



Debtors Discount Using the Discount Table

Cost Centres can now have Multiple Discounts added directly through a Discount Table; this is an alternative way to running the Discount through Quick Family Accounting Adjustments.

STEPS

1. Create Cost centres if Necessary
2. Overview of the Table
3. Examples of Discount tables
4. Running the Billing with Discounts
5. Charging Families based on Students

STEP 1 – Create Cost Centres if Necessary

Path: System > Cost Centres

You may already have Cost Centres you wish to use that are attached to valid ledger accounts but several Cost Centres for different year levels or groups can be created if required. To create a new Cost Centre follow the steps below.

1. Enter a Unique Code.
2. Enter your description for the Account to be used in Billing or for a Discount.
3. Optional; The Value, this is not used for Billing.
4. Enter the Tax Rate if necessary;
 - How this is charged does depend upon setting in System Maintenance.
5. Select a valid General Ledger Account.
6. The Sub Account will default if attached to the GL Account selected.
7. Tick if this item is to be excluded from any Early Settlement discount.

STEP 2 - Overview of the Table

Part 1

You are now ready to create your table of discounts. This is an overview of the different columns and their role in the table.

The screenshot shows the 'Debtor Cost Centres' window. At the top, there are input fields for Code (1000), Desc (Primary Tuition Fee), Value (750.0000), Tax Rate % (0.00), Gen Ledge Acc (110), and Gen Ledge Subacc (0). Below these are fields for Last Update (26/07/2011), Prior Tax Rate %, and Tax Rate Change Date. A checkbox 'Exclude from Early Settlement Discount Calculation' is present. The main part of the window is a table with columns: Disc. Cod., Seque..., Source, % of \$, Yr Ring >>, Campus, Stat inc, Stat not inc, 1st Child, 2nd, 3rd, 4th, 5th+, Who 1st Oldest, and Exc Yrs in. The first row contains the value '1050' and 'Sibling [Ignore M Percent *C]'. Below the table is a section with checkboxes for 'Apply to Charged Vs Don't round', 'Round', 'Max All', 'Associa...', 'YfNext', and 'Terminate'. At the bottom are buttons for 'Delete Disc D', 'Clear Disc F5', and 'Save F2'. Numbered callouts 1 through 17 are placed over various fields in the form and table to indicate their functions.

1. Select the discount Cost Centre Code to be used.
2. The Sequence of the entries must be added if using more than one line;
 - The Sequence order must be correct for accurate billing;
 - Discounts follow the sort order with 1 being the first line and calculated first
3. Source of the Discounts;
 - Sibling [Ignore Manual]; would be the most popular selection this will apply the discount to all Students who don't have a Manual entry in the Sibling Discount tab
 - Manual Student Discount; will apply to all the Students who have a manual entry in the Sibling Discount tab
 - Family Discount; will give one Discount per Family
 - Sibling No Exclusion; will give discount to all Students including those with a Manual entry
4. Select if this is a Percentage or a Dollar value Discount.
5. Yr relates to the Year Levels of the Students within the Scholastic Module that are included in calculations for discount;
 - Normally this would be *C but a special Year Level can be created to eliminate Pre School Students or other year levels
6. The Discount can be based on Campus if Campus is used.
7. If the Discount is based on a Status enter the code for the Discount;
 - Status is entered in the Scholastic tab of Student View
8. If a Status in not to be included when calculating the discount enter the Status;
 - Status is entered in the Scholastic tab of Student View
9. Siblings; If this line is for Sibling discount enter the values as a % or \$ value.
10. The default is the Oldest child;
 - Normally the oldest child has no discount
 - Youngest would be selected if Associates is used
11. Exclude Year levels defaults to 0, Yet to come and 99, Left School;
 - Other year levels can be included this will override the selected year level such as *C

12. Apply to;

- The default is Charged Value
- If Balance after Discount is selected this will apply the discount based on the sort order, ie if this line has a sort order or 5 all the discounts from 1 to 4 are taken into account but any line with a sort order past 5 is not included

13. Round; The default is 'don't round' but you can select to round to the nearest 1, 5 or 10 dollars.

14. Max All if ticked will give the Maximum Student discount to all Siblings.

15. If Associates is used then the 1st Child must be calculated as the Youngest, a Status could be used to define these families;

- Associates need to be entered in the Account master File

16. Discounts will be based on the Current Year unless Yr Next is ticked;

- If using Yr next make sure the Housekeeping routine has been run to Update Year Level Next otherwise the discount may not calculate correctly

17. Terminate; If selected will not allow any discounts to be applied after this line;

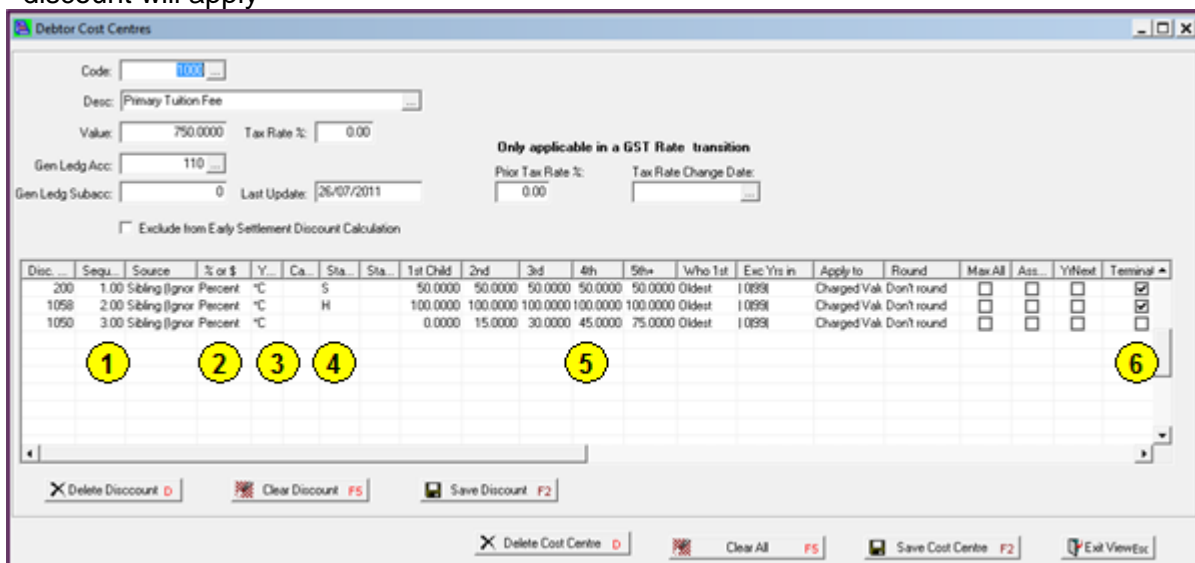
- An example could be where Staff Discount using a Status is applied to this Cost Centre
- No further discounts in this grid will be applied after this line

STEP 3 - Examples of Discount Tables

Example 1 - Primary School Discount

In this Example I have used S for Staff Discount and H for Hardship but any Code can be used, it is advisable to keep a record of the codes so you don't use them for anything else;

- Students of a Staff member with a Status of S will receive a 50% discount of this Item, since Terminate is ticked they will not receive the Sibling Discounts
- Students with a Status of H will receive a 100% discount and Terminate is selected so no other discount will apply



A sort order has been added so the Sibling discount is calculated last.

Discounts are based on a percentage.

Status codes are entered.

Year *C is used for calculating the Students.

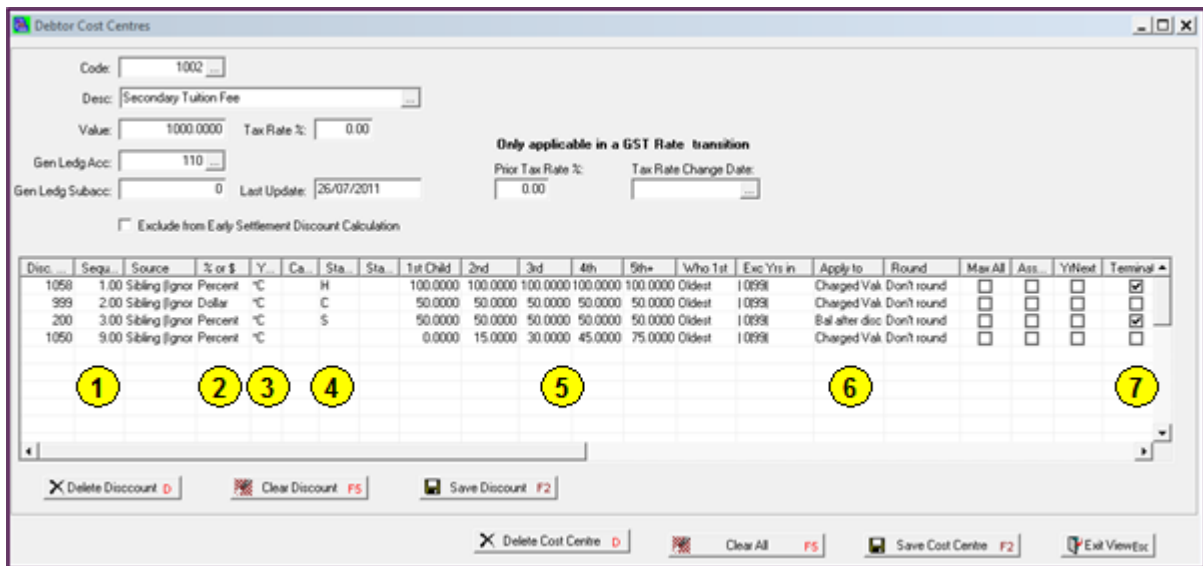
All the values have been entered.

Where Terminate is ticked no other discounts will apply to these lines.

Example 2 – Senior School Discount

In this Example I have used S for Staff Discount, H for Hardship and C as a special \$ discount, any Code can be used, it is advisable to keep a record of the codes so you don't use them for anything else;

- Students with a Status of H will receive the full discount;
 - No other discount will apply regardless of any other Status as Terminate has been selected
- Students with a Status of C will receive a discount of \$50.00;
 - Any Student with both C and H will not receive the \$50.00 discount
- Students of a Staff member with a Status of S will receive a 50% discount;
 - S has a Sort order of 3 and 'Balance after Discount' has been selected
 - The Status C has a sort order of 2 so will be calculated before the Staff discount
 - Any Student with a Status of S and C will have the \$50.00 C discount applied and then the 50% S discount will be applied to the balance
 - If 'Balance after Discount has not been selected the Staff member would receive the \$50.00 and the full 50% on the billing
 - Because Terminate is selected no further discounts will apply



A sort order has been added so the Sibling discount is calculated last.

Discounts are based on a percentage and a dollar value.

Status codes are entered.

Year *C is used for calculating the Students discounts.

All the values have been entered.

Balance After Discount has been selected for the Staff discount so any discount prior to this is applied before this discount line is applied.

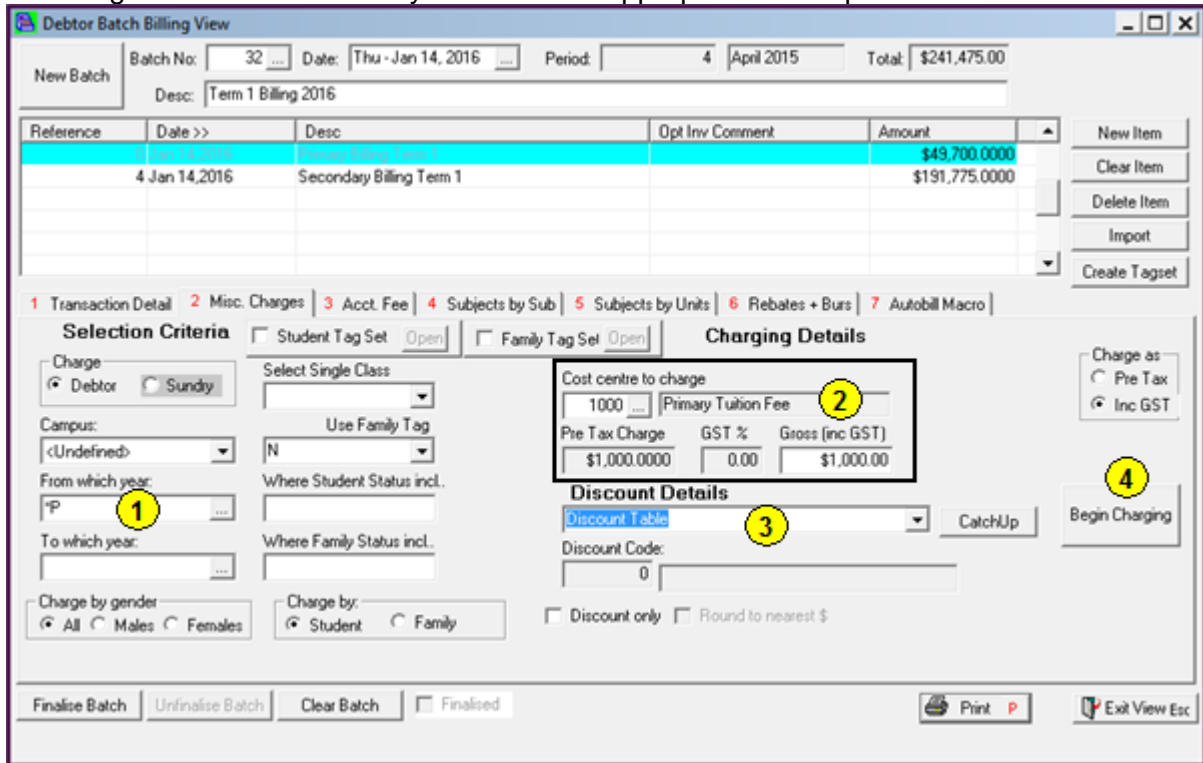
Where Terminate is selected no further discounts will apply.

STEP 4 - Running the Billing with Discounts

Path: Debtors > Batch Billing View

Once the discounts are entered for all Cost Centres you can continue with the Billing, these are examples only you must follow the billing appropriate for your school.

Create a Billing batch in the usual way and enter an appropriate Description.



1. Select the Year Group you are billing or use a Tag Set for selecting Students.
2. Select the Cost Centre to charge and enter the fee.
3. Select Discount table.
4. Click [Begin Charging].

Discounts will be applied with the billing.

Student Code >>	Date >>	Item...	Desc	Pre Tax	GST	Gross
DUNN C	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
DUNN C	14/1/16	1050	Sibling Discount	-150.0000	0.00	(\$150.00)
DUNN E	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
DUNN S	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
DUNN S	14/1/16	1050	Sibling Discount	-300.0000	0.00	(\$300.00)
DUNN T	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
EGAN M	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
ELSING O	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
ELSING O	14/1/16	1050	Sibling Discount	-150.0000	0.00	(\$150.00)
GIBSON M	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
GLOVER B	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
GLOVER B	14/1/16	1050	Sibling Discount	-150.0000	0.00	(\$150.00)
GOVENDER G	14/1/16	1000	Primary Tuition Fee	1000.0000	0.00	\$1,000.00
GOVENDER G	14/1/16	1050	Sibling Discount	-300.0000	0.00	(\$300.00)

Add a New Item and a description and continue with the billing.

Debtor Batch Billing View

Batch No: 32 Date: Thu - Jan 14, 2016 Period: 4 April 2015 Total: \$241,475.00

New Batch Desc: Term 1 Billing 2016

Reference	Date >>	Desc	Opt Inv Comment	Amount
0 Jan 14, 2016		Primary Billing Term 1		\$49,700.0000
				\$191,775.0000

1 Transaction Detail 2 Misc. Charges 3 Acct. Fee 4 Subjects by Sub 5 Subjects by Units 6 Rebates + Burs 7 Autbill Macro

Selection Criteria Student Tag Set Family Tag Set

Charge: Debtor Sundry

Campus: <Undefined>

From which year: *S

To which year:

Charge by gender: All Males Females

Charge by: Student Family

Charging Details

Cost centre to charge: 1002 Secondary Tuition Fe

Pre Tax Charge	GST %	Gross (inc GST)
\$1,500.0000	0.00	\$1,500.00

Discount Table: 0

Discount Code: 0

Charge as: Pre Tax Inc GST

Begin Charging

Finalise Batch Unfinalise Batch Clear Batch Finalised

Print P Exit View Esc

1. Select the Year Group you are billing or use a Tag Set for selecting Students.
2. Select the Cost Centre to charge and enter the fee.
3. Select Discount table.
4. Click [Begin Charging].

1 Transaction Detail 2 Misc. Charges 3 Acct. Fee 4 Subjects by Sub 5 Subjects by Units 6 Rebates + Burs 7 Autbill Macro

Student Code >>	Date >>	Item...	Desc	Pre Tax	GST	Gross
ALLEN K M	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
ARORA R	14/1/16	200	Staff Discount	-725.0000	0.00	(\$725.00)
ARORA R	14/1/16	999	Discounts 2016	-50.0000	0.00	(\$50.00)
ARORA R	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
BAARS W R	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
BAARS W R	14/1/16	1058	Special Concession	-1500.0000	0.00	(\$1,500.00)
BAE J	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
BAE S B	14/1/16	999	Discounts 2016	-50.0000	0.00	(\$50.00)
BAE S B	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
BAE S B	14/1/16	1050	Sibling Discount	-225.0000	0.00	(\$225.00)
BELLAMY B	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
BELLAMY B	14/1/16	1058	Special Concession	-1500.0000	0.00	(\$1,500.00)
BELLAMY J	14/1/16	1002	Secondary Tuition Fe	1500.0000	0.00	\$1,500.00
BELLAMY J	14/1/16	1058	Special Concession	-1500.0000	0.00	(\$1,500.00)

Finalise Batch Unfinalise Batch Clear Batch Finalised

Print P

1. The Staff Discount has been calculated on the balance after the \$50.00 discount.
2. Sibling discounts and the Status C discounts have been applied.
3. Hardship discounts have been applied.

Step 5 – Charging Families based on Students

You can create a negative discount that will create a charge based on students.

Debtor Cost Centres

Code: 2001
 Desc: Negative Discount (1)
 Value: 0.0000 Tax Rate %: 0.00
 Gen Ldg Acc: 110 (2)
 Gen Ldg Subacc: 0 Last Update:
 Exclude from Early Settlement Discount Calculation

Only applicable in a GST Rate transition
 Prior Tax Rate %: 0.00 Tax Rate Change Date: 01/01/1900 (3)

Disc. Code...	Seque...	Source	% or \$	Yr Ring >>	Campus	Stat inc	Stat no.	1st Child	2nd	3rd	4th	5th+	Who 1st	Exc Yrs in
2001	0.00	Sibling (Ign Dollar	%					-500.0000	-400.0000	-300.0000	0.0000	0.0000	Oldest	10898

1. Create a Cost Centre to use and attach it to a valid GL Account;
 - Give the Cost Centre a valid name this will show on the Account
2. Select a Cost Centre to use for the Negative Discount;
 - Select or enter any relevant details
3. Enter the charges as a Negative Amount;
 - This will create a positive charge
 - The first child is the oldest

Create a billing batch in the usual way or use an existing open billing batch, go to the Misc Charges tab.

Debtor Batch Billing View

New Batch Batch No: 32 Date: Thu - Jan 14, 2016 Period: 4 April 2015 Total: \$110,955.00
 Desc: Term 1 Billing 2016

Reference	Date >>	Desc	Opt Inv Comment	Amount	New Item
0	Jan 14, 2016	Primary Billing Term 1		\$0.0000	Clear Item
4	Jan 14, 2016	Secondary Billing Term 1		\$0.0000	Delete Item
5	Jan 14, 2016	Chen		\$255.0000	Import
6	Jan 14, 2016			\$16,500.0000	Create Tagset
				\$94,200.0000	

1 Transaction Detail 2 Misc. Charges 3 Acct. Fee 4 Subjects by Sub 5 Subjects by Units 6 Rebates + Burs 7 Autbill Macro

Selection Criteria Student Tag Set Family Tag Set

Charge: Debtor Sundry
 Campus: <Undefined>
 From which year: 'C (1)
 To which year:
 Charge by gender: All Males Females
 Charge by: Student Family (2)

Charging Details
 Cost centre to charge: 2001 (Negative Discount) (3)
 Pre Tax Charge: \$1.0000 GST %: 0.00 Gross (inc GST): \$1.00 (4)
 Discount Table: (5) CatchUp
 Discount Code: 0
 Discount only Round to nearest \$ (6)
 Charge as: Pre Tax Inc GST (7)
 Begin Charging

1. Select the year level.
2. Select to Charge By Student.
3. Select the Cost Centre.
4. Enter a token value of \$1.00.
5. Select to use Discount Table.
6. Select the option of Discount Only;
 - If you do not select Discount Only then all Students will end up with a charge
7. Click [Begin Charging].

The Students will be charged based on the Discount Table with the negative amounts.

1 Transaction Detail 2 Misc. Charges 3 Acct. Fee 4 Subjects by Sub 5 Subjects by Units 6 Rebat							
Student Code >>	Date >>	Item...	Desc	Pre Tax	GST	Gross	
ARORA R	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BAARS W R	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BAE J	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BAE S B	14/1/16	2001	Negative Discount	400.0000	0.00	\$400.00	
BAYLY F N	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BEAVER Z	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BELL G	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BELLAMY B	14/1/16	2001	Negative Discount	400.0000	0.00	\$400.00	
BELLAMY H	14/1/16	2001	Negative Discount	300.0000	0.00	\$300.00	
BELLAMY J	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	
BILBY B	14/1/16	2001	Negative Discount	500.0000	0.00	\$500.00	