Compass

Billing Setup Guide

- An introduction to Billing Management
- Configuring your Fees & Contributions
- Enrolling your students
- Publishing & Tracking your payments

Getting Started

What is Compass Billing?

Billing keeps all your fee management in one place so you can handle your contributions and collections in compliance with the DET. You can bill parents for things such as School Fees, donations, ad-hoc payments for anything they may want to collect on a day-to-day basis.

What can Billing do for my school?

Billing allows you to account for discounts, split families, subject fees and multiple payments by encouraging parents to 'chip away' at their balances/suggested fees.

Using a combination of Items, Runs and Schedules, you can utilise a range of payment options,

Parents are always able to access their past payments and transaction history, and pay anytime, anywhere through the Compass App and Browser.

Permissions

Billing.Configure

Allows users to access the Item Templates tab and perform all actions inside.

Billing.Admin

Allows the user to manage the Compass Billing management module.

Billing.Create

Users with this permission have the ability to create ad-hoc transactions, receipting, creation of billing schedules, modification of billing schedules that you've created, duplicate billing schedules. It also gives the ability to Post Charges from Events.

Billing.Base

Gives the user access to the Billing page and lets you view the dashboard & log tabs as well as viewing the billing schedule itself.

Keywords

Items

These are the individual payment items that parents will pay within a billing schedule. These can be reused every year. E.g. Curriculum Contributions.

Billing Schedules

Billing schedules allow you to add payment items for groups of students. You may have one Billing schedule for each year level which includes each item a student in that cohort pays for each year.

Debtors

Debtors are created from parent accounts, but can also be made manually. These are individuals/families who pay a portion, or all of the school fees.

Billing Run

These are date-based, we advise having one run per year, holding all your Billing Schedules.

Step 1 - Create your Debtors

From Grid icon > People Management > Debtors tab, here you'll need to create all your parent accounts as debtors. This allows them to access and pay your Billing Schedules, as well as be defined to pay fee portions if applicable.

Step 1a - Bulk Create Debtors

Click Actions, and select 'Bulk Create Debtors' to do this all in one go.

These will intelligently default based off a student's household to equal 100% of their fees.

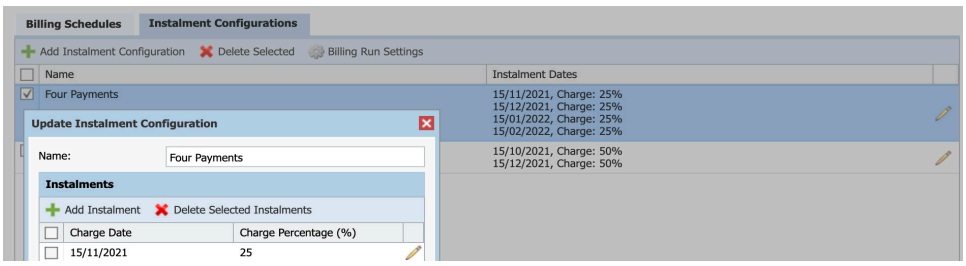
For example, if a mother & father live together and share a Compass account - their debtor account will be responsible for 100% of the fees. On the other hand, if a student has two parents separated, they will default to 50/50. You can click into these and update the proportions as needed.

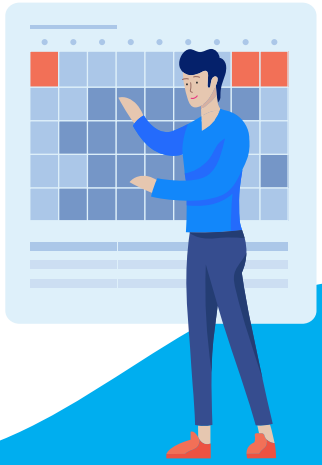
Step 2 - Create your Billing Run

Click Add Billing Run within its tab. This Run will hold your schedules for the year, so most schools just have the one run for each year (eg. 2022 School Payments).

Step 2a - Set your Instalment options

In Billing, you're able to offer parents more than one instalment option. For example, you can offer 4 termly payments, biannual payments, etc. These integrate with your Payment Plans module, so can be adjusted at any time.



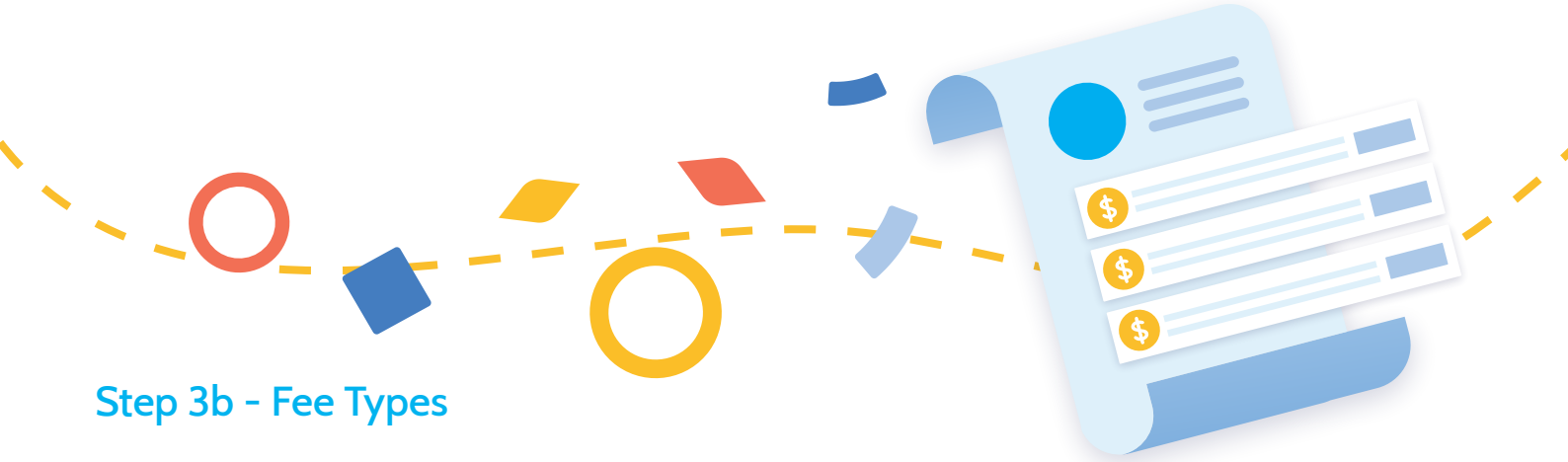


Step 3 - Create your Item templates

So you don't need to set up items from scratch every time, create the templates you need - then you'll add these to each billing schedule as required.

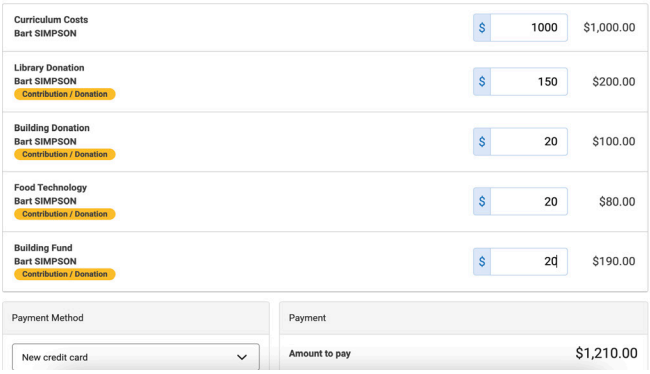
Step 3a - Configuring your Items

When adding an item from a template, the dates, GL code and discount types will be prefilled, so you only have to adjust minimal information. To change anything, you'll need to go back and edit the template itself. You're also able to edit and archive existing items.



Step 3b - Fee Types

Contribution/Donation - used for voluntary contributions/donations. These items show to parents with a yellow flag that they're voluntary. Note, these fees disappear once a parent pays, even if they don't pay the whole amount.



Mandatory Fee - not recommended for government/state schools.

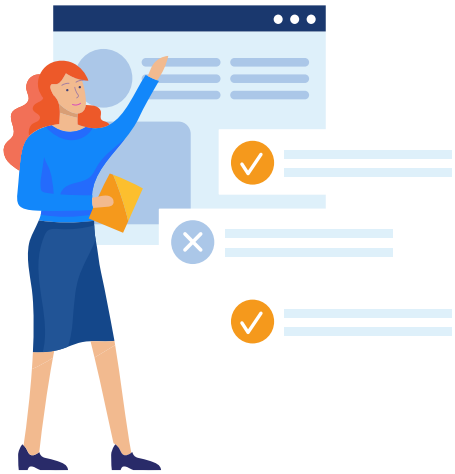
Standard Fee - used for curriculum items/school fees. These fees can be 'chipped away' at.

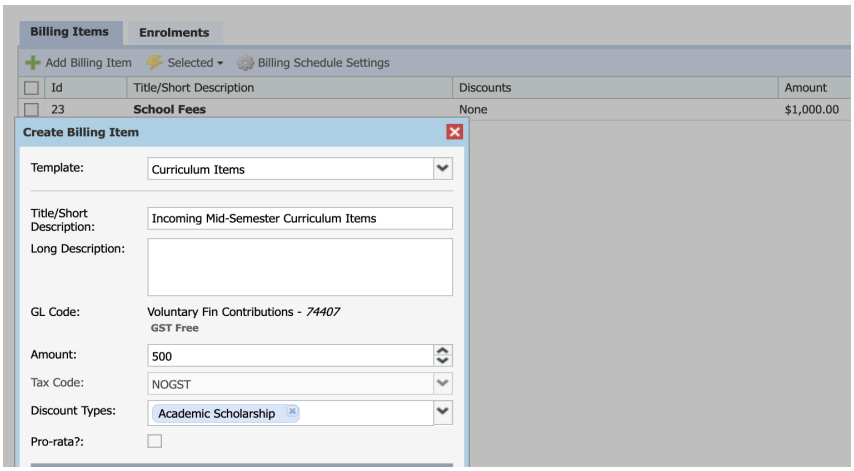
Step 4 - Create your Billing Schedule/s

Billing Schedules can host a number of items and are pushed out to the enrolments you choose. Simply click 'Add Billing Schedule' and add your description/run.

Step 4a - Add your Items

Add the items you need to your schedule - this is done by picking from the templates you made earlier, and adjusting any wording/pricing if need be.

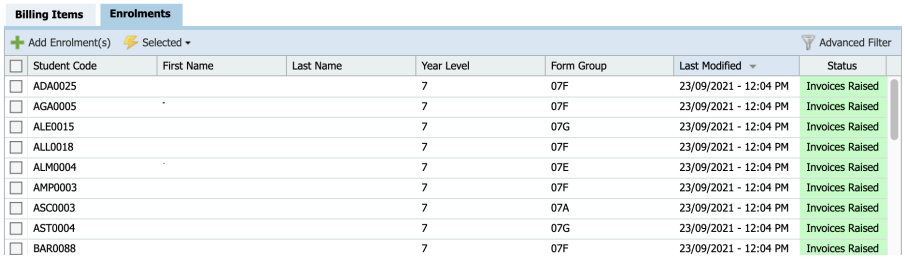




Step 4b - Add your Enrolments

Like every other part of Compass, add the relevant students in the Enrolments tab of your Billing Schedule. This can be done by year level, class, status or individually.

Quick Tip!
You can use the advance option when adding enrolments to specify unique student groups, using future or custom groups.

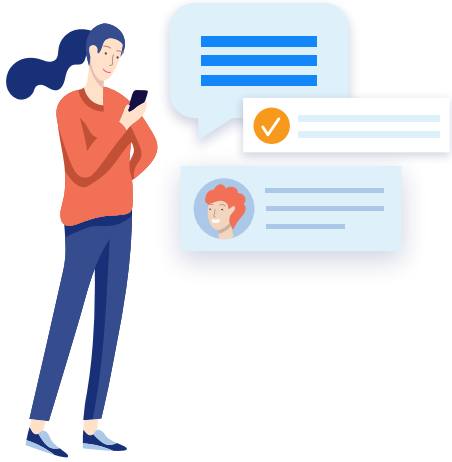


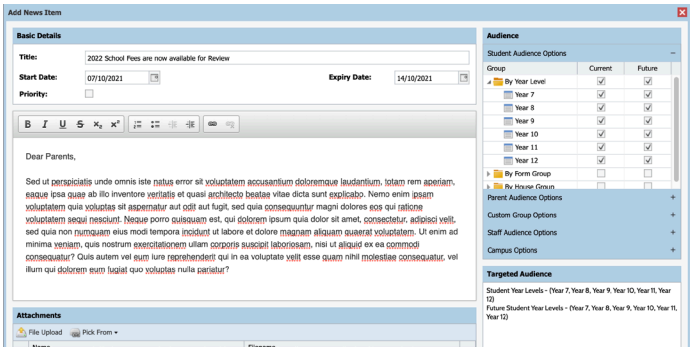
Step 5 - Post your Billing Schedule/s

It's as simple as clicking 'Post' in the main dashboard of your Billing Schedule! Just be aware, once posted, you can't un-post it, so make sure your schedule is correct for your needs.

Step 5a - Alert your Community

Parents will receive a dashboard notification that the Billing Schedule is available, that will sit there until all fees are paid or removed. We advise also sending out a News Feed email asking them to look at Compass!



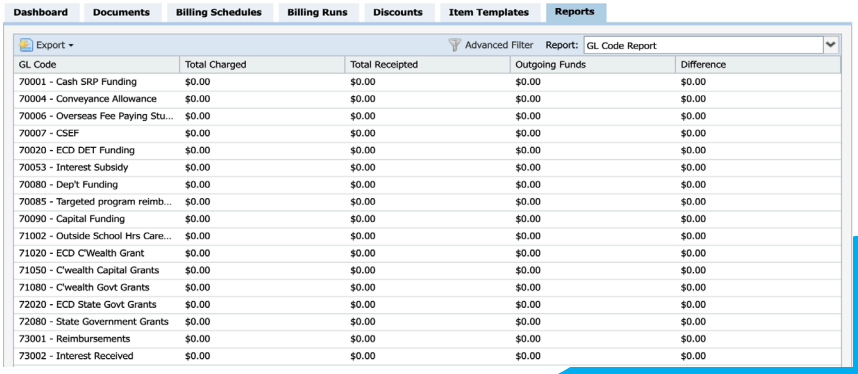


Step 5b - Track your payments

As payments are made, these will be transferred directly to your school's bank account daily via CompassPay. Within your CompassPay portal, you can track and refund each transaction, as well as receipt these back.

Quick Tip!

Billing integrates directly with CompassPay, to receipt payments back to CASES21.



GL Code	Total Charged	Total Receipted	Outgoing Funds	Difference
70001 - Cash SRP Funding	$0.00	$0.00	$0.00	$0.00
70004 - Conveyance Allowance	$0.00	$0.00	$0.00	$0.00
70006 - Overseas Fee Paying Stu...	$0.00	$0.00	$0.00	$0.00
70007 - CSEF	$0.00	$0.00	$0.00	$0.00
70020 - ECD DET Funding	$0.00	$0.00	$0.00	$0.00
70053 - Interest Subsidy	$0.00	$0.00	$0.00	$0.00
70080 - Dep't Funding	$0.00	$0.00	$0.00	$0.00
70085 - Targeted program reimb...	$0.00	$0.00	$0.00	$0.00
70090 - Capital Funding	$0.00	$0.00	$0.00	$0.00
71002 - Outside School Hrs Care...	$0.00	$0.00	$0.00	$0.00
71020 - ECD C'Wealth Grant	$0.00	$0.00	$0.00	$0.00
71050 - C'wealth Capital Grants	$0.00	$0.00	$0.00	$0.00
71080 - C'wealth Govt Grants	$0.00	$0.00	$0.00	$0.00
72020 - ECD State Govt Grants	$0.00	$0.00	$0.00	$0.00
72080 - State Government Grants	$0.00	$0.00	$0.00	$0.00
73001 - Reimbursements	$0.00	$0.00	$0.00	$0.00
73002 - Interest Received	$0.00	$0.00	$0.00	$0.00

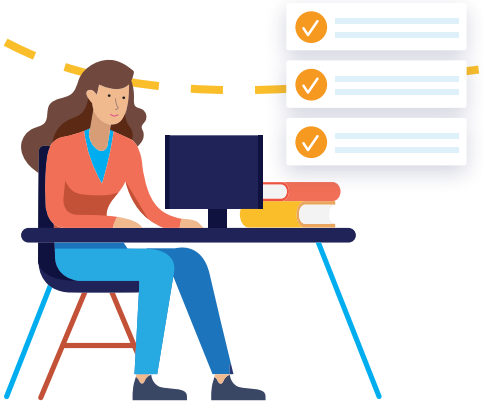
Step 6 - Managing Payments

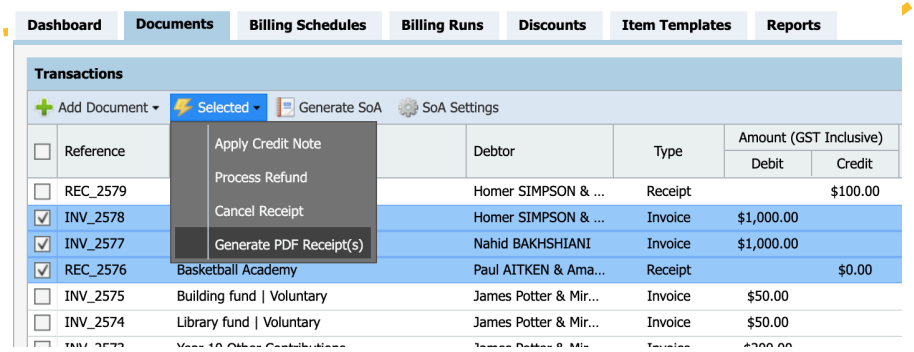
Navigate to the 'Documents' tab. From here, you're able to see all charges raised to Debtors plus all transactions coming through the portal!

Managing Payments

You may have families paying via cash or card at the office, and wish to update their balance so this reflects correctly in Compass. To do so, select 'Add Document' > Receipt > Type in the name of the Debtor/parent and select their payment method. To select the invoice they made a payment towards, select 'Add invoice' > check the unpaid invoices > add > use the edit pencil to adjust the amount the parent paid off and select Ok.

This will automatically update their Compass account.





Apply Credit Note

You may need to remove a fee from a student's profile after you've posted the charges, whether they changed their enrolment or were accidentally enrolled in the wrong Billing schedule. To do this, search and select the invoice > click 'selected' > apply credit note then add in a reason and save. This will remove the entire invoice from the student and will remove the charge from their Compass portal.

Generate Receipts

If you would like to print off a receipt for a parent after they make a payment, simply search and select the invoice > click 'selected' > generate PDF Receipts.

Step 7 - Reports

The reports tab within your Billing Management Portal allows more flexibility and understanding of payments - on top of the reports you're familiar with in CompassPay.

All reports can utilise the Advanced Filter to search through specific date ranges, codes and payment types - and can be exported to a CSV.

Payment Reconciliation

Details every single transaction made within the portal for the defined date range. When exported, you can total the last column to assist with your bank reconciliations.

Outstanding Debit & Credit

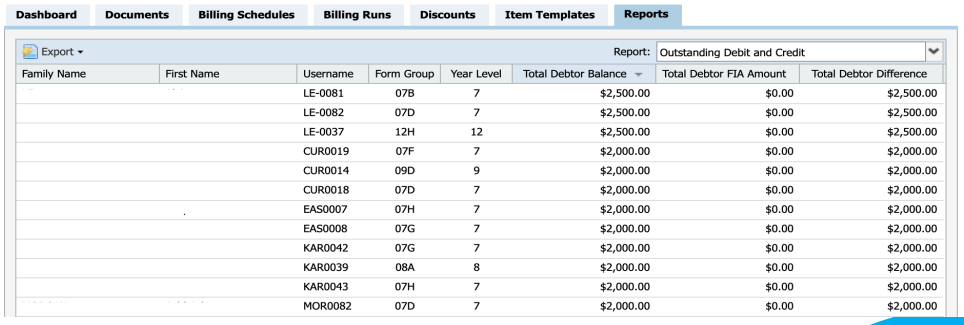
All students will appear in this report, with all their charges. You'll be able to tell the amounts outstanding against their debtors, as well as credits.

GL Code Report

Simply define a date range and see the payments made against each GL code. As your items are linked to a GL code, you'll be able to distinguish which items have been paid for, and utilise this in GL receipting through CASES21.

Billing Item Template Report

Even more narrowed down than the GL Report, see the item templates that have been used in Billing Schedules - and the amount of funds taken through each.



Dashboard | Documents | Billing Schedules | Billing Runs | Discounts | Item Templates | Reports

Export — Report: Outstanding Debit and Credit

Family Name	First Name	Username	Form Group	Year Level	Total Debtor Balance	Total Debtor FIA Amount	Total Debtor Difference
		LE-0081	07B	7	$2,500.00	$0.00	$2,500.00
		LE-0082	07D	7	$2,500.00	$0.00	$2,500.00
		LE-0037	12H	12	$2,500.00	$0.00	$2,500.00
		CUR0019	07F	7	$2,000.00	$0.00	$2,000.00
		CUR0014	09D	9	$2,000.00	$0.00	$2,000.00
		CUR0018	07D	7	$2,000.00	$0.00	$2,000.00
		EAS0007	07H	7	$2,000.00	$0.00	$2,000.00
		EAS0008	07G	7	$2,000.00	$0.00	$2,000.00
		KAR0042	07G	7	$2,000.00	$0.00	$2,000.00
		KAR0039	08A	8	$2,000.00	$0.00	$2,000.00
		KAR0043	07H	7	$2,000.00	$0.00	$2,000.00
		MOR0082	07D	7	$2,000.00	$0.00	$2,000.00

Tips & Tricks

Subject Fees

Linking directly with the Subjects, Classes and Enrolments already within Compass, create Subject fees via Billing Schedules > Create Subject Schedules > Choose Subjects. These will autofill those enrolled in the subjects.

Discounts

From the Discounts tab of Billing Management, click 'Add a Discount'. Some schools use this feature for students with scholarships, sibling discounts or credits.

Reports

Outstanding Debit & Credit - export and chase up those with outstanding balances to csv or pdf

GL Report - breakdown of funds taken by GL code applied to items

Billing Item Template Report - amount taken per item template.

Ad-Hoc Payments

To process an ad-hoc transaction, from the 'Dashboard' tab, select the applicable student in the 'Ad-hoc transaction' field. Choose the applicable Template and complete the amount, description and due date. Add any applicable discounts and then click 'Ok' to process the transaction.

If you have any questions,
please call 03 9005 5217 or email us
support@compass.education

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