

# Transferring Sundries to Voluntary tab

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**Financial Year Transfer of Paid Donation Transactions to Voluntary Payments.**

This process will transfer all paid ‘contributions and donations’ from the Sundries area to Voluntary Payments. These details can then be accessed, at any time, through the Account Master File, tab 7 Vol P/ments providing the student’s record is on your database.

This transfer can be performed usually at the End of year (see the end of year manual) then at the end of your financial year This is required if the voluntary contribution letter is to accurately show all contributions for the financial year, (from 1<sup>st</sup> April of the previous year to March of the current year for New Zealand and from 1<sup>st</sup> July to 30<sup>th</sup> June for Australia) Reprinting of old receipts can be done through the created Snapshot.

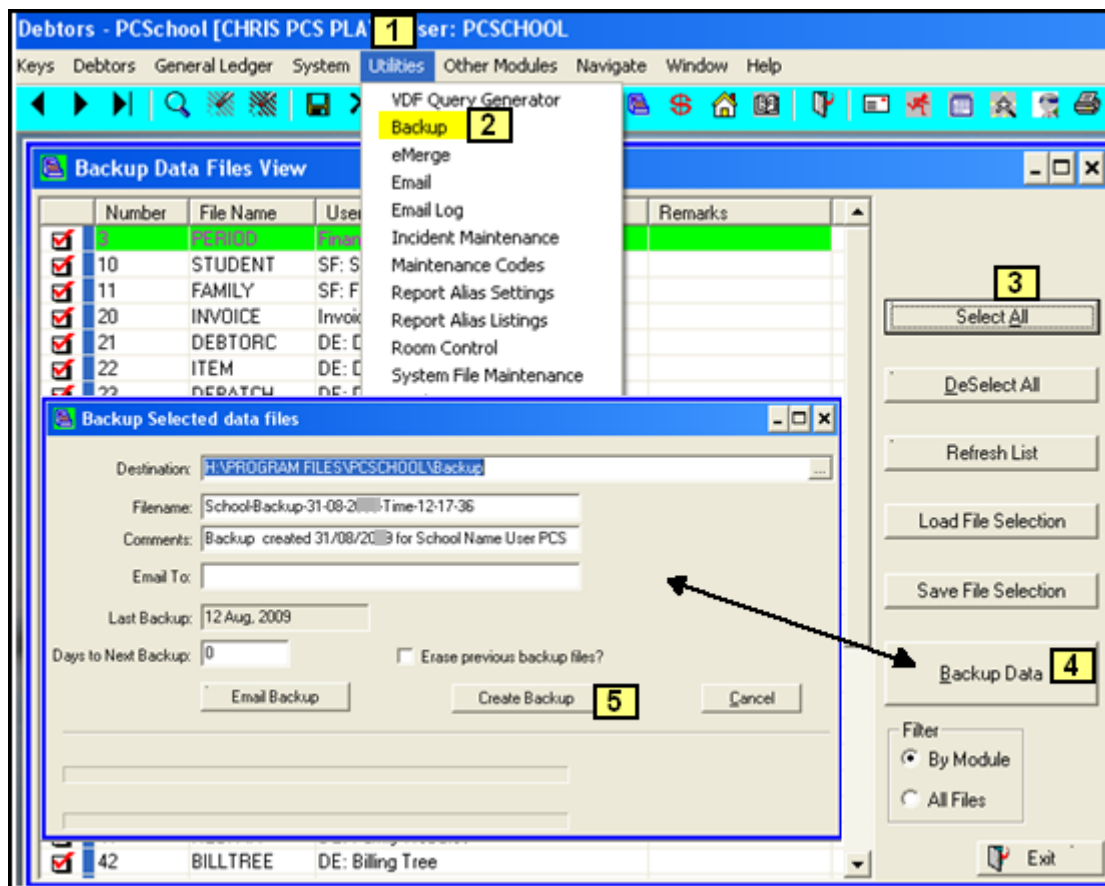
Note: As the routine requires date constraint entries, transfers do not have to be done on the actual day. Once transferred a Voluntary Contribution Report will list all paid family donations for the current financial year. A Voluntary Contribution Letter is also available when parents request statements of donations for submission of their IRD returns.

## Step 1: Backup Debtors

**Path:** Utilities > Backup

If you do not have access to Backup see if you can be given access or have your IT staff complete this process for you.

Your backup must be completed as the process below prior to Performing the Period End, this process can be performed while others are working in PCSchool.



1.	Go to [Utilities]
2.	Select [Backup]
3.	Click [Select All]
4.	Click [Backup Data]
5.	At the next window, click [Create Backup] - OK.

## Step 2: Print reports

**Path:** Debtors > Sundry Transaction Reports

1. [Select Item No] select your Item (Cost centre code) that you are going to transfer
2. Select the report you wish to print
3. [Print]

1. Select **ALL** from drop down
2. [Ok]

16	Building Fund	15/01/2015 SMITH R	75.00	75.00		
16		13/12/2010 SMITH R	120.00	120.00		
16	Building Fund	13/12/2010 SUTTON A	120.00	120.00		
16		15/01/2015 SUTTON A	75.00	75.00		
16	Building Fund	15/01/2015 TEST T.305	75.00	75.00		
16	Building Fund	15/01/2015 THOMPSON C	75.00	75.00		
16		13/12/2010 THOMPSON C	120.00	120.00		
16	Building Fund	13/12/2010 TUCKER JAMES	120.00	120.00		
16		15/01/2015 TUCKER JAMES	75.00	75.00		
16	Building Fund	15/01/2015 VICK-ELGAR G	75.00	75.00		
16		13/12/2010 VICK-ELGAR G	120.00	120.00		
16	Building Fund	13/12/2010 WALSH	120.00	120.00		
16		15/01/2015 WALSH	75.00	75.00		
16	Building Fund	15/01/2015 WATSON O	75.00	75.00		
16		13/12/2010 WATSON O	120.00	120.00		
16	Building Fund	13/12/2010 WEBB B	120.00	120.00		
16		15/01/2015 WEBB B	75.00	75.00		
16	Building Fund	15/01/2015 WEGENER S	75.00	75.00		
16		13/12/2010 WEGENER S	120.00	120.00		
16	Building Fund	15/01/2015 WHITE R.J.303	75.00	75.00		
16	Building Fund	15/01/2015 ZAPPLE J	75.00	75.00		
16	Building Fund	15/01/2015 ZIZZLE P	75.00	75.00		
<b>16</b>	<b>Building Fund</b>		<b>21,780.00</b>	<b>135.00</b>	<b>21,645.00</b>	<b>533 - 0</b>
Totals Include all transactions for the cost centres selected			<b>21,780.00</b>	<b>135.00</b>	<b>21,645.00</b>	

e.g. of print out – the highlighted paid amount of \$135 will be transferred to Debtors in this process.

**Step 3: Performed your Debtors End of Month or Utilities Rollover first as per usual**

## Step 4: Transferring your Sundries Voluntary payment

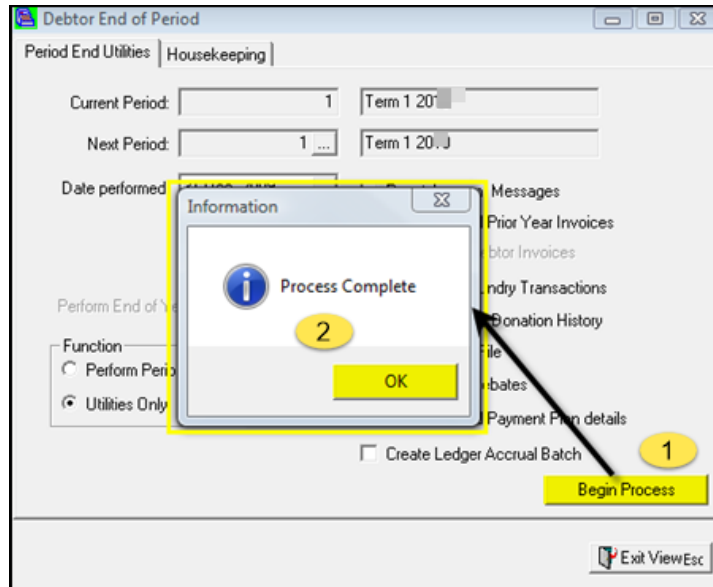
**Path:** Debtors > Debtors End of Period

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

Select the Option to Transfer to Voluntary Transactions:

1.	Check the Radio Box <b>Transfer paid transactions to Voluntary Payments.</b>
2.	Enter the Date; <ul style="list-style-type: none"> <li>• <b>This will be the final date at either the end of the current financial year, 31<sup>st</sup> March (NZ) or 30<sup>th</sup> June (Australia) or the end of school year 31<sup>st</sup> December</b></li> </ul>
3.	Select the <b>Cost Centre, From and To, used for the donations;</b> <ul style="list-style-type: none"> <li>• If your cost centres are not consecutively structured you may have to repeat this process until all donation cost centres have been transferred one by one.</li> </ul>
4.	Click <b>OK</b> to continue.

## Perform the Transfer Process



1.	Click [ <b>Begin Process</b> ] to start the transfer the selected cost centre/s to Voluntary Contributions.
	Do you wish to cater for Split Billing] - YES /NO
2.	Once the transfer has been done the system will advise ' <b>Process Complete</b> ' Click [ <b>OK</b> ] then Exit View to close the view.

After the transfer of paid 'donations' the details can be viewed in the Account Master File.

**Path:** Account Master File Information > tab 7 Vol P/ments

1	General	2	Bursary	3	Inv.	4	Rec.	5	Sundries	6	Hold Dep.	7	Vol P/ments	8	Stud Disc..	9	Comments	0	Rebates	1	Split
Student >>	Date >>	Item >>	Description	Amount	Receipt	Last Paym...															
ADAM W	16/11/2009	20	Resource Development	150.00	999999	0.00															
<b>Donations / Contributions</b>																					

Note: We suggest you could run the Sundry report to check that all paid transactions have gone over correctly.

## Step 5: Now to print or email your letters

Please go to this link for instructions:

<http://www.pcschool.net/wp-content/pchool-uploads/debtors/svoluntarycontributionreport.pdf>