



Holding Deposits for Enrolment fees

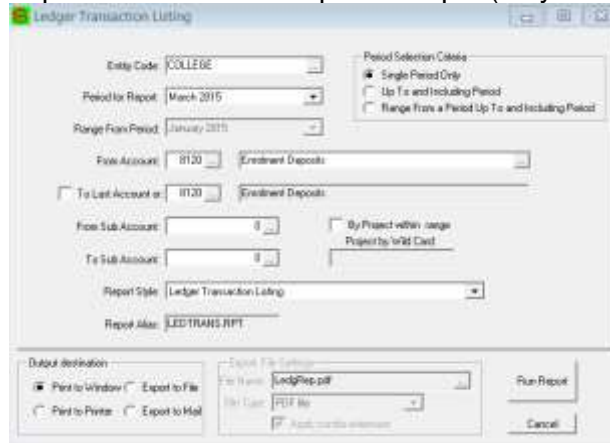
How to process holding deposits for Enrolment fees

Step 1: Set up a new cost centre and a new general ledger code e.g. #5 enrolment Holding Deposit

Step 2: Invoice out using this cost centres e.g. below

Step 3: When receipting you would select Debtors and apply amounts to both of these e.g.

Step 4: Once you have done End of Month Debtors –and finalised the Debtors Accrual batch you will be about to print out a report from Finance as per example (maybe each month?)



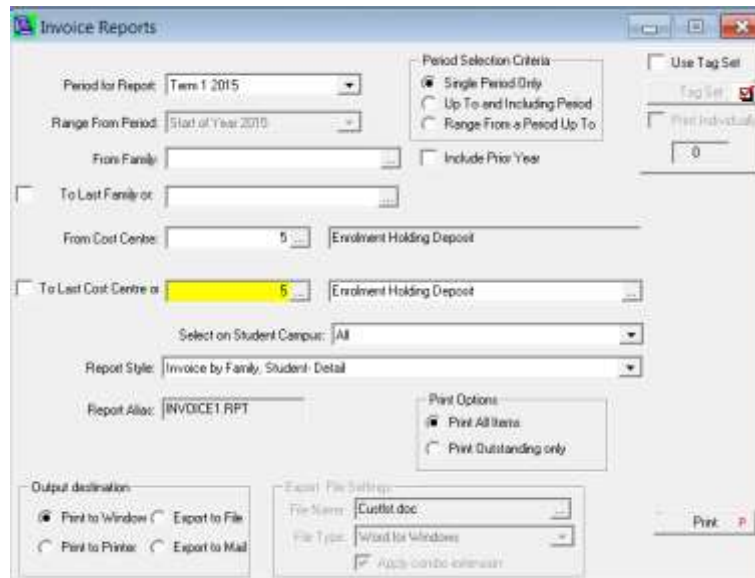
The report will look like the following:

Ledger Transaction Listing Report
Christine's School

Date Printed: 25/03/2015 Period March 2015

Date	Ref.	Description	Batch	Pd.Type	GST	Debit	Credit	Balance	
Account: 8120 0 Enrolment Deposits						<i>Classification</i>	L	<i>Status</i>	C
Annual Budget: \$19,000.00						Opening Balance		\$19,000.00	
25/03/15	1	Enrolment Holding Deposit	18	3	D	800.00		19,800.00	
Opening Balance \$ 19,000.00						Debits:		Credits:	800.00
						Closing Balance		\$ 19,800.00	

Step 5: Then print a report from Debtors > Invoice Reports - showing who has paid



Debtor Invoice Listing- by Family

Period Term 1 2015

Date Printed:	Item	Date	Period	Charged	Paid	Balance
25/03/2015	ALLEN BA	Allen Brian	Year: 3			
	5 Enrolment Holding Deposit	25/03/2015	2	800.00	800.00	
	ALLEN01 Mrs G Allen Box 3495 Yeppoon 1001			\$800.00	\$800.00	
	Grand Total:			\$800.00	\$800.00	

Selection used: All Families and Cost Centres between 5 and 5 and for Period 2

Step 6: Now to Receipt and transfer the amount to the Holding Deposit

- Tender = 0.00



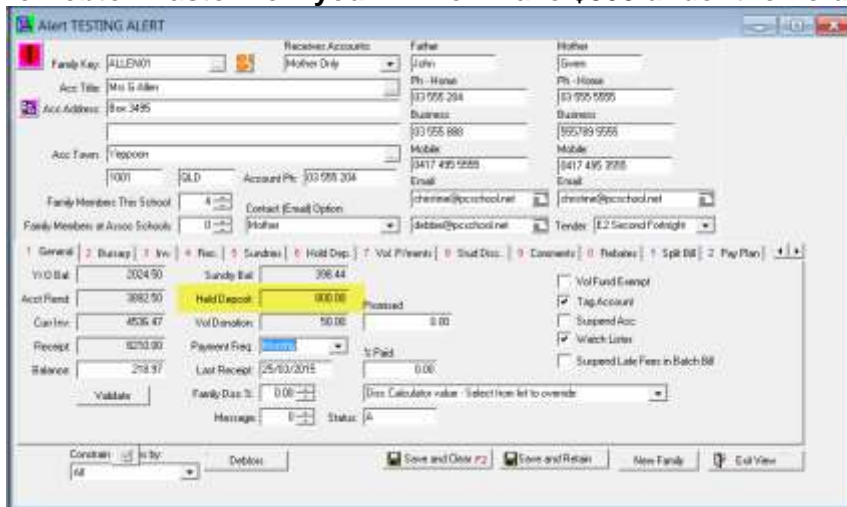
- Under Tab 5 Ledger - we need to take this amount out of the General Ledger code it was transferred into the holding deposit e.g:





- Under Tab 4 Holding/Home Stay
- Select the student from the drop down
- Code – will be the enrolment code
- Date of maturity
- Amount
- New Receipt to save

Step 7: Under the Debtor Masterfile – you will now have \$800 under the holding deposit tab



In the General Ledger - all you have done is take that amount and put the amount back under the Family you could create a new cost centre if you wish to keep it easier to reconcile e.g.

Ledger Transaction Listing Report

Christine's School

Date Printed: 26/03/2015		Period March 2015						
Date	Ref	Description	Batch	Pd	Type GST	Debit	Credit	Balance
Account:		8120 0 Enrolment Deposits			Classification	L	Status	C
Annual Budget:		\$19,000.00	Revised Budget:		\$19,000.00	Opening Balance		\$19,000.00
25/03/13	1	Enrolment Holding Deposit	11	3	D	800.00		19,800.00
25/03/15	234	Receipt Batch 40 ALLEN01 Mrs G Allen	40	3	R		800.00	20,600.00
25/03/15	234	Tr Enrolment Deposit to Holding	40	3	R	800.00		19,800.00
Opening Balance		\$ 19,000.00	Debits:	800.00	Credits:	1,600.00	Closing Balance	\$ 19,800.00