Quick Family Accounting Adjustments User Guide

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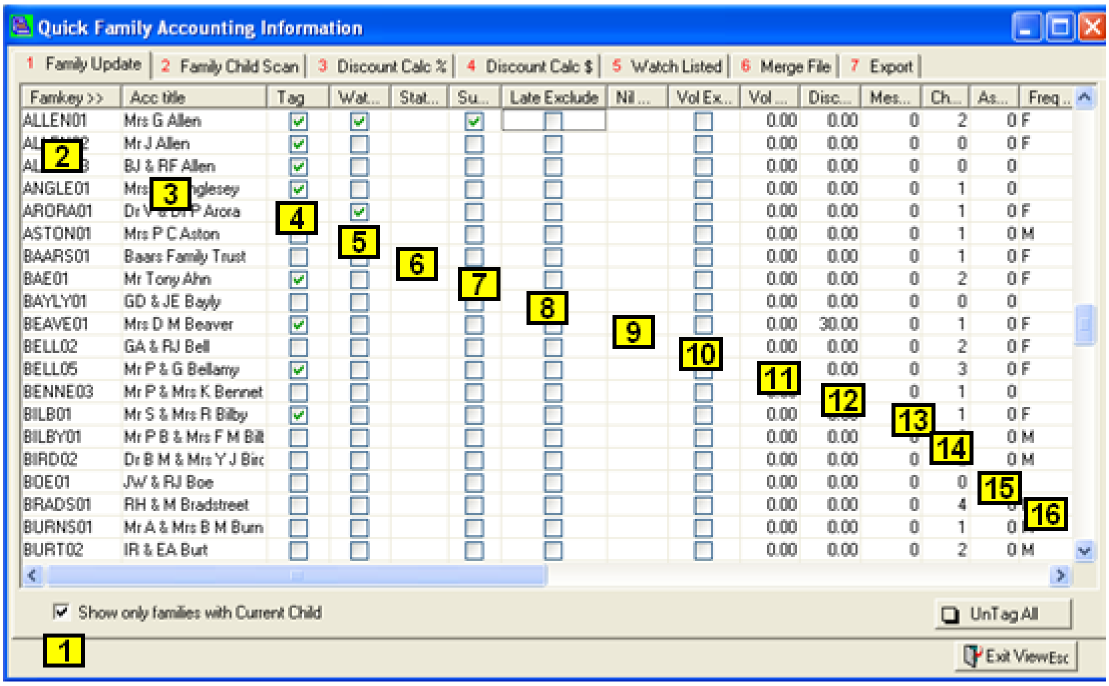
Quick Family Accounting Adjustments

Family Update tab

Family Update is multi-functional and enables quick entry of financial criteria for use in debtor billing. Entry of information can be utilised in normal debtor procedures.

This view offers a Quick way of entering financial criteria for the Families without having to go into individual Families Account master File.



Many of the fields below are accessible through the Account Master File;

1.	**Check box**	Check to include past families with outstanding debtor balances.
2.	**Famkey**	View the Family key.
3.	**Acc Title**	View the account title attached to the family.
4.	**Tag**	The Family child scan can be used to Tag Families or Families can be tagged Manually for different purposed including Export to Emerge.
5.	**Watch Listed**	Tag to place families on the **Watch List**.
6.	**Status**	Enter one or several Statuses. Each entry is a single Status. This can be used for grouping families for billing.
7.	**Suspend**	Check to suspend all auto-billing charges against the family. Checking this box does not stop individual charges.
8.	**Late Exclude**	Exclude this family from any late fee charges on overdue accounts.
9.	**Nil Discount**	Click Nil Disc and select an option. Regardless of automatic allocation of % discounts to students and/or families tagging this field will exclude any allocation of discounts.
10.	**Vol Exempt**	If tagged the Voluntary Fund donation option will not print at the bottom of the Family Account.
11.	**Vol Commitment**	This field reflects a family's stated commitment to the school's Voluntary Fund.
12.	**Disc %**	A discount % rate and can be entered against a family via this view or automatically applied through the Discount Calc % tab.
13.	**Message**	Enter a message code number in this field for personalisation of messages where necessary to families.
14.	**Children**	Reflects the number of current students attached to a family code. This field can be automatically updated with a Family Child Scan.
15.	**Associates**	School families who have siblings at other schools can be included when calculating Family % or $ discounts.
16.	**Frequency**	Select or enter the code for the frequency of payment of a family's account. **A** – Annual, **B** – Bi-Monthly, **H** – Half Yearly, **F** – Fortnightly, **M** – Monthly.

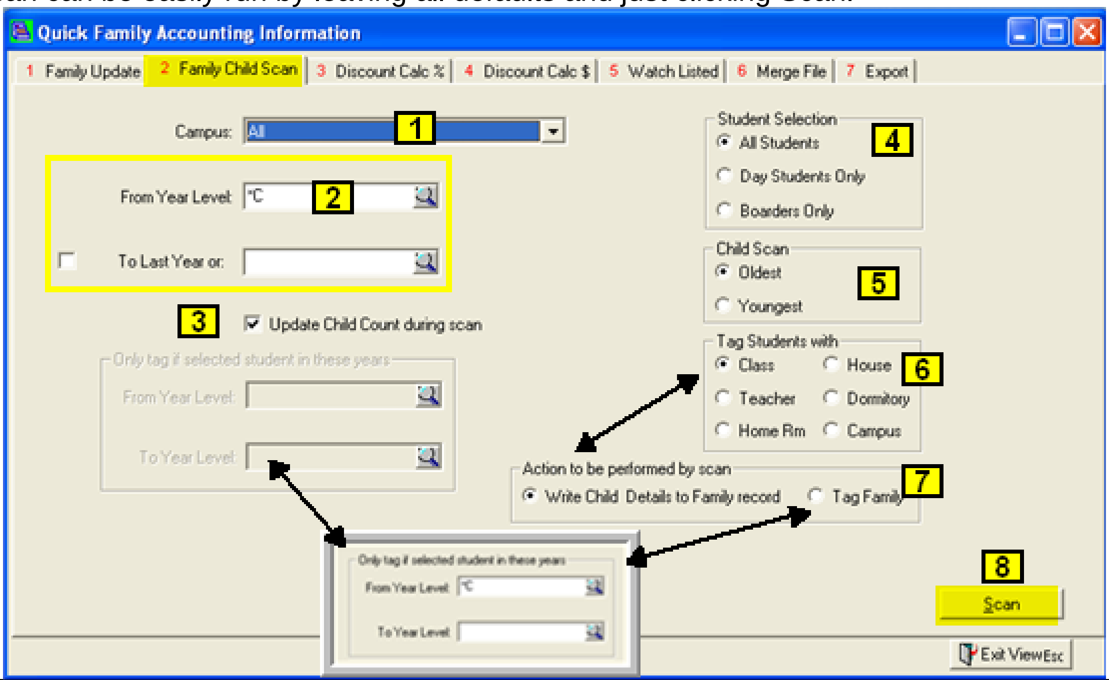
Family Child Scan tab

This routine re-establishes all year levels attached to current students within the Debtors Module. This may be necessary from time to time if the Administration has been generating reports or labels targeting a particular year level only and excluding all other year levels.

Run this Routine;

- If when selecting a Family all the Students appear as a Year 99.
- Prior to running the billing to make sure all Students and Familles are connected.

This scan can be easily run by leaving all defaults and just clicking Scan.



1.	Campus will default to all. An individual campus can be selected in a multi campus school.
2.	Default is All Current Students; individual Year levels can be selected.
3.	Tick Update Child Count during scan to write the number of current students per family to the Account Master File record.
4.	The default is All Students; Day or Boarding Students can be selected.
5.	Child Scan can be based on the Youngest or Oldest child for Labels and Report printing depending upon the information required.
6.	Tag Student with can be used when printing lists or labels and to print alongside the Students name.
7.	If Tag Family is selected it will activate the greyed out fields and allow you to Tag Families within selected year Levels.
8.	Click Scan to start the process.

Discount Calc % tab

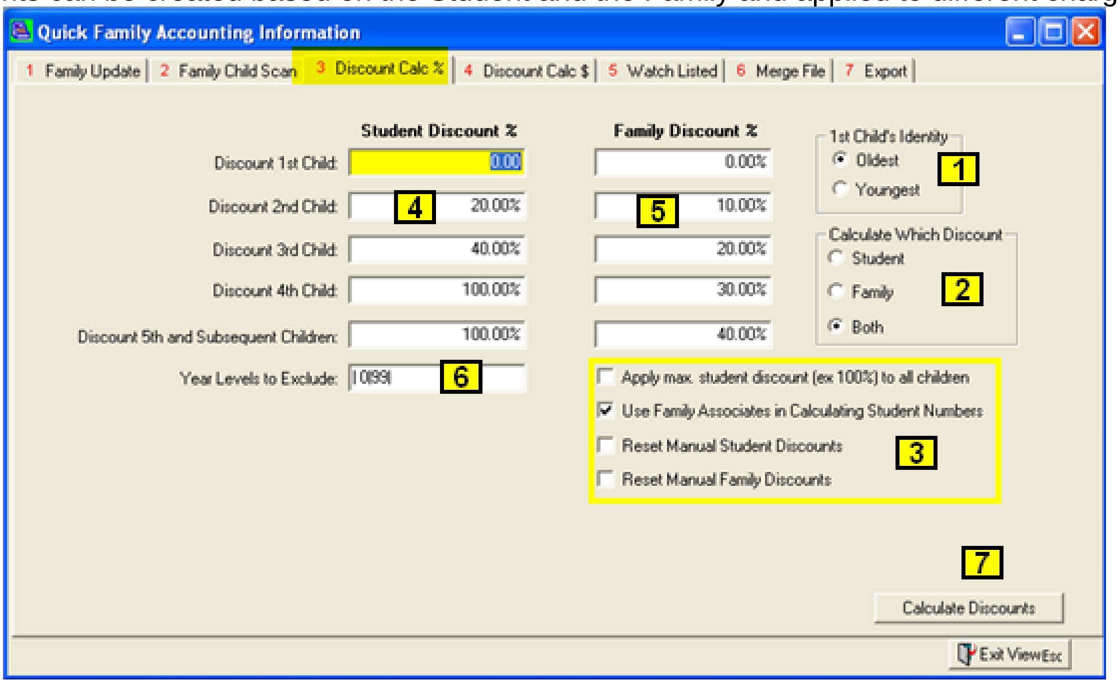
Establish the format of discounts on offer based on the School/College Schedule of Fees.

This routine calculates % discount to be used at the schools discretion against billing items for students. The discount may only apply to Tuition Fees and not a Levy therefore you can opt to apply or not apply the discount to a particular item when running your billing.

In running the Discount Calculator the system scans the student/family database and establishes the relationships within a family, i.e. all siblings attached to the one family and will append the discount rate to the sibling/s accordingly.

If using this type of auto allocation of discounts it is strongly recommended that this routine be run **Prior to all Billing Runs** so the system can re-establish the discounts based on the current database. This removes the need to keep track of any new families or students who have left but may still have other siblings attending the school. This operation will clear all existing discounts from prior runs and re-attach according to the new database.

Discounts can be created based on the Student and the Family and applied to different charges.



1.	The can defaults to the oldest child; if circumstances require it the youngest child can be selected.
2.	The discount will default to Student but the discounts can be based on Family or Both. As an example; • Student's discounts may be applied to the tuition fees. • Family discount to boarding fees.
3.	Check the features you wish to apply with this discount run; • Apply Max student discount (ex 100%) to all children; in this case all students would receive 100% discount. • Use Family Associates in Calculating Student Numbers; can be used when creating Family discounts. • Reset Manual Student Discounts; will remove any manually tagged Student Discounts. • Reset Manual Family Discounts; will remove any manually tagged Family Discounts.
4.	Enter the value of the Students discounts.
5.	Enter the value of the Families Discounts.
6.	If other year levels are to be excluded enter them, dividing with a pipe key.
7.	Click Calculate Discounts to start the process.

Discount Calc $ tab

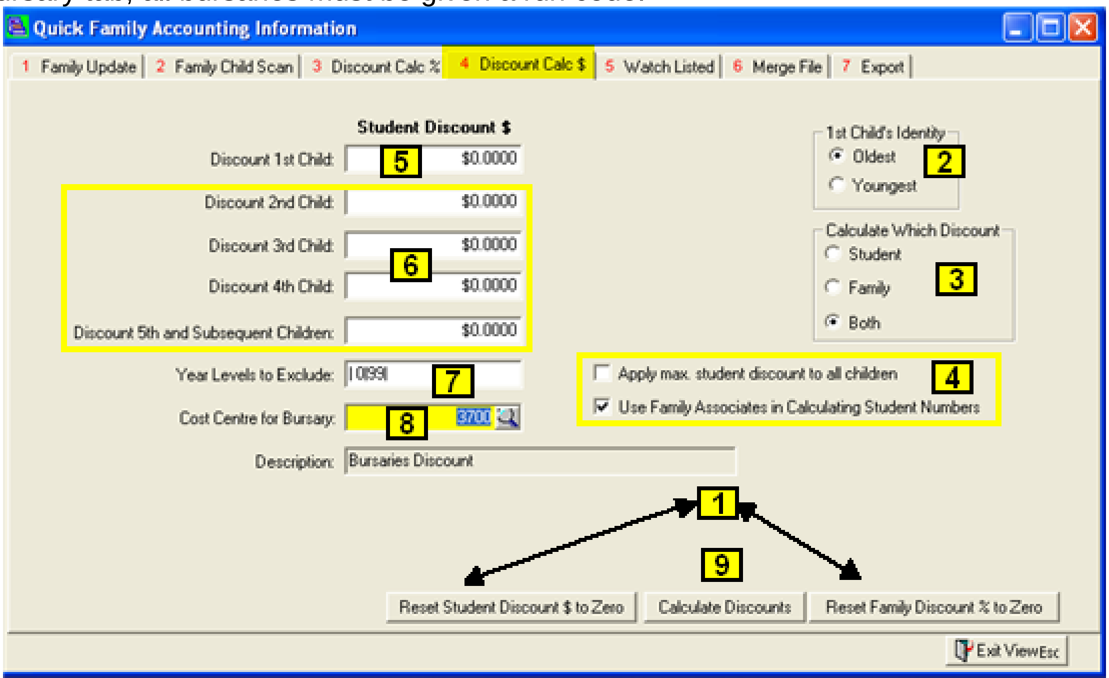
Establish the format of discounts on offer based on the School/College Schedule of Fees.

This routine calculates $ discount to be used at the schools discretion against billing items for students.

In running the Discount Calculator the system scans the student/family database and establishes the relationships within a family, i.e. all siblings attached to the one family and will append the discount rate to the sibling/s accordingly.

If using this type of auto allocation of discounts it is strongly recommended that this routine be run **Prior to all Billing Runs** so the system can re-establish the discounts based on the current database. This removes the need to keep track of any new families or students who have left but may still have other siblings attending the school. This operation will clear all existing discounts from prior runs and re-attach according to the new database.

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, all bursaries must be given a run code.

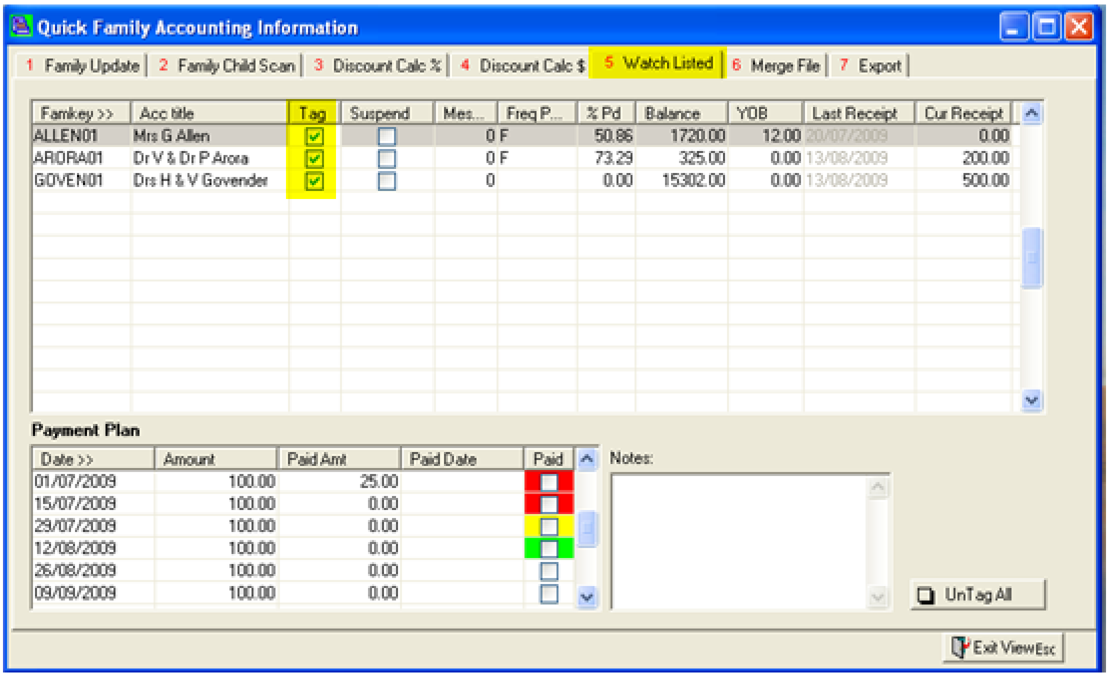


1.	Prior to running the Student of Family $ discounts reset the discounts to Zero this will remove the run of S.
2.	The default 1st child is Oldest Child but this can be changed if necessary.
3.	The Default Discount is Student but Family discounts can be created also.
4.	Check the features you wish to apply with this discount run; • Apply Max student discount (ex 100%) to all children; in this case all students would receive 100% discount. • Use Family Associates in Calculating Student Numbers; can be used when creating Family discounts.
5.	For a Family discount this is the only field the $ discount can be entered in.
6.	Enter the $ Student Discounts.
7.	If other year levels are to be excluded enter them, dividing with a pipe key.
8.	For the Student discounts select the cost centre.
9.	Click Calculate discounts to begin the process.

Watch Listed tab

This view lists those families who have been tagged to quickly check their financial status. If used in conjunction with a **Payment Plan** highlighting a family line entry shows the **Payment Plan** below in colours of **Red** (3 payment terms or more overdue), **Amber** (2 payment terms overdue) or **Green** (1 payment term overdue).

The **Tag facility** in this view can be used on selected families in order to automatically mail merge PCSchool data with standard letter formats in Microsoft Word.

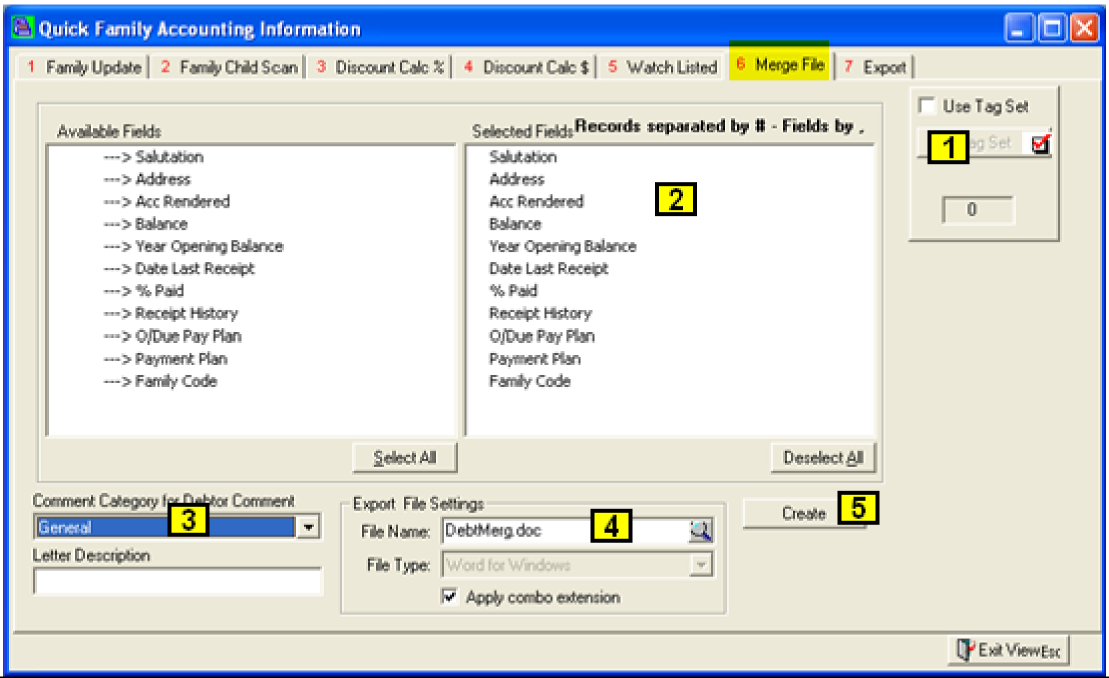


Merge File tab

Families who are to be contacted by mail can be tagged accordingly by checking the **Tag** field in;

- Quick Family Accounting Adjustments; Family Update
- Quick Family Accounting Adjustments; Watch Listed'
- Account Master File; Tag Account
- A Tag Set.

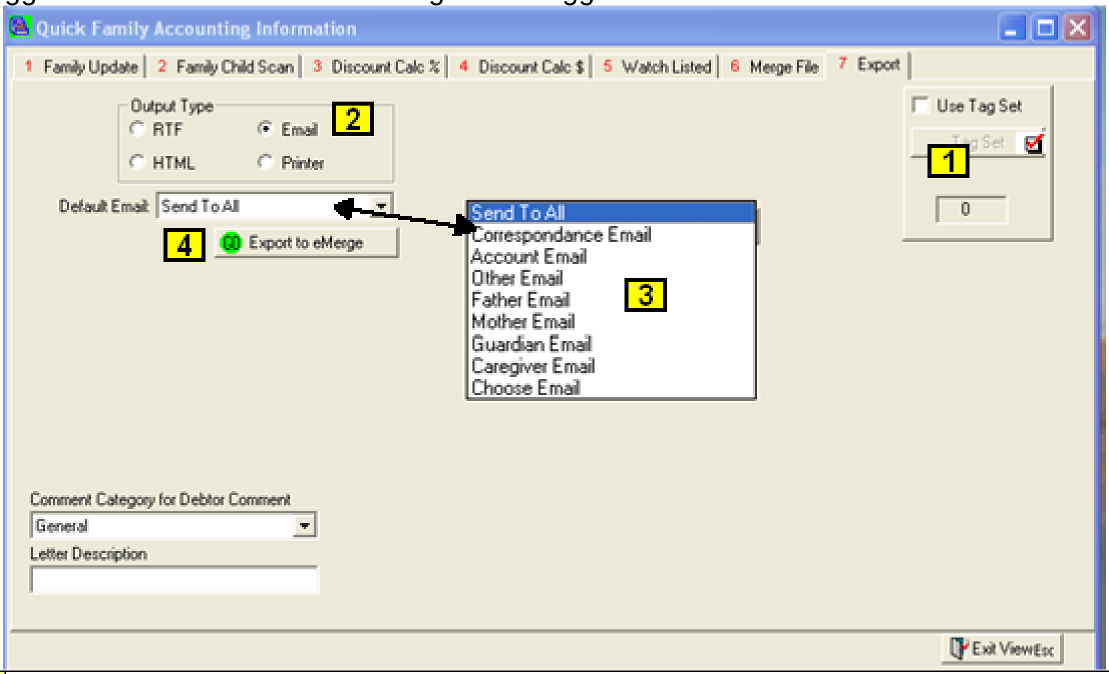
Their accounting information, including the family's name and address, agreed Payment Plan structure and any payments and outstanding balance to date can then be saved as a Word merge file.



1.	If using a Tag Set it will override all other Tagged areas.
2.	View the fields that will be sent to Word Merge.
3.	Select the type of letter from the drop down list.
4.	Save the file where you will be able to find it.
5.	Click Create to save the details to Merge into a word document.

Export tab

The Tagged families can be sent to Merge or a Tagged set can be used.



1.	A Tag Set can be used for selecting Families. If this is not used the Tagged Families will be sent to eMerge.
2.	Select Email.
3.	Select the email address of the recipients.
4.	Click Export to eMerge.