

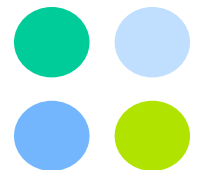


ENHANCED SKYWARD PaC STUDENT



Fee Management – Audit & Control Enhancements

WESPac



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INTRODUCTION

The following document is a high level look at enhancements made to the Fee Management module.

TRANSACTION LOG AND REPORT

To use the Transaction Log, select the **Use Audit Tracking** checkbox on the **Fee Management Configuration** screen.

The screenshot shows the 'SA\SM\SM\SC\FM - 5997 - Fee Management Configuration' dialog box. The 'Use Audit Tracking' checkbox is checked and highlighted with a red box. Other visible options include 'Update to General Ledger', 'Bill by Entity', 'Allow Cap for Bill Type', 'Use Facts', 'Create Fee Management Customers and Payors when adding Students', 'Create Billing Record when entering student into an Entity', 'Create Charge in Electronic Import file if charge does not already exist', 'Round Payment Plan Up', 'Bill Courses', and 'Prorate/Discount'.

School Month: 8 School Year: 2008 Starting Receipt #: 23,012

Default Payor: Customer Primary Guardian

Update to General Ledger Bill by Entity Allow Cap for Bill Type Use 'Facts' Create Fee Management Customers and Payors when adding Students Create Billing Record when entering student into an Entity Create Charge in Electronic Import file if charge does not already exist Round Payment Plan Up Bill Courses

Capture Where Payments are Made Facts ID as Stu ID Use Audit Tracking

Automatic Billing Setup

Number Days: 999 (Enter '999' to shut Automatic Billing of Courses option off)

Before Start Date After Start Date

Prorate/Discount

Use System Prorating Allow Discounts to Free/Reduced Customers

Use 'Lunch Code Discount Start Date' for Course Charges ?

Use 'Lunch Code Discount Start Date' for General and Activity Charges ?

Lunch Code Discount Start Date: Only allow Discounting for Waived Students

Enter the month which school begins.

PaC Documentation

On the **Fee Activity** screens, there is a new option to view the Transaction Log. This option is not available until you select **Use Audit Tracking** in Fee Management Configuration.

Eff. Date	Due Date	Type	Bill Code	Billing Detail Description	Pay Plan	Amount	Paid	Due	Manually Applied
09/01/2007	09/15/2007	G	BOOK	LOST BOOK		25.00	25.00	0.00	0.00
09/15/2007	09/15/2007	G	PARK	Parking Fee		7.50	7.50	0.00	0.00
10/01/2007	10/15/2007	G	PARK	Parking Fee		37.50	37.50	0.00	15.00
10/18/2007	10/18/2007	G	REGIST	Registration		25.00	25.00	0.00	0.00
11/13/2007	11/13/2007	G	JRDUES	Junior Dues		32.00	32.00	0.00	0.00
11/13/2007	11/13/2007	C	TEXTBK	Text Book		22.00	13.00	9.00	0.00
11/13/2007	11/13/2007	P	CKPAY	Check Payment		-15.00	-15.00	0.00	0.00
12/20/2007	12/20/2007	P	CKPAY	Check Payment		-25.00	-25.00	0.00	0.00
01/20/2008	01/20/2008	G	Tech Ed	Tech Ed		10.00	0.00	10.00	0.00
12/19/2007	02/01/2008	G	Tech Ed	Tech Ed		10.00	0.00	10.00	0.00
09/10/2007	02/01/2008	G	Athletic	Athletics		25.00	0.00	25.00	0.00
12/01/2007	02/01/2008	G	BBB	Boy's BBall Hat and Socks		20.00	0.00	20.00	0.00
02/01/2008	02/01/2008	P	CAPAY	Cash Payment		-100.00	-100.00	0.00	0.00
11/28/2008	11/28/2008	G	Tech Ed	Tech Ed		10.00	0.00	10.00	0.00

Click **Transaction Log** to view transactions. Only transactions entered when **Use Audit Tracking** is checked will display. An Audit ID is assigned to each transaction to group records together.

Audit ID	Trn Type	Year	Entity	Customer Name	Eff. Date	Due Date	Type	Description	Old Amt
233	ADD	2008	400		11/13/2007	11/13/2007	P	Check Payment	0.00
240	ADD	2008	400		02/01/2008	02/01/2008	P	Cash Payment	0.00
241	ADD	2008	400		02/01/2008	02/01/2008	P	Check Payment	0.00
241	DIT	2008	400		12/20/2007	12/20/2007	P	Check Payment	25.00
225	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
225	DIT	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
227	ADD	2008	400	Adams, Alex	09/01/2007	09/15/2007	G	LOST BOOK	0.00
228	ADD	2008	400	Adams, Alex	09/15/2007	09/15/2007	G	Parking Fee	0.00
229	ADD	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
229	DIT	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
230	ADD	2008	400	Adams, Alex	10/18/2007	10/18/2007	G	Registration	0.00
231	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Text Book	0.00
232	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
232	DELETE	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
235	ADD	2008	400	Adams, Alex	11/28/2008	11/28/2008	G	Tech Ed	0.00
236	ADD	2008	400	Adams, Alex	12/19/2007	02/01/2008	G	Tech Ed	0.00

The Transaction Type indicates if the record was a new record (add), a record that has been changed (edit) or a record that has been removed (delete).

400 - SM\AD\FM\CU - 535 - Transaction Log

Payor: Adams Marvin ADAMSMAR000
Address: 151 JOHNS DRIVE CASCADE WI 53011

Audit ID	Trn Type	Year	Entity	Customer Name	Eff. Date	Due Date	Type	Description	Old Amt
233	ADD	2008	400		11/13/2007	11/13/2007	P	Check Payment	0.00
240	ADD	2008	400		02/01/2008	02/01/2008	P	Cash Payment	0.00
241	ADD	2008	400		02/01/2008	02/01/2008	P	Check Payment	0.00
241	EDIT	2008	400		12/20/2007	12/20/2007	P	Check Payment	25.00
225	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
225	EDIT	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
227	ADD	2008	400	Adams, Alex	09/01/2007	09/15/2007	G	LOST BOOK	0.00
228	ADD	2008	400	Adams, Alex	09/15/2007	09/15/2007	G	Parking Fee	0.00
229	ADD	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
229	EDIT	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
230	ADD	2008	400	Adams, Alex	10/18/2007	10/18/2007	G	Registration	0.00
231	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Text Book	0.00
232	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
232	DELETE	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
235	ADD	2008	400	Adams, Alex	11/28/2008	11/28/2008	G	Tech Ed	0.00
236	ADD	2008	400	Adams, Alex	12/19/2007	02/01/2008	G	Tech Ed	0.00

View All Years Sort By: Audit ID Customer Transaction Date Transaction Type User Lookup: 11/13/2007

Enter Due Date you wish to find in the browse. PaC Documentation

The Transaction Log can be sorted by **Audit ID**, **Customer**, **Transaction Date**, **Transaction Type** or **User**. Customer Name won't display for payment records. There is no link between customer and payments.

There is also an Excel button so that the records can be downloaded to Excel.

400 - SM\AD\FM\CU - 535 - Transaction Log

Payor: Adams Marvin ADAMSMAR000
Address: 151 JOHNS DRIVE CASCADE WI 53011

Audit ID	Trn Type	Year	Entity	Customer Name	Eff. Date	Due Date	Type	Description	Old Amt
233	ADD	2008	400		11/13/2007	11/13/2007	P	Check Payment	0.00
240	ADD	2008	400		02/01/2008	02/01/2008	P	Cash Payment	0.00
241	ADD	2008	400		02/01/2008	02/01/2008	P	Check Payment	0.00
241	EDIT	2008	400		12/20/2007	12/20/2007	P	Check Payment	25.00
225	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
225	EDIT	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
227	ADD	2008	400	Adams, Alex	09/01/2007	09/15/2007	G	LOST BOOK	0.00
228	ADD	2008	400	Adams, Alex	09/15/2007	09/15/2007	G	Parking Fee	0.00
229	ADD	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
229	EDIT	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
230	ADD	2008	400	Adams, Alex	10/18/2007	10/18/2007	G	Registration	0.00
231	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Text Book	0.00
232	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
232	DELETE	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
235	ADD	2008	400	Adams, Alex	11/28/2008	11/28/2008	G	Tech Ed	0.00
236	ADD	2008	400	Adams, Alex	12/19/2007	02/01/2008	G	Tech Ed	0.00

View All Years Sort By: Audit ID Customer Transaction Date Transaction Type User Lookup: 11/13/2007

Enter Due Date you wish to find in the browse. PaC Documentation

A date and time stamp lists when and by whom the record was added, edited or deleted.

400 - SM\AD\FM\CU - 535 - Transaction Log

Payor: Adams Marvin ADAMSMAR000
Address: 151 JOHNS DRIVE CASCADE WI 53011

Audit ID	Trn Type	Year	Entity	Customer Name	Trans Date	Trans Time	User Key	Trans Location
233	ADD	2008	400		11/13/2007	10:55 AM	COORDSTU000	SM\AD\FM\CU\AP - Bill Detail Mai
240	ADD	2008	400		02/01/2008	2:07 PM	COORDSTU000	SM\AD\FM\CU\AP - Bill Detail Mai
241	ADD	2008	400		02/01/2008	2:08 PM	COORDSTU000	SM\AD\FM\CU\AP - Bill Detail Mai
241	EDIT	2008	400		02/01/2008	2:09 PM	COORDSTU000	SM\AD\FM\CU\EP - Bill Detail Mai
225	ADD	2008	400	Adams, Alex	11/13/2007	8:47 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
225	EDIT	2008	400	Adams, Alex	11/13/2007	8:47 AM	COORDSTU000	SM\AD\FM\CU\EC - Bill Detail Mai
227	ADD	2008	400	Adams, Alex	11/13/2007	10:49 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
228	ADD	2008	400	Adams, Alex	11/13/2007	10:51 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
229	ADD	2008	400	Adams, Alex	11/13/2007	10:51 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
229	EDIT	2008	400	Adams, Alex	11/13/2007	10:55 AM	COORDSTU000	SM\AD\FM\CU - Man Apply Payments
230	ADD	2008	400	Adams, Alex	11/13/2007	10:52 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
231	ADD	2008	400	Adams, Alex	11/13/2007	10:52 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
232	ADD	2008	400	Adams, Alex	11/13/2007	10:53 AM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
232	DELETE	2008	400	Adams, Alex	11/13/2007	10:53 AM	COORDSTU000	SM\AD\FM\CU - Fee Act. for Payor
235	ADD	2008	400	Adams, Alex	02/01/2008	1:58 PM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai
236	ADD	2008	400	Adams, Alex	02/01/2008	1:58 PM	COORDSTU000	SM\AD\FM\CU\AC - Bill Detail Mai

View All Years Sort By: Audit ID Customer Transaction Date Transaction Type User Lookup: 11/13/2007

Enter Due Date you wish to find in the browse. PaC Documentation

The transaction location displays the area in which the record was entered.

400 - SM\AD\FM\CU - 535 - Transaction Log

Payor: Adams Marvin ADAMSMAR000
Address: 151 JOHNS DRIVE CASCADE WI 53011

Audit ID	Trn Type	Year	Entity	Customer Name	Trans Location	Comment
233	ADD	2008	400		SM\AD\FM\CU\AP - Bill Detail Maint	
240	ADD	2008	400		SM\AD\FM\CU\AP - Bill Detail Maint	
241	ADD	2008	400		SM\AD\FM\CU\AP - Bill Detail Maint	
241	EDIT	2008	400		SM\AD\FM\CU\EP - Bill Detail Maint	
225	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	
225	EDIT	2008	400	Adams, Alex	SM\AD\FM\CU\EC - Bill Detail Maint	
227	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	Charlotte's Web.
228	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	Per the parking lot monitor, the stu
229	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	
229	EDIT	2008	400	Adams, Alex	SM\AD\FM\CU - Man Apply Payments	
230	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	ASB and parking permit paid
231	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	
232	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	
232	DELETE	2008	400	Adams, Alex	SM\AD\FM\CU - Fee Act. for Payor	
235	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	
236	ADD	2008	400	Adams, Alex	SM\AD\FM\CU\AC - Bill Detail Maint	

View All Years Sort By: Audit ID Customer Transaction Date Transaction Type User Lookup: 11/13/2007

Enter Due Date you wish to find in the browse. PaC Documentation

Click **Report** to view a report for this payor.

400 - SM\AD\FM\CU - 535 - Transaction Log

Payor: Adams Marvin ADAMSMAR000
 Address: 151 JOHNS DRIVE CASCADE WI 53011

Report

Audit ID	Trn Type	Year	Entity	Customer Name	Eff. Date	Due Date	Type	Description	Old Amt
233	ADD	2008	400		11/13/2007	11/13/2007	P	Check Payment	0.00
240	ADD	2008	400		02/01/2008	02/01/2008	P	Cash Payment	0.00
241	ADD	2008	400		02/01/2008	02/01/2008	P	Check Payment	0.00
241	EDIT	2008	400		12/20/2007	12/20/2007	P	Check Payment	25.00
225	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
225	EDIT	2008	400	Adams, Alex	11/13/2007	11/13/2007	G	Junior Dues	0.00
227	ADD	2008	400	Adams, Alex	09/01/2007	09/15/2007	G	LOST BOOK	0.00
228	ADD	2008	400	Adams, Alex	09/15/2007	09/15/2007	G	Parking Fee	0.00
229	ADD	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
229	EDIT	2008	400	Adams, Alex	10/01/2007	10/15/2007	G	Parking Fee	0.00
230	ADD	2008	400	Adams, Alex	10/18/2007	10/18/2007	G	Registration	0.00
231	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Text Book	0.00
232	ADD	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
232	DELETE	2008	400	Adams, Alex	11/13/2007	11/13/2007	C	Work Book	0.00
235	ADD	2008	400	Adams, Alex	11/28/2008	11/28/2008	G	Tech Ed	0.00
236	ADD	2008	400	Adams, Alex	12/19/2007	02/01/2008	G	Tech Ed	0.00

View All Years Sort By: Audit ID Customer Transaction Date Transaction Type User Lookup: 11/13/2007

Enter Due Date you wish to find in the browse. PaC Documentation

1fmrpt40.p
03.07.10.01.00-010003 HS Entity Instructor 400 - INS
Fee Management Transaction Log Report Time:

Report Ranges: School Year: 0000 - 9999 Entity: 400 - 400
 Payor Only: Adams, Marvin
 Trans Date: 01/01/1900 - 12/31/2999 Trans Types: Add, Edit, Delete, Print

Sort By Payor Name

Payor Key	Payor Name	Cust Key	Customer Name	Audit ID	Year	Eff Date	Due Date	Bill Code	Type	Ent	Description	Old Amount	New Amount	Receipt #	Comment
				Trans Date & Time		User Key		Transaction Location				Trn Type			
Adams, Marvin															
ADAMSMAR000 Adams, Marvin															
233		2008	11/13/2007	11/13/2007	CRPAY	P	400	Check Payment				0.00	-15.00	1017	
11/13/2007 10:55 AM COORDSTU000 SM\AD\FM\CU\AP - Bill Detail Maint															
240		2008	02/01/2008	02/01/2008	CAPAY	P	400	Cash Payment				0.00	-100.00	1023	
02/01/2008 2:07 PM COORDSTU000 SM\AD\FM\CU\AP - Bill Detail Maint															
241		2008	02/01/2008	02/01/2008	CRPAY	P	400	Check Payment				0.00	-25.00	1024	
02/01/2008 2:08 PM COORDSTU000 SM\AD\FM\CU\AP - Bill Detail Maint															
241		2008	12/20/2007	12/20/2007	CRPAY	P	400	Check Payment				25.00	-25.00	1024	
02/01/2008 2:09 PM COORDSTU000 SM\AD\FM\CU\EP - Bill Detail Maint															
ADAMSMAR000 Adams, Marvin															
ADAMSALE000 Adams, Alex															
225		2008	11/13/2007	11/13/2007	JRDUES	G	400	Junior Dues				0.00	22.00	0	
11/13/2007 8:47 AM COORDSTU000 SM\AD\FM\CU\AC - Bill Detail Maint															
225		2008	11/13/2007	11/13/2007	JRDUES	G	400	Junior Dues				0.00	32.00	0	
11/13/2007 8:47 AM COORDSTU000 SM\AD\FM\CU\EC - Bill Detail Maint															
227		2008	09/01/2007	09/15/2007	BOOK	G	400	LOST BOOK				0.00	25.00	0	Charlot
11/13/2007 10:49 AM COORDSTU000 SM\AD\FM\CU\AC - Bill Detail Maint															
228		2008	09/15/2007	09/15/2007	PARK	G	400	Parking Fee				0.00	7.50	0	Per the
11/13/2007 10:51 AM COORDSTU000 SM\AD\FM\CU\AC - Bill Detail Maint															
229		2008	10/01/2007	10/15/2007	PARK	G	400	Parking Fee				0.00	37.50	0	left in
11/13/2007 10:51 AM COORDSTU000 SM\AD\FM\CU\AC - Bill Detail Maint															
229		2008	10/01/2007	10/15/2007	PARK	G	400	Parking Fee				0.00	37.50	0	
11/13/2007 10:55 AM COORDSTU000 SM\AD\FM\CU - Man Apply Payments															

The **Transaction Log Report** can also be run using the Reporting button (SM/AD/FM/RE). The parameter screen provides several options for gathering transaction data.

400 - SM\AD\FM\RE\TL - 7960 - Transaction Log Report

Low High

School Year: 2008 2008

Entity: 400 400

Customer Key: ZZZZZZZZZZ

Payor Key: ZZZZZZZZZZ

User Key: ZZZZZZZZZZ

Transaction Date: 01/01/1900 12/31/9999

Sort Options: By Payor

Transaction Types: All Transaction Types
 Add Delete
 Edit Print

Low value for school year range.

Print Save Load Reset Close

PaC Documentation

lfmrpt40.p HS Entity Instructor 400 - INS
03.07.10.01.00-010003 Fee Management Transaction Log Report

Report Ranges: School Year: 2008 - 2008 Entity: 400 - 400
Cust Key: - ZZZZZZZZZZ Payor Key: - ZZZZZZZZZZ User Key: - ZZZZZZZZZZ
Trans Date: 01/01/1900 - 12/31/9999 Trans Types: Add, Edit, Delete, Print

Sort By Payor Name

Payor Key	Payor Name	Cust Key	Customer Name	Audit ID	Year	Eff Date	Due Date	Bill Code	Type	Ent	Description	Old Amount	New Amount	Receipt #	C
				Trans Date & Time	User Key	Transaction Location				Trn Type					
Abler, Richard															
ABLERRIC000	Abler, Richard			224	2008	11/09/2007	11/09/2007	PAYMENT	P	400	Payment	0.00	-19.00	1014	
						11/09/2007	3:11 PM	COORDSTU000	SM\AD\FM\CU\AP		- Bill Detail Maint				
224					2008	11/09/2007	11/09/2007	PAYMENT	P	400	Payment	0.00	-19.00	1014	
						11/13/2007	8:47 AM	COORDSTU000	SM\AD\FM\CU		- Fee Act. for Payor				
226					2008	11/13/2007	11/13/2007	CAPAY	P	400	Cash Payment	0.00	-20.00	1015	
						11/13/2007	8:55 AM	COORDSTU000	SM\AD\FM\CU\AP		- Bill Detail Maint				
226					2008	11/13/2007	11/13/2007	CAPAY	P	400	Cash Payment	0.00	-20.00	1015	
						02/07/2008	9:01 AM	COORDSTU000	SM\AD\FM\RE\RO\RI		- Print Receipt				
234					2008	11/15/2007	11/15/2007	PREPAY	R	400	PrePay	0.00	-10.00	1,020	
						11/15/2007	11:15 AM	ADMININS000	SM\AD\FM\BE\EP		- Batch Entry of Payments				
234					2008	11/15/2007	11/15/2007	PREPAY	R	400	PrePay	0.00	-10.00	1,020	
						02/07/2008	9:01 AM	COORDSTU000	SM\AD\FM\RE\RO\RI		- Print Receipt				
ABLERRIC000	Abler, Richard			222	2008	09/01/2007	09/15/2007	REGIST	C	400	Registration	0.00	15.00	0	
						11/06/2007	11:24 AM	COORDSTU000	SM\AD\FM\CU\AC		- Bill Detail Maint				
222					2008	09/01/2007	09/15/2007	REGIST	C	400	Registration	0.00	25.00	0	
						11/06/2007	11:25 AM	COORDSTU000	SM\AD\FM\CU\EC		- Bill Detail Maint				
222					2008	09/01/2007	09/15/2007	REGIST	C	400	Registration	0.00	35.00	0	
						11/06/2007	11:25 AM	COORDSTU000	SM\AD\FM\CU\EC		- Bill Detail Maint				
223					2008	11/06/2007	11/06/2007	ATHLFEE	T	400	Sports Fee	0.00	22.50		
						11/06/2007	11:25 AM	COORDSTU000	SM\AD\FM\CU		- Mass Crt Act Fees				
223					2008	11/06/2007	11/06/2007	ATHLFEE	T	400	Sports Fee	0.00	22.50		

LOCKED RECEIPTS

In Fee Management Configuration, the **Starting Receipt Number** has been locked. Washington State users cannot edit or change this number. Receipt numbers will continue to sequence as before.

SA\SM\SM\SC\FM - 5997 - Fee Management Configuration

School Month: 3 School Year: 2008 Starting Receipt #: 23,012

Default Payor: Customer Primary Guardian

Update to General Ledger

Bill by Entity Capture Where Payments are Made

Allow Cap for Bill Type

Use 'Facts' Facts ID as Stu ID Use Audit Tracking

Create Fee Management Customers and Payors when adding Students

Create Billing Record when entering student into an Entity

Create Charge in Electronic Import file if charge does not already exist

Round Payment Plan Up Place Rounded Amount: First Last

Bill Courses

Automatic Billing Setup

Number Days: 999 (Enter '999' to shut Automatic Billing of Courses option off)

Before Start Date After Start Date

Prorate/Discount

Use System Prorating Allow Discounts to Free/Reduced Customers

Use 'Lunch Code Discount Start Date' for Course Charges ?

Use 'Lunch Code Discount Start Date' for General and Activity Charges ?

Lunch Code Discount Start Date: Only allow Discounting for Waived Students

Enter the month which school begins.

PaC Documentation

The **Receipt Number** field is de-sensitized on the Billing Detail Entry screen as well as the Batch Entry screen. The Alternate Receipt Number will lock once a value has been added and the record has been saved. If no Alternate Receipt Number is added, the field will remain open.

400 - SM\AD\FM\CU\EP - 4706 - Billing Detail Entry

Customer: [] Payor: Adams Marvin ADAMSMAR000

Entity: HS Entity Instructor 400 - INS 400

Bill Type: P = Payment

Bill Code: Check Payment CKPAY

Effective Date: 12/20/2007

Alt Receipt Num: 20,123 Payment: 25.00

Receipt Num: 1,024 Hold Payment: no

Deposit: 0

Check Num: 9705

Comment: []

Enter the Effective Date for the billing detail record.

PaC Documentation

400 - SM\AD\FM\BE\EP - 1619 - Batch Entry of Payments by Payor

Schl Yr: 2008 Total Entered: 0.00

Batch: 253 Actual Entered: 100.00

Date: 02/19/2008 Difference: -100.00

Bill Code: Check Payment CKPAY

Turn on Filtering: [] Other ID Lookup: []

Payor: Adams Marvin ADAMSMAR000

Customer: Adams Alex ADAMSALE000

Address: []

Date Ent: 02/19/2008

Bill Code: Check Payment CKPAY

Amount: 100.00 Chk Num: []

Rcpt Num: 1,028 Alt Rcpt Num: 2,333

Comment: []

Payor	Payor Name	Customer	Customer Name	Amount	Type	Bill Code
ADAMSMAR000	Adams Marvin	ADAMSALE000	Adams Alex	100.00	P	CKPAY

The Edit button allows you to change the highlighted record.

PaC Documentation

PRINTING RECEIPTS

Receipts can be printed in the following three areas:

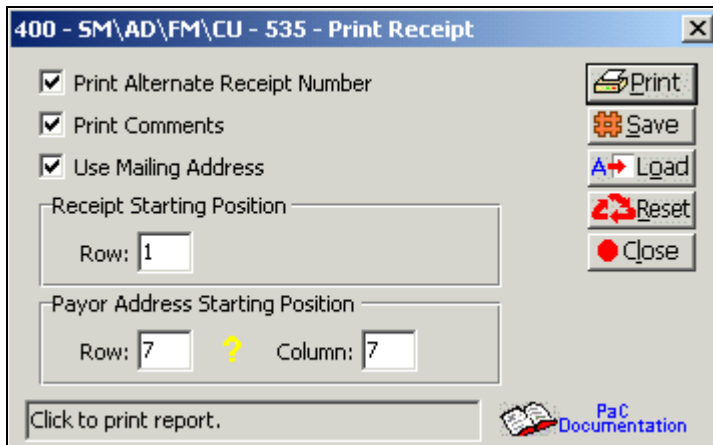
- Fee Activity for Payor
- Batch Entry
- Reporting

To print a receipt from the Fee Activity for Payor screen, highlight a payment record (either a “P” or “R” Bill Type) and click **Receipt**.

The screenshot displays the 'Fee Activity for Payor' window. At the top, it shows the Payor's name (Adams Marvin) and other ID (ADAMSMAR000). Below this, there are fields for Customer, Address (151 JOHNS DRIVE CASCADE WI 53011), and a summary of Charges (224.00), Payments (140.00), Other Credits (0.00), and Balance Due (84.00). A table titled 'Fee Activity for Payor' lists various transactions with columns for Eff. Date, Due Date, Type, Bill Code, Description, Pay Plan, Amount, Paid, Due, and Manually Applied. The record for 11/13/2007 with a 'P' type and 'CKPAY' description is highlighted. On the right side, there is a sidebar with 'Additional Options' including Print Statement, Payment Schedule, Set Defaults, Total, Transaction Log, and History. At the bottom right, a 'Receipt' button is highlighted with a red box. A 'Lookup:' field at the bottom shows '11/13/2007'.

Eff. Date	Due Date	Type	Bill Code	Billing Detail Description	Pay Plan	Amount	Paid	Due	Manually Applied
09/01/2007	09/15/2007	G	BOOK	LOST BOOK		25.00	25.00	0.00	0.00
09/15/2007	09/15/2007	G	PARK	Parking Fee		7.50	7.50	0.00	0.00
10/01/2007	10/15/2007	G	PARK	Parking Fee		37.50	37.50	0.00	15.00
10/18/2007	10/18/2007	G	REGIST	Registration		25.00	25.00	0.00	0.00
11/13/2007	11/13/2007	G	JRDUES	Junior Dues		32.00	32.00	0.00	0.00
11/13/2007	11/13/2007	C	TEXTBK	Text Book		22.00	13.00	9.00	0.00
11/13/2007	11/13/2007	P	CKPAY	Check Payment		-15.00	-15.00	0.00	0.00
12/20/2007	12/20/2007	P	CKPAY	Check Payment		-25.00	-25.00	0.00	0.00
01/20/2008	01/20/2008	G	Tech Ed	Tech Ed		10.00	0.00	10.00	0.00
12/19/2007	02/01/2008	G	Tech Ed	Tech Ed		10.00	0.00	10.00	0.00
09/10/2007	02/01/2008	G	Athletic	Athletics		25.00	0.00	25.00	0.00
12/01/2007	02/01/2008	G	BBB	Boy's BBall Hat and Socks		20.00	0.00	20.00	0.00
02/01/2008	02/01/2008	P	CAPAY	Cash Payment		-100.00	-100.00	0.00	0.00
11/28/2008	11/28/2008	G	Tech Ed	Tech Ed		10.00	0.00	10.00	0.00

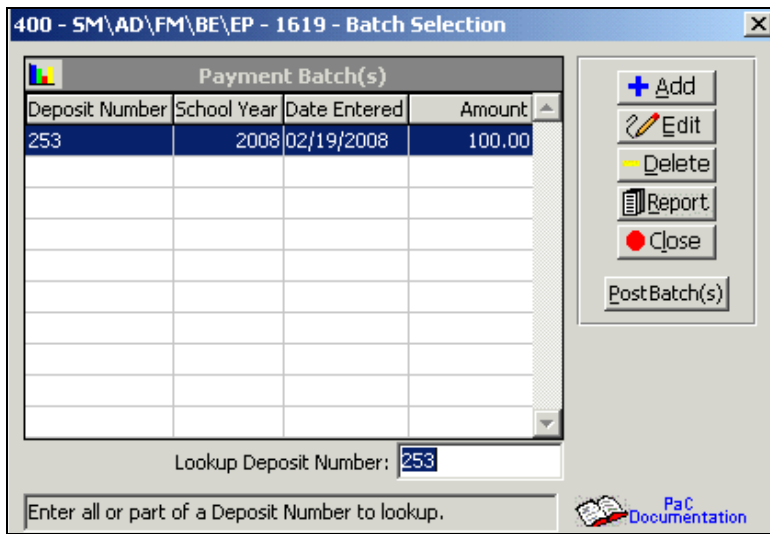
After you click **Receipt**, the **Receipt Parameter** page appears. You can decide whether to **Print Alternate Receipt Number**, **Print Comments** or **Use Mailing Address**. Use the **Payor Address Starting Position** ranges to determine the position of the address for mailing purposes. Use the **Receipt Starting Position** to determine where the receipt will begin. This may be useful when printing receipts on letterhead.



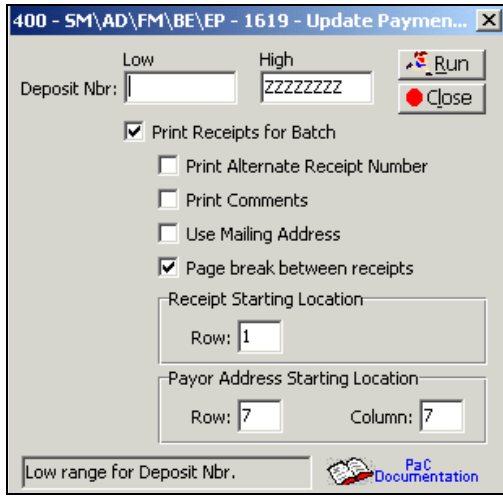
Sample Receipt Output:

HS Entity Instructor 400 - INS		02/22/2008 7:53 AM
Receipt #: 1,024		
Alt. Receipt #: 20,123		
Received By: COORDSTU000		Payment Type: Check
Batch Entry: No		Check #: 9705
Adams, Marvin		Payment Date: 12/20/2007
151 JOHNS DRIVE		Payment Amount: 25.00
CASCADE WI 53011		Description: Check Payment

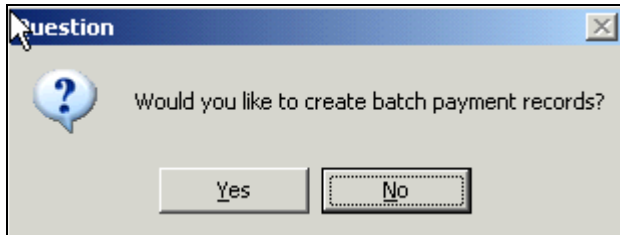
Receipts can also be printed for an entire batch. This happens during the posting process. When the batch is completed, click **Post Batch(s)**.



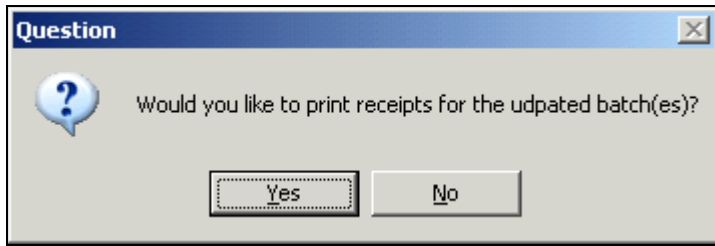
A parameter screen appears which includes a **Print Receipts for Batch** checkbox as well as the following options: **Print Alternate Receipt Number**, **Print Comments**, **Use Mailing Address**, **Page Break between Receipts**, **Receipt Starting Location** and **Payor Address Starting Location**.



After viewing the Update of Payment Batches report and clicking Close, a dialogue box asks the following question:

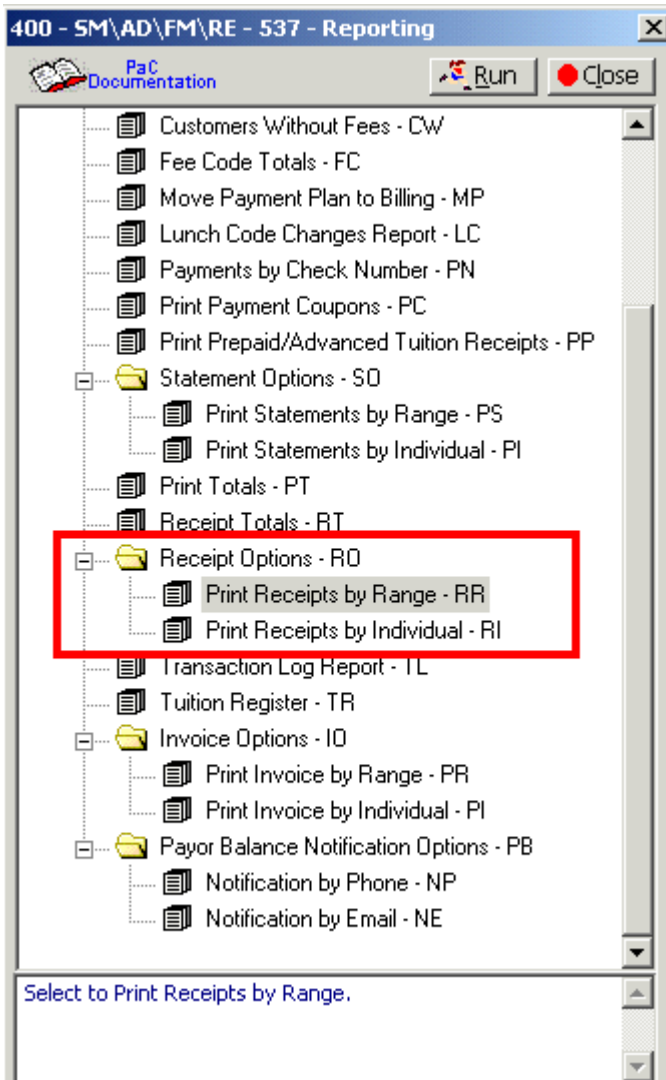


If Yes is clicked, a second dialogue box asks the following question:



Click Yes to proceed with the batch process. All receipts from the batch will be displayed for printing.

Receipts can also be printing from the Reporting menu By Individual or By Range:



SECURITY CHANGES

Security has been broken out into separate line items for adding, editing and deleting payments and charges. This allows security to be given to a user to add payments or charges without giving them access to edit or delete payments or charges.

SA\SE\SG - 898 - Security Group Maintenance Screen

System: Student Management
 Entity: HS Entity Instructor 400 - INS 400
 Group: Complete Access - 5/5 Full Access

Update an existing group.
 Select Menu Paths to alter the existing security level.
 Add or remove menu access for the current group.
 Changes affect all assigned users once applied.

OK Help Cancel

Menu Paths	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
- SM\AD\FM - Fee Management	53/82			
+ SM\AD\FM\SE - Setup	8/10			
- SM\AD\FM\CU - Customers	7/7			
- SM\AD\FM\CU - Customers (Main Screen)		0	5	5
- SM\AD\FM\CU\EP - Edit Payments		2	5	5
- SM\AD\FM\CU\AP - Add Payments		3	5	5
- SM\AD\FM\CU\DP - Delete Payments		4	5	5
- SM\AD\FM\CU\EC - Edit Charges		2	5	5
- SM\AD\FM\CU\AC - Add Charges		3	5	5
- SM\AD\FM\CU\DC - Delete Charges		4	5	5
- SM\AD\FM\PA - Payors	7/7			
- SM\AD\FM\PA - Payors (Main Screen)		0	5	5
- SM\AD\FM\PA\EP - Edit Payments		2	5	5
- SM\AD\FM\PA\AP - Add Payments		3	5	5
- SM\AD\FM\PA\DP - Delete Payments		4	5	5
- SM\AD\FM\PA\EC - Edit Charges		2	5	5
- SM\AD\FM\PA\AC - Add Charges		3	5	5
- SM\AD\FM\PA\DC - Delete Charges		4	5	5
+ SM\AD\FM\RE - Reporting	15/28			

Display only those Menu Paths that have security assigned.

Expand Selected Expand Secured Assign Selected