



Debtors Account Validity Help

An Account Validity is run prior to sending out the monthly accounts. This ensures that the correct billing is sent to the Families, if there are any errors they must be corrected prior to printing the accounts.

An Account Validity can be run at any time; the best times to run an Account Validity are;

- After major school fee billing before sending out the accounts to families
- Prior to any Period or End of Year roll over
- If your Debtors reconciliation with the Ledger is out of balance

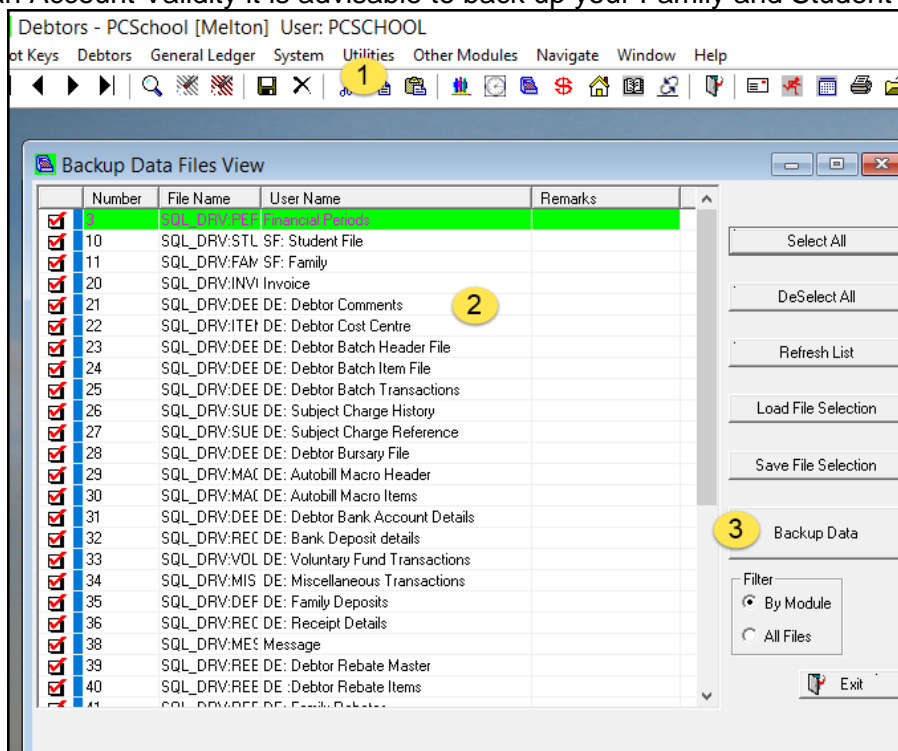
Important:

There are two ways of correction for an Account Validity issue, via the Account Master File or via the Account Validity you must work out which is the correct balance before correcting the problem.

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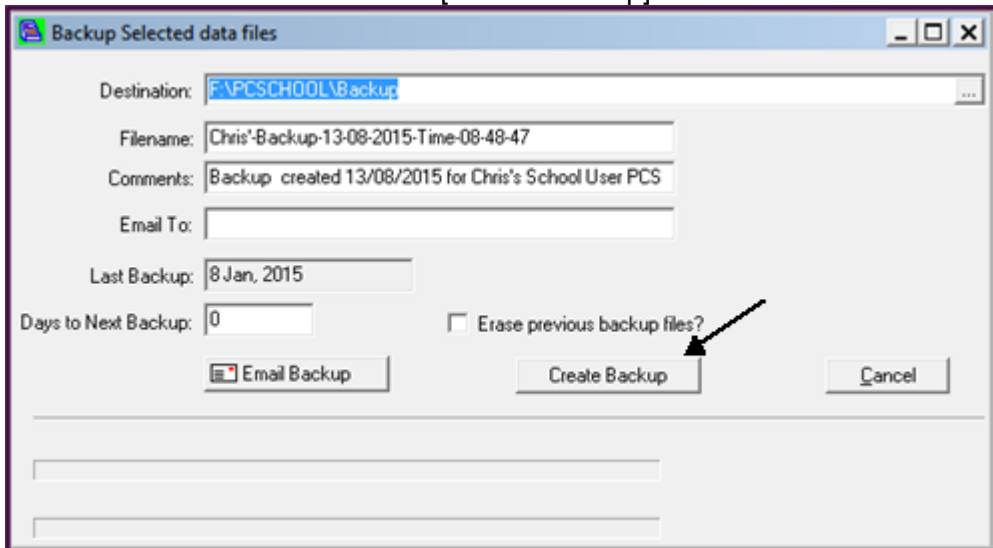
Step 1 – Back up your Data

Prior to running an Account Validity it is advisable to back up your Family and Student file.



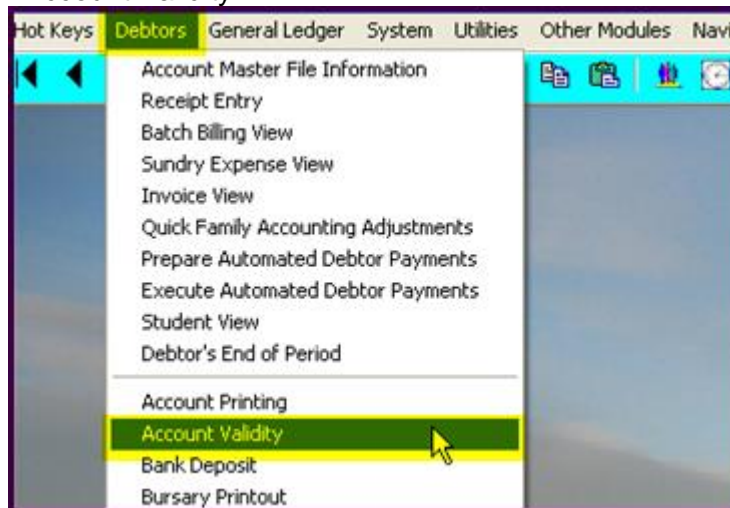
1. Go to Utilities and select Backup
2. All
3. Click [Backup Data]

At the next window leave the defaults and click [Create Backup].

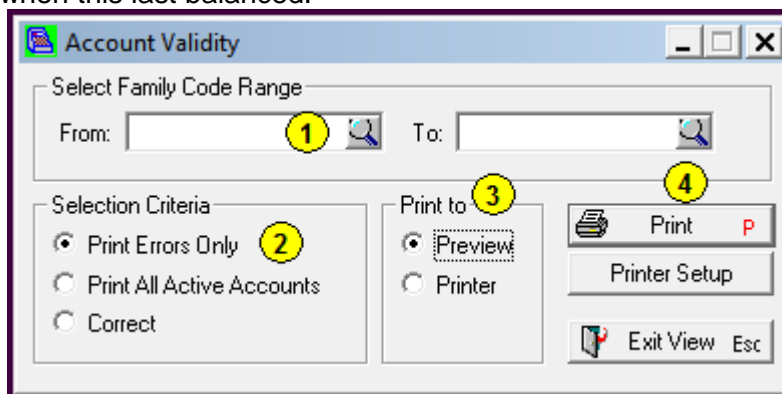


Step 2 – Run an Account Validity

Path: Debtors > Account Validity



If the Validity comes up with zero then you do not need to read further. Always keep a copy of the printout so you know when this last balanced.



1. Leave the Family codes blank for All families when running the Account Validity.
2. Select Print Errors Only.
3. Select Preview.
4. Click [Print].

If the Account Validity has a problem this must be corrected before going further. If you have an account validity issue you need to work out if the correct balance the :

Calculated balance or the **Account Master file Balance**;

Note: If you have a lot of Families with issues contact PCSchool as there may be a quick way of correcting the balances but check a few families to see what the correct balances should be.

<i>Account Validity Listing</i>										Page 1
Print records All records Errors only										Printed on: 30/04/2015
FAMILY01		Mr & Mrs Family						<i>Error</i>		
Master File Figures:		Year OBal : 0.00 1		Acc Rend : 450.00		Cur Inv : 0.00		Cur Rec : 300.00		Bal : 150.00 2
		Sundry : 150.00								
Less Receipts		Pd.	Date	Number	Description	Year Opening Balance				
		1	01/02/2015	7167	Mr & Mrs Family	Amount		0.00		
		2	23/04/2015	7168	Mr & Mrs Family	Amount		800.00		
						Total Current Receipts		300.00 Pt 1100.00 Fr		
Plus Invoices		Pd.	Date	Student	Description	Amount				
		1	01/02/2015	STUDENTCODE	School Fees	1200.00				
		1	01/02/2015	STUDENTCODE	School Fees	50.00				
		1	20/04/2015	STUDENTCODE	New Enrolment Holding Deposit	800.00				
		1	30/04/2015	STUDENTCODE	New Enrolment Holding Deposit	-800.00				
						Total Current Invoices		0.00 Pt 1250.00 Fr		
						Calculated Balance		450.00 3		
Sundry Transaction		Date	Description		Amount	Paid	Balance			
		30/04/2015	Misc Sales (Aus)		150.00	0.00	150.00			
			Total Sundry Balance				150.00			
Held Deposits		Date	Description		Date Mature	Amount				
		30/04/2015	New Enrolment Holding Deposit		31/01/2016	0.00				
			Total Held Deposits			0.00				
								Trans		Master
								Total Year Opening Balance:		0.00
								Plus Current Year Invoices		1250.00
								Plus Current Year Receipts		1100.00 4
								Total Balance		450.00 ←→ 150.00
								Sundry Transactions		150.00

1. Opening Balance - Check your closing balance (**go back to your snapshot e.g. Debt 2015** and see what the closing balance was – also Sundry and other balances.
2. Closing balance as the Ledger believes it to be is the **Account Master File** figure.
3. Closing balance as the Debtors believes it to be is the **Calculated Balance**. You may also have a Sundry Calculate Balance.
4. These two columns should show the same figures, in this example Sundries is correct but Debtors proper does not balance.

Step 3 Run a Debtors Reconciliation

Make sure if balance before you start – print a copy of this or save to file

Step 4 How to find out which Balance is correct

1. Check your closing balance (**go back to your snapshot e.g. Debt 2015** and see what the closing balance was – also Sundry and other balances.

2. Print a Debtors transaction listing:

Path: Debtors > Debtor Transaction Listings

Check entries to see if look correct

TRANSACTION LISTING by FAMILY						
Up to & Including Term 2 2015						
FAMILY01 Mr & Mrs Family						
Date	Batch	Number	Description	Debit	Credit	
01/02/2015	1647	7167	Mr & Mrs Family		800.00	
23/04/2015	1648	7168	Mr & Mrs Family		300.00	
Total Debtor Receipts:						2 1,100.00
STUDENTCODE	Family Surname		0	Debit	Credit	
01/02/2015	4	13	Term 1 School Fees	1,200.00		
01/02/2015	4	13	Bus Fee	50.00		
20/04/2015	3	99	January 2016 Enrolment Holding Deposit	800.00		
30/04/2015	1646	99	New Enrolment Holding Deposit			-800.00
Total Invoices:				3 1,250.00		
Master	Year Opening Bal	Current Receipts	Current Invoices	Closing Balance		
File Figures:	1 \$0.00	\$300.00	\$0.00	4 \$150.00		

- Check entries to see if look correct
- Get Closing balance from your **snapshot e.g. Debt 2015**
- Add or minus your Receipt total.
- Add or minus your Invoice total
- Your Closing Balance should be this.

You may need to check also:

- Sundries run a Sundry Transaction Aged Report
- You may also need to print a Holding Deposit

Important: Do Not Correct the figures if you are not sure what you are doing and please ring PCSchool for help before trying to do this.

Step 5 (Master Figure is correct from Step 3)

If the Master file balance matches:

In this example the **Master File** balance at the top is showing **correctly** at the **TOP** figure is correct and the **Calculated Balance** is wrong.

Account Validity Listing						Page 1
Print records All records Errors only						Printed on: 30/04/2015
FAMILY01		Mr & Mrs Family		Acc Rend : 450.00	Cur Inv : 0.00	Cur Rec : 300.00
Master File Figures:		Year OBal : 0.00				Bal : 150.00
		Sundry : 150.00				
						Error 0.00
						Year Opening Balance 0.00
Less Receipts	Pd.	Date	Number	Description	Amount	
	1	01/02/2015	7167	Mr & Mrs Family	800.00	
	2	23/04/2015	7168	Mr & Mrs Family	300.00	
						Total Current Receipts 300.00 Pt 1100.00 Fr
Plus Invoices	Pd.	Date	Student	Description	Amount	
	1	01/02/2015	STUDENTCODE	School Fees	1200.00	
	1	01/02/2015	STUDENTCODE	School Fees	50.00	
	1	20/04/2015	STUDENTCODE	New Enrolment Holding Deposit	800.00	
	1	30/04/2015	STUDENTCODE	New Enrolment Holding Deposit	-800.00	
						Total Current Invoices 0.00 Pt 1250.00 Fr
						Calculated Balance 450.00
Sundry Transaction	Date	Description		Amount	PAID	BALANCE
	30/04/2015	Misc Sales (Aus)		150.00	0.00	150.00
						Total Sundry Balance 150.00
Held Deposits	Date	Description	Date Mature	Amount		
	30/04/2015	New Enrolment Holding Deposit	31/01/2016	0.00		
						Total Held Deposits 0.00
						Trans
Total Year Opening Balance:						Master 0.00
Plus Current Year Invoices						1250.00
Plus Current Year Receipts						1100.00
Total Balance						450.00
Sundry Transactions						150.00

To fix this kind of error:

Path: Debtors > Account Validity

This is the correct way to correct this issue; through the Account Validity,

1. Select the family [From and To].
2. Select the option of [Correct]
3. Click [Print].

Then tick [Print Errors Only] and [Print] again to make sure it is correct.

Step 6 (Calculated Figure is correct) from Step 3

If the Calculated balance matches:

In this example if the Master File in **incorrect** and the **Calculated balance** at the **BOTTOM** figure is correct.

Account Validity Listing							Page 1
Print records between FAMILY01 and FAMILY01 Errors only							Printed on: 30/04/2015
FAMILY01 Mr & Mrs Family		Acc Rend: 450.00	Cur Inv: 550.00	Cur Rec: 300.00	Error	Bal: 700.00	
Master File Figures: Year OBal: 0.00							
Sundry: 150.00							
Year Opening Balance		0.00					
Less Receipts	Pd.	Date	Number	Description	Amount		
1		01/02/2015	7167	Mr & Mrs Family	800.00		
2		23/04/2015	7168	Mr & Mrs Family	300.00		
Total Current Receipts					300.00 Pd	1100.00 Yr	
Plus Invoices	Pd.	Date	Student	Description	Amount		
1		01/02/2015	STUDENTCODE	School Fees	1200.00		
1		01/02/2015	STUDENTCODE	School Fees	50.00		
1		20/04/2015	STUDENTCODE	New Enrolment Holding Deposit	800.00		
-1		30/04/2015	STUDENTCODE	Credit balance (Aus)	-300.00		
1		30/04/2015	STUDENTCODE	New Enrolment Holding Deposit	-800.00		
Total Current Invoices					0.00 Pd	125.00 Yr	
Calculated Balance						150.00	
Sundry Transaction	Date	Description	Amount	Paid	Balance		
	30/04/2015	Misc Sales (Aus)	150.00	0.00	150.00		
Total Sundry Balance						150.00	
Held Deposits	Date	Description	Date Mature	Amount			
	30/04/2015	New Enrolment Holding Deposit	31/01/2016	0.00			
Total Held Deposits						0.00	
Total Year Opening Balance:					Trans	Master	
Plus Current Year Invoices:					1250.00	0.00	
Plus Current Year Receipts:					1100.00		
Total Balance:					150.00	700.00	
Sundry Transactions:					150.00	150.00	

To fix this kind of error:

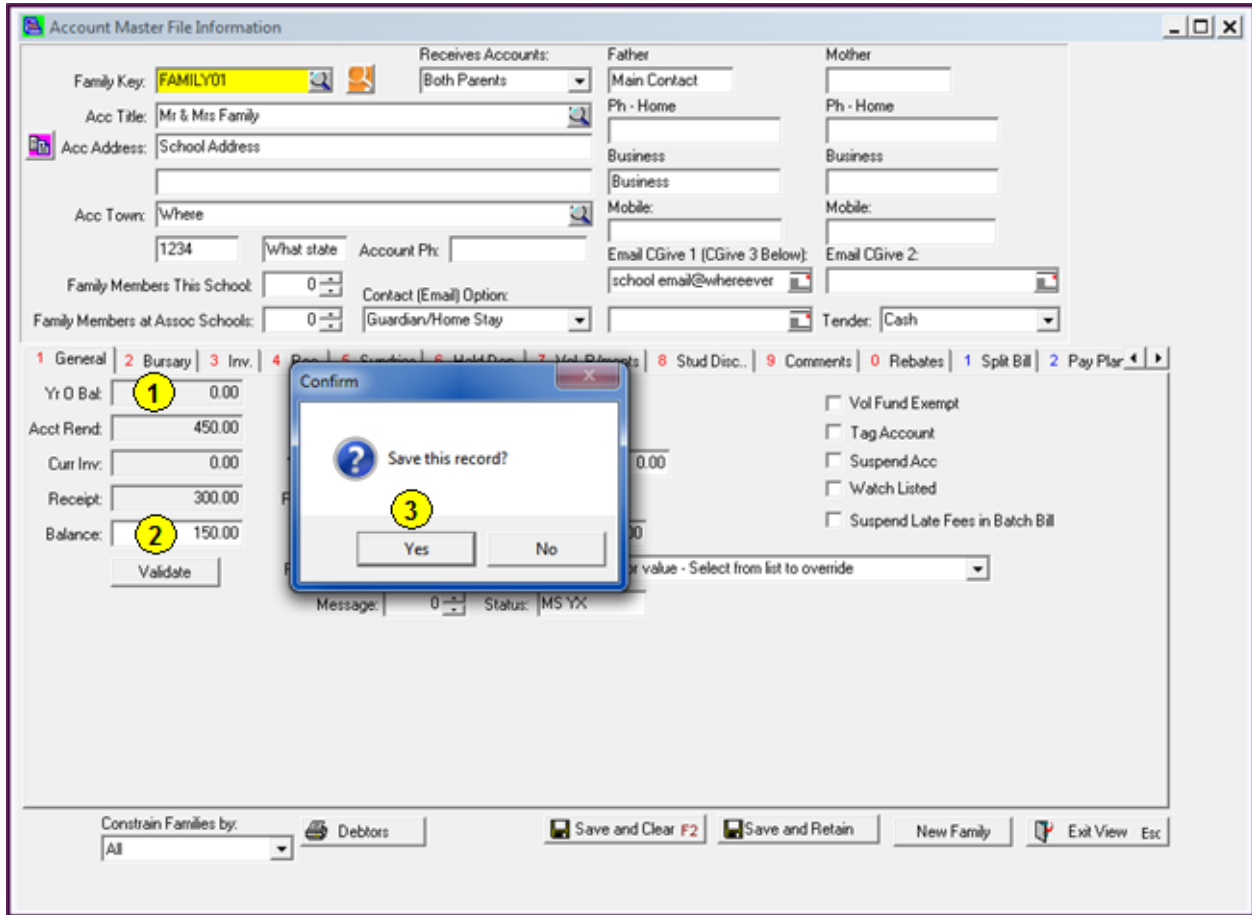
Path: Debtors > Account master File

The calculated Balance is corrected through the Account Master File but care must still be taken to ensure the opening balance does not change.

The screenshot shows the 'Account Master File Information' window. At the top, 'Family Key' is set to 'FAMILY01' (circled in yellow with a '1'). Below, 'Acc Title' is 'Mr & Mrs Family'. The 'Balance' field at the bottom left shows '700.00'. A 'Validate' button is circled in yellow with a '2'. A 'Confirm' dialog box is open in the center, displaying a question mark icon and the text 'Balances need to be modified - Begin?'. The dialog has 'Yes' and 'No' buttons, with 'Yes' circled in yellow with a '3'.

1. Select the Family.
2. Click the [Validate] button.
3. Click [Yes].

Be very careful saying yes to this, make sure the opening balance does not change and the balance is correct.



1. Check the Year Opening Balance, this must not change.
2. Check the Balance is correct; this should match your calculations based on the Transaction Listing.
3. Click [Yes] to save the changes.

Once any necessary correction has been done re- run the Validation process and continue with the next family if any more are involved.

Also run your Debtors Reconciliation and check that it still balances.

If not check the families you have corrected.