

## Debtors Auto Load Receipts

Within Receipts you can Import a File from your bank and automatically receipt the amounts paid, this saves time and is an efficient way of receipting.

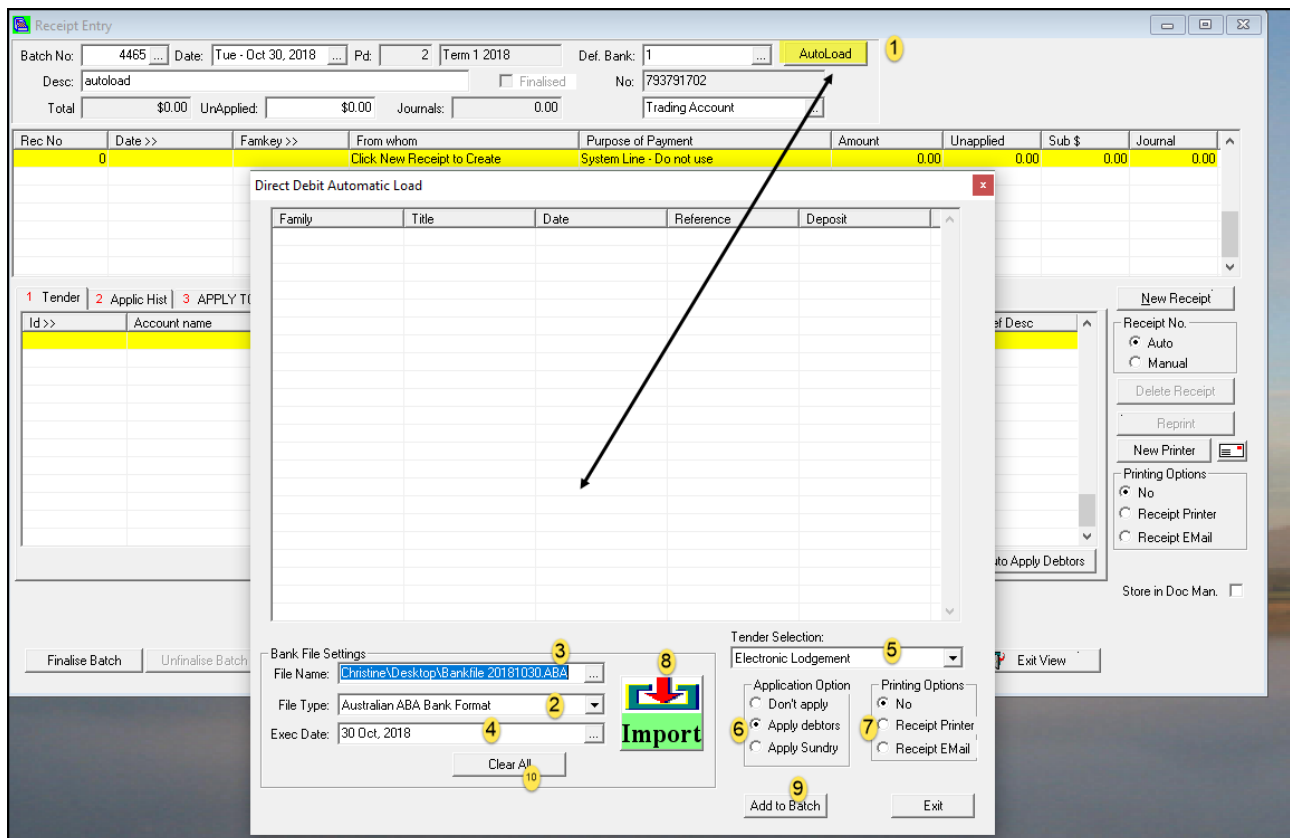
**Path:** Debtors > Receipts

You will need a file from your bank to Import, save this file where you will be able to find it. Direct Debits, BPay and School Plan, these files can easily be imported into PCSchool from a Bank File.

- School Plan; is a commercially available third party fee handling service.

### STEP 1 - Import the File

If you don't have a batch open to use create a new batch before clicking the [Auto Load] button.



1. Click the [Auto Load] button to activate the Import window.
2. [File Type] field select the File Format for the Import.
3. [File Name] field select the file to Import.
4. [Exec Date] select the date to show for your receipting.
5. [Tender] select your tender type  
EL will put one figure in your bank reconciliation  
DD - Direct Debit and will show each entry  
EF - EftPos will show one figure in your Bank Reconciliation  
CA (Cash) will show as a one amount in bank statement  
CH (Cheque) will show as a one amount in bank statement

6. [Application Option] select where you wish to apply the money that you have received to Debtors, or Sundry or Don't apply and apply manually
7. [Printing Options] select the option you wish to use: (or wait and do it once it adds to the batch)
  - [NO] – don't print and print later
  - [Receipt Printer] to print to printer directly when it adds the item to the batch
  - [Receipt Email] will email at the same time as adding to the batch.
8. [Import] button to bring the Families into the grid above
9. [Add to Batch] will add the entries to the batch above
10. [Clear All] if you do not wish to import the items above this will Clear them

## STEP 2 - Check the Received Amounts

The file contents will be loaded into the Receipt Batch if they are not applied you can manually apply them. Once these are checked the batch can be finalised.

Receipt Entry

Batch No: 20 Date: Fri - May 15, 2015 Pd: 4 April 2015 Def. Bank: 1 AutoLoad

Desc: Direct Debits 15-5-2015 Finalised No: 642278

Total \$2,410.00 UnApplied: \$0.00 Journals: 0.00 School Working Account

Rec No	Date >>	Famkey >>	From whom	Purpose of Payment	Amount	Unapplied	Sub \$	Journal
0			Click New Receipt to Create	System Line - Do not use	0.00	0.00	0.00	0.00
211	May 15, 2015	ALLEN01	MRS G ALLEN	Direct Debit Payment	250.00	0.00	0.00	0.00
212	May 15, 2015	ARORA01	DR V & DR P ARORA	Direct Debit Payment	450.00	0.00	0.00	0.00
213	May 15, 2015	ASTON01	MRS P C ASTON	Direct Debit Payment	200.00	0.00	0.00	0.00
214	May 15, 2015	BAYLY01	GD & JE BAYLY	Direct Debit Payment	200.00	0.00	0.00	0.00
215	May 15, 2015	BEAVE01	MRS D M BEAVER	Direct Debit Payment	200.00	0.00	0.00	0.00
216	May 15, 2015	BILB01	MR S & MRS R BILBY	Direct Debit Payment	150.00	0.00	0.00	0.00

1 Tender | 2 Applic Hist | 3 APPLY TO: Sundry | 4 Holding/Home Stay Dep. | 5 Ledger | 6 Debtors | 7 Voluntary | 8 Foundation | 9 POS

Id >>	Account name	Amount	By: >>	From	Bank >>	Town >>	Card number	Ref Desc
1	School Working Account	250.00 DD		MRS G ALLEN				

Save Deposit | Sub Deposit | Clear Deposit | Delete Deposit | Auto Apply Debtors

Finalise Batch | Unfinalise Batch | Clear Batch | Validate Batch | Print P | Exit View Esc

Receipt No. Auto Manual | Delete Receipt | Reprint | New Printer | Printing Options No Receipt Printer Receipt EMail | Store in Doc Man. ✓