

A full backup must have been done before continuing.

Refer to;
End of Year – Read First

Ensure no one is logged on to PCSchool prior to running the Debtor End of Year Rollover as this module is integrated with both the Administration and General Ledger modules

End of Year Debtors
This is a Generic Manual – Dates may not reflect this year



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End of Year Debtors

Important; For New Zealand Government Schools using Sundries only there is a separate manual called End of Year Debtors NZ.

This manual covers;

<u>Billing Pre and Post Rolling</u>	<u>End of Year Procedures</u>	<u>Backup</u>
<u>Necessary Prerequisites</u>	<u>Debtors End of period</u>	<u>After Rollover Checks</u>
<u>Sundry Transactions</u>	<u>Student Family Removal</u>	<u>Processing After the Roll</u>

Billing Pre and Post Rolling

Billing can be completed;

- Prior to rolling the debtors for the schools that wish to have their billing done early before the new year has started
- After Debtors is rolled

Billing Prior to Rolling Debtors

• Scholastic	Ensure; <ul style="list-style-type: none"> • Any Student not returning has a tick in Student View/ Enrolment/ Exclude next Year • Any Student repeating a year has a tick in Repeating Next Year • With yet to Come Students; the Arrival Date and the Enrolment Status is correct • Run the Housekeeping routine to update the Students year Level Next
• Debtors	Ensure; <ul style="list-style-type: none"> • The Billing macro is updated and correct • Any bursaries are entered • When Billing a Tag Set is used and the students are selected based on Year Level Next • Contact PCSchool if sibling discount is to be given • Accounts are Printed • Billing batches for the current year are unfinalised • Billing batches for next year are finalised • A Utilities is run to take the billing to the ledger to be finalised to Next Year Pending • No changes are made that will affect these batches if the Utilities has been run
• Finance	The debtors batch created is finalised to January next Year Pending.

Billing After Rolling Debtors

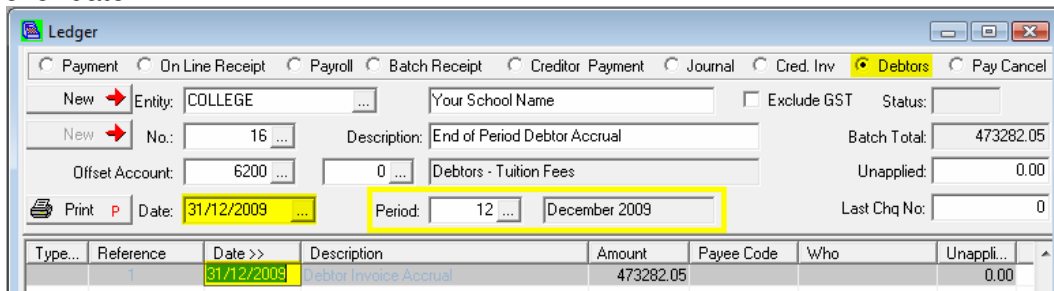
•	Scholastic	Prior to executing a billing run for the new year, ensure that the Administration personnel have completed their end of year procedures; <ul style="list-style-type: none"> • Current Students and New Students have been Rolled into their correct Year Level for the Billing
•	Debtors	End of Year procedures are completed.
•	Billing Macro	The billing macro has been edited to incorporate any changes to billing structure and \$ fee charges.

End of Year Procedures

DO NOT RUN the standard end of period rollover as the 2010 End of Year (EOY) process replaces it.

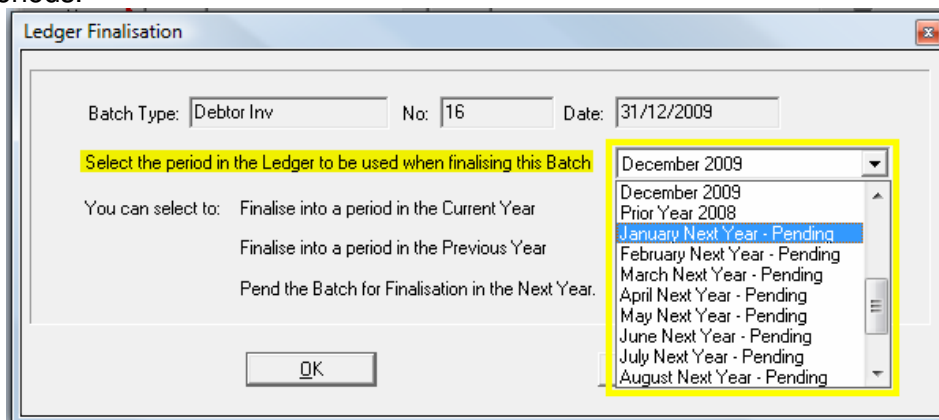
The difference with the EOY rollover is it has a cleanup procedure, this will delete all receipt details and fully paid transactions. If procedures are followed correctly, and the snapshot Workarea is created, previous years details can be accessed through this Workarea when necessary.

After the Debtors EOY, the accrual batch created in the General Ledger should be finalised to December, as the ledger will not have been rolled. Because of GST implications, and the fact that this procedure will most likely not be done until January of the following year before finalisation **the date of this batch and its transactions should be edited to reflect the 31/12/2010**, instead of the actual rollover date.



Important

Once the Debtors have been rolled into 2011 and the ledger is still sitting in the previous year all **Debtor receipt and Ledger accrual batches** should be finalised as **'Next Year – Pending'**. Once the ledger is rolled into 2011, you will be prompted to finalise any pending batches into the appropriate periods.



If Debtor Batches are not finalised into NEXT YEAR PENDING Journals will have to be done to rectify the mistake.

FLOWCHART OF PROCEDURES

Complete all the current year processing in the sundries and debtors - print all audit reports (*Aged Debtors, Account Summary, Debtors Reconciliation, Account Validity Report, Invoice and Receipt Reports etc*) - prior to proceeding with EOY procedures.

Ensure a **COMPLETE BACKUP** has been done by your IT Department before proceeding with any of the steps shown below.

Immediately prior to performing any of the below procedures **make a backup of the Debtors Module** through Utilities → Backup.

When performing the end of year rollover **all other terminals** must be **logged out** of PCSchool.

Choose the **most powerful terminal** available to run these routines – if possible, use the Server.

DO NOT PROCESS any following year transactions, i.e. billing and receipting until the rollover into the next year is complete.

IF POSSIBLE CHANGE DATE OF YOUR PC TERMINAL TO 31ST DECEMBER OF THE YEAR YOU ARE ROLLING FROM

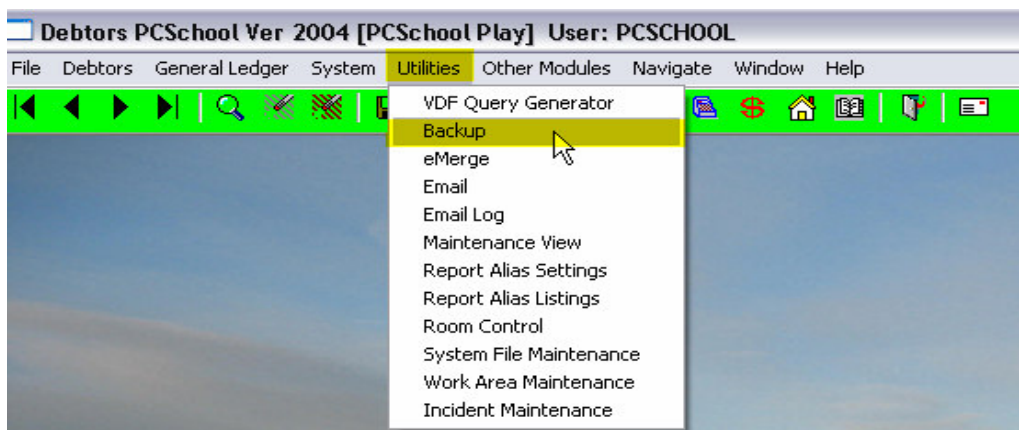
Before beginning all steps below set your computer's date to 31 December of the year you are rolling from so that your rollover into the next year and any consolidation of transactions reflects that date and NOT the date when this process is being executed.

Backup

Back up Before Continuing with the Roll Over

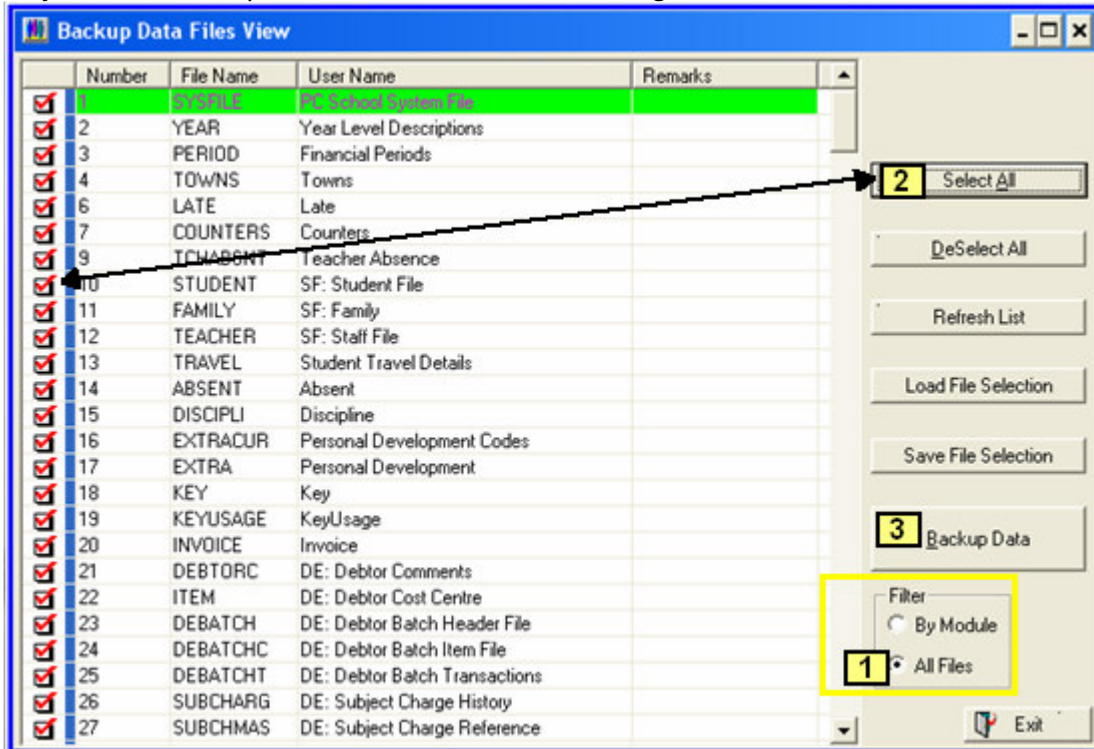
Path: PCSchool → Debtors → Utilities → Backup

Backup.



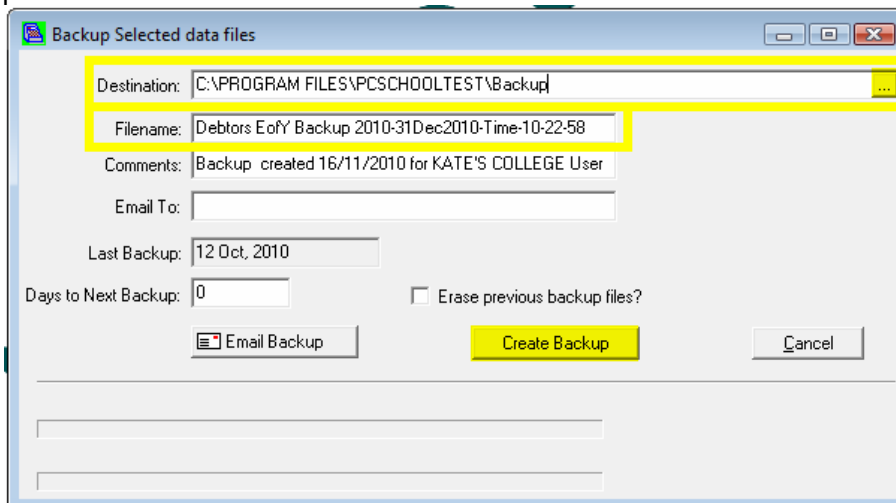
Important; Make sure your IT staff has completed the Backup procedure in the End of Year – Read First documentation.

Also make your own backup of PCSchool before continuing.



- | | |
|----|--|
| 1. | In the Filter select All Module . |
| 2. | Click Select All – all the files should have a Red tick beside them. |
| 3. | Click Backup Data . |
| • | Wait while it creates the Backup. |

Save the backup file



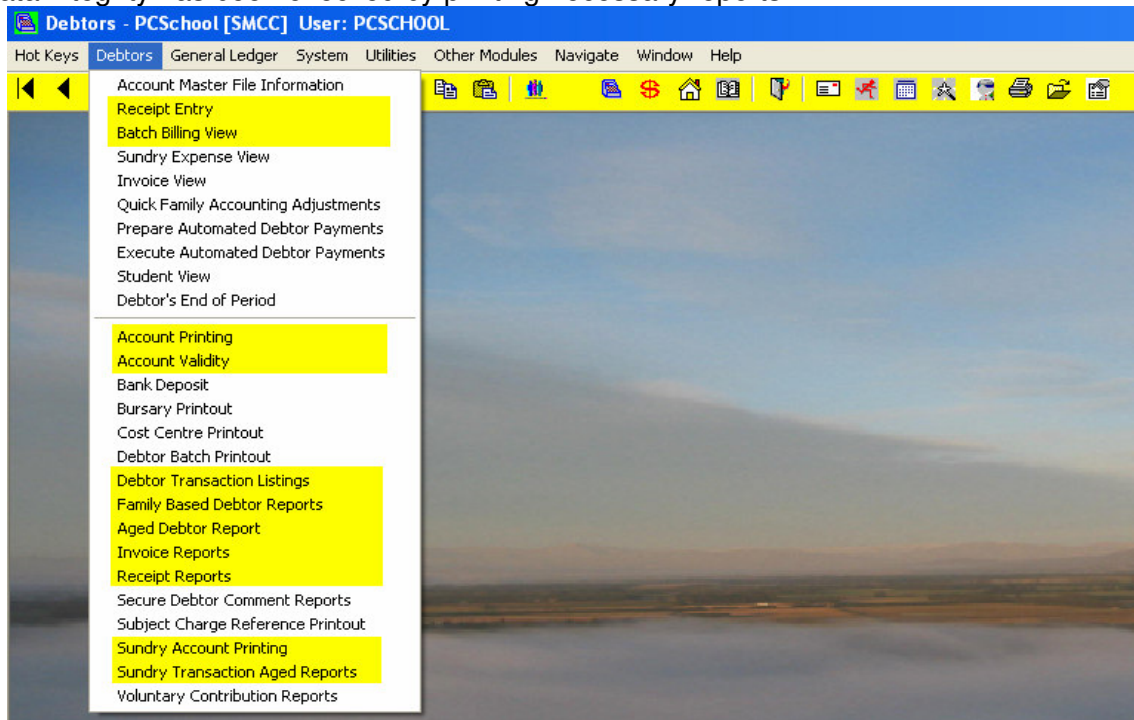
- | | |
|---|--|
| • | Check the Destination . The default is the Local Drive PCSchool\Backup . |
| • | You may choose to rename the file , to signify that this is the Debtors End of Year backup. |
| • | Click Create Backup . |
| • | A Zip file will be created holding all necessary Debtors .tmp files should a restore be required. |

Necessary Prerequisites

Several processes are required as Prerequisites to rolling Debtors;

- Finalise Batches
- Run an Account Validity
- Reconciliation Report
- Print Family Accounts and Reports

Prior to the End of Year Rollover you will need to ensure all batches have been finalised and that your data integrity has been checked by printing necessary reports.



Finalise Batches

All existing Debtors receipt and Billing batches must be finalised;

Receipt Entry

Path: Debtors → Receipt Entry

- Finalise all receipt batches

Batch Billing View

Path: Debtors → Batch Billing View

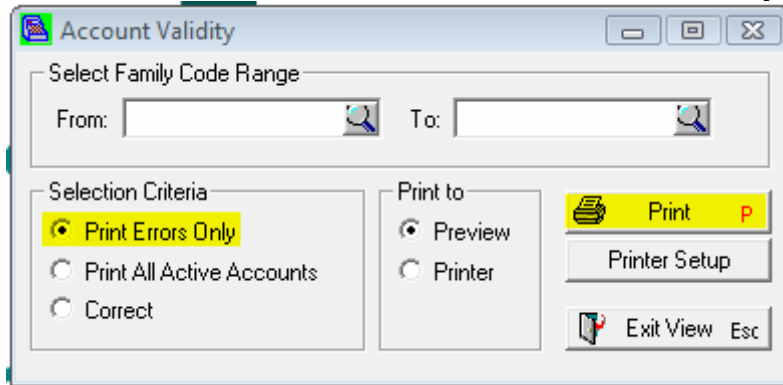
- Finalise all billing batches

Account Validity

Path: Debtors → Account Validity

Run this report to check the Family Balances are correct.

Leave **From** and **To** fields blank to include all families, select **Print Errors Only**



<i>Account Validity Listing</i>		<i>Page 1</i>	
Print records All records Errors only		<i>Printed on: 10/11/2009</i>	
Shows no Account Validity Errors	Total Year Opening Balance:	Trans	Master
	Plus Current Year Invoices	0.00	0.00
	Plus Current Year Receipts	0.00	
	Total Balance	0.00	0.00

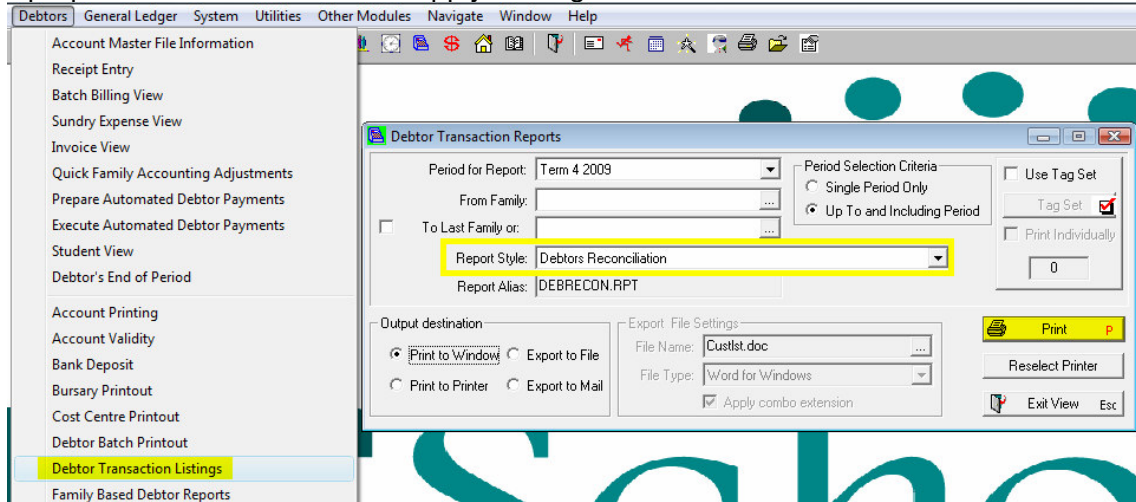
If any family is balance it must be corrected before proceeding, refer to HELP → SEARCH → ACCOUNT VALIDITY or phone PCSchool support desk.

Once all errors are corrected and you have zero balances take a copy of the report (either hard copy or as PDF) for your records.

Debtors Reconciliation Report

Path: Debtors → Debtor Transaction Listings → Debtors Reconciliation

This report checks the debtor balances against the ledger control account. This report is only valid if Debtors proper is used. This does not apply if using Sundries.



Debtors Reconciliation		10/11/2009
DEBTORS		
Total of Debtors Balances per Family Accounts		\$193,599.31
GENERAL LEDGER		
GL Debtor Control Account Total		
<u>ENTITY</u>	<u>ACCOUNT</u>	<u>SUBACC</u>
COLLEGE	6200	0
COLLEGE	6200	10
Total		204,881.06
Plus		
Debtor Open Invoices Not Accrued		-11,281.75
Plus		
Ledger Batches Not Finalised or Pending		
Total		
General Ledger Adjusted Total		\$193,599.31
Variance between Debtors and General Ledger.		0.00

If there is an out of balance amount it must be corrected before proceeding, refer to HELP → SEARCH → BALANCE TO LEDGER or phone PCSchool support desk.

Once you have a zero balance take a copy of this report (either hard copy or pdf) for your records.

Print Family Accounts and Reports

It is OPTIONAL, but recommended, to print these reports now. They can be printed later from the Snapshot Workarea that is created when you roll, providing your rollover is successful.

Account Printing

Path: Debtors → Account Printing and/or Sundry Account Printing

Any receipting, adjustments or invoicing performed since the last end of period will show as a brought forward figure on the families' next statement and it is important that these details can be re-printed if required;

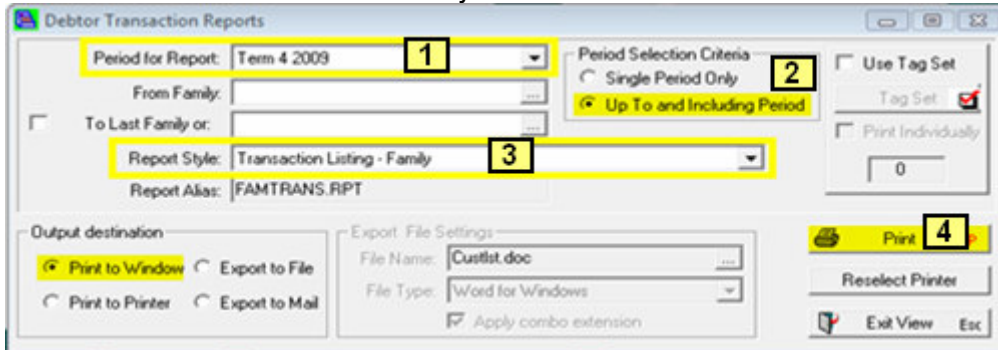
- Save a copy to PCSchool Document Management.
- Print a hard copy or export a PDF copy of the **Debtor family Accounts** and if used the **Sundry Accounts**

1.	Select Family range.
2.	Enter account printing details as per normal routine.
3.	Select report from drop down list.
4.	Select Output Destination: <ul style="list-style-type: none"> • Print to Window or Printer if you wish to print hard copies of accounts. • Print to File if you wish to save a PDF copy of the accounts
5.	Export File Settings; <ul style="list-style-type: none"> • File Name; Enter a File name and if not saving to Document Manager select a destination. • Doc Man; if saving to Document Manager, select a Folder such as Family and tick Print Individually.
6.	Select Print to start the process.

Debtor Transaction Listing

Path: Debtors → Debtor Transaction Listing → Transaction Listing - Family

Print either a hard copy or export a PDF copy of the **Transaction Listing** for all families. This will save a record of all debtor transactions for this year.

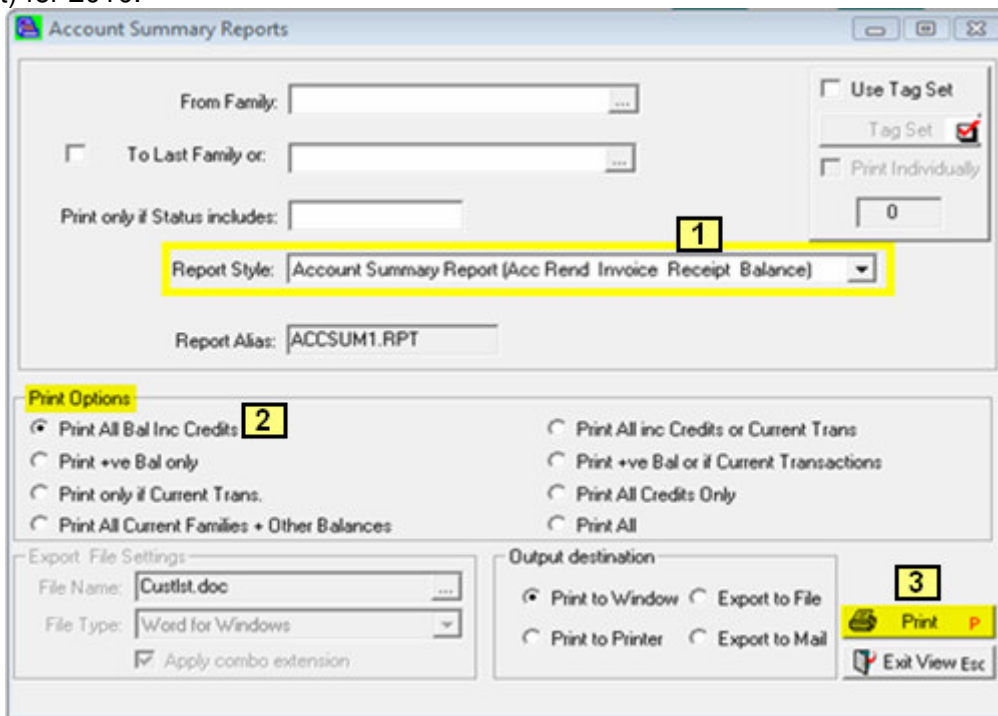


1.	In Period for Report select the last / final period for 2010
2.	In Period Selection Criteria select Up To and Including Period
3.	In Report Style select Transaction Listing by Family
4.	Click Print to Print to Window where you can print a hard copy or preferably a .pdf file as it may be a lengthy printout.

Debtor Account Balances

Path: Debtors → Family Based Debtor Reports → Account Summary Report

Print an Account Summary Report to produce a list of Family Account Balances (both outstanding and in credit) for 2010.



1.	Select the Report Style of Account Summary Report
2.	Select in Print Options , Print All Bal Inc Credits
3.	Click Print you can print as a hard copy or to a .pdf file.

Aged Debtor Report

Path: Debtors → Aged Debtor Reports → Aged Debtor Report - Detail

Print an Aged Debtor Report - Detail to produce a list of aged Family Account Balances (both outstanding and in credit) for 2010.

1.	Leave Famkey blank for all families
2.	Enter the Ageing Date of the last day of the year, i.e. 31/12/2011
3.	In Report Style select Aged Debtors Report - Detail
4.	In Output Destination select to Print to Window.
5.	Click Print you can print as a PDF file or as a hard copy but this may be a lengthy printout.

The end balance on the **Account Summary Report** and **Aged Debtor Report** should balance with each other.

If this is our do not continue until this is corrected.

Sundry Transaction Aged Reports

Path: Debtors → Sundry Transaction Aged Reports → Sundry Summary by Family

If you use Sundry Accounts, print a Sundry Summary by Family to produce a list of Families with Sundry Balances (both outstanding and in credit) for the end of the year.

1.	Leave Famkey blank for all families
2.	Enter the Ageing Date as the last day of the year, i.e. 31/12/2010
3.	In Report Style select Sundry Summary by Family
4.	In Output Destination select Print to Window.
5.	In Report Detail / Report Order select to Show Detail in report and print in Family order.
6.	Click Print to as a PDF file as a hard copy may be a lengthy printout.

Debtor's End of Period

Rolling from one year to the next impacts on the Debtors as follows:

•	Debtors	Deletes all receipt detail.
		Deletes all fully paid transactions – depending on option chosen.
		Outstanding balances can be consolidated into b/fwd balance or as individual transactions – depending on option chosen.
		Creates an GL Debtors Accrual Batch.
•	Sundry Debtors	(Student sundry billing area) Deletes all receipt detail.

Path: Debtors → Debtor's End of Period

The **Current Period and the Next Period will both have the same Year**, this is changed at the final stage, prior to the start of processing for the New Year, and after the Rollover is completed.

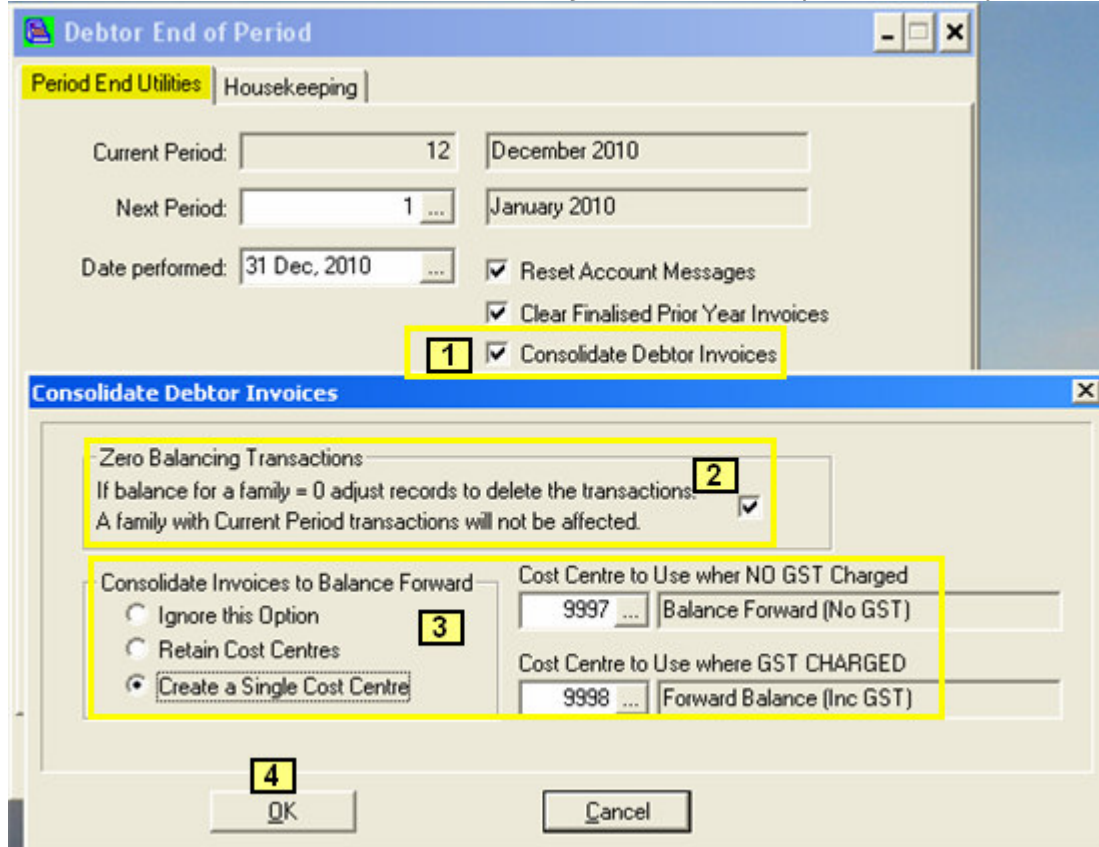
1.	Current Period will be the Final Period of the Year you are in.
2.	Next Period will show the First Period of the next year; <ul style="list-style-type: none"> The Year will show the same as the current period; this is not changed until after the Rollover.
3.	Change the Date Performed to the end of the year. Eg 31/12/2010
4.	Tick Perform End of Year , Perform End of Period will also be selected.

Consolidate Debtor Invoices

New Zealand; The End of Year Debtors Consolidation process will preserve two years of outstanding debtor invoice records, including unpaid Donations. This means:

- Any outstanding prior year debtor invoices (eg from 2009) will be rolled to Debtor Period -2
- Any outstanding current year debtor invoices (eg from 2010) will be rolled to Debtor Period -1
- All new debtor invoices after the roll (eg in 2011) will show in Debtor Period 1 and above

Consolidate Debtor Invoices relates to **Debtors only** and does not impact on Sundry Debtors.



Consolidation Choices for Debtor Invoices

(Choose the consolidation option that best fits your environment)

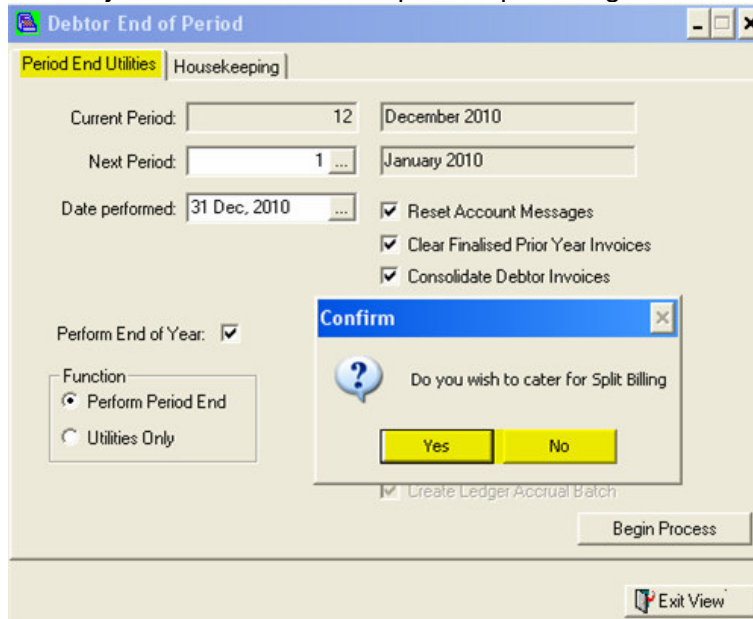
1.	<p>Consolidate Debtor Invoices;</p> <ul style="list-style-type: none"> • Tick to open the Consolidation window.
2.	<p>Zero Balancing Transactions;</p> <ul style="list-style-type: none"> • This should be Ticked at the End of Year Rollover to remove any debit and credit entries that balance to zero. • These transactions can still be accessed through the snapshot that is created.
3.	<p>Consolidate Invoices to Balance Forward; Select how you wish to consolidate your brought forward invoices from;</p> <ul style="list-style-type: none"> • Ignore this Option; All transactions will be brought forwards. • Retain Cost Centres; Per Debtor, this will consolidate outstanding transactions to one amount for each Cost Centre used, for example, if a debtor owes 3 transactions for tuition fees they will consolidate to the 1 transaction for tuition fees. • Create a Single Cost Centre; Per Debtor, this will consolidate all outstanding transactions, regardless of the cost centre, to either the one cost centre with GST or one without GST, the two cost centres will be required whether or not GST is applicable.
4.	Click OK to accept the entries.

Several options will be ticked by default, read the information below to determine if these are options you wish to keep.

1.	<p>Reset Account Messages is optional;</p> <ul style="list-style-type: none"> • Leave the tick to retain special messages, other than 0 or 10, that you may have tied to groups • Remove the tick to retain the messages
2.	<p>Clear Finalised Prior Year Invoices is optional;</p> <ul style="list-style-type: none"> • Leave the tick to clear the file of any fully paid invoices in readiness for the next year • Remove the tick if you do not want the entries to be deleted
3.	<p>In Clear Voluntary Donation History it is recommended;</p> <ul style="list-style-type: none"> • NOT to tick as this will preserve the history of all donations received by the students/families.
4.	<p>Clear Bursary File is optional;</p> <ul style="list-style-type: none"> • Leave the tick if special concessions are set up in this area and you wish to clear and re-enter all special concessions in the next year • Remove the tick to keep the existing details in the Account Master File
5.	<p>Clear Family Rebates is optional;</p> <ul style="list-style-type: none"> • Leave the tick if rebates are setup in this area and you wish to clear and re-enter all rebates in 2011 • Remove the tick to keep the existing details in the Account Master File
6.	<p>In Clear Finalised Pay Plans it is recommended you;</p> <ul style="list-style-type: none"> • Leave the tick to remove all finalised pay plans in readiness for next year's payment plans against families.
7.	<p>Create Ledger Accrual batch;</p> <ul style="list-style-type: none"> • Defaults to Ticked to create and accrual batch and cannot be removed.
8.	<p>Click Begin Process once you have completed all necessary steps, and selected the relevant options above you are now ready to proceed.</p>

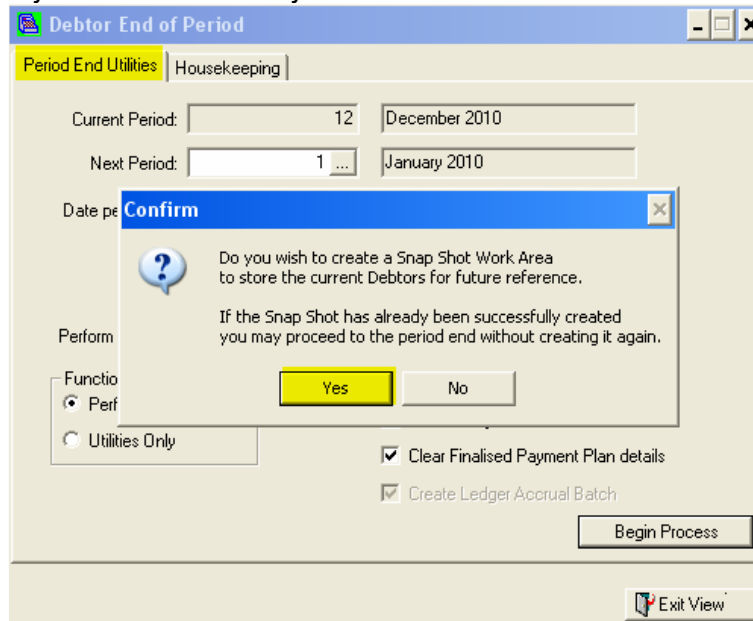
If you have split billing you will be asked if you want to cater for it when you roll;

- Select Yes to split any un-split current invoices for split billing families prior to the roll.
- Select No to leave any current invoices un-split for split billing families.



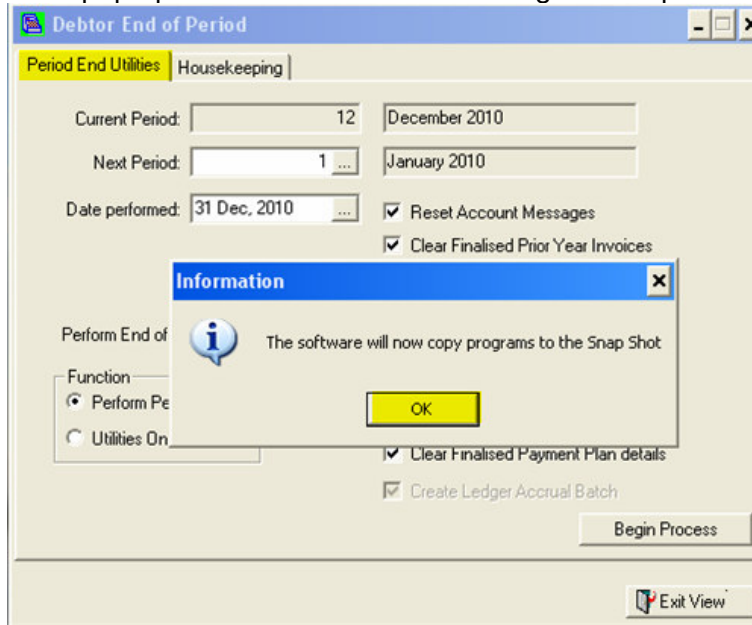
Create a Snap Shot

You must say yes to create the Snap Shot, this will be a new Workarea that will allow you to print reports and check family details if necessary.

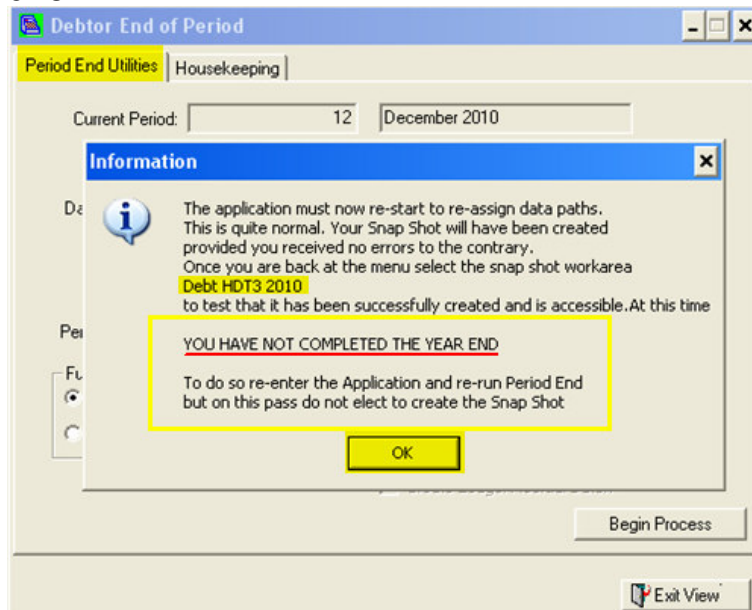


- Allow the system to create the backup **Work Area**;
 - This may take some time depending on the size of the files being copied and the speed of your computer.

An Information window will pop up click OK to continue creating the Snap Shot.



This is the final stage of creating the Snap Shot, when you have clicked OK to this you must make sure the Snap Shot works.

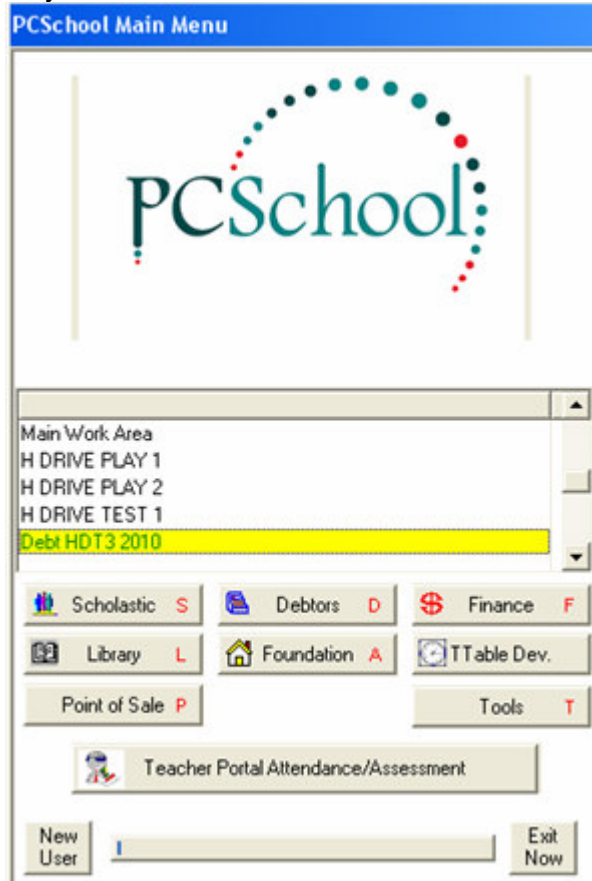


•	<p>The application must now restart;</p> <ul style="list-style-type: none"> This means PCSchool will close and return to the main menu.
•	<p>Your Snap Shot will have been created:</p> <ul style="list-style-type: none"> As long as no errors occurred during the process a snap shot / copy of your current Debtors Data will have been saved as a new work area and named “Debt ... 20??”.
•	<p>Check your snap shot work area;</p> <ul style="list-style-type: none"> On the main menu view find the new work area the name will start with Debt and the year you are rolling will be part of the name Select the new work area and check that you can see your data and print reports.
•	<p>YOU HAVE NOT COMPLETED THE YEAR END</p> <ul style="list-style-type: none"> Return to the Debtors module in the Main work area to complete the End of Year process.

Check Your Snap Shot Works

The main menu will list the newly created ‘Snapshot’ of your Debtors data, you must go into the new Workarea and check your data is available and reports can be printed.

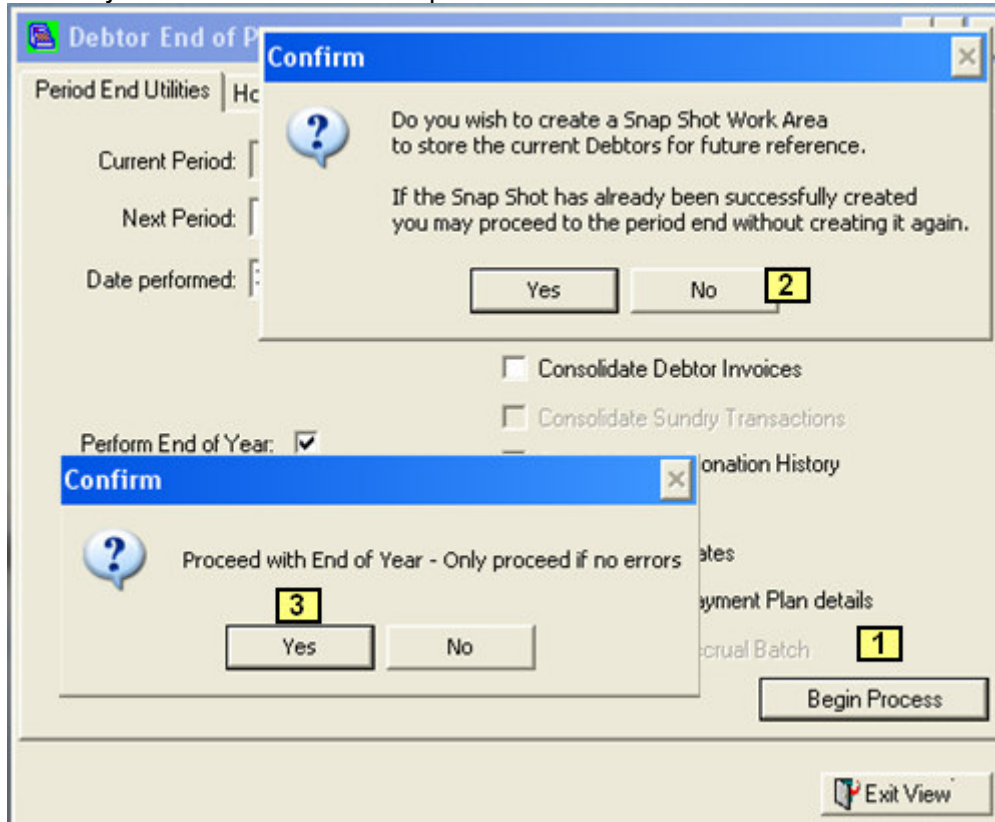
Close this work are area once you have checked the information is correct.



Complete the End of Year Rollover

You must go into the Work Area you are rolling from not the newly created Snap Shot Work Area.

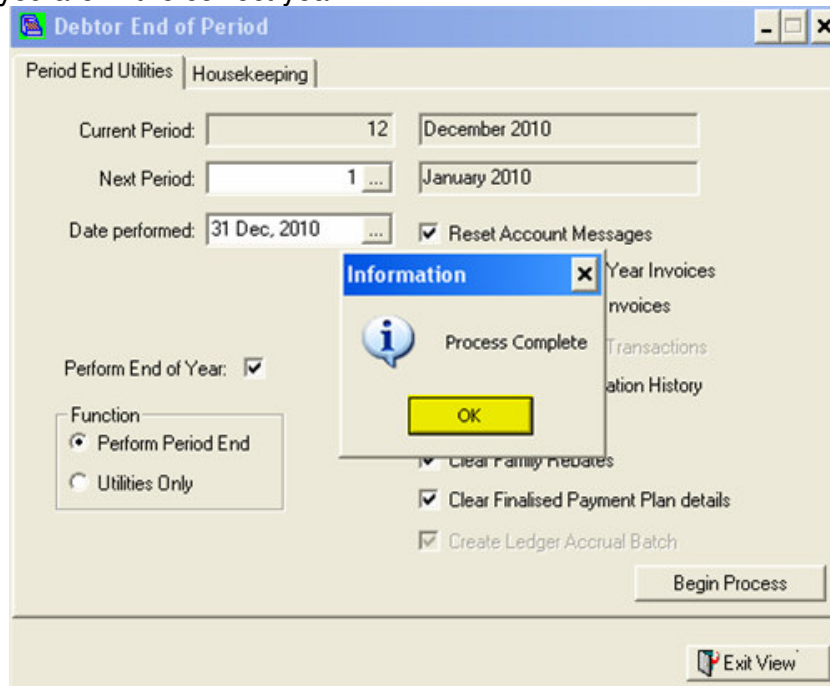
Make sure you go through the full process again carefully following each step until you get to the window that asks if you want to create a Snap Shot.



1.	Click Begin Process .
2.	When asked to Create a Snap Shot select NO as you have already created a snap shot of your work area.
3.	When asked to Proceed with End of Year select YES to proceed with the end of year rollover.

At this point the system will begin the process of deleting all receipt details, consolidating transactions and updating family records as per the options you selected.

Once this has been finished the system will give a **‘Process Complete’** message, you still have one more step before you are in the correct year.



Update - Period Year Description

Path: System → Period ID

This is the final step of the Rollover for most schools, the Debtor Period now needs to be changed; to reflect the current year, this must be done prior to processing any transactions.

Make sure you have **Debtors** selected then change the Year Range and the Previous Year Description to reflect the period you are now in.

The screenshot shows the 'Financial Period Identifiers' window with the following table:

Entity >>	Period >>	Month	Period Desc	Year Range	Ledger Pd	Final Period	Prev year desc
	1	1	January	2011	1	<input type="checkbox"/>	2010
	2	2	February	2011	2	<input type="checkbox"/>	2010
	3	3	March	2011	3	<input type="checkbox"/>	2010
	4	4	April	2011	4	<input type="checkbox"/>	2010
	5	5	May	2011	5	<input type="checkbox"/>	2010
	6	6	June	2011	6	<input type="checkbox"/>	2010
	7	7	July	2011	7	<input type="checkbox"/>	2010
	8	8	August	2011	8	<input type="checkbox"/>	2010
	9	9	September	2011	9	<input type="checkbox"/>	2010
	10	10	October	2011	10	<input type="checkbox"/>	2010
	11	11	November	2011	11	<input type="checkbox"/>	2010
	12	12	December	2011	12	<input checked="" type="checkbox"/>	2010

At the bottom, the 'Select Financial Area' section has 'Debtors' selected.

- **Year Range;** Change all to the new current year description, e.g. **2011**
- **Prev Year Desc;** Change all to reflect the prior year description, e.g. **2010**

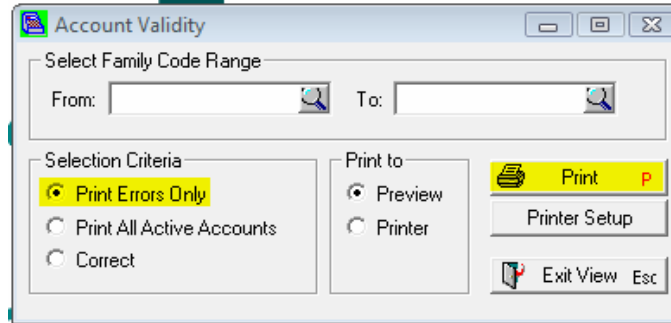
NOTE: If you wish to change how you use the Debtor Periods it is best to do it now, immediately after the End of Year Rollover;

- You may wish to change from Monthly debtor periods to Quarterly or Term periods. Contact the PCSchool Support Desk for more information or guidance.

After Rollover - Checks

Path: Debtors → Account Validity

After completion of the rollover in your Main Work Area, run an Account Validity to ensure the year end rollover was executed without error. If there are errors, you may need to restore your backup. Contact PCSchool Help Desk for guidance.



<i>Account Validity Listing</i>		Page 1															
Print records All records Errors only		Printed on: 31/12/2009															
<table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">Trans</th> <th style="text-align: right;">Master</th> </tr> </thead> <tbody> <tr> <td>Total Year Opening Balance:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Plus Current Year Invoices</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Plus Current Year Receipts</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Total Balance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>				Trans	Master	Total Year Opening Balance:	0.00	0.00	Plus Current Year Invoices	0.00		Plus Current Year Receipts	0.00		Total Balance	0.00	0.00
	Trans	Master															
Total Year Opening Balance:	0.00	0.00															
Plus Current Year Invoices	0.00																
Plus Current Year Receipts	0.00																
Total Balance	0.00	0.00															

Shows no Account Validity Errors

Path: Family Based Debtor Reports → Account Summary

And

Path: Aged Debtor Report → Aged Debtor Report - Detail

Check that these two reports balance to each other and that these balances are still the same as the reports printed before the rollover.

<u>Debtors Account Summary</u>				
Debtor Period: 1				
	Account Rendered	Current Invoices	Current Receipts	Balances
WEST01 Mr J & Mrs M West	-3,323.60			-3,323.60
WHITE01 Mr A & Mrs K Whitehead	3,720.96			3,720.96
ZUPAN01 Mr P & Mrs J Zupanic	-6.80			-6.80
ZZUNIDEN Unidentified Deposits	-200.00			-200.00
	\$197,950.31			\$197,950.31

Aged Debtor Report						
as at 31/12/2009						
	Last Rept.	Current	92 Days	184 Days	334 Days	Total
THOMP01 Mrs K Thompson	23 May 2007	1,031.25				1,031.25
THOMS01 Mr T Mathew & Mrs C Paulose	13 May 2009	0.40				0.40
ZUPAN01 Mr P & Mrs J Zupanic	6 May 2009	(6.80)				(6.80)
ZZUNIDEN Unidentified Deposits	29 Apr 2008	(200.00)				(200.00)
Grand Total:		197,950.31				197,950.31

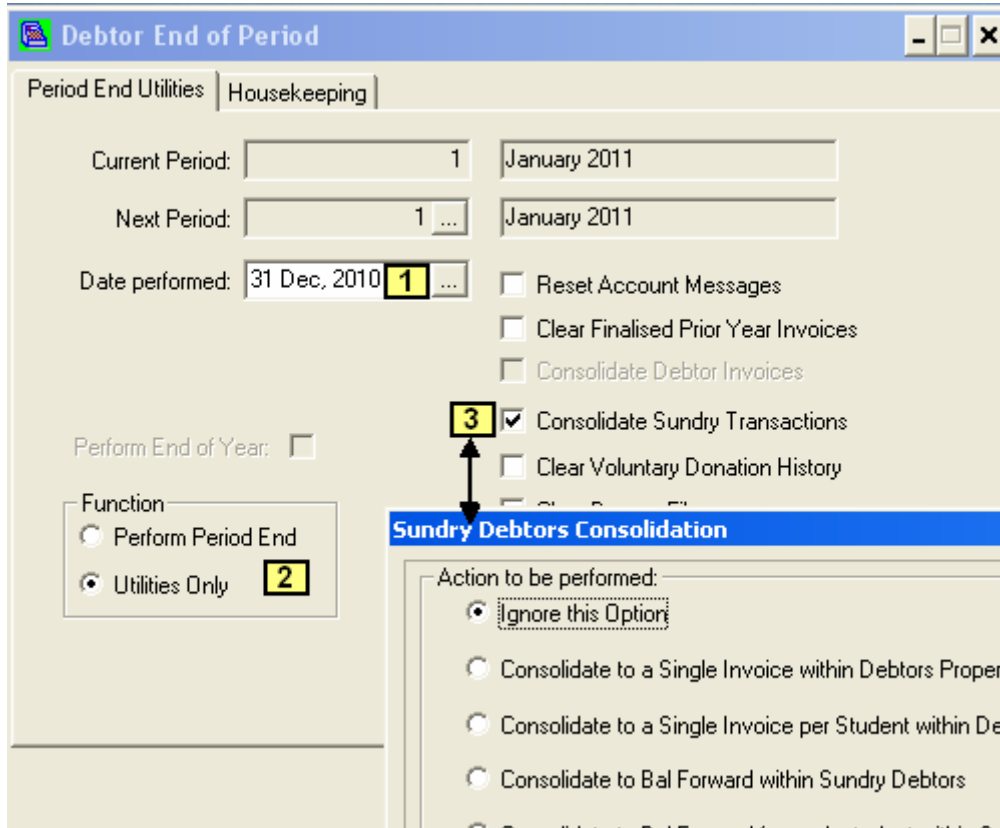
Sundry Transactions

Path: Debtors → Debtors End of Period

If you are a **NZ Govt School** please read the Manual or section in HELP referring to **End of Year Debtors NZ Gov Schools**.

This section is only relevant if sundries are used.

In order to have all Transaction details available in the Snapshot Workarea, the consolidation and cleanup of sundries must be run after the Debtors is rolled into the New Year.



1.	Date Performed	This will be the date displayed against the cost centre the transactions will be consolidated to.
2.	Utilities Only	Check to activate the 'Consolidate Sundry Transactions' option.
3.	Consolidate Sundry Transactions	Tick to bring up the 'Sundry Debtors Consolidation' window.

Sundry Debtor Consolidation

All Actions to Be Performed are Optional, you must decide what options you wish to implement.

1.	<p>Consolidate to a Single Invoice within Debtors Proper</p> <ul style="list-style-type: none"> This will create one GST and one non GST invoice line within Debtors proper, for all the outstanding sundry charges for each family. Sundry charges will be deleted on creation of the invoices within the Debtors proper.
2.	<p>Consolidate to a Single Invoice per Student within Debtors Proper</p> <ul style="list-style-type: none"> This will create one GST and one non GST invoice within Debtors, for all the outstanding sundry debtor charges for each student. Sundry charges will be deleted on creation of the invoices per student within the Debtors proper.
3.	<p>Consolidate to Bal Forward within Sundry Debtors</p> <ul style="list-style-type: none"> This will create one GST and one non GST b/fwd invoice within the Sundry Debtors, of all the outstanding sundry charges for each family.
4.	<p>Consolidate to Bal Forward for each student within Sundry Debtors</p> <ul style="list-style-type: none"> This will create one GST and one non GST b/fwd invoice within the Sundries for each sibling within a family, for all their outstanding sundry debtor charges.
5.	<p>Transfer paid transactions to Voluntary Payments</p> <ul style="list-style-type: none"> Refer to the next section if you are a NZ Govt School Specific paid cost centres in sundries can be transferred to the Voluntary Payments area, eg Building Fund Donations.
6.	<p>Transfer paid Transactions to Foundation</p> <ul style="list-style-type: none"> Specific paid cost centres in sundries can be transferred to the Foundation area.
7.	<p>Transfer paid transactions to Held Deposits/Homestay</p> <ul style="list-style-type: none"> Specific paid cost centres in sundries can be transferred to the Held Deposits / Homestay area.

8.	Delete Transactions with a Zero Balance <ul style="list-style-type: none"> This will tidy up the sundries area by removing all transactions with a zero balance.
9.	Delete Transactions regardless of balance This will delete sundry charges regardless of balance. Be careful of this choice.
A.	When consolidating you will need to nominate two cost centres; <ul style="list-style-type: none"> NO GST: for consolidating transactions with no GST. GST CHARGED: for consolidation transactions with GST. Note: Separate Cost Centres are necessary if any invoicing contains GST, these Cost Centres must be linked to GL Codes with the appropriate GST status; <ul style="list-style-type: none"> Otherwise, select the same cost centre for both options if invoicing contains no GST component.
B.	Select the date and cost centre range of the invoices you wish to consolidate. Any invoices after the selected date, or not within the selected cost centre range will not be consolidated.

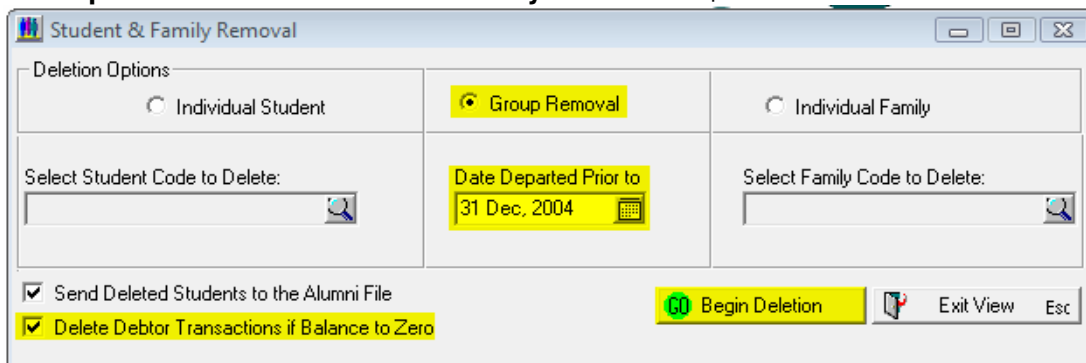
Student - Family Removal

Path: Scholastic → Administration → Student - Family Removal

This process involves both Administration and Debtors. The only time to run this is immediately following the **Debtors End of Year Procedure**. This routine will allow the removal of departed students with a zero balance.

Group Removal

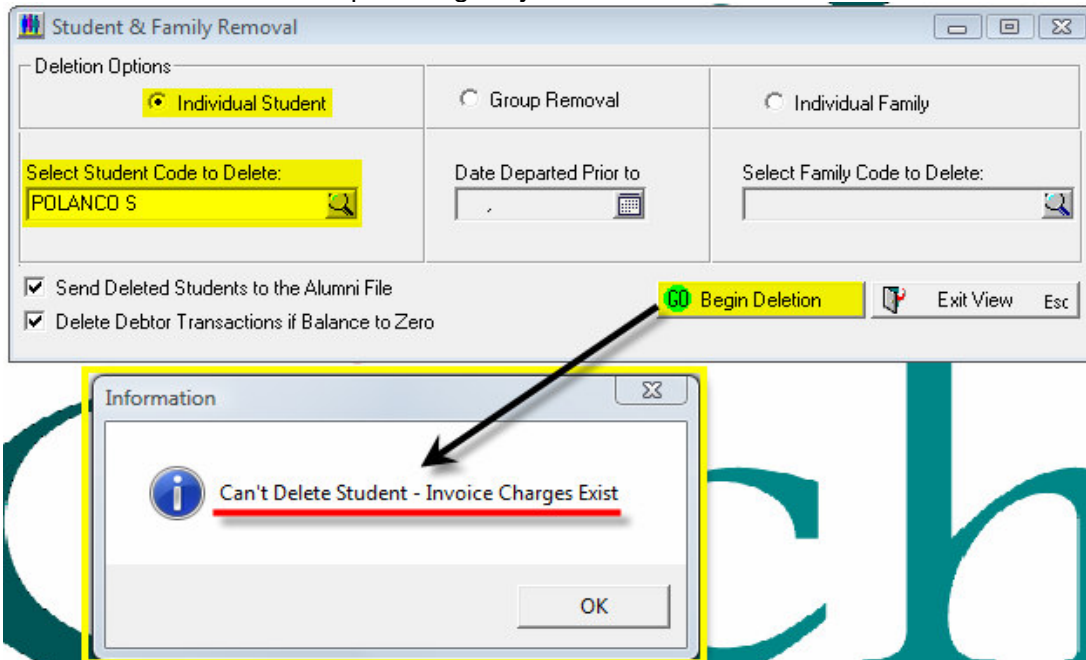
Students may have departed a couple of years previous, been sent to alumni, and now there is no reason to hold them within the current student database. By selecting **Group Removal** and a previous year's date of departure, the system will scan and remove students and families based on the **Date of Departure** and a **Debtor and Sundry balance of \$0.00**.



•	Group Removal	Select to remove student records in bulk.
•	Date Departed Prior to	It is best to select a date at least one year before prior to the departure date. This will then retain information on your immediate leavers. <ul style="list-style-type: none"> You may wish to retain the last five years of leavers.
•	Delete Debtor Transactions if Balance to Zero	The system will only delete those students who have no outstanding balance, eg. either have no transactions against them, or any transactions total to zero. This option is only available when Debtors is in period one.

Individual Student

Individual Students can be deleted providing they have no transactions.



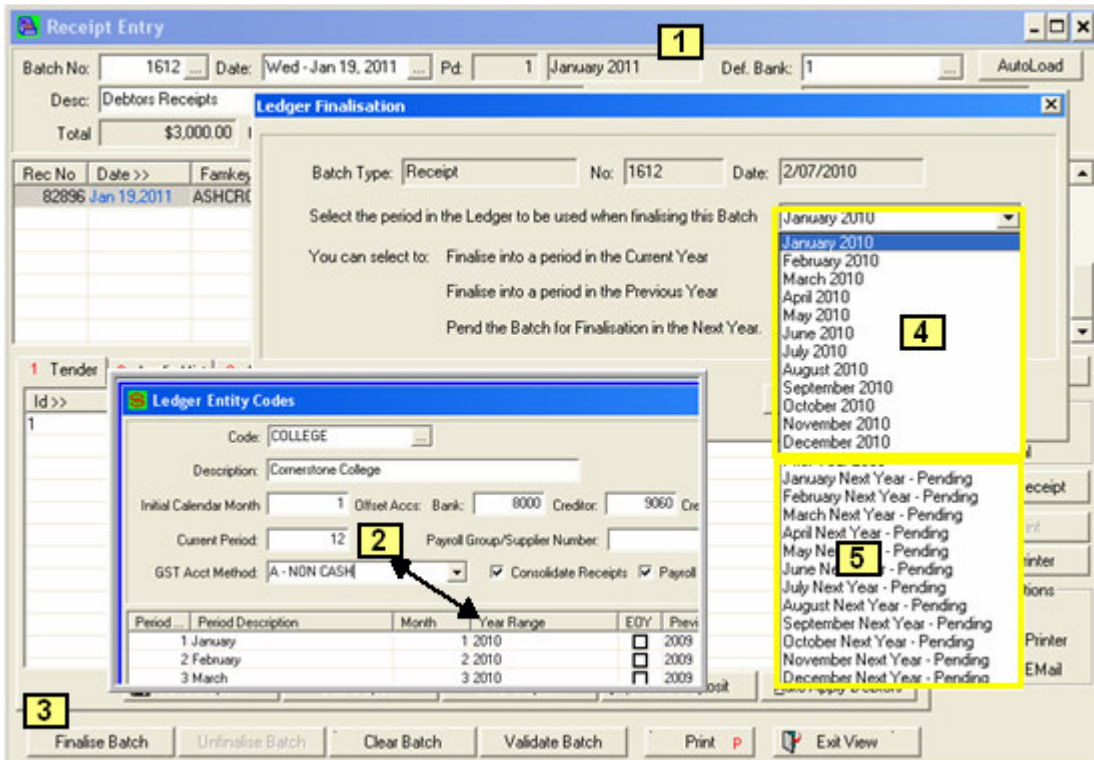
•	Individual Student	Select to remove an individual student.
•	Student Code to Delete	Select the student to be removed.
•	Delete Debtor Transactions if Balance to Zero	The system will only delete a student who has a balance of zero. If the student being removed does have a transactions then you will be advised "Can't Delete Student". This option is only available when Debtors is in period one.

NOTE: When deleting an individual student and the system finds that there are **no other siblings** attached to the family, then the system will also delete the family record.

Processing After the Roll

Most schools will perform the Debtors End of Year a few weeks before performing the General Ledger End of Year. As a result the Debtors will be in 2011 while the Ledger will still be in the 2010. Because of this special care needs to be taken when finalising Debtor Receipt Batches or Debtor Accrual batches to ensure they are posted to the correct period of the General Ledger.

When you finalise a **Receipt Batch you are finalising it to the Ledger** so you must select the Ledger period. If the Ledger has not been rolled you must finalise the Batch in the **Next Year – Pending** range. Once the Ledger is rolled the batches in pending can be finalised to the correct period. If this is not done the batches will have to be Journalled to correct the mistake



1.	After rolling, the Debtors Module is now in the new year, 2011 ,
2.	The Ledger is still in the previous year, 2010 .
3.	When finalising the batch, be sure to think carefully which period to post the transitions to.
4.	<p>If the Debtors are sitting in the New Year and the General Ledger is still in the Previous Year;</p> <ul style="list-style-type: none"> To finalise a debtors batch to the previous year finalise directly to the period. This should be done keeping in mind that all of the reports have been printed based on the information prior to rollover.
5.	<p>If the Debtors are sitting in the New Year and the General Ledger is still in the Previous Year;</p> <ul style="list-style-type: none"> To finalise a debtors batch to the New Year select Next Year (January, February etc.) Pending. These batches will be finalised when the Ledger is rolled into the New Year.

Finalising Batches to the Prior Year

If both the Debtors and General Ledger modules are rolled into the New Year;

- e.g. 2011 and you wish to finalise a batch to the previous year, select **Prior Year 2010** this will finalise to the 31st of December 2010.
- This should be done keeping in mind that all of the reports have been printed based on the information prior to rollover.