



## Macro for Billing Tech Tip

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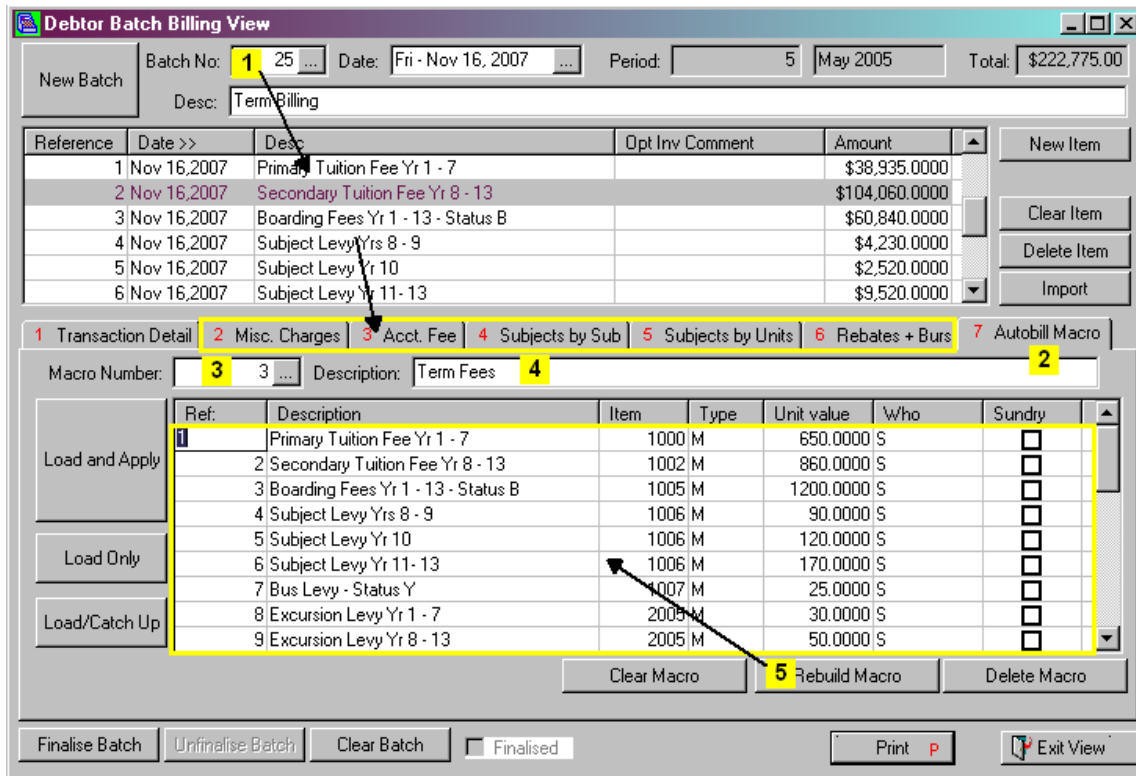
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**Creating a NEW Billing Macro based on an existing batch (If you already have a macro saved go to page 11)**

After billing has been done for standard charges there is the option to create a **Macro**.

Once the Macro has been created it can be edited to reflect changes to charges and re-saved. This is generally standard practice at the beginning of a new year when the \$ value of the charges are most likely to have changed.

**Autobill Macro tab**



**To save a previous billing run as a macro follow the steps below;**

<b>1.</b>	<b>Batch No.</b>	Select a batch where billing has been done through Tabs 2 to 6.
<b>2.</b>	<b>Autobill Macro</b>	Click on this Tab to create the macro.
<b>3.</b>	<b>Macro Number</b>	Enter a unique numeric macro number.
<b>4.</b>	<b>Description</b>	Enter a description for this template.
<b>5.</b>	<b>Rebuild Macro</b>	Click to create the Macro. You will ask for confirmation, select Yes. The template will be created based on the billing lines within the batch.
<b>6.</b>	<b>New Batch</b>	Select a new batch and up macro – (see ??? for details)

## Create a new Billing Macro without an existing Batch

If you do not have a Billing Run available you can still create a new Macro. You will need to know what you are billing and any rebates or Bursaries you are going to give. You will also need to know if billing will be done using a Status or by Subjects. Further information on this is available in the Debtors Manual.

**Note:** with all billing item lines you must click **Begin Run**; you can then create the billing by clicking **Yes** or click **No** to save the details for building into a Macro.

To create Billing lines for building the new Macro follow the steps below;

1.	Click New Batch.
2.	Enter your description.
3.	Click New Item to create a new line.
4.	Enter a description for this line.
5.	Select Filters for the billing.
6.	Charge by gender will default to all but can be edited.
7.	Select whether the family is tagged or not.
8.	Optional: Enter a Student Status.
9.	Optional: Enter a Family Status.

## Entering the Billing information

### Add Standard Fees

To enter billing charges follow the steps below;

1.	Check whether this is a Family charge or a Student charge.
2.	Check whether the charge is to go Debtors or Sundries.
3.	Check the GST implication.
4.	Select the Cost Centre.
5.	Enter the Fee.
6.	If a discount applies to this item select Family or Student.
7.	Select the Cost Centre for the discount.
8.	If this is a run for discount only tick the box, all the other details remain.
9.	Tick if this is rounded to the nearest dollar.
10.	Click Begin Charging.
11.	Click No unless you want to commence charging now. This will create the fee.

### Add Bursaries

You can add Bursary Run codes to the Macro, the codes can be added to the families prior to billing, and they do not need to be in use already. Bursaries can be added to a Family at any time using a single digit Code.

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

**Rebates**

Rebate Code to use: 0 ...

Begin Charging

CatchUp

Charge to

Debtors

Sundry

Charge as

Pre Tax

Inc GST

**Bursaries**

Select items containing: S

Begin Charging

CatchUp

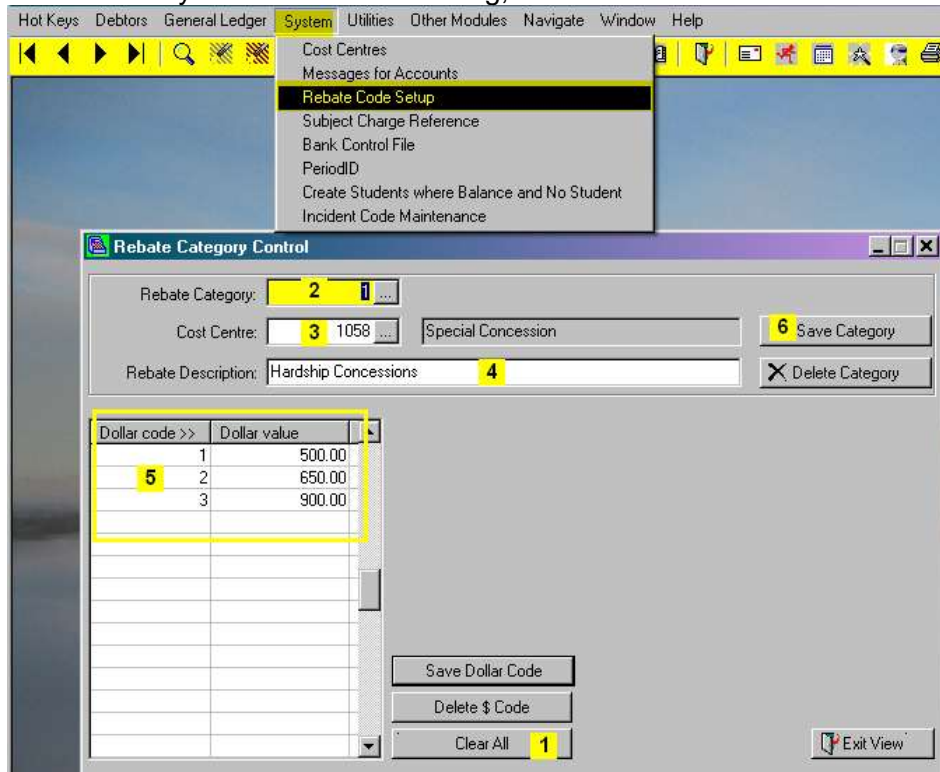
Finalise Batch | Unfinalise Batch | Clear Batch |  Finalised | Print P | Exit View

### Add Rebates

Rebate Codes must be created prior to adding to the Macro. The rebate codes can be added to the Family at any time.

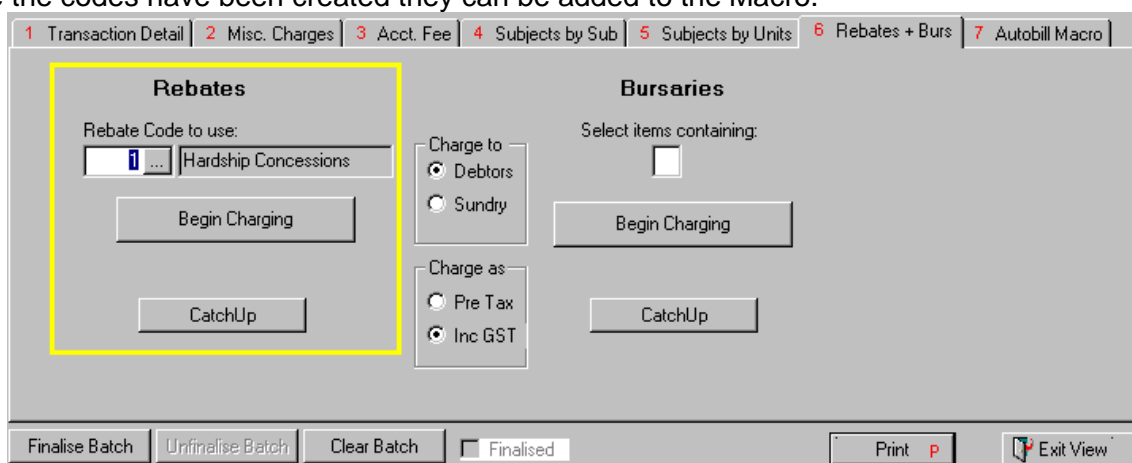
**Path:** System → rebate Code Setup

Create the various Codes your School will be using, these are dollar value Rebates.



1.	Click Clear All prior to creating a new Code.
2.	Enter a unique Rebate Category Code.
3.	Select the Cost Centre to be used for this rebate.
4.	Enter your description of the Rebate.
5.	Enter a numeric Dollar Code for each Dollar value of Rebate.
6.	Click Save.

Once the codes have been created they can be added to the Macro.



## Create the Macro.

When you have finished creating all Item lines the macro can be created.

To Create the New Macro follow the steps below;

1.	If a Macro is already showing and you do not want to overwrite it click Clear Macro.
2.	Enter the new Macro number.
3.	Enter your description.
4.	Click Rebuild Macro.
5.	Click Yes to create the Macro.

This Macro now will be available for Billing.

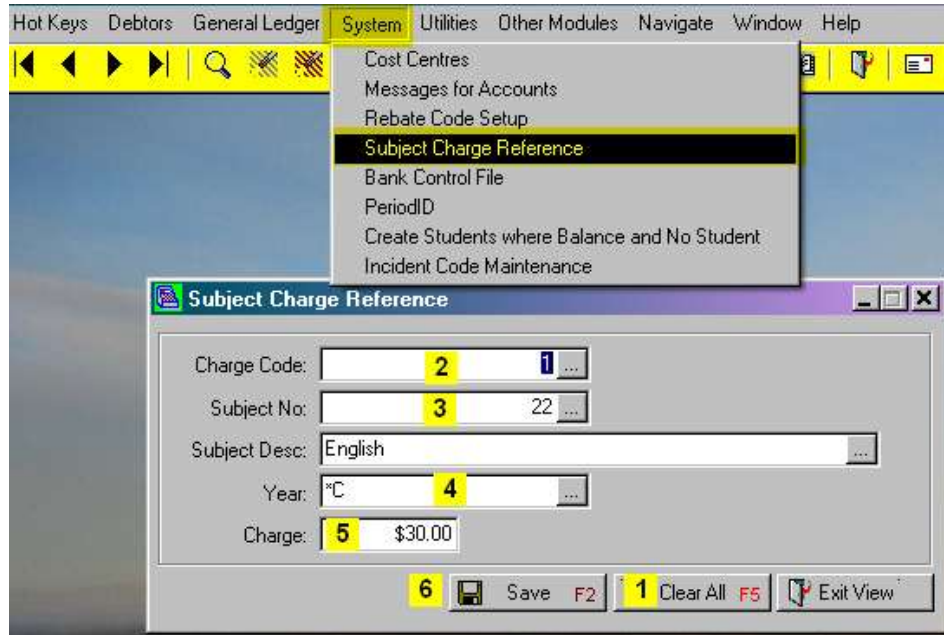
Once the Macro has been created, if no fees have been charged the Batch can be used for further billing.

## Create Subject Billing Macro

Subjects fees can be added Subject or by Units. Most schools would use by Subjects. For more information on billing by Units please refer to the Debtors Manual.

**Path:** System → Subject Charge Reference

Subject charge Codes must be created before they can be entered in the Macro.

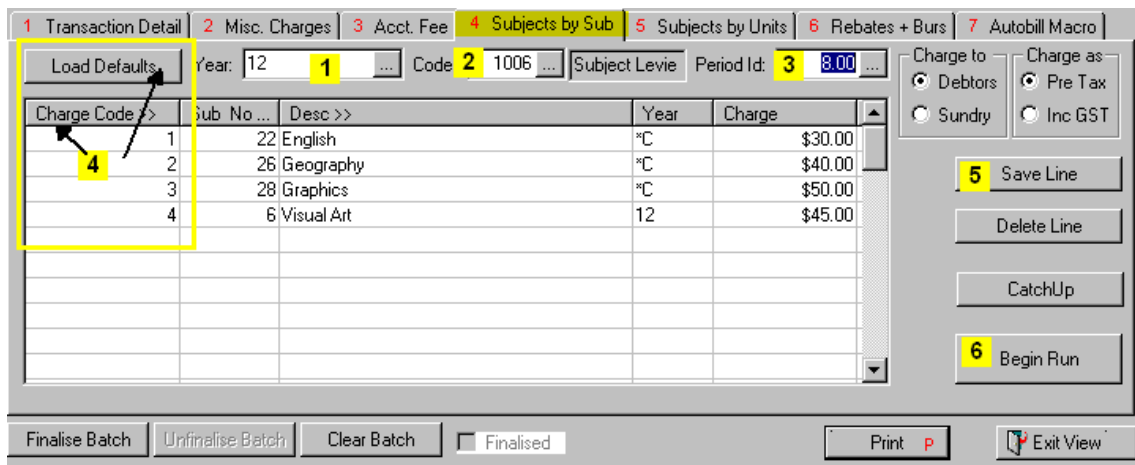


To enter charges for Subjects follow the steps below;

1.	Click Clear All.
2.	Enter a unique numeric code for this Subject and year level.
3.	Select the subject.
4.	Select a year level, if using individual year levels you must create a code for each year level.
5.	Enter the charge.
6.	Click Save.



The Subject codes can then be entered into the Macro.



To charge by Subjects follow the steps below;

6.	Select a single or * year level. If you select a single year level this is the only year level that will be billed.
7.	Select the Cost Centre code you wish to use for the billing.
8.	Make sure you have the correct period ID for the Subjects.
9.	Select Load Defaults to select all Subject codes or click Charge Code for selecting individual Subject billing codes.
10.	Click Save line or Tab off the line to save.
11.	Click Begin Run: if you are billing now click Yes, if you are creating a Macro for later billing click No.

## Create the Subject Macro.

When you have finished creating all Item lines the macro can be created.

To Create the New Macro follow the steps below;

12.	If a Macro is already showing and you do not want to overwrite it click Clear Macro.
13.	Enter the new Macro number.
14.	Enter your description.
15.	Click Rebuild Macro.
16.	Click Yes to create the Macro.

This Macro now will be available for Billing.

With Subject lines in a Batch once the Macro has been created the Batch must be finalised as it cannot be used for further billing.

## Edit the Macro for Next Term or Year (using a Macro saved)

At times the Macro may need to be edited, this is most likely to occur when billing for a New Year.

Create a **new batch** as described previously.

### Load the Macro

To edit a current Macro follow the steps below;

- |    |   |
|----|---|
| 1. | Click Load Only.                          |
| 2. | Click yes to load the batch with no fees. |

## Edit the Standard Details

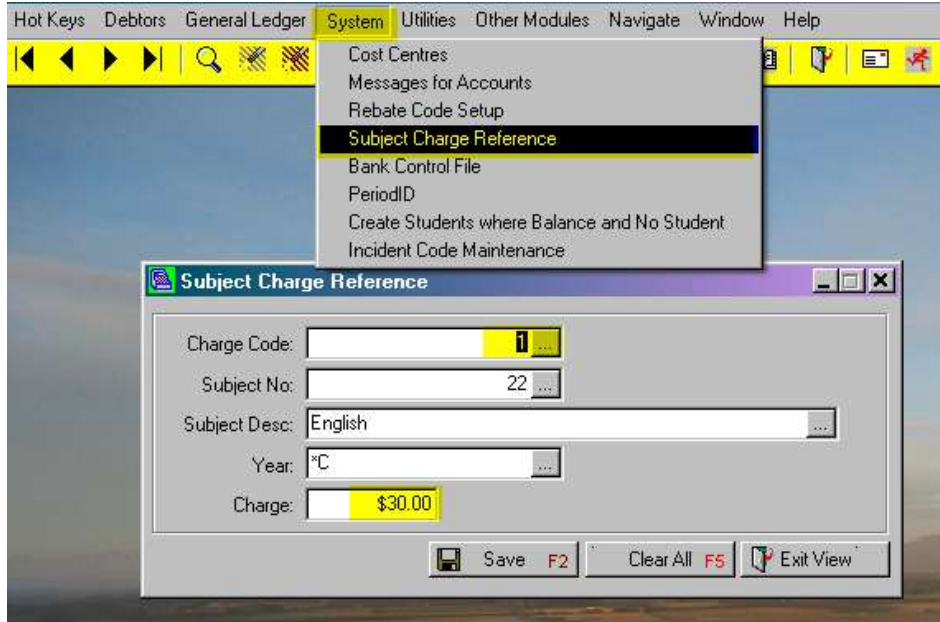
To continue editing the Macro follow the steps below;

1.	Highlight the line for changing.
2.	Edit the details of the Billing as required.
3.	Click Begin Charging.
4.	Click No. Unless you want to start the Billing now, then click Yes.
5.	Continue until you have made all the necessary changes.

## Edit Subject Billing

**Path:** Debtors → System → Subject Charge Reference

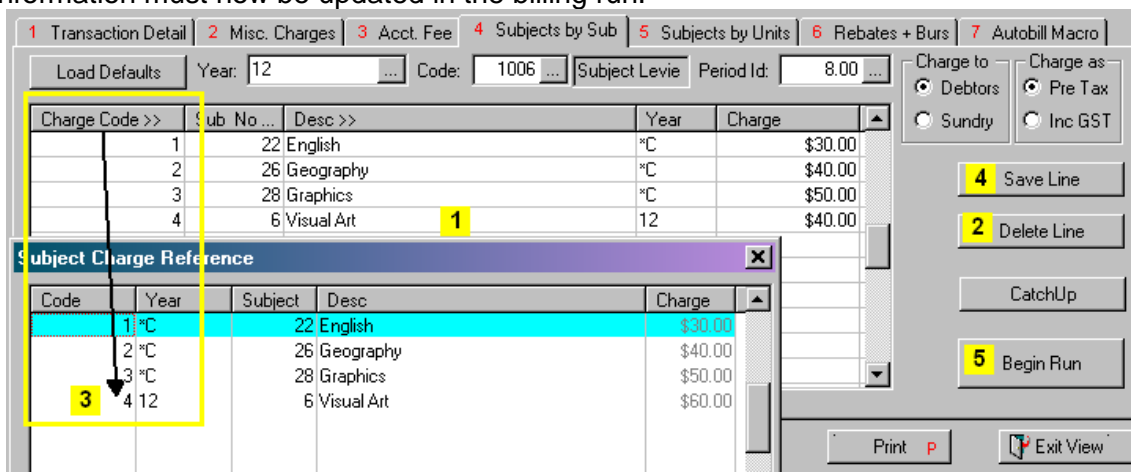
In some instances you may have a Macro may containing Subject charges, Subject charges will probably be in their own Macro and can be edited.



To Change the cost of the Subject follow the steps below;

- |   |   |
|---|---|
| • | Select the Charge Code for the Subject. |
| • | Enter the new Charge and Click Save.    |

The information must now be updated in the billing run.



To edit the Subject fees for the Macro follow the steps below;

- |    |  |
|----|--|
| 1. | Highlight the line for changing.   |
| 2. | Click delete line..  |
| 3. | Select the new Charge Code.  |
| 4. | Click Save Line.   |
| 5. | Click Begin Run: <ul style="list-style-type: none"> <li>• Click No. Unless you want to start the Billing now, then click Yes.</li> </ul> |

## Rebuild the Macro

Standard Macros and Subject macros are rebuilt in the same way but you must finalise the batch if Subject charges are involved.

To rebuild the Macro follow the steps below;

1.	If a Macro is already showing and you do not want to overwrite it click Clear Macro.
2.	Enter the new Macro number.
3.	Enter your description.
4.	Click Rebuild Macro.
5.	Click Yes to create the Macro.

## Calculating Discounts Prior to Running the Billing.

Before you start calculating clear any previous discounts.

- Discount Calc % set all discounts to 0 and calculate.
- Discount Calc \$ click 'Reset Student Discount \$ to Zero (this removes the run of S)
- Run a Family Child Scan

Prior to Loading the Macro make sure you have you recalculate Discounts to pick up any new Students. You can run either the percentage discount or a dollar value (Bursary).

### Percentage Discount

If using the percentage Sibling Discount Calculation follow the steps below;

- |   |                            |
|---|----------------------------|
| • | Enter the Discounts.       |
| • | Click Calculate Discounts. |

The discount percentage can be viewed in Account Master File

Student	Given Name	Year	Class	Discount %	Manual ...
CHEN J	Jo-Kang	12	A	20.00	<input type="checkbox"/>
CHEN M	Mervyn	10	A	60.00	<input type="checkbox"/>
CHEN M H	Michael	12	A	40.00	<input type="checkbox"/>
CHEN V	Victoria	13	A	.00	<input type="checkbox"/>

## Dollar Value Bursary

If you are giving a dollar amount for Sibling Discounts when you calculate the discounts a Bursary file will be created with a run of S. Bursaries can also be created manually through Account Master File, Bursary tab, they must be given a run code.

If using a dollar value follow the information below to create Bursaries.

- |    |  |
|----|--|
| 1. | Discounts created through Quick Family Accounting Adjustments with a Run of S. |
| 2. | Discounts created manually must be given a Run code.                           |

Bursary information can be viewed through the account master file where you can add individual Bursary lines with their own Run number.

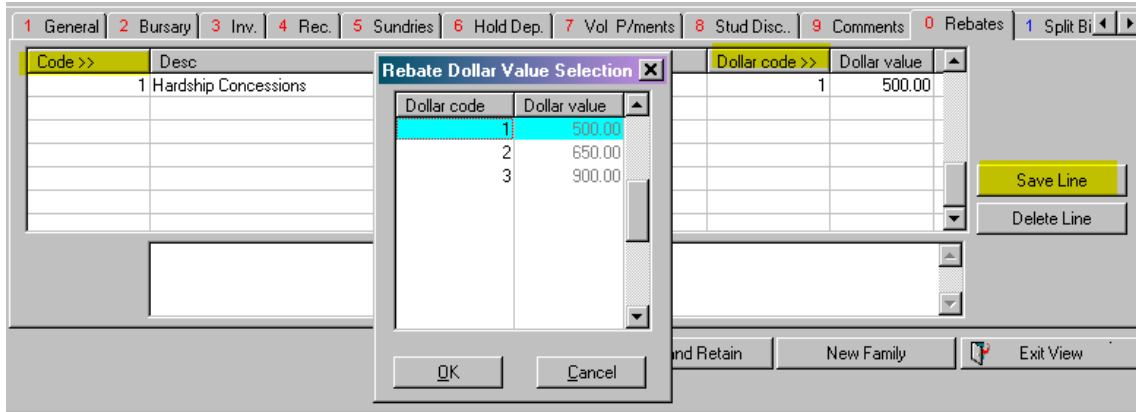
Studkey >>	Code...	Desc	Amount	Run
CHEN J	1050	Sibling Discount	\$100.00	S
CHEN M	1050	Sibling Discount	\$300.00	S
CHEN M H	1050	Sibling Discount	\$200.00	S
CHEN J	1058	Special Concession	\$150.00	M



## Edit or add Rebates to Families

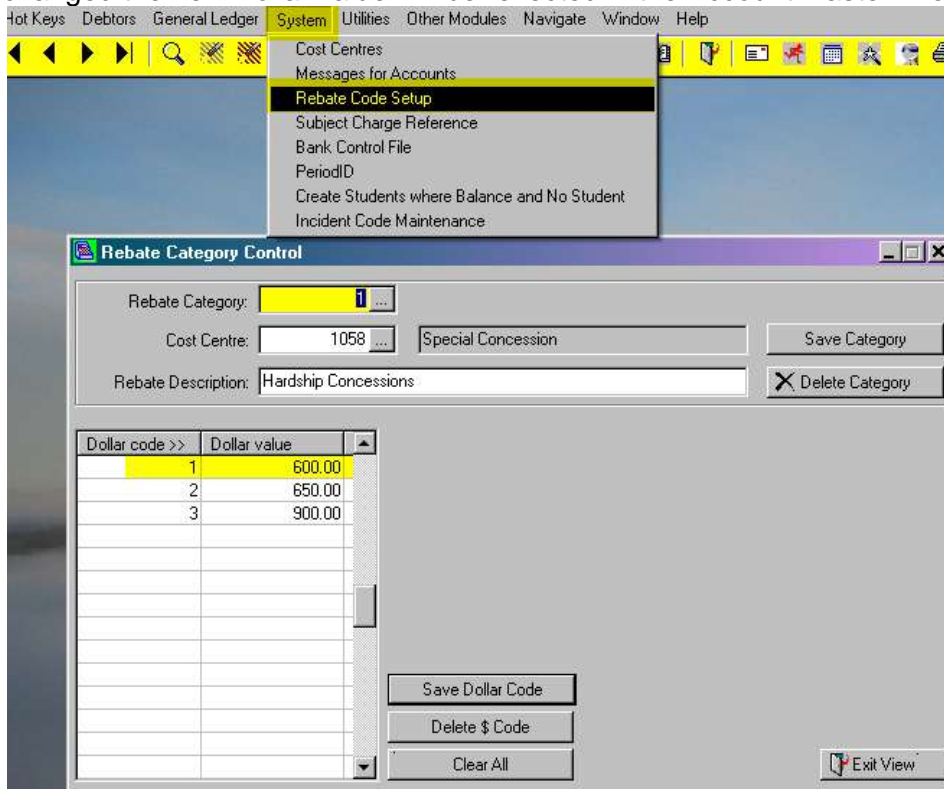
**Path:** Debtors → Account Master File

Rebates codes for families are entered through Account Master File Rebate tab, the Macro only ask for a **Rebate Code** and refer back to the Account Master File for the dollar value.



**Path:** System → Rebate Code Setup

Changes to dollar values in Rebates against families and Students are made through the Rebate tab, the Macro only ask for a **Rebate Code** and refer back to the Account Master File for the dollar value. Once changed the new Dollar value will be reflected in the Account Master File.



## Billing using a Macro

Once the Macro is created you can process a billing run based on the standard billing lines within this Macro.

Create a new batch and give it a description, then go to tab 7 Autobill Macro.

To load a billing Macro follow the steps below;

1.	Select the Macro to Load for billing.
2.	Click <b>Load and Apply</b> .
3.	The Billing will be created.

•	<b>Load Only</b>	This will load a Macro with but does not create billing.
•	<b>Load/Catch Up</b>	If billing has been finalised you can 'Catch Up' with changes or new Students by clicking Load/Catch Up.

Once charges have been created, billing items can be edited, deleted or added to this batch. To create the invoices the batch must be finalised.

Use the instructions below for Billing;

1.	To add a line Click New Item.
2.	To Delete a line click Delete Item.
3.	To make changes to the billing highlight the fees and overtype.
4.	To delete a highlighted Transaction click Delete Trans.
5.	To delete all the transactions for an item line click Del All Trans.
6.	Click Finalise batch to create the Accounts for Printing.

## Catch Up

If the Batch is not to be finalised now and prior to finalising you have new students entered you can use the Catch Up facility available in all the billing tabs. This will add the new students to the billing without affecting the students already in the batch.

## Split Billing

When printing the accounts you will be asked if you wish to cater for Split Billing if you answer Yes a batch will be created for the split and you will be unable to unfinalise the billing batch. If this happens and you need to unfinalise the batch please contact PCSchool's Help Desk.