

Sundry Account Printing User Guide



Table of Contents

Sundry Account Printing 2

Sundry Account Printing

If you are charging families using sundries you may need to print your Sundry Accounts each month.

The screenshot shows the 'Sundry Account Printing' dialog box. It contains several sections:

- Family Selection:** Fields for 'From Family' (2) and 'To Last Family or' (checkbox).
- Cost Centre Selection:** Fields for 'From Cost Centre (blank for all)' (4) and 'To Cost Centre (blank for all)' (0).
- Account Details:** 'Account Heading' (6) set to 'Statement of Sundry Account', 'Date for Account' (7) set to 'October 2009', 'Optional Fee' (8) set to 'None Charged', and 'Optional Fee Amount' (0.00).
- Report Settings:** 'Report Style' (11) set to 'Sundry Accounts on pre-printed stationery', 'Report Alias' (12) set to 'SU2PREP1.RPT', 'Print BPay Mask' (13) and 'Print Credit Card Mask' (checkboxes), and 'Early Settlement Disc' (14) field.
- Print Options (3):** Radio buttons for 'All Balances Including Credits' (selected), 'Positive Balances only', and 'Current Trans regardless of Bal'.
- Select on Family Tag or Use Tag Set (5):** Radio buttons for 'All Families' (selected), 'Tagged Only', and 'Not Tagged Only'.
- Print based on which address option (9):** Radio buttons for 'Account' (selected), 'Alt Corresp', and 'Alt Other'.
- Print Option (10):** Radio buttons for 'Print All' (selected), 'EMail Only', and 'Not EMail'.
- Output destination:** Radio buttons for 'Print to Window' (selected), 'Export to File', 'Print to Printer', and 'Export to Mail'.
- Export File Settings (16):** 'File Name' set to 'SundryAcc.pdf', 'File Type' set to 'PDF file', and 'Doc Mnt' set to 'Don't save'.
- Buttons (17):** 'Print' and 'Exit View' buttons.

1.	A Tag Set can be used for selecting the Families.
2.	If a Tag Set is not used; <ul style="list-style-type: none"> • Leave blank for all families or, • Select families From and To.
3.	Print Options; Select an option.
4.	Optional; Leave blank for All cost centres or select the Cost Centres from and to.
5.	Optional; A Tag Set has in most cases replaced this option.
6.	Enter the Heading to print on the Report.
7.	Enter the date you want to print on the account.
8.	An optional fee can be added to the account with a value.
9.	Select an Address option for printing the accounts, you may need to print three lots of accounts if all options have been used in Student View/Address.
10.	Select if you are going to Print all Accounts, Email Accounts or print Accounts with no email option.
11.	Select the Report, this will normally be a report written by PCSchool for your school.
12.	The Report name (Alias).
13.	Select if you are going to print BPay and/or Credit Card details for payments.
14.	If you give early settlement discount enter the details.
15.	Accounts can be printed based on a Family Status entered in Account master File/General/ Status.
16.	If you select the Output destination of Export to File and are printing to Document Manager you must check to print Individually unless using a Tag Set and selecting Print Individually there,
17.	Click Print, you may be asked if you wish to cater for split billing, if this is the first run answer no and check the accounts first; <ul style="list-style-type: none"> • If the accounts are correct reprint and select Yes for split billing if it is available. • Subsequent printings the answer can be Yes or No to split billing as the bill will only split once.

Account Format will depend upon the Report your school has had written for this purpose.

Statement of Sundry Account						
<i>October 2009</i>						
GA & RJ Bell Mossop Road RD3 PO Box 107 Tokoroa 2392						
ABN: 11-111-111			<i>October 2009</i>			
Date	Reference	Description	Debit	Payment	Outstanding	<input type="checkbox"/> Tick for Receipt
						Outstanding
22/08/2009	240	RECEIPT Graham Bell Yr 4		200.00		Graham Bell Yr 4
22/08/2009		Credit Balance Harrold Bell Yr 11	-200.00	0.00	(200.00)	Credit Balance Harrold Bell Yr 11
11/08/2009		Miscellaneous Charges	15.00	0.00	(185.00)	Miscellaneous Charges
					-185.00	-185.00