

Accounting Functionality

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AdminOnline assigns every account transaction a status of either “PENDING” or “COMPLETED”

Pending Status means that the transaction is present on the account, but a statement or invoice representing that transaction has not yet been sent to the parent. You may edit or remove the transaction from the account

Completed Status means that the transaction is now an official transaction which is posted to your ledger and trial balance. You are not able to edit or remove this transaction and would be required to do an opposing transaction to balance it out

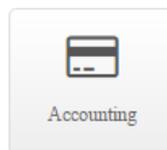
1. Invoicing customer accounts

If you would like to invoice related to children via groups, categories or manual selection, you can switch the accounting screen over to a attendee screen using the button on the top left called “List of Attendees” Explained further in point 10. List of Attendees

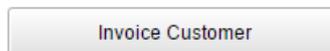


In the accounting screen you can invoice each account individually with multiple transactions by...

- Select the “Accounting” button on your dashboard



- Select by highlighting the account you want to Invoice
- Then click on the “Invoice Customer” button



- A screen appears where you can add your transactions to the account; you may add more than one transaction. All the transactions will then fall under one Invoice. Mandatory fields to complete are date, category, amount & description.

Journal Entry

Add an Invoice Line Journal Record

Date : 2017 Mar 3

Category : Invoice Normal

From Date : 2017-03-01

To Date : 2017-03-31

Service Name : Full day premium package

Attendee : Tanya Johnson

Staff Who Provided Service : raymond purdon

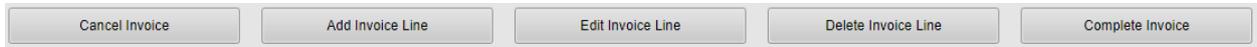
Amount : 1500.00

Description : Full day premium package

Comment : Client signed up after the billing run of 25th February 2017. Did a manual entry on this day

Save Close

- Once you click on “Save” the transaction is placed in the background. You can then add, edit, delete or complete the transaction. If you would like to discard all the transactions done then click on cancel.

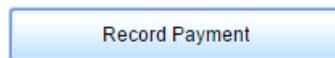


- Once you have added all the transactions required to this invoice, you click on “Complete Invoice” button to send the transactions to the account. Transaction will remain in a pending status on the account until a statement or invoice has been sent to the client

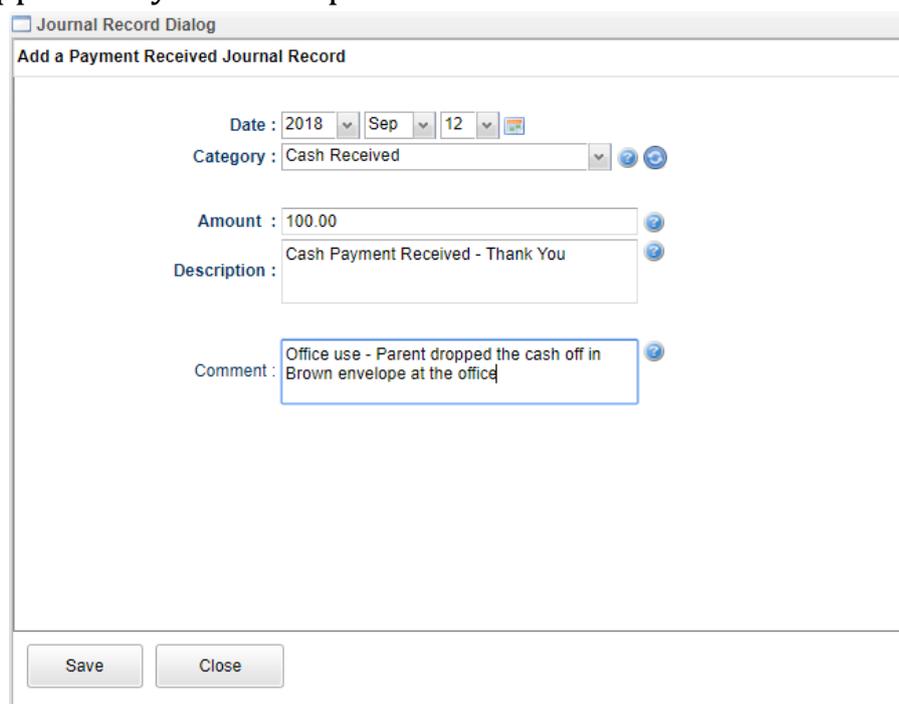
2. Receipt customer cash/eft payments

When you manually want to capture payments of parents for example cash or from a printed bank statement, you can use the “Record Payments” button.

- In your Accounting function, select the account you want to receipt
- Click on the “Record Payment” button



- A box will appear for you to complete the transaction for a EFT or Cash



- Click save and the transaction will be captured against that account

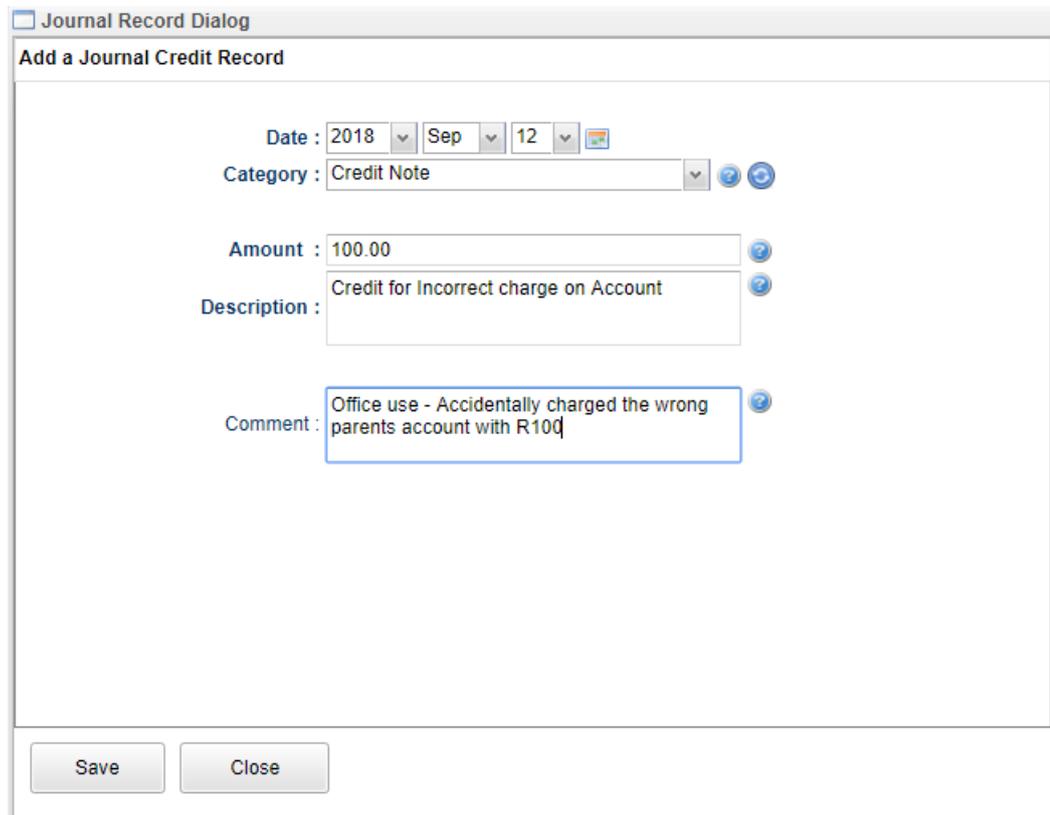
3. Credit or Debit an Incorrect transaction

The system allows you to delete transactions that were mistakenly added, but only if you have not yet sent a “**Statement**” showing that transaction. If you have sent a statement with an incorrect transaction, then that transaction status will be set to “**Completed**”, which means you can’t delete it and will need to do a counter transaction to correct

Counter transactions could be a debit or credit, and can be done using the following buttons



- In your Accounting function
- Select by highlighting the account you want to work with
- Click on the “Other Credit” or “Other Debit” button depending on your fix



The screenshot shows a dialog box titled "Journal Record Dialog" with the subtitle "Add a Journal Credit Record". The form contains the following fields:

- Date:** 2018 Sep 12
- Category:** Credit Note
- Amount:** 100.00
- Description:** Credit for Incorrect charge on Account
- Comment:** Office use - Accidentally charged the wrong parents account with R100

At the bottom of the dialog are "Save" and "Close" buttons.

- Click on save to complete the journal transaction
- You will now notice the new transaction on the bottom half of the screen. All transactions are colour coded, green for a credit and red for a debit on the account

4. Delete/Edit an Incorrect transaction

Mistakes happen, and sometimes you allocate a transaction to the wrong account for various reasons. You can still go and **Edit or Delete** that transaction if it is in **Pending** status.

Pending Status – if the transaction in question has not appeared on a statement, receipt or invoice that you have sent.

- In your Accounting function
- Select by highlighting the relevant account
- Bottom half of the screen populates the transactions on that account
- Highlight the incorrect journal transaction – *Only for pending transactions*

	Journal ID	Date	Description	Amount	Category	Status
1	136162	2015-11-26	Activity registration fee for Trampoline	R 200.00	Invoice Registration	Completed
2	139423	2015-12-04	dec half	R 800.00	Invoice Normal	Completed
3	152878	2016-01-22	egegegetg	R 567.00	Invoice Normal	Completed
4	450672	2017-03-03	Full day premium package	R 1500.00	Invoice Normal	Pending
5	450673	2017-03-13	Base Ball Cap	R 299.00	Invoice Other	Pending
6	450674	2017-03-13	Cash Received - Thank you	-R 200.00	Cash Received	Pending
7	453277	2017-03-14	Debt written off	-R 800.00	Write Off Bad Debt	Pending
8	453279	2017-03-14	Bad Debts written off	-R 200.00	Write Off Bad Debt	Pending

- Then click on “Delete Journal Entry” to have the transaction removed from the account

Delete Journal Entry

Once the transaction is deleted, it is permanently removed from the system. This action cannot be undone.

- Or you can click on the “Edit Invoice/Journal Line” button to open the transaction for editing

Edit Invoice/Journal Line

5. Account Profile – Quick Access

At any stage while in your accounting you notice an error in spelling or a missing child on the account. You can have direct access to the account profile to make necessary correction.

- In your Accounting function
- Select by highlighting the relevant account
- Then click on the “Account Profile” button



- The entire family account will appear with tabs above to select



- **Account details tab** – holds general accounts details, company or customer vat registration details and medical details
- **Deposit** – if you have charged a deposit from the customer, you enter the amount in the deposit tab
- **Correspondence** – will show you every communication email or sms that has been sent from the system
- **The 4th Tab** will be the main parent who is responsible for paying the account and their details
- **The 5th tab** on onwards will be the second parent if one is loaded, otherwise the attendees and their details

6. Send or Print a Statement

In Accounting you can quickly send a statement to a parent via email or sms or you can quickly print it and hand deliver it to them

To send the statement quickly via email or sms

- In your Accounting function
- Select by highlighting the account you want to send a statement to
- Click on “Send Statement”

Send Statement

To print the statement

- In your accounting
- Select by highlighting the account you want to print
- Click on “Download Statement”, this will download into a pdf on your system
- Then print the pdf

Download Statement

7. Send or Print an Invoice

In Accounting you can quickly send an invoice to a parent via email or sms or you can quickly print it and hand deliver it to them

To send the invoice quickly via email or sms

- In your Accounting function
- Select by highlighting the account, and then select the invoice transaction below
- Click on “Send Invoice”

Send Invoice

To print the invoice

- In your accounting
- Select by highlighting the account, and then select the invoice transaction below
- Click on “Download Tax Invoice”, this will download into a pdf on your system
- Then print the pdf

Download Tax Invoice

8. Send or Print a Receipt

In Accounting you can quickly send a receipt to a parent via email or sms or you can quickly print it and hand deliver it to them

To send the receipt quickly via email or sms

- In your Accounting function
- Select by highlighting the account, and then select the receipt transaction below
- Click on “Send receipt”

Send Receipt

To print the receipt

- In your accounting
- Select by highlighting the account, and then select the receipt transaction below
- Click on “Download Receipt”, this will download into a pdf on your system
- Then print the pdf

Download Receipt

9. Complete Account Journal

This is not required to do as it happens automatically when you send a statement to a parent who presents those transactions on.

Complete Account Journal is the manual method to Post that journal transaction to the General Ledger account. By doing this, the journal transaction will go from – *Pending Status* to *Completed Status*

- In your Accounting function
- Highlight the relevant account
- Select the transaction below by highlighting it
- Then click on “Complete Account Journal”

Complete Account Journal

10. List of Attendees

Every line represents an attendee. You may select more than one attendee to apply a group charge.

The display comes with selectable check boxes on the left hand side. You can also use the filters above to group out a set of children to select and invoice

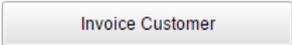
Please note that if you invoice a child here incorrectly, you will need to go back to the main accounting screen, open the account and delete or edit the transaction there. This is with condition the transaction is still in “Pending” status

- In your Accounting function
- Top left hand corner is a button “*List of Attendees*”



List of Attendees

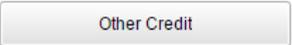
- Once clicked, a new screen appears with a list of children instead of accounts
- Select by checking the box next to the attendees name (There is a global check all box on the very top left corner)
- Now you can Invoice a Customer, Record Payment or do a Journal Debit or Credit for a single attendee or group



Invoice Customer



Record Payment



Other Credit



Other Debit