



## Debtors End of Period User Guide

### Table of Contents

Options available:.....	2
1) Period End rollover.....	2
2) Utilities rollover.....	2
<u>Check List to print</u> .....	<u>2</u>
<u>End of Period – steps 1 to 9</u> .....	<u>3</u>
Step 10: Backup Debtors.....	4
Step 11: End of Period.....	5
Step 12: Finalise Batch.....	7
<u>Utilities Rollover</u> .....	<u>8</u>
<u>Housekeeping</u> .....	<u>11</u>
Set Family Balances based on Transactions.....	11
Validate Receipt Batches.....	12

## Options available:

### 1) Period End rollover

Depending upon how the Period ID is setup, when performing a month or term rollover, the End of Period routine effectively consolidates all current transactions into a brought forward balance on the Family Accounts.

This means;

- The closing balance on a Family Account will be the b/fwd opening balance on the next Family Account printed.

All transactions for the current year are still available in the Family Account Master File and can be printed via the Transaction Listing Report or Open Item Printing from Account Printing.

This End of Period procedure will automatically create an Accrual batch of all current transactions in the Debtors 'proper' to update the Ledger. Once the procedure is complete go to General Ledger/Batch Transaction Entry and finalise this batch.

### 2) Utilities rollover

A Utilities Only rollover will create a Ledger Accrual Batch or consolidation of the Sundries without rolling into a new Period.

This means;

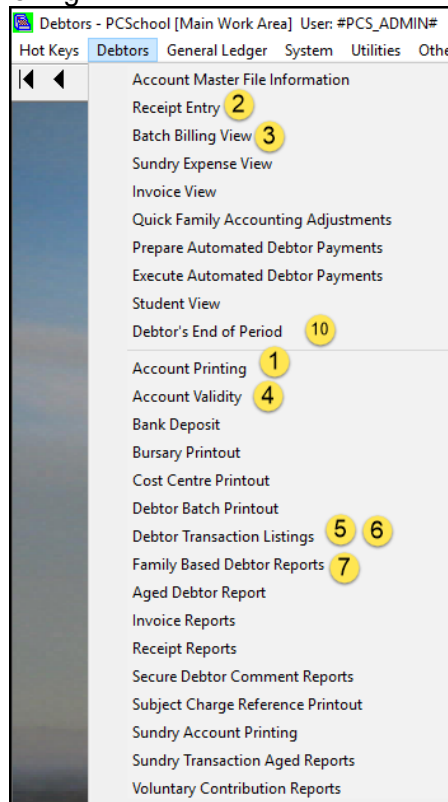
- It will still show all transactions on the Family Account
- This Utilities roll procedure will automatically create an Accrual batch of all current transactions in the Debtors 'proper' to update the Ledger. Once the procedure is complete go to General Ledger/Batch Transaction Entry and finalise this batch.

## Check List to print

Click on link for [Check List](#) for the first few times of doing end of month to see that you have completed all tasks before rolling over.

## End of Period – steps 1 to 9

Procedures to perform prior to Rolling.



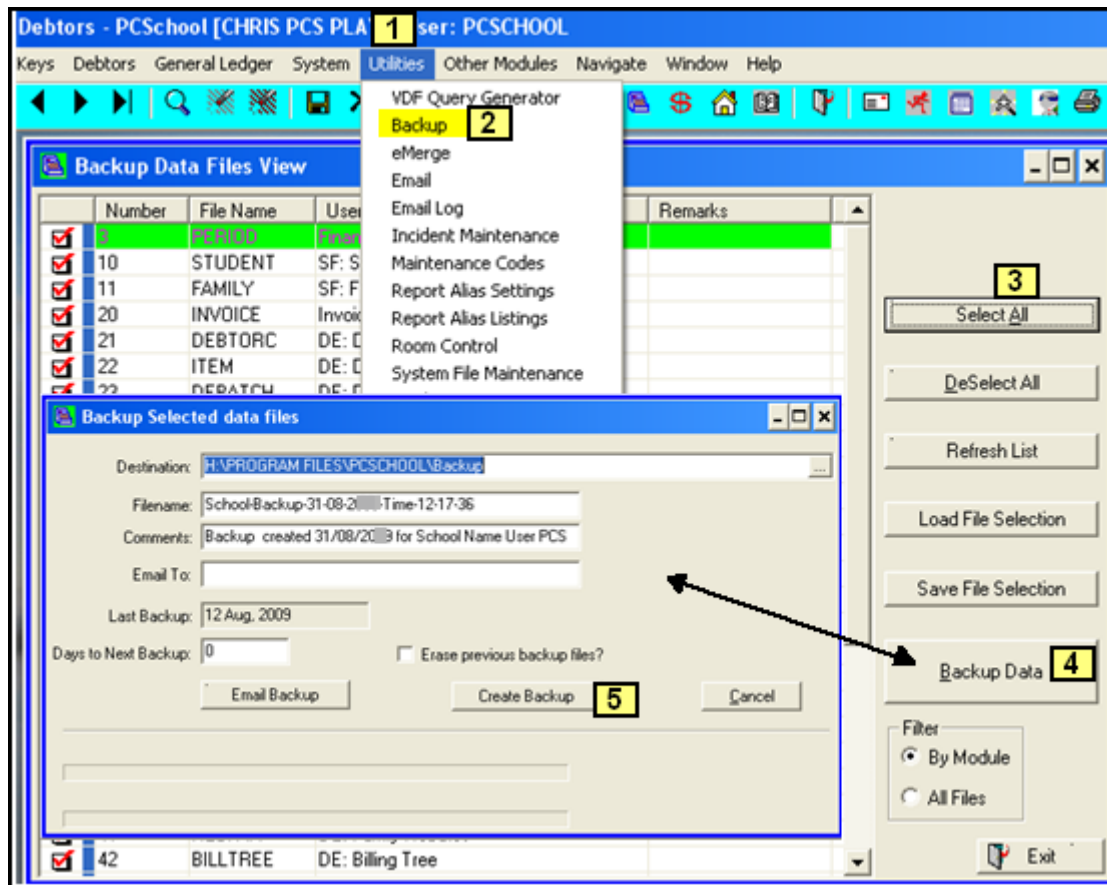
1.	<b>Account Printing</b>	Print Family Accounts. It is suggested you also print a copy to Document Manager or to a PDF file.
2.	<b>Receipt Entry</b>	All Receipt Batches must be Finalised.
3.	<b>Batch Billing View</b>	<ul style="list-style-type: none"> <li>Finalise any Billing Batches to be included in the current periods Family Account.</li> <li>Unfinalise any Billing Batch if you want the entries to be included in the next periods Account.</li> </ul>
4.	<b>Account Validity</b>	Run an Account Validity, you must have no errors.
5.	<b>Debtors Transaction Listing</b>	Run a Debtors Reconciliation via Debtors Transaction Listing, the variance must be zero. (If not here you may be set up to run this from the Family Based Debtor Reports)
6.	<b>Debtors Transaction Listing</b>	Family List – drop down box - Print or save to PDF (if required)
7.	<b>Family based Debtors reports</b>	Print <b>Family Based Debtors</b> – Save PDF (if required)
8.	<b>Check Trial Balance</b>	In Finance > Run a <b>Trial Balance</b> to see if it balances – as most times when it is out it could be a Debtors receipt batch (this saves doing rebuilds later on which can take time) - If you do not have access to this get your Finance person to run it – before rolling your Debtors.
9.	<b>Stop Processing</b>	Halt all processing in Receipt Entry, Batch Billing View and Invoice View until the End of Month process is finished.

### Step 10: 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 11: End of Period

**Path:** *Debtors > Debtor's End of Period*

Example of End of month roll over.

There should not be any need to edit this view before clicking on **Begin Process** as the defaults are usually the standard procedure.

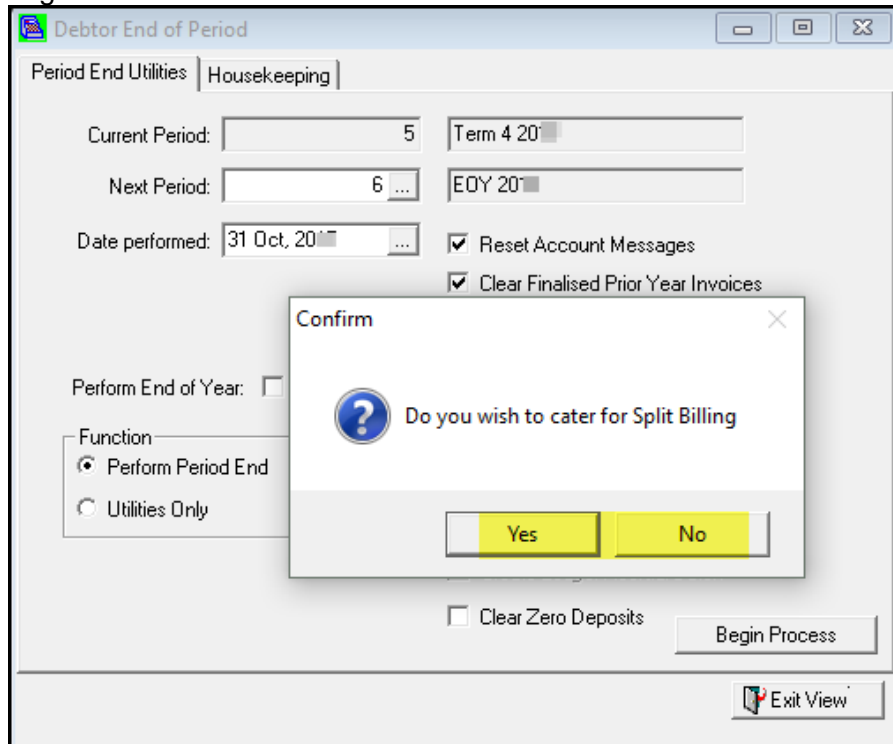
1.	Select [Perform Period End]
2.	[Reset Account Messages] - If you do not wish to <b>Reset the Account Messages</b> the tick can be removed from this option before proceeding. This is set as default to ensure a Message, which may be a Reminder to pay the previous Account, is not inadvertently left against a family and printed on the next Account
3.	[Clear Finalised Prior Year Invoices] - will simply tidy up any prior year invoices that have been paid since the last rollover. It is suggested this box be checked for this procedure
4.	[Create Ledger Accrual Batch] – this should have tick in it
5.	[Current Period] + [Next Period] – this could be monthly or termly however your system is setup
6.	[Date Performed] If doing end of month you may wish to date this back to the end of month date
7.	[Begin Process]

Other options are more likely to be used when performing the **End of Year Procedure**.

If **Split Billing** has been utilised, but a split has not yet taken place;

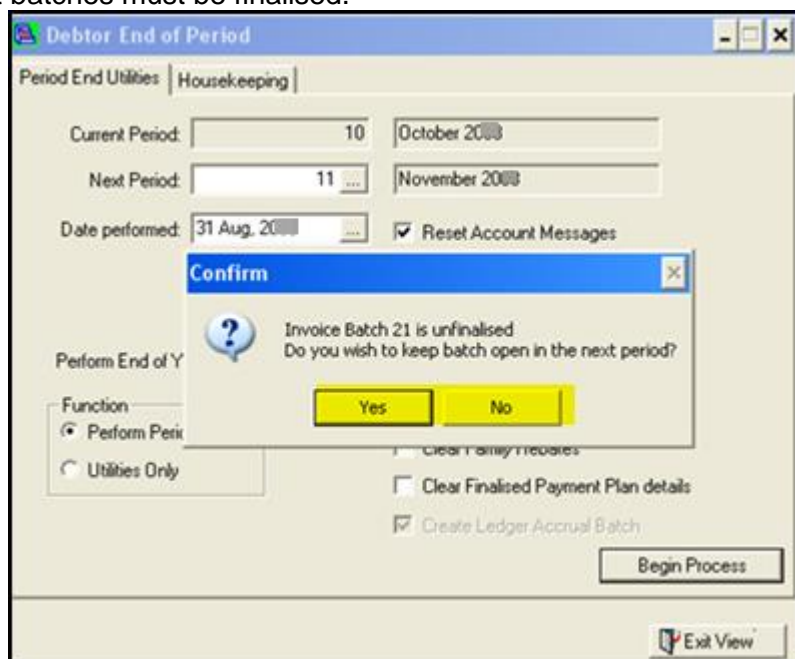
- Batch Billing where the Accounts have not been run
- Entries through Invoice View
- Sundry items

You will be asked if you want to create the split now. Splitting an account creates a finalised billing batch under Billing Batch View.



If Billing Batches have been left open the system will confirm if these batches are to be left as unfinalised:

- **Yes** will proceed with the period end process
- **No** will abort the process to allow you to finalise these batches before proceeding.
- All Receipt batches must be finalised.



If you selected Yes to Split Billing a Billing Batch will be created.

### Step 12: Finalise Batch

**Path:** Debtors > General Ledger > Batch Transaction Entry > Debtors

Finalise batch make sure the date is correct and finalise in to the correct month.

## Utilities Rollover

To transfer your figures to your General Ledger you can complete a Utilities only rollover this enables the creation of the Ledger Accrual Batch or consolidation of the Sundries without rolling into a new Period.

Your Debtors Statements will still show all transactions.

Creates a Ledger Accrual Batch.

The screenshot shows the 'Debtor End of Period' window with the following details:

- Window Title:** Debtor End of Period
- Section:** Period End Utilities | Housekeeping
- Current Period:** 10 | October 2009
- Next Period:** 10 | October 2009
- Date performed:** 31 Aug. 2009
- Perform End of Year:**
- Function:**
  - Perform Period End
  - Utilities Only
- Checkboxes:**
  - Reset Account Messages
  - Clear Finalised Prior Year Invoices
  - Consolidate Debtor Invoices
  - Consolidate Sundry Transactions
  - Clear Voluntary Donation History
  - Clear Bursary File
  - Clear Family Rebates
  - Clear Finalised Payment Plan details
  - Create Ledger Accrual Batch
- Buttons:** Begin Process, Exit View

1.	Select Utilities Only.
2.	The Current and Next periods will be the same.
3.	Check the Items you wish to act upon.
4.	Click Begin Process.



Sundry Debtors Consolidation

1.	Select if you decided not to go further.
2.	Sundry Transactions can be consolidated to a <b>single Invoice in Debtors Proper</b> , you will need to enter; <ul style="list-style-type: none"> <li>• A Cost Centre with No GST component, compulsory.</li> <li>• A Cost Centre with a GST component, compulsory.</li> <li>• Select the Date to consolidate up to.</li> <li>• Select the Cost Centre range for consolidation.</li> </ul>
3.	Sundry Transactions can be consolidated to a <b>single Invoice for each Student in Debtors Proper</b> , you will need to enter; <ul style="list-style-type: none"> <li>• A Cost Centre with No GST component, compulsory.</li> <li>• A Cost Centre with a GST component, compulsory.</li> <li>• Select the Date to consolidate up to.</li> <li>• Select the Cost Centre range for consolidation.</li> </ul>
4.	Sundry Transactions can be consolidated to a <b>single Balance Forward within Sundry Debtors</b> you will need to enter; <ul style="list-style-type: none"> <li>• A Cost Centre with No GST component, compulsory.</li> <li>• A Cost Centre with a GST component, compulsory.</li> <li>• Select the Date to consolidate up to.</li> <li>• Select the Cost Centre range for consolidation.</li> </ul>
5.	Sundry Transactions can be consolidated to a <b>single Balance Forward for each Student within Sundry Debtors</b> you will need to enter; <ul style="list-style-type: none"> <li>• A Cost Centre with No GST component, compulsory.</li> </ul>

	<ul style="list-style-type: none"> <li>• A Cost Centre with a GST component, compulsory.</li> <li>• Select the Date to consolidate up to.</li> <li>• Select the Cost Centre range for consolidation.</li> </ul>
6.	<p>Transactions receipted to the Cost Centre for <b>Voluntary Payments</b> can be automatically transferred;</p> <ul style="list-style-type: none"> <li>• Select the Date to transfer up to.</li> <li>• Select the Cost Centre range for transferring.</li> </ul>
7.	<p>Transactions receipted to a Cost Centre for the <b>Foundation</b> can be automatically transferred;</p> <ul style="list-style-type: none"> <li>• Select the Pledge Plan Code to transfer.</li> <li>• Select the Date to consolidate up to.</li> <li>• Select the Cost Centre range for transferring.</li> </ul>
8.	<p>Transactions receipted to the Cost Centre for either the <b>Held Deposit or Homestay</b> can be automatically transferred;</p> <ul style="list-style-type: none"> <li>• Select the Date to transfer up to.</li> <li>• Select the Cost Centre range for transferring.</li> </ul>
9.	<p><b>Delete Transactions</b> will clear out all finalised sundry invoices with a <b>Zero Balance</b> against the selected Cost Centres.</p> <ul style="list-style-type: none"> <li>• Select the Date to delete invoices from.</li> <li>• Select the Cost Centre range for deletion.</li> </ul>
10.	<p><b>Delete Transactions</b> will <b>Delete all Transactions</b> regardless as to whether or not they have been paid, against the selected Cost Centres;</p> <ul style="list-style-type: none"> <li>• Select the Date to delete invoices from.</li> <li>• Select the Cost Centre range for deletion.</li> </ul>
11.	<p>Select the <b>Cost Centres</b> to use when Consolidating Sundries;</p> <ul style="list-style-type: none"> <li>• You <b>must have one Cost Centre with no GST</b> Component.</li> <li>• You <b>must have a second Cost Centre with a GST</b> Component.</li> </ul>
12.	<p>This field is only active if the Foundation transactions are being Transferred.</p>
13.	<p>Select details for Sundries, Voluntary, Foundation, Held Deposit, Homestay and Deleting;</p> <ul style="list-style-type: none"> <li>• Select charges to a Date to or leave blank for all Transactions.</li> <li>• Select the Cost Centres from and to.</li> </ul>
14.	<p>Click <b>OK</b> and in the Debtor End of Period click <b>Begin Process</b>.</p>

## Housekeeping

There are two options in Housekeeping – only do from advice from PCSchool help desk.

- **Set Family Balances based on Transactions** is used when; in some instances such as data being restored you have all or may families with an account Validity.
- **Validate Receipt Batches** is used to; run through Receipt batched for a selected Period and the dissections.



### Set Family Balances based on Transactions

If you have account validities for many Families you must check that the Calculated Balance is correct before running the following procedure. It is suggested that you randomly check 5 to 10 families.

*Account Validity Listing* Page 1

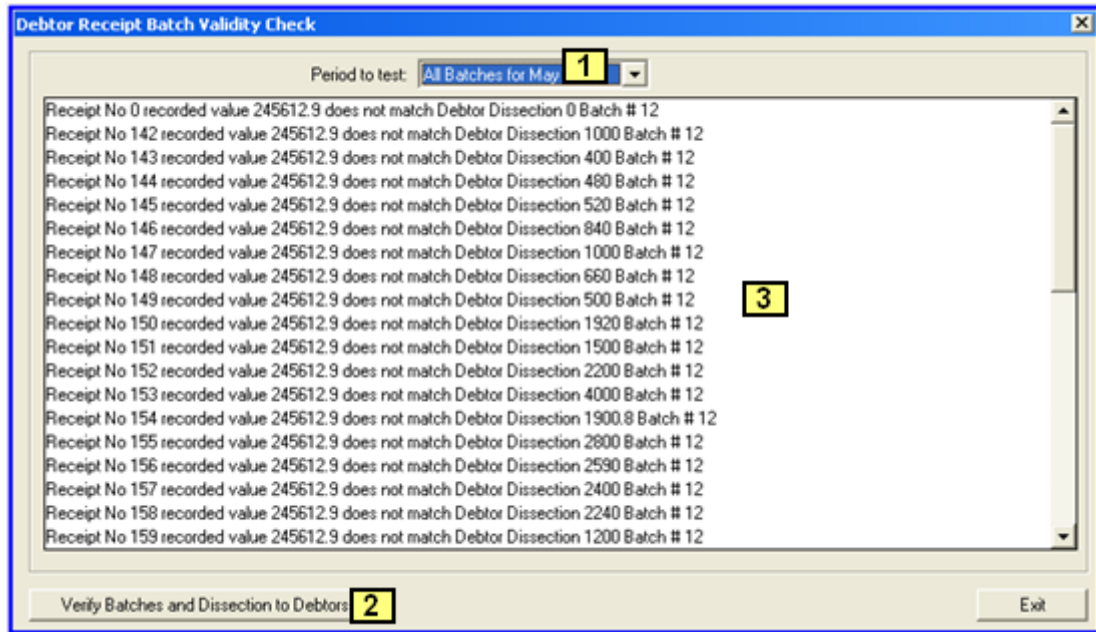
Print records All records Errors only Printed on: 01/09/2009

DEBTORS		C.A. & P.T. Bal		Receipt			
<b>Master File Figures:</b>		Year O Bal : 0.00	Acc Rend : 0.00	1	Cur Inv : 2285.00	Cur Rec : 0.00	Bal : 2285.00
		Sundry : -185.00			Year Opening Balance : 0.00		
<b>Plus Invoices</b>	PL	Date	Student	Description	Amount		
	10	05/02/2009	BELL H L	Secondary Tuition Fee	860.00		
	10	05/02/2009	BELL H L	Boarding Fee	1200.00		
	10	05/02/2009	BELL H L	Subject Fees	170.00		
	10	05/02/2009	BELL H L	Miscellaneous Charges	50.00		
	10	22/07/2009	BELL H L	Miscellaneous Charges	5.00		
<b>Total Current Invoices</b>					<b>2285.00 Pd</b>		<b>2285.00 Yr</b>
<b>Calculated Balance</b>							<b>2280.00</b>
<b>Sundry Transaction</b>	Date	Description	Amount	Paid	Balance		
	22/08/2009	Credit Balance	-200.00	0.00	-200.00		
	11/08/2009	Miscellaneous Charges	15.00	0.00	15.00		
<b>Total Sundry Balance</b>							<b>-185.00</b>
					Trans	Master	
<b>Total Year Opening Balance:</b>						<b>0.00</b>	
<b>Plus Current Year Invoices</b>					<b>2285.00</b>		
<b>Plus Current Year Receipts</b>					<b>0.00</b>		
<b>Total Balance</b>					<b>2280.00</b>	<b>2285.00</b>	
<b>Sundry Transactions</b>					<b>-185.00</b>	<b>-185.00</b>	

- |    |  |
|----|--|
| 1. | The Master File Figures are the figures from the General Ledger and should match the Calculated Balance.   |
| 2. | The Calculated balance derives its figures from Debtors and the figures totalled should equal the balance. |

## Validate Receipt Batches

Validating receipt batches could be run before every End of Month Rollover to check the Data is correct, the process will correct some issues and may also show some errors as below.



1.	Select the Period to Validate.
2.	Click Verify Batches and Dissection to Debtors, if there are any problems they will be listed.
3.	The Receipt Batch number is the # number, it would be best to unfinalised and validated before continuing.