

Invoice Reports User Guide



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Invoice Reports User Guide

The screenshot shows the 'Invoice Reports' window with the following elements highlighted by numbered callouts:

- 1:** 'Print Individually' checkbox.
- 2:** 'Period for Report' dropdown menu.
- 3:** 'Period Selection Criteria' section with radio buttons for 'Single Period Only', 'Up To and Including Period', and 'Range From a Period Up To'.
- 4:** 'Include Prior Year' checkbox.
- 5:** 'From Family' and 'To Last Family or' input fields.
- 6:** 'From Cost Centre' and 'To Last Cost Centre or' input fields.
- 7:** 'Select on Student Campus' dropdown menu.
- 8:** 'Report Style' dropdown menu.
- 9:** 'Report Alias' text input field.
- 10:** 'Print Options' section with radio buttons for 'Print All Items' and 'Print Outstanding only'.
- 11:** 'Print' button.

1.	A Tag Set can be used for selecting the Families.
2.	Select the period for the report.
3.	Select the Criteria the report will be based on.
4.	Select if you wish to Include the Prior Year.
5.	If a Tag Set is not used; <ul style="list-style-type: none"> • Leave blank for all families or • Select a range of Families From and To.
6.	Leave blank for all Cost Centres or select From and To.
7.	If a multi campus school, select the Campus.
8.	In the Report Style, select the Report you wish to print.
9.	Name (Alias) of the report.
10.	Select whether to Print All Items or Outstanding Only.
11.	Click Print to start the process based on your filters.

Invoice by Period by Item – Summary – Name (Alias) INVOICE3.RPT

Debtor Invoice Summary -by Period, Item				
Up to & Including October 2009				
Date Printed: 21/09/2009		Charged	Paid	Balance
Period one		\$223,339.00	\$93,124.50	\$130,214.50
1	Tie Debtor Code to valid GL Ac	0.00		0.00
2	Credit Balance	0.00	120.00	-120.00
1000	Primary Tuition Fee	41,600.00	8,900.00	32,700.00
1002	Secondary Tuition Fee	107,500.00	48,818.50	58,681.50
1005	Boarding Fee	62,400.00	35,581.00	26,819.00
1006	Subject Levies	16,550.00	5,090.00	11,460.00
1007	Bus Fee	625.00	75.00	550.00
1050	Sibling Discount	-6,956.00	-3,745.00	-3,211.00
1055	Family Concession	-1,800.00	-625.00	-1,175.00
1058	Special Concession	-4,750.00	-3,200.00	-1,550.00
2005	Miscellaneous Charges	8,170.00	2,110.00	6,060.00

Invoice by Period by Item – Detail – Name (Alias) INVOICE2.RPT

Debtor Invoice Listing -by Period, Item				
Up to & Including October 2009				
Date Printed: 21/09/2009		Charged	Paid	Balance
Period one	1	\$223,339.00	\$93,124.50	\$130,214.50
1	Tie Debtor Code to valid GL Ac	\$0.00		\$0.00
GLOVER A	Year 7	Date 31/01/2009		
2	Credit Balance	\$0.00	\$120.00	-\$120.00
GLOVER A	Year 7	Date 31/01/2009	120.00	(120.00)
1000	Primary Tuition Fee	\$41,600.00	\$8,900.00	\$32,700.00
BEAVER Z	Year 6	Date 28/01/2009	650.00	650.00
BILBY B	Year 6	Date 28/01/2009	650.00	650.00

Invoice by Family Student – Summary – Name (Alias) INVOICE4.RPT

Debtor Invoice Summary- by Family							
Up to & Including October 2009							
Date Printed:	21/09/2009	Item	Date	Period	Charged	Paid	Balance
ALLEN01	Mrs G Allen Box 3495 Yeypoon 1001				\$9,080.75	\$8,620.00	\$460.75
ALLEN K M			Allen	Kirsty			Year: 12
ALLEN L M			Allen	Lydia			Year: PS
ALLEN02	Mr J Allen PO Box 4939 Allenstown 4700				\$1,016.25		\$1,016.25
ALLEN K M\ALLEN02			Allen	Kirsty			Year: 99
ANGLE0	Mrs KD Anglesey 59 Tirohanga Road RD1 Hanakura 3092					\$500.00	\$(500.00)
ANGLESEY J B			Anglesey	Jack			Year: PS
ARORA0	Dr V & Dr P Arora 437 Herbert Road Huntington Featherhill				\$5,555.50	\$5,188.00	\$367.50
ARORA R			Arora	Becky			Year: 99

Invoice by Family by Students – Detail – Name (Alias) INVOICE.RPT

Debtor Invoice Listing- by Family							
Up to & Including October 2009							
Date Printed:	21/09/2009	Item	Date	Period	Charged	Paid	Balance
ALLEN01	Mrs G Allen Box 3495 Yeypoon 1001						
ALLEN K M			Allen	Kirsty			Year: 12
1,000	Primary Tuition Fee		27/01/2009	1	345.00	345.00	
1,002	Secondary Tuition Fee		28/01/2009	1	860.00	860.00	
1,002	Secondary Tuition Fee		10/03/2009	3	860.00	860.00	
1,002	Secondary Tuition Fee		31/03/2009	3	860.00	860.00	

Batch Transaction Entry

Path: Debtors → General Ledger → Batch Transaction Entry

You can access Online Receipts and Debtors Batches from the debtors Module of PCSchool. This facility allows you to validate a Receipt Batch or Finalise a Debtors Batch without having to leave the Debtors Module.