HeadMaster Manage Billing

2022

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Prepare to Set Up Billing

HeadMaster Billing is an add-on to any version of HeadMaster. It's used to manage your tuition billing. If you use ACS General Ledger, HeadMaster will interface with it so that you don't have to re-enter account information.

When you purchase and install HeadMaster Billing, the Enter/Post Transactions icon is added to your Home screen. If you don't see the icon, on the toolbar, click **Help** > **License**. Enter the new license number given to you when you purchased HeadMaster Billing. Then, exit HeadMaster and log back in.

Before you begin setting up billing in HeadMaster, you'll need to gather or note some general account information.

The following information is needed to set up Billing in HeadMaster:
- Your school's Federal Tax Identification number
- Your Aging Periods (30-60-90)
- A list of revenue centers you plan to use
- A list of billing codes you plan to use
- Optional, but recommended: A list of accounts, unless you plan to interface with ACS General Ledger

Set Up Your School's Federal Tax ID and Aging Periods

A Federal Tax Identification number is also known as an Employer Identification Number (EIN), and is used to identify a business entity. If you don't have a Federal Tax ID, you can now apply for one online.

1. On the Home screen, click **Options**.
2. Click **Billing**.
3. Enter the Federal Tax ID number.
4. In Aging Periods (Days), enter three age categories. Aging Periods are used to determine if customer payments are keeping close to schedule.
5. Click **Close.**

Tip: Print the Aging Journal report to locate late payments. The Aging Journal displays how many days the account is past due.

Enable the ACS General Ledger Interface

With ACS Financial Suite, you can transfer accounts and billing payments from HeadMaster to ACS General Ledger.

There are four steps necessary to interface HeadMaster with the ACS Financial Suite:
- Enable the ACS General Ledger interface.
- Add or edit revenue centers and associate them with ACS General Ledger accounts.
- Set up billing codes, if necessary.
- Assign revenue centers to billing codes, if this hasn't been done previously.

To enable the general ledger interface
1. On the Home screen, click **Options**.
2. In the left sidebar, click **Billing**.
3. Under ACS General Ledger, select **Enable ACS General Ledger Interface**. ACS General Ledger must be installed on the workstation for this option to display. If you don't have ACS General Ledger, contact your system administrator.
4. To select the ACS Financial Dataset that you want to post HeadMaster payments to, on the right of the Select Dataset field, click **Select**. Click the data set you want to use and click **OK**.
5. To select the ACS General Ledger Deposit Source, to the right of the Select Deposit Source field, click **Select**. Click a transaction source code and click **OK**.
6. To select the ACS General Ledger Adjustment Source, to the right of the Select Adjustment Source field, click **Select**. Click the transaction source code and click **OK**.

> Tip: To open ACS General Ledger from HeadMaster, on the toolbar of the Home screen, click **Tools** > **Financials Suite**.
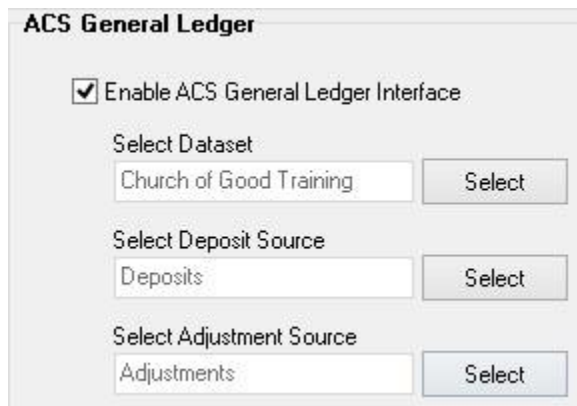
> Note: If you interface HeadMaster with ACS General Ledger, you do not need to set up accounts in HeadMaster. Any existing accounts in HeadMaster will be removed, and HeadMaster will display the accounts currently in General Ledger.

Manage Revenue Centers

Revenue Centers are used to designate the source of income. Because they can be attached to billing codes, you should set up the revenue centers prior to setting up billing codes.

If you recently interfaced with HeadMaster with ACS General Ledger, edit each revenue center and designate the ACS General Ledger account numbers.

1. On the Home screen, click **Define List**.
2. Click **Billing** > **Revenue Centers**.
3. Click **Add**. Enter a numerical, alphabetical, or alphanumerical **Code** for the revenue center. Codes can have up to 10 characters.
4. If the revenue center is tax deductible, select the **Tax-Deductible** check box.
5. Enter a **Description** for the revenue center. Examples: School Lunches, Library Fines, Late Fees.
6. To select an Offset Account, click [...] . The offset account is the revenue or credit account. Click **OK**.
7. To select a Checking Account, click [...] . The checking account is the asset or debit account. Click **OK**.

Adding and Editing Revenue Centers

1. Under Misc. Revenue Center, click the drop-down list to select a revenue center used to post only those payments that are not already assigned a specific revenue center, such as over-payments, pre-payments, or un-applied payments.

2. On the Home screen, click **Define List**.
3. Click Billing > Revenue Centers.
4. Select a revenue center, then click **Edit**.
5. To select a new Offset Account, click [...] . The offset account is the revenue or credit account. Click **OK**.

6. To select a Checking Account, click [...] . The checking account is the asset or debit account. Click **OK**.

7. Under Misc. Revenue Center, click the drop-down list to select a revenue center used to post only those payments that are not already assigned a specific revenue center, such as over-payments, pre-payments, or un-applied payments.

About Miscellaneous Revenue Centers

Payments made to the miscellaneous revenue center can be used to pay any invoice. The miscellaneous revenue center is not available when selecting revenue centers to attach to billing codes. This revenue center acts as a temporary storage area. Payments attached to the miscellaneous revenue center will be applied to the next invoice entered.

> Note: Ordinarily, a payment posts to the revenue Center attached to the billing code for the invoice paid. However, if there is an overpayment and there is no revenue center attached to the billing code, or if you select not to use a billing code, then the payment will post to the miscellaneous revenue center selected.

Billing codes are used to track different types of fees. For example, you can set up codes for tuition, book fees, activity fees, or any other type of fee that your school charges. You can also use billing codes to generate recurring invoices for customers. If you are interfacing with ACS General Ledger, you must assign revenue centers to billing codes. For more information, see Adding and Editing Revenue Centers. After you create billing codes, you can associate one or more with a customer record.

> Note: Billing codes cannot be added to families. They must be attached to student records.

1. On the Home screen, click **Define List**.
2. Click **Billing** > **Billing Codes**.
3. Click **Add**. Enter a numerical, alphabetical, or alphanumerical Code for the revenue center. Codes can have up to 10 characters.
4. If the fee is tax deductible, select the **Tax-Deductible** check box.
5. Enter a Description for the item. Examples: Tuition, Book Fees.
6. To enter the source of the income, click the Revenue Center drop-down list. Examples: Lower School, Cafeteria, Tuition, or Activity Fee.
7. Click the Frequency drop-down list and select the number of times the billing will occur. Examples: Monthly, Quarterly, Annually.
8. Under Amounts, enter the Regular Amount for an item. If there are no discounts or late fees, go to step 10.
9. Optional: Under Late Fees, enter the Amount that will be charged after the grace period expires.
10. In **Grace Period**, enter the number of days past the due date before late fees will be assessed.
11. Click **OK**.

Manage Billing

Setting Up Billing Codes for a Discount Rate

Occasionally, you may want to discount a rate for a student or employee. For example, you may offer a second child discount for families or an employee discount. In these cases, you don't have to re-create the billing code. Instead, you can copy and rename a billing code and add a discount rate.

> Tip: When entering dollar amounts, enter an amount without entering a decimal point. The decimal point will auto-fill after the amount. For example, if you enter "1", the display amount is $1.00. If you enter "100", the display amount is $100.00.

1. On the Home screen, click **Define List**.
2. Click **Billing** > **Billing Codes**.
3. Select the original billing code (the one you want to base a discount rate on), then click **New Discount**. This automatically adds a "-D" to the code and "Discounted" to the description. You can edit these fields, if necessary.
4. Enter the **Discount Amount**. If you need to calculate the dollar amount based on a percentage, click ![%]. Enter a percentage, such as "5" and click **OK**. HeadMaster will calculate the dollar amount and enter it in the discount field for you. The Amount field displays the Regular Amount less the Discount Amount. This field cannot be edited.
5. Click **OK**.

Understanding the Billing Code Window

Billing Code Description

Billing Code – Enter an alphabetical or numerical code that represents a type of fee. For example, enter "TUI" for tuition.

Tax Deductible – Select if the charge is tax deductible, such as day care expense.

Description – Enter a description of the billing code. If you entered "TUI" in the Billing Code field, you can enter "Tuition" in this field.

Revenue Center – Click this drop-down list to attach a revenue center to the billing code. Revenue centers designate or track the flow of income. Examples of revenue centers are tuition, registration, activity fees, or cafeteria.

Frequency – Enter the frequency this charge will be billed, such as Monthly, Quarterly, or Annually.

Billing Code Amounts

Regular Amount – Enter the normal amount for this type of fee.

Discount Amount – Enter the amount your school discounts the original fee. For example, your school charges an annual tuition of $3500 for kindergarten students. However, you offer a 10% discount to families with a second child enrolled at your school. Enter "$350.00" in the **Discount Amount** field, or click ![%] and enter "10" to have the program automatically calculate the discount amount.

Late Fee

Amount – Enter the amount you plan to charge when a fee is not paid by the due date.

Grace Period – Enter the grace period or number of days before a late fee is charged. For example, payments are due the first of each month, but you will allow a grace period of 10 days before charging a late fee. Enter "10" here.

Updating Revenue Centers attached to Billing Codes

After you set up revenue centers and billing codes, edit each billing code and attach the new revenue center to it.

1. On the Home screen, click **Define List**.
2. Click **Billing** > **Billing Codes**.
3. Select the billing code you want to update and click **Edit**.
4. Click the **Revenue Center** drop-down list and select a new revenue center.
5. Make any additional changes to the billing code.
6. To save your changes, click **OK**. Repeat for each billing code you want to edit.

Set Up Billing Codes

Billing codes are used to track different types of fees. For example, you can set up codes for tuition, book fees, activity fees, or any other type of fee that your school charges. You can also use billing codes to generate recurring invoices for customers.

If you're interfacing with ACS General Ledger, you must assign revenue centers to billing codes. For more information, see Add Revenue Centers on page 25. After you create billing codes, you can associate one or more with a customer record.

> Note: Billing codes cannot be added to families. They must be attached to student records.

1. On the Home screen, click **Define List**. The Define List dialog box displays.
2. In the Available Fields list, expand Billing, and click **Billing Codes**.
3. Click **Add**. The Billing Code dialog box displays.
4. Enter a numerical, alphabetical, or alphanumerical Billing Code for the item.
5. If the fee is tax deductible, select the **Tax-Deductible** check box, and enter a description for the item. Examples: Tuition, Book Fees.
6. Select the source of the income from the Revenue Center drop-down list. Examples: Lower School, Cafeteria, Tuition, or Activity Fee.
7. Select the number of times the billing will occur from the Frequency drop-down list. Examples: Monthly, Quarterly, Annually.
8. Enter the Regular Amount for an item.
9. Optional: Enter the Amount that will be charged after the grace period expires. In Grace Period, enter the number of days past the due date before late fees will be assessed.
10. Click **OK**.

Additional Field Information

Billing Code
An alphabetical or numerical code that represents a type of fee. For example, enter "TUI" for tuition. Codes can have up to 10 characters.
Tax Deductible
If the charge is tax deductible, such as day care expense, select this check box.
Description
A description of the billing code. For example, if you entered "TUI" in the Billing Code field, you could enter "Tuition" in this field.
Revenue Center
Click to attach a revenue center to the billing code. Revenue centers designate or track the flow of income. Examples of revenue centers are tuition, registration, activity fees, or cafeteria.
Frequency
The frequency this charge will be billed, such as Monthly, Quarterly, or Annually.

Regular Amount
The normal amount for this type of fee.
Discount Amount
The amount your school discounts the original fee. For example, your school charges an annual tuition of $3,500 for kindergarten students. However, you offer a 10% discount to families with a second child enrolled at your school. Enter "$350.00" in the Discount Amount field, or click and enter "10" to have the program automatically calculate the discount amount.
Amount
Displays the amount that will be charged, which is the Regular Amount, less any discount amounts.

Amount
The amount you plan to charge when a fee is not paid by the due date.
Grace Period
The grace period or number of days before a late fee is charged. For example, payments are due the first of each month, but you will allow a grace period of 10 days before charging a late fee. Enter "10" here.

Add a Billing Code to an Individual's Record

Add billing codes to individual records in order to track recurring fees and generate invoices.

You can add billing codes to an individual's record, or, you can mass-add billing codes to many records, such as all student records. For more information, see Add Billing Codes to Multiple Records at Once on page 14.

1. On the Home screen, click the individual type you want to edit. For example, click **Students** or **Prospective Students**.
2. Double-click the individual you want to edit.
3. Click the **Billing** tab.
4. Click **Add**. The Billing Codes window displays.
5. Under All Billing Codes, select a code and click **Add**.
6. Repeat step five for each billing code you want to add to the individual's record. When you are finished adding billing codes, click **Close**.

Delete a Billing Code from an Individual's Record

If you add a billing code to a record by mistake or if a student changes tuition options, you can remove billing codes from the individual's record.

1. On the Home screen, click the individual type you want to edit. For example, click **Students** or **Prospective Students**.
2. Double-click an individual to edit.
3. Click the **Billing** tab.
4. Under Billing Codes, select the code you want to remove and click **Remove**.

Add Billing Codes to Multiple Records at Once

Add billing codes to student records in order to track recurring fees and generate invoices. While you can add billing codes on an individual basis, adding multiple billing codes to multiple students at once saves time and keystrokes.
1. On the Home screen, click **Student Billing Code**. The Student Billing Code Assistant displays.
2. Make your selections on each window and click **Next** until you reach the last window.
3. Click **Save**.

Add Billing Codes to a Student's Record

Billing codes are used to track different types of fees. For example, you can set up codes for tuition, book fees, activity fees, or any other type of fee that your school charges. You can also use billing codes to generate recurring invoices for customers. For more information, see Set up Billing Codes on page 11.

1. On the Home screen, click **Students** or **Prospective**.
2. Double-click on an individual's name.
3. Click the **Billing** tab.
4. Click **Add**. The Student Billing Codes dialog box displays.
5. Under All Billing Codes, click the billing code you want to add, and click **Add**. Repeat this step for each code you want to add.
6. Click **Close**.

Note: You can also mass add billing codes to student records. For more information, see Add Billing Codes to Multiple Records at Once on page 14.

Print a Billing Inquiry

You can view or print the Billing Inquiry report for a selected student's family. This report lists the family name, student name, and total amount due for each student.

In the report preview window, you can click the Click to expand link next to a student's name to view more detailed information about the charges.
1. On the Home screen, click **Prospective Students** or **Students**.
2. Select a student name.
3. On the toolbar, click **Inquiry**.
4. When the Billing Inquiry report displays, click **Print**.
5. When finished viewing, click **Close**.

Print Invoices and Payments for Individuals

You can print invoices and payments for current students and prospective students on the individual's billing tab. For more information about generating invoices, see Generate Invoices from Billing Codes on page 28 and Generate Late Fee Invoices on page 33.

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payments list, select the **Invoices** option.
5. Double-click the **Print** check box next to each invoice you want to print.
6. Click **Print**.
7. On the Home screen, click **Students** or **Prospective Students**.
8. Double-click a student's name.
9. Click the **Billing** tab.
10. In the Invoices and Payment list, select the **Payments** option.
11. Double-click the **Print** check box next to each payment you want to print.
12. Click **Print**.

Void Invoices and Payments

You can void invoices and payments for current students and prospective students on the individual's billing tab. For information about entering payments or generating invoices, see Enter and Post Transactions on page 26.

Note: All voided transactions appear in red when the Show Voided option is selected.

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payment list, select the **Payments** option.
5. Click on the payment you want to void.
6. Click **Void**.
7. When the confirmation message displays, click **Yes**.
8. On the Home screen, click **Students** or **Prospective Students**.
9. Double-click a student's name.
10. Click the **Billing** tab.
11. In the Invoices and Payment list, select the **Invoices** option.
12. Click on the invoice you want to void.
13. Click **Void**.
14. When the confirmation message displays, click **Yes**.

Set Up Billing Codes for a Discount Rate

Occasionally, you may want to discount a rate for a student or employee. For example, you may offer a second child discount for families or an employee discount. In these cases, you don't have to re-create the billing code. Instead, you can copy and rename a billing code and add a discount rate.

> Tip: When entering dollar amounts, enter an amount without entering a decimal point. The decimal point will auto-fill after the amount. For example, if you enter "1," the display amount is $1.00. If you enter "100," the display amount is $100.00.

1. On the Home screen, click **Define List**. The Define List dialog box displays.
2. In the Available Fields list, expand Billing, and click **Billing Codes**.
3. Select the original billing code (the one you want to base a discount rate on) and click **New Discount**. The Billing Code dialog box displays.
4. Enter the Discount Amount. If you need to calculate the dollar amount based on a percentage, click . Enter a percentage, such as "5," then click **OK**.
5. Click **OK**.

> Useful Information:
> - Step 3 – this will automatically add a "-D" to the code and "Discounted" to the description. You can edit these fields, if necessary.
> - Step 4 – HeadMaster will calculate the dollar amount and enter it in the discount field for you. The Amount field displays the Regular Amount with the Discount Amount applied. This field cannot be edited.

Posting a Designated Payment

Designated Payment options are available in version 8.0.1.3 and later. A designated payment should be entered just like a pre-payment. A designated payment is attached to a billing code in the student's record. Once you associate a designated payment with a billing code, all invoices issued for the billing code use the designated payment until all funds are disbursed. You can view the designated payments and other billing information on the Billing tab in the student record.

1. On the Home screen, click **Billing**.
2. In the Student List window, double-click the student's name.
3. Click the **Billing** tab.
4. On the Home screen, click **Enter/Post Transactions**.
5. Select **Enter/Post Payments** and click **Next**.
6. Click **Select Family** drop-down list and select the family you want to post a payment for.
7. Enter a **Description**.
8. Click the **Payment Type** drop-down list, and select a payment type (cash, check, etc.). Enter a **Check#** if applicable.
9. Enter a **Payment Date** or click to select one from the calendar.
10. Enter the **Amount**.
11. Under Payment Posting Options, select the **Enter a Designated Payment** option and click to select a billing code.
12. Click **Next**.
13. The Enter/Post Transactions window displays the total number of payments and the total amount of payments to post. Select one of the following:
    a. To print a proof list of payments entered, click **Print**.
    b. To add a payment, click **New**.
    c. To edit a payment, click **Edit**.
    d. To delete a payment, click **Delete**.
    e. To post payments, click **Post**.
    f. To exit without posting payments, click **Close**. This saves your work and you can return to add more payments later.
14. In the Enter Posting Data dialog box, enter a **Posting Month**, **Posting Year**, and **Transaction Memo** description. This information determines what month and year the transactions will apply once they are imported into ACS General Ledger. Click **OK**.
15. When the Posting Complete window displays, click a report button to select one of three available reports: Receipts, Deposit Ticket, or GL Distribution Report. You may print one or all of these reports.

Posting HeadMaster Transactions in the ACS General Ledger

1. Click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. At the top of the window, click the **View Open HM Transactions** drop-down list.
4. Click **HeadMaster**. The HeadMaster transactions display in the General Ledger Add/Edit Transactions window.
5. In the Notification window, click **Run**. This window will not display again until transactions are posted from HeadMaster again.
6. In the next dialog box, click the **Go to** drop-down list and select one of the following:
   - To post the transactions, select **G/L Post Transaction**.
7. To view a proof list prior to posting the transactions, select **G/L Proof List**.
8. A Posting Complete message displays. Click **OK**.

> Note: You should not select the **G/L Add/Edit Transactions** options because you cannot edit imported HeadMaster transactions. You can delete the transaction is necessary. If transactions need to be voided, void the transaction in HeadMaster. The void will be imported from HeadMaster into General Ledger.

Editing the Notification Window

Initially, all users see the Notification window. You can edit the Owner so that only that person sees this window upon startup. You can also edit the message that displays.

1. Click **Edit**.
2. Edit the **Description**, if needed.
3. Click the **Owner** drop-down list and select a username from the list.
4. To save the changes, click **OK**.

Enable the MICRImage Check Scanner

If you have a Magtek® MICRImage™ scanner, you can scan checks into your billing data.

1. On the Home screen, click **Options**.
2. In the left sidebar, click **Settings**.
3. Under Check Scanner Settings, select the **Enable Scanner** check box.
4. In the Communication Port (COM) drop-down list, select the port you want.
5. To test the connection with the selected port, click **Test Port Connection**.

Add Accounts

Setting up accounts is optional. You may use billing codes and revenue centers only.

We recommend that you set up accounts if you want to track specific financial accounts that money is deposited in or withdrawn from. Prior to adding revenue centers and billing codes, set up your financial accounts in HeadMaster. Then, when you set up revenue centers, you can select an offset account and checking account to attach to the revenue center. You'll need an account number and description for each account.

> Note: If you interfaced HeadMaster with ACS General Ledger, you don't need to set up accounts in HeadMaster. HeadMaster will display the accounts that are currently in General Ledger. Also, when using ACS General Ledger, you must use General Ledger accounts on your revenue centers.

1. On the Home screen, click **Define List**. The Define List dialog box displays.
2. In the Available Fields list, expand Billing, and click **Accounts**.
3. Click **Add**. The Accounts dialog box displays.
4. Enter the account number and account name.
5. If you're setting up a checking account, select the **Is Checking** check box.
6. Click **OK**.
7. Repeat this process for each account you want to enter.

Add Revenue Centers

Revenue Centers are used to designate the source of income. Because they can be attached to billing codes, you should set up the revenue centers prior to setting up billing codes.

1. On the Home screen, click **Define List**. The Define List dialog box displays.
2. In the Available Fields list, expand Billing, and click **Revenue Centers**.
3. Click **Add**. The New/Edit Revenue Centers dialog box displays.
4. Enter a numerical, alphabetical, or alphanumerical Code for the revenue center. Codes can have up to 10 characters. If the revenue center is tax deductible, select the **Tax-Deductible** check box.
5. Enter a description for the revenue center. Examples: School Lunches, Library Fines, Late Fees.
6. To select an Offset Account, click . The offset account is the revenue or credit account. If you're interfacing with the ACS General Ledger, the Account Lookup dialog box opens to display accounts contained in the General Ledger data set. If you're not interfacing with ACS General Ledger, accounts previously entered in HeadMaster display.
7. Click **OK**. To select a Checking Account, click . The checking account is the asset or debit account. If you're interfacing to the ACS General Ledger, the Account Lookup dialog box opens to display accounts contained in the General Ledger data set. If you're not interfacing with ACS General Ledger, accounts previously entered in HeadMaster display.
8. Click **OK**. Under Misc. Revenue Center, click the **Revenue Center** list to select a revenue center used to post only those payments that aren't already assigned a specific revenue center, such as over-payments or unapplied payments.

Payments made to the Miscellaneous Revenue Center can be used to pay any invoice. The Miscellaneous Revenue Center isn't available when selecting revenue centers to attach to billing codes. This revenue center acts as a temporary storage area. Payments attached to the Miscellaneous Revenue Center will be applied to the next invoice entered.

> Note: Ordinarily, a payment posts to the revenue center attached to the billing code for the invoice paid. However, if there is an overpayment and there is no revenue center attached to the billing code, or you select not to use a billing code, then the payment will post to the Misc. Revenue Center.

Enter and Post Transactions

Enter and Post Invoices

You can enter and post invoices for a single student or a group of students. After you post invoices, you can print them using the HeadMaster invoice. If you attached billing codes to individual students, you may want to generate invoices by billing codes instead of using this method. For more information, see Generate Invoices from Billing Codes on page 28.

1. On the Home screen, click **Enter/Post Transactions**.
2. Select **Enter/Post Invoices** and click **Next**.
3. To select students, click a student name and click **Add**. Use **Add All** to include all students.
4. Click **Next**.
5. To add an invoice, click **Add**. The Add Invoice dialog box displays.
6. Select a billing code. The Description defaults to the one entered when you set up the billing code.
7. Enter an invoice date and a due date.
8. The Amount defaults to the amount entered when you set up the billing code. You may edit the amount.
9. Select the **Tax-Deductible** check box if the fee is tax deductible.
10. Click **OK**. To add more invoices, repeat steps 5 through 9.
11. Click **Next**.
12. The Enter/Post Transactions window displays the total number of invoices and the combined total invoices to post.

Link a Checking Account Number to a Family Record

If you have the Magtek® MICRImage™ scanner enabled, you can enter and post check payments by scanning the check. When you first scan a check, you will be prompted to link the account number to a record. If approved, every time you scan a check with that account number, the family record will be automatically linked.

1. Select **Enter/Post Payments** and click **Next**.
2. Click **Scan Check** and insert the check into the scanner.
3. If the account number is not attached to a record, you will be prompted to link the account number to a family record. Click **Yes**.
4. Select a family and click **OK**.
5. The account number is now linked to the family record for future use, and you can proceed with entering and posting payments.

Generate Invoices from Billing Codes

1. Generating invoices from billing codes is the most convenient and often used method for generating invoices. It allows you to create invoices for specific fees instead of including all fees owed by a student. For example, you can create separate invoices for tuition and aftercare fees.
2. On the Home screen, click **Enter/Post Transactions**.
3. Select **Generate Invoices from Billing Codes** and click **Next**.
4. To limit or refine the list of available codes displayed under Billing Codes, set up filter options.
    a. **Billing Codes** - To filter by billing code name, begin entering the name of the code in the **Billing Code** field. As you type, the list filters based on the text you entered. For example, if you type the letter "T," the grid displays billing codes with descriptions that start with "T."
    b. **Revenue Centers** - To filter by revenue center, click the **Revenue Center** drop-down list.
    c. **Frequency** - To filter by frequency (weekly, monthly, or yearly), click the **Frequency** drop-down list.
5. Under Invoice Options, enter a Description, Invoice Date, and Due Date. The description and dates will print on your invoices. If you don't enter a description, the billing code description is used for the invoices.
6. After filter options are applied, all remaining billing codes display in the Billing Codes list. To select a billing code to generate invoices for, click on the code name.
7. Click **Next**.
8. Before posting transactions, we recommend that you print a Proof List of invoices. Review this list for errors and add, edit, or delete while on this window.
9. When you're ready to post transactions, click **Post**.

Void an Invoice

Occasionally, an invoice gets posted by mistake or the wrong amount is charged. In these cases, you can void an invoice on a student's record. If the individual has already made the payment, the payment must be voided before the invoice can be voided.

1. On the Home screen, click **Students**.
2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payments list, click the invoice you want to void.
5. Click **Void**. A confirmation message displays. Click **Yes**.
6. Enter a reason for voiding the invoice and click **OK**.
7. If you're interfaced with ACS General Ledger, in the Enter Posting Data dialog box, enter a Posting Month, Posting Year, and Transaction Memo description. This information determines what month and year the transactions will apply once they're imported into ACS General Ledger. Click **OK**.

Enter and Post Payments

Enter and post payments for invoices by applying the payments to the oldest invoices first, by manually selecting the invoices, or by restricting the invoice to a designated billing code. HeadMaster Billing posts payments by family. So, if a family has more than one child in the school, the parents only have to pay one combined bill.

Note: Payments should be posted to the Primary family.

If you have a Magtek® MICRImage™ check scanner, you can enter and post payments by simply inserting checks into the reader. The checking account number can also be linked to the family record for future use. For more information, see Link a Checking Account Number to a Family Record on page 27.

Payments can be entered and saved without posting. This is useful if you want to add payments daily over the course of a week and post on Friday.

1. Select **Enter/Post Payments**. Click **Next**.
2. To select a family, click the **Select Family** drop-down list. If you have previously linked the check account number to a family record, you can omit this step.
3. Click **Scan Check**. The values for Payment Type, Check Number, and Amount are automatically entered.
4. Enter a description of the payment and enter a payment date.
5. Select one of the following Payment Posting Options:
   a. **Apply to oldest invoices first** - To automatically apply the payment to the oldest invoices, select this option. Click **Next**, then proceed to Step 8.
   b. **Manually select invoices to pay** - To select only the invoices you want to post to, select this option. Click **Next**, then select the invoice you want to post the payment to. Click Next again.
   c. **Enter a Designated Payment** - To enter a prepayment or scholarship that is restricted to specific billing codes attached to students within a family, such as tuition, select this option. This billing code determines the type of invoice that the payment can be applied to. For example, if the school receives a scholarship or prepayment that is for tuition, the user can enter a dedicated payment and select the tuition billing code. The payment will be set aside to pay only tuition invoices. If there is currently an open invoice for tuition on the customer's record, the money will apply to the open invoice first. If there is not an open invoice for tuition, the money will remain as a credit until the user enters an invoice for tuition for the customer. At the time the new invoice for tuition is created, the tuition payment will be applied. Click N**ext**.
6. The Enter/Post Payment window displays the total number of payments and the total amount of payments to post.
7. If you selected Post in Step 7 and you are interfaced with ACS General Ledger, in the Enter Posting Data dialog box, enter a **Posting Month**, **Posting Year**, and **Transaction Memo** description. This information determines what month and year the transactions will apply once they are imported into ACS General Ledger.
8. Click **OK**.
9. In the Posting Complete window, click a report button to select one of three available reports: Receipts, Deposit Ticket, or GL Distribution Report. You may print one or all of these reports; however, once you close the Posting Complete window, you won't be able to view these reports again. To return to the initial Enter/Post Transactions window after printing the report, select the **Would you like to enter more transactions?** check box before you preview the report. Click **OK**.

Void a Payment

If a payment is entered incorrectly, you can void it on a student's record.

For example, if Sally entered a family two times and attached money to both records. When she discovered her mistake, she wanted to combine the family records so that only one record for the family existed.

To do this, Sally voided the invoices and payments for the record that contained the least transactions. She then entered the invoices and payments to the family record she planned to keep. Next, Sally deactivated the family record she no longer needed, because a user cannot delete a family record that invoices and payments have been posted to, even if the transactions are voided.

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click the student name you want to edit.
3. Click the **Billing** tab.
4. In the Invoices and Payments list, select the payment you want to void.
5. Click **Void**. A confirmation message displays. Click **Yes**.
6. Enter a reason for voiding the invoice and click **OK**.
7. If you're interfaced with ACS General Ledger, in the Enter Posting Data dialog box, enter a Posting Month, Posting Year, and Transaction Memo description. This information determines what month and year the transactions will apply once they are imported into ACS General Ledger. Click **OK**.

Enter an Invoice or Payment Wash

You can enter an invoice/payment wash when a parent comes in to pay a fee that an invoice hasn't been entered for yet.

Invoice/Payment washes can be entered and saved without posting. This is useful if you want to add payments daily over the course of a week and post on Friday.

> Warning: You cannot close the window without posting the information. If you close the window before posting, your information will be lost.

1. On the Home screen, click **Enter/Post Transactions**.
2. Select **Invoice/Payment Wash** and click **Next**.
3. Make your selections and click **Next**.
4. Click **Post**.

Generate Late Fee Invoices

Generating Late Fees allows you to generate invoices for any past due money on the selected billing codes. Before generating late fee invoices, late fees must be attached to a billing code and the billing code must be attached to a student's record. Once completed, you can generate late fee invoices.

1. Select **Generate Late Fee Invoices** and click **Next**.
2. All late fee billing codes will display in the Billing Codes grid. To further limit billing codes, use the following filters:
   a. **Billing Codes** - filters billing codes based on name description. For example, type "T" in the Billing Codes field. The grid displays billing codes with descriptions that start with "T."
   b. **Revenue Centers** - filters billing codes that are assigned to selected revenue centers.
   c. **Frequency/Entering an Invoice/Payment Wash** - Filters billing codes that have a selected frequency, such as weekly or monthly.
3. Enter a description.
4. Enter the **Invoice Date** and the **Invoice Due Date**.
5. Click **Next**.
6. The Enter/Post Transactions window displays the total number of transactions and the total amount to post. To post late fee invoices, click **Post**.

Check In/Out Billing

Check In/Out Billing allows you to offer billing based on attendance. You can generate invoices based on students checking in and checking out.

1. Select **Check In/Out Billing** and click **Next**.
2. Select a transaction option.
3. Click **Post**.

Entering a Returned Check

If you need to enter a returned check in HeadMaster, you must first void the payment. Then, enter any invoices for late charges or extra charges applied.

> Note: If you're interested with ACS General Ledger, the transactions posts as a negative deposit, reducing the amount in the checking account.

1. First, void the payment. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click a student name.
3. Click the **Billing** tab.
4. In the Invoices and Payments list, select **Payments**, then select the payment you want to void.
5. Click **Void** and enter **NSF** or **Returned check** for the reason.
6. Click **OK**.
7. If you're interfaced with ACS General Ledger, in the Enter Posting Data dialog box, enter a Posting Month, Posting Year, and Transaction
8. Memo description. This information determines what month and year the transactions will apply once they are imported into ACS General Ledger.
9. Click **OK**.
10. Enter any invoices for late charges or extra charges applied.