



HeadMaster:

Tuition and Fees HeadMaster Billing

Wednesday

06/01/16

3:10pm – 4:20pm

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Introduction to This Guide

This guide will help you set up and use HeadMaster Billing to manage tuition and fees for your school or daycare.

This guide includes these concepts:

- HeadMaster Billing Setup
- Assigning Billing Codes
- Entering and Posting Invoices
- Entering and Posting Payments
- Billing Reports
- Online Payments

Unit 1: HeadMaster Billing Set Up

HeadMaster Billing requires some initial setup.

You will be able to:

- Set up the ACS General Ledger Interface, if needed
- Set up Accounts, if needed
- Set up Revenue Centers, if needed
- Set up Billing Codes

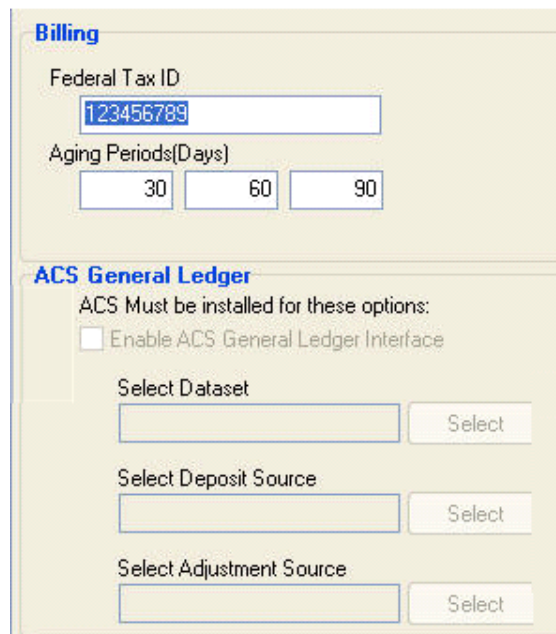
On the **Home** screen, click **Options** and then **Billing**.

Enter your **Federal Tax ID** number and your **Aging Periods**.

If your school is affiliated with a church, and the church needs to include the school's billing in its ACS General Ledger.

To enable the **ACS General Ledger Interface**:

1. Select **Enable ACS General Ledger Interface**.
2. Select the appropriate **Dataset**.
3. Select the **Deposit Source**.
4. Select the **Adjustment Source**.



The screenshot shows a software interface with two main sections. The top section, titled "Billing", contains a "Federal Tax ID" field with the value "123456789" and "Aging Periods(Days)" with three radio button options: "30", "60", and "90". The bottom section, titled "ACS General Ledger", includes a note "ACS Must be installed for these options:" followed by a checkbox for "Enable ACS General Ledger Interface". Below this are three rows, each with a label and a "Select" button: "Select Dataset", "Select Deposit Source", and "Select Adjustment Source".

Figure 1: HM Billing set up & General Ledger Interface

To create Accounts, Revenue Centers, and Billing Codes:

1. On the Home screen, click **Define List**.

2. Create your **Accounts** (not required)
3. **Revenue Centers** (not required)
4. **Billing Codes.**

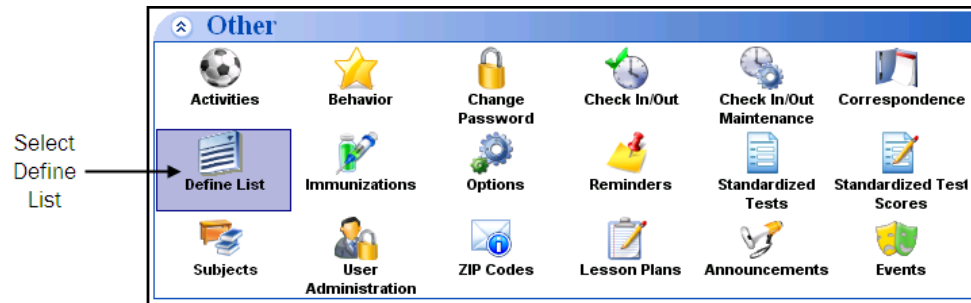


Figure 2: Select Define List



Useful Information

If you interface with ACS General Ledger, you do not need to create Accounts. Accounts are established through ACS General Ledger.

Accounts and Revenue Centers are not required to use HeadMaster Billing. Accounts and Revenue Centers can be used to track your income.

To create accounts:

1. In **Define List**, click **Accounts**.
2. Click **Add**.
3. Enter the **Account Number** and **Account Name**.
4. Select if the account is a checking account.
5. Click **OK**.

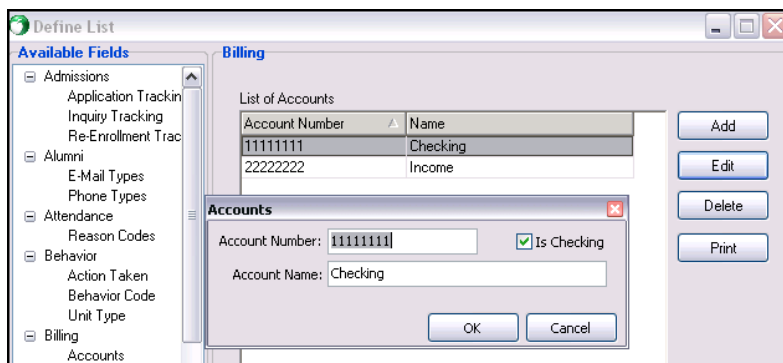


Figure 3: Creating Accounts

Set up your Revenue Centers to make invoicing easier. Revenue Centers allow you to track the flow of income.

To set up your Revenue Centers:

1. In **Define List**, click **Revenue Centers**.

2. Click **Add**.
3. Enter the **Revenue Code**.
4. Select if the Revenue Center is **Tax Deductible**.
5. Enter the **Description**.
6. Select the **Offset Account** and **Checking Account**.
7. Click **OK**.

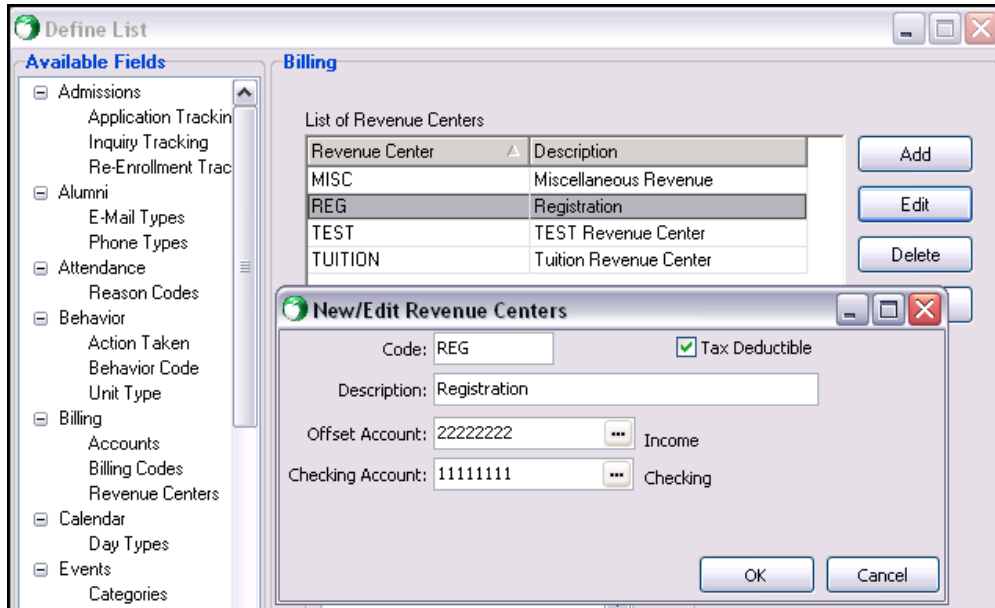


Figure 4: Creating Revenue Centers

To create billing codes:



Useful Information

Create an unlimited number of Billing Codes.

1. In **Define List**, click **Billing Codes**.
2. Click **Add**.
3. Enter the **Billing Code**.
4. Select if this billing code is **Tax Deductible**.
5. Enter the **Description**.
6. Select the **Revenue Center** if needed.
7. Select the **Frequency** if needed.



Useful Information

Frequency is defined as the number of times the billing will occur, for example, Monthly, Quarterly, and Annually.

8. Enter the **Regular Amount**.
9. Enter the **Late Fee Amount**.
10. Enter the **Late Fee Grace Period**.
11. Click **OK**.

Billing Code

Description

Billing Code: TUI Tax Deductible

Description: Tuition - 1st Child

Revenue Center: TUITION - Tuition Revenue Center

Frequency: Monthly

Amounts

Regular Amount: \$500.00 Discount Amount: \$0.00 %

Amount: \$500.00

Late Fee

Amount: \$25.00 Grace Period: (In Number of Days)

OK Cancel

Figure 5: Creating Billing Codes

To create discounted billing codes:

1. In **Define List > Billing Codes**, select the original **billing code**.
2. Click **New Discount**.
3. Enter **Discounted Amount** or click the **“%” button** to enter a percentage.
4. Click **OK**. See **“Figure 6: Creating Discounted Billing Codes”** on page 9.

Billing Code

Description

Billing Code: TUI-2 Tax Deductible

Description: Tuition - 2nd Child Discount

Revenue Center: TUITION - Tuition Revenue Center

Frequency: Monthly

Amounts

Regular Amount: \$500.00 Discount Amount: \$100.00 %

Amount: \$400.00

Late Fee

Amount: \$0.00 Grace Period: 0
(In Number of Days)

OK Cancel

Discount Amount

Figure 6: Creating Discounted Billing Codes


Unit 2: Assigning Billing Codes

This unit helps you to assign your billing codes to the individual students.

You will be able to use the Billing Code Assistant.

To assign billing codes to students using the Student Billing Code Assistant:

1. On the **Home screen**, click **Student Billing Code**.
2. Select a single student or multiple students to assign billing codes.
3. Click **Next**.
4. Select the student name(s).



Useful Information

To add multiple students at one time, press and hold the Control (Ctrl) or Shift key, then select the students you would like to add.

5. Click **Add**.
6. Click **Next**.

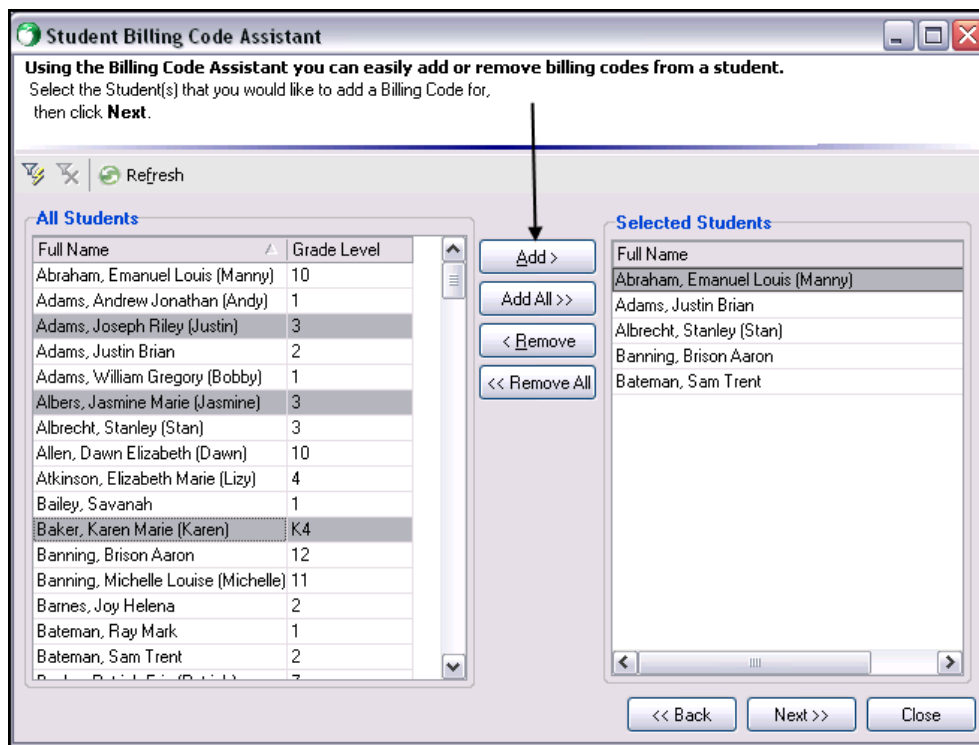


Figure 7: Add Billings Codes to Students

7. Select the **billing codes**.



Useful Information

To add multiple billing codes at one time, press and hold the Control (Ctrl) or Shift key, then select the billing codes you would like to add.

8. Click **Add**.
9. Click **Save**.

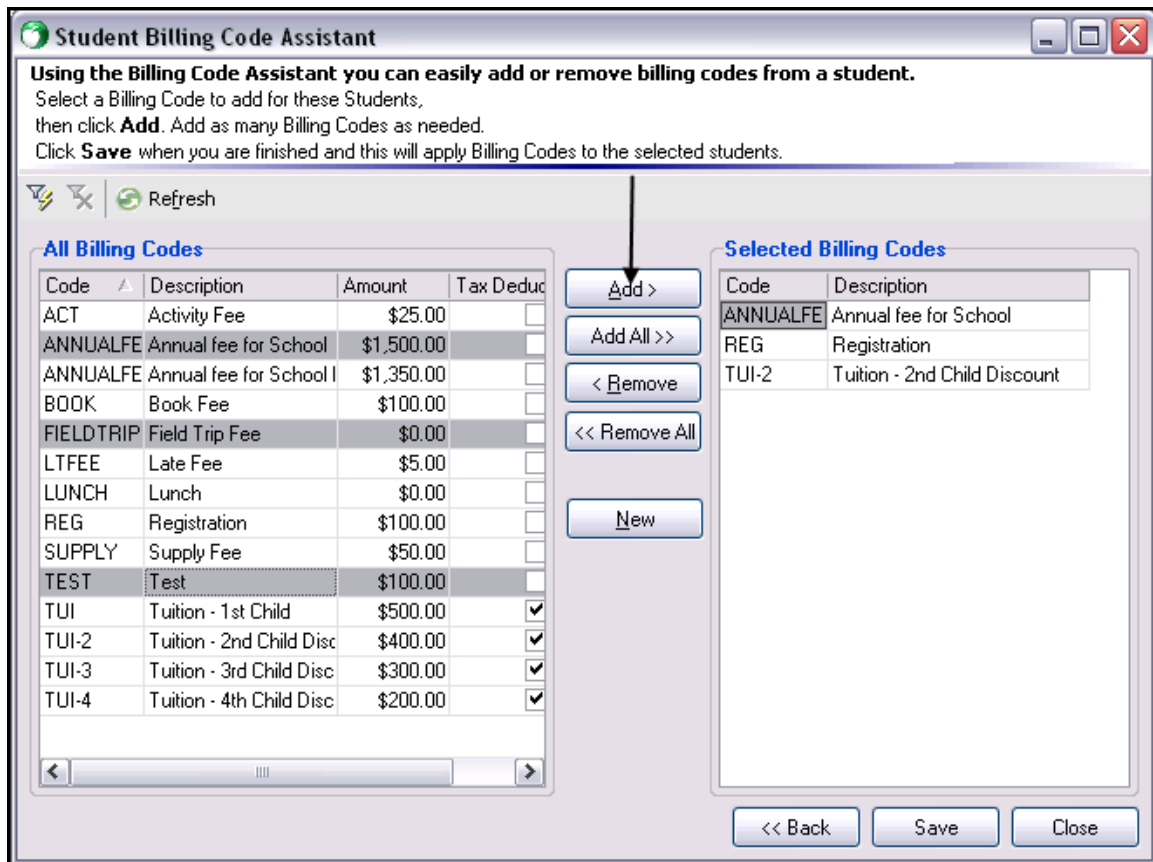


Figure 8: Select Billing Codes

Billing codes appear in the student record under the **Billing** tab.

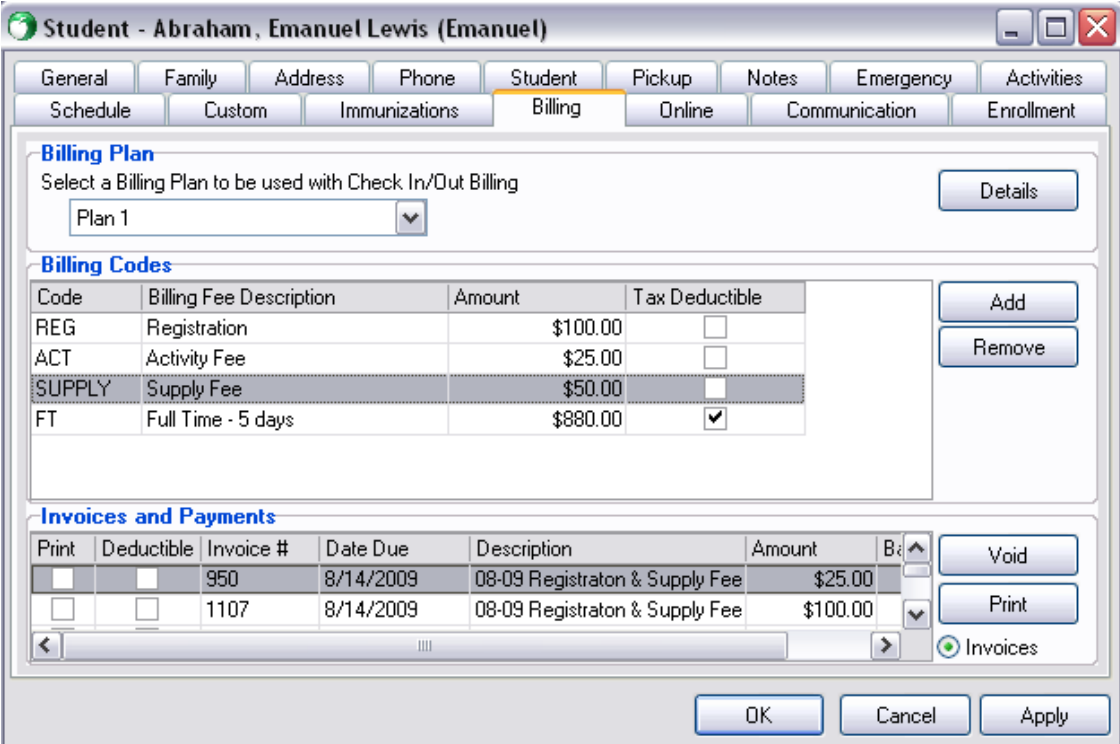


Figure 9: Student Record Billing tab

You are now ready to generate invoices and post payments.

Unit 3: Entering and Posting Invoices

Unit 3 shows you how to manage tuition and fees.

You will be able to:

- Generate invoices for a single student



HeadMaster:

- Customizing HeadMaster Reports
 - Tuesday
 - 05/31/16
 - 9:00am-12:00pm



HeadMaster:

- Customizing HeadMaster Reports
 - Tuesday
 - 05/31/16
 - 9:00am-12:00pm

- View and print an Invoice Proof List
- View and print Invoices

Click **Enter/Post Transactions** on the Home Screen to generate invoices.

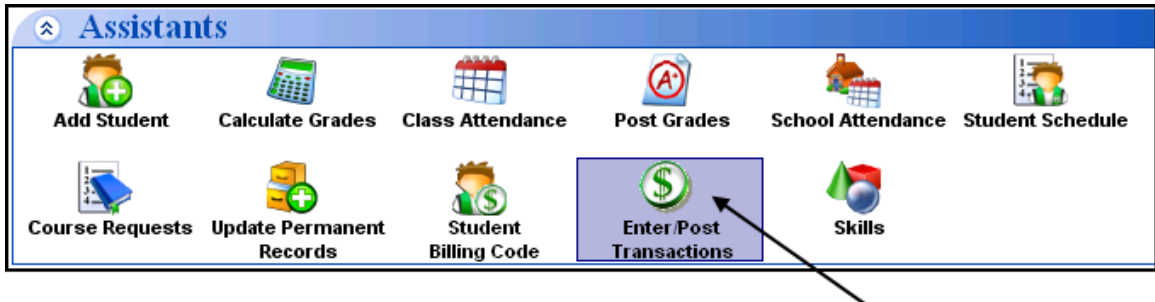


Figure 10: Enter/Post Transactions icon

Two options exist for generating invoices:

Option #1: Enter/Post Invoices:

Generate invoices for one or more students without assigning billing codes. Can be used for invoices non-reoccurring items like field trips, late fees, etc....

Option #2: Generate Invoices from Billing Codes:

Select a billing code and generate an invoice for each student with an assigned billing code.

Option #1: Enter/Post Invoices:

1. Select **Enter/Post Invoices**.
2. Click **Next**.
3. Click the student name(s).



Useful Information

To add multiple students at one time, press and hold the Control (Ctrl) or Shift key, then select the students you would like to add.

4. Click **Add**.
5. Click **Next**.

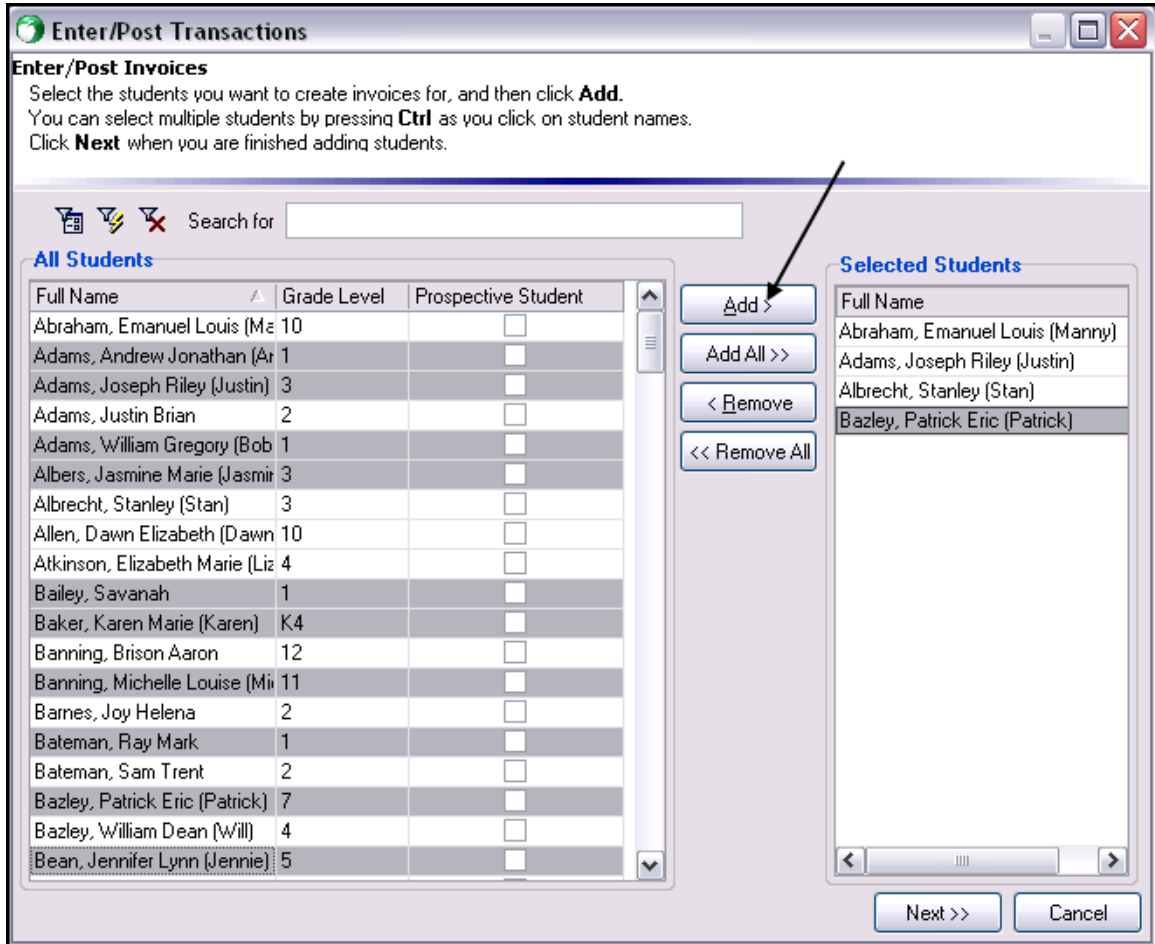


Figure 11: Enter/Post Invoices Student Selection

6. Click **Add**.
7. Select a **Billing Code**. Change invoice and due date if necessary.
8. Click **OK**.

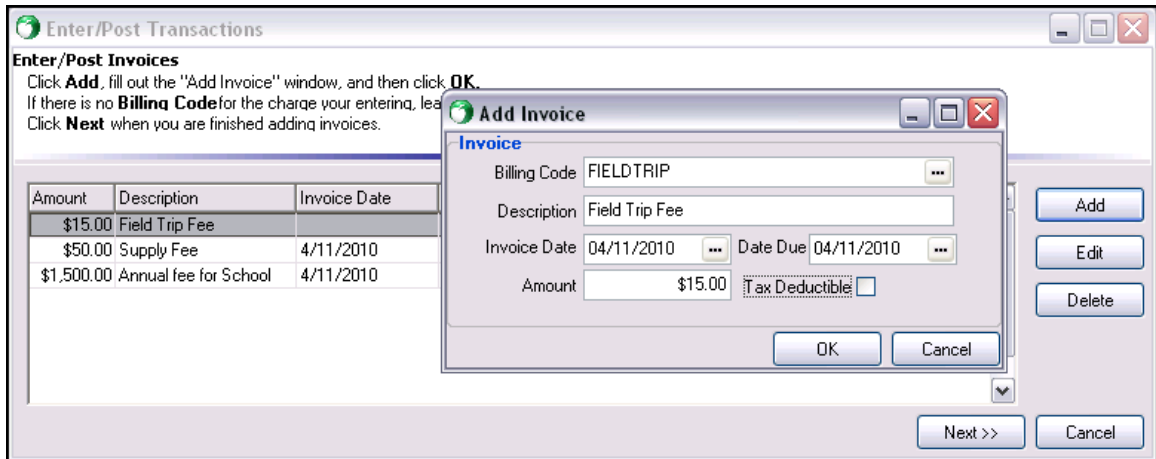



Figure 12: Billing Code Selection

 **Useful Information**


To invoice more billing codes, repeat steps 6-8.

Once you have selected the necessary billing codes, click **Next**. Your invoices are generated.

Option #2: Generate Invoices from Billing Codes:

Generating invoices by billing codes is the easiest way to create invoices. You select the billing codes you want to invoice, and the invoices are generated.

1. On the Home screen, click **Enter/Post Transactions**.
2. Select **Generate Invoices from Billing Codes**.
3. Click **Next**.
4. Choose a filter option: **billing code, revenue center, or frequency**.
5. Enter **Invoice Description** (not required) and change **Invoice Date** and **Date Due** if necessary.
6. Select billing codes.

 **Useful Information**

You can select one, many or all billing codes by holding down the Control (Ctrl) button.

7. Click **Next**.

Enter/Post Transactions

Enter/Post Invoices
Select the billing codes you want to post invoices for and click **Next**.

Filter Options

Billing Codes:

Revenue Centers: Frequency:

Invoice Options

Description:

Invoice Date: Date Due:

Billing Codes

Billing Code	Revenue Center	Frequency	Amount
ACT - Activity Fee	REG - Registration	Annual	\$25.00
ANNUALFEE - Annual fee for Sch	-	Annual	\$1,500.00
ANNUALFEED - Annual fee for Sc	-	Annual	\$1,350.00
BOOK - Book Fee	REG - Registration	Annual	\$100.00
FIELDTRIP - Field Trip Fee	-		\$0.00
LTFEE - Late Fee	-		\$5.00
LUNCH - Lunch	-		\$0.00
REG - Registration	REG - Registration	Annual	\$100.00
SUPPLY - Supply Fee	REG - Registration	Annual	\$50.00
TEST - Test	TEST - TEST Revenue Center	Monthly	\$100.00
TUI - Tuition - 1st Child	TUITION - Tuition Revenue Cer	Monthly	\$500.00

Buttons: Select All, Deselect All, Next >>, Cancel

Figure 13: Generating Invoices by Billing Code


After generating invoices, these options are available:

Option #1: Print: Print a proof list that displays invoices generated for each student.

Option #2: New: Generate more invoices.

Option #3: Edit: Edit an invoice before posting.

Option #4: Delete: Delete an invoice before posting.



Useful Information

After clicking **Post**, you cannot reprint the proof list, add new invoices, or edit or delete an invoice for that batch of invoices.

Below is an example of an invoice proof list.

Name	Inv #	Inv Date	Date Due	Code	Description	Amount
Adams, Joseph Riley (Justin)	4178	4/12/2010	4/12/2010	BOOK	May 2010 Invoice	\$100.00
TEST, Dufus	4180	4/12/2010	4/12/2010	TEST	May 2010 Invoice	\$100.00
Weatherford, Nathaniel Brian (N	4177	4/12/2010	4/12/2010	BOOK	May 2010 Invoice	\$100.00
Willis, Aiden Jacob	4170	4/12/2010	4/12/2010	ANNUALF	May 2010 Invoice	\$1,500.00
Willis, Aiden Jacob	4176	4/12/2010	4/12/2010	BOOK	May 2010 Invoice	\$100.00
Willis, Mary Lou	4169	4/12/2010	4/12/2010	ANNUALF	May 2010 Invoice	\$1,500.00
Willis, Meredith Nikki	4168	4/12/2010	4/12/2010	ANNUALF	May 2010 Invoice	\$1,500.00
Wilson, Charles W (Chuck)	4167	4/12/2010	4/12/2010	ANNUALF	May 2010 Invoice	\$1,500.00
Wilson, Charles W (Chuck)	4175	4/12/2010	4/12/2010	BOOK	May 2010 Invoice	\$100.00
Wilson, Kevin Samuel	4174	4/12/2010	4/12/2010	BOOK	May 2010 Invoice	\$100.00

Figure 14: Invoice Proof List

To post invoices, click **Post**.

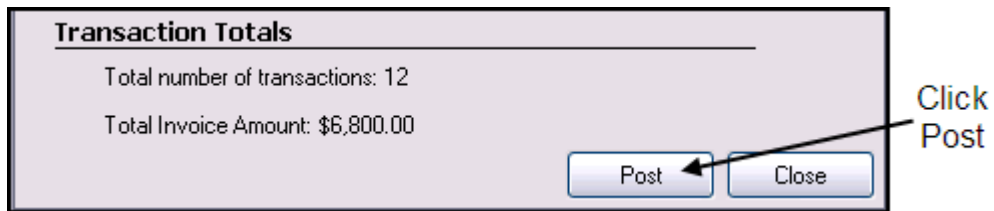


Figure 15: Click Post

To print invoices, click **Yes**.

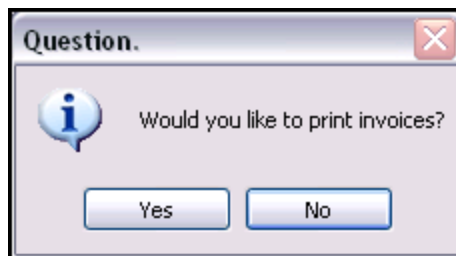



Figure 16: Print Invoices

 **Useful Information**

If you click **No**, you cannot reprint the invoices.

Below is an example of an invoice.


HeadMaster Academy 180 Dunbarton Dr. Florence, SC 29501				Date: 04/12/2010 Time: 8:12 am
Mr. and Mrs. Jeffery Adams 1700 Bay Rd Hartsville, SC 29550				
Invoice Number	Invoice Date	Date Due	Description	Amount
4178	4/12/2010	4/12/2010	BOOK - May 2010 Invoice	\$100.00
Invoice Total:				\$100.00

Figure 17: Sample Invoice

Unit 4: Entering and Posting Payments

This unit covers procedures for entering and posting payments.

You will be able to:

- Post payments for an individual family
- Pay the oldest invoice first, make partial payments, and set up designated payments
- View and print a Payment Proof List
- View and print Receipts
- View and print a Deposit Ticket
- View and print a General Ledger Distribution Report

Click **Enter/Post Transactions Assistant** on the Home screen to enter and post payments.

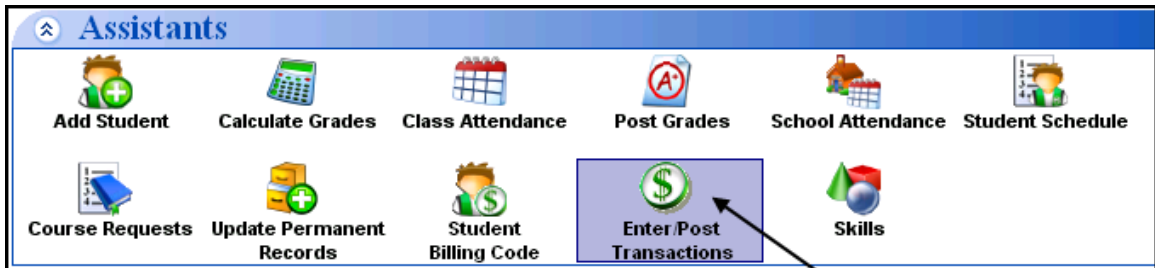


Figure 18: Enter/Post Transactions

Two options exist for posting payments:

Option #1: Enter/Post Payments: Post payments submitted by individual families.

Option #2: Invoice/Payment Wash: Generate an invoice and post a payment at the same time.

Option #1: Enter and Post Payments:

1. Select **Enter/Post Payments**.
2. Click **Next**.
3. Select a **Family**.
4. Enter the **Description** (not required).
5. Select the **Payment Type**.
6. Enter the **Check Number** (if applicable).
7. Enter the **Payment Date** (defaults to current date).
8. Enter the **Amount**.

Payment Posting Options:

Option #1: Apply to the oldest invoices first: Applies payment to the oldest invoice first.

Option #2: Manually select invoices to pay: Choose how much to pay on specific invoices.

Option #3: Enter a Designated Payment: Apply payments to a specific billing code.


Figure 19: Entering Payments

To manually select invoices to pay:

1. Select **Manually select invoices to pay**.
2. Click **Next**.
3. In the **Invoices to pay** column, select the invoices you want to pay.
4. Change the **Amount to pay** if necessary.
5. Click **Next**.

Invoices to pay	Amount Due	Amount to pay	Description	Student	Invoice #	Billing Code
<input checked="" type="checkbox"/>	\$273.00	\$273.00	Tuition - 1st Child	Abraham, Emanuel Louis	3658	TUI
<input type="checkbox"/>	\$25.00		Activity Fee	Abraham, Emanuel Louis	3660	ACT
<input checked="" type="checkbox"/>	\$25.00	\$25.00	January	Abraham, Emanuel Louis	3817	ACT
<input type="checkbox"/>	\$100.00		January	Abraham, Emanuel Louis	3819	BOOK
<input checked="" type="checkbox"/>	\$1,500.00	\$202.00	Annual fee for Sch	Abraham, Emanuel Louis	3832	ANNUALFEE
<input checked="" type="checkbox"/>	\$500.00	\$500.00	Tuition for April	Abraham, Emanuel Louis	3983	TUI
<input type="checkbox"/>	\$500.00		Tuition for May	Abraham, Emanuel Louis	4145	TUI

Figure 20: Manually Select Invoices to Pay



Useful Information

If you paid all invoices in full and you have money left to apply, Headmaster Billing lists the remaining amount as a credit. However, if you have remaining unpaid invoices, this amount applies to the oldest invoice first.

To create an Invoice/Payment Wash:

1. On the **Enter/Post Transactions** window, select **Invoice/Payment Wash**.
2. Click **Next**.
3. Select a **Student**.
4. Select a **Billing Code**.
5. Enter the **Amount**.
6. Select **Payment Type**.
7. Enter the **Check #** if applicable.
8. Click **Next**.

Enter/Post Transactions

Invoice/Payment Wash
 Select a student to enter an Invoice/Payment Wash for.
 Under **Invoice**, select a Billing Code or enter a **Description and Amount** for the invoice and payment.
 Select a **Payment Type** and then Click Next.

Select
 Select Student: Albers, Jasmine Marie (Jasmine) Show Prospective Students
 Billing Family: Albers, Paul and Alison

Invoice
 Billing Code: REG
 Description: Registration
 Date: 4/12/2010 Amount: \$100.00
 Tax Deductible:

Payment
 Payment Type: Check
 Check #: 8741

Next Cancel

Figure 21: Invoice/Payment Wash

Several options exist after payments are entered:

Option #1: Print: Lists payments entered for each student.

Option #2: New: Enter more payments.

Option #3: Edit: Edit a payment before posting.

Option #4: Delete: Delete a payment before posting.

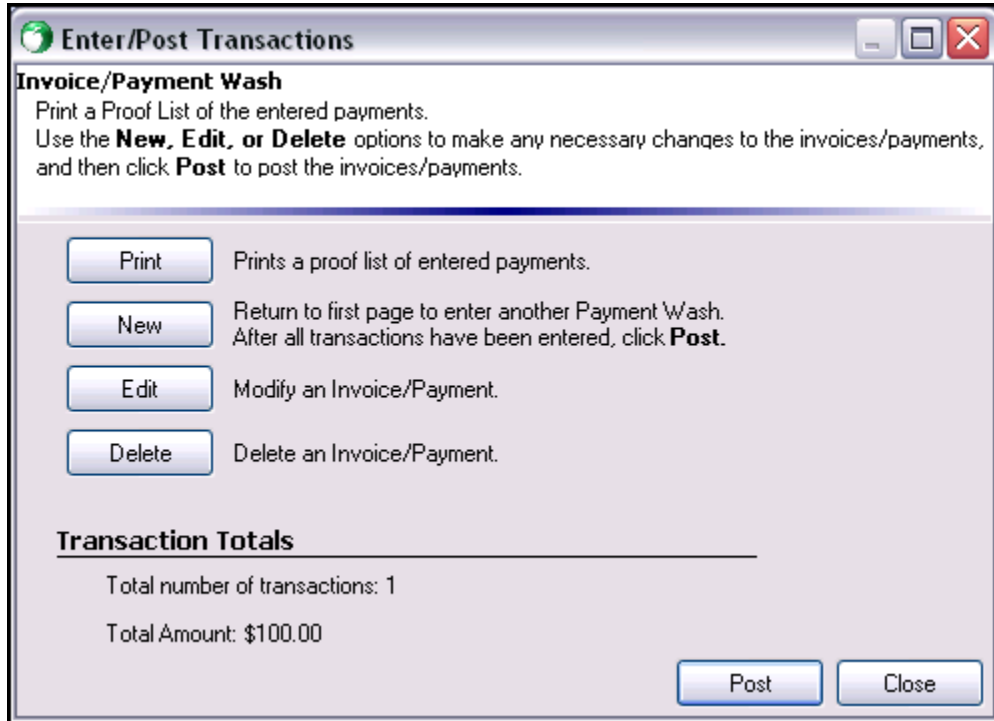


Figure 22: Payment Posting Options

Here is an example of a payment proof list:

Date: 4/12/2010		Payment Proof List				HeadMaster Academy
Time: 8:38:25 AM						
<u>Name</u>	<u>Check #</u>	<u>Payment Type</u>	<u>Payment Date</u>	<u>Description</u>	<u>Payment Amount</u>	
Albers, Paul and Alison	8741	Check	4/12/2010	Registration	<u>\$100.00</u>	
					\$100.00	
Money Type Totals						
Total for cash:					\$0.00	
Total for checks:					\$100.00	
Total for credit cards:					\$0.00	
Count of checks:					1	
Count of credit card customers:					0	

Figure 23: Payment Proof List

Click **Post** to post payments.

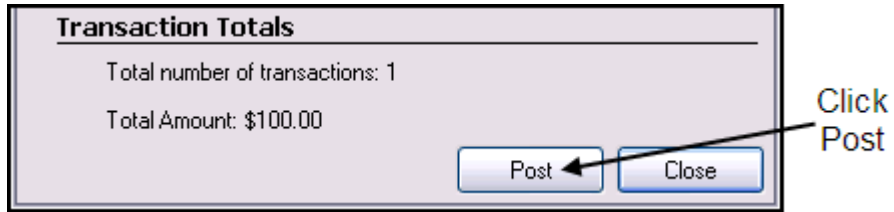


Figure 24: Posting Payments

After posting payments, you can choose three options:

Option #1: Receipts

Option #2: Deposit Ticket

Option #3: GL Distribution Report. Only available if Accounts and Revenue Centers are set up

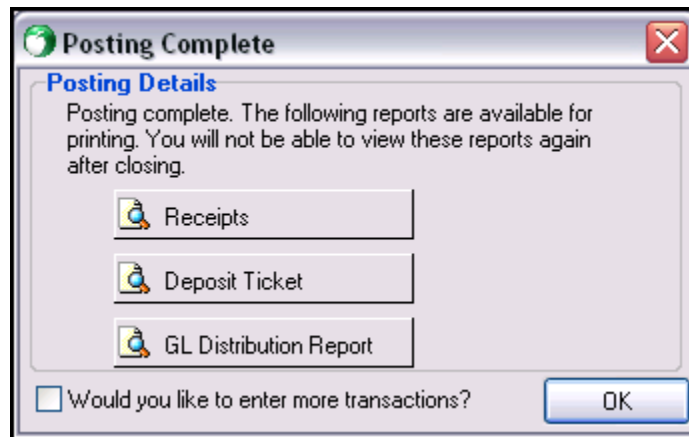


Figure 25: Posted Payment Options

Customer Receipt

HeadMaster Academy 180 Dunbarton Dr. Florence, SC 29501			Date: 04/12/2010 Time: 8:55 am	
Customer Receipt				
Mr. and Mrs. Theodore Banning 3424 West Hampton Pointe Florence, SC 29506			Federal Tax ID	
Children:				
Andrew				
Brison				
Michelle				
Reference Number	Date	Description	Dist Amount	Amount
8745	4/12/2010	May Tuition		\$2,000.00
Inv# 3178	Billing Code: TUI-2	March Tuition	\$33.00	
Inv# 3336	Billing Code: TUI	Tuition - 1st Child	\$500.00	
Inv# 3510	Billing Code: REG	Registration	\$100.00	
Inv# 3500	Billing Code: REG	Registration	\$100.00	
Inv# 3648	Billing Code: TUI	Tuition - 1st Child	\$500.00	
Inv# 3499	Billing Code: REG	Registration	\$100.00	
Inv# 3816	Billing Code: ACT	January	\$25.00	
Inv# 3806	Billing Code: ACT	January	\$25.00	
Inv# 3805	Billing Code: ACT	January	\$25.00	
Inv# 3998	Billing Code: TUI-3	Tuition for April	\$200.00	
Inv# 3973	Billing Code: TUI	Tuition for April	\$392.00	
8749	4/12/2010	May Payment		\$1,000.00
Inv# 3973	Billing Code: TUI	Tuition for April	\$108.00	
Inv# 3989	Billing Code: TUI-2	Tuition for April	\$400.00	
Inv# 4160	Billing Code: TUI-3	Tuition for May	\$300.00	
Inv# 4135	Billing Code: TUI	Tuition for May	\$192.00	
			Payment Total:	\$3,000.00

Figure 26: Customer Receipt

Deposit Ticket


Date: 04/12/2010					Page: 1
Time: 8:57 am		HeadMaster Academy Deposit Ticket Listing			
Ref No.	Family	User Name	Payment Date	Amount	
Check					
8745	Banning, Theodore and Ann	HMAAdmin	4/12/2010	\$2,000.00	
8749	Banning, Theodore and Ann	HMAAdmin	4/12/2010	\$1,000.00	
				<u>\$3,000.00</u>	
Money Type Totals			Totals for cash and check:	\$3,000.00	
Total for cash:		\$0.00			
Total for checks:		\$3,000.00			
Total for credit cards:		\$0.00			
Count of cash customers:		0			
Count for check customers:		2			
Count for credit card customers:		0			

Figure 27: Deposit Ticket Listing

General Ledger Distribution Report

GL Distribution Report				4/12/2010
Revenue Center Code	Description	Checking Acct.	Offset Acct.	Amount
ACT	Registration	11111111	22222222	\$75.00
REG	Registration	11111111	22222222	\$300.00
TUI	Tuition Revenue Center	11111111	22222222	\$1,692.00
TUI-2	Tuition Revenue Center	11111111	22222222	\$433.00
TUI-3	Tuition Revenue Center	11111111	22222222	\$500.00
				Overall Amount \$3,000.00
NOTE: Credit Memo, Financial Aid, Payroll Deduction and Scholarship transactions are not included				

Figure 28: General Ledger Distribution Report



Useful Information

Important: The above reports are available to print. You cannot view these reports again after closing the **Posting Complete** window.

To generate Late Fees:

1. Select **Generate Late Fee Invoices** on the Enter/Post Transactions window.
2. Click **Next**.
3. Select an individual **Billing Code, Revenue Center, Frequency**, or all billing codes for which you want to generate a Late Fee.
4. Click **Next**.

Enter/Post Transactions

Generate Late Fee Invoices from Billing Codes
Select the **Billing Code** you want to generate late fee invoices for.
Change the **Amount** of the late fee, if necessary.
Select the **Invoice Date and Date Due**,
and then click **Next**.

Filter Options

Billing Codes:
Revenue Centers:
Frequency:

Invoice Options

Description:
Invoice Date:
Date Due:

Billing Codes

Billing Code	Revenue Center	Frequency	Amount	Late Fee
TUI - Tuition - 1st Child	TUITION - Tuition Revenue	Monthly	\$500.00	\$25.00

All
 All

Figure 29: Generating Late Fees

After late fees are generated, several other options exist

Option #1: Print: Print a proof list. The proof list shows what Late Fees were generated.

Option #2: New: Generate more Late Fees.

Option #3: Edit: Edit a Late Fee before posting.

Option #4: Delete: Delete a Late Fee before posting.

Click **Post** to post Late Fees.

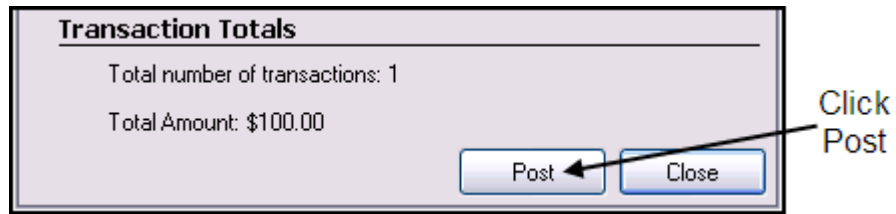



Figure 30: Post Late Fees

 **Useful Information**

You can close **Enter/Post Transactions** without posting. This enables you to generate invoices or enter payments over several days before posting, and gives you more complete, accurate invoices and deposit tickets.

If you close out of **Enter/Post Transactions** without posting and then reenter at a later time, you will see this window:



Figure 31: Print/Post/Continue Entering Payments

Click the option you want and continue with the billing process.

To view a family's balance quickly:

1. On the **Home** screen, click **Families**.
2. Click the family for which you want to view the balance. You can see the total family balance here.
3. To view details, click the **Inquiry** icon.

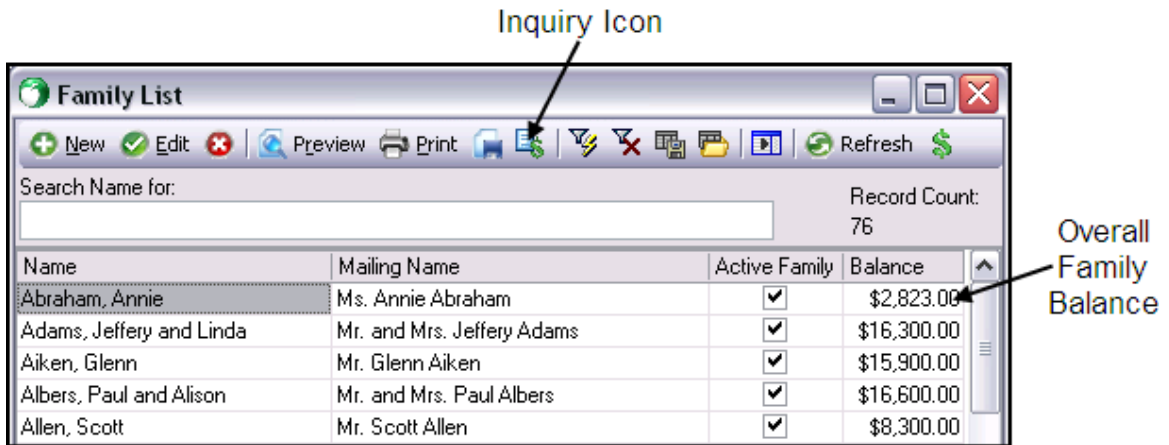


Figure 32: Family Balance & Inquiry Icon

Billing Inquiry Report

Billing Inquiry						
Family: Abraham, Annie						
Name: Abraham, Emanuel Louis (Manny)						
Description	Designated	Ref#	Transaction Type	Date Due/Received	Amount Billed/Received	Balance
08-09 Registraton & Supply Fe		950	Invoice	8/15/2008	\$25.00	\$0.00
			Check	3/5/2009	\$25.00	
08-09 Registraton & Supply Fe		1107	Invoice	8/15/2008	\$100.00	\$0.00
			Check	3/5/2009	\$100.00	
08-09 Registraton & Supply Fe		1264	Invoice	8/15/2008	\$50.00	\$0.00
			Check	3/5/2009	\$50.00	
September Tuition		1569	Invoice	9/15/2008	\$500.00	\$0.00
			Check	3/5/2009	\$500.00	
October Tuition		1729	Invoice	10/15/2008	\$500.00	\$0.00
			Check	3/5/2009	\$500.00	
November Tuition		1889	Invoice	11/14/2008	\$500.00	\$0.00
			Check	3/5/2009	\$500.00	
December Tuition		2049	Invoice	12/15/2008	\$500.00	\$0.00
			Check	3/5/2009	\$500.00	

Figure 33: Billing Inquiry Report

Unit 5: Billing Reports

Unit 6 reviews the most commonly used Billing Reports.

You will be able to:

- Locate and manipulate Billing Reports
- View and print the Statement Report for a specific date range
- View and print the Statement of Receipts Report for a specific date range

HeadMaster Billing has sixteen (16) preset Billing Reports.

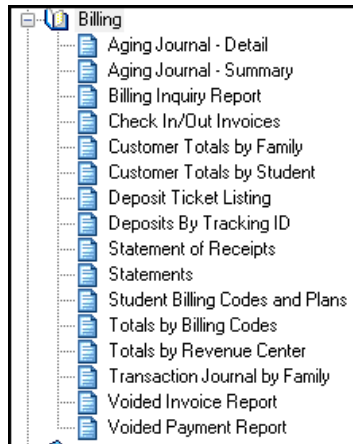


Figure 34: Billing Reports

Some examples of reports are:

Statement: ACS offers preprinted statement forms that you can use to give your statements a professional look.

Mr. and Mrs. Theodore Banning 3424 West Hampton Pointe Florence, SC 29506					
Children: Andrew, Brison, Michelle					
Date Due	Description	Check No.	Date Paid	Amount	Balance
	May Payment	8749	4/12/2010	(\$1,000.00)	(\$1,592.00)
4/12/2010	Tuition for April			\$200.00	(\$1,392.00)
4/12/2010	Tuition for April			\$500.00	(\$892.00)
4/12/2010	Tuition for April			\$400.00	(\$492.00)
	Regular Amount:	\$500.00			
	Discounted by:	\$100.00			
				Amt. Billed: \$17,333.00	Amt. Paid: \$17,825.00
HeadMaster Academy		843-662-1681	Federal Tax ID:		
Current	Days Past Due	Days Past Due	Days Past Due	Amount Due	YTD Tax Deductible
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,692.00

Figure 35: Billing Statement

Statement of Receipts

HeadMaster Academy 180 Dunbarton Dr. Florence, SC 29501 843-662-1681		Statement of Receipts As of 4/12/2010		Date: 04/12/2010 Page 1 Federal Tax ID:
Mr. and Mrs. Theodore Banning 3424 West Hampton Pointe Florence, SC 29506				
Children: Andrew, Brison, Michelle				
Date	Description	Check #	Payment Amount	
8/5/2008	August Registration and Tuition	6453	\$1,725.00	
9/5/2008	September Tuition	7654	\$1,200.00	
10/6/2008	October Tuition	7659	\$1,200.00	
11/5/2008	November Tuition	7689	\$1,200.00	
12/5/2008	December Tuition	7690	\$1,200.00	
1/5/2009	January Tuition	7691	\$1,200.00	
2/5/2009	February Tuition	7692	\$1,200.00	
3/5/2009	March Tuition	7692	\$1,200.00	
4/6/2009	April Tuition	7693	\$1,200.00	
5/5/2009	May Tuition	7694	\$1,200.00	
6/5/2009	June Tuition	7694	\$1,200.00	
3/5/2009	March Payment - from Grandparents	8521	\$600.00	
3/5/2009		5214	\$500.00	
4/12/2010	May Tuition	8745	\$2,000.00	
4/12/2010	May Payment	8749	\$1,000.00	
			\$17,825.00	

Figure 36: Statement of Receipts

The Statement of Receipts is sent to families at the end of each year, so that they have the total tax-deductible amount for their records.