



## What do you want to do?

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# 1 Prepare to Set Up Billing

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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



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

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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](#).

To enter your Federal Tax ID in HeadMaster

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.



## 3 Enable the ACS General Ledger Interface


Users of ACS Financial Suite can transfer accounts and billing payments from HeadMaster to ACS General Ledger.

There are three steps necessary to interface HeadMaster with the ACS Financial Suite:

- Enable the ACS General Ledger interface.
- [Add or edit revenue centers \(see page 7\)](#), and associate them with ACS General Ledger accounts.
- Assign revenue centers to billing codes, if this hasn't been done previously.

To enable the ACS 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 dataset 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**.



## 4 Enable the MICRImage Check Scanner

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

### Useful Information

To purchase a MICRImage scanner, visit our [online store](#).

To enable the MICRImage scanner

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**.



## 5 Add Accounts

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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 present in General Ledger. Also, when using ACS General Ledger, you must use the General Ledger accounts on your revenue centers.

To set up accounts

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.





## 6 Add Revenue Centers

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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.


To add a revenue center

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 dataset. 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 dataset. 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.

### 6.1 Miscellaneous Revenue Centers

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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.




## 7 Set Up Billing Codes

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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 \(see page 7\)](#). After you create billing codes, you can associate one or more with a customer record. For more information, see [Adding a Billing Code to an Individual's Record \(see page 10\)](#).

 **Note**

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

To set 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 **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

### 7.1 Description

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#### **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.

### 7.2 Amounts

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#### **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.

### 7.3 Late Fee

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#### **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.



## 8 Add a Billing Code to an Individual's Record

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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 \(see page 12\)](#).

To add a billing code to an 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 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**.



## 9 Delete a Billing Code from an Individual's Record

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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.

To delete a billing code from an 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**.



## 10 Add Billing Codes to Multiple Records at Once

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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.

To add billing codes to multiple student records

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**.



## 11 Add Billing Codes to a Student's Record

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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 \(see page 8\)](#).

To add a billing code to a student's record

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 \(see page 12\)](#).



## 12 Print a Billing Inquiry

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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.

To print a billing inquiry

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**.



## 13 Print Invoices and Payments for Individuals

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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 \(see page 19\)](#) and [Generate Late Fee Invoices \(see page 22\)](#).

To print a student invoice

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**.

To print a student payment

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. Double-click the **Print** check box next to each payment you want to print.
6. Click **Print**.



## 14 Void Invoices and Payments

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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 \(see page 18\)](#).

 **Note**

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

To void a student payment

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**.

To void a student invoice

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 **Invoices** option.
5. Click on the invoice you want to void.
6. Click **Void**.
7. When the confirmation message displays, click **Yes**.





## 15 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.

To create a billing code for a discount rate

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.

### Useful Information

This step 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**.

### Useful Information

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**.



## 16 Enter and Post Transactions

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### What do you want to do?

- [Enter and Post Invoices \(see page 18\)](#)
- [Link a Checking Account Number to a Family Record \(see page 19\)](#)
- [Generate Invoices from Billing Codes \(see page 19\)](#)
- [Void an Invoice \(see page 20\)](#)
- [Enter and Post Payments \(see page 20\)](#)
- [Void a Payment \(see page 21\)](#)
- [Enter an Invoice or Payment Wash \(see page 22\)](#)
- [Generate Late Fee Invoices \(see page 22\)](#)
- [Check In/Out Billing \(see page 23\)](#)
- [Entering a Returned Check \(see page 23\)](#)

### 16.1 Enter and Post Invoices

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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 \(see page 19\)](#).

To enter and post invoices

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.



## 16.2 Link a Checking Account Number to a Family Record

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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.

To link a checking account number to a family record

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.

## 16.3 Generate Invoices from Billing Codes

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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.

To generate invoices from billing codes

1. On the Home screen, click **Enter/Post Transactions**.
2. Select **Generate Invoices from Billing Codes**, and click **Next**.
3. To limit or refine the list of available codes displayed under Billing Codes, set up filter options.
  - **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."
  - **Revenue Centers** - To filter by revenue center, click the **Revenue Center** drop-down list.
  - **Frequency** - To filter by frequency (weekly, monthly, or yearly), click the **Frequency** drop-down list.
4. 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.
5. 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.
6. Click **Next**.
7. 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.
8. When you're ready to post transactions, click **Post**.



## 16.4 Void an Invoice

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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.

To void an invoice

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**.

## 16.5 Enter and Post Payments

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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 \(see page 19\)](#).

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.

To enter and post payments

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:
  - **Apply to oldest invoices first** - To automatically apply the payment to the oldest invoices, select this option. Click **Next**, and proceed to Step 8.
  - **Manually select invoices to pay** - To select only the invoices you wish to post to, select this option. Click **Next**, and select the invoice you want to post the payment to. Click **Next** again.
  - **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 **Next**.
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**.

## 16.6 Void a Payment

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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.

To void a payment

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**.

## 16.7 Enter an Invoice or Payment Wash

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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.

To enter an Invoice/Payment Wash

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**.

## 16.8 Generate Late Fee Invoices

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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.

To 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:
  - **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."
  - **Revenue Centers** - filters billing codes that are assigned to selected revenue centers.
  - **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**.

## 16.9 Check In/Out Billing

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

To generate check in/out invoices

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

## 16.10 Entering a Returned Check

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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 interfaced with ACS General Ledger, the transaction posts as a negative deposit, reducing the amount in the checking account.

To enter a returned check

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 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. Enter any invoices for late charges or extra charges applied.