



Other Debtors –e.g bill for hall hire etc

If you wish to set up a Debtors that does not have children at the school for example: Hall Hire, or expenses you need to recover the money for and create and invoice.

Step 1 : Check to see you have a code 98 setup for Other Debtors as per example below:

Path: Scholatics > System Functions > Year Level Descriptions

Year >>	Description	Year Follow...	Numeric Equiv	Includes	Cur Yr..	Borrowing Limit	Excl T/Ta...
*C	All Current Studen	0		0 8 9 10 11 12		0	<input type="checkbox"/>
*J	Junior School (8-1	0		0 8 9 10		0	<input type="checkbox"/>
*M	MCEETYA (3,5,7&	0		0 3 5 7 9		0	<input type="checkbox"/>
*N	test	0		0 8 9 10		0	<input type="checkbox"/>
*S	Senior School 11-	0		0 11 12		0	<input type="checkbox"/>
10	Year Ten	11	10			0	<input type="checkbox"/>
11	Year Eleven	12	11			0	<input type="checkbox"/>
12	Year Twelve	99	12			0	<input type="checkbox"/>
98	Other Debtors	98	98			0	<input type="checkbox"/>
99	Left School	99	99			0	<input type="checkbox"/>
EK	Enrolment Kiosk	EL				0	<input type="checkbox"/>
EL	Early Learners	EK				0	<input type="checkbox"/>

Step 2: In Student View

Path: Debtors > Student View

Student ID# = 2075

Student Key: ZZTEST 2 Regn: 318 Gender: Male

Prof. Surname: Zztest Given: Fred Middle:

Legal Surname: Zztest Pref. Giv: Fred Photo: Allow to publish

Current Year: 98 3 Birth Date: Age Today: 0.00 Age As at: 15/09/2015 0.00

1 Care Givers 2 Address 3 Family Misc... 4 Enrolment 5 Scholastic 6 Personal 7 Medical 8 Med History 9 Comments 0 Misc.

Family Key: ZZTES01 4

Father: Single Parent Given Name: test Title: Surname: Zztest Home: Silent Publish

Status: Domicile Email: Bus. Ph: Mobile: Assoc Silent

Emerg: Emerg Ph: Fax:

Mother: Single Parent Given Name: Surname: Zztest Home: Silent

Status: Domicile Email: Bus. Ph: Mobile: Assoc Silent

Emerg: Emerg Ph: Fax:

Guardian- Home Stay: Home: Silent

Status: Domicile Email: Bus. Ph: Mobile: Assoc Silent

Partner: Fax:

Other: Domicile Home: Silent

Status: Email: Bus. Ph: Mobile: Assoc Silent

Partner: Relation: Fax:

Restrict by Year: All Current Stud Restrict by Campus: All 5

1 Clear All F5 Save F2 Save Retain Clear All F5 Exit View

1. Clear All or F5
2. Student key – type in ZZ(name) - this is to keep it separate and easy to find at bottom of list- Tab
3. In Current Year – select – 98 – which is Other Debtors
4. The Family Key will be now ZZTES01 which it will create for you
5. SAVE

Step 3: Edit Debtors Details:

Path: Debtors > Account Masterfile Information

Select the Family Key:

Family Accounts Selection List

Famkey	Bpayref	Acc title	Child	Yr	Tag	Debt Bal	Sund Bal	Hold ...	W..	Pai...
ZIZZE02				99		0.00	0.00	0.00	<input type="checkbox"/>	0.00
ZIZZL01	009936		ZIZZLE P	11		6200.00	150.00	0.00	<input type="checkbox"/>	0.00
ZUGGE01	009969			99		0.00	0.00	0.00	<input type="checkbox"/>	0.00
ZUKKE01				99		0.00	0.00	0.00	<input type="checkbox"/>	0.00
ZZTES01	009951	Test Debtor	ZZTEST	10		0.00	0.00	0.00	<input type="checkbox"/>	0.00

(Note if selecting ZZ – it puts it in order)

Fill in the Debtor address details:

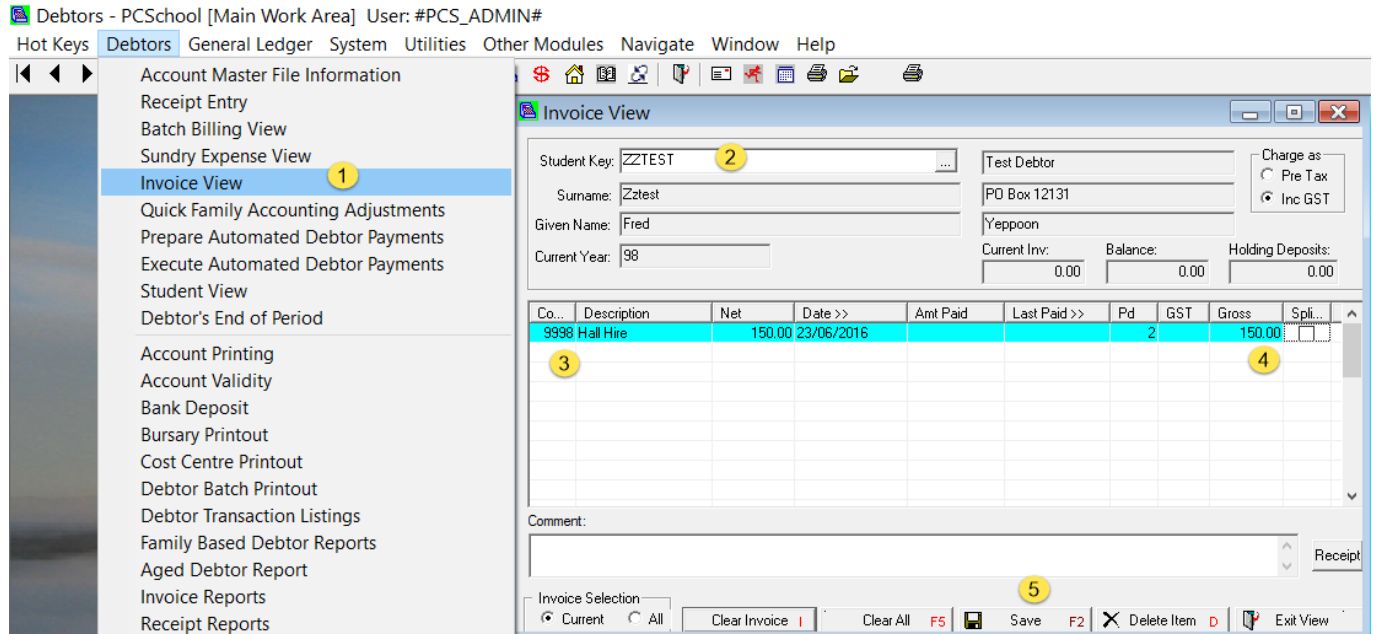
The screenshot shows the 'Account Master File Information' window. The fields are as follows:

- Family Key:** ZZTES01 (1)
- Acc Title:** Test Debtor (2)
- Acc Address:** PO Box 12131
- Acc Town:** Yeppoon
- Account Ph:** 0749395995 (6)
- Receives Accounts:** Father Only (4)
- Father:** test
- Ph - Home:** 0749394545 (3)
- Business:** 0749394545
- Mobile:**
- Email CGive 1 (CGive 3 Below):** christine@pcschool.net (5)
- Family Members This School:** 1
- Contact (Email) Option:** Father (7)
- Family Members at Assoc Schools:** 0
- Tender:**
- Yr O Bal:** 0.00
- Sundry Bal:** 0.00
- Acct Rend:** 0.00
- Held Deposit:** 0.00
- Curr Inv:** 0.00
- Vol Donation:** 0.00
- Receipt:** 0.00
- Payment Freq:**
- Balance:** 0.00
- Last Receipt:**
- Family Disc %:** 0.00
- % Paid:** 0.00
- Message:** 0
- Status:** (8)

Buttons at the bottom include: Constrain Families by: All, Debtors, Save and Clear F2, Save and Retain, New Family, Exit View.

1. Select the Family Key
2. Fill in all Acc Address
3. Fille in Phone numbers etc
4. Select who Receives Account
5. Add email address
6. Account Phone number
7. Contact Email address
8. SAVE

Step 4: To Invoice a one off invoice or as usual bill thru Batch Billing



1. Select Invoice View
2. Select the Student Key
3. Under cost centre – select your code
4. Under Gross enter amount
5. SAVE

Step 5: Print Invoice

Path: Debtors > Account Printing

And select the Debtor you wish to send an invoice too – as per usual steps to print.