004	Lower School Voluntary Contributions
00005	Year 11 Camp
00006	Museum of WA Excursion - Modern History ATAR 11
00007	West Coast Theatre - Hall Hire
00008	Oceanview Tennis Club - Hire of Tennis Courts
00009	Donations
00010	Year 12 Overseas Fee Paying

At the bottom right are "OK" and "Cancel" buttons.

- Click **OK**

## 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**

Student Details

2019

Surname: **BRADDON** Known Name: **Braydie** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
1657	4 APR 2019	DR	20.00	0	0.00	0.00	20.00	DDC01	00002	2019 School Year		
1658	4 APR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
1659	4 APR 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 English		
1660	4 APR 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 Science		
1661	4 APR 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 Maths		
1662	4 APR 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 Humanities		
1663	4 APR 2019	DR	30.00	0	0.00	0.00	30.00	VOL01	00004	2019 Health and F		
1664	4 APR 2019	DR	15.00	0	0.00	0.00	15.00	VOL01	00004	2019 LOTE		
1665	4 APR 2019	DR	56.00	0	0.00	0.00	56.00	VOL01	00004	2019 Design and		
1666	4 APR 2019	DR	34.00	0	0.00	0.00	34.00	VOL01	00004	2019 Art		

TOTALS: Amount 270.00 Discount 0.00 Paid 0.00 Balance 270.00

Unallocated Credit Amount 100.00 Allocate Add Billing Item Reversal Adjustment Add Discount


Last Modified 04/04/19 10:22 By ADMIN

- Click **Allocate**
- Enter amount to allocate 100.00

Allocate

Enter the amount to allocate (up to \$100.00) 100.00

Cancel OK

- 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

### 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

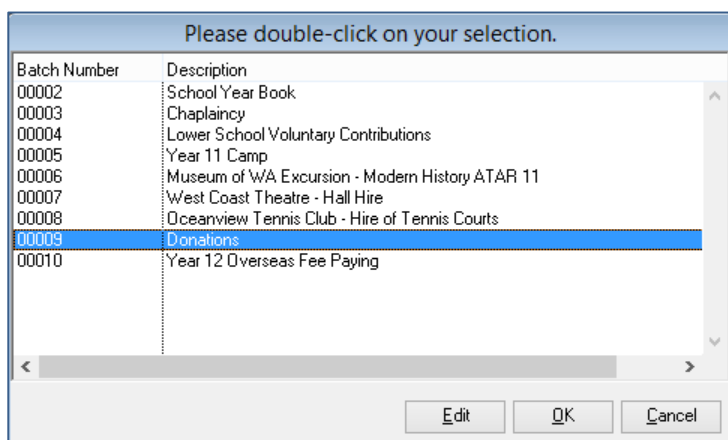
This activity will look at Option 2

*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.**

- Click on the **Receipts** tab
- Click on 
- <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**

**Add Receipt**





Receipt Details				Received from:			
Batch No.:	<input type="text" value="B00008"/>	General Banking 05/04/19		Name	<input type="text" value="Donations"/>		
Payment Type:	<input type="text" value="CH"/>	Cheque		Line 2	<input type="text" value="Ranger Outdoors"/>		
Date:	<input type="text" value="4 APR 2019"/>			Address	<input type="text" value="93 Joondalup Drive"/>		
Amount:	<input type="text" value="50.00"/>			Town/Sub	<input type="text" value="JOONDALUP"/>		
Comment:	<input type="text" value="Camp Donation"/>			State	<input type="text" value="WA"/>		
				Postcode	<input type="text" value="6027"/>		
				Country	<input type="text"/>		

Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
1677	4 APR 2019	DON01	0	2019 Donations	50.00	Nil	50.00	50.00
					50.00	0.00	50.00	50.00

- Click **OK**

**Customer Details**

2019    

Customer Name

**Donations**

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Status	Reason
1678	24	4 APR 2019	CH	50.00	B000008	Camp Donation		

- Close the Customer's screen

*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

Student Details

2019

Surname: **JOHNSTON** Known Name: **Josh** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
67	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEGED - Geograph		
68	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEHBY - Human E		
69	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEHIM - Modern H		
70	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEIND - Indonesia		
71	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AELIT - Literature		
72	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEMAE - Mathem		
413	8 MAR 2019	DR	20.00	0	0.00	0.00	20.00	OCC01	00002	2019 School Year		
414	8 MAR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
1198	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2019 Camp Activit		
1199	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2019 Camp Transp		
1200	8 MAR 2019	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2019 Camp Food		
1364	8 MAR 2019	DR	25.00	0	0.00	0.00	25.00	CHG02	00006	2019 Museum of V		

TOTALS: Amount 660.00 Discount 0.00 Paid 0.00 Balance 660.00

Add Billing Item Reversal Adjustment Add Discount

Last Modified 08/03/19 14:57 By ADMIN

- Click on **Adjustment**

Adjust

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

Yes No

- Click **Yes**

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

**Billing Item Adjustment**

For Billing Item ref:  Original amount \$ 150.00

Adjust down by:  Maximum adjust available \$ 150.00

Reason for Adjustment:

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

**Student Details**

2019

Surname: **JOHNSTON** Known Name: **Josh**

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

GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
0	0.00	0.00	50.00	CHG01	00001	AEGED - Geograph		
0	0.00	0.00	50.00	CHG01	00001	AEHBY - Human E		
0	0.00	0.00	50.00	CHG01	00001	AEHIM - Modern H		
0	0.00	0.00	50.00	CHG01	00001	AEIND - Indonesia		
0	0.00	0.00	50.00	CHG01	00001	AELIT - Literature		
0	0.00	0.00	50.00	CHG01	00001	GEMAE - Mathem		
0	0.00	0.00	20.00	OOC01	00002	2019 School Year		
0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
0	0.00	0.00	100.00	CHG03	00005	2019 Camp Activit		
0	0.00	0.00	50.00	CHG03	00005	2019 Camp Trans		
1	0.00	0.00	150.00	CHG03	00005	2019 Camp Food A: 1679		Adjusted - April 2019 Donation from Ranger Outdoc
0	0.00	0.00	25.00	CHG02	00006	2019 Museum of V		
1	0.00	0.00	-50.00	CHG03	00005	2019 Camp Food T: 1200		Adjustment - April 2019 Donation from Ranger Outd

**TOTALS:** Amount  Discount  Paid  Balance

Last Modified 04/04/19 10:33 By ADMIN

- Close the Student screen

## 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.

## 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

Receipts Batches List View						
For Selected						
2016						
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 B00005 advance		
10	\$ 635.00	Mr M Michael	MICHAEL: Daniel	Charges and Contributions in B00005 advance		
14	\$ 735.00	Mrs T Hogan	HOGAN: Paul	Charges and Contributions in B00005 advance		
Total Cash		\$ 2,005.00				
CHEQUE						
11	\$ 735.00	Mrs K Kitchen	KITCHEN: Marc	Charges and Contributions in B00005 advance		
12	\$ 635.00	Mr J Pamment	PAMMENT: Louise	Charges and Contributions in B00005 advance		
13	\$ 660.00	Mrs Black	BLACK: Jenny	Charges and Contributions in B00005 advance		
15	\$ 600.00	Mrs R Ravat	RAVAT: Donna	Subject Charges and Year 11 B00005 Camp		
Total Cheque		\$ 2,630.00				
Total for Cash and Cheques			\$ 4,635.00			
Total for Report:			\$ 4,635.00			

- View and close report

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

For Selected					
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

- 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 from the drop down menu.**

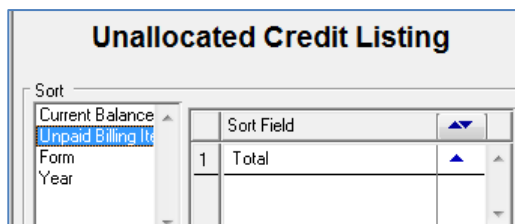
For Selected					
2019					
2015					
2016					
2017					
2018					
2019					
Batch No	Year	Description	Open	Last Updated	Batch Total
B00008	2019	General Banking 05/04/19	YES	4 APR 2019 10:30:41	250.00
B00001	2019	Imported EPA Financial Assistance Receipts_300925	NO	8 MAR 2019 14:49:04	470.00
B00002	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

## 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**



**Unallocated Credit Listing**

Sort: Current Balance, Unpaid Billing Items, Form, Year

Sort Field: 1 Total

- Click **Print**

<b>West Coast District High School</b>							
<b>Unallocated Credit Listing as at 04/04/19</b>							
<b>Students</b>							
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
<b>Total Unallocated Credit for All Students</b>					<b>\$0.00</b>	<b>\$4,685.00</b>	<b>\$4,685.00</b>
* 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

### 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**

Student Details

2019

Surname: **RAVAT** Known Name: **Donna** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
307	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AECHE - Chemistry ATAR 1		
308	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEECO - Economics ATAR		
309	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEENG - English ATAR 11		
310	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEHBY - Human Biology AT		
311	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEMMA - Mathematics App		
312	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEPHY - Physics ATAR 11		
493	8 MAR 2019	DR	20.00	0	0.00	0.00	20.00	DOC01	00002	2019 School Year Book		
494	8 MAR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
1318	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2019 Camp Activities		
1319	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2019 Camp Transport		
1320	8 MAR 2019	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2019 Camp Food		

TOTALS: Amount 635.00 Discount 0.00 Paid 0.00 Balance 635.00

Unallocated Credit Amount 600.00 Allocate Add Billing Item Reversal Adjustment Add Discount

Last Modified 08/03/19 14:55 By ADMIN

- Click **Allocate**

Allocate

Enter the amount to allocate (up to \$600.00) 600.00

Cancel OK

- Enter the payment amount of **\$600** and Click **OK**
- Click **Show Billing Items with Outstanding Amounts**

- View Items only with Outstanding Balances

Student Details

2019

Surname: RAVAT Known Name: Donna Adjustment amounts included in balances but not shown separately

Show All Transactions

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
493	8 MAR 2019	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2019 School Year Book		
494	8 MAR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		

TOTALS: Amount 35.00 Discount 0.00 Paid 0.00 Balance 35.00

Add Billing Item Reversal Adjustment Discount

Last Modified 08/03/19 14:55 By ADMIN

- 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.**

## 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

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
<b>Donna RAVAT    Year 11    Form 11.2    Student Number 20512528</b>					
		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
<b>Closing balance as at 4 APR 2019</b>					<b>\$ 35.00</b>
<b>Balance Owing as at 4 APR 2019</b>					<b>\$ 35.00</b>
<b>GST on Balance Owing</b>					<b>\$0.00</b>

- View and close the statement
- Close the Student screen

### 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.***

### 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.

<b>West Coast District High School</b>					
<b>Automatic Allocation of Credit - 4 April 2019</b>				<b>11:37:33</b>	
					
<b>Batch: 00006</b>		<b>Museum of WA Excursion - Modern History ATAR 11 2019</b>			
<b>Student/Cust Name</b>	<b>Year</b>	<b>Form</b>	<b>Receipt #</b>	<b>Pay Type</b>	<b>Billing Item Tx Ref</b>
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.

**Auto Allocate** 

Has the report printed OK?

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.

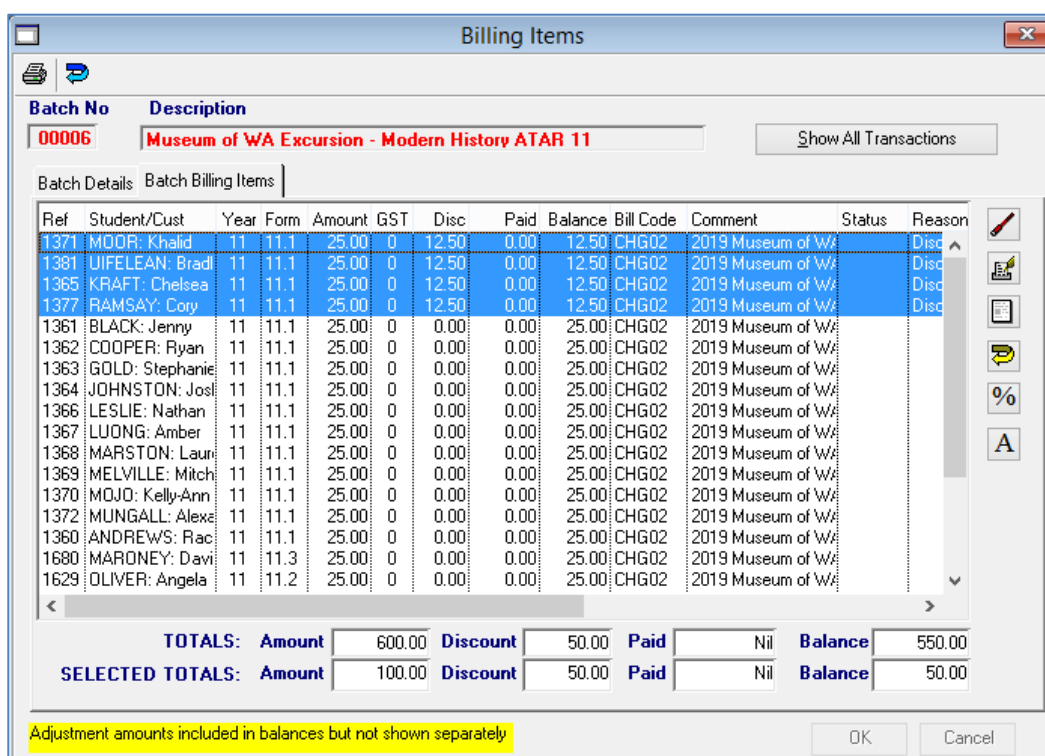
### 8.3.2 Auto Allocating Unallocated Credit

## 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



**Billing Items**

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

Batch Details | Batch Billing Items


Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
1371	MOOR, Khalid	11	11.1	25.00	0	12.50	0.00	12.50	CHG02	2019 Museum of WA	Disc	
1381	UIFELEAN, Brad	11	11.1	25.00	0	12.50	0.00	12.50	CHG02	2019 Museum of WA	Disc	
1365	KRAFT, Chelsea	11	11.1	25.00	0	12.50	0.00	12.50	CHG02	2019 Museum of WA	Disc	
1377	RAMSAY, Cory	11	11.1	25.00	0	12.50	0.00	12.50	CHG02	2019 Museum of WA	Disc	
1361	BLACK, Jenny	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1362	COOPER, Ryan	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1363	GOLD, Stephanie	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1364	JOHNSTON, Jos	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1366	LESLIE, Nathan	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1367	LUONG, Amber	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1368	MARSTON, Laur	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1369	MELVILLE, Mit	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1370	MOJO, Kelly-Ann	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1372	MUNGALL, Alex	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1360	ANDREWS, Rac	11	11.1	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1680	MARDNEY, Davi	11	11.3	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		
1629	OLIVER, Angela	11	11.2	25.00	0	0.00	0.00	25.00	CHG02	2019 Museum of WA		

**TOTALS:** Amount 600.00 Discount 50.00 Paid Nil Balance 550.00

**SELECTED TOTALS:** Amount 100.00 Discount 50.00 Paid Nil Balance 50.00

Adjustment amounts included in balances but not shown separately


OK Cancel

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



### 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 

**Unallocated Credit Listing**

Sort

Current Balance	Sort Field	
Form		
Year	1 Unpaid Billing Items	
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
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

### 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**

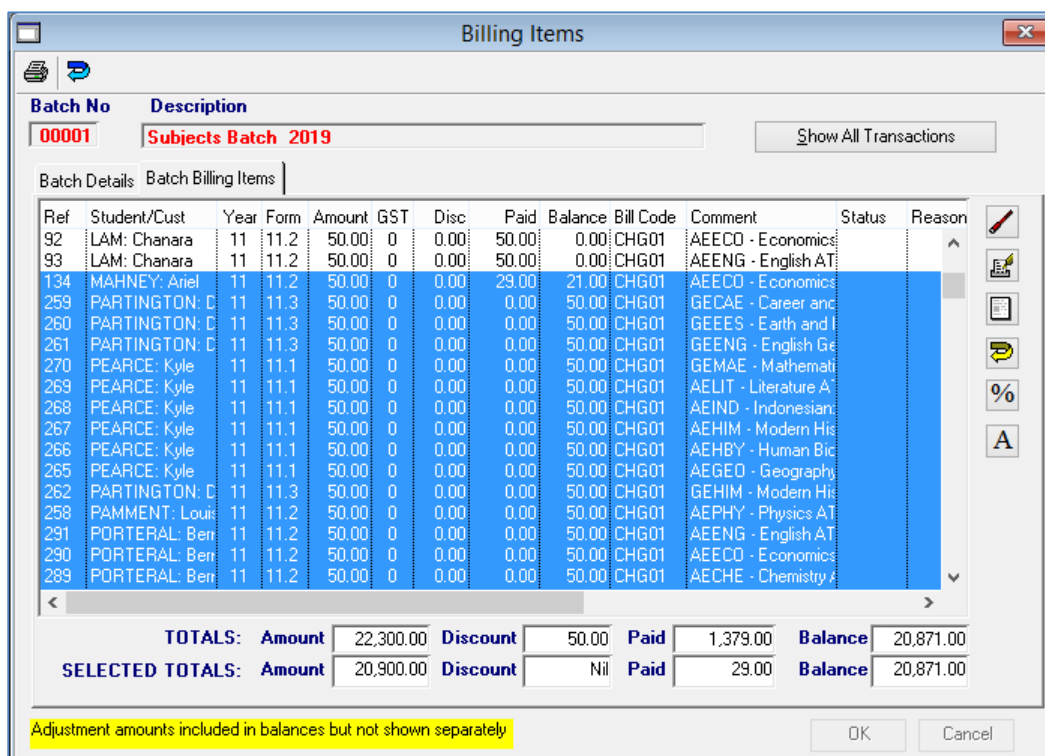
This report will give you a list of student receipts where students paid accounts in advance. This should be compared to the Unallocated Credit Listing

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

## 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 
- 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

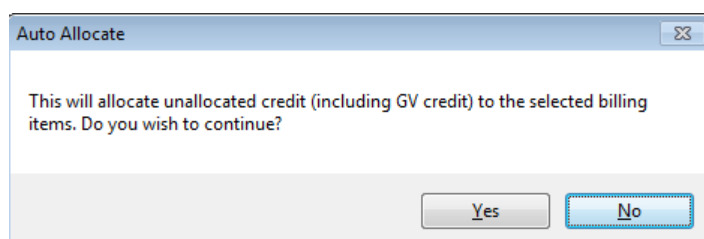


Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
92	LAM: Chanara	11	11.2	50.00	0	0.00	50.00	0.00	CHG01	AEEO - Economics		
93	LAM: Chanara	11	11.2	50.00	0	0.00	50.00	0.00	CHG01	AEENG - English AT		
134	MAHNEY: Ariel	11	11.2	50.00	0	0.00	29.00	21.00	CHG01	AEEO - Economics		
259	PARTINGTON: C	11	11.3	50.00	0	0.00	0.00	50.00	CHG01	GECAE - Career and		
260	PARTINGTON: C	11	11.3	50.00	0	0.00	0.00	50.00	CHG01	GEEES - Earth and		
261	PARTINGTON: C	11	11.3	50.00	0	0.00	0.00	50.00	CHG01	GEENG - English Ge		
270	PEARCE: Kyle	11	11.1	50.00	0	0.00	0.00	50.00	CHG01	GEMAE - Mathemat		
269	PEARCE: Kyle	11	11.1	50.00	0	0.00	0.00	50.00	CHG01	AELIT - Literature A		
268	PEARCE: Kyle	11	11.1	50.00	0	0.00	0.00	50.00	CHG01	AEIND - Indonesian		
267	PEARCE: Kyle	11	11.1	50.00	0	0.00	0.00	50.00	CHG01	AEHIM - Modern His		
266	PEARCE: Kyle	11	11.1	50.00	0	0.00	0.00	50.00	CHG01	AEHBY - Human Bic		
265	PEARCE: Kyle	11	11.1	50.00	0	0.00	0.00	50.00	CHG01	AECEO - Geography		
262	PARTINGTON: C	11	11.3	50.00	0	0.00	0.00	50.00	CHG01	GEHIM - Modern His		
258	PAMMENT: Louis	11	11.2	50.00	0	0.00	0.00	50.00	CHG01	AEPHY - Physics AT		
291	PORTER: Berri	11	11.2	50.00	0	0.00	0.00	50.00	CHG01	AEENG - English AT		
290	PORTER: Berri	11	11.2	50.00	0	0.00	0.00	50.00	CHG01	AEEO - Economics		
289	PORTER: Berri	11	11.2	50.00	0	0.00	0.00	50.00	CHG01	AECHE - Chemistry A		

<b>TOTALS:</b>	<b>Amount</b>	22,300.00	<b>Discount</b>	50.00	<b>Paid</b>	1,379.00	<b>Balance</b>	20,871.00
<b>SELECTED TOTALS:</b>	<b>Amount</b>	20,900.00	<b>Discount</b>	Nil	<b>Paid</b>	29.00	<b>Balance</b>	20,871.00

Adjustment amounts included in balances but not shown separately

- Click on  Auto allocate credit to the selected billing items

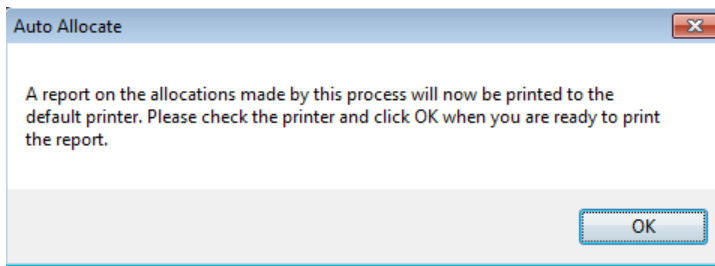


Auto Allocate

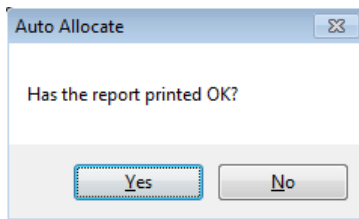
This will allocate unallocated credit (including GV credit) to the selected billing items. Do you wish to continue?

Yes No

- Click **Yes** to the message



- Click **OK**



- Click **Yes**


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

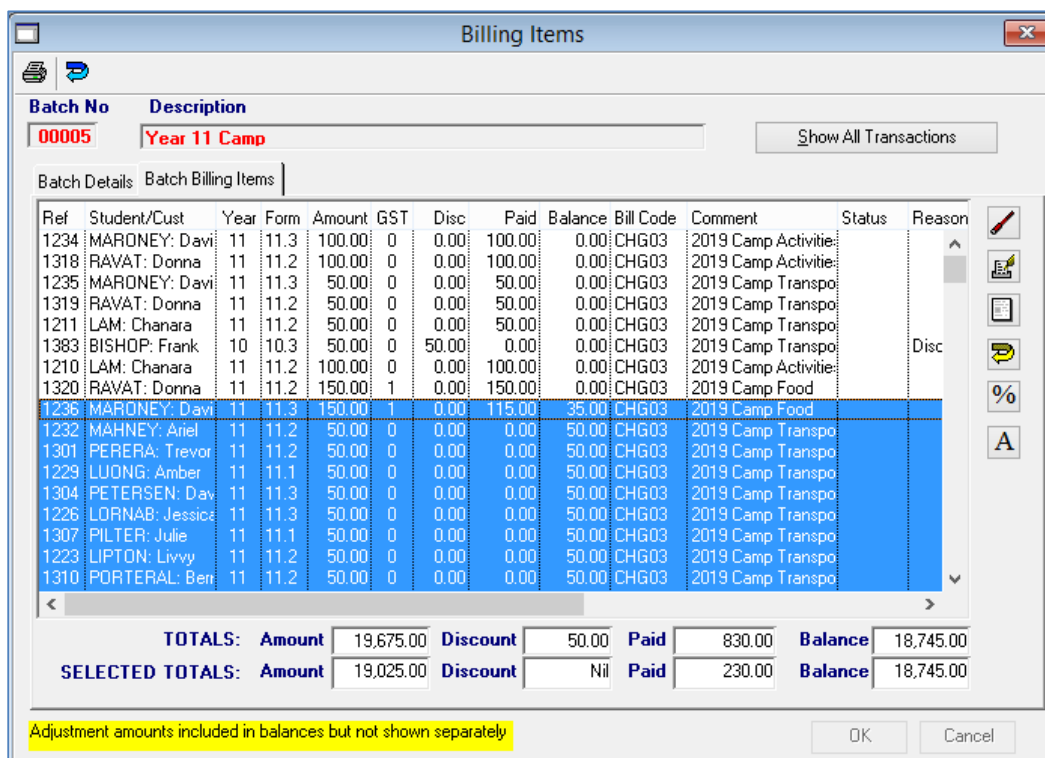
- Click 

## 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 
- Click on the **Balance** header once to bring items with paid balances to the top
- Highlight all billing item lines with an outstanding balance




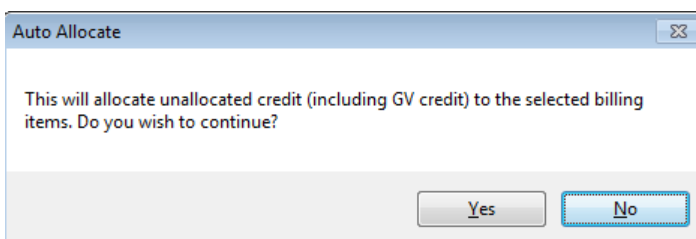
Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
1234	MARONEY: Davi	11	11.3	100.00	0	0.00	100.00	0.00	CHG03	2019 Camp Activitie		
1318	RAVAT: Donna	11	11.2	100.00	0	0.00	100.00	0.00	CHG03	2019 Camp Activitie		
1235	MARONEY: Davi	11	11.3	50.00	0	0.00	50.00	0.00	CHG03	2019 Camp Transpo		
1319	RAVAT: Donna	11	11.2	50.00	0	0.00	50.00	0.00	CHG03	2019 Camp Transpo		
1211	LAM: Chanara	11	11.2	50.00	0	0.00	50.00	0.00	CHG03	2019 Camp Transpo		
1383	BISHOP: Frank	10	10.3	50.00	0	50.00	0.00	0.00	CHG03	2019 Camp Transpo		Disc
1210	LAM: Chanara	11	11.2	100.00	0	0.00	100.00	0.00	CHG03	2019 Camp Activitie		
1320	RAVAT: Donna	11	11.2	150.00	1	0.00	150.00	0.00	CHG03	2019 Camp Food		
1236	MARONEY: Davi	11	11.3	150.00	1	0.00	115.00	35.00	CHG03	2019 Camp Food		
1232	MAHNEY: Ariel	11	11.2	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1301	PERERA: Trevor	11	11.2	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1229	LUONG: Amber	11	11.1	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1304	PETERSEN: Davi	11	11.3	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1226	LORNAB: Jessica	11	11.3	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1307	PILTER: Julie	11	11.1	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1223	LIPTON: Livvy	11	11.2	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		
1310	PORTER: Ben	11	11.2	50.00	0	0.00	0.00	50.00	CHG03	2019 Camp Transpo		

**TOTALS:** Amount 19,675.00 Discount 50.00 Paid 830.00 Balance 18,745.00

**SELECTED TOTALS:** Amount 19,025.00 Discount Nil Paid 230.00 Balance 18,745.00

Adjustment amounts included in balances but not shown separately

- Click on  Auto allocate credit to the selected billing items

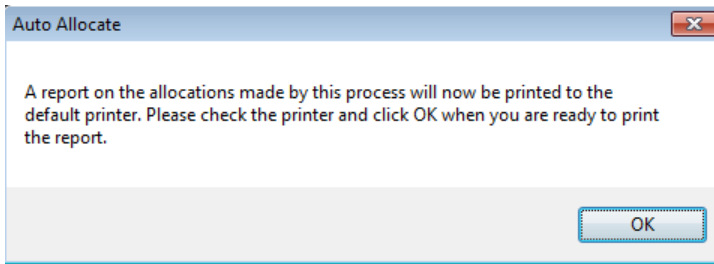


Auto Allocate

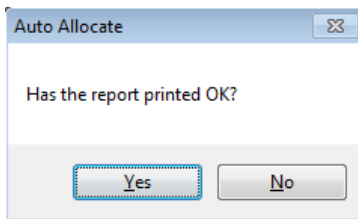
This will allocate unallocated credit (including GV credit) to the selected billing items. Do you wish to continue?

Yes No

- Click **Yes** to the message



- Click **OK**



- Click Yes
- Click 

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

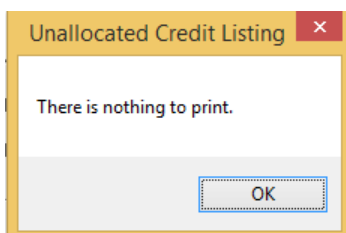
- **Museum of WA Excursion**
- **School Year Book**
- **Chaplaincy**

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

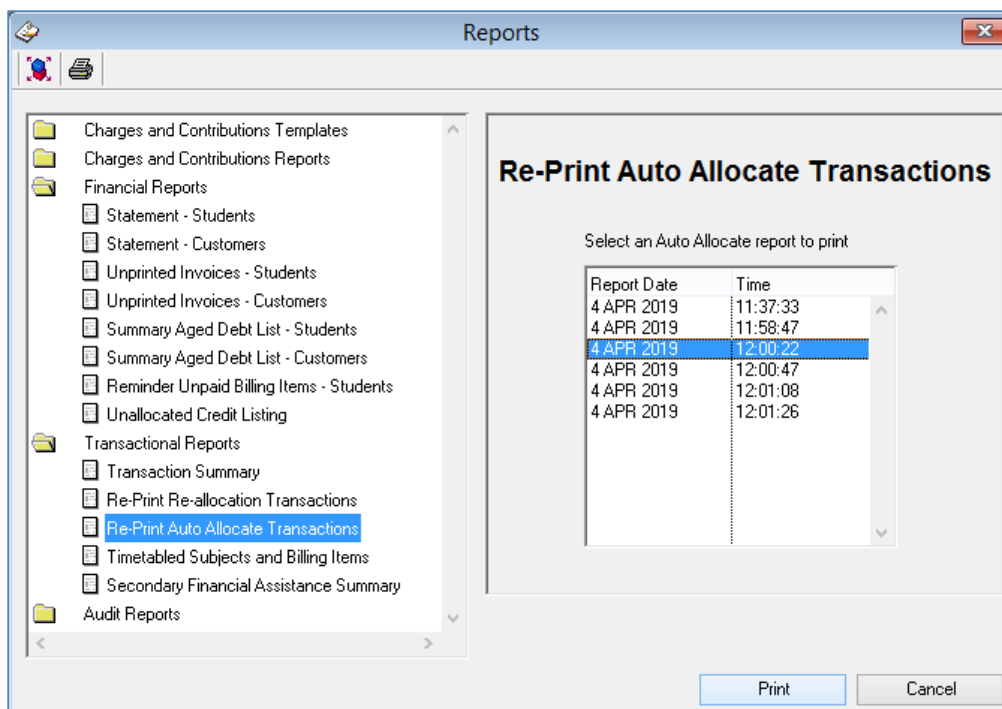
### 8.3.5 Re-Print Auto Allocation of Credit Reports

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


### 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>

Please double-click on your selection.

Ref	Date	Code	Amount	GST	Balance	Comment
521	8 MAR 2019	DCC01	20.00	0	20.00	2019 School Year Book
522	8 MAR 2019	VAR01	15.00	0	15.00	2019 Chaplaincy
523	8 MAR 2019	VOL01	25.00	0	25.00	2019 English
524	8 MAR 2019	VOL01	25.00	0	25.00	2019 Science
525	8 MAR 2019	VOL01	25.00	0	25.00	2019 Maths
526	8 MAR 2019	VOL01	25.00	0	25.00	2019 Humanities and Social Science
527	8 MAR 2019	VOL01	30.00	0	30.00	2019 Health and Physical Education
528	8 MAR 2019	VOL01	15.00	0	15.00	2019 LOTE
529	8 MAR 2019	VOL01	56.00	0	56.00	2019 Design and Technology
530	8 MAR 2019	VOL01	34.00	0	34.00	2019 Art

Amount: 270.00 Selected: 270.00

- 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

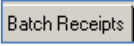
Details   Batch Receipts   Bulk Receipts						
Student Name	Year	Amount	Items	Type	Comment	
ANDERSON: Ben	10	270.00	10 Items	CA	Balance of Account	
OLIVER: Angela	11	310.00	4 Items	CH	Balance of Account	
MAHNEY: Ariel	11	556.00	10 Items	CH	Balance of Account	
MUNGALL: Alexandria	11	660.00	12 Items	CH	Balance of Account	

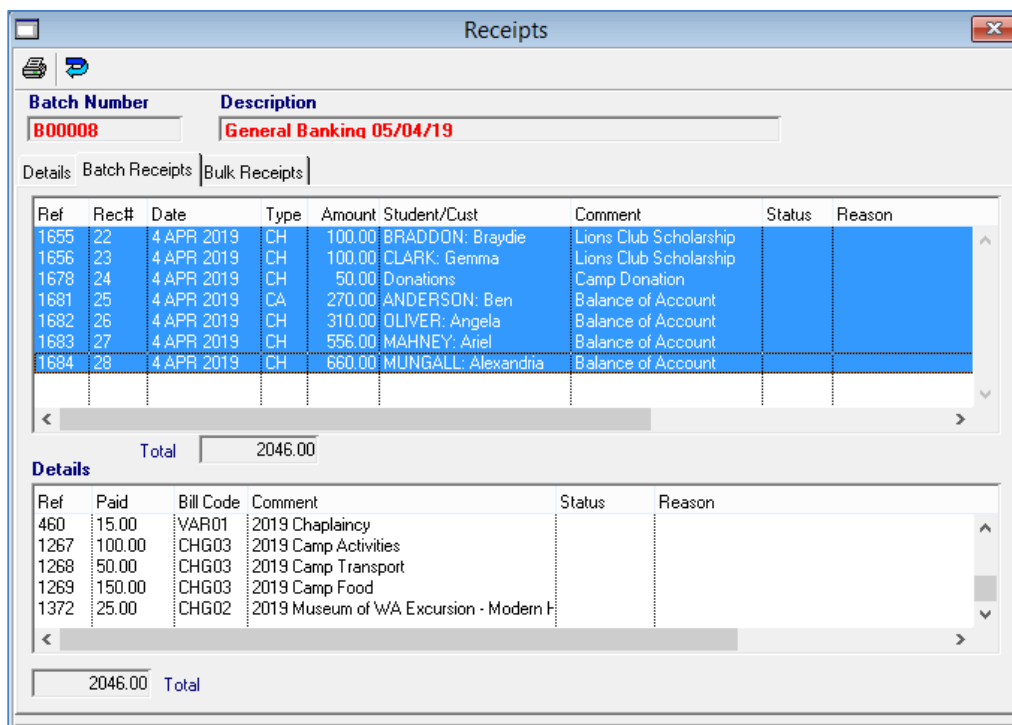
- Click **OK**

### 8.3.7 Print Receipts from the Receipt Batch

## Activity: Printing Receipts from the Receipt Batch

### RM Billing > Receipts

- Click on the  Tab
- Highlight all the receipt lines



The screenshot shows the 'Receipts' window with the following data:


Ref	Rec#	Date	Type	Amount	Student/Cust	Comment	Status	Reason
1655	22	4 APR 2019	CH	100.00	BRADDON: Braydie	Lions Club Scholarship		
1656	23	4 APR 2019	CH	100.00	CLARK: Gemma	Lions Club Scholarship		
1678	24	4 APR 2019	CH	50.00	Donations	Camp Donation		
1681	25	4 APR 2019	CA	270.00	ANDERSON: Ben	Balance of Account		
1682	26	4 APR 2019	CH	310.00	OLIVER: Angela	Balance of Account		
1683	27	4 APR 2019	CH	556.00	MAHNEY: Ariel	Balance of Account		
1684	28	4 APR 2019	CH	660.00	MUNGALL: Alexandria	Balance of Account		

Total: 2046.00

**Details**

Ref	Paid	Bill Code	Comment	Status	Reason
460	15.00	VAR01	2019 Chaplaincy		
1267	100.00	CHG03	2019 Camp Activities		
1268	50.00	CHG03	2019 Camp Transport		
1269	150.00	CHG03	2019 Camp Food		
1372	25.00	CHG02	2019 Museum of WA Excursion - Modern H		

2046.00 Total

- 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 text "copy" under the Receipt number.**

**Receipts can also be Printed from the Student Record**

- Click 

## 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**

Print Receipts Summary

Print Detailed Summary? No= Totals only

Yes

No

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

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:	11	11.1			\$ 50.00	\$ 0.00
					Alexandria						
1684	28	B00008	CHG01	04/04/2019	MUNGALL:	11	11.1			\$ 50.00	\$ 0.00
					Alexandria						
1684	28	B00008	CHG01	04/04/2019	MUNGALL:	11	11.1			\$ 50.00	\$ 0.00
					Alexandria						
1684	28	B00008	CHG01	04/04/2019	MUNGALL:	11	11.1			\$ 50.00	\$ 0.00
					Alexandria						
1684	28	B00008	CHG01	04/04/2019	MUNGALL:	11	11.1			\$ 50.00	\$ 0.00
					Alexandria						
1684	28	B00008	CHG01	04/04/2019	MUNGALL:	11	11.1			\$ 50.00	\$ 0.00
					Alexandria						

Total for Income										\$ 521.00	\$ 0.00
------------------	--	--	--	--	--	--	--	--	--	-----------	---------

Budget: C1051	Analysis: C1050	Totals for GST code 0	\$ 521.00	\$ 0.00
---------------	-----------------	-----------------------	-----------	---------

- Close the report

Repeat and select No to view the Totals Only Report

## West Coast District High School



### Receipts Summary (totals only)

			Amount	GST
<b>Batch: B00008 General Banking 05/04/19</b>				
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				

			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 Optional 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
<ul style="list-style-type: none"> <li>View and Close Report</li> </ul>				

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**

Print Receipts Summary

Print Detailed Summary? No= Totals only

Yes

No

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

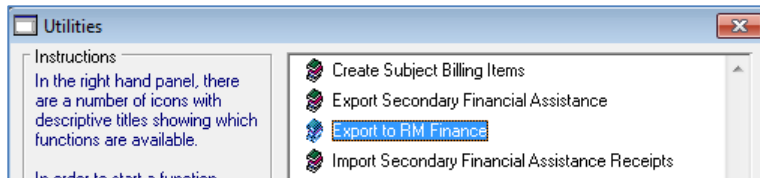
Complete the Batch Register

BATCH REGISTER													
For the month of <span style="float: right;">Period</span>													
Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS						Adjustments/Reversals **		
		From	To		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/Vice Totals
B00007				CLA	1	345							
B00008				GB	1	2046							

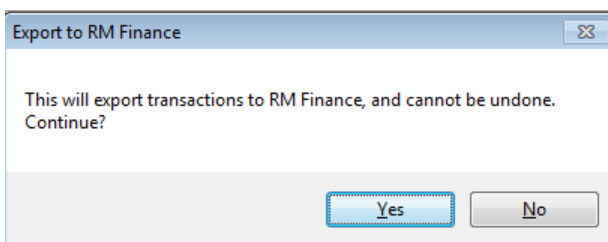
## RM Billing > Utilities

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

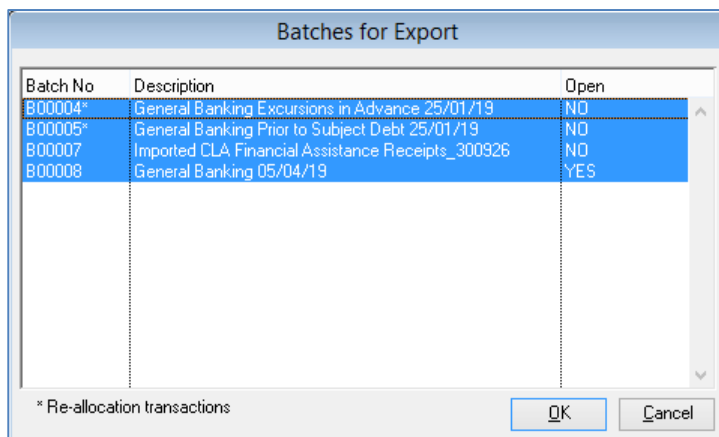
- Double click on **Export to RM Finance**



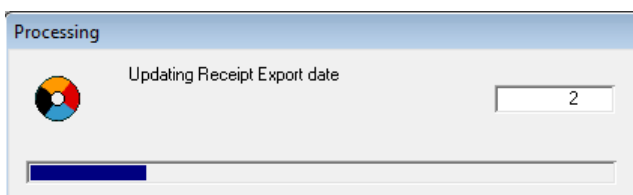
- Click **Yes** to the message

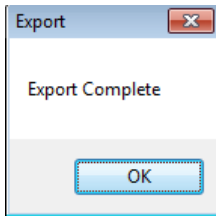


- Highlight all the batches in the Export window



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





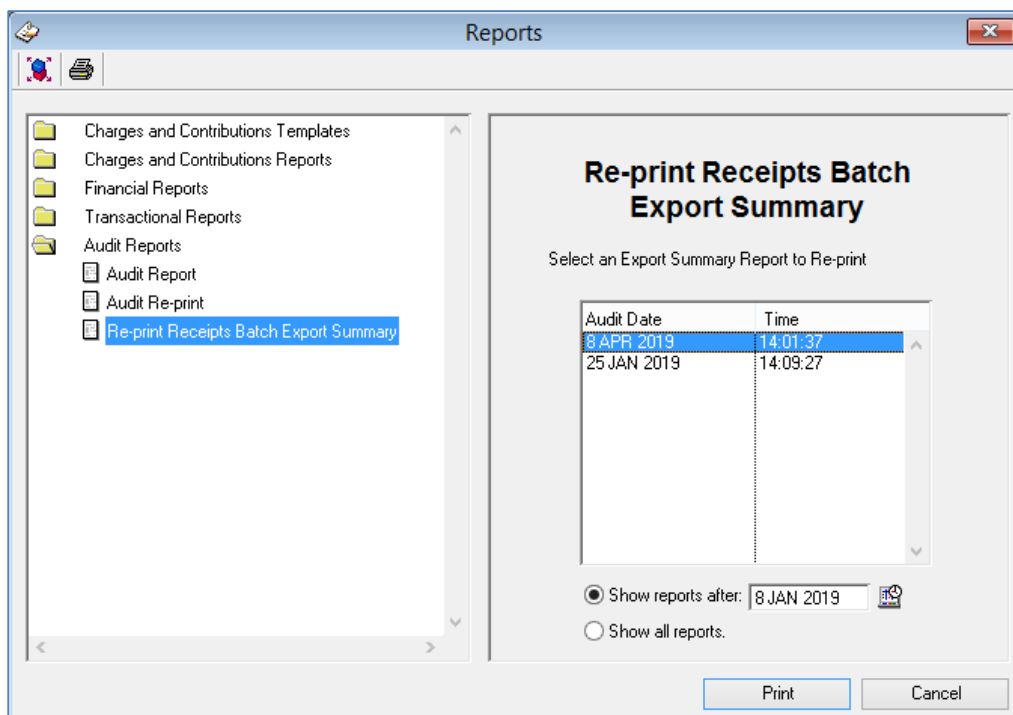
- Click OK to the **Export Complete**

**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

## 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
<b>Batches Not Exported</b>					
No Batches					0.00
					<b>0.00</b>
<b>Batches Exported</b>					
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
					<b>2391.00</b>

\* Re-allocation transactions

Comment: \_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_

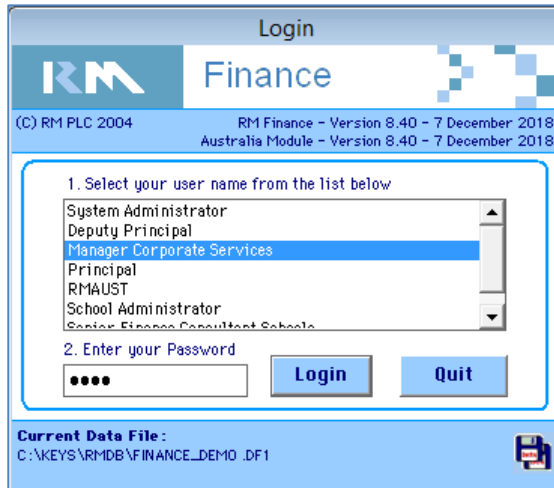
Date: \_\_\_\_\_

- Close the report
- Minimise RM Billing

## 10 Update Exported Batches in RM Finance

### Activity: Update Exported Batches


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

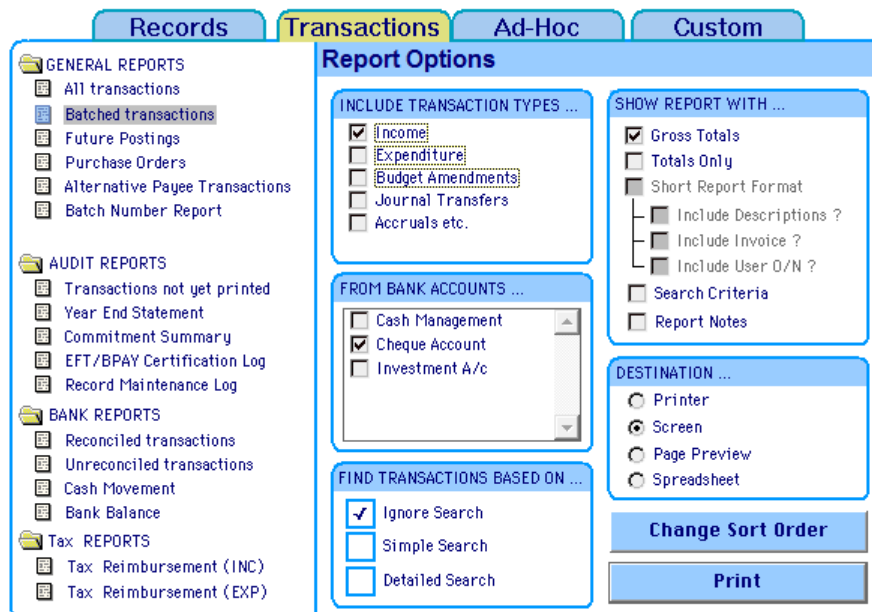


The login screen for RM Finance. It features the 'RM Finance' logo at the top left. Below the logo, it says '(C) RM PLC 2004' and 'RM Finance - Version 8.40 - 7 December 2018' and 'Australia Module - Version 8.40 - 7 December 2018'. The main area has two steps: '1. Select your user name from the list below' and '2. Enter your Password'. The user name list includes 'System Administrator', 'Deputy Principal', 'Manager Corporate Services' (which is highlighted), 'Principal', 'RMAUST', 'School Administrator', and 'Senior Finance Consultant Schools'. The password field has four dots. There are 'Login' and 'Quit' buttons. At the bottom, it says 'Current Data File: C:\KEYS\RMDB\FINANCE\_DEMO.DF1'.

Print the Batched Transaction Report

### RM Finance > Transactions

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



The 'Report Options' screen in RM Finance. It has tabs for 'Records', 'Transactions', 'Ad-Hoc', and 'Custom'. The 'Transactions' tab is selected. On the left, there is a tree view with categories: 'GENERAL REPORTS' (All transactions, Batched transactions, Future Postings, Purchase Orders, Alternative Payee Transactions, Batch Number Report), 'AUDIT REPORTS' (Transactions not yet printed, Year End Statement, Commitment Summary, EFT/BPAY Certification Log, Record Maintenance Log), 'BANK REPORTS' (Reconciled transactions, Unreconciled transactions, Cash Movement, Bank Balance), and 'Tax REPORTS' (Tax Reimbursement (INC), Tax Reimbursement (EXP)). The 'Batched transactions' option is selected. The main area has three sections: 'INCLUDE TRANSACTION TYPES ...' with checkboxes for 'Income' (checked), 'Expenditure' (unchecked), 'Budget Amendments' (unchecked), 'Journal Transfers' (unchecked), and 'Accruals etc.' (unchecked); 'FROM BANK ACCOUNTS ...' with checkboxes for 'Cash Management' (unchecked), 'Cheque Account' (checked), and 'Investment A/c' (unchecked); and 'FIND TRANSACTIONS BASED ON ...' with checkboxes for 'Ignore Search' (checked), 'Simple Search' (unchecked), and 'Detailed Search' (unchecked). On the right, there is a 'SHOW REPORT WITH ...' section with checkboxes for 'Gross Totals' (checked), 'Totals Only' (unchecked), 'Short Report Format' (unchecked), 'Include Descriptions ?' (unchecked), 'Include Invoice ?' (unchecked), 'Include User O/N ?' (unchecked), 'Search Criteria' (unchecked), and 'Report Notes' (unchecked). Below this is a 'DESTINATION ...' section with radio buttons for 'Printer' (selected), 'Screen' (unchecked), 'Page Preview' (unchecked), and 'Spreadsheet' (unchecked). At the bottom, there are buttons for 'Change Sort Order' and 'Print'.


A portion of the report is displayed below

<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
<b>B00004</b>						
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
<b>B00004</b>						
INC001 Income						
N31001 Other Suspense Accounts						
N3199 Billing Suspense						
Cheque Account						
General Banking Excursions in Advance 25						
Ref B00004	VC	8 APR 2019	50.00	8	50.00	C1
<b>B00005</b>						
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
<b>B00005</b>						
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
<b>B00005</b>						
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

## View / Post the Batch

- From the Transactions Menu  **Transactions**
- Select **View/Post Batch**
- Select **Income**
- Enter Batch number **B00004**

**Find Batch**

Find Batched Expenditure

Batch Ref


Reference

Date Range from


to


User Name


**Controls**

 [Display](#)

**Window**

 [Close window](#)

 [Help](#)

- Click on **Display**
- Click on 

**Post Batch to Income Accounts**

Ref.	Date	Period	Gross Value	
B00004	8 APR 2019	1	50.00	YES
B00004	8 APR 2019	1	50.00	YES

Source / Supplier INC001 Nett 50.00

Budget C1181 Tax 0.00

Analysis C1180

Batch Ref. B00004


Type INC


Description General Banking Excursions in Advance 25

Bank 1 Cheque Account


Total to post


**Controls**

 [Find Batch](#)

 [Update](#)

**Window**

 [Close window](#)


 [Help](#)

- Click  [Update](#)

Are you sure you want to post the selected items?

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

## View / Post the Batch

- From the Transactions Menu  **Transactions**
- Select **View/Post Batch**
- Select **Income**
- Enter Batch number **B00007**

**Find Batch**

Find Batched Income

Batch Ref


Reference

Date Range from


to


User Name


**Controls**

 [Display](#)

**Window**

 [Close window](#)

 [Help](#)

- Click on **Display**
- Click on 

**Post Batch to Income Accounts**

Ref.	Date	Period	Gross Value	
B00007	8 APR 2019	1	65.00	YES
B00007	8 APR 2019	1	30.00	YES
B00007	8 APR 2019	1	215.00	YES
B00007	8 APR 2019	1	20.00	YES
B00007	8 APR 2019	1	15.00	YES

Source / Supplier INC001    Nett 65.00

Budget C1051    Tax 0.00

Analysis C1050

Batch Ref. B00007


Type INC


Description Imported CLA Financial Assistance Receipt

Bank 1 Cheque Account


Total to post


**Controls**

 [Find Batch](#)

 [Update](#)


**Window**

 [Close window](#)

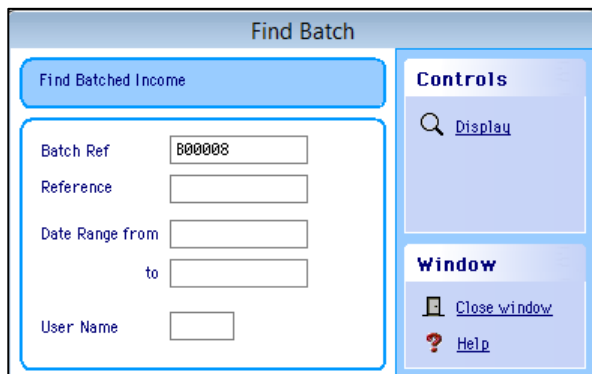
 [Help](#)

- Click  [Update](#)


Are you sure you want to post the selected items?

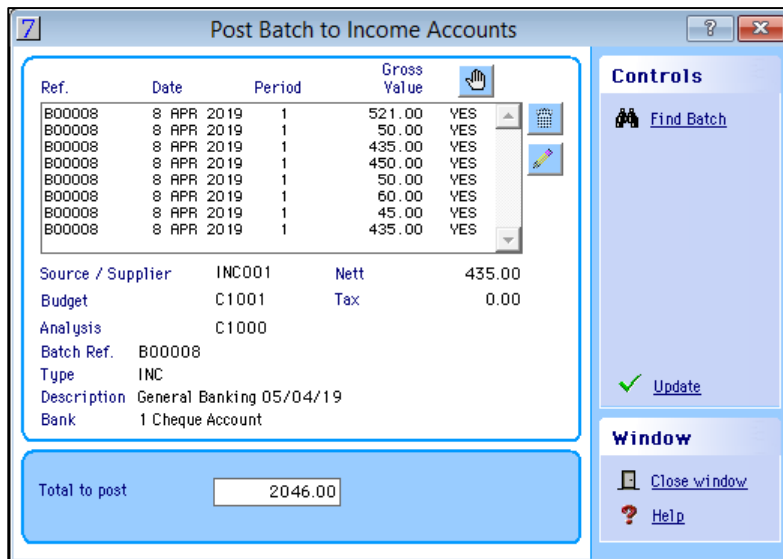
- Click **Yes** to post the batch
- Click 

Repeat to Update **B00008**



The 'Find Batch' dialog box has a 'Find Batched Income' button. Below it are input fields for 'Batch Ref' (containing 'B00008'), 'Reference', 'Date Range from' to 'to', and 'User Name'. On the right, the 'Controls' section has a magnifying glass icon and a 'Display' link. The 'Window' section has a close icon and links for 'Close window' and 'Help'.

- Click on **Display**
- Click on 



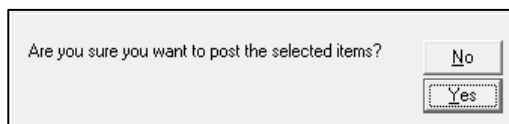
The 'Post Batch to Income Accounts' dialog box shows a table of transactions for batch B00008. Below the table are summary fields for Source/Supplier, Budget, Analysis, Batch Ref, Type, Description, and Bank. At the bottom is a 'Total to post' field showing 2046.00. On the right, the 'Controls' section has a 'Find Batch' button and a green checkmark with an 'Update' link. The 'Window' section has links for 'Close window' and 'Help'.

Ref.	Date	Period	Gross Value	
B00008	8 APR 2019	1	521.00	YES
B00008	8 APR 2019	1	50.00	YES
B00008	8 APR 2019	1	435.00	YES
B00008	8 APR 2019	1	450.00	YES
B00008	8 APR 2019	1	50.00	YES
B00008	8 APR 2019	1	60.00	YES
B00008	8 APR 2019	1	45.00	YES
B00008	8 APR 2019	1	435.00	YES

Source / Supplier: INC001    Nett: 435.00  
Budget: C1001    Tax: 0.00  
Analysis: C1000  
Batch Ref: B00008  
Type: INC  
Description: General Banking 05/04/19  
Bank: 1 Cheque Account

Total to post: 2046.00

- Click  **Update**



A confirmation dialog box asking 'Are you sure you want to post the selected items?' with 'No' and 'Yes' buttons.

- 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*

## 10.1 CentrePay

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

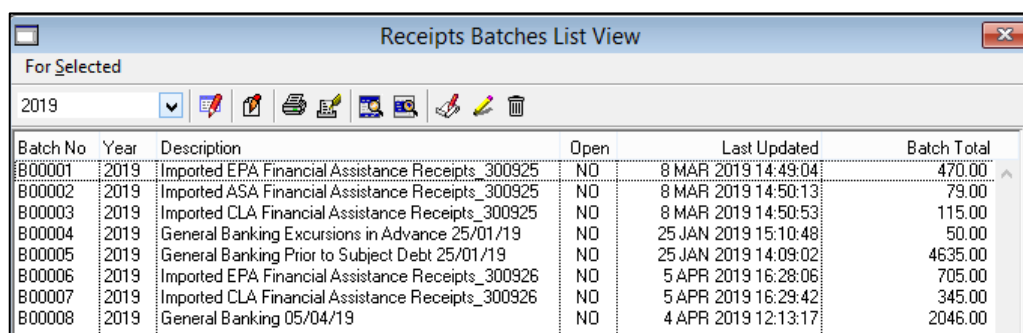
CentrePay will deduct the full amount owing from the Parent benefits and pass the amount, less a handling fee on to the School. The handling fee is cleared from the student records by processing an adjustment transaction.

### 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

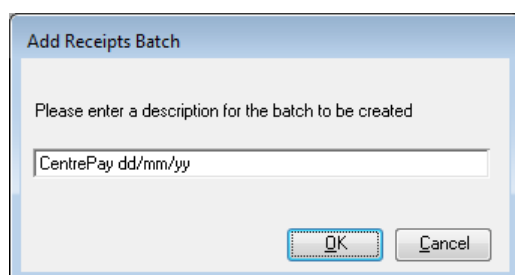
**As all receipts batches are now closed, it is necessary to open a new batch to process CentrePay receipts.**



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**



Add Receipts Batch


Please enter a description for the batch to be created

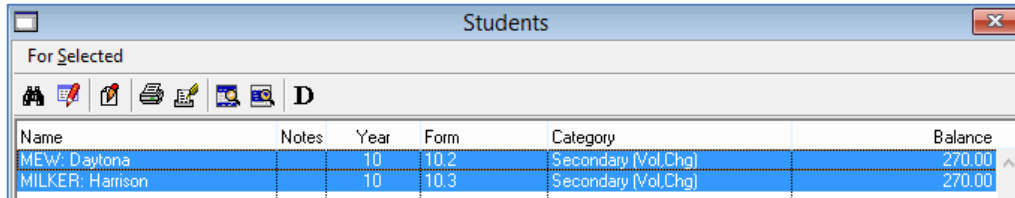
CentrePay dd/mm/yy

OK Cancel

- Click **OK**

## RM Billing > Students

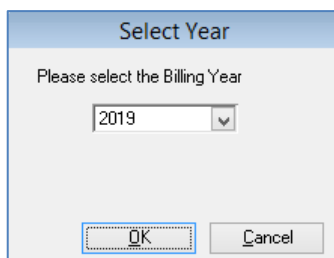
- Highlight **Daytona Mew** and **Harrison Milker**
- Click Hide unselected 
- Highlight both students



The screenshot shows a window titled 'Students' with a toolbar and a table. The toolbar includes icons for selection, editing, and a dropdown menu currently showing 'D'. The table has columns for Name, Notes, Year, Form, Category, and Balance. Two rows are highlighted in blue.

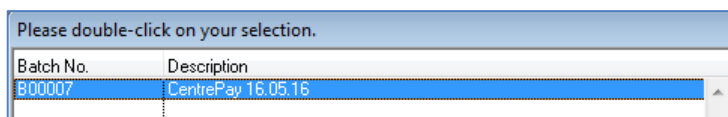
Name	Notes	Year	Form	Category	Balance
MEW, Daytona		10	10.2	Secondary (Vol.Chg)	270.00
MILKER, Harrison		10	10.3	Secondary (Vol.Chg)	270.00

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



The 'Select Year' dialog box prompts the user to 'Please select the Billing Year'. A dropdown menu shows '2019'. At the bottom are 'OK' and 'Cancel' buttons.

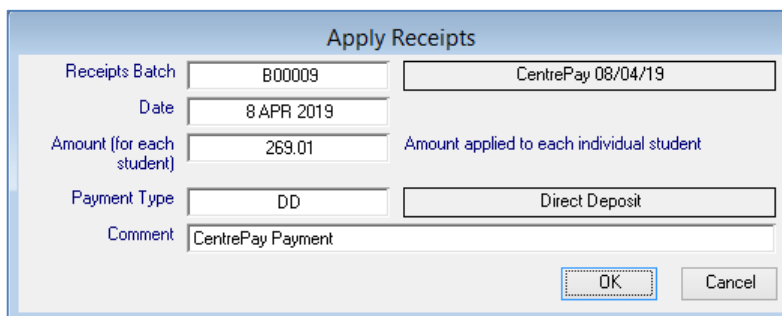
- <tab> into Batch field and select: **CentrePay**



The dialog box says 'Please double-click on your selection.' and contains a table with two columns: Batch No. and Description. One row is highlighted.

Batch No.	Description
B00007	CentrePay 16.05.16


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

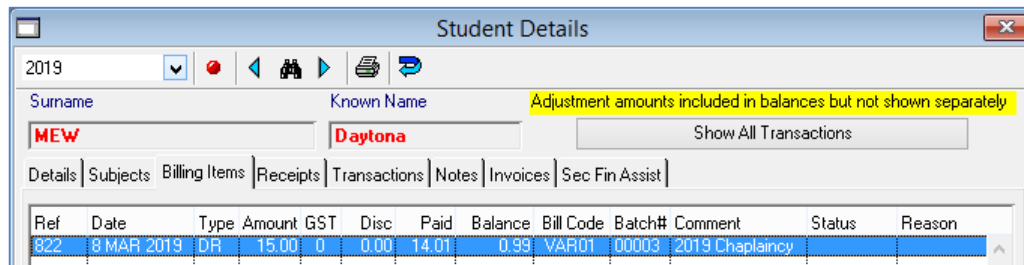


The 'Apply Receipts' dialog box contains several fields: 'Receipts Batch' (B00009), 'Date' (8 APR 2019), 'Amount (for each student)' (269.01), 'Payment Type' (DD), and 'Comment' (CentrePay Payment). There are also buttons for 'OK' and 'Cancel'.

- Click **OK**

## Adjust the Billing Items

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



Student Details

2019


Surname: MEW Known Name: Daytona

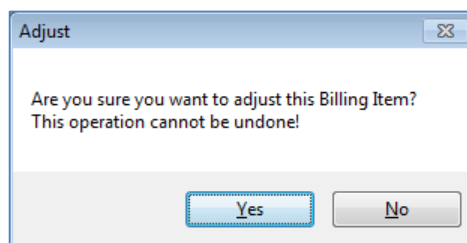
Adjustment amounts included in balances but not shown separately

Show All Transactions

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
822	8 MAR 2019	DR	15.00	0	0.00	14.01	0.99	VAR01	00003	2019 Chaplaincy		

- Click 

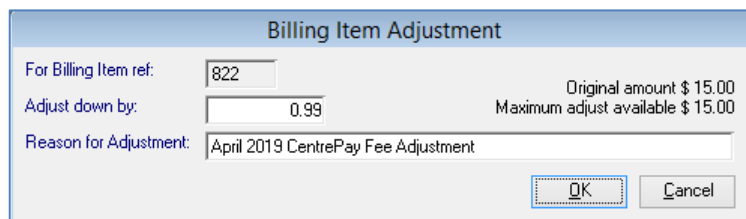


Adjust

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

Yes No

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



Billing Item Adjustment

For Billing Item ref: 822

Adjust down by: 0.99

Reason for Adjustment: April 2019 CentrePay Fee Adjustment

Original amount \$ 15.00  
Maximum adjust available \$ 15.00

OK Cancel

- Click **OK**

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

**Student Details**

2019

Surname: **MEW** Known Name: **Daytona** Show Billing Items with Outstanding Amounts


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

nt	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
00	0	0.00	34.00	0.00	VOL01	00004	2019 Art		
00	0	0.00	56.00	0.00	VOL01	00004	2019 Design and		
00	0	0.00	15.00	0.00	VOL01	00004	2019 LOTE		
00	0	0.00	30.00	0.00	VOL01	00004	2019 Health and F		
00	0	0.00	25.00	0.00	VOL01	00004	2019 Humanities		
00	0	0.00	25.00	0.00	VOL01	00004	2019 Maths		
00	0	0.00	25.00	0.00	VOL01	00004	2019 Science		
00	0	0.00	25.00	0.00	VOL01	00004	2019 English		
00	0	0.00	20.00	0.00	OOC01	00002	2019 School Year		
00	0	0.00	14.01	0.99	VAR01	00003	2019 Chaplaincy	A: 1687	Adjusted - April 2019 CentrePay Fee Adjustment
99	0	0.00	0.00	-0.99	VAR01	00003	2019 Chaplaincy	T: 822	Adjustment - April 2019 CentrePay Fee Adjustme

**TOTALS:** Amount: 269.01 Discount: 0.00 Paid: 269.01 Balance: 0.00

Add Billing Item Reversal Adjustment Discount

Last Modified 08/04/19 14:32 By ADMIN

- 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.**

## 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			

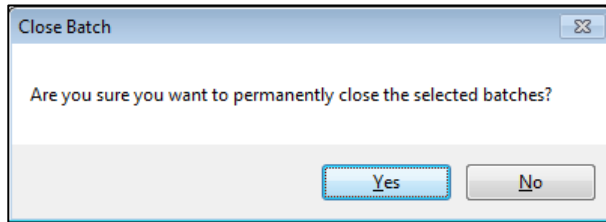
- View and Close Report
- Click **For Selected > Print Receipts Summary**
- View the Detailed Summary

### Fill in the Batch Register

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

## Close the Batch

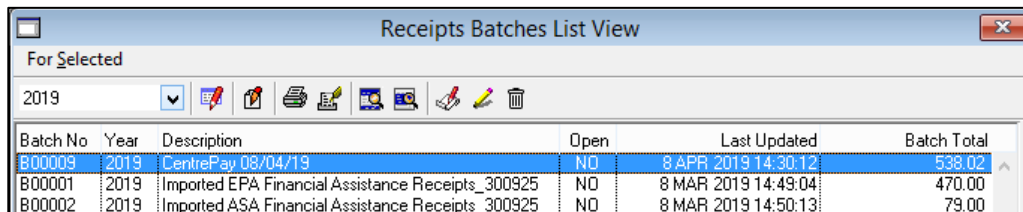
- Click **For Selected > Close Batch**



- Click **Yes**

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

The batch is now closed

A screenshot of the 'Receipts Batches List View' window. It shows a table with columns: Batch No, Year, Description, Open, Last Updated, and Batch Total. The first row is selected and highlighted in blue.

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.**

# 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

Student Details

2019

Surname: **PAGE** Known Name: **Lorena** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
1541	25 JAN 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 English		
1542	25 JAN 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 Science		
1543	25 JAN 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 Maths		
1544	25 JAN 2019	DR	25.00	0	0.00	0.00	25.00	VOL01	00004	2019 Humanities		
1545	25 JAN 2019	DR	30.00	0	0.00	0.00	30.00	VOL01	00004	2019 Health and F		
1546	25 JAN 2019	DR	15.00	0	0.00	0.00	15.00	VOL01	00004	2019 LOTE		
1547	25 JAN 2019	DR	56.00	0	0.00	0.00	56.00	VOL01	00004	2019 Design and		
1548	25 JAN 2019	DR	34.00	0	0.00	0.00	34.00	VOL01	00004	2019 Art		
1540	25 JAN 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
1539	25 JAN 2019	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2019 School Year		

TOTALS: Amount 270.00 Discount 0.00 Paid 0.00 Balance 270.00

Add Billing Item Reversal Adjustment Add Discount

Last Modified 25/01/19 14:11 By ADMIN

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

Discount

Enter the Discount Percentage 50.00 %

Reason for Discount July 2019 - Commenced Term 3

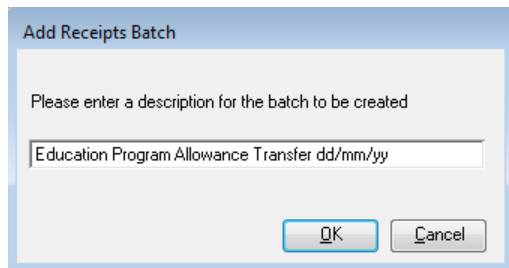
OK Cancel

- Click **OK**

*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**

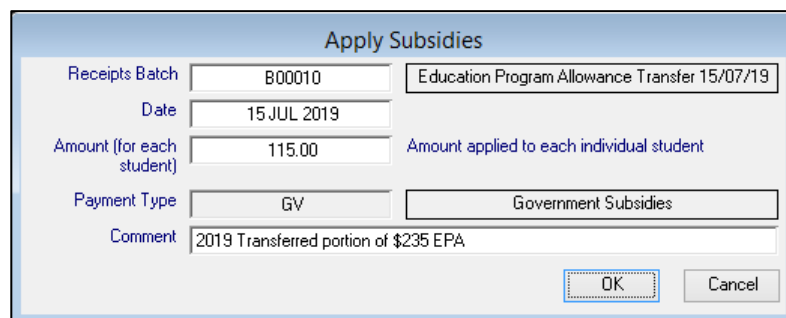


The 'Add Receipts Batch' dialog box has a title bar 'Add Receipts Batch'. Below the title bar, it says 'Please enter a description for the batch to be created'. There is a text input field containing 'Education Program Allowance Transfer dd/mm/yy'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.


- 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**



The 'Apply Subsidies' dialog box has a title bar 'Apply Subsidies'. It contains several fields: 'Receipts Batch' with value 'B00010', 'Date' with value '15 JUL 2019', 'Amount (for each student)' with value '115.00', 'Payment Type' with value 'GV', and 'Comment' with value '2019 Transferred portion of \$235 EPA'. There are also two buttons at the bottom: 'OK' and 'Cancel'.

- Click **OK**
- Open Lorena's student record
- Click on the Billing Items Tab
- Click on  to see remaining outstanding Billing Items

Student Details

2019

Surname: **PAGE** Known Name: **Lorena** Adjustment amounts included in balances but not shown separately

Show All Transactions

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
1539	25 JAN 2019	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2019 School Year		
1540	25 JAN 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
1548	25 JAN 2019	DR	34.00	0	17.00	14.50	2.50	VOL01	00004	2019 Art		Discounted

- 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			



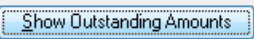
## 11.3 Bulk Reversal of Billing Items via the Billing Item Batch

### 11.3.1 Removing Voluntary Contributions

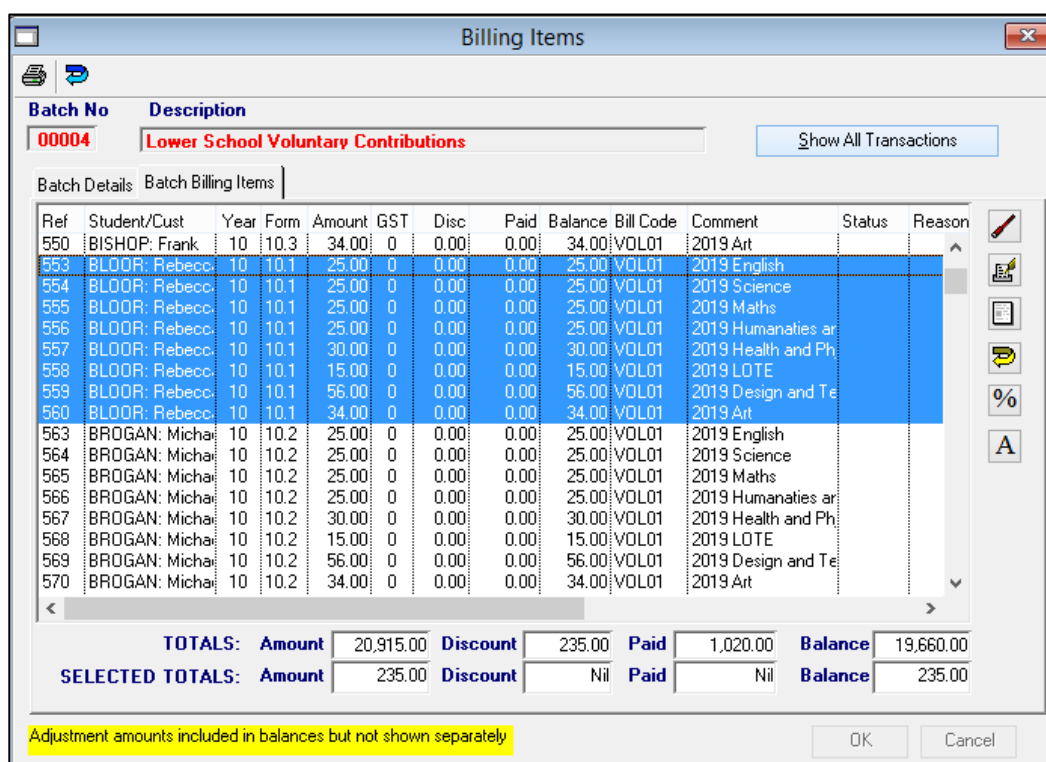
#### Activity: Removing the Voluntary Contributions

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 
- 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.**

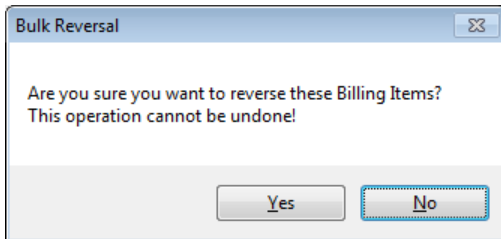


Ref	Student/Cust	Year	Form	Amount	GST	Disc	Paid	Balance	Bill Code	Comment	Status	Reason
550	BISHOP: Frank	10	10.3	34.00	0	0.00	0.00	34.00	VOL01	2019 Art		
553	BLOOR: Rebecc	10	10.1	25.00	0	0.00	0.00	25.00	VOL01	2019 English		
554	BLOOR: Rebecc	10	10.1	25.00	0	0.00	0.00	25.00	VOL01	2019 Science		
555	BLOOR: Rebecc	10	10.1	25.00	0	0.00	0.00	25.00	VOL01	2019 Maths		
556	BLOOR: Rebecc	10	10.1	25.00	0	0.00	0.00	25.00	VOL01	2019 Humanities ar		
557	BLOOR: Rebecc	10	10.1	30.00	0	0.00	0.00	30.00	VOL01	2019 Health and Ph		
558	BLOOR: Rebecc	10	10.1	15.00	0	0.00	0.00	15.00	VOL01	2019 LOTE		
559	BLOOR: Rebecc	10	10.1	56.00	0	0.00	0.00	56.00	VOL01	2019 Design and Te		
560	BLOOR: Rebecc	10	10.1	34.00	0	0.00	0.00	34.00	VOL01	2019 Art		
563	BROGAN: Michae	10	10.2	25.00	0	0.00	0.00	25.00	VOL01	2019 English		
564	BROGAN: Michae	10	10.2	25.00	0	0.00	0.00	25.00	VOL01	2019 Science		
565	BROGAN: Michae	10	10.2	25.00	0	0.00	0.00	25.00	VOL01	2019 Maths		
566	BROGAN: Michae	10	10.2	25.00	0	0.00	0.00	25.00	VOL01	2019 Humanities ar		
567	BROGAN: Michae	10	10.2	30.00	0	0.00	0.00	30.00	VOL01	2019 Health and Ph		
568	BROGAN: Michae	10	10.2	15.00	0	0.00	0.00	15.00	VOL01	2019 LOTE		
569	BROGAN: Michae	10	10.2	56.00	0	0.00	0.00	56.00	VOL01	2019 Design and Te		
570	BROGAN: Michae	10	10.2	34.00	0	0.00	0.00	34.00	VOL01	2019 Art		

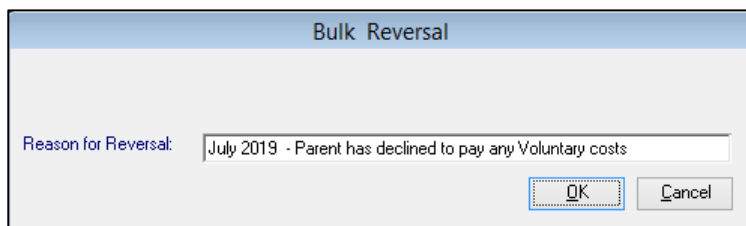
TOTALS:	Amount	20,915.00	Discount	235.00	Paid	1,020.00	Balance	19,660.00
SELECTED TOTALS:	Amount	235.00	Discount	Nil	Paid	Nil	Balance	235.00




Adjustment amounts included in balances but not shown separately

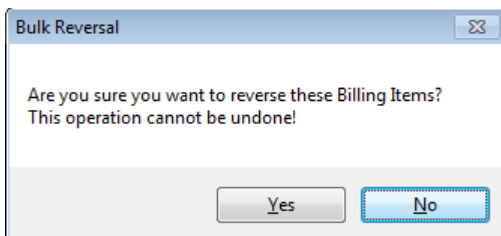
- Click on  (Reverse the selected billing item)



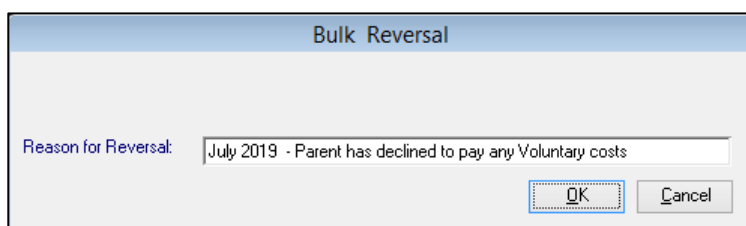
- Click **Yes**
- Enter the Month, Date and Reason for the reversal e.g. **Month, Date - Parent has declined to pay any Voluntary costs**
- (Ctrl + C to copy) the reason



- 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

## 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

Surname/Ref. No.

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories: 'Charges and Contributions Templates', 'Charges and Contributions Reports', 'Financial Reports', 'Transactional Reports', 'Transaction Summary', 'Re-Print Re-allocation Transactions', 'Re-Print Auto Allocate Transactions', 'Timetabled Subjects and Billing Items' (highlighted), 'Secondary Financial Assistance Summary', and 'Audit Reports'. The main area is titled 'Timetabled Subjects and Billing Items' and contains three sections: 'Select Year' with a dropdown set to '2019'; 'Select Students' with a dropdown set to 'Selected Subset 1 entry' and a 'New Query' button; and 'Select Report Type' with three radio buttons: 'Subjects with no Billing Items.', 'Billing Items with no Subjects.', and 'Both' (which is selected). At the bottom are 'Print' and 'Cancel' buttons.

- Click on **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			
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

## 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

Student Details

2019

Surname: **CASSON** Known Name: **Shane** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status
19	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GECAE - Career and Enterprise C	
20	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEEES - Earth and Environmental Science	
21	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEENG - English General 11 201	
22	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEHIM - Modern History General	
23	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG01	00001	GEDED - Outdoor Education Ger	
24	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG01	00001	GEPEES - Physical Education Stu	
397	8 MAR 2019	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2019 School Year Book	
398	8 MAR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy	
1174	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2019 Camp Activities	
1175	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2019 Camp Transport	
1176	8 MAR 2019	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2019 Camp Food	

TOTALS: Amount 735.00 Discount 0.00 Paid 0.00 Balance 735.00

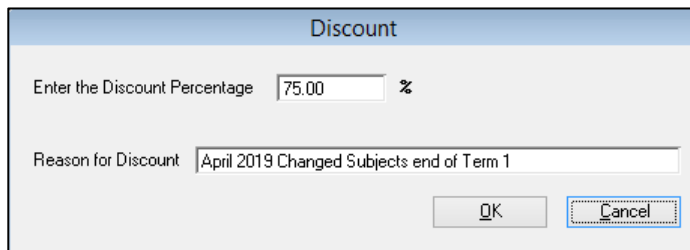
Add Billing Item Reversal Adjustment Add Discount

Last Modified 08/03/19 14:55 By ADMIN

- Click

Add Discount

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

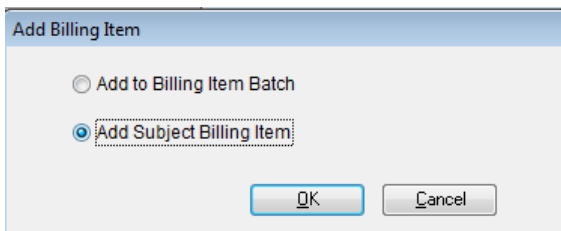


Discount

Enter the Discount Percentage  %

Reason for Discount

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

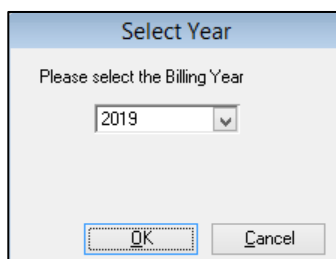


Add Billing Item

☐ Add to Billing Item Batch

☒

- Click **OK**

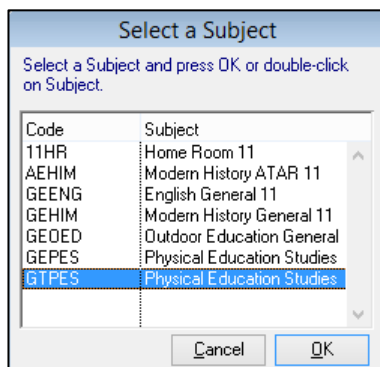


Select Year

Please select the Billing Year

▼

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



Select a Subject

Select a Subject and press OK or double-click on Subject.

Code	Subject
11HR	Home Room 11
AEHIM	Modern History ATAR 11
GEENG	English General 11
GEHIM	Modern History General 11
GEDED	Outdoor Education General
GEPES	Physical Education Studies
<b>GTPES</b>	<b>Physical Education Studies</b>

- Click **OK**

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

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

Student Details

2019

Surname: **CASSON** Known Name: **Shane** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status
19	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GECAE - Career and Enterprise G	
20	8 MAR 2019	DR	50.00	0	37.50	0.00	12.50	CHG01	00001	GEEES - Earth and Environmenta	
21	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEENG - English General 11 201	
22	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEHIM - Modern History General	
23	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG01	00001	GEOD - Outdoor Education Gen	
24	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG01	00001	GEPES - Physical Education Stu	
397	8 MAR 2019	DR	20.00	0	0.00	0.00	20.00	00C01	00002	2019 School Year Book	
398	8 MAR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy	
1174	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2019 Camp Activities	
1175	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2019 Camp Transport	
1176	8 MAR 2019	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2019 Camp Food	
1699	15 JUL 2019	DR	100.00	0	0.00	0.00	100.00	CHG01	00001	GTPES - Physical Education Stu	

TOTALS: Amount 835.00 Discount 37.50 Paid 0.00 Balance 797.50

Add Billing Item Reversal Adjustment Add Discount

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

Discount

Enter the Discount Percentage:  %

Reason for Discount:

OK Cancel

- Click **OK**
- Click on **Show Billing Items with Outstanding Amounts** and view the Billing Items

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**

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment
19	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEC&E - Career and Enterprise General 11
20	8 MAR 2019	DR	50.00	0	37.50	0.00	12.50	CHG01	00001	GEEES - Earth and Environmental Sci Gene
21	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	GEENG - English General 11 2019

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

**Billing Item Reversal**

For Billing Item ref:


Reason for Reversal:

- 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**

**Select a Subject**

Select a Subject and press OK or double-click on Subject.

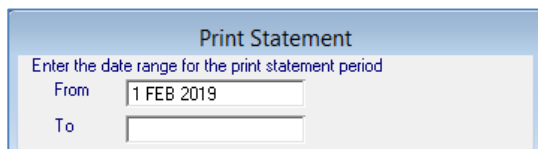
Code	Subject
11HR	Home Room 11
AEHIM	Modern History ATAR 11
GEENG	English General 11
GEHIM	Modern History General 11
GEOD	Outdoor Education General
GEPES	Physical Education Studies
GTPES	Physical Education Studies

- Click **OK**
- Click on  and view the Billing Items
- Click Return to View 

### 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**



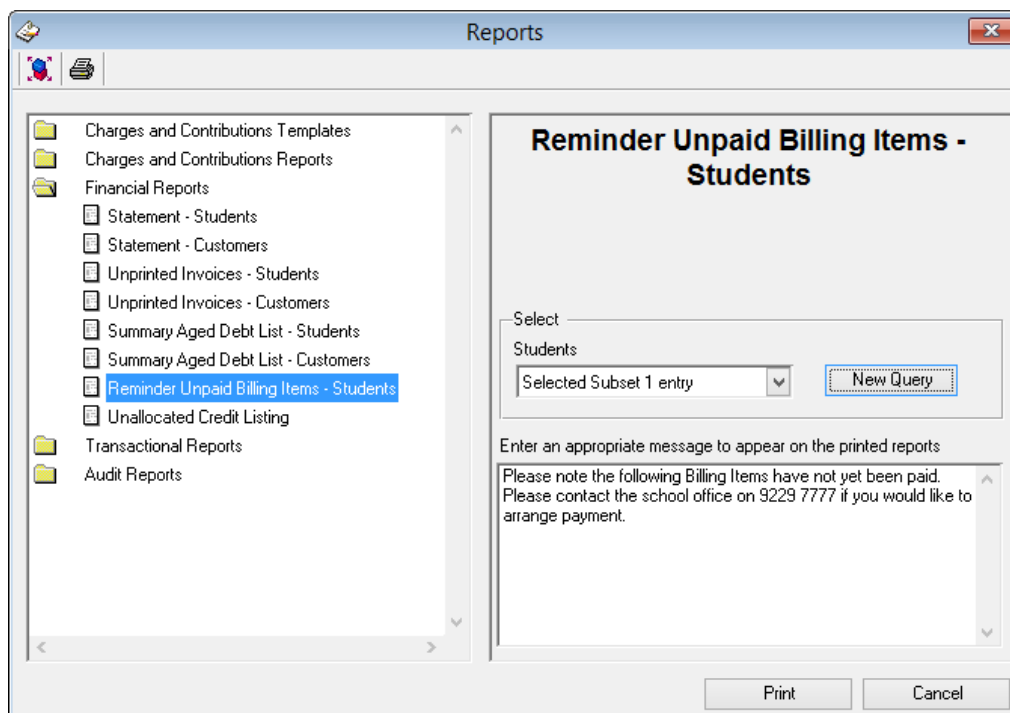
A dialog box titled "Print Statement" with a subtitle "Enter the date range for the print statement period". It contains two input fields: "From" with the date "1 FEB 2019" and "To" which is empty.

- 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



The "Reports" window displays a tree view on the left with "Reminder Unpaid Billing Items - Students" selected. The main area shows the report title, a "Select" dropdown set to "Students", and a "New Query" button. Below is a text area for a message to appear on the printed reports, containing a pre-written reminder message. At the bottom are "Print" and "Cancel" buttons.

- Click Print

## 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
<b>Shane CASSON    Year 11    Form 11.3    Student Number 20512483</b>				
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
<b>Total of Unpaid Billing Items</b>				<b>\$ 772.50</b>

#### 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](#)

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**

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories: 'Charges and Contributions Templates', 'Charges and Contributions Reports', 'Financial Reports', 'Transactional Reports', 'Transaction Summary', 'Re-Print Re-allocation Transactions', 'Re-Print Auto Allocate Transactions', 'Timetabled Subjects and Billing Items' (highlighted), 'Secondary Financial Assistance Summary', and 'Audit Reports'. The main area is titled 'Timetabled Subjects and Billing Items' and contains three sections: 'Select Year' with a dropdown set to '2019'; 'Select Students' with a dropdown set to 'Selected Subset 1 entry' and a 'New Query' button; and 'Select Report Type' with three radio buttons: 'Subjects with no Billing Items.', 'Billing Items with no Subjects.', and 'Both' (which is selected). At the bottom are 'Print' and 'Cancel' buttons.

- 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.**

## 12 Refunds

### 12.1 Refunding Unallocated Credit to a Sibling

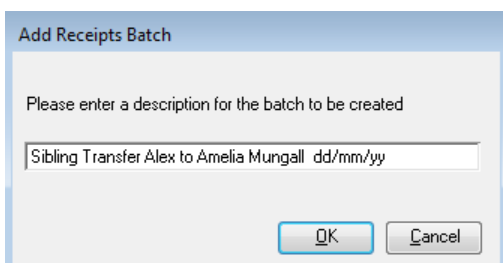
#### Activity: Sibling Transfer

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**



Add Receipts Batch

Please enter a description for the batch to be created

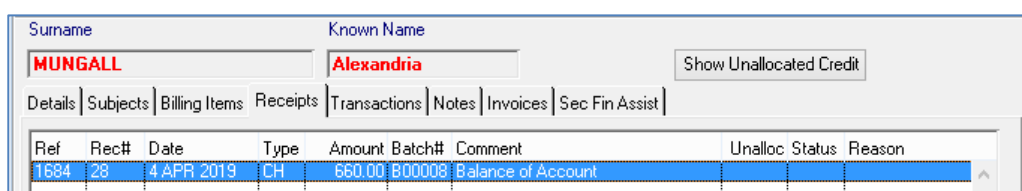
Sibling Transfer Alex to Amelia Mungall dd/mm/yy

OK Cancel

- Click **OK**

#### RM Billing > Students

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



Surname: **MUNGALL** Known Name: **Alexandria** Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1684	28	4 APR 2019	CH	660.00	800008	Balance of Account			

- Click 

- Select the Manual Cheque option

Receipt Refund

Please select Refund method:

☒ Manual Cheque

☐ System-Generated Cheque

☐ EFT

OK Cancel

- 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

Receipt Refund

For Receipt# 28 Refund Method: Manual Cheque

Received from Mr Mungo Mungall  
75 Lakemba Way  
PERTH WA 6000

Refund Amount: 300.00 Maximum refund available \$ 660.00

Refunded to: Mr Mungall

Reason for Refund: Alexandria did not attend the Camp. Sibling transfer to be applied to Amelia Mungall

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
460	8 MAR	VAR01	0	2019 Chaplaincy	15.00	15.00	0.00	
1267	8 MAR	CHG03	0	2019 Camp Activities	100.00	100.00	100.00	REF02
1268	8 MAR	CHG03	0	2019 Camp Transport	50.00	50.00	50.00	REF02
1269	8 MAR	CHG03	1	2019 Camp Food	150.00	150.00	150.00	REF02
1372	8 MAR	CHG02	0	2019 Museum of WA Excursion - Modern	25.00	25.00	0.00	

Cheque Number Total adjustment 300.00

OK Cancel

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

**Validate**

Cheque Number is blank.  
Continue anyway?

**Yes** **No**

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

Please double-click on your selection.


Batch No.	Description
B00011	Sibling Transfer - Alex to Amelia Mungall 15/04/19

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

Surname: **MUNGALL** Known Name: **Alexandria** Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1684	28	4 APR 2019	CH	660.00	B00008	Balance of Account		F: 1702	Refunded - Alexar
1702	32	15 JUL 2019	RF	-300.00	B00011	Balance of Account		D: 1684	Refund - Alexand

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

**Add Notes**

Date: 15 JUL 2019



Subject: Refund of Camp Payment

Alex did not attend the camp. Mr. Mungall has requested that the refund be transferred to Amelia. SH

- 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.**

## Process the Receipt against **Amelia Mungall**

- Click on the right arrow for  **Amelia Mungall's Record**
- Select the **Receipts** tab
- Click on 
- **<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**

**Add Receipt**

<u>Receipt Details</u>				<u>Received from:</u>			
Batch No.:	<input type="text" value="B00011"/>			Title	<input type="text" value="Mr"/>		
	Sibling Transfer - Alex to Amelia Mungall 15/04/19			First Name	<input type="text" value="Paul"/>		
Payment Type:	<input type="text" value="CH"/>			Surname	<input type="text" value="Mungall"/>		
	Cheque			Address	<input type="text" value="12 Toulon Gardens"/>		
Date:	<input type="text" value="15 JUL 2019"/>				<input type="text"/>		
Amount:	<input type="text" value="300.00"/>			Town/Sub	<input type="text" value="PERTH"/>		
Comment:	<input type="text" value="Balance of account. Sibling transfer from Alex Mungall"/>			State	<input type="text" value="WA"/>		
				Postcode	<input type="text" value="6000"/>		
				Country	<input type="text"/>		


Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
866	8 MAR 2019	VOL01	0	2019 Humanities and Social Scienc	25.00	Nil	25.00	25.00
867	8 MAR 2019	VOL01	0	2019 Health and Physical Education	30.00	Nil	30.00	30.00
868	8 MAR 2019	VOL01	0	2019 LOTE	15.00	Nil	15.00	15.00
869	8 MAR 2019	VOL01	0	2019 Design and Technology	56.00	Nil	56.00	56.00
870	8 MAR 2019	VOL01	0	2019 Art	34.00	Nil	34.00	34.00
					270.00	0.00	270.00	270.00

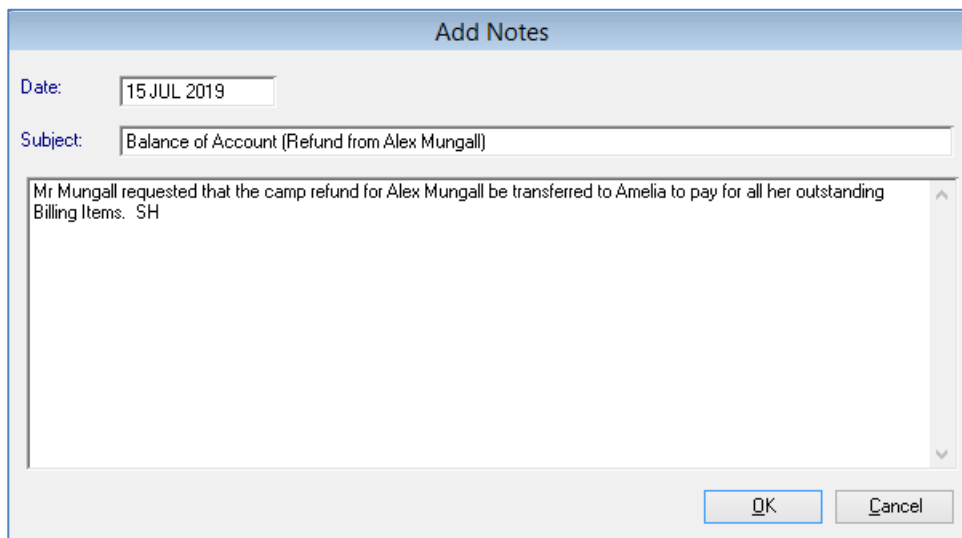
- Click **OK**

**Add Receipt**

Continue, even with the following:  
Entered amount doesn't match the total amount against the listed items. The difference will become unallocated credit.

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

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



The 'Add Notes' dialog box contains the following fields and controls:

- Title:** Add Notes
- Date:** 15 JUL 2019
- Subject:** Balance of Account (Refund from Alex Mungall)
- Note:** Mr Mungall requested that the camp refund for Alex Mungall be transferred to Amelia to pay for all her outstanding Billing Items. SH
- Buttons:** OK, Cancel


## 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**

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

- View and Close the report

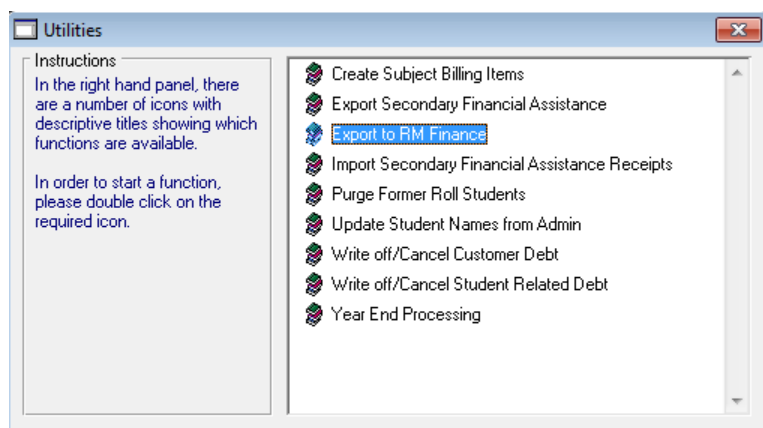
## 12.3 Export the Batches

### Activity: Export Batches to RM Finance

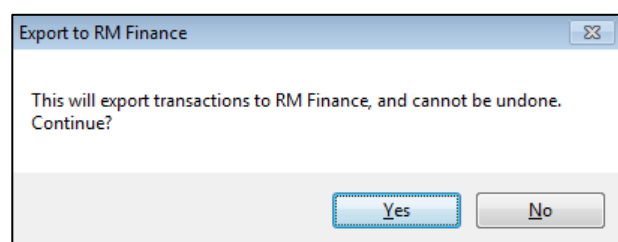
#### RM Billing > Utilities

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

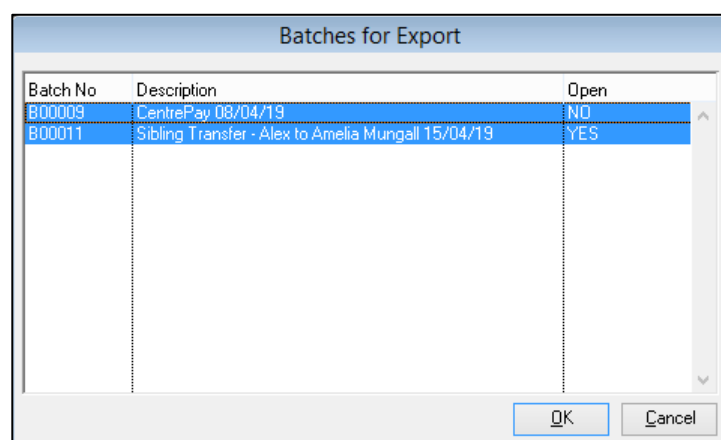
- Double click **Export to RM Finance**



- Click **Yes**

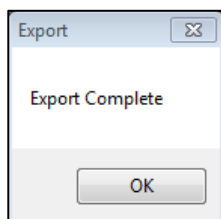
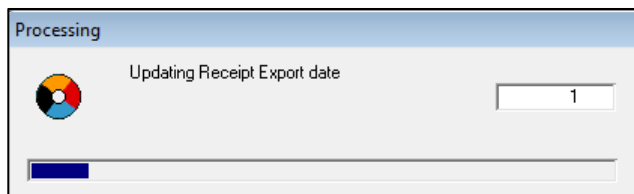


- Highlight both CentrePay and the Sibling Transfer Batch



- Click **OK**


- 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



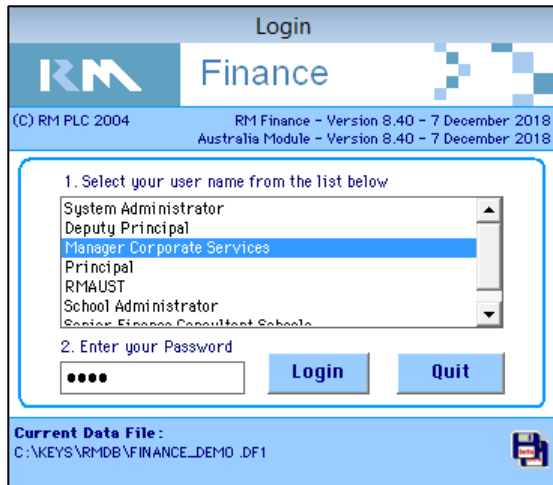
### Receipt Batch Export Summary

Batch Code	Description	Date Created	Date Last Updated	Open	Batch Total
<b>Batches Not Exported</b>					
No Batches					0.00
					0.00
<b>Batches Exported</b>					
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
<p>Comment: _____</p> <p>_____</p>					
<p>Principal's Signature: _____</p>					
<p>Date: _____</p>					

- Minimise RM Billing

## Activity: Update the Batches

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

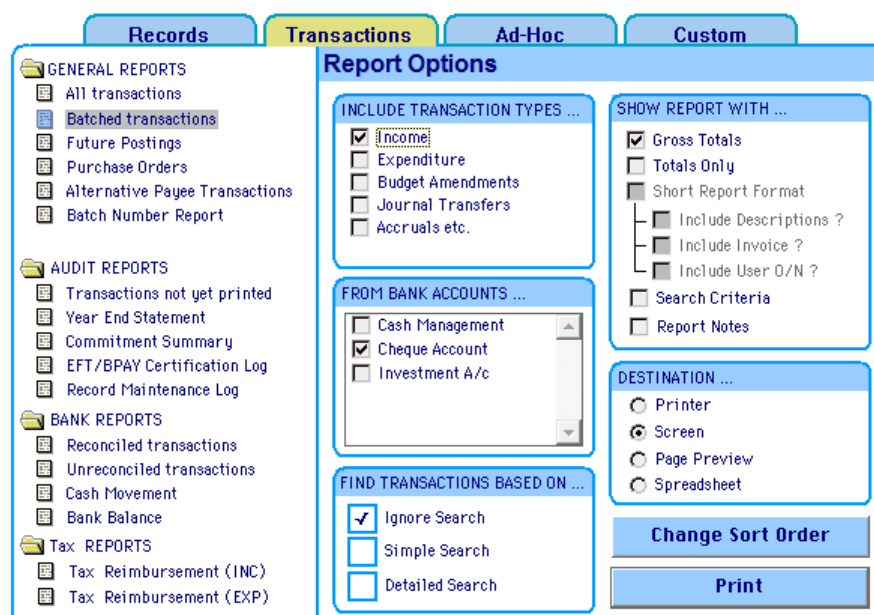


The login screen for RM Finance. At the top, it says 'Login' and 'RM Finance'. Below that, it shows the version information: '(C) RM PLC 2004', 'RM Finance - Version 8.40 - 7 December 2018', and 'Australia Module - Version 8.40 - 7 December 2018'. The main area has two steps: '1. Select your user name from the list below' and '2. Enter your Password'. The user name list includes 'System Administrator', 'Deputy Principal', 'Manager Corporate Services' (which is highlighted), 'Principal', 'RMAUST', 'School Administrator', and 'Senior Finance Consultant Schools'. The password field is masked with dots. There are 'Login' and 'Quit' buttons. At the bottom, it says 'Current Data File: C:\KEYS\RMDB\FINANCE\_DEMO.DF1'.

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



The 'Batched Transaction Report' options screen. It has tabs for 'Records', 'Transactions', 'Ad-Hoc', and 'Custom'. The 'Transactions' tab is selected. On the left, there's a tree view with categories: 'GENERAL REPORTS' (All transactions, Batched transactions, Future Postings, Purchase Orders, Alternative Payee Transactions, Batch Number Report), 'AUDIT REPORTS' (Transactions not yet printed, Year End Statement, Commitment Summary, EFT/BPAY Certification Log, Record Maintenance Log), 'BANK REPORTS' (Reconciled transactions, Unreconciled transactions, Cash Movement, Bank Balance), and 'Tax REPORTS' (Tax Reimbursement (INC), Tax Reimbursement (EXP)). The 'Batched transactions' option is highlighted. The main area is titled 'Report Options' and contains several sections: 'INCLUDE TRANSACTION TYPES ...' (Income checked, Expenditure, Budget Amendments, Journal Transfers, Accruals etc.), 'FROM BANK ACCOUNTS ...' (Cash Management, Cheque Account checked, Investment A/c), 'FIND TRANSACTIONS BASED ON ...' (Ignore Search checked, Simple Search, Detailed Search), 'SHOW REPORT WITH ...' (Gross Totals checked, Totals Only, Short Report Format, Include Descriptions?, Include Invoice?, Include User O/N?, Search Criteria, Report Notes), and 'DESTINATION ...' (Printer, Screen selected, Page Preview, Spreadsheet). There are 'Change Sort Order' and 'Print' buttons at the bottom.

- Click 

A portion of the report is displayed below

<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
<b>B00009</b> 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
<b>B00009</b> 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
<b>B00009</b> 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
<b>B00011</b> 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
<b>B00011</b> 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
<b>B00011</b> 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
<b>B00011</b> 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

## View / Post the Batch

From the Transactions Menu




Transactions

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

The 'Find Batch' dialog box has a title bar 'Find Batch'. It contains a button 'Find Batched Income'. Below it, there are two input fields: 'Batch Ref' with the value 'B00009' and 'Reference' which is empty. To the right of these fields is a 'Controls' panel with a magnifying glass icon and a 'Display' link.

- Click on **Display**

- Click on ,

The 'Post Batch to Income Accounts' window has a title bar with a question mark and a close button. It contains a table with the following data:

Ref.	Date	Period	Gross Value	
B00009	15 JUL 2019	1	40.00	YES
B00009	15 JUL 2019	1	28.02	YES
B00009	15 JUL 2019	1	470.00	YES

Below the table, there are several fields: 'Source / Supplier' (INC001), 'Budget' (C1201), 'Analysis' (C1200), 'Batch Ref.' (B00009), 'Type' (INC), 'Description' (CentrePay 08/04/19), and 'Bank' (1 Cheque Account). At the bottom left, there is a 'Total to post' field with the value 538.02. On the right side, there is a 'Controls' panel with a 'Find Batch' link, an 'Update' button with a green checkmark, and a 'Window' panel with 'Close window' and 'Help' links.

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

- Click  to return to the main menu

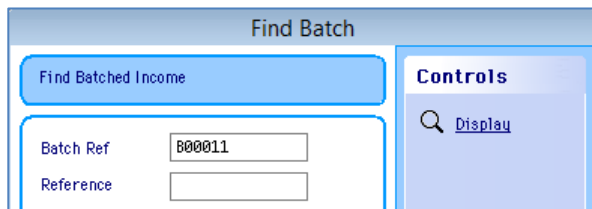
From the Transactions Menu



Transactions

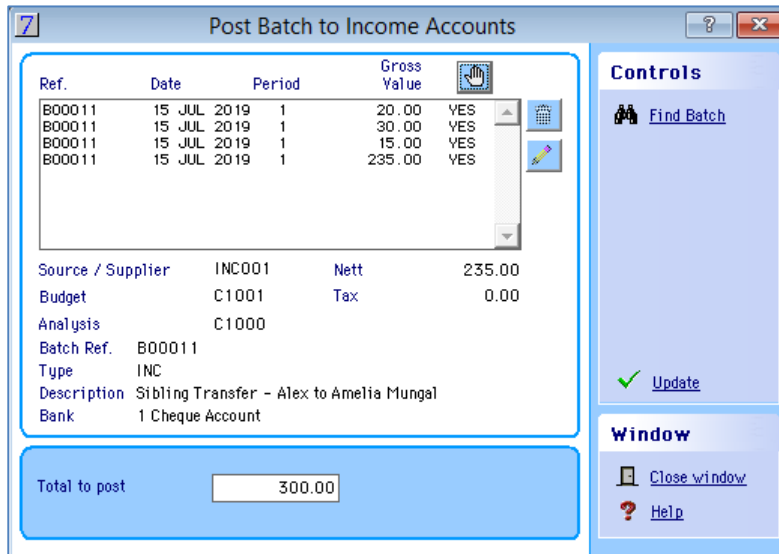
- Select **View/Post Batch**
- Select **Income**

- Enter Batch number **B00011**



The 'Find Batch' window has a 'Find Batched Income' button. Below it, there are two input fields: 'Batch Ref' containing 'B00011' and an empty 'Reference' field. To the right is a 'Controls' panel with a magnifying glass icon and a 'Display' link.

- Click on **Display**



The 'Post Batch to Income Accounts' window displays a table of transactions and summary information.



Ref.	Date	Period	Gross Value	
B00011	15 JUL 2019	1	20.00	YES
B00011	15 JUL 2019	1	30.00	YES
B00011	15 JUL 2019	1	15.00	YES
B00011	15 JUL 2019	1	235.00	YES

Summary information:

Source / Supplier: INC001    Nett: 235.00  
 Budget: C1001    Tax: 0.00  
 Analysis: C1000  
 Batch Ref: B00011  
 Type: INC  
 Description: Sibling Transfer - Alex to Amelia Mungal  
 Bank: 1 Cheque Account

Total to post: 300.00

Controls panel: Find Batch, Update (with green checkmark icon), Window (Close window, Help).

- 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

Records
Transactions
Ad-Hoc
Custom

**GENERAL REPORTS**

- ☐ All transactions
- ☒ Batched transactions
- ☐ Future Postings
- ☐ Purchase Orders
- ☐ Alternative Payee Transactions
- ☐ Batch Number Report

**AUDIT REPORTS**

- ☐ Transactions not yet printed
- ☐ Year End Statement
- ☐ Commitment Summary
- ☐ EFT/BPAY Certification Log
- ☐ Record Maintenance Log

**BANK REPORTS**

- ☐ Reconciled transactions
- ☐ Unreconciled transactions
- ☐ Cash Movement
- ☐ Bank Balance

**Tax REPORTS**

- ☐ Tax Reimbursement (INC)
- ☐ Tax Reimbursement (EXP)

**Report Options**

**INCLUDE TRANSACTION TYPES ...**

- ☐ Income
- ☒ Expenditure
- ☐ Budget Amendments
- ☐ Journal Transfers
- ☐ Accruals etc.

**SHOW REPORT WITH ...**

- ☒ Gross Totals
- ☐ Totals Only
- ☐ Short Report Format
  - ☐ Include Descriptions ?
  - ☐ Include Invoice ?
  - ☐ Include User O/N ?
- ☐ Search Criteria
- ☐ Report Notes

**FROM BANK ACCOUNTS ...**

- ☐ Cash Management
- ☒ Cheque Account
- ☐ Investment A/c

**FIND TRANSACTIONS BASED ON ...**

- ☒ Ignore Search
- ☐ Simple Search
- ☐ Detailed Search

**DESTINATION ...**

- ☐ Printer
- ☒ Screen
- ☐ Page Preview
- ☐ Spreadsheet

**Change Sort Order**

**Print**

- Click on Print

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

Update the Batch

### View / Post the Batch

From the Transactions Menu



Transactions

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


**Find Batch**


Find Batched Income

Batch Ref

Reference

**Controls**

 [Display](#)

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

**Post Batch to Expenditure Accounts**

Ref.	Date	Period	Gross Value	
1702Tx	15 JUL 2019	1	150.00	YES
1702Tx	15 JUL 2019	1	150.00	YES

Source / Supplier: BILL99    Nett: 150.00

Budget: D4606    Tax: 0.00

Analysis: D4600

Batch Ref: B00011


Type: ESP


Description: Tx 1702-Mr Mungall

Bank: 1 Cheque Account


Total to post:


**Controls**

 [Find Batch](#)

 [Update](#)

**Window**

 [Close window](#)

 [Help](#)

- Click  [Update](#) and **Yes** to post the batch

## 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**

Date	Group	Invoice No.	Gross Amount	Rec
22 JAN 2018	012348E	12542	220.00	NO
22 JAN 2018	012349E	98756T	110.00	NO
22 JAN 2018	012350E	12875	110.00	NO
22 JAN 2018	1235I		-21760.00	NO
15 JUL 2019	1702TxE		300.00	YES
22 JAN 2018	2233E	987654	60.00	NO
22 JAN 2018	2234E	112233	5500.00	NO
22 JAN 2018	2235E	666666	6000.00	NO
22 JAN 2018	2236E	88888	0.00	NO
22 JAN 2018	2237E	CR4567	506.00	NO
22 JAN 2018	2238E	876543	198.00	NO
8 APR 2019	B00004I		0.00	NO
8 APR 2019	B00005I		-4635.00	NO
8 APR 2019	B00007I		-345.00	NO

Reconciled Total: 300.00

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

15 JUL 2019	B00009I	-538.02	YES
15 JUL 2019	B00011I	-300.00	YES

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

Reference	Date
7	15 JUL 2019

Line	Group	Type	Amount	Ref	Reconciled
101	B00011I	INC	-20.00	INC001	YES
102	B00011I	INC	-30.00	INC001	YES
103	B00011I	INC	-15.00	INC001	YES
104	B00011I	INC	-25.00	INC001	YES

Detail: Sibling Transfer - Alex to Amelia Mungal

- Click on the reconciled transactions will clear
- Click on and **Yes**

## 12.4 Refunding Unused Government Subsidy and Parent Payment

### 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**

The screenshot shows the 'Student Details' window for Angela Oliver. The 'Receipts' tab is selected, displaying a table of billing items. The first item, Ref 1632, is highlighted. Below the table, the 'Details' section shows a breakdown of payments and unallocated credits. The total amount is 660.00, and the total for the selected receipt is 235.00.

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1632	18	5 APR 2019	GV	235.00	800006	Imported Educational Program Allowance			
1634	20	5 APR 2019	DD	115.00	800007	Imported Clothing Allowance			
1682	26	4 APR 2019	CH	310.00	800008	Balance of Account			

Ref	Paid	Bill Code	Comment	Status	Reason
0	-50.00	SUS	Unallocated Credit		
238	50.00	CHG01	AEHBY - Human Biology ATAR 11 2019		
0	-50.00	SUS	Unallocated Credit		
239	35.00	CHG01	AEMMA - Mathematics Applications 11 20		
0	-35.00	SUS	Unallocated Credit		

Total: 660.00  
235.00 Total

Last Modified: 08/03/19 14:32 By: ADMIN

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

Student Details

2019

Surname: OLIVER Known Name: Angela

Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1632	18	5 APR 2019	GV	235.00	B00006	Imported Educational Program Allowa			
1634	20	5 APR 2019	DD	115.00	B00007	Imported Clothing Allowance			
1682	26	4 APR 2019	CH	310.00	B00008	Balance of Account			

Total: 660.00

Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	115.00	SUS	Unallocated Credit		
239	15.00	CHG01	AEMMA - Mathematics Applications 11 20		
0	-15.00	SUS	Unallocated Credit		
240	50.00	CHG01	AEPHY - Physics ATAR 11 2019		
0	-50.00	SUS	Unallocated Credit		

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

Student Details

2019

Surname: OLIVER Known Name: Angela

Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1632	18	5 APR 2019	GV	235.00	B00006	Imported Educational Program Allowa			
1634	20	5 APR 2019	DD	115.00	B00007	Imported Clothing Allowance			
1682	26	4 APR 2019	CH	310.00	B00008	Balance of Account			

Total: 660.00

Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
1282	85.00	CHG03	2019 Camp Activities		
1283	50.00	CHG03	2019 Camp Transport		
1284	150.00	CHG03	2019 Camp Food		
1629	25.00	CHG02	2019 Museum of WA Excursion - Modern H		

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

TOTALS: Amount 660.00

### 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.

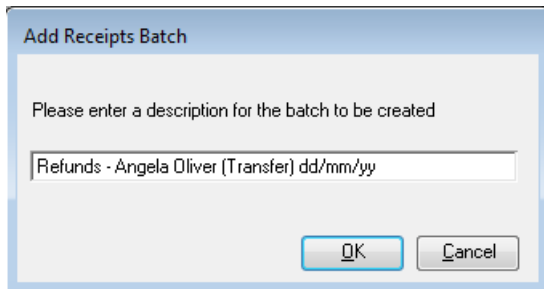
				RM Billing Process	RM Finance Process
Step 1	Calculate the Pro-rata amount due for Term 1	\$660.00 x 25%	\$165.00		
Step 2	Use the Education Program Allowance to reduce/pay the amount due for the period at school.		\$235.00	Reversal of Education Program Allowance	
Step 3			\$165.00	Reapply Education 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.**

## Activity: Create Refunds Batch

### RM Billing> Receipts

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



A screenshot of a software dialog box titled "Add Receipts Batch". The dialog has a light blue header bar. Below the header, the text "Please enter a description for the batch to be created" is displayed. Underneath this text is a text input field containing the text "Refunds - Angela Oliver (Transfer) dd/mm/yy". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

- Click on **OK**

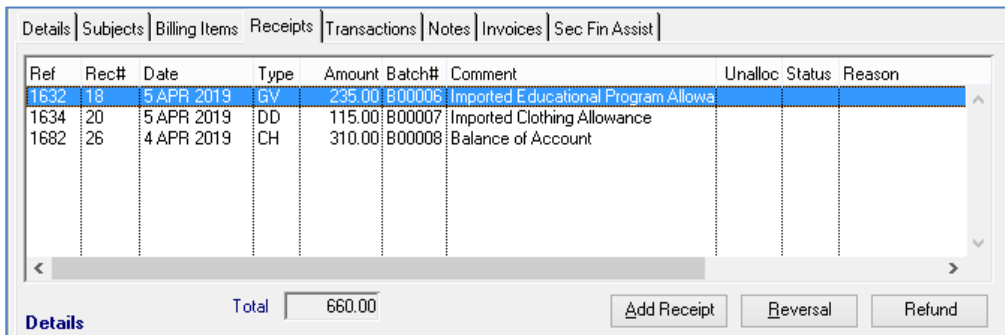
In cases where the Education Program Allowance exceeds the amount owing, the difference is transferred to the new school. If the student is no longer attending school, the difference will be retained by the current school.

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**

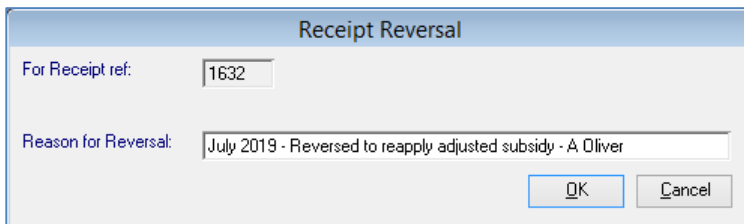


Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1632	18	5 APR 2019	GV	235.00	B00006	Imported Educational Program Allowance			
1634	20	5 APR 2019	DD	115.00	B00007	Imported Clothing Allowance			
1682	26	4 APR 2019	CH	310.00	B00008	Balance of Account			

Total: 660.00

Buttons: Add Receipt, Reversal, Refund

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



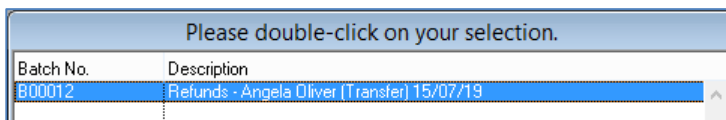
Receipt Reversal

For Receipt ref: 1632

Reason for Reversal: July 2019 - Reversed to reapply adjusted subsidy - A Oliver

Buttons: OK, Cancel

- Click **OK**



Please double-click on your selection.

Batch No.	Description
B00012	Refunds - Angela Oliver (Transfer) 15/07/19

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

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**

Select Year

Please select the Billing Year

2019

OK Cancel

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

Apply Subsidies

Receipts Batch: B00012 Refunds - Angela Oliver (Transfer) 15/07/19

Date: 15 JUL 2019

Amount (for each student): 165.00 Amount applied to each individual student

Payment Type: GV Government Subsidies

Comment: 2019 Education Program Allowance reappplied - A Oliver

OK Cancel

- Click **OK**

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

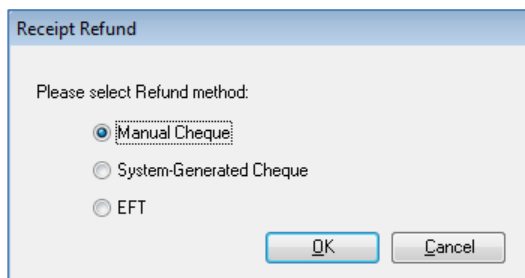
## Process the refund transaction for the parent payment

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 
- Select the **Manual Cheque** option



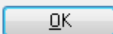
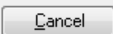
Receipt Refund

Please select Refund method:

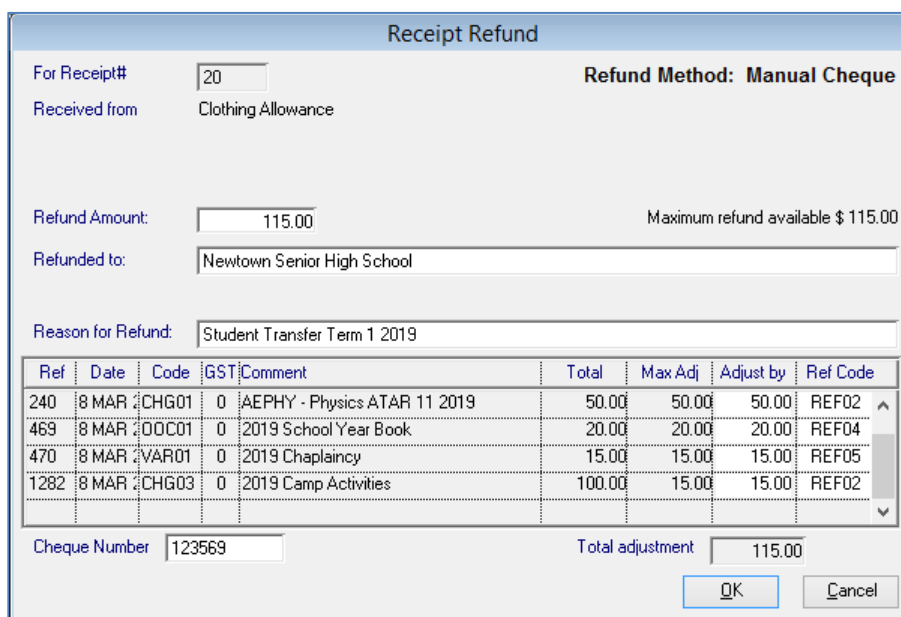
☒ Manual Cheque

☐ System-Generated Cheque

☐ EFT

- 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**



Receipt Refund

For Receipt#  Refund Method: **Manual Cheque**

Received from Clothing Allowance



Refund Amount:  Maximum refund available \$ 115.00

Refunded to:

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
240	8 MAR	CHG01	0	AEPHY - Physics ATAR 11 2019	50.00	50.00	50.00	REF02
469	8 MAR	DOC01	0	2019 School Year Book	20.00	20.00	20.00	REF04
470	8 MAR	VAR01	0	2019 Chaplaincy	15.00	15.00	15.00	REF05
1282	8 MAR	CHG03	0	2019 Camp Activities	100.00	15.00	15.00	REF02

Cheque Number  Total adjustment

- Click **OK**

- Select the Refunds Angela Oliver batch

Please double-click on your selection.

Batch No.	Description
B00012	Refunds - Angela Oliver (Transfer) 15/07/19

- Click **OK**

Surname: **OLIVER** Known Name: **Angela** Show Unallocated Credit

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

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		F: 170	Refunded- Stude
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 20
1708	35	15 JUL 2019	GV	165.00	B00012	2019 Education Program Allowance r			
1709	36	15 JUL 2019	RF	-115.00	B00012	Imported Clothing Allowance		D: 163	Refund - Student

## Process the refund of the charges and contributions receipt

- Highlight the **Balance of Account** receipt

**OLIVER** **Angela** Show Unallocated Credit

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

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		F: 170	Refunded- Stude
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 20
1708	35	15 JUL 2019	GV	165.00	B00012	2019 Education Program Allowance r			
1709	36	15 JUL 2019	RF	-115.00	B00012	Imported Clothing Allowance		D: 163	Refund - Student

- Click Refund
- Select the Manual Cheque option

Receipt Refund

Please select Refund method:

☒ Manual Cheque

☐ System-Generated Cheque

☐ EFT

OK Cancel

- Click **Ok**

- 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**

**Receipt Refund**

For Receipt#  **Refund Method: Manual Cheque**

Received from  
Mr Oliver Oliver  
2 Grenadier Court  
WEST LEEDERVILLE WA 6011

Refund Amount:  Maximum refund available \$ 310.00

Refunded to:

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1282	8 MAR	CHG03	0	2019 Camp Activities	100.00	85.00	85.00	REF02
1283	8 MAR	CHG03	0	2019 Camp Transport	50.00	50.00	50.00	REF02
1284	8 MAR	CHG03	1	2019 Camp Food	150.00	150.00	150.00	REF02
1629	8 MAR	CHG02	0	2019 Museum of WA Excursion - Modern	25.00	25.00	25.00	REF02

Cheque Number  Total adjustment

- Click OK

**Validate** X

This cheque number has been used before.  
Continue anyway?

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

Please double-click on your selection.


Batch No.	Description
B00012	Refunds - Angela Oliver (Transfer) 15/07/19

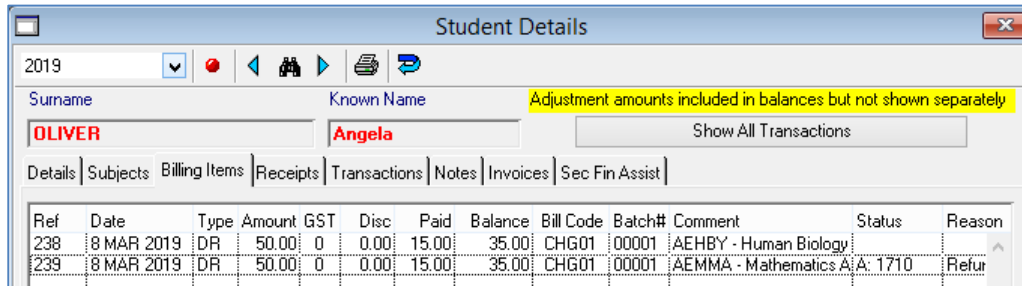
- Select the **Refunds Angela Oliver** batch and click **OK**

**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.**

## Adjust the Remaining Billing Items

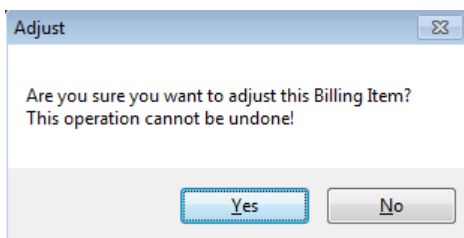
- Click on the **Billing Items** tab
- Click on 
- Highlight the **AEHBY- Human Biology ATAR 11** billing item (only \$15 has been refunded)



Student Details window showing the Billing Items tab. The window displays student information for OLIVER (Surname) and Angela (Known Name). A yellow highlight indicates that adjustment amounts are included in balances but not shown separately. The Billing Items tab is selected, showing a table of transactions.

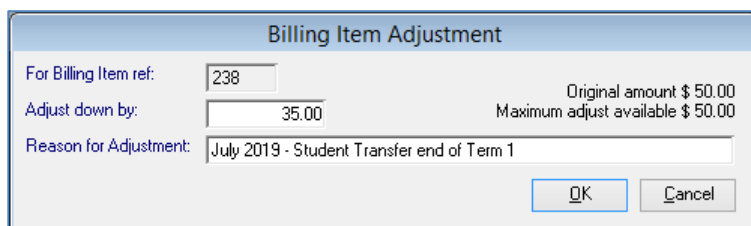
Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
238	8 MAR 2019	DR	50.00	0	0.00	15.00	35.00	CHG01	00001	AEHBY - Human Biology		
239	8 MAR 2019	DR	50.00	0	0.00	15.00	35.00	CHG01	00001	AEMMA - Mathematics A	A: 1710	Refur

- Click 



Adjust dialog box asking: "Are you sure you want to adjust this Billing Item? This operation cannot be undone!". The dialog has Yes and No buttons.

- 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)



Billing Item Adjustment dialog box. It shows the following fields:

- For Billing Item ref: 238
- Adjust down by: 35.00
- Reason for Adjustment: July 2019 - Student Transfer end of Term 1

Additional information displayed: Original amount \$ 50.00, Maximum adjust available \$ 50.00. The dialog has OK and Cancel buttons.

- Click **OK**

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

Surname	Known Name	Adjustment amounts included in balances but not shown separately									
<b>OLIVER</b>	<b>Angela</b>	Show All Transactions									
<a href="#">Details</a>   <a href="#">Subjects</a>   <a href="#">Billing Items</a>   <a href="#">Receipts</a>   <a href="#">Transactions</a>   <a href="#">Notes</a>   <a href="#">Invoices</a>   <a href="#">Sec Fin Assist</a>											
Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status
239	8 MAR 2019	DR	50.00	0	0.00	15.00	35.00	CHG01	00001	AEMMA - Mathematics Application A: 1710	

- Click [Adjustment](#)
- **Adjust by \$35.00**

Billing Item Adjustment	
For Billing Item ref:	239
Adjust down by:	35.00
Reason for Adjustment:	July 2019 - Student Transfer end of Term 1
<div>Original amount \$ 50.00</div> <div>Maximum adjust available \$ 35.00</div>	
<div>OK</div> <div>Cancel</div>	

- Click the [Details](#) tab

**Balance Owning (All Years): \$0.00**

## 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 reappplied - 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**

Print Receipts Summary

Print Detailed Summary? No= Totals only

Yes

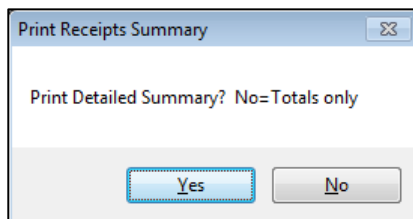
No

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

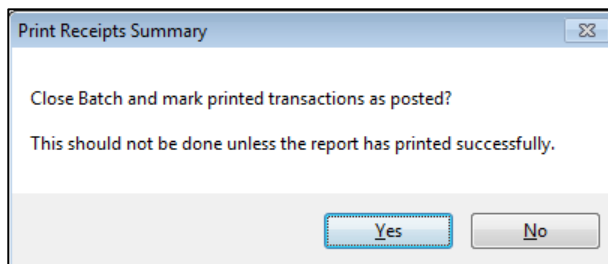
*Note: The Detailed report contains both the Summary Details of the Refunds and also a Detailed Report on the Government Transactions*

Repeat to print the Totals Only report (Optional)

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



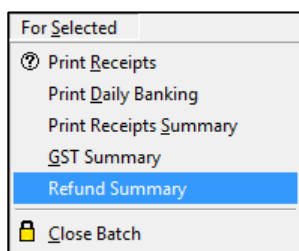
- Click **No** to print the Totals Only Report



- 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
<b>B00012</b>	<b>Refunds - Angela Oliver (Transfer) 15/07/19</b>		
		Manual Cheques	\$-425.00
		Other Transactions	\$-70.00
		<b>Batch Total</b>	<b>\$-495.00</b>

- View and close the report

## Complete the Batch Register

BATCH REGISTER														
For the month of					Period									
Batch No	Date/D ate Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **		Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire. Totals	Proc By
		From	To						Income (I/C)	Expend (ESC)				
B00010				EPA T/F	1	115								
B00011				SIB T/F	1	300	300							
B00012				REF	1		70							
B00012				REF	1		495							



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

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

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

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			

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

.....

(Name) (Signature) (Date)

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

-----

(Name) (Signature) (Date)

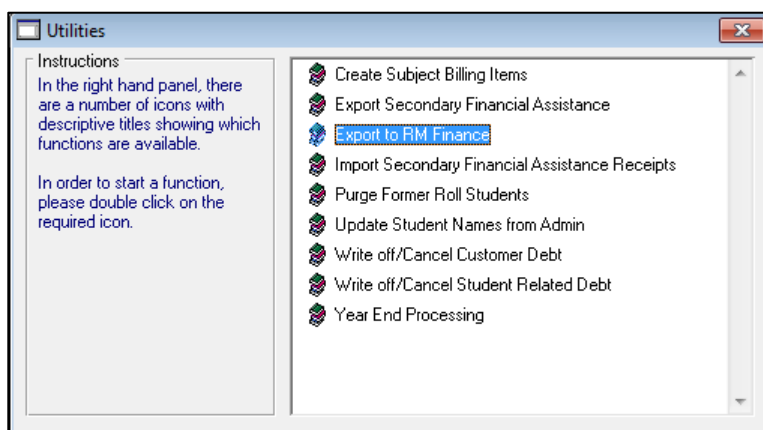
## 12.5 Export Refunds Batch to RM Finance

### Activity: Export Refunds Batch to RM Finance

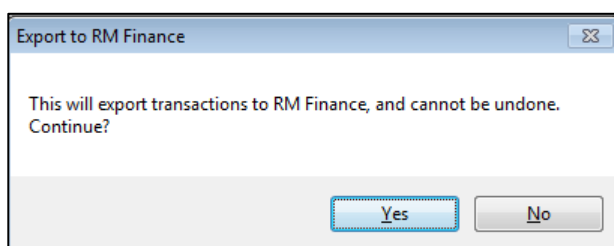
RM Billing > Utilities

**Note:** Ensure RM Finance is closed before Export

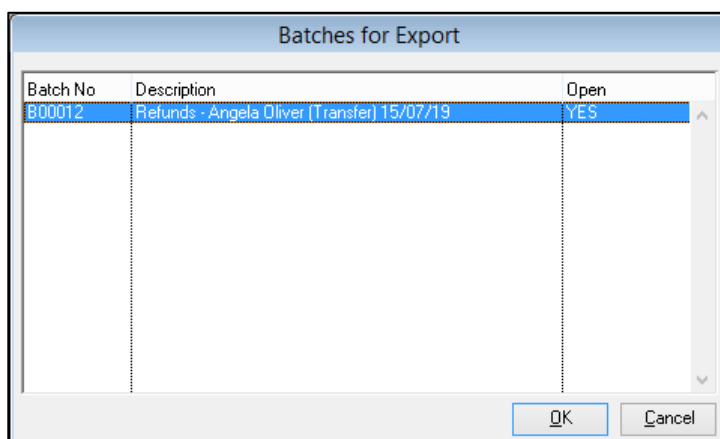
- Double click on **Export to RM Finance**



- Click **Yes**

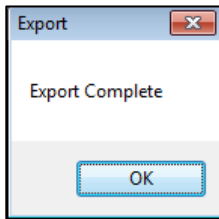


- Highlight the Refunds batch for Angela Oliver



- Click **OK**

- 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
<b>Batches Not Exported</b>					
No Batches					0.00
					<b>0.00</b>
<b>Batches Exported</b>					
B00012	Refunds - Angela Oliver (Transfer) 15/07/19	15/07/2019	15/07/2019	YES	-425.00
					<b>-425.00</b>

Comment: \_\_\_\_\_  
 \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

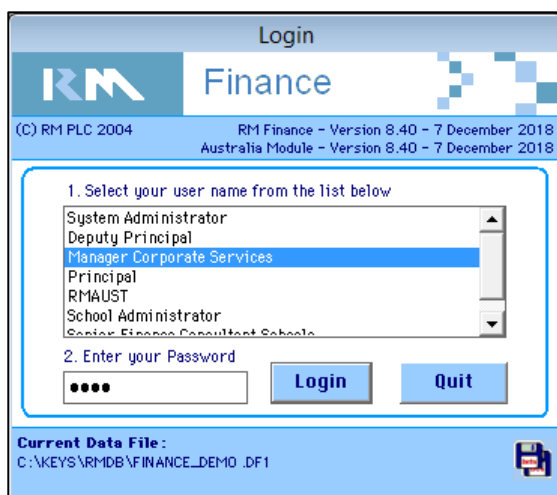
- Minimise RM Billing

## 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**

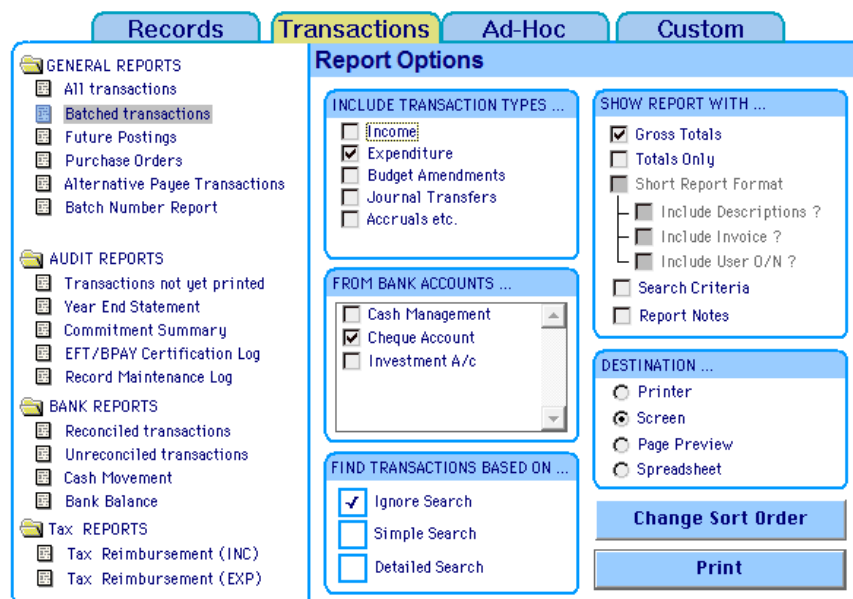


The login screen for RM Finance. At the top, it says 'Login' and 'RM Finance'. Below that, it shows the copyright information: '(C) RM PLC 2004' and 'RM Finance - Version 8.40 - 7 December 2018' and 'Australia Module - Version 8.40 - 7 December 2018'. The main area has two steps: '1. Select your user name from the list below' and '2. Enter your Password'. The user name list includes 'System Administrator', 'Deputy Principal', 'Manager Corporate Services' (which is highlighted), 'Principal', 'RMAUST', 'School Administrator', and 'Senior Finance Consultant Schools'. The password field has four dots. There are 'Login' and 'Quit' buttons. At the bottom, it says 'Current Data File: C:\KEYS\RMDB\FINANCE\_DEMO.DF1'.

#### Transactions > Reports

#### Print the Batched Transaction Report

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



The Reports screen in RM Finance. It has tabs for 'Records', 'Transactions', 'Ad-Hoc', and 'Custom'. The 'Transactions' tab is selected. On the left, there is a tree view of report categories: 'GENERAL REPORTS' (All transactions, Batched transactions, Future Postings, Purchase Orders, Alternative Payee Transactions, Batch Number Report), 'AUDIT REPORTS' (Transactions not yet printed, Year End Statement, Commitment Summary, EFT/BPAY Certification Log, Record Maintenance Log), 'BANK REPORTS' (Reconciled transactions, Unreconciled transactions, Cash Movement, Bank Balance), and 'Tax REPORTS' (Tax Reimbursement (INC), Tax Reimbursement (EXP)). The 'Batched transactions' report is selected. On the right, there are 'Report Options'. Under 'INCLUDE TRANSACTION TYPES ...', 'Income' is unchecked and 'Expenditure' is checked. Under 'SHOW REPORT WITH ...', 'Gross Totals' is checked, 'Totals Only' is unchecked, 'Short Report Format' is unchecked, 'Include Descriptions ?' is unchecked, 'Include Invoice ?' is unchecked, 'Include User O/N ?' is unchecked, 'Search Criteria' is unchecked, and 'Report Notes' is unchecked. Under 'FROM BANK ACCOUNTS ...', 'Cash Management' is unchecked, 'Cheque Account' is checked, and 'Investment A/c' is unchecked. Under 'FIND TRANSACTIONS BASED ON ...', 'Ignore Search' is checked, 'Simple Search' is unchecked, and 'Detailed Search' is unchecked. There are buttons for 'Change Sort Order' and 'Print'.

- Click 

<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
<b>B00012</b> 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
<b>B00012</b> 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
<b>B00012</b> 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
<b>B00012</b> 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
<b>B00012</b> 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)

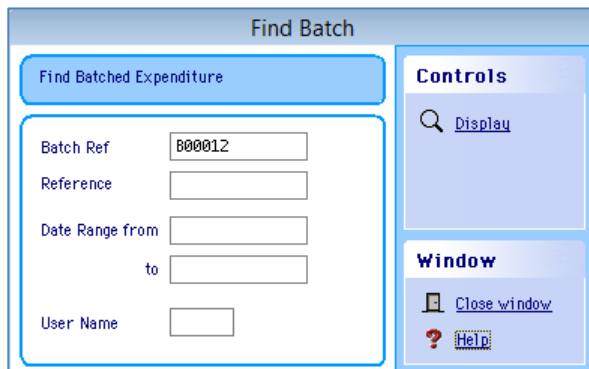
<b>Key</b>				<b>Nett</b>	<b>Gross</b>
INC	Income	VC	Income Correction	0.00	
ESP	Expenditure	ESC	Expenditure Correction	0.00	
ACR	Accrual	PRE	Prepayment	411.36	425.00
CRT	Creditor	DBT	Debtor	0.00	
ALL	Budget Allocation	VIR	Budget Virement	0.00	
JNL	Journal Transfer	CHG	Internal Charge		
<b>Total Income</b>					
<b>Budget Amendments</b>					
<b>Expenditure Against Budget</b>					
<b>Internal Charging</b>					
<b>Journal Transfers</b>					

- View and Close the report


## Update the batch

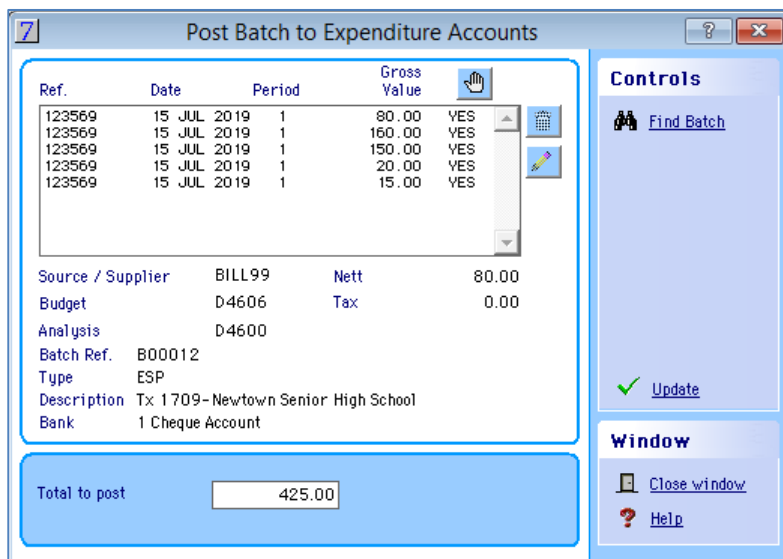
### View / Post the Batch

- From the Transactions Menu  **Transactions**
- Select **View/Post Batch**
- Select **Expenditure and Credit Notes**
- Enter Batch number **B00012**



The 'Find Batch' window has a title bar 'Find Batch'. It contains a 'Find Batched Expenditure' button. Below it are input fields for 'Batch Ref' (containing 'B00012'), 'Reference', 'Date Range from' to 'to', and 'User Name'. On the right, there is a 'Controls' section with a magnifying glass icon and a 'Display' link. Below that is a 'Window' section with a close icon and 'Close window' link, and a help icon and 'Help' link.

- Click on **Display**
- Click ,



The 'Post Batch to Expenditure Accounts' window has a title bar with a question mark and close button. It features a table with columns: Ref., Date, Period, Gross Value, and a checkbox. The table contains five rows of data. Below the table, there are summary fields: 'Source / Supplier' (BILL99), 'Budget' (D4606), 'Analysis' (D4600), 'Batch Ref.' (B00012), 'Type' (ESP), 'Description' (Tx 1709-Newtown Senior High School), and 'Bank' (1 Cheque Account). At the bottom, there is a 'Total to post' field showing '425.00'. On the right, there is a 'Controls' section with a 'Find Batch' link and an 'Update' link with a green checkmark. Below that is a 'Window' section with 'Close window' and 'Help' links.

Ref.	Date	Period	Gross Value	
123569	15 JUL 2019	1	80.00	YES
123569	15 JUL 2019	1	160.00	YES
123569	15 JUL 2019	1	150.00	YES
123569	15 JUL 2019	1	20.00	YES
123569	15 JUL 2019	1	15.00	YES

Source / Supplier: BILL99    Nett: 80.00  
Budget: D4606    Tax: 0.00  
Analysis: D4600  
Batch Ref.: B00012  
Type: ESP  
Description: Tx 1709-Newtown Senior High School  
Bank: 1 Cheque Account

Total to post: 425.00

- Click  **Update** 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.*

## 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

Student Details

2019

Surname: MAHNEY Known Name: Ariel

Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B000002	Imported ABSTUDY Supplement Allowance			
1683	27	4 APR 2019	CH	556.00	B000008	Balance of Account			

Total: 635.00

Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
0	79.00	SUS	Unallocated Credit		
133	50.00	CHG01	AECHE - Chemistry ATAR 11 2019		
0	-50.00	SUS	Unallocated Credit		
134	29.00	CHG01	AEECO - Economics ATAR 11 2019		
0	-29.00	SUS	Unallocated Credit		

79.00 Total

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

Student Details

2019

Surname: **MAHNEY** Known Name: **Ariel** Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B00002	Imported ABSTUDY Supplement Allo			
1683	27	4 APR 2019	CH	556.00	B00008	Balance of Account			

Total: 635.00 Add Receipt Reversal Refund

Details

Ref	Paid	Bill Code	Comment	Status	Reason
134	21.00	CHG01	AEECO - Economics ATAR 11 2019		
135	50.00	CHG01	AEENG - English ATAR 11 2019		
136	50.00	CHG01	AEHBY - Human Biology ATAR 11 2019		
137	50.00	CHG01	AEMMA - Mathematics Applications 11 20		
138	50.00	CHG01	AEPHY - Physics ATAR 11 2019		

556.00 Total

- 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**

Surname: **MAHNEY** Known Name: **Ariel** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Sta
133	8 MAR 2019	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	AECHE - Chemistry ATAR 11 2019	
134	8 MAR 2019	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	AEECO - Economics ATAR 11 2019	
135	8 MAR 2019	DR	50.00	0	0.00	50.00	0.00	CHG01	00001	AEENG - English ATAR 11 2019	

- Click Reversal

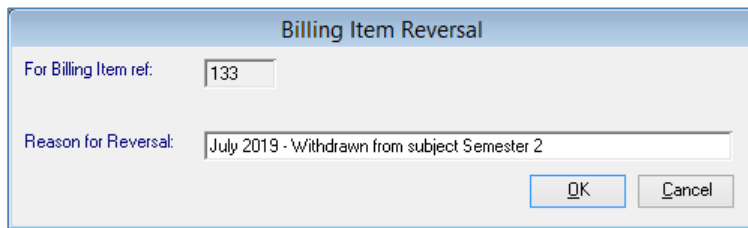
Reverse

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

Yes No

- Click **Yes** to the message

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

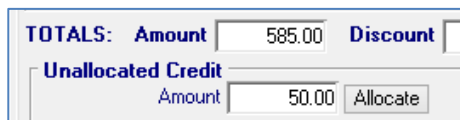


**Billing Item Reversal**

For Billing Item ref:

Reason for Reversal:

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



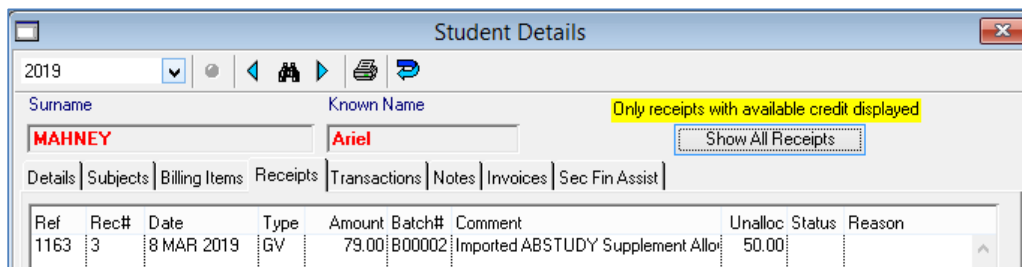
**TOTALS:** Amount  Discount

**Unallocated Credit**

Amount

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

Only receipts with unallocated credit are displayed



**Student Details**

2019

Surname: **MAHNEY** Known Name: **Ariel** Only receipts with available credit displayed

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B00002	Imported ABSTUDY Supplement Allo	50.00		

Ariel's unallocated credit belongs to the Government Abstudy Receipt

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	GV	Unallocated Credit Other Receipts	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
<b>Total Unallocated Credit for All Students</b>					<b>\$50.00</b>	<b>\$30.00</b>	<b>\$80.00</b>

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

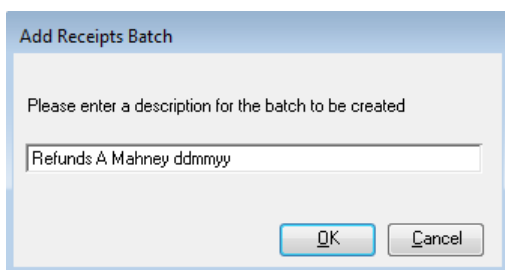
## Activity: Create a Corrections and Refunds Batches

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.

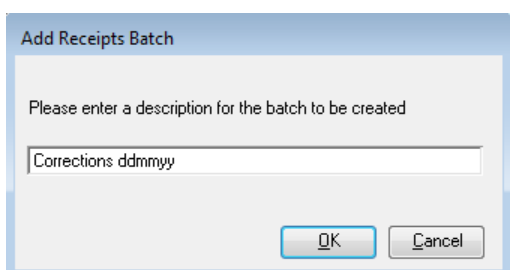
A Corrections batch will need to be created to pass the reversed receipt through and a Refunds batch must be created to refund the \$50.

### 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

## 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**

Surname: **MAHNEY** Known Name: **Ariel** [Show Unallocated Credit](#)

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B00002	Imported ABSTUDY Supplement Allo	50.00		
1683	27	4 APR 2019	CH	556.00	B00008	Balance of Account			

- Click [Reversal](#)

**Reverse**

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

[Yes](#) [No](#)

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

**Receipt Reversal**

For Receipt ref:

Reason for Reversal:

[OK](#) [Cancel](#)

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

Please double-click on your selection.

Batch No.	Description
B00013	Refunds - A Mahney 15/07/19
B00014	Corrections 15/07/19

- Click **OK**

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B00002	Imported ABSTUDY Supplement Allo	50.00		
1683	27	4 APR 2019	CH	556.00	B00008	Balance of Account		R: 172	Reversed - July 20
1723	38	15 JUL 2019	RV	-556.00	B00014	Balance of Account		V: 168	Reversal - July 20

- Click on the **Billing Items** tab

Note the Billing Item costs have been reinstated

Student Details

2019

Surname: **MAHNEY** Known Name: **Ariel** Show Billing Items with Outstanding Amounts

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
133	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AECHE - Chemistry ATAR 1	R: 1722	Re
134	8 MAR 2019	DR	50.00	0	0.00	29.00	21.00	CHG01	00001	AEECO - Economics ATAR		
135	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEENG - English ATAR 11		
136	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEHBY - Human Biology A		
137	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEMMA - Mathematics App		
138	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG01	00001	AEPHY - Physics ATAR 11		
435	8 MAR 2019	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2019 School Year Book		
436	8 MAR 2019	DR	15.00	0	0.00	0.00	15.00	VAR01	00003	2019 Chaplaincy		
1231	8 MAR 2019	DR	100.00	0	0.00	0.00	100.00	CHG03	00005	2019 Camp Activities		
1232	8 MAR 2019	DR	50.00	0	0.00	0.00	50.00	CHG03	00005	2019 Camp Transport		
1233	8 MAR 2019	DR	150.00	1	0.00	0.00	150.00	CHG03	00005	2019 Camp Food		
1722	15 JUL 2019	RV	-50.00	0	0.00	0.00	-50.00	CHG01	00001	AECHE - Chemistry ATAR 1	V: 133	Re

TOTALS: Amount 585.00 Discount 0.00 Paid 29.00 Balance 556.00

Unallocated Credit Amount 50.00 Allocate Add Billing Item Reversal Adjustment Add Discount

Last Modified 15/07/19 10:43 By ADMIN

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

Allocate

Enter the amount to allocate (up to \$50.00) 50.00

Cancel OK

- Click **OK**

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

Please double-click on your selection.	
Batch No.	Description
B00013	Refunds - A Mahney 15/07/19
B00014	Corrections 15/07/19

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

**Add Receipt**

**Receipt Details**

Batch No.:   
 Corrections 15/07/19

Payment Type:   
 Cheque

Date:

Amount:

Comment:

**Received from:**

Title:  First Name:   
 Surname:   
 Address:   
  
  
 Town/Sub:   
 State:   
 Postcode:   
 Country:

Ref	Date	Code	GST	Comment	Amount	Discount	Balance	Applied
435	8 MAR 2019	00C01	0	2019 School Year Book	20.00	Nil	20.00	20.00
436	8 MAR 2019	VAR01	0	2019 Chaplaincy	15.00	Nil	15.00	15.00
1231	8 MAR 2019	CHG03	0	2019 Camp Activities	100.00	Nil	100.00	100.00
1232	8 MAR 2019	CHG03	0	2019 Camp Transport	50.00	Nil	50.00	50.00
1233	8 MAR 2019	CHG03	1	2019 Camp Food	150.00	Nil	150.00	150.00
					535.00	0.00	506.00	506.00

OK Cancel

*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**

**Add Receipt**

Continue, even with the following:  
 Entered amount doesn't match the total amount against the listed items. The difference will become unallocated credit.

Yes No

- Click **Yes**

The receipt can now be refunded

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

**Unallocated Credit**

Amount:

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

Surname: **MAHNEY** Known Name: **Ariel** Show Unallocated Credit

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B00002	Imported ABSTUDY Supplement Alloc			
1683	27	4 APR 2019	CH	556.00	B00008	Balance of Account		R: 172	Reversed - July 20
1723	38	15 JUL 2019	RV	-556.00	B00014	Balance of Account		V: 168	Reversal - July 20
1724	39	15 JUL 2019	CH	556.00	B00014	Parent receipt reapplied	50.00		

**Total** 635.00 Add Receipt Reversal Refund

- Click Refund
- Select the System-Generated cheque option

**Receipt Refund**

Please select Refund method:

☐ Manual Cheque

☒ System-Generated Cheque

☐ EFT

OK Cancel

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

**Refund To**

Please double-click on your selection or click Add to create a new record

Short Name	Description
A&M001	A&M Bookshop
ALG001	Algar Burns Computing
ANY001	Anytime Computer Repair Services
ATOE	Australian Taxation Office
BAN001	Bank
BOD001	Bookland
BU1001	Build-it Furniture Company
GRA001	Grandma's Furniture Company
<b>MAH001</b>	<b>Mrs Jeanne Mahney</b>
MAR001	Marty's
MUN001	Mr Mungo Mungall
NEW001	Newtown Senior High School
OFF001	Office Works

OK Cancel

- Click **OK**

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

**Receipt Refund**

For Receipt#  **Refund Method: System Generated Cheque**

Received from Mrs Jeanne Mahney  
3 Horta Lane  
CLAREMONT WA 6014

Refund Amount:  Maximum refund available \$ 556.00

Refunded to:  Mrs Jeanne Mahney  
(Enter first 3 characters of surname)

Reason for Refund:

Ref	Date	Code	GST	Comment	Total	Max Adj	Adjust by	Ref Code
1231	8 MAR	CHG03	0	2019 Camp Activities	100.00	100.00	0.00	
1232	8 MAR	CHG03	0	2019 Camp Transport	50.00	50.00	0.00	
1233	8 MAR	CHG03	1	2019 Camp Food	150.00	150.00	0.00	
0		SUS	8	Unallocated Credit	50.00	50.00	50.00	SUS

Total adjustment

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

Please double-click on your selection.

Batch No.	Description
B00013	Refunds - A Mahney 15/07/19
B00014	* Corrections 15/07/19

- Click **OK**

**Student Details**

2019

Surname  Known Name

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

Ref	Rec#	Date	Type	Amount	Batch#	Comment	Unalloc	Status	Reason
1163	3	8 MAR 2019	GV	79.00	B00002	Imported ABSTUDY Supplement Allo			
1683	27	4 APR 2019	CH	556.00	B00008	Balance of Account		R: 172	Reversed - July 2
1723	38	15 JUL 2019	RV	-556.00	B00014	Balance of Account		V: 168	Reversal - July 20
1724	39	15 JUL 2019	CH	556.00	B00014	Parent receipt reapplied	50.00	F: 172	Refunded- Withd
1725	40	15 JUL 2019	RF	-50.00	B00013	Parent receipt reapplied	-50.00	D: 172	Refund - Withdra

## 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 Account	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)

## 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 reappplied	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 reappplied	B00013	D	0
Total for Refunds:			\$-50.00				
Total for Report:			\$-50.00				

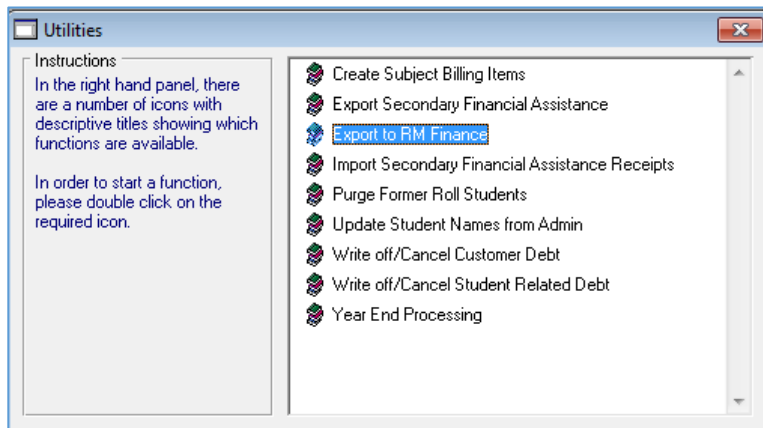
- Repeat to print the **Receipts Summary – Detailed Report**
- Repeat to print the **Receipts Summary – Totals Only (Optional)**

## Activity: Export the Correction and Refund Batches

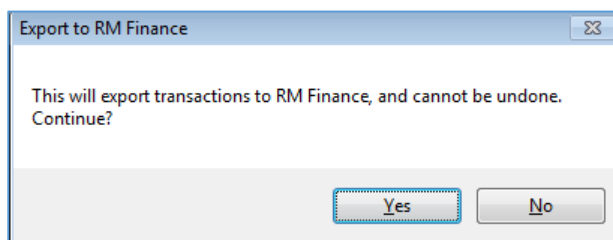
### RM Billing > Utilities

- Double click on **Export to Finance**

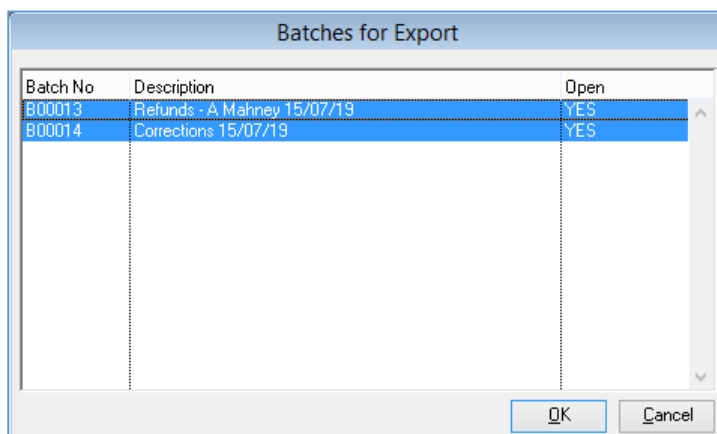
**Note: Ensure RM Finance is closed before Exporting**



- Click **Yes**

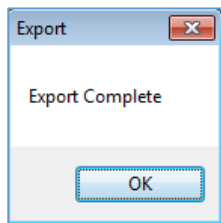


- Highlight the **Corrections** and the **Refunds-Ariel Mahney** batches



- Click **OK**

- 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
<b>Batches Not Exported</b>					
No Batches					0.00
					0.00
<b>Batches Exported</b>					
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
<b>Comment:</b> _____ _____					
<b>Principal's Signature:</b> _____					
<b>Date:</b> _____					

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

### Minimise RM Billing

Fill in the Batch Register

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


## 12.8 Update the Batches in RM Finance

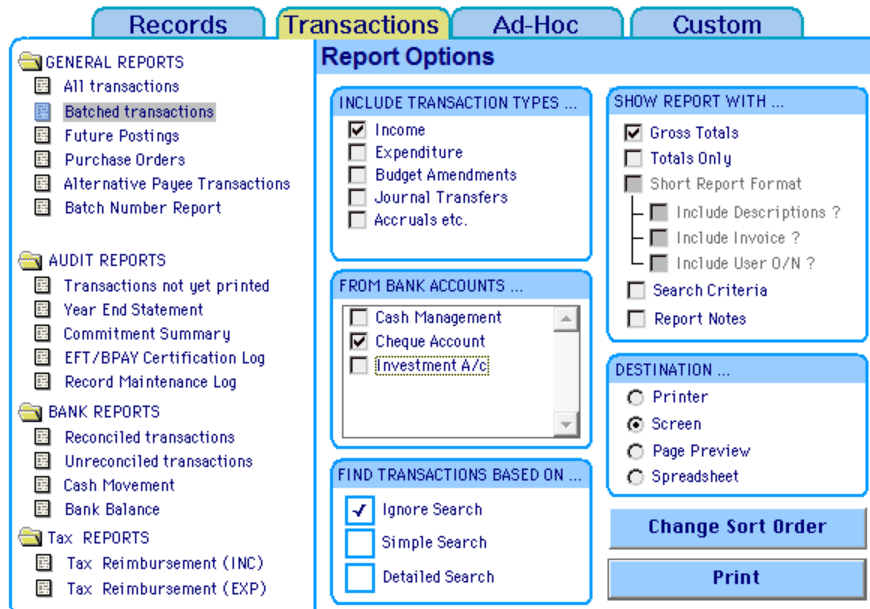
### Activity: Update the Corrections and Refund Batches

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

## View the Batched Transaction Report for Income

### RM Finance > Transactions

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



**Report Options**

**INCLUDE TRANSACTION TYPES ...**

- ☒ Income
- ☐ Expenditure
- ☐ Budget Amendments
- ☐ Journal Transfers
- ☐ Accruals etc.

**FROM BANK ACCOUNTS ...**

- ☐ Cash Management
- ☒ Cheque Account
- ☐ Investment A/c

**SHOW REPORT WITH ...**

- ☒ Gross Totals
- ☐ Totals Only
- ☐ Short Report Format
  - ☐ Include Descriptions ?
  - ☐ Include Invoice ?
  - ☐ Include User O/N ?
- ☐ Search Criteria
- ☐ Report Notes

**DESTINATION ...**

- ☐ Printer
- ☒ Screen
- ☐ Page Preview
- ☐ Spreadsheet

**Change Sort Order**

**Print**

- Click 

<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
<b>B00014</b>						
INC001						
C1050						
C1051						
Cheque Account						
Corrections 15/07/19						
Ref B00014	VC	15 JUL 2019	50.00	0	50.00	C1
<b>B00014</b>						
INC001						
N3100I						
N3199						
Cheque Account						
Corrections 15/07/19						
Ref B00014	INC	15 JUL 2019	50.00	8	50.00	C1

- View and close the report

## View the Batched Transaction Report for Expenditure

- Deselect Income and tick the box for Expenditure

**Report Options**

INCLUDE TRANSACTION TYPES ...

☐ Income

☒ Expenditure

☐ Budget Amendments

☐ Journal Transfers

☐ Accruals etc.

- Click [Print](#)

<u>Posting Detail</u>	<u>Type</u>	<u>Date</u>	<u>Nett</u>	<u>Tax</u>	<u>Total</u>	<u>Voucher</u>
<b>B00013</b>						
MAH001						
N3100E						
N3199						
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**

**Find Batch**

Find Batched Income

Batch Ref

Reference

Date Range from

to

User Name

**Controls**

[Display](#)

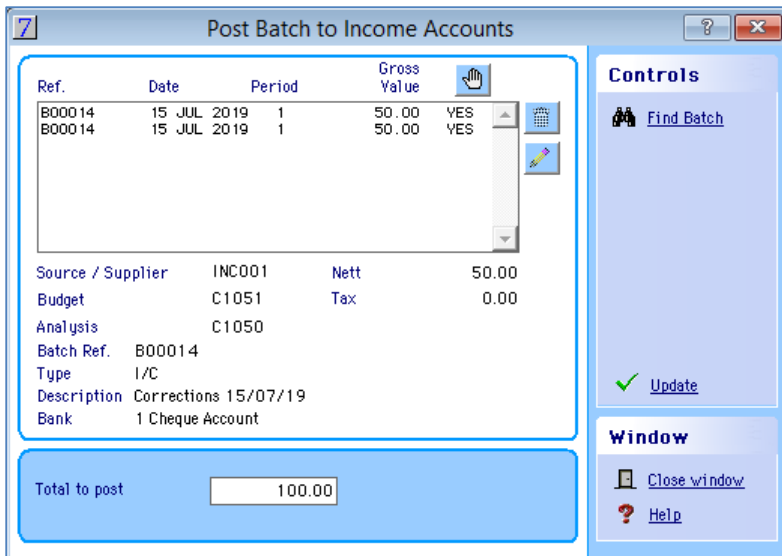
**Window**

[Close window](#)

[Help](#)

- Click **Display**

- Click on 



Ref.	Date	Period	Gross Value	
B00014	15 JUL 2019	1	50.00	YES
B00014	15 JUL 2019	1	50.00	YES


Source / Supplier: INC001    Nett: 50.00  
 Budget: C1051    Tax: 0.00  
 Analysis: C1050  
 Batch Ref.: B00014  
 Type: I/C  
 Description: Corrections 15/07/19  
 Bank: 1 Cheque Account

Total to post: 100.00

**Controls**  
[Find Batch](#)  
[Update](#)


**Window**  
[Close window](#)  
[Help](#)

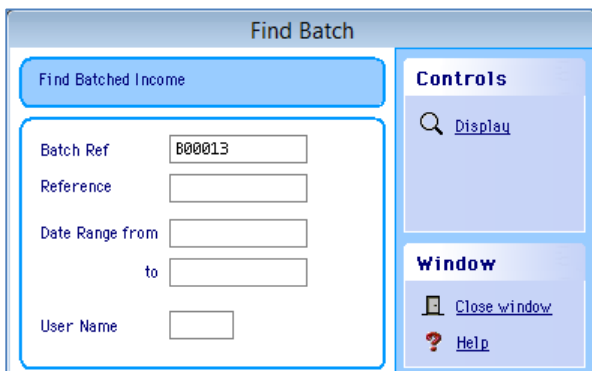
- Click  [Update](#)



Are you sure you want to post the selected items?

[No](#) [Yes](#)

- 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**



**Find Batch**

[Find Batched Income](#)

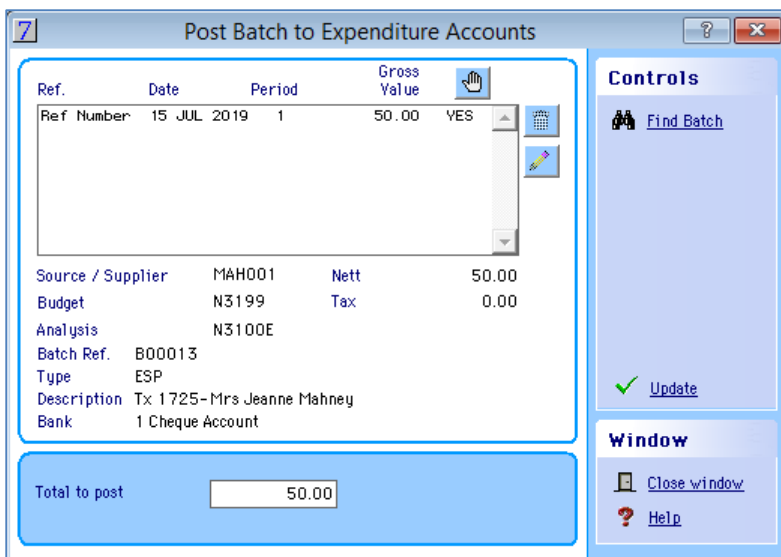
Batch Ref: B00013  
 Reference:   
 Date Range from:   
 to:   
 User Name:

**Controls**  
[Display](#)

**Window**  
[Close window](#)  
[Help](#)

- Click **Display**

- Click on 



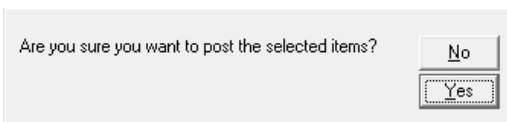
Ref.	Date	Period	Gross Value	
Ref Number	15 JUL 2019	1	50.00	YES

Source / Supplier MAH001    Nett 50.00  
 Budget N3199    Tax 0.00  
 Analysis N3100E  
 Batch Ref. B00013  
 Type ESP  
 Description Tx 1725-Mrs Jeanne Mahney  
 Bank 1 Cheque Account

Total to post 50.00


Controls: Find Batch, Update  
 Window: Close window, Help

- Click  [Update](#)



Are you sure you want to post the selected items?

No Yes

- 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.**

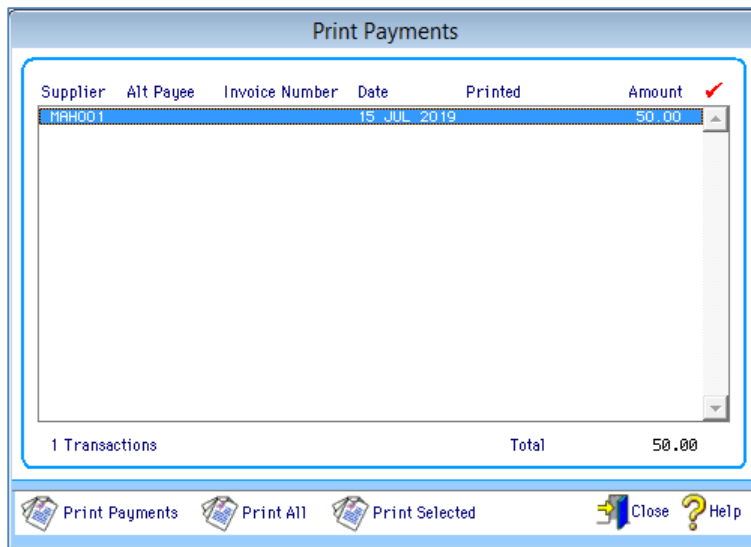
## 12.9 Print System Cheque

### 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

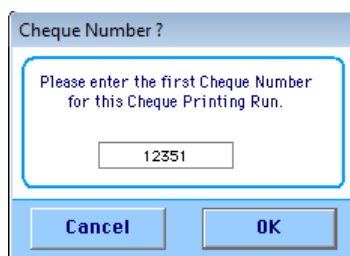


The 'Print Payments' dialog box displays a table with the following data:

Supplier	Alt Payee	Invoice Number	Date	Printed	Amount
MAH001			15 JUL 2019		50.00

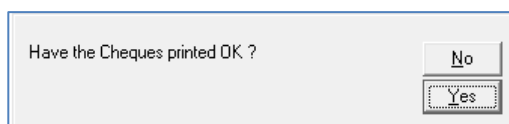
At the bottom of the table, it shows '1 Transactions' and a 'Total' of '50.00'. The dialog box includes buttons for 'Print Payments', 'Print All', 'Print Selected', 'Close', and 'Help'.

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



The 'Cheque Number?' dialog box prompts the user to enter the first cheque number for the printing run. It shows a text box with the value '12351' and buttons for 'Cancel' and 'OK'.

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



The 'Have the Cheques printed OK?' dialog box has two buttons: 'No' and 'Yes'.

- Click **Yes**
- Click 

## 12.10 View the Unallocated Credit Listing

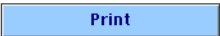
The Unallocated credit listing should match the balance of the Billing Suspense Account in RM Finance after deducting any unallocated credit which is a Government Subsidy. Any unallocated Credit which is a Government Subsidy is not reflected in RM Finance.

### 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

The screenshot shows the 'Report Options' dialog box in the RM Finance Reporting module. The 'Custom' tab is active. In the left pane, 'Comparative Budget Report' is highlighted. The 'DESTINATION ...' section shows 'Screen' selected. A 'Print' button is at the bottom.

- 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

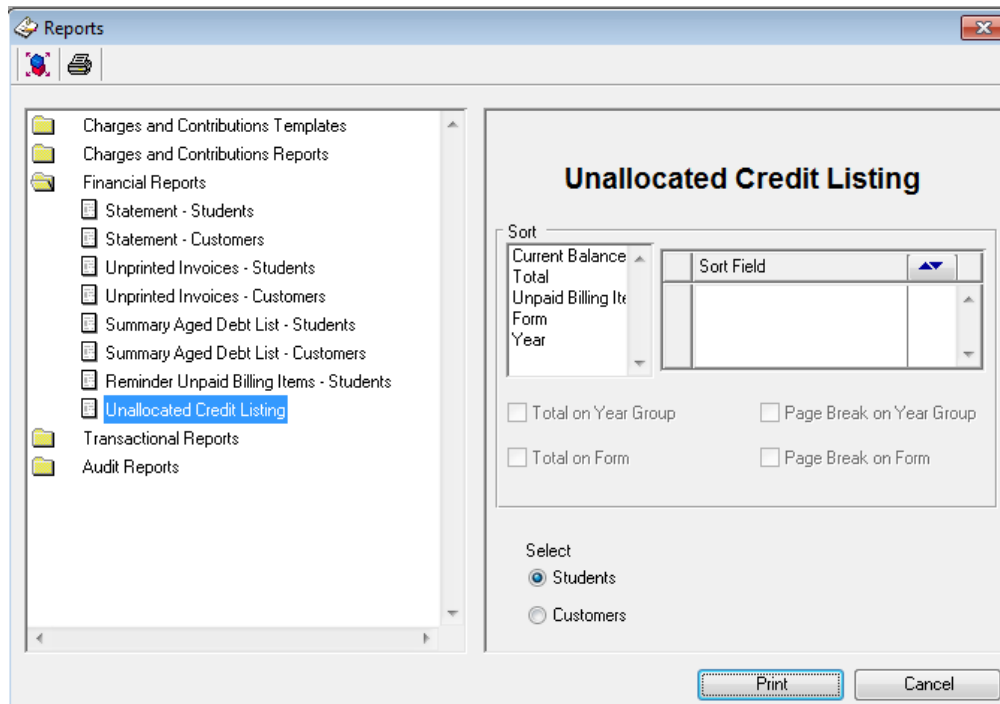
- Close RM Finance  follow the prompts to close, do not back up the datafile

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

## 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.

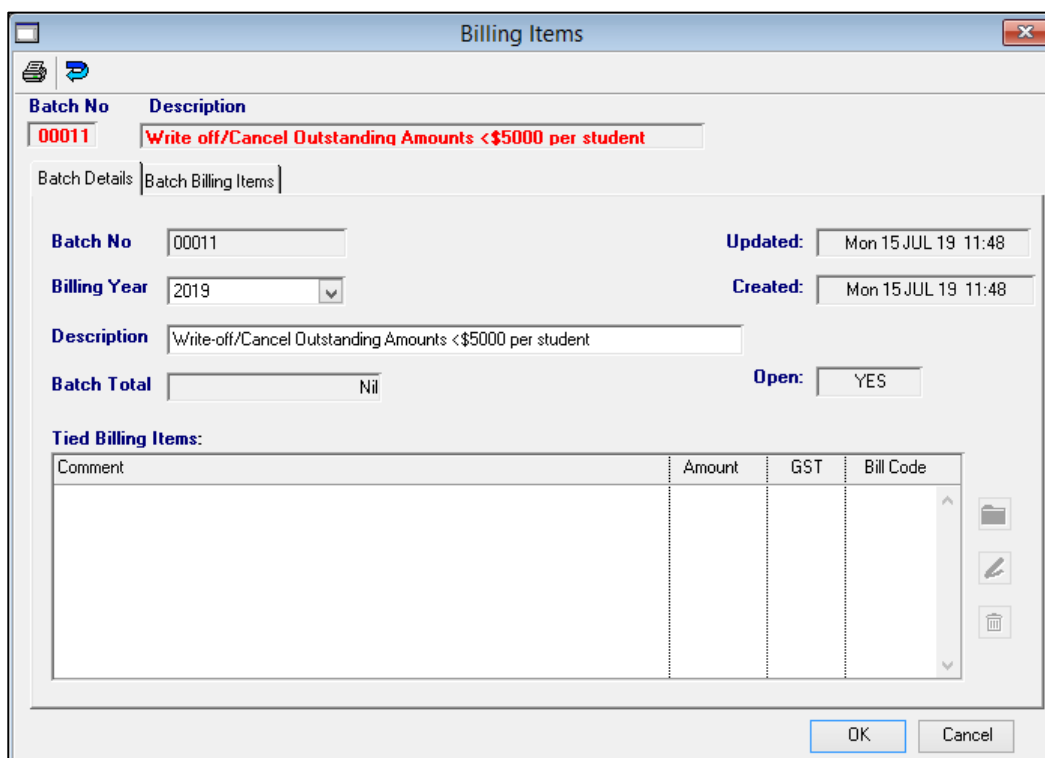
### 13.1.1 Write off/Cancel Debt Batch

#### 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**



The screenshot shows the 'Billing Items' window. At the top, there's a 'Batch No' field with '00011' and a 'Description' field with 'Write off/Cancel Outstanding Amounts <\$5000 per student'. Below this, there's a 'Batch Details' tab and a 'Batch Billing Items' tab. The 'Batch Details' tab is active, showing fields for 'Batch No' (00011), 'Billing Year' (2019), 'Description' (Write-off/Cancel Outstanding Amounts <\$5000 per student), 'Batch Total' (Nil), 'Updated' (Mon 15 JUL 19 11:48), 'Created' (Mon 15 JUL 19 11:48), and 'Open' (YES). At the bottom, there's a 'Tied Billing Items' section with a table with columns 'Comment', 'Amount', 'GST', and 'Bill Code'. The table is empty. There are 'OK' and 'Cancel' buttons at the bottom right.

- Click **OK**

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

### 13.1.2 Writing off Debt from Students

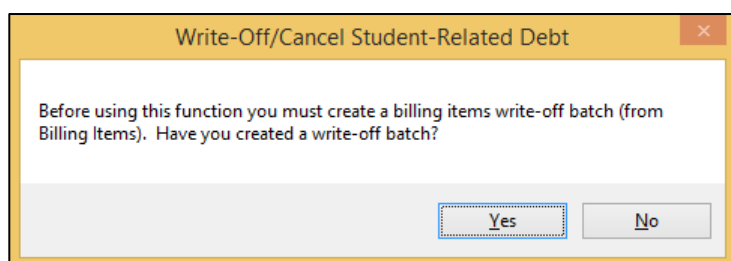
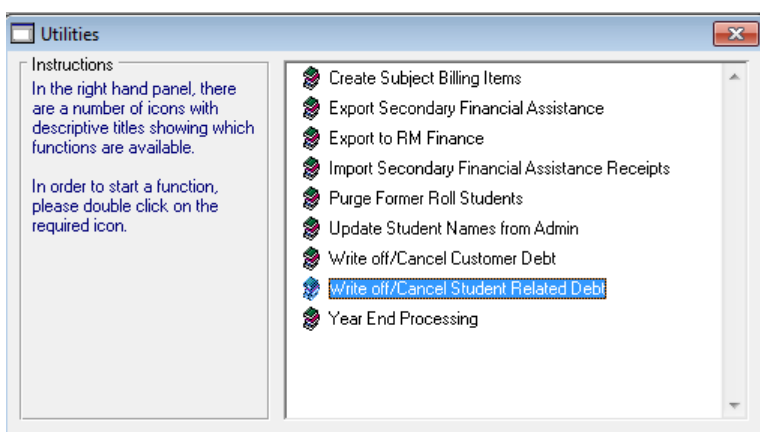
When charges or contributions are deemed as irrecoverable from students they can be written off or cancelled.

#### Activity: Write off Debt from Students

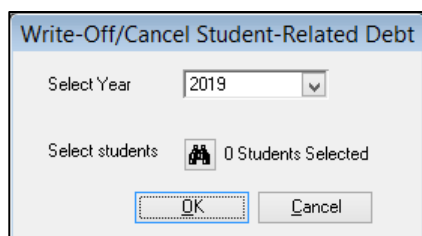
It has been decided to cancel 2019 Voluntary Contributions and Voluntary Approved Requests, however Other Optional Costs will remain on the student account.

##### RM Billing > Utilities

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



- Click **Yes**



- Select **2019** as the Billing Year


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

Roll Status	Current
Year Group	--n/s--
Form	09.1

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

**Write-Off/Cancel Student-Related Debt**



Select Year: 2019

Select students:  22 Students selected

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

**Write-off/Cancel Student Debt**

For Selected



 

Student Name	Year	Form	<input type="checkbox"/> CHG	<input checked="" type="checkbox"/> VOL	<input type="checkbox"/> ADU	<input type="checkbox"/> TMP	<input type="checkbox"/> RES	<input checked="" type="checkbox"/> VAR	<input type="checkbox"/> OOC	<input type="checkbox"/> N/A	Total
--------------	------	------	------------------------------	---	------------------------------	------------------------------	------------------------------	---	------------------------------	------------------------------	-------

- Highlight all students

**Write-off/Cancel Student Debt**

For Selected

Student Name	Year	Form	<input type="checkbox"/> CHG	<input checked="" type="checkbox"/> VOL	<input type="checkbox"/> ADU	<input type="checkbox"/> TMP	<input type="checkbox"/> RES	<input checked="" type="checkbox"/> VAR	<input type="checkbox"/> OOC	<input type="checkbox"/> N/A	Total
BLOGGS: Merika	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
CARTER: Christine	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
DENT: Kaitlyn	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
EREN: Aidan	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
GEORGE: Ellena	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
HUBBLE: Regan	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
KEIL: Ethan	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
KOEHLER: Janelle	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
LE-TI: Travis	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
LUCK: Stevie	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
MARSHALL: Tam	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
MCNAUGHTON: Paris	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
MORRIS: Ashley	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
PAGE: Lorena	9	09.1	0.00	250.00	0.00	0.00	0.00	15.00	20.00	0.00	375.00
PETER: Christopher	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
RALPH: Chantelle	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
ROBERTS: Tina	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
SAMTON: Dale	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
SCB&GG: Nicole	9	09.1	0.00	235.00	0.00	0.00	0.00	15.00	20.00	0.00	270.00
<b>Totals:</b>			0.00	4937.50	0.00	0.00	0.00	330.00	440.00	0.00	5707.50
<b>Selected Totals:</b>			0.00	4937.50	0.00	0.00	0.00	330.00	0.00	0.00	5267.50

**Outstanding amounts for the Billing Year 2019**

- 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

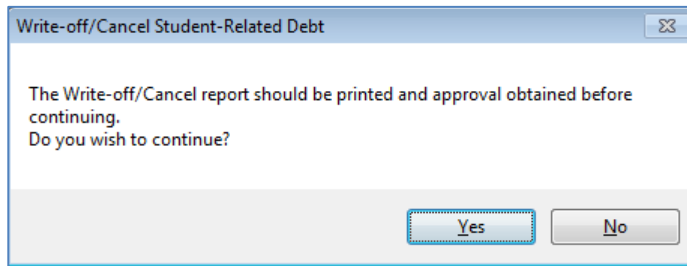
Principal's Name

Principal's Signature

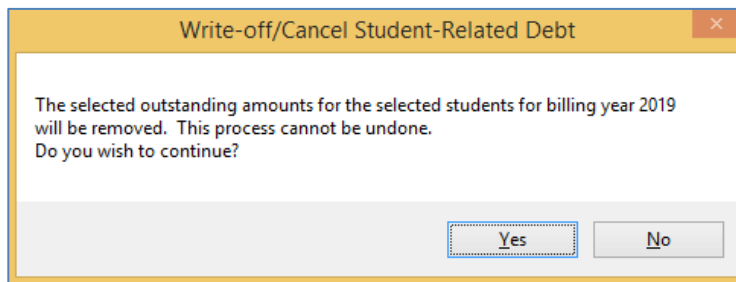
Date

- View and close the report

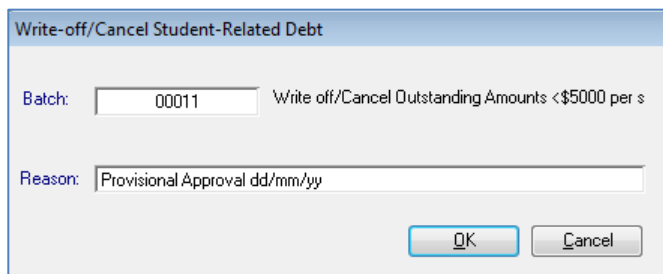
- With all the students selected
- Click **For Selected > Write off/Cancel outstanding amounts for debt**



- 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.**

## Activity: View the Student Record

### RM Billing > Students

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

Student Details

2019

Surname: **BLOGGS** Known Name: **Merika** Show Billing Items with Outstanding Amounts

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

id	Balance	Bill Code	Batch#	Comment	Status	Reason
00	20.00	OOC01	00002	2019 School Year	A: 1726	Cancelled - Provisional Approval dd/mm/yy
00	15.00	VAR01	00003	2019 Chaplaincy	A: 1727	Cancelled - Provisional Approval dd/mm/yy
00	25.00	VOL01	00004	2019 English	A: 1728	Cancelled - Provisional Approval dd/mm/yy
00	25.00	VOL01	00004	2019 Science	A: 1729	Cancelled - Provisional Approval dd/mm/yy
00	25.00	VOL01	00004	2019 Maths	A: 1730	Cancelled - Provisional Approval dd/mm/yy
00	25.00	VOL01	00004	2019 Humanities	A: 1731	Cancelled - Provisional Approval dd/mm/yy
00	30.00	VOL01	00004	2019 Health and F	A: 1732	Cancelled - Provisional Approval dd/mm/yy
00	15.00	VOL01	00004	2019 LOTE	A: 1733	Cancelled - Provisional Approval dd/mm/yy
00	56.00	VOL01	00004	2019 Design and	A: 1734	Cancelled - Provisional Approval dd/mm/yy
00	34.00	VOL01	00004	2019 Art	T: 1410	Cancellation - Provisional Approval dd/mm/yy
00	-15.00	VAR01	00011	2019 Chaplaincy	T: 1411	Cancellation - Provisional Approval dd/mm/yy
00	-25.00	VOL01	00011	2019 English	T: 1412	Cancellation - Provisional Approval dd/mm/yy
00	-25.00	VOL01	00011	2019 Science	T: 1413	Cancellation - Provisional Approval dd/mm/yy
00	-25.00	VOL01	00011	2019 Maths	T: 1414	Cancellation - Provisional Approval dd/mm/yy
00	-25.00	VOL01	00011	2019 Humanities	T: 1415	Cancellation - Provisional Approval dd/mm/yy
00	-30.00	VOL01	00011	2019 Health and F		

TOTALS: Amount 20.00 Discount 0.00 Paid 0.00 Balance 20.00

Add Billing Item Reversal Adjustment Discount

Last Modified 15/07/19 12:00 By ADMIN

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

Student Details

2019

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

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

Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason
1409	25 JAN 2019	DR	20.00	0	0.00	0.00	20.00	OOC01	00002	2019 School Year		

- 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.**

## 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.

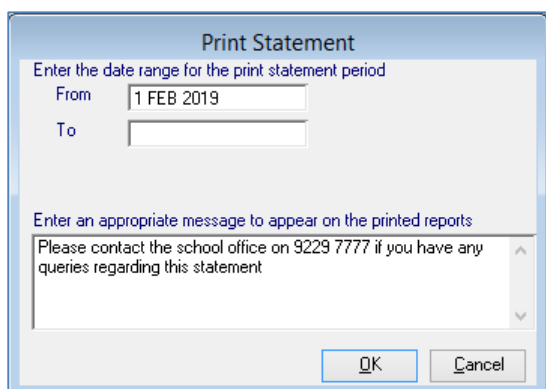
### Activity: Print Student Statements

#### 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**



The dialog box is titled "Print Statement". It contains two input fields: "From" with the value "1 FEB 2019" and "To" which is empty. Below these fields is a text area with the message: "Please contact the school office on 9229 7777 if you have any queries regarding this statement". At the bottom right are "OK" and "Cancel" buttons.

- Click **OK**



Preview

- Select Report Destination
- Click **OK**

### To Save the Report

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

Save in:  Desktop

- Name the file

File name: Student Statements yyyyymmdd

- 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

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## 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](mailto: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](mailto: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***

## 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 Integrus Manuals are also available from the STIMS website or by going to Help within Integrus.

## 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

## DEPARTMENT OF EDUCATION AND TRAINING

## BATCH REGISTER

[illegible]

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