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.

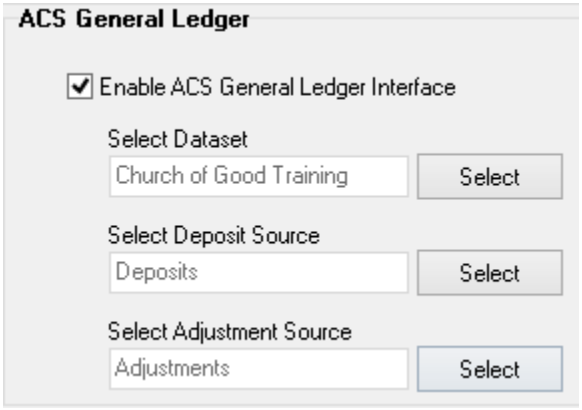
1. On the Home screen, click **Options**.
2. In the left sidebar, click **Billing**.
3. Under ACS General Ledger, select **Enable ACS General Ledger Interface**. ACS General Ledger must be installed on the workstation for this option to display. If you don't have ACS General Ledger, contact your system 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 present in General Ledger.



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**.

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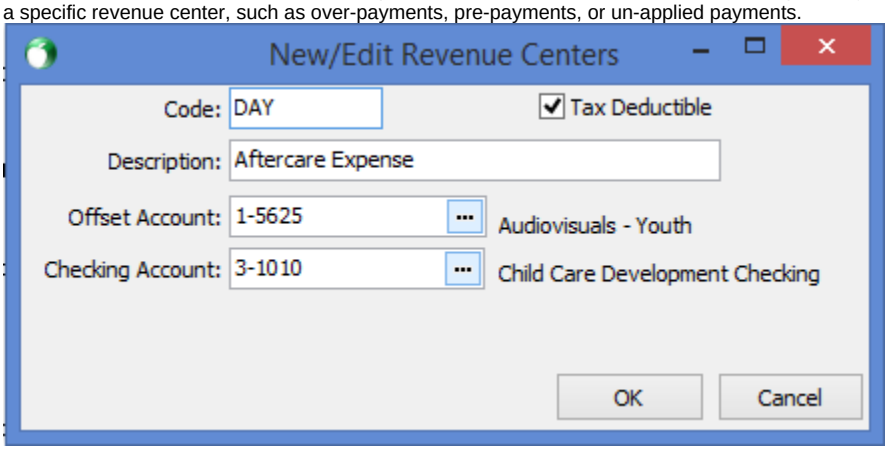
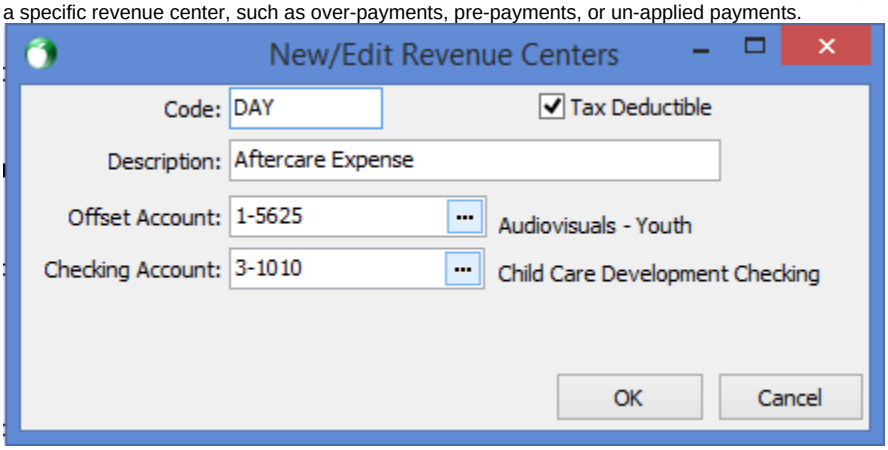
8. Under Misc. Revenue Center, click the drop-down list to select a revenue center used to post only those payments that are not already assigned a specific revenue center, such as over-payments, pre-payments, or un-applied payments.



1. On the Home screen, click **Define List**.
2. Click **Billing** > **Revenue Centers**.
3. Select a revenue center, and click **Edit**.
4. To select a new Offset Account, click ... . The offset account is the revenue or credit account. Click **OK**.
5. To select a Checking Account, click ... . The checking account is the asset or debit account. Click **OK**.
6. 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.



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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**.

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.

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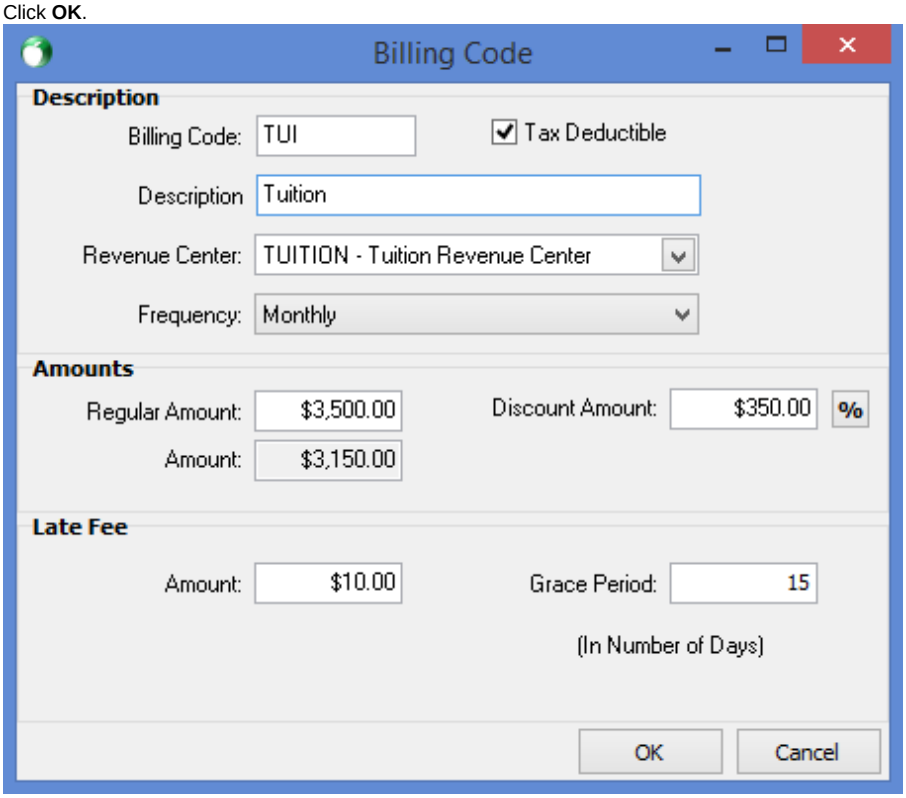
Setting Up Billing Codes for a Discount Rate

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), and 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**.



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Updating Revenue Centers attached to Billing Codes

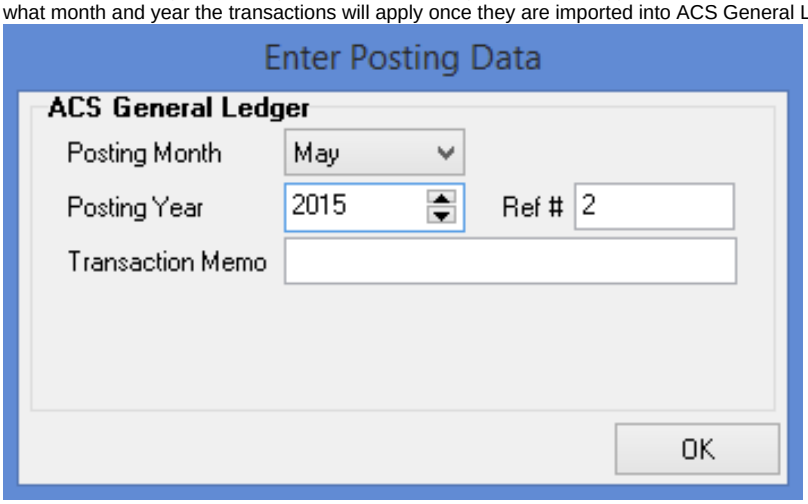
After you set up revenue centers and billing codes, edit each billing code and attach the new revenue center to it.

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.

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.

1. On the Home screen, click **Enter/Post Transactions**.
2. Select **Enter/Post Payments**, and click **Next**.
3. Click **Select Family** drop-down list, and select the family you want to post a payment for.
4. Enter a **Description**.
5. Click the **Payment Type** drop-down list, and select a payment type (cash, check, etc.). Enter a **Check#** if applicable.
6. Enter a **Payment Date**, or click ... to select one from the calendar.
7. Enter the **Amount**.
8. Under Payment Posting Options, select the **Enter a Designated Payment** option and click ... to select a billing code.
9. Click **Next**.
10. The Enter/Post Transactions window displays the total number of payments and the total amount of payments to post. Select one of the following:
    - To print a proof list of payments entered, click **Print**.
    - To add a payment, click **New**.
    - To edit a payment, click **Edit**.
    - To delete a payment, click **Delete**.
    - To post payments, click **Post**.
    - To exit without posting payments, click **Close**. This saves your work and you can return to add more payments later.
11. 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**.



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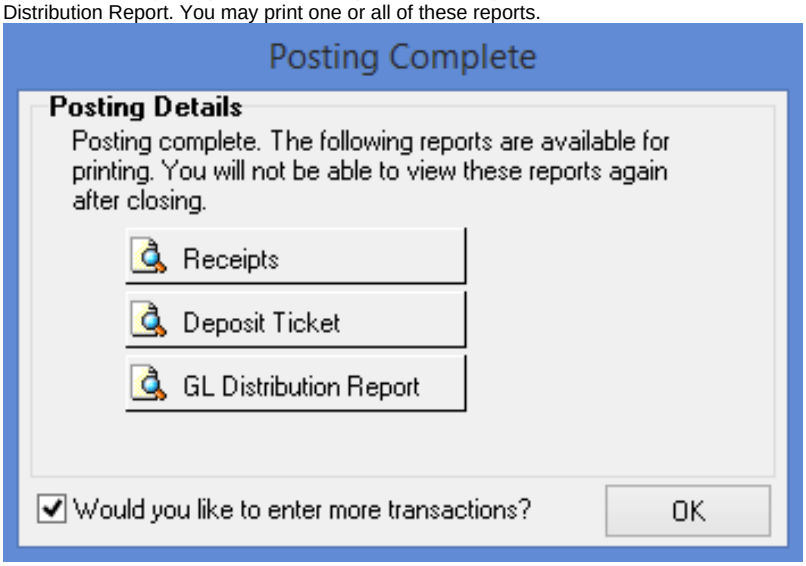
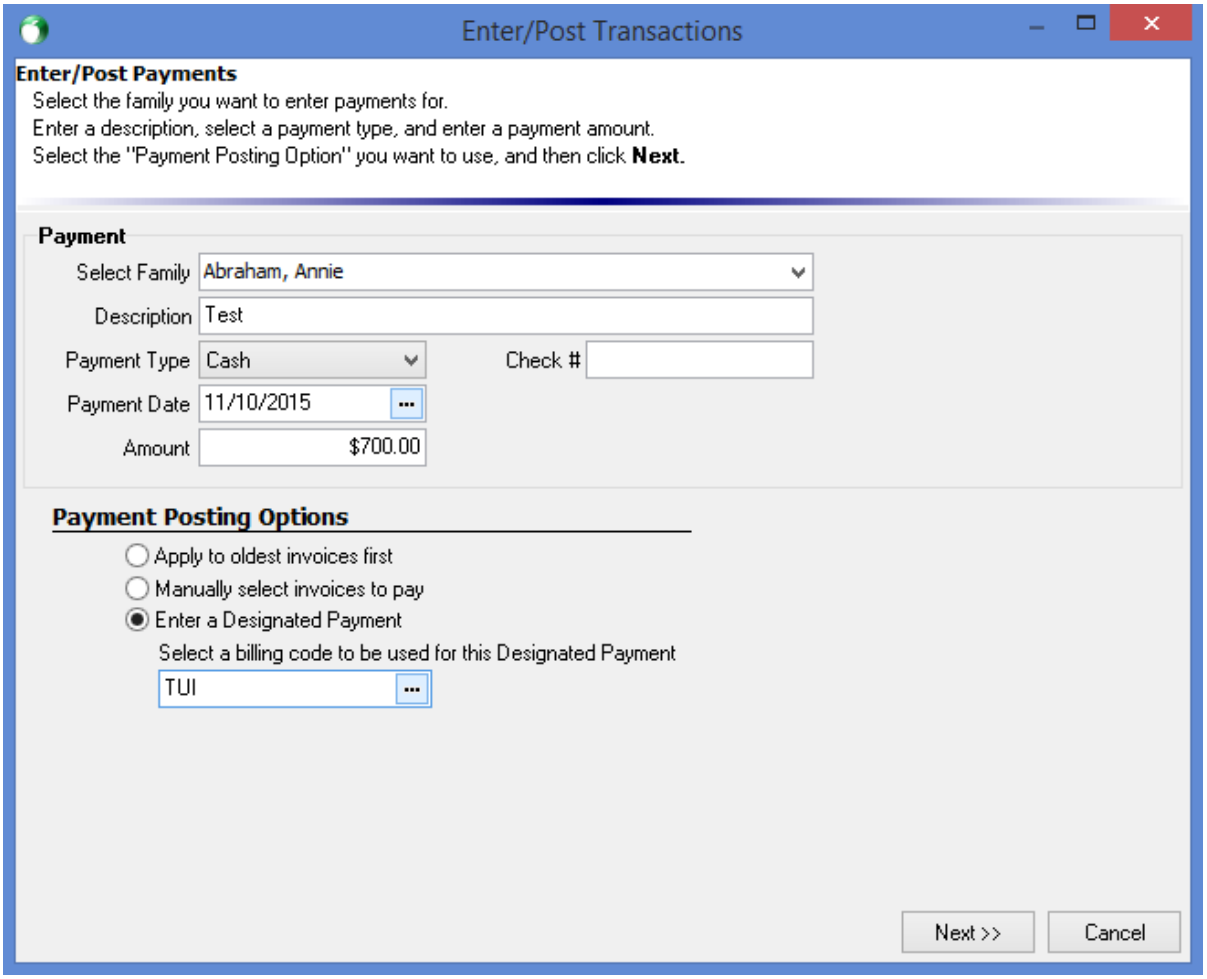
12. When the Posting Complete window displays, click a report button to select one of three available reports: Receipts, Deposit Ticket, or GL Distribution Report. You may print one or all of these reports.



Note

Once you close the Posting Complete window, you will not 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**.

The image below displays an example of a designated payment.



If you already have General Ledger open, the Notification window does not display.

1. Click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.

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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.

1. In the Notification window, click **Run**. This window will not display again until transactions are posted from HeadMaster again.
2. In the next dialog box, click the **Go to** drop-down list and select one of the following:
   - To view a proof list prior to posting the transactions, select **G/L Proof List**.
   - To post the transactions, select **G/L Post Transaction**.

   Note

   You should not select the G/L Add/Edit Transactions option because you cannot edit imported HeadMaster transactions. You can delete the transaction and re-enter it if necessary. If transactions need to be voided, void the transaction in HeadMaster. The void will be imported from HeadMaster into General Ledger.
3. A Posting Complete message displays. Click **OK**.

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 user name from the list.
4. To save the changes, click **OK**.

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