

# Debtor Transaction Listings User Guide



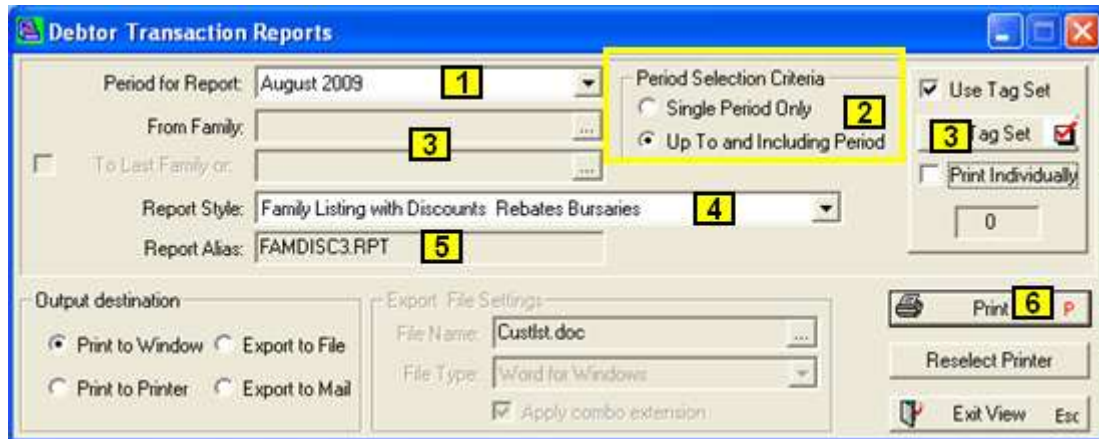
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## Debtor Transaction Listings

The Debtor Transaction Listings reports list all the current years' transactions in a variety of report styles.

The report results can be restricted to a particular period and filtered to families through a tag set.



|    |  |
|----|--|
| 1. | Select the Period for the Report.  |
| 2. | Select if the report is to be for one period or all periods up to the selected period.   |
| 3. | Select the Families; <ul style="list-style-type: none"> <li>• Option 1; A Tag Set can be used to select the Families</li> <li>• Option 2; Select the Families from and to</li> </ul> |

## Sample Reports

### Transaction Listing – Family – Name (Alias) FAMTRANS.RPT

| TRANSACTION LISTING by FAMILY    |       |        |                       |          |          |                 |
|----------------------------------|-------|--------|-----------------------|----------|----------|-----------------|
| Up to & Including August 2009    |       |        |                       |          |          |                 |
| <b>ALLEN01 Mrs G Allen</b>       |       |        |                       |          |          |                 |
| Date                             | Batch | Number | Description           | Debit    | Credit   |                 |
| 31/01/2009                       | 1     | 1      | Mrs G Allen           |          | 200.00   |                 |
| 24/03/2009                       | 6     | 34     | Mrs G Allen           |          | 300.00   |                 |
| 31/03/2009                       | 6     | 35     | Mr J Allen            |          | 200.00   |                 |
| 28/07/2009                       | 11    | 95     | Mrs G Allen           |          | 1,000.00 |                 |
| 27/01/2009                       | 12    | 142    | MRS G ALLEN           |          | 1,000.00 |                 |
| 27/01/2009                       | 12    | 184    | Mrs G Allen           |          | 50.00    |                 |
| 20/07/2009                       | 20    | 227    | Mrs G Allen           |          | 25.00    |                 |
| <b>Total Debtor Receipts:</b>    |       |        |                       |          |          | <b>2,775.00</b> |
| <b>ALLEN K M Kirsty Allen 12</b> |       |        |                       |          |          |                 |
| 28/01/2009                       | 1     | 1002   | Secondary Tuition Fee | 860.00   |          |                 |
| 28/01/2009                       | 1     | 1005   | Boarding Fee          | 1,200.00 |          |                 |
| 28/01/2009                       | 1     | 1006   | Subject Levies        | 170.00   |          |                 |
| 28/01/2009                       | 1     | 1058   | Special Concession    |          | -500.00  |                 |
| 28/01/2009                       | 1     | 2005   | Miscellaneous Charges | 50.00    |          |                 |
| 10/03/2009                       | 3     | 1002   | Secondary Tuition Fee | 860.00   |          |                 |
| 10/03/2009                       | 3     | 1002   | Secondary Tuition Fee | 860.00   |          |                 |

**Debtors Reconciliation – Name (Alias) DEBTRECON.RPT**

| <b>Debtors Reconciliation</b>                        |                | 20/09/2009            |                   |
|--|----------------|-----------------------|-------------------|
| <b>DEBTORS</b>                                       |                |                       |                   |
| <b>Total of Debtors Balances per Family Accounts</b> |                | <b>\$1,165,384.10</b> |                   |
| <b>GENERAL LEDGER</b>                                |                |                       |                   |
| <b>GL Debtor Control Account Total</b>               |                |                       |                   |
| <u>ENTITY</u>  | <u>ACCOUNT</u> | <u>SUBACC</u>         | <u>CUR_YTD</u>    |
| COLLEGE  | 6200           | 0                     | 937,885.10        |
| SECOND   | 6200           | 0                     | 0.00              |
| <b>Total</b>   |                |                       | <b>937,885.10</b> |
| Plus   |                |                       |                   |
| <b>Debtor Open Invoices Not Accrued</b>              |                | <b>228,199.00</b>     |                   |
| Plus   |                |                       |                   |
| <b>Ledger Batches Not Finalised or Pending</b>       |                | <b>-500.00</b>        |                   |
| <b>General Ledger Adjusted Total</b>                 |                | <b>\$1,165,584.10</b> |                   |
| <b>Variance between Debtors and General Ledger.</b>  |                | <b>-200.00</b>        |                   |

**Holding Deposit – Name (Alias) HOLDDEPS.RPT**

| <b>HOLDING DEPOSITS</b> |   |                   |
|-------------------------|---|-------------------|
| as at 20/09/2009        |   |                   |
| <b>ALLEN01</b>          | Mrs G Allen Box 3495 Yeppoon 1001                         | <b>125.00</b>     |
| <b>ARORA01</b>          | Dr V & Dr P Arora 437 Herbert Road Huntington Featherhill | <b>755.00</b>     |
| <b>BAARS01</b>          | Baars Family Trust 370 Hawthornden Drive RD4 Rotorua 3221 | <b>-100.00</b>    |
| <b>BAE01</b>            | Mr Tony Ahn Box 1223 Riverdale Heatherstone 4011          | <b>300.00</b>     |
| <b>WELCH01</b>          | Mr AD Welch 9 Arran Road Featherhill 2001                 | <b>150.00</b>     |
| <b>Total :</b>          |   | <b>\$1,230.00</b> |

**Transaction Listing with Receipt Details – FAMTRDET.RPT**

| <b>TRANSACTION LISTING by FAMILY</b> |                    |                             |              |                          |               |                             |         |
|--------------------------------------|--------------------|-----------------------------|--------------|--------------------------|---------------|-----------------------------|---------|
| Up to & Including August 2009        |                    |                             |              |                          |               |                             |         |
| <b>ALLEN01</b>                       | <b>Mrs G Allen</b> |                             |              |                          |               |                             |         |
| <u>Date</u>                          | <u>Number</u>      | <u>Description</u>          | <u>Debit</u> |                          | <u>Credit</u> |                             |         |
| <b>31/01/2009</b>                    | <b>1</b>           | <b>Mrs G Allen</b>          |              |                          | <b>200.00</b> |                             |         |
|                                      |                    | 1,002 Secondary Tuition Fee | 688.00       | 1,058 Special Concession | -500.00       | 2,005 Miscellaneous Charges | 0.00    |
| <b>24/03/2009</b>                    | <b>34</b>          | <b>Mrs G Allen</b>          |              |                          | <b>300.00</b> |                             |         |
|                                      |                    | 1,002 Secondary Tuition Fee | 172.00       | 1,005 Boarding Fee       | 628.00        | 1,058 Special Concession    | -500.00 |
| <b>31/03/2009</b>                    | <b>35</b>          | <b>Mr J Allen</b>           |              |                          | <b>200.00</b> |                             |         |
|                                      |                    | 1,005 Boarding Fee          | 200.00       |                          |               |                             |         |

**Outstanding Debtors @ Set Date – Name (Alias) DEBTDATE\$.RPT**

| 20/09/2009  |                    | Outstanding Debtor Balances as at 20/09/2009 |          |
|-------------|--------------------|--|----------|
| Famley Code | Account Title      |  |          |
| ALLEN01     | Mrs G Allen        |  | 1,720.00 |
| ALLEN02     | Mr J Allen         |  | 50.00    |
| ARORA01     | Dr V & Dr P Arora  |  | 325.00   |
| BAARS01     | Baars Family Trust |  | 2,130.00 |
| BAE01       | Mr Tony Ahn        |  | 200.00   |
| BEAVE01     | Mrs D M Beaver     |  | 460.00   |
| BELL02      | GA & RJ Bell       |  | 1,995.00 |
| BELL05      | Mr P & G Bellamy   |  | 2,989.00 |
| BILB01      | Mr S & Mrs R Bilby |  | 630.00   |

**Outstanding Sundry Debtors @ Set Date – SUNDATE\$.RPT**

| 20/09/2009  |                     | Outstanding Sundry Balances as at 20/09/2009 |        |
|-------------|---------------------|--|--------|
| Famley Code | Account Title       |  |        |
| ALLEN01     | Mrs G Allen         |  | 212.25 |
| ALLEN02     | Mr J Allen          |  | 317.75 |
| BAE01       | Mr Tony Ahn         |  | 25.00  |
| CHEN01      | C-H & A Chen        |  | 99.00  |
| CHEN02      | Miss Yu-Chieh Chang |  | 15.50  |
| CHEN03      | Mr L & Mrs S Chen   |  | 126.00 |
| CHI01       | Mr Y & Mrs K Chi    |  | 17.50  |
| CHUNG05     | CKM & RM Chung      |  | 15.50  |

**Progress Report – Name (Alias) FAMTR2.RPT**

| School Name  |                  |                  |                  |                 |
|--|------------------|------------------|------------------|-----------------|
| School Road  |                  |                  |                  |                 |
| Rockhampton QLD 4700   |                  |                  |                  |                 |
| Telephone 0500 502 200 Facsimile 07 49 39 3315                 |                  |                  |                  |                 |
| Email school@ozemail.com.au                                    |                  |                  |                  |                 |
| <b>TRANSACTION LISTING</b>                                     |                  |                  |                  |                 |
| Up to & Including August 2009                                  |                  |                  |                  |                 |
| GA & RJ Bell   |                  |                  | <b>BELL02</b>    |                 |
| Mossop Road RD3  |                  |                  |                  |                 |
| PO Box 107   |                  |                  |                  |                 |
| Tokoroa 2392   |                  |                  |                  |                 |
| Date   | Number           | Description      | Debit            | Credit          |
| 20/07/2009   | 229              | GA & RJ Bell     |                  | 100.00          |
| 10/08/2009   | 232              | GA & RJ Bell     |                  | 100.00          |
| <b>Total Debtor Receipts:</b>                                  |                  |                  |                  | <b>200.00</b>   |
| Master   | Year Opening Bal | Current Receipts | Current Invoices | Closing Balance |
| File Figures:  | \$ 0.00          | \$ 100.00        | \$ 0.00          | \$ 1,995.00     |
| Percentage of Account paid (Based on YTD) as at 20/09/2009: 9% |                  |                  |                  |                 |

Summary of Family Trans History – Name (Alias) FAMTRHIS.RPT

| TRANSACTION LISTING by FAMILY |               |                  |            |            |                      |                 |
|-------------------------------|---------------|------------------|------------|------------|----------------------|-----------------|
| Up to & Including August 2009 |               |                  |            |            |                      |                 |
| Family                        | Account Title | Year Opening Bal | Invoiced   | Receipts   | Date of Last Receipt | Closing Balance |
| ALLEN01                       | Mrs G Allen   | \$12.00          | \$8,095.00 | \$2,775.00 | 27/01/2009           | \$1,720.00      |

Family Listing with Discounts – Name (Alias) FAMDISC2.RPT

| FAMILY LISTING WITH CURRENT STUDENTS |  |
|--------------------------------------|--|
| 0 0.00 %                             |  |
| Carter 0 0.00 %                      |  |
| <b>ABCUS01</b>                       | Mr J and Mrs K Abcus 123 Fourth Street Yeppoon 4703      |
| Zee 0 0.00 %                         |  |
| <b>ALLEN01</b>                       | Mrs G Allen Box 3495 Yeppoon 1001                        |
| Lydia PS 10.00 %                     | Kirsty 12 0.00 %   |
| <b>ALLEN02</b>                       | Mr J Allen PO Box 4939 Allentown 4700                    |
| Kirsty Allen 99 0.00 %               |  |
| <b>ANGLE01</b>                       | Mrs KD Anglesey 59 Tirohanga RoadRD1 Hanakura 3092       |
| Jack PS 0.00 %                       |  |
| <b>ARORA01</b>                       | Dr V & Dr P Arora 437 Herbert RoadHuntington Fetherhill  |
| Becky 8 0.00 %                       |  |
| <b>ASTON01</b>                       | Mrs P C Aston 30 Lake Crescent1 Ramsey Road Tuakau       |
| Harriet PS 0.00 %                    |  |
| <b>BAARS01</b>                       | Baars Family Trust 370 Hawthornden DriveRD4 Rotorua 3221 |
| Becky Arora 99 0.00 %                | Willie 10 0.00 %   |

Family Listing with Discounts, Rebates, Bursaries – Name (Alias) FAMDISC3.RPT

| FAMILY LISTING WITH CURRENT STUDENTS |   |
|--------------------------------------|---|
| <b>ALLEN01</b>                       | Mrs G Allen Box 3495 Yeppoon 1001                       |
| Lydia PS 10.00%                      | Kirsty 12 0.00%   |
| <b>Rebates</b>                       | 1 1 Hardship Concessions                                |
| <b>500.00 Bursaries</b>              | ALLEN K M Special Concession                            |
|                                      | <b>100.00</b>   |
| <b>ARORA01</b>                       | Dr V & Dr P Arora 437 Herbert RoadHuntington Fetherhill |
| Becky 8 0.00%                        |   |
| <b>Rebates</b>                       | 1 1 Hardship Concessions                                |
| <b>500.00 Bursaries</b>              | ARORA R Special Concession                              |
|                                      | <b>200.00</b>   |