

Account Printing – Debtors



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Path: Debtors > Account Printing

Account Printing – Debtors

Prior to printing or emailing Accounts always run an account validity, if there are any errors these must be corrected before proceeding.

There are a number of reports available under the Debtors Module. Printing these reports to the Window prior to committing to a Printer allows you to check the details before committing to the Printer or emails.

Standard Account Printing will print all the **current period** transactions including invoices, credits and receipts on the statement providing the Family has a balance. The account lists all students within a family on the one statement and itemises all transactions under the name and year level of each student belonging to that family.

Overview of the Account Printing View

Path: Debtors → Account Printing

It is important that the Family Account is printed **PRIOR** to **ROLLING** into the next period so that all current transactions will show on the statement. Rollover to the next period brings in the prior period balances as a Brought Forward Balance.

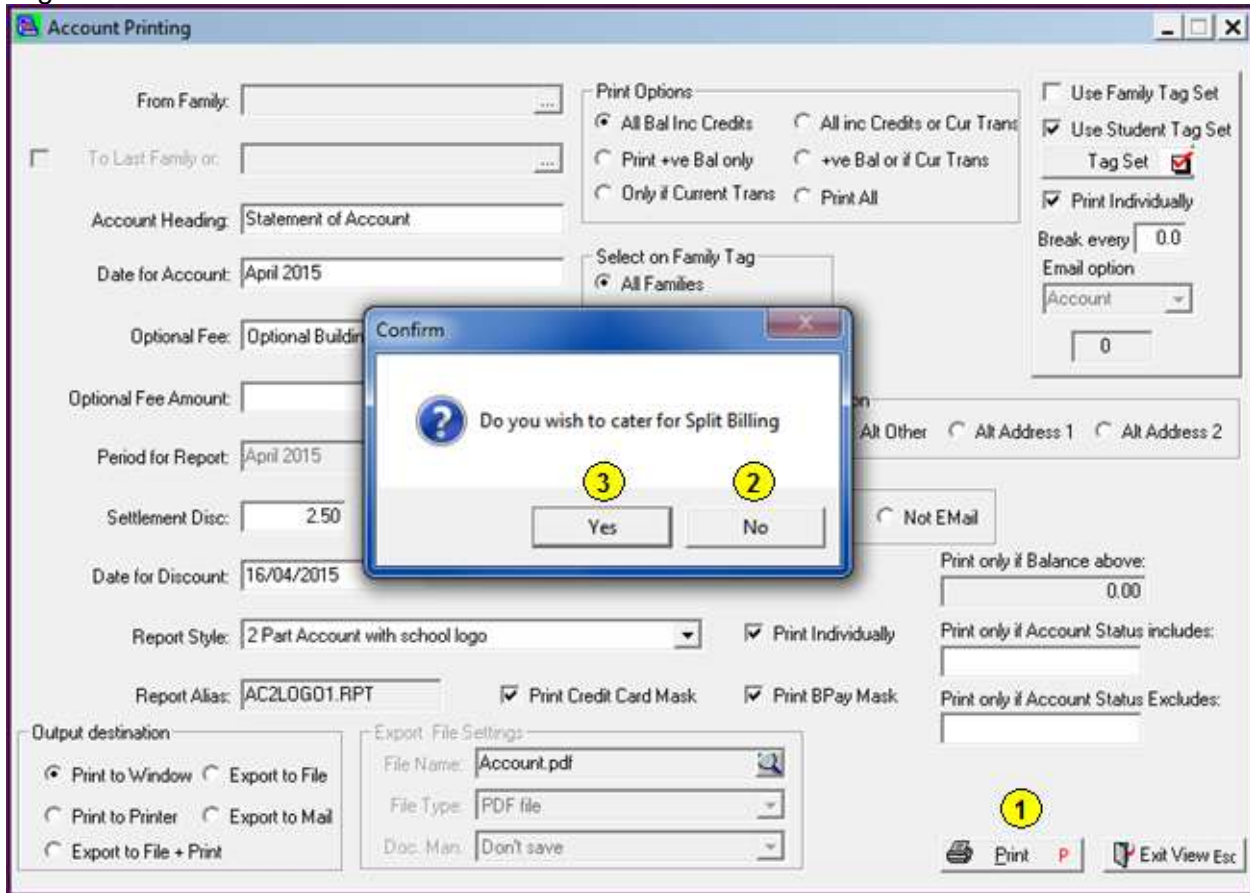
The screenshot shows the 'Account Printing' window with the following fields and options highlighted by numbered callouts:

- 1:** Tag Set (checked)
- 2:** From Family (dropdown)
- 3:** Date for Account (April 2015)
- 4:** Optional Fee (Optional Building Fund)
- 5:** Settlement Disc (2.50) and Exclude Cr Card Disc (checked)
- 6:** Report Style (2 Part Account with school logo)
- 7:** Print All (selected in Print Options)
- 8:** All Families (selected in Select on Family Tag)
- 9:** Account (selected in Print based on which address option)
- 10:** Print All (selected in Print Option)
- 11:** Print Individually (checked)
- 12:** Print Credit Card Mask (checked)
- 13:** Print only if Account Status includes (empty field)
- 14:** Print to Window (selected in Output destination)
- 15:** Don't save (selected in Doc. Man.)
- 16:** Print button

1.	You can use a Tag Set for selecting Families; <ul style="list-style-type: none"> If a Tag Set is used you the Family code fields become unavailable
2.	If a Tag Set is not used; <ul style="list-style-type: none"> Leave Blank for All Families Select From Family and Tick To Last Family or select a Family
3.	Enter the Account Heading to print on the Account, the date will default but can be changed.
4.	If there is an optional Fee, select it and enter the amount. This will print on the bottom of the account and is not included in the family balance; <ul style="list-style-type: none"> Additional Optional fees can be created in Utilities/ Maintenance View/ Account This fee is optional and will not accrue against the family The fee will disappear if not paid within the current period
5.	If you offer a Settlement Discount enter the details.
6.	There are a variety of Report Styles available; <ul style="list-style-type: none"> The School's format should be the default choice in this field Open Item Printing will print all transactions from the first period to current
7.	Print Options; <ul style="list-style-type: none"> All Bal inc Credits; this is the standard form of printing All inc Credits or Cur Trans Print +ve Bal only = Print Positive Balance only +ve Bal or if Cur Trans = Positive Balance or if a Current Transaction Only if Current Transaction Print All
8.	Select on Family Tag is mainly replaced by the Tag Set but if used the Families must be Tagged through Quick Family Accounting Adjustments.
9.	You can print the Accounts based on an address option selected in Student View > Address; <ul style="list-style-type: none"> if you wish to print based on alternate accounts you must print again with each option Account; Will use the details entered Alt Correspondence; Select Use for alternate account Alt Other; Tag Use as alternate account
10.	Select the format for printing the accounts; <ul style="list-style-type: none"> Print All; Will Print all of the accounts Email Only; Will send the accounts to the email addresses entered for the purpose Not Email; Will print all accounts with no email option
11.	If you tick to print individually you will not be able to preview all the accounts so remove this tick for a preview; <ul style="list-style-type: none"> If printing as a PDF to Document Manager check the box to make sure the accounts go to the individual families
12.	Further options for filtering Accounts to be printed.
13.	You can print details for families wishing to bay by Credit Card and BPay.
14.	Select an option for Printing.
15.	If saving to Document Manager select where to save the accounts.
16.	Click [Print] when ready.

Print the Account

Select all the printing options first then click [Print], if you have split billing you will receive a Confirm message.



1.	Click the [Print] button.
2.	Select [No] if; <ul style="list-style-type: none"> • If you wish to check the accounts prior to printing • If you are not certain you do split billing
3.	Select [Yes] if the accounts have been checked; <ul style="list-style-type: none"> • Once you have selected Yes you cannot easily unfinalise the Billing Batch for any corrections so please check the accounts first • Once items have been split you can select either [Ye]s or [No] for future printing, the accounts will not split a second time

View the Report

The format of Printed Accounts will vary depending upon the Schools requirements and the report that has been created for them.

Statement of Account

April 2015

Mrs G Allen
Box 3495
Yeppoon QLD 1001

ABN: 11-111-111

B
PAY

Bill Code:
Ref. No. 20015

Telephone & Internet Banking - BPA Y
Call your bank, credit union or building society to
make this payment from your cheque, savings or
credit card account.
More info: www.bpay.com.au

CREDIT CARD AUTHORITY
Bankcard [] Mastercard [] Visa []
No. _____ Amount \$ _____ **1**
Expiry _____
Cardholder's Name _____
Card holder's Signature _____

Date	Reference	Description	Debit	Credit	Balance
		Balance brought forward			\$ 1,524.50
28/7/11	92	RECEIPT		1,000.00	2
9/4/15	210	RECEIPT		100.00	
		Kirsty Allen 12 3			564.50
28/2/15		Secondary Tuition Fee	860.00		
28/2/15		Secondary Tuition Fee	-430.00		
28/2/15		Boarding Fee	1,200.00		
28/2/15		Boarding Fee	-400.00		
28/2/15		Subject Levies	170.00		
29/1/15		Subject Levies	-85.00		
28/2/15		Special Concession	-300.00		
29/1/15		Special Concession	250.00		
28/7/15		Special Concession	-400.00		
29/1/15		Special Concession	250.00		
28/2/15		Miscellaneous Charges	50.00		
28/2/15		Miscellaneous Charges	-25.00		4
					1,732.50
		Optional Building Fund 5	100.00		1,832.50
Brought Forward: 364.50			Current: 1,468.00		Balance: \$ 1,832.50

Remittance Advice

Balance brought forward \$ 1,524.50

RECEIPT 1,000.00

RECEIPT 100.00

Kirsty Allen 12

Secondary Tuition Fee 860.00

Secondary Tuition Fee -430.00

Boarding Fee 1,200.00

Boarding Fee -400.00

Subject Levies 170.00

Subject Levies -85.00

Special Concession -300.00

Special Concession 250.00

Special Concession -400.00

Special Concession 250.00

Miscellaneous Charges 50.00

Miscellaneous Charges -25.00

Optional Building Fund 100.00

Balance \$ 1,832.50 **6**

Code: ALLEN01

PLEASE RETURN THIS PORTION WITH PAYMENT

Debit \$12.81 if paid by Cash/Chq/Inst 16042015 **8**

Put this message on all accounts tracing accounts across the page to see if they go across the page and have justified not tracing opening **7**

1.	BPay and Credit Card details.
2.	Brought Forward details.
3.	This is showing the current transactions
4.	Account running balance
5.	Optional Fee details if used
6.	Balance of the account including the optional fee
7.	Any message you have included on the accounts
8.	Discount value if used