

Split billing – how to set up



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Split Billing

Split Billing is used where more than one party contributes to the payment of the family account.

The primary Caregiver of a student may pay a fixed % of the account and a second Caregiver can also pay a fixed %.

You can only have one split for each Student but you can have a line for Debtors and a line for Sundries. Multiple lines for Debtors or Sundries for the same Student will not work.

Split Billing is used to split off various charges to different Payee's for example;

- With a separated family the charges for students can be split between parents
- Other parties such as grandparents

Different types of charges can be split off for example;

- Fee's to Trust funds and Estates
- Disbursements to parents and caregivers

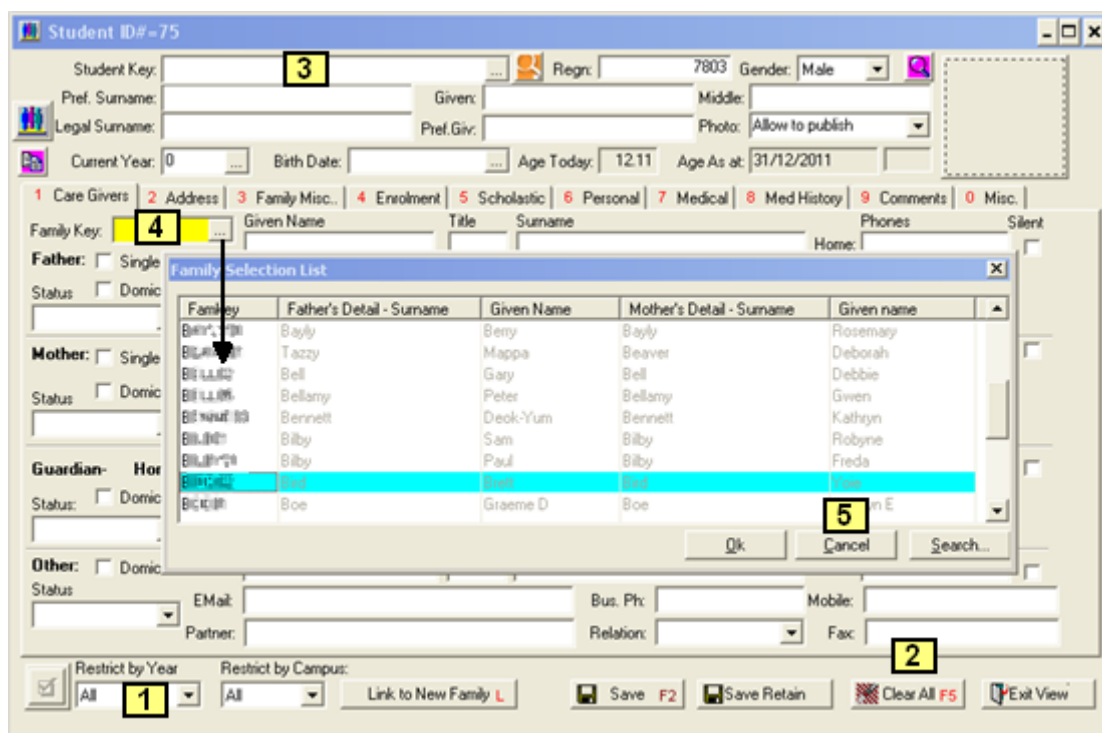
The split must be created prior to Billing.

Create a New Family Key

Path: Debtors Module → Debtors → Student View or **Path:** Scholastic Module → Administration → Student View

To 'split' the billing between two accounts such as Mum and Dad you need to create the second account or Family Key through Student View. Simply create a new Family Key with no student attached (leave the Student Key field blank), the Student Key is created when the Accounts are run.

This can be done in either the Scholastic Module or the Debtors Modules.



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| 1. | Select All in Restrict by Year if in the Scholastic Module. |
| 2. | Click Clear All before proceeding. |
| 3. | If a Student Key is still visible backspace it out to ensure the window is blank. |
| 4. | Click on the Family code drop down and check the Family Code; <ul style="list-style-type: none"> • Make a note of the next free code in the example it will be BIRD03 • This is normally the same alpha characters as the original family with a different numeric value |
| 5. | Click Cancel to exit the window without selecting a family. |

Once you have determined what the new Family Key will be and the screen is clear enter the Family code you noted down.

It is not necessary to enter Student details at this stage, but if you wish to create the Student Key read the section on Split Previous Balance.

| | |
|----|----------------------------------------------------------------------------------------------------------------------|
| 1. | Enter the Family Key. |
| 2. | Enter any know details for this person. |
| 3. | Take the tick out of Domicile; <ul style="list-style-type: none"> • It is optional to select a Status |
| 4. | Click 'Save Retain' when all the details are entered. |
| 5. | Go to the Address tab and enter the Account Address details. |

Enter Split Details

Path: Debtors Module → Debtors → Account Master File Information

Once you have created the new Family Key you need to enter the Split Billing information into the Split Bill tab in the Account Master File of the original Family Key.

In the split billing tab that we tell the system which students will have what fees split, the cost centres to be used, the family the fees will be split to and the percentage of the fees for the split.

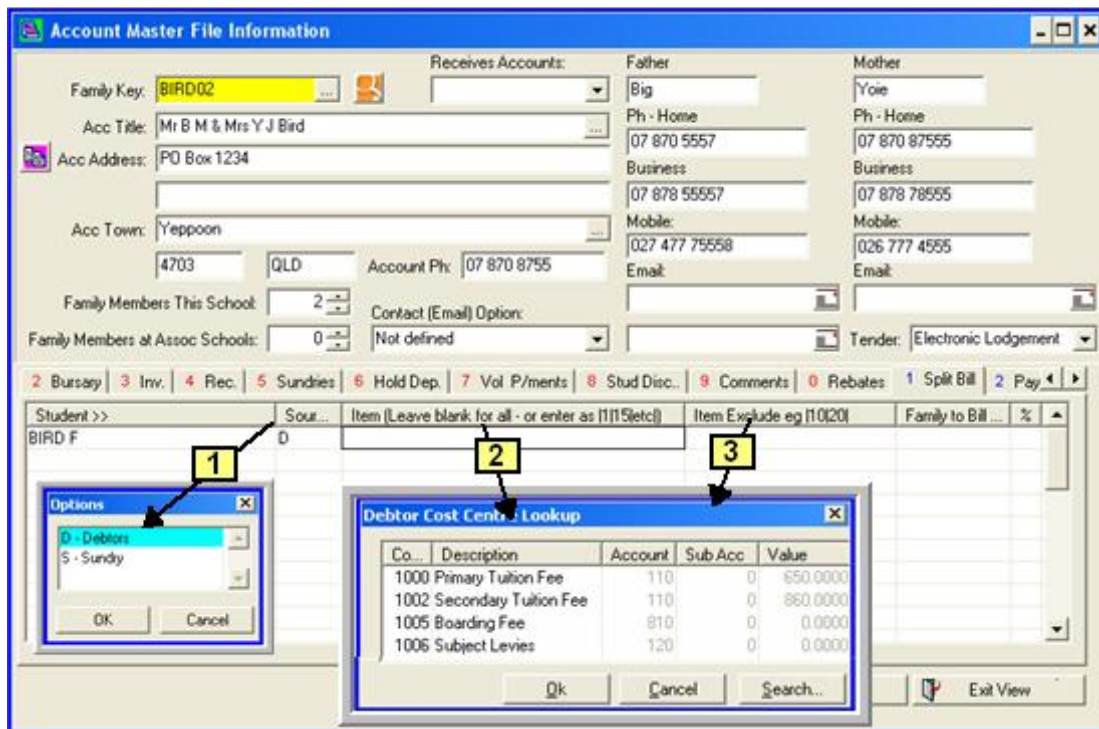
The screenshot displays the 'Account Master File Information' window. At the top, the 'Family Key' is set to 'BIRD02' (marked with a yellow box and '1'). The 'Receives Accounts' dropdown is empty. Contact information for 'Father' and 'Mother' is provided. The 'Split Bill' tab is selected (marked with a yellow box and '2'). The 'Student >>' column header is highlighted (marked with a yellow box and '3'). A 'Student Lookup for Selected Family' dialog box is open, showing a table with the following data:

| Student Code | Surname | Known As | Yr | Family |
|--------------|---------|----------|----|--------|
| BIRD F | Bed | Martha | 8 | BIRD02 |
| BIRD M | Bed | | | |

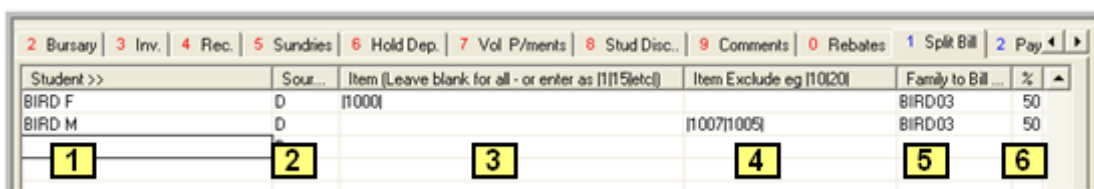
The first row is highlighted (marked with a yellow box and '4').

- | | |
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| 1. | Select the original family code; this will be the Family Key the students are attached to. |
| 2. | Go to the Split Bill Tab. |
| 3. | Click on the column header 'Student >>' to view the students attached to this family. |
| 4. | Select the first student who's fees are to be split. |

When splitting the accounts you have the option to split all invoices or to split only specific cost centres. This allows you to create split bills where, for example, each parent may pay 50% of the fees or dad may pay 100% of the tuition fee while mum pays the remaining levies.



| | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <p>Source;</p> <ul style="list-style-type: none"> The default is D – Debtors to split invoices in the Debtors Proper Select S – Sundry to split invoices in Sundry Debtors. |
| 2. | <p>Item Include;</p> <ul style="list-style-type: none"> Leave Blank if all Invoices are to be split Select Cost Centres if only splitting certain invoices Start with a Pipe Key - separate Cost Centres with a Pipe Key – End with a Pipe Key Pipe key is shift + backslash |
| 3. | <p>Item Exclude;</p> <ul style="list-style-type: none"> Leave blank if all invoices are to be split Select Cost Centres of any charges that will not be split Start with a Pipe Key - separate Cost Centres with a Pipe Key – End with a Pipe Key Pipe key is shift + backslash |



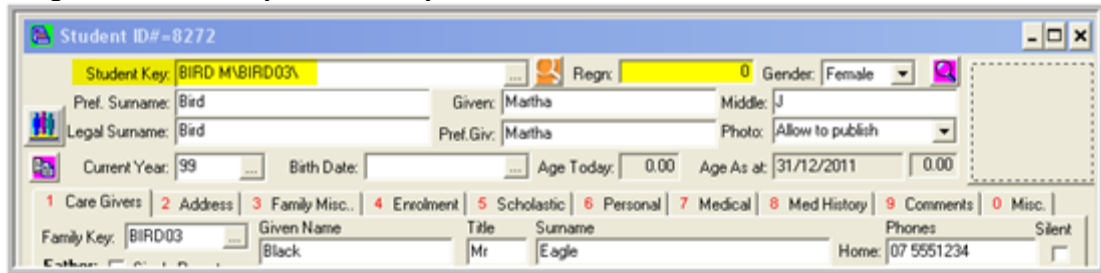
| | |
|----|-------------------------------------------------------------------|
| 1. | The Student with the split billing. |
| 2. | Whether this is D – Debtors or S – Sundries. |
| 3. | If entered this will show Cost Centres to be split. |
| 4. | If entered this will show Cost centres not to be split. |
| 5. | Select the Family to receive the rest of the bill. |
| 6. | Enter a numeric value for the percent to be split to this family. |

Once set up, any billing in the current Debtor Period and any future billing charges will be split as dictated by the entries in the split billing tab.

Invoices will not 'split' until the billing batch is finalised and the Accounts have been printed. When printing for the first time select No to the split billing question and check the account are correct. Once this is done print the Accounts again and say yes to the split billing question.

Splitting the bill when printing the Accounts will create a Student Key in the form of;

- Original Student Key\New Family Code\ with a Current Year of 99

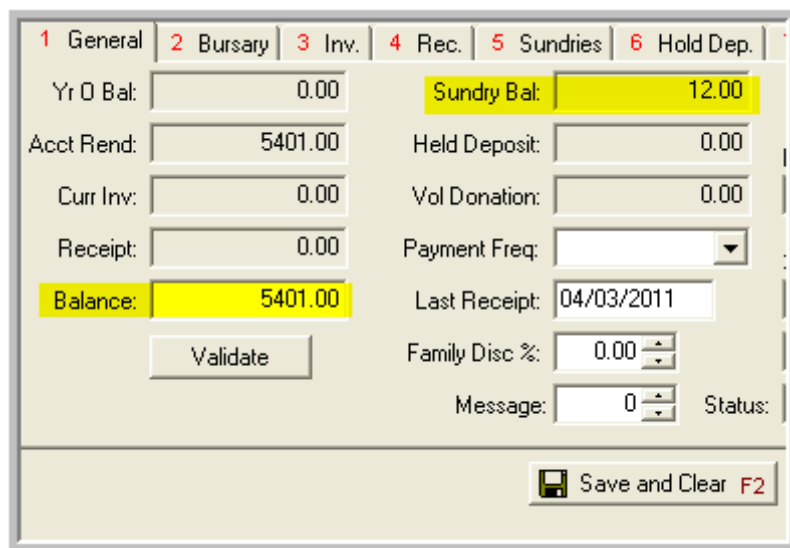


Split Previous Balance

Only transactions in the Current Debtor Period will be split so any brought forward balances will need to be split manually;

- If the Accounts have been printed for the current period a student will have automatically been created
- If no accounts have been printed for the original Family a Student will need to be created for a manual split

Outstanding balances for both Debtors and Sundries can be viewed in the Account Master File on the General Tab.



In Debtors invoices are attached to a Student Key, in order to perform a manual split of past invoices you need to have a student attached to the Family Code that you will be transferring the fees to. You can create a billing student for this process.

| Studkey | Item ... | Desc | Date >> | Value | Balance | Last paid >> |
|---------|----------|-----------------------|------------|---------|---------|--------------|
| BIRD M | 1002 | Secondary Tuition Fee | 31/03/2011 | 860.00 | 860.00 | |
| BIRD F | 1002 | Secondary Tuition Fee | 31/03/2011 | 860.00 | 860.00 | |
| BIRD F | 1005 | Boarding Fee | 31/03/2011 | 1200.00 | 1200.00 | |
| BIRD M | 1006 | Subject Levies | 31/03/2011 | 90.00 | 90.00 | |

Create a Billing Student Key

Path: Debtors Module → Debtors → Student View

Or

Path: Scholastic Module → Administration → Student View

Click the Clear All button and backspace any Student Code out before entering the new Student Key.

In order to transfer outstanding balances you must;

- Create a new Student Key
- Attach it to an existing Family Code or create a new Family Code

The screenshot shows the 'Student ID# -8272' form. Numbered callouts are placed as follows:

- 1:** Points to the 'Clear All F5' button at the bottom right.
- 2:** Points to the 'Student Key' field, which contains 'BIRD M\BIRD03'.
- 3:** Points to the 'Given' name field, which contains 'Martha'.
- 4:** Points to the 'Current Year' field, which contains '99'.
- 5:** Points to the 'Family Key' field, which contains 'BIRD03'.
- 6:** Points to the 'Father' dropdown menu.
- 7:** Points to the 'Email' field for the father, which contains 'Blackeagle@pcs.com.au'.
- 8:** Points to the 'Restrict by Year' dropdown menu, which is set to 'All'.

| | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Click Clear before starting. |
| 2. | Backspace out any details and enter the new Student key for the split; <ul style="list-style-type: none"> • The split Student key will be types in with the format of original Student Key\ Family Key\ • If the Family Key is not created you will need to know what it should be |
| 3. | Enter any relevant Student details. |

| | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Select the Current Year of 99. |
| 5. | If a Family Key is showing backspace it out then either, or; <ul style="list-style-type: none"> Select the correct Family Key Type in the new Family Key |
| 6. | Remove the tick out of Domicile if the Student does not live with this new family. |
| 7. | Enter any relevant family details. |
| 8. | Click Save or Save Retain. |

Manual Split

Path: Debtors → Batch Billing View

Once you have created a Billing Student Key for the appropriate family you can now transfer any outstanding balances;

- Balances are transferred by creating a negative invoice against the original Student and a positive invoice against the Billing Student Key.

Create a new Batch for entering the manual split.

| | |
|----|-------------------------------------------------------------------------------------------------------------------------|
| 1. | Select the Student key and the Item (Cost Centre) code enter the value as a negative amount. |
| 2. | In order to select the new Student in a year level of 99 the tick will need to be removed from 'Current Students Only'. |
| 3. | Select the Student key and the Item (Cost Centre) code enter the value as a positive amount. |
| 4. | If everything is correct the batch total should equal a zero amount. |

Flag the Invoices as Spilt

Path: Debtors → Invoice View

Finalise the batch but before the Accounts are printed you must flag the Invoices as already split. Any Invoices not ticked will split when the accounts are printed if the split function is selected.

Flag the transactions as Split for all Students in the Batch.

The screenshot shows the 'Invoice View' window for student 'BIRD M'. The 'Student Key' field is highlighted with a yellow box and the number '1'. Below the table, the 'Invoice Selection' section has the 'Current' radio button selected, highlighted with a yellow box and the number '2'. In the table, the 'Split' checkbox for the '1006 Subject Levies' row is checked and highlighted with a yellow box and the number '3'.

| Co... | Description | Net | Date >> | Amt Paid | Last Paid >> | Pd | GST | Gross | Spl... |
|-------|-----------------------|---------|------------|----------|--------------|----|------|---------|-------------------------------------|
| 1002 | Secondary Tuition Fee | -430.00 | 09/10/2012 | 0.00 | | 5 | 0.00 | -430.00 | <input checked="" type="checkbox"/> |
| 1005 | Boarding Fee | -600.00 | 09/10/2012 | 0.00 | | 5 | 0.00 | -600.00 | <input checked="" type="checkbox"/> |
| 1006 | Subject Levies | -45.00 | 09/10/2012 | 0.00 | | 5 | 0.00 | -45.00 | <input checked="" type="checkbox"/> |
| 2005 | Miscellaneous Charge: | 155.00 | 09/10/2012 | 0.00 | | 5 | 0.00 | 155.00 | <input type="checkbox"/> |

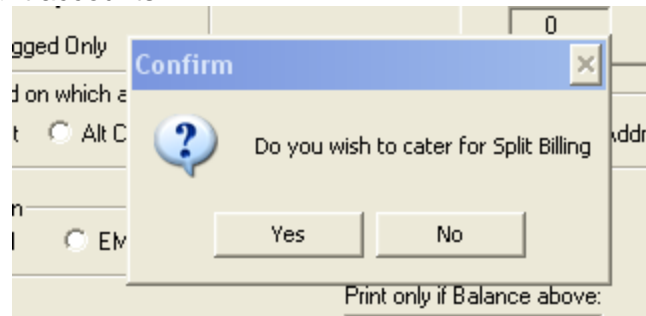
| | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Select the Students. |
| 2. | Make sure the Invoice Selection is flagged a Current. |
| 3. | <p>Put a tick in all the lines that you have split manually in the batch;</p> <ul style="list-style-type: none"> Do not change any lines not in the batch these will go through the normal process of splitting Placing a tick in the Split box will stop the transactions splitting again when the Accounts are printed |

Print Accounts

Path: Debtors → Account Printing

When printing the accounts, if you use split billing, you will be asked to create the split from the finalised billing batches. When you do the first run say No, this will give you a chance to check the accounts are correct.

Once the accounts have been checked, the accounts at this stage will not be split, print the accounts again and answer Yes to the question. This will split the bill and create a separate finalised batch for the split accounts.



Once this is done you will not be able to unfinalise the batches with the split accounts unless you remove all the ticks from the split in Invoice View, these ticks must be replaced otherwise the accounts can be split again.

Any manually split accounts with the tick in Split in Invoice View will not be split a second time. You will see a negative amount for the split.

| ABN: 11-111-111 | | | | | Code: BIRD02 |
|-----------------|------|----------------------------------------|---------|--------|------------------|
| Date | Ref. | Description | Debit | Credit | Balance |
| | | Balance brought forward | | | \$ 15,092.00 |
| 17/07/2012 | | Martha Bird 8 Miscellaneous Charges | 250.00 | | |
| 17/07/2012 | | Miscellaneous Charges | -125.00 | | |
| | | | | | 15,217.00 |

The amount will be charged to the Family you have split it to.

| ABN: 11-111-111 | | | | | Code: BIRD03 |
|-----------------|------|-------------------------|--------|--------|---------------|
| Date | Ref. | Description | Debit | Credit | Balance |
| | | Balance brought forward | | | |
| 17/07/2012 | | Miscellaneous Charges | 125.00 | | |
| | | | | | 125.00 |