PACS

Debtors

Training Activity Guide
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</tbody>
</table>
PACS Training

Overview

Introduction

This training session is a hands-on experience of learning how to use PACS to manage debtors. This covers identifying members as debtors, billing, processing receipts, entering credits and refunds.

To ensure you gain the maximum benefits from today’s training ask lots of questions, participate, write notes down and enjoy yourself!
**The Training**

**Duration**
This training is run from 9:00am to 12.30pm.

**Topics**
Topics covered in this training are:

- Identify members as Debtors
- Set up fees
- Bill Debtors
- Receipts payments for bills
- Credit bills
- Refund overpayments

**Training Outcomes**
At the end of this training you should be able to:

- Bill debtors.
- Enter receipts to pay bills.
- Enter credits for bills.
- Refund overpayments.
Intended Audience

**Audience**
This course is intended for Users who are have been using PACS to manage Member and Giving records and use or will be using PACS for Debtors.

**Prerequisites**
It is recommended that the PACS People, Giving and Registers course has been completed.
The Training Manual

The Manual
This Training Manual is a ‘Guide’ to steer you through the training process. It is a series of activities to be followed during the training which is meant to be accompanied by the ‘PACS Online Documentation - Debtors’. Make notes and highlight key areas to help yourself retain information, or remember where to refer back to for information.

Format
This Training Manual is broken into chapters. Each chapter gives an overview and training activity to practice on.

Use of Guide
This manual is designed to give activities that will be completed during the training. Your trainer may not follow this manual step by step, but will always let you know where the topics can be located so you can take notes and become familiar with the steps.

Please refer to the ‘PACS Online Documentation - Debtors’ for step by step instructions.

Conventions
In this Training Guide, you will find some of the following conventions:

<table>
<thead>
<tr>
<th><strong>BLUE TEXT</strong></th>
<th>This text highlights PACS keywords.</th>
</tr>
</thead>
</table>

Text separated by arrows. Example RECEIPTS ➤ SUNDARY RECEIPTS.

This means, from the RECEIPTS menu, select the SUNDARY RECEIPTS item.
Software Support

Overview

**Introduction**  
Software support queries can be logged via our website, emailed to us or you can call our support centre.
How to Contact Support

Web
Support requests can be made online using our internet based logging system. Your request will be recorded in real time and our product specialists will be notified immediately. You will receive a confirmation email which will include a reference number.

The web logging system is available at:
https://support.schooledge.com.au

Email
Technical support requests can also be emailed to:
support.schooledge@tribalgroup.com

Telephone Support
The technical support contact number is:

1300 301 931 (calls from Australia)
Or +61 3 9690 5044

There will be times when your phone call will go through to voice mail. Leave a message with your name, the Parish name, your contact numbers and name of the product you require support with and the support centre will call you back.
Screen Capture

Introduction

There may be times when you want to print a screen from PACS. This may be to:

- File as a member record
- Email to Customer Support
- Attach to a support request logged online

Follow the steps in the table below to do a screen or window capture.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open the form that you want to print so you can see it on the screen.</td>
</tr>
</tbody>
</table>
| 2    | To print the **full screen**, either:  
In PACS select **FILE ➤ PRINT SCREEN** and select the printer to print to,  
or  
Press the **PRTSCN** key on the keyboard (to the right of F12).  
To only print the **window**, press the **ALT** and **PRTSCN** keys together.  
The **PRTSCN** or the **ALT** and **PRTSCN** options copy the screen to the clipboard as an image. The image can now be pasted into Microsoft Word or an email. |
| 3    | To paste the image into Microsoft Word.  
Open Microsoft Word  
Click on the **Edit** menu and **Paste** OR  
Press **CTRL** and **V** |

Continued on next page
Screen Capture, Continued

Introduction (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The screen is now pasted in Microsoft Word and can be printed or emailed.</td>
</tr>
</tbody>
</table>
Set up Debtors

Overview

Debtors are people who owe the Parish money. This could be for the hire of the parish hall, children to attend the play group, billing a parish levy to families who attend the parish school etc.

The **DEBTORS** module provides the ability for the parish to raise bills and receive payments for the bills.

A member needs to be flagged in the database as a debtor in order to be billed for these items.

Once bills are raised for the debtor the payments can be:
- receipted against the bills using the Debtor Receipts option, or
- scheduled for processing using the EFT Schedule option. This option allows the debtor to select to have their bank account or credit card debited a set amount on a recurring basis to pay their bill(s).

Reference

Online Documentation - Debtors
Activate Debtors

**Reference**

Online Documentation - Debtors - Setup Debtors

**Activity**

The **DEBTORS** module needs to be enabled in the database to be available for use.

To make the **DEBTORS** module available in the database:

1. Select **MAINTENANCE > SETUP > APPLICATION**.
2. Tick **ENABLE DEBTORS MODULE**.
3. Tick **ALLOW RECEIPT MATCHING AGAINST FUTURE DATED BILLS** if receipts are allowed to pay future dated bills. Leave this option un-ticked if receipts are only to match bill amounts that are dated before or on the same day as the receipt.
4. **SAVE**.
Debtor Settings

Reference
Online Documentation - Debtors – Setup Debtors

Introduction
A number of settings need to be entered before the DEBTORS module is used. The settings are located under MAINTENANCE > SETUP.

Use BPay – only needs to be setup if the Parish is registered for BPAY with the bank and wants debtors to be able to pay via BPAY.

Debtor Defaults – how the debtor windows are set to open, the default item pricing for other item fees and the default payment type for receipts. Set the default to the option most commonly used.

Debtor Receipt Settings – default settings for receipt printing.

Tax Invoice Settings – default settings for tax invoice printing.

Tax Credit Adjustment Settings - default settings for tax credit printing.

Debtor Statement Settings - default settings for statement printing.

Voluntary Fee Statement Settings - default settings for voluntary fee statement printing.

Starting Numbers – The starting number for the bills, receipts, credits, debtor opening balances, and refunds.

Default Accounts for Fees & Receipts – the default GL accounts to use with the fees and receipts.

Printing – the print settings for the receipts, invoices, credits and statements.

Activity 1
Go to MAINTENANCE > SETUP > PRINTING (1) and view the default settings for:
Receipts
Tax Invoices
Tax Credit Adjustments
Statements

Continued on next page
Debtor Settings, Continued

Activity 2

Go to MAINTENANCE > SETUP > GENERAL > DEFAULT ACCOUNTS > FEES & RECEIPTS.

Set the default GL accounts for the fees and receipts.
Billing

Create Debtor

Reference
Online Documentation - Debtors – Create Debtors

Create Debtor
To make a member a debtor tick the DEBTOR field on their PEOPLE > MEMBERS record.

![Image of the Create Debtor interface]

Activity 1
Select some members and make them debtors.

Mrs Joan Smith
Samantha Sheen
Mr Harold Adams
Susan Hoffman
Desmond Green

Continued on next page
Create Debtor, Continued

**Activity 2**
View the debtor records from FEES > DEBTORS.

**Activity 3**
Enter the payment details for the debtors.

Mrs Joan Smith  
Cheque  
Bank: ANZ  
Branch: MOUNT ELIZA

Samantha Sheen  
Credit Card  
1234 1234 1234 1234  
Expiry: 12/17

Mr Harold Adams  
Cash

Susan Hoffman  
Cash

Desmond Green  
Direct Deposit  
Bank: Westpac  
Branch: MOUNT ELIZA  
BSB: 325-325  
Account Number: 15478524

We need to add a Direct Deposit Payment Method. Details of how to do this are on the next page.

*Continued on next page*
Create Debtor, Continued

Add Payment Method

We need to add a direct deposit option to the payment methods.

1. Go to the **MAINTENANCE > SETUP > GENERAL** tab and select **PAYMENT METHODS**.
2. Click **ADD** to enter a new payment method.
3. Enter the details.
   
   Description: Direct Deposit  
   Method: E.F.T.

4. **SAVE**.
Set Fee Flags

Reference

Online Documentation - Debtors – Create Debtors

Introduction

Four Fee Flags on the DEBTOR record can be used to flag which debtors are to be billed selected fees during the fee generation.

Activity 1

Set up a fee flag to bill for the pay group based on the number of children attending.

1. Go to FEES > DEBTORS.
2. Find the debtor.
3. Select EDIT.
4. Right click on the FEE FLAG field and select EDIT ITEMS. The fee flag user code window opens.

5. Click ADD, and enter the description for the flag item and SAVE.
6. Click ADD to enter the next flag description to the list.
7. When you have finished entering items click EXIT.

Continued on next page
Set Fee Flags, Continued

Activity 1  
Add the following items to the Fee Flag field

Play Group 1 child
Play Group 2 children
Play Group 3 children

Activity 2  
Flag the debtor to be billed for Play Group

Samantha Sheen - Play Group 1 child
Susan Hoffman - Play Group 3 children
Create Fees

Reference
Online Documentation - Debtors - Fees

Introduction
The fees module is where you:
- Set up fees for debtors and ad hoc items.
- Bill the fees.

A **DEBTOR FEE** is a fee that applies to multiple debtors.
Examples of debtor fees are:
- A Play Group fee for families with a child attending the parish Play Group.
- A Parish levy for all families in the parish that have children attending the Parish school.

Add Debtor Fees
Enter Debtor Fees:
1. Select **FEES > DEBTOR FEES**.
   This window shows any fees that have previously been created on the left side. The fee details for the selected fee are in the centre of the window.

Continued on next page
Create Fees, Continued

2. Click on the **ADD** button on the right side to add a new debtor fee. The window clears, ready for the new debtor fee to be entered.

3. Enter the required debtor fee details:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The name of the debtor fee</td>
</tr>
<tr>
<td>Description to print on Statement</td>
<td>The name of the fee to appear on the statement. Commonly the same as the Description.</td>
</tr>
<tr>
<td>Amount</td>
<td>The dollar amount of the fee.</td>
</tr>
<tr>
<td>G/L Account</td>
<td>The General Ledger Account the fee is to be tracked by.</td>
</tr>
<tr>
<td>Tax Code</td>
<td>The GST tax code that applies to the fee.</td>
</tr>
<tr>
<td>Fee Applied By</td>
<td>The criteria used to identify the debtors the fee is to be applied to.</td>
</tr>
<tr>
<td></td>
<td>Options:</td>
</tr>
<tr>
<td></td>
<td><strong>All</strong> – The fee will be applied to all debtors regardless of the category selected.</td>
</tr>
<tr>
<td></td>
<td><strong>Selected</strong>, and choose the required option(s).</td>
</tr>
<tr>
<td></td>
<td>- The fee will only apply to debtors that match the selection.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: The Fee can be applied by more than one category or criteria. To add a second (or more) criteria, click on the green plus sign, located at the bottom of this section.</td>
</tr>
</tbody>
</table>
Voluntary Fee? | Select if the fee is a voluntary fee or an optional donation. Voluntary Fees can be selected to show on statements and invoices. You can select to include the amount of voluntary fees on the aged trial balance report.

When ticked a reference number field will become available. This field refers to the recognized tax reference number to be printed on receipts where the item is tax deductible.

**VOLUNTARY FEES** will remain on the account until all other fees are paid on that particular bill, or, the Decline option is run for the fee.

*Note:* The Decline option will decline all unpaid occurrences of the selected voluntary fee. If a voluntary fee is part paid the unpaid portion will be declined.

<table>
<thead>
<tr>
<th>Show in Fee Generation</th>
<th>Indicates that the fee can be billed by the fee generation process. Untick this option to indicate the fee should only be manually billed. This is useful when you have a large number of fees and only some of the fees are used with the Fee Generation process.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Show all GST Codes</th>
<th>When unticked only the sales GST codes are listed for selection in the <strong>TAX CODES</strong> field. Tick to list all GST codes in the <strong>TAX CODES</strong> field. This allows for the possibility that a purchase tax code may need to be recorded on a fee in some situations.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Active?</th>
<th>Tick this box to indicate that the fee is available for billing.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Show Inactive Fees?</th>
<th>Tick this option to display the inactive fees on the list. Inactive fees may be old fees that are no longer used or new fees that are being set up for the future and shouldn’t be used for billing at this time.</th>
</tr>
</thead>
</table>

4. When all details have been completed, click on **SAVE** on the right side. The fee is added to the list of fees on the left side of the window.

*Continued on next page*
Create Fees, Continued

### Activity

Enter Fees to bill the Play group.

#### Play Group Term fees for 1 child

<table>
<thead>
<tr>
<th>Description</th>
<th>Play Group 1 child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description to Print on Statement</td>
<td>Play Group 1 child</td>
</tr>
<tr>
<td>Amount</td>
<td>150.00</td>
</tr>
<tr>
<td>G/L Account</td>
<td>4.355 Play Group</td>
</tr>
<tr>
<td>Tax Code</td>
<td>FRE</td>
</tr>
<tr>
<td>Fee Applied By</td>
<td>Fee Flag - Selected and tick Play Group 1 child</td>
</tr>
<tr>
<td>Voluntary Fee</td>
<td>Un-tick</td>
</tr>
<tr>
<td>Show in Fee Generation</td>
<td>tick</td>
</tr>
<tr>
<td>Show all GST Codes</td>
<td>Un-tick</td>
</tr>
</tbody>
</table>

#### Play Group Term fees for 2 children

<table>
<thead>
<tr>
<th>Description</th>
<th>Play Group 2 child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description to Print on Statement</td>
<td>Play Group 2 child</td>
</tr>
<tr>
<td>Amount</td>
<td>280.00</td>
</tr>
<tr>
<td>G/L Account</td>
<td>4.355 Play Group</td>
</tr>
<tr>
<td>Tax Code</td>
<td>FRE</td>
</tr>
<tr>
<td>Fee Applied By</td>
<td>Fee Flag - Selected and tick Play Group 2 children</td>
</tr>
<tr>
<td>Voluntary Fee</td>
<td>Un-tick</td>
</tr>
<tr>
<td>Show in Fee Generation</td>
<td>tick</td>
</tr>
<tr>
<td>Show all GST Codes</td>
<td>Un-tick</td>
</tr>
</tbody>
</table>

#### Play Group Term fees for 3 children

<table>
<thead>
<tr>
<th>Description</th>
<th>Play Group 3 child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description to Print on Statement</td>
<td>Play Group 3 child</td>
</tr>
<tr>
<td>Amount</td>
<td>325.00</td>
</tr>
<tr>
<td>G/L Account</td>
<td>4.355 Play Group</td>
</tr>
<tr>
<td>Tax Code</td>
<td>FRE</td>
</tr>
<tr>
<td>Fee Applied By</td>
<td>Fee Flag - Selected and tick Play Group 3 children</td>
</tr>
<tr>
<td>Voluntary Fee</td>
<td>Un-tick</td>
</tr>
<tr>
<td>Show in Fee Generation</td>
<td>tick</td>
</tr>
<tr>
<td>Show all GST Codes</td>
<td>Un-tick</td>
</tr>
</tbody>
</table>

Continued on next page
Create Fees, Continued

**OTHER ITEMS** are used to bill for individual items such as hire of the church hall. It is for one off bills that are created for a person, as opposed to generating a batch for a group of debtors.

To create a new other item fee:
1. Select **FEES > OTHER ITEMS**.
2. Click on **ADD** on the right side of the window
3. Enter the following information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Unique code to allocate to the bill item.</td>
</tr>
<tr>
<td>Description</td>
<td>The name of the Bill Item.</td>
</tr>
<tr>
<td>Description to print on bill and statement</td>
<td>The name of the Bill Item to appear on the bill and statement. Commonly the same as the Description.</td>
</tr>
<tr>
<td>G/L Account</td>
<td>The General Ledger Account the Bill Item is to be tracked by.</td>
</tr>
<tr>
<td>Tax Code</td>
<td>The GST tax code that applies to the Bill Item.</td>
</tr>
<tr>
<td>Prices</td>
<td>Up to 10 price variations can be set for the Bill Items</td>
</tr>
</tbody>
</table>

4. When all details are complete, click on **SAVE** on the right side of the window. The **OTHER ITEM** fee is saved to be used with manual bills.
Create Fees, Continued

**Activity**
Enter a fee for hire of the parish hall.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hall Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Hall Hire.</td>
</tr>
<tr>
<td>Description to print on bill and statement</td>
<td>Hire of Parish Hall.</td>
</tr>
<tr>
<td>G/L Account</td>
<td>4.341 Rents</td>
</tr>
<tr>
<td>Tax Code</td>
<td>GST</td>
</tr>
<tr>
<td>Price 1</td>
<td>175.00</td>
</tr>
<tr>
<td>Price 2</td>
<td>350.00</td>
</tr>
<tr>
<td>Price 3</td>
<td>525.00</td>
</tr>
</tbody>
</table>
Fee Generation

Reference

Online Documentation - Debtors – Generate Fees

Introduction

A **FEE GENERATION** is where fees are selected to be automatically generated for the required debtors. One or more debtor fees may be included in a **FEE GENERATION**.

Generate Fees

To generate fees:

1. Select **FEES > FEE GENERATION**.

2. Ensure you are in **ADD** mode on the top left.

3. Enter the following details:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Date</td>
<td>The date to appear on the bills.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The date the bills are to be paid by.</td>
</tr>
<tr>
<td>Bill Description</td>
<td>The Title of the bills.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>The Fiscal Year the bills belong to. This field will be automatically set by the bill date. It is displayed for information only and cannot be changed.</td>
</tr>
<tr>
<td>Split Bills</td>
<td>Used to split the generated bill amount into multiple separate bills spread over the year. E.g. Used to generate the fees for the whole year but create separate bills for each term or month. Setting applies to the whole fee generation. Refer to <strong>Split Bills</strong> for more information.</td>
</tr>
<tr>
<td>Fees to apply:</td>
<td>Select the required debtor fees.</td>
</tr>
</tbody>
</table>

Continued on next page
Fee Generation, Continued

4. When all details have been entered and selected, click on SAVE on the left side of the window.

5. Click on GENERATE on the left side of the window to create the bills.
A message displays to inform the operator if the generation was successful or if any errors were encountered with the generation.

Continued on next page
Fee Generation, Continued

Unposted bills are generated for each appropriate debtor depending upon the fee criterion. These are listed in POST BILLS and BILLS GENERATED.

*Note:* POST BILLS lists ALL UNPOSTED bills, whether they are from a single or multiple fee generations or have been manually created. BILLS GENERATED only lists bills that were created in the selected fee generation.

6. Click on BILLS GENERATED to view the bills that were created.
7. Click on the yellow folder for an individual bill to see the bill details.

Continued on next page
Fee Generation, Continued

Buttons on right side:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select All</td>
<td>To select or deselect all bills listed.</td>
</tr>
<tr>
<td>Deselect All</td>
<td></td>
</tr>
<tr>
<td>Refresh</td>
<td>Refreshes the screen display to update the details for any bills in the</td>
</tr>
<tr>
<td></td>
<td>generation that have been posted by another operator. Useful when several</td>
</tr>
<tr>
<td></td>
<td>operators are working on the bills at the same time.</td>
</tr>
<tr>
<td>Post</td>
<td>To post or unpost all selected bills.</td>
</tr>
<tr>
<td>Unpost</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>To delete all selected bills</td>
</tr>
</tbody>
</table>

8. These bills can be posted from the FEE GENERATION > BILLS GENERATED tab, the POST BILLS tab, or batch posted using the GENERAL LEDGER > BATCH POSTING function.

Activity

Generate the Play Group fees.

Check the bills and post them from the FEE GENERATION > BILLS GENERATED tab.
Manual Bills

Reference

Online Documentation - Debtors – Manual Bills

Manual Bills

Manual bills can be used to:
- Bill one off items e.g. hire of the church hall.
- Apply fees to families that start part way through the billing cycle after the fee generation has been run. E.g. a family moves to the parish and their children start at the parish school. The family is to be billed the Parish Levy. The Fee Generation for the Parish Levy for the current period has already been run. A manual bill is entered to apply the Parish Levy to the new family for the current period.

To create a manual bill:
1. Select FEES > BILLS.
2. Ensure you are in ADD mode.

Continued on next page
3. Find the debtor:
   - Click on the **BINOCULARS** to find the person on the lookup, or
   - Click **FIND** and start typing in their name, or
   - Enter their **DEBTOR NUMBER** and press the tab key on the keyboard.

4. Ensure you have the correct debtor.

5. Enter the following details:
   - Bill Date (if different from today)
   - Due Date
   - Bill Description

6. When selecting **DEBTOR** fees the item pricing can be left as the default price, as debtor fees only have one price.

   When billing an **ITEMS** fee set the **ITEM PRICING** to the appropriate level before you add the item to the bill, as other item fees can have multiple prices set. When the items fee is added the selected pricing level is allocated to the bill. Multiple items with different pricing levels can be allocated to the same bill. Change the **ITEM PRICING** to the appropriate level before you add each item to the bill.

---

*Continued on next page*
Manual Bills, Continued

7. Select the Items/Debtor fees to bill from the left side of the screen. Either:
   - Drag and drop them to the right side of the screen, or
   - Double click on the item to place it on the right side.

8. To remove a fee from the bill, click on the fee so it is selected and press Delete on the keyboard.

9. To change an item, right click on the BILL DETAIL ITEM.

[Image of Bill Item Details]

Continued on next page
Manual Bills, Continued

10. Change any required fields. Click on **SAVE** on the right side.

   **Note:** This change will only apply to this bill, to make a permanent adjustment to a fee it needs to be done in the relevant fee tab.

   **Important:** You need to confirm with your parish’s procedural requirements if it is appropriate for you to adjust the amount of a fee at the time of billing or if you are required to bill the full fee and enter a Credit transaction for the portion of the fee that does not apply.

11. There are 4 check boxes in the bottom left corner.

<table>
<thead>
<tr>
<th>Checkbox</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Now</td>
<td>Ticked, the bill is posted when it is saved. Unticked, the bill can be posted</td>
</tr>
<tr>
<td></td>
<td>later from <strong>FEES &gt; POST BILLS</strong> or <strong>GENERAL LEDGER &gt; BATCH POSTING</strong>.</td>
</tr>
<tr>
<td>Pay Now</td>
<td>This is available to select only if <strong>POST NOW</strong> is selected. Upon saving</td>
</tr>
<tr>
<td></td>
<td>the bill and <strong>PAYMENT DETAILS</strong> window will open to be completed. <strong>Note:</strong></td>
</tr>
<tr>
<td></td>
<td>This should only be selected if the FULL bill amount is being paid.</td>
</tr>
<tr>
<td>Print Receipt</td>
<td>This is available to select only if <strong>POST NOW</strong> and <strong>PAY NOW</strong> are selected.</td>
</tr>
<tr>
<td></td>
<td>This will print a receipt upon saving the <strong>PAYMENT DETAILS</strong>.</td>
</tr>
<tr>
<td>Print Tax Invoice</td>
<td>Prints a <strong>TAX INVOICE</strong> upon saving the bill.</td>
</tr>
<tr>
<td>Show all GST Codes</td>
<td>When unticked only the sales GST codes are listed for selection in the <strong>TAX CODES</strong> field. Tick to list all GST codes in the <strong>TAX CODES</strong> field. This allows for the possibility that a purchase tax code may need to be recorded on a fee in some situations.</td>
</tr>
</tbody>
</table>

12. When all details are complete, click on **SAVE** on the left side.

   Continued on next page
Manual Bills, Continued

Activity 1

Bill Desmond Green for 1 Days Hall Hire.
# Posting Transactions

<table>
<thead>
<tr>
<th>Reference</th>
<th>Online Documentation – General Ledger – Batch Post Transactions</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>What does it mean to <strong>POST</strong> a transaction?</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>What transactions do we <strong>POST</strong>?</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Where do we access <strong>BATCH POST</strong>?</th>
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<tbody>
<tr>
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</tbody>
</table>
Tax Invoices and Statement

Introduction

When the fees are generated they create bills. The bills can be printed as tax invoices and are included in statements.

Tax invoices can be printed for the bills.

Statements can be printed for the debtors’ listing the bills, receipts, credits and refunds that have been applied to their accounts. The statement can be printed as a Tax Invoice Statement.

Reference

Online Documentation - Debtors – Print Tax Invoices and Statements

Activity 1

Select REPORTS > FEES > TAX INVOICE PRINT to view the tax invoices

Activity 2

Select REPORTS > FEES > STATEMENT PRINT to view the statements.
Receipts

Overview

Reference

Online Documentation - Debtors – Receipts - Debtors

Activity

In PACS when the Debtors module is in use there are 3 types of receipts. What are they?

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

What sorts of items are receipted as a Debtor Receipt?

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

What sorts of items are receipted as a Sundry Receipt?

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

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Debtor Receipts

Reference

Online Documentation - Debtors – Debtor Receipts

Enter a Debtor Receipt

The Debtor Receipts have 4 tabs

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Select Debtor Name</th>
<th>Enter Amount</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matched</td>
<td>Matches against billed items.</td>
<td></td>
<td>DOES reduce the balance owing.</td>
</tr>
<tr>
<td>Unmatched</td>
<td>For payment of something that is not yet billed, but will be billed sometime in the future.</td>
<td></td>
<td>DOES reduce the balance owing.</td>
</tr>
<tr>
<td>Sundry Income</td>
<td>For payment of something that will NOT be billed.</td>
<td></td>
<td>DOES NOT reduce the balance owing. Will print on the Statement.</td>
</tr>
</tbody>
</table>

Activity 1

Where do we enter debtor receipts?

________________________________ _______________________

________________________________ _______________________

________________________________ _______________________

Activity 2

Enter the following debtor receipts.

Susan Hoffman has paid $75 towards her Play Group Fees in Cash

Susan Sheen has paid $50 towards her Play Group Fees on Credit Card 1234 1234 1234 1234 expiry 12/17

Activity 3

Harold Adams has paid a $50 deposit for hall hire in cash. The hall hire is still to be billed.

As an invoice will be entered for the hall hire in the future which tab will this payment be entered onto?

Which GL code will be used for hall hire?
Posting Receipts

Reference
Online Documentation – General Ledger – Batch Post Transactions

Post on Receipt
A tick box option on the receipt lets the operator select to post the receipt on save.

Batch Posting
Alternatively the receipts can be posted as a batch using the GENERAL LEDGER > BATCH POSTING option.
Select to Batch Post Receipts.
Bank Deposit Slips

Reference

Online Documentation - Debtors

Section:

Activity

Where is Bank Deposit Slip located?

Multi-select: When could you use the Multi-select feature:

Create a Bank Deposit slip for today. Select all Debtor Receipts.
## Receipt Reports

<table>
<thead>
<tr>
<th>Activity</th>
<th>What receipt reports are available?</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Reference: **Online Documentation - Debtors - Receipt Reports**
Credits

Introduction
A credit is entered when the debtor’s account is being reduced but they are not making a payment, e.g. write offs for bad debts, reduction for a change of circumstances or relief.

Activity
Desmond Green has cancelled the hire of the hall. He has given sufficient notice and is not being charged for the cancellation.

Credit out his bill for Hall Hire.

Tip: Select FEES > CREDITS
Refunds

Reference
Online Documentation - Debtors - Refunds

Introduction
A refund can be required for a number of reasons. Examples:
- The debtor has overpaid.
- The debtor has paid the fees, then they transfer out of the parish and a portion of the paid fees is to be refunded. Note: A credit transaction needs to be entered to reduce the debtor’s fees before the refund can be given.
- The debtor has paid all or part of their fees. An unforeseen circumstance has arisen and the parish has agreed to return part of this payment. The debtor will pay the fees at a later date. Note: The debtor’s account needs to be adjusted before the refund can be given.

A debtor can be refunded when there is a credit amount available on their account. The MATCHED, AVAILABLE tab on the REFUND indicates the amount that is available on the debtor’s account to the refund. If the available amount is less than the amount to be refunded, the debtor’s account needs to be adjusted before the refund is given.

Note: PACS does not support cash refunds.

To refund a credit amount on a debtor’s account you use the REFUNDS option.

Continued on next page
Refunds, Continued

Activity

Harold Adams has paid a $50 deposit for hall hire. The hall hire hasn’t been billed as yet and Harold has notified the parish that plans have changed and he no longer needs to hire the hall. He has given sufficient notice of the cancellation and the deposit is to be refunded to him.

Enter a Refund for Harold Adams. Value $50 payment type cheque.

Tip: Select **FEES > REFUNDS**
Reminder List

Reference

Financials User Guide

Reminder List Activity

Open the REMINDER LIST.

From which menu do we access the REMINDER LIST?

The reminder list displays reminders for un-posted bills, receipts, credits and refunds.