

Accounts Receivable Invoices / Adjustment Notes / Statements

All invoices, adjustment notes (credit notes) and statements, whether they relate to school fees or excursions, will be automatically emailed to parent/guardians who have notified the school of a valid email address.

For those parents who do not have a valid email address, these documents will be posted to the postal address recorded on our school database or handed directly to your students.

This means that there may be occasions when you will receive an invoice for an excursion that you have not yet received the note for. In these instances, please hold off paying until your student brings you the note - this may take a couple of days to be issued by the excursion co-ordinator.

At the end of each excursion, invoices for students that did not attend the excursion are cancelled. This process will also automatically email you the adjustment. These adjustments do not require any action or payment from you.

When refunds and/or credits have been requested, you may also receive invoices and adjustment notes via email. These are automatically created as part of the refund/credit process and do not require any action or payment from you. They will have an explanation in the notes area similar to **“Invoice created for refund purposes only – no action required”**.

Statements will be generated twice per term. These statements show the current status of your student's account and what invoices are still to be paid. If there are no outstanding invoices and/or credits, then a statement will not be generated.

If you are on a payment plan, these statements are also sent to advise you of where you are up to with your schedule.

If there is an amount with a minus (-) sign seen on the statement, this means that amount is a **credit**. This amount may be used to offset an existing or future invoice by contacting the Accounts Receivable Officer.

Pre-requisites for Optional School Activities

Before a student can be considered for participation in optional school activities such as: excursions; senior jersey; formal; dance squad etc, a parent/caregiver who has joined the Student Resource Scheme is expected to be up-to-date with SRS payments as per their selected payment option.

Some extra-curricular activities such as: Dance Squad; Instrumental Music etc, may also have fees associated with them. These fees are to be paid in full prior to inclusion in associated activities or resources being used.

To ensure that your student does not miss out on these activities/resources, please ensure that your selected payment option is up-to-date.

Payment of outstanding fees will be required before an invitation to participate in the noted activity or use supplied resources is extended to your student.

Parents experiencing financial hardship are encouraged to contact the Business Services Manager or Accounts Receivable Officer as early as possible to discuss payment or resourcing options that may be available to accommodate your circumstances.

BPOINT (online payment using Credit Card)

Thank you to parents/caregivers that have been using the BPOINT payment method for the payment of SRS fees, subject materials charges and excursion costs.

BPOINT can be accessed by clicking on the link on the invoice or statement that you have been emailed, or by entering the following in to your browser:

<http://www.bpoint.com.au/payments/dete>

Only one (1) invoice number is to be entered in this field.

If you want to pay for more than one invoice, you must start another payment after completing this one.

Enter the name of the student that the invoice payment relates to.

To ensure that your payment is processed correctly and in a timely manner you will need to complete the required fields with the **correct** information. This information can be found on both statements and invoices that are issued to you.

Please see the diagrams below that show the location of your CRN (Customer Reference Number) and invoice numbers on both invoices and statements.

Dakabin State High School - (2142)
Marsden Road
Dakabin QLD 4503
ABN 32 943 044 583
Phone 07 3491 5444
Fax 07 3491 5400

TAX INVOICE

INVOICE NUMBER: 28547
INVOICE DATE: 13-Mar-2017
INVOICE REF: 2017SRS-1y12
DEBTOR ID: 12345
ORDER NUMBER: 4016864

Parent/Guardian Name
Address Line 1
Dakabin QLD 4503

Student Name: EQ Id: 1234567890W
School Roll Class: 12E

Item Description	Quantity	Item Price	Inv Amount
Student Resource Scheme - Year 12	1.00	100.00	100.00
* Indicates Invoice Amount on Item row includes GST			
GST TOTAL:			0.00
INVOICE TOTAL:			100.00

Full payment or first instalment due by 10 February 2017
A discount applies for full payment of SRS by the due date

PAYMENT METHODS

Online Card Payment
CRN: 2142000012345
Invoice No: 28547
<http://www.bpoint.com.au/payments/dete>

- In person at Dakabin State High School - (2142) Via EFTPOS, Cash or Money Order
- Cheque payable to "Dakabin State High School - (2142)"
- Direct Debit - A Direct Debit Request form is available from the school office for processing by the school
- Centrepay Deduction - Payment by Centrepay deduction can be arranged through the school office

Dakabin State High School - (2142)
Marsden Road
Dakabin QLD 4503
ABN 32 943 044 583
Phone 07 3491 5444
Fax 07 3491 5400

DEBTOR STATEMENT

STATEMENT DATE: 4-Aug-2016
DEBTOR ID: 123456
EMAIL:

Debtor Name
Address Line 1
Suburb State Postcode

Invoice Date	Invoice No.	Invoice Reference	Inv. Amt	Payment	Balance
Student Name	EQ Id: 1234567890U	Current School Roll/Class (6 Year):	11B (11)		
19-Jan-2016	L1/29693/1/1		-280.00	-253.00	-27.00
28-Jul-2016	26248	2016EKKA SHEEP	80.00	0.00	80.00
TOTAL:			-200.00	-253.00	53.00

Negative (-) shows a CREDIT
Credits can be applied against an existing or a future invoice by contacting the Accounts Receivable Officer

BALANCE SUMMARY

0-30 Days	31-60 Days	61-90 Days	90+ Days
\$80.00	\$0.00	\$0.00	-\$27.00

PAYMENT METHODS

Online Card Payment
CRN: 2142000012345
refer Invoice No. above
<http://www.bpoint.com.au/payments/dete>

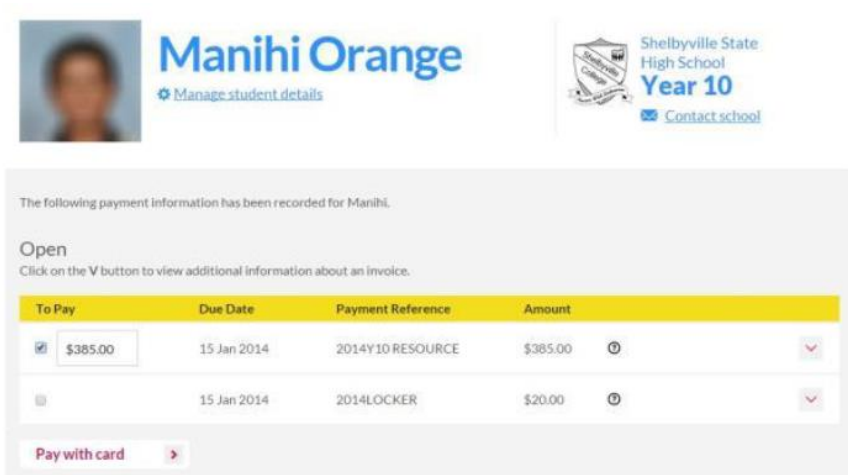
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QParents

Payment of invoices is even easier with QParents, but you must have already registered for a QParent Account. Please contact the school if you have not received an invitation to register.

In QParents, you can view information about a student's paid invoices and any payments still due. It is also possible for QParents Account Owners to make online payments against school invoices through QParents. The payments are processed through the Commonwealth Bank's BPOINT facility, and can be made using either Visa or MasterCard.

The advantage to using QParents is that you can select and pay multiple invoices at the same time.



The screenshot displays the QParents interface. At the top left, there is a profile picture of a student and the name "Manihi Orange" with a link to "Manage student details". To the right, the school logo for "Shelbyville State High School Year 10" is shown with a "Contact school" link. Below this, a message states: "The following payment information has been recorded for Manihi." Underneath, there is an "Open" section with the instruction "Click on the V button to view additional information about an invoice." A table with the following data is shown:

To Pay	Due Date	Payment Reference	Amount
<input checked="" type="checkbox"/> \$385.00	15 Jan 2014	2014Y10 RESOURCE	\$385.00
<input type="checkbox"/>	15 Jan 2014	2014LOCKER	\$20.00

At the bottom of the table, there is a "Pay with card" button with a right-pointing arrow.

When you select an invoice, the total amount owing will be pre-populated. If you wish to make a partial payment, you can edit the amount in this box and type in the amount you want to pay.

Complete user information for the payment and viewing of invoices as well as other QParent processes can be found in the QParents User Guide at:

<https://qparents.qld.edu.au/content/documents/QParents%20instruction%20guide%20for%20parents.pdf>

Payment Options

In 2017, there are three payment options available to parents/caregivers to pay for the Student Resource Scheme fees and subject materials fees:

NB: External Course fees were to be paid in full by Friday 10 February 2017

1. FULL PAYMENT

Full payment of Student Resource Scheme fees, subject fees and external course fees was due by Friday 10 February 2017.

2. THREE EQUAL INSTALMENTS (SRS and Subject Fees only)

1st instalment (1/3 of SRS and Subject Fees) was due by Friday 10 February 2017

2nd instalment (1/3 of SRS and Subject Fees) will be due by **Friday 28 April 2017**

3rd and final instalment will be due by **Friday 21 July 2017**

NB: Smaller Periodic payments may be made (ie fortnightly) as long as the required instalment amount is paid by each of the three due dates

3. PAYMENT PLAN (SRS and Subject Materials Fees) – ONLY AVAILABLE TO DEBTORS PAYING VIA CENTREPAY

A Centrepay application form can be obtained from the school administration office.

The minimum amount is \$20 per student / per fortnight.

Payment for 2017 is to be completed by the end of Term 3 – Friday 15 September 2017 so scheduled amounts may need to be adjusted for this to occur.

When completed and signed, please return the form to the office for processing.

Payment Methods

Payment for SRS, subject materials fees and excursion costs can be made at the Cashier's window using Cash, Cheque, Credit Card or Debit Card. Payments can also be made via QParents, BPOINT, Credit Card over the phone or by EFT/Direct Deposit in to the school's bank account.

The details are:

BSB: **064 122** Account: **00090399** Reference: **<student's EQ ID> - <invoice #>**