



# Home Stay

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### Introduction

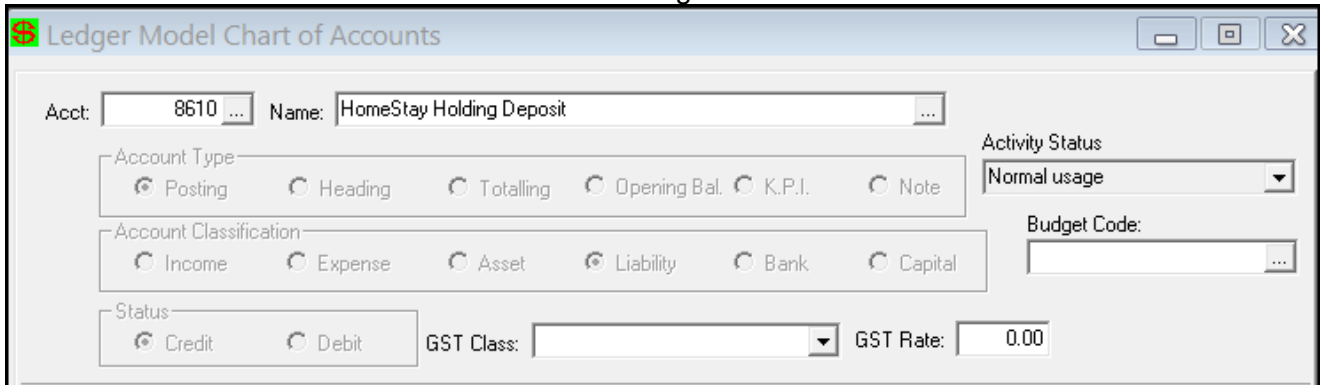
Homestay is a new feature that will hold receipted amounts for families until a payment from the held amount is required.

- The money is **Receipted** to the **Holding Deposit/ Homestay** tab.
- To take the money out a **Payplan** must be created.
- There must be a **Creditor** to create the payment plan for.
- The money is **'paid' to the Creditor** in the same way as other direct debits.
- In payment execution the Bank Account credited will be **Sundry Creditors**
- Important: **Run reports first** then create the file.
- Once the file is Executed the information is removed, **you cannot retag again.**
- An **invoice** will be created to the creditor.
- The creditor **Invoice Batch** will need finalising.
- Pay the creditor invoice in the **usual way.**

## Step 1: Create a new General Ledger Account for Homestay

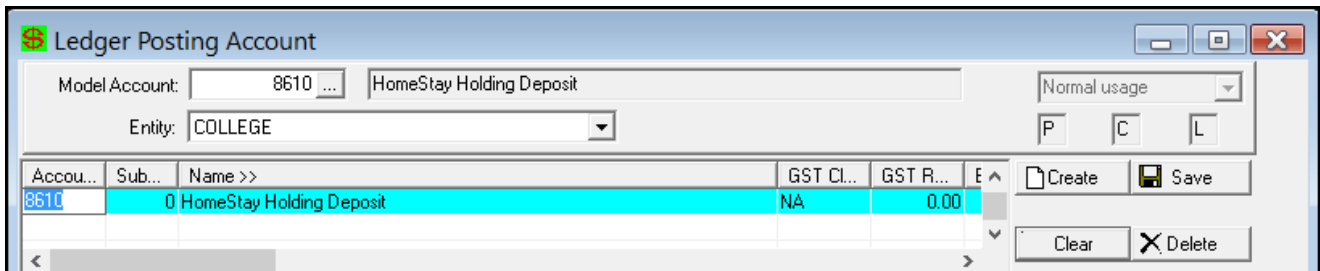
Note: you can not use a sub account

1. Create in Model Account a number to use e.g.



The screenshot shows the 'Ledger Model Chart of Accounts' window. The 'Acct:' field contains '8610' and the 'Name:' field contains 'HomeStay Holding Deposit'. Under 'Account Type', 'Posting' is selected. Under 'Account Classification', 'Liability' is selected. The 'Status' section has 'Credit' selected. The 'GST Rate' is set to '0.00'. The 'Activity Status' dropdown is set to 'Normal usage'.

2. Go to General Ledger → Posting Account Entry



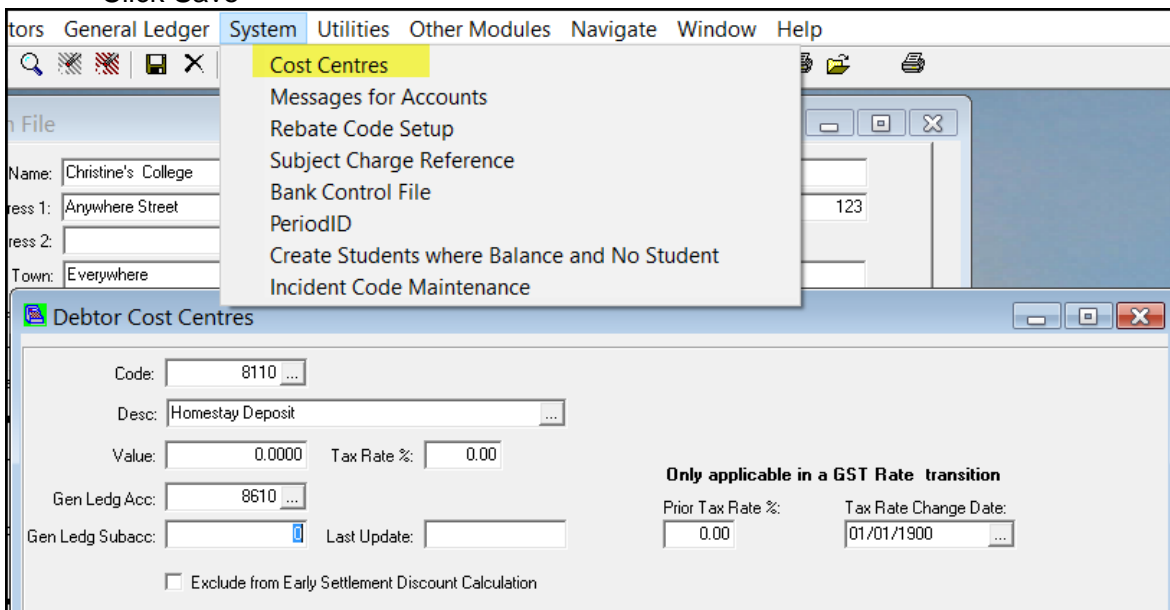
The screenshot shows the 'Ledger Posting Account' window. The 'Model Account' is '8610' and the 'Name' is 'HomeStay Holding Deposit'. The 'Entity' is 'COLLEGE'. A table below shows the account details:

Acct...	Sub...	Name >>	GST Cl..	GST R...	E
8610		0 HomeStay Holding Deposit	NA	0.00	

Buttons for 'Create', 'Save', 'Clear', and 'Delete' are visible.

## Step 2: Create a new Cost Centre for Homestay

- Go to Debtors >System>Cost Centres
- Click Clear All
- Enter the details for the New Cost centre
- Click Save



The screenshot shows the 'Debtors System Cost Centres' window. The 'Code' is '8110' and the 'Desc' is 'Homestay Deposit'. The 'Value' is '0.0000' and the 'Tax Rate %' is '0.00'. The 'Gen Ldg Acc' is '8610'. A dropdown menu is open over the 'System' menu item, showing options like 'Cost Centres', 'Messages for Accounts', 'Rebate Code Setup', etc. The 'Debtors System Cost Centres' window has the following fields:

Code: 8110  
Desc: Homestay Deposit  
Value: 0.0000 Tax Rate %: 0.00  
Gen Ldg Acc: 8610  
Gen Ldg Subacc: [dropdown] Last Update: [text]  
Exclude from Early Settlement Discount Calculation: [checkbox]

**Only applicable in a GST Rate transition**  
Prior Tax Rate %: 0.00 Tax Rate Change Date: 01/01/1900

### Step 3: In Debtors > Utilities > System File Maintenance

**System File**

Company Name: Christine's College  
Address 1: Anywhere Street  
Address 2:   
Town: Everywhere  
Postcode: 1111  
Headmaster: Ms Michelle Shackleton

School Number: 123  
DEEWR School ID#: 22779  
ACN or ARBN: 110 128 106  
ABN: 92 110 108 100

1 Financial System Defaults | 2 Non Financial Defaults | 3 Assessment Defaults | 4 Other Address Detail | 5 Settings

Default Sundry Debtors: 6200  
Default Sundry Transaction Acc: 590  
Default Vol Trans Acc: 592  
Default Holding/Home Stay Acc: **8610**  
Default Capital Account: 9000  
Default End of Year Clearing Acc: 4999  
Default Bank Account: 1  
Default Entity: COLLEGE  
Default GST Account: 8160  
Default GST Rate: 10.00  
Default Home Stay Item Code: 8110.6

Calendar Mth Pd One: 1  
Current Debtor Pd: 2  
Receipt P:   
Def Tender: CH  
Def. Credit Item Code: 1  
Receipt Alloc. Credits: Apply based on ageing  
Last Receipt No.: 631  
Last Barcode: 2926  
Tax Withholding Rate: 48.00  
Finalise:   
Debtors cost centre

Creditors Integrated  
Debtors Int.  
Deletion  
Pay Freq: Annual  
Default Billing: Debtors  
BPay Options  
Org Ref Number: 49305  
Last Number Used: 999  
Leader: 0  
Length: 5

Verify Counters v Save F2 Exit View

### Step 4: Create Creditors for Homestay

- Go to Finance>Creditors>Creditor Master File Information
- Click Clear All
- Enter the Creditor Details
- Click Save

The screenshot shows the 'Creditor Master File' window with the following details:

- Code:** BURGE01
- Name:** Mr S and Mrs N Burgess
- Address:** 49 Hopwood Street
- Town:** SOMEWHERE
- Country:** [Empty]
- Postcode:** 2000, **State:** NSW
- Phone:** 94807 870
- Mobile:** 0417676141
- Analysis Code:** Home Stay
- Default Entity:** COLLEGE
- Def. Ledger Acc:** 1112
- Payment Method:** EL
- Bank BSB Number:** 064-120
- Account No:** 123456
- Bank:** ANZ
- ABN:** [Empty]
- Email:** test1@pcschool.net

Buttons at the bottom include: Save Creditor (F2), Delete Creditor (D), Clear All (F5), and Exit View.

## Step 5: Setting up the Payment Plan in the Debtors Family file:

Example – Student Joshua Carey is homestayng with Burgess (Burge01) and they will receive \$300 per fortnight Joshua staying with them.

The total amount that the Careys will pay is \$7000 deposit which is held in Holding deposit – shown in the next step.

Note: Payment are made through payment plans. Plans can be created as reducing Plan, Periodic payment or a single payment.

1. Select HS Plan
2. Fill in the boxes
3. Select Create Plan Home Stay
4. SAVE

This will then load all payments – if incorrect select Delete All and redo again.

## Step 6: If a Single Homestay payment using Periodic Payment required:

Example: Paying a one off payment for Student Sam Ashwin to the homestay family Denise Ald.

**Account Master File Information**

Family Key: ASHWI01  
 Acc Title: Ms S Mitchell  
 Acc Address: 666 National Road  
 Acc Town: ELSEWHERE  
 1234 VIC Account Ph: 9487 7779  
 Family Members This School: 0  
 Family Members at Assoc Schools: 0  
 Contact (Email) Option: Not defined  
 Receives Accounts: Father: Barry, Mother: Sally  
 Ph - Home: 9487 7779, Ph - Home: 9487 7779  
 Business: 9487 7779, Business:  
 Mobile: 0407 669 681, Mobile: 0478 990 099  
 Email CGive 1 (CGive 3 Below): christine@pcschool.net, Email CGive 2: christine@pcschool.net  
 Tender: Cheque

3 Inv. | 4 Rec. | 5 Sundries | 6 Hold Dep. | 7 Vol P/ments | 8 Stud Disc.. | 9 Comments | 0 Rebates | 1 Split Bill | 2 Pay Plan | 3 Banking | 4 Ldg.Trans

Current Plan Details. Display Options  
 All  Debtor Periodic  D Plan  Home Stay Periodic  HS Plan

Date >>	Amount	Paid	Amt paid	Typ...	Date paid	Cred code >>
		<input type="checkbox"/>				

Pay Freq: Fortnight  
 Start Date: 30 Sep, 2016  
 Pay Amount: 150.00  
 Total to Pay: 150.00  
 H.Stay Creditor: DENISE ALD  
 Default Comment/For Whom: Sam Ashwin

Buttons: Clear Item, Save Plan, Delete Item, Delete All Displayed Plans, Constrain Families by: All, Debtors, Save and Clear F2, Save and Retain, New Family, Exit View

Set up as follows:

3 Inv. | 4 Rec. | 5 Sundries | 6 Hold Dep. | 7 Vol P/ments | 8 Stud Disc.. | 9 Comments | 0 Rebates | 1 Split Bill | 2 Pay Plan | 3 Banking | 4 Ldg.Trans

Current Plan Details. Display Options  
 All  Debtor Periodic  D Plan  Home Stay Periodic  HS Plan

Date >>	Amount	Paid	Amt paid	Typ...	Date paid	Cred code >>
30/09/2016	150.00	<input type="checkbox"/>	0.00	H		DENISE ALD

Pay Freq: Fortnight  
 Start Date: 30 Sep, 2016  
 Pay Amount: 0.00  
 Total to Pay: 282.50  
 H.Stay Creditor: DENISE ALD  
 Default Comment/For Whom: Sam Ashwin

Buttons: Clear Item, Save Plan, Delete Item, Delete All Displayed Plans, Constrain Families by: All, Debtors, Save and Clear F2, Save and Retain, New Family, Exit View

## Step 7: Receiving monies and Applying Homestay amounts

Receipting monies received from the family Carey for Joshua’s homestay - to be placed in to the Holding/Home Stay Tab 4.

### Receipting for Homestay

- Create the Receipt in the usual way

The screenshot shows the 'Receipt Entry' window with the following details:

- Batch No: 305, Date: Fri - Sep 30, 2016, Pt: 2, Term 1 2016, Def. Bank: 1, AutoLoad
- Desc: Banking 30 September 2016, Finalised, No: 793791702
- Total: \$0.00, UnApplied: \$0.00, Journals: 0.00, Trading Account

Rec No	Date >>	Famkey >>	From whom	Purpose of Payment	Amount	Unappl...	Sub \$	Journal
0			Click New Receipt to Create	System Line - Do not use	0.00	0.00	0.00	0.00
632	Sep 30, 2016	CAREY02	Mr D and Mrs S Carey	Banking 30 September 2016	0.00	0.00	0.00	0.00

Buttons at the bottom: Save Deposit, Sub Deposit, Clear Deposit, Delete Deposit, Auto Apply Debtors, Bank Deposit P, Finalise Batch, Unfinalise Batch, Clear Batch, Validate Batch, Print P, Exit View.

The screenshot shows the 'Receipt Entry' window with the following details:

- Batch No: 305, Date: Fri - Sep 30, 2016, Pt: 2, Term 1 2016, Def. Bank: 1, AutoLoad
- Desc: Banking 30 September 2016, Finalised, No: 793791702
- Total: \$7,000.00, UnApplied: \$7,000.00, Journals: 0.00, Trading Account

Rec No	Date >>	Famkey >>	From whom	Purpose of Payment	Amount	Unapplied	Sub \$	Journal
0			Click New Line to Create	System Line - Do not use	0.00	0.00	0.00	0.00
632	Sep 30, 2016	CAREY02	Mr D and Mrs S Carey	Banking 30 September 2016	7000.00	7000.00	0.00	0.00

Buttons at the bottom: Bank Deposit P, Finalise Batch, Unfinalise Batch, Clear Batch, Validate Batch, Print P, Exit View.

1. Apply the amount to tab 4 Holding/HomeStay
2. Select the Student Code (note: Amounts can be dissected to various students belonging to the family)
3. Select your Homestay cost centre code
4. Type in the amount
5. New Receipt

### View the transaction in the Account Master File Hold Deposit tab

The screenshot shows the 'Account Master File Information' window. The 'Receives Accounts' section is active, displaying details for 'Father' and 'Mother'. The 'Father' details include: Des, Ph - Home (9487 9467), Business (9480 9666), Mobile (0418 611 776), and Email CGive 1 (test1@pcschool.net). The 'Mother' details include: Sandra, Ph - Home (9487 9467), Business (9480 9666), Mobile (0448 879 467), and Email CGive 2. The 'Family Key' is CAREY02, 'Acc Title' is Mr D and Mrs S Carey, and 'Acc Address' is 766 Bangerang Road. The 'Date dep' is 30/09/2016, 'Studkey' is CAREY JOSHUA, 'Item desc' is Homestay Deposit, and 'Amount' is 7000.00. The 'Hold Dep.' tab is highlighted in the navigation bar. The bottom of the window has a 'Constrain Families by:' dropdown set to 'All' and buttons for 'Debtors', 'Save and Clear F2', 'Save and Retain', 'New Family', and 'Exit View'.

Date dep >>	Studkey >>	Item c...	Item desc	Amount	Date mature >>
30/09/2016	CAREY JOSHUA	8110	Homestay Deposit	7000.00	



## Step 8: Create a Homestay Payment

Payments are generated through **Create Automated Debtor Payment** (Prepare Direct Debits) via Debtors

### Generate a Payment

Path: Debtors> Prepare Automated Debtor Payment

The screenshot shows the 'Debtor Automated Payments Generation' window with the following settings:

- Select payments due up to: 30 Sep, 2016
- Tender Selection: Cash
- Entity: COLLEGE
- Restrict to Campus: All
- Payment Type: Home Stay Plan (selected)
- Ignore Payment if NO Debtor Balance owing:
- Ignore Payment if NO Available Funds in Held Deposit:
- Process Home Stay even if no record of Held Deposit:

Buttons: Generate Payment File, Exit View

Red banner text: Payments will be created as entries in Execute Payment File. Upon Execution Creditor Invoices will be created and payment plan updated.

1. Select [**Home Stay Plan**]
2. Select the [**Payment Date**]
3. Select the [**Entity**] [**Restrict to Campus**] if required otherwise select ALL
4. Place a Tick in Ignore Payment if not monies held in Held Deposit
5. Generate Payment File

**Note: for Periodic (one off payments) select this and do as above**

The screenshot shows the 'Debtor Automated Payments Generation' window with the following settings:

- Select payments due up to: 30 Sep, 2016
- Tender Selection: Cash
- Entity: COLLEGE
- Restrict to Campus: All
- Payment Type: Home Stay Periodic (selected)
- Ignore Payment if NO Debtor Balance owing:
- Ignore Payment if NO Available Funds in Held Deposit:
- Process Home Stay even if no record of Held Deposit:

Buttons: Generate Payment File, Exit View

Red banner text: Payments will be created as entries in Execute Payment File. Upon Execution Creditor Invoices will be created and payment plan updated.

## Step 9: Execute Payment

Path: Debtors > Executre Automated Debtor Payments

(this is making the payment from Careys account to their homestay Creditors account)

Payment Execution

Entity: COLLEGE Account: 8200 Sub: 0

Source: All, Creditor, Payroll

Payment Method: 1  
 Cheque  Electronic  Home Stay  
 BPay  Direct Debit

Ref No	Date >>	Desc	Amount	Print Now	Printed	Source	Batch	Payee	Address	Address	T
2005	30/09/2016	Mr D and Mrs S Ca	300.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H	0	Mr S and Mrs N E	49 Hopwood		St

Invoice No, Date >>, Description, Elect Pay Ref, Amount Paid, Disc Claim

Output destination:  
 Print to Window  Export to File  
 Print to Printer  HomeStay Trans 3

Export File Settings:  
 File Name: Bankfile.ABA  
 File Type: Aust - Text with End of File Mark  
 Run Desc: Home Stay  
 Exec Date: 30 Sep. 2016 4  
 Test run  
 For Auto Receipt Only  
 Email Pay Advice  
 Don't print pay advice if no email

Buttons: Tag All to Print, Tag to Reprint, Tag NonEmail, Print Successful, Clear All - Don't Print, Reverse Payment, Reselect Printer, Execute Payments 5, Exit View

1. Select in **Payment Method – Home Stay** Note: The **Account** number will default to **Sundry Creditors**
2. Click **Tag All to Print** and print the reports or Click **Tag to Reprint**
3. In **Output Destination** put the check in **Homestay Trans**
4. **Important:** once you **Execute Payments** the transactions will no longer be available for tagging

Account Master File Information

Family Key: CAREY02

Acc Title: Mr D and Mrs S Carey

Acc Address: 766 Bangerang Road

Acc Town: SOMEWHERE

Family Members This School: 1

Family Members at Assoc Schools: 0

Receives Accounts: Father, Mother

Payment History Table:

Date >>	Amount	Paid	Amt paid	Typ...	Date paid	Cred code >>
30/09/2016	300.00	<input checked="" type="checkbox"/>	300.00	0	30/09/2016	BURGE01
14/10/2016	300.00	<input type="checkbox"/>	0.00	0		BURGE01
28/10/2016	300.00	<input type="checkbox"/>	0.00	0		BURGE01
11/11/2016	300.00	<input type="checkbox"/>	0.00	0		BURGE01
25/11/2016	300.00	<input type="checkbox"/>	0.00	0		BURGE01
09/12/2016	300.00	<input type="checkbox"/>	0.00	0		BURGE01
23/12/2016	300.00	<input type="checkbox"/>	0.00	0		BURGE01
06/01/2017	300.00	<input type="checkbox"/>	0.00	0		BURGE01

Callout: This shows that a payment has gone thru for the 30.9.16 for \$300.00

Buttons: Create a Plan, Pay Freq: Fortnight, Start Date: 30 Sep. 2016, Pay Amount: 0.00, Total to Pay: 2156.50, H.Stay Creditor: BURGE01

And also reduced the amount from the Holding Deposit tab e.g. 30.9.16 \$-300.00

**Account Master File Information**

Family Key: CAREY02  
 Acc Title: Mr D and Mrs S Carey  
 Acc Address: 766 Bangerang Road  
 Acc Town: SOMEWHERE  
 2000 VIC Account Ph: 9487 9467  
 Family Members This School: 1  
 Family Members at Assoc Schools: 0  
 Contact (Email) Option: Father  
 Receives Accounts: Father  
 Des: 9487 9467  
 Ph - Home: 9487 9467  
 Business: 9480 9666  
 Mobile: 0418 611 776  
 Email CGive 1 (CGive 3 Below): test1@pcschool.net  
 Mother: Sandra  
 Ph - Home: 9487 9467  
 Business: 9480 9666  
 Mobile: 0448 879 467  
 Email CGive 2:  
 Tender: Electronic Lodgement

Date dep >>	Studkey >>	Item c...	Item desc	Amount	Date mature >>
30/09/2016	CAREY JOSHUA	8110	Homestay Deposit	7000.00	
30/09/2016	CAREY JOSHUA	8110	Homestay Deposit	-300.00	

### Step 10: Paying the Home Stay Creditors

Path: Finance > Gen Ledger > Batch Transaction Entry > Cred. Inv

After the Execution from Debtors an **INVOICE** will be created against the creditor as shown here. Finalise this batch.

**Ledger**

Payment On Line Receipt Payroll Batch Receipt Creditor Payment Journal **Cred. Inv** Debtors Pay Cancel

New → Entity: COLLEGE Somewhere College Exclude GST Status:   
 New → No.: 91 Description: Debtor Home Stay Batch Total: 300.00  
 Offset Account: 8200 0 Sundry Creditors Unapplied: 0.00  
 Print P Date: 30/09/2016 Period: 1 January 2016 Last Chq No: 0

Type...	Reference	Date >>	Description	Amount	Payee Code	Who	Unappl...
	HS2016093005	30/09/2016	Mr D and Mrs S Carey (Joshua Carey)	300.00	Mr S and M	Mr S and Mrs N Burg	0.00

New Item ↑

Accou...	Su...	Proj...	Name >>	Amount	D..	GS...	GST \$
8610	0	0	HomeStay H	300.00	D	NA	0.00

Clear Item ↑ Delete Item ↑ Drill ↑

Finalise Batch Unfinalise Batch Clear Batch Validate Batch Exec Payments Reassign Exec File Import/Export Exit View

Example: Shows the outstanding amount in the Creditor Master File still to be paid

Path: Finance>Creditors>Creditor Master File to view the Transactions

**Creditor Master File**

Code: BURGE01  Hold Pay:  Tag To Delete Name: Mr S and Mrs N Burgess

Address: 49 Hopwood Street Address:

Town: SOMEWHERE City:

Country: Postcode: 2000 NSW ABN:

Contact Person: Phone: 94807 870 Fax:

Email: christine@pcschool.net Mobile: 0417676141 Update Payee Address

Web Site: Web Password:

Analysis Code: Home Stay Payment Priority: Default Entity: COLLEGE Somewhere College

Pay Terms: 0 Credit Limit: 0 Def. Ledger Acc: 1112 0 Home Stay

1 Payment Details 2 History 3 Transactions 4 Orders 5 Notes 6 Dated Comments

Refere...	Date >>	Description	Amount	Paid	Di...	Tax	D.	H.	Pay ...	Pay T...
HS201609	30/09/2016	Mr D and Mrs S Carey (Joshua	300.00	0.00	0.00	0.00				0.00
002924	14/04/2016	002924 - Uniform Size 16 Qty =	45.00	0.00	0.00	0.00				0.00

Selection Criteria  
 Curr. Invoice  Pay  
 All Invoices

**Pay the Creditors in the usual manner, selecting the usual payment method in Execute payments**

**Creditor Payments**

1 Payment Criteria 2 Outstanding Invoices 3 Selected Invoices

Cred code	Date >>	Description	Inv no	Amount	Disc amt	Disc date	Pay amount	Entity	B...	Pay Refe...
BURGE01	9/2016	Mr D and Mrs S Carey (J)	HS2016093005	300.00	0.00		300.00	COLLEG EL		

**Payment Execution**

Entity: COLLEGE Account: 6100 Sub: 0

ame: Trading Account

Source:  All  Creditor  Payroll

Payment Method:  Cheque  Electronic  Home Stay  BPay  Direct Debit

Ref No	Date >>	Desc	Amount	Print Now	Printed	Source	Batch	Payee	Address	Address
12856	30/09/2016	Creditor Payment M	300.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	102	Mr S and Mrs N Burgess	49 Hopwood	

Paying Burgess for Home Stay

Invoice No	Date >>	Description	Elect Pay Ref	Amount Paid	Disc Claim
HS2016093005	30/09/2016	Mr D and Mrs S Carey (Joshua Care; Somewhere Scho		300.00	0.00

Output destination:  Print to Window  Export to File  Print to Printer  HomeStay Trans

Report Style: Remittance Advices

Export File Settings: File Name: Bankfile.ABA File Type: Aust - Text with End of File Mark Run Desc: PAYMENT Exec Date: 30 Sep, 2016  Email Pay Advice  Don't print pay advice if no email

Test run  For Auto Receipt Only

Execute Payments Exit View

Tag All to Print Tag to Reprint Tag NonEMail Print Successful Clear All - Don't Print Reverse Payment Reselect Printer

Example: Remittance advice received by Home Stay caregiver:

<b>Christine's College</b> ABN: 92 110 108 100 PO Box 1121 Yeppoon QLD 4703  Telephone 02 6489 1234 Facsimile 02 6490 2456 Email info@somewhere.nsw.edu.au				
<b>Remittance Advice</b>				
30/09/2016				
<b>Mr S and Mrs N Burgess</b> 49 Hopwood Street SOMEWHERE 2000				
			Ref No:	Somewhere School
			Ref No:	12866
<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Pay Reference</u>	<u>Paid</u> <u>Discount</u>
30/09/2016	HS2016093005	Mr D and Mrs S Carey (Joshua Carey)	Somewhere Schoo	300.00
				<u><u>\$300.00</u></u>