

**FINANCIALS**

# Configuration and Using Student Sponsor

**Product**

June 2025

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# 1. Contents

## Table of Contents

<b>DISCLAIMER</b> .....	<b>2</b>
<b>1. CONTENTS</b> .....	<b>3</b>
<b>2. INTRODUCTION</b> .....	<b>4</b>
STUDENT SPONSOR OVERVIEW .....	4
COMPANY CONTROLS .....	5
CUSTOMER CONTROLS .....	6
<i>Alternate Key</i> .....	6
CUSTOMER CONTROLS .....	9
<i>Customer Relationships</i> .....	9
<i>Customer Controls - Cash Allocation settings</i> .....	11
DATA ENTRY .....	12
AUTO ALLOCATION .....	18
ENQUIRIES .....	19
<i>Customer Relationship Enquiry</i> .....	19
<i>Debt Enquiries</i> .....	22
<i>Person/Student Transaction Enquiries</i> .....	24
<i>Amendment</i> .....	26

## 2. Introduction

### Student Sponsor overview

A student attending a university may have a number of sponsors (e.g. student loan company, parents, prospective work employer etc.) who will be funding their accommodation, tuition fees or other costs associated with their course. Each of these sponsors may in turn sponsor other students for their course fees. In order to facilitate these types of customers new functionality has been added to allow a relationship between the accounts.

Additional transaction enquiries allow the viewing of transactions within these relationships, thus student accounts has the ability to see a list of associated sponsors and from this screen view a list of transactions relating to that student but that are actually held on the sponsor account. Conversely, an enquiry on a sponsor account will allow the ability to view all transactions for a specific student and then provide a further link to allow the viewing of all transactions regardless of sponsor for the student.

Further transaction data has been available that will enable student-related information to be held against AR transactions. These additional fields are available to be entered via Sales Invoices and Cash/Adjustment entry.

Transaction amendment is available on these fields so they can be changed once the transaction has been created.

When payments are received from a sponsor (e.g. Student Loan Company) to pay transactions on behalf of a student, these payments will be held against the sponsor account and auto allocation will be required for these transactions to match against the relevant invoices for the student.

Frequently, however, the information held on the payment will not fully identify the student transaction that must be allocated, so two new auto allocation algorithms have been created to aid in the identification of the correct invoices to be paid.

The Funders and Students are setup in the usual way you would setup normal customers, this document explains how you can add the relationships between Funder and Student and the processing involved.

## Company Controls

The company index controls screen (MBAE) needs to be set for the maintenance of the customer alternate key index for enquiries of customers. Entry of the Key Type for the Customer Alternate Key will identify the value that can be entered upon the enquiry screens in the Key Type parameter to allow for searching of customer accounts by the alternate key. An active flag will allow the alternate key index to be maintained.

Note, if the active flag is not set and subsequently set at a later date with existing alternate keys defined against the customers, then the customer index rebuild process (BC5) must be run in order to rebuild this index. A support case can be raised by the customer to run this or a Consultant can run this for them.

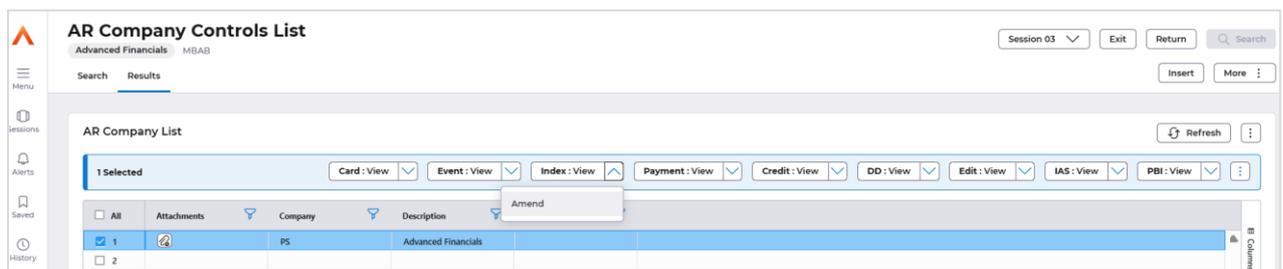
Also, note that as per the existing functionality for the Key Types that are available for customer index fields, the Customer Alternate Key Type will be protected once it has been defined and cannot be amended.

A field will also control whether duplicate alternate keys can be entered on customer controls. This field will allow three options:

Allowed – No duplicate checking is required; thus different customers can have the same alternate key.

Warning - Duplicate checking will occur, if different customers have the same alternate key, then a warning will be issued within customer maintenance.

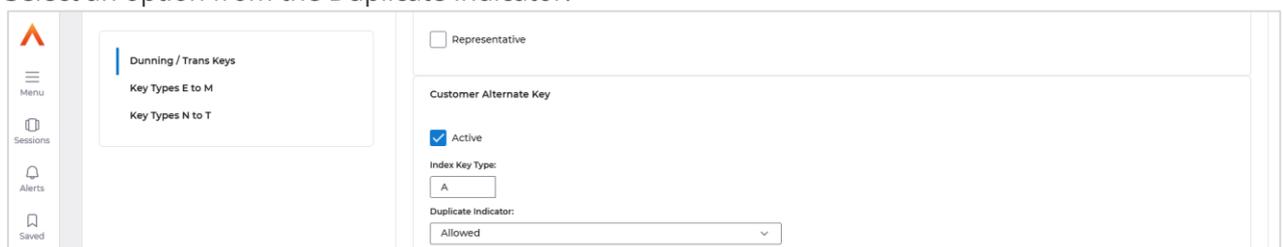
Error – Duplicates are not allowed, if different customers have the same alternate key, then an error will be issued within customer maintenance.



Locate the Customer Alternate Key section.

Flag for Active, enter a letter this can be in the range of A-Z

Select an option from the Duplicate Indicator.



## Customer Controls

### Alternate Key

The customer controls maintenance screen (MBCD) allows a new field to be entered to store an alternate key against a customer. This new field can be used for example to hold the unique student number as an alternative means of identifying the customer.

*Note: Duplicate checking to ensure uniqueness of the alternate key is available and switched on at AR company controls as previously mentioned, thus allowing entry of a duplicate alternate key on the customer controls to issue a warning or an error depending upon the setting of this control.*

Access the following menus:

**Accounts Receivable>AR Processes>Customers>Maintain Customers**

Locate the customer and use the amend action.

Access the **Customer Controls** format, and select the Analysis Codes tab, here you will find the Alternate Key field.

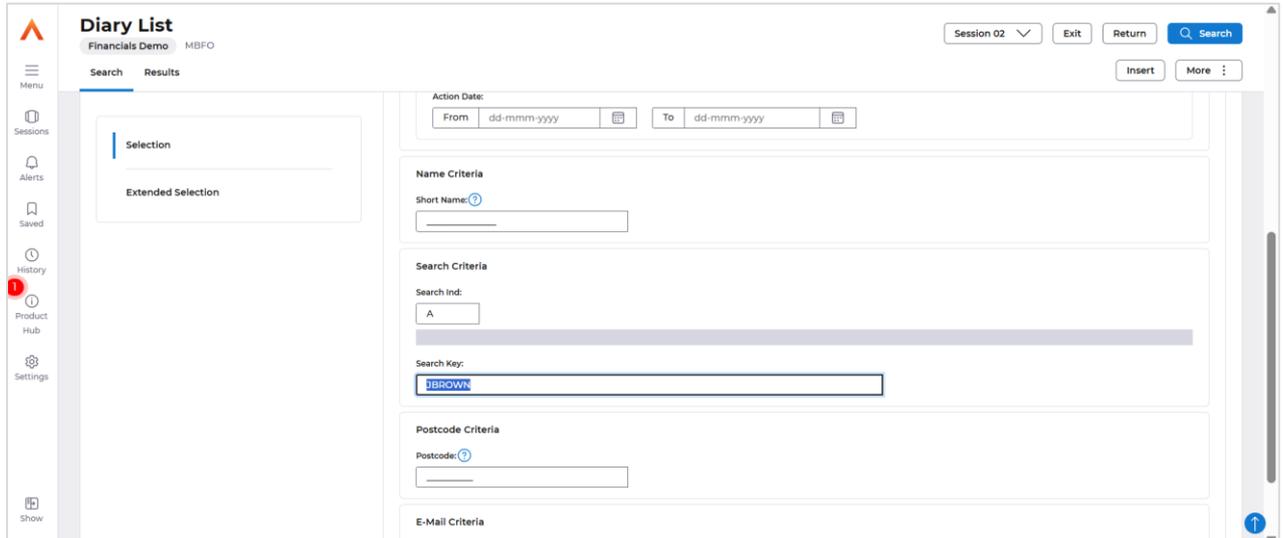
For this example, we have used JBROWN in the alternative key field.

The screenshot displays the 'Customer controls' tab in the 'Maintain Customers' screen. At the top, there are five numbered tabs: 1 Customer Name, 2 Customer controls (selected), 3 Customer address, 4 Tax registration, and 5 Customer bank account. Below the tabs, there are input fields for 'Ledger:' (FN) and 'Account:' (S10000). To the right, there are fields for 'Joe Brown', '10 Learn Lane', and 'Gateshead'. On the left side, there is a 'Primary Details' sidebar with a list of tabs: Analysis Codes (selected), Credit Controls, Other Controls, Associations, Integrations, Custom Fields 1, and Custom Fields 2. The main area is titled 'Analysis' and contains several search fields: 'Department:', 'Area:', 'Sales Representative:', and 'Approval Role:'. At the bottom of the 'Analysis' section, the 'Alternate Key:' field is populated with the text 'JBROWN'. A blue arrow icon is visible in the bottom right corner of the screen.

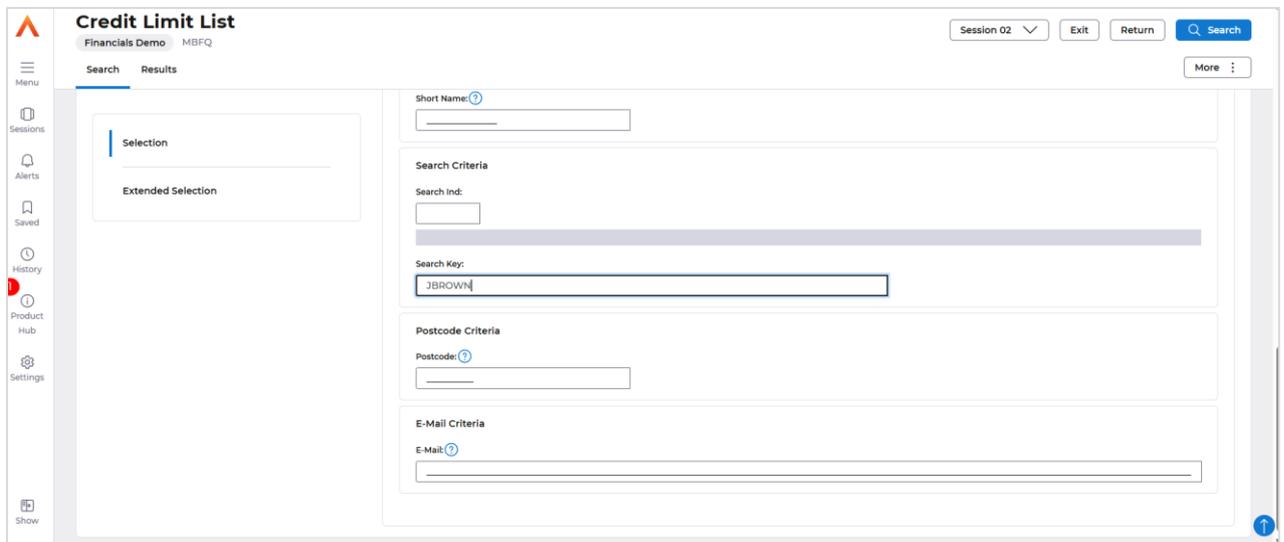
The alternate key will also be available to allowing searching of the customers with the alternative key via the existing customer index searches on screens:

JBROWN as set on the customer account alternative key.

**Diary List** – Menu access Accounts Receivable>AR Processes>Credit Controls>Maintain Diary Notes



**Credit Limit List** - Menu access Accounts Receivable>AR Processes>Credi Controls>Credit Control List



### Account Selection

Financials Demo MBZA

Session 02 Exit Return Search

Search Results More

Selection

Extended Selection

**List**

Request: Account Details

Company: 99  Ledger:  Account:

Element:

Short Name:

Original Value: From  To

Order Reference:  Transaction Reference:

MICR Number:

Search Type: A Prompt Search Key: JBROWN

Alternate Key

## Customer Controls

### Customer Relationships

A new screen is available that is accessed from either the customer maintenance list screen (MBCA) or via one of the customers edit screens that maintain controls, addresses etc. to maintain a list of related accounts. Two new actions allow either a list of sponsors to be maintained for a student or a list of students to be maintained with a relationship to a sponsor.

The new options available are Person/Student Relationships and Funder Relationships.

This will allow students and their respective sponsors to be related.

The options are available from the Customer List screen.

Access the following menus:

**Accounts Receivable>AR Processes>Customers>Maintain Customers**

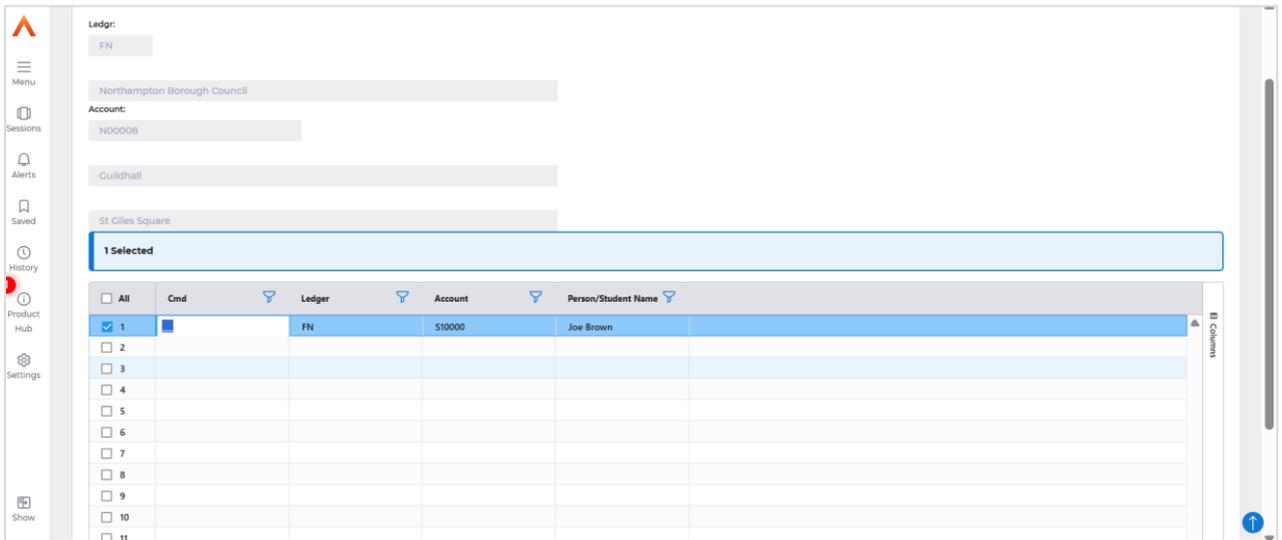
Locate the Funder.

From the List screen select **Amend Persons**.

The screenshot shows the 'Customer List' interface. At the top, there are navigation buttons like 'Session 02', 'Exit', 'Return', and a search bar. Below that, there are tabs for 'Search' and 'Results'. The main area contains a table with the following data:

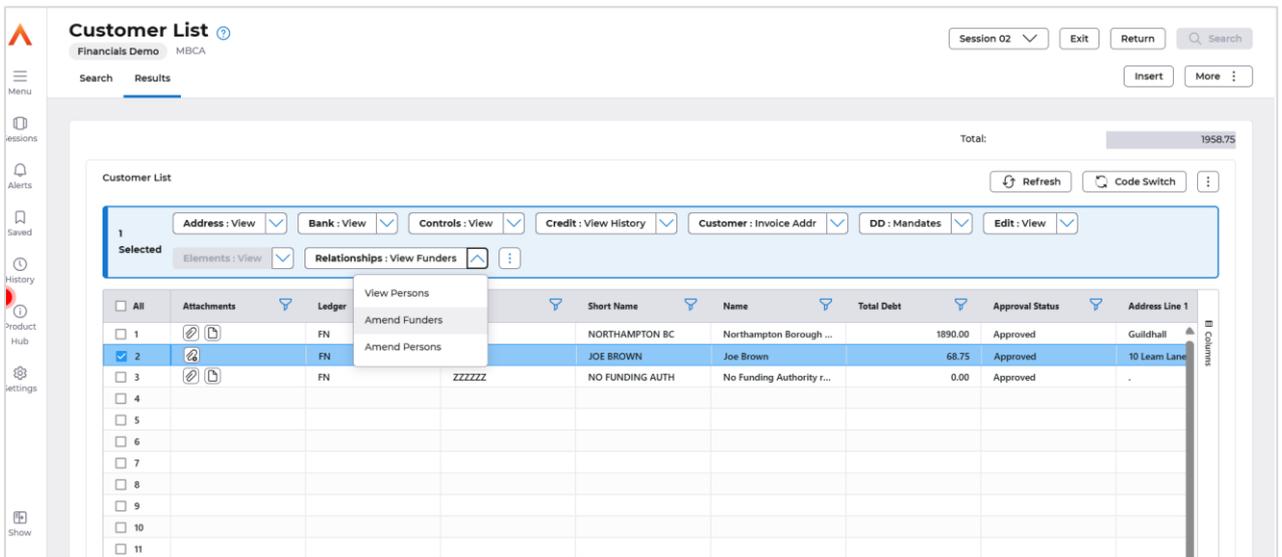
	Attachments	Ledger	Short Name	Name	Total Debt	Approval Status	Address Line 1
<input checked="" type="checkbox"/>		FN	NORTHAMPTON BC	Northampton Borough ...	1890.00	Approved	Guildhall
<input type="checkbox"/>		FN	JOE BROWN	Joe Brown	68.75	Approved	10 Leam Lane
<input type="checkbox"/>		FN	NO FUNDING AUTH	No Funding Authority r...	0.00	Approved	.
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Enter each relevant Student combination. This should include the **Ledger code** and **Account**.

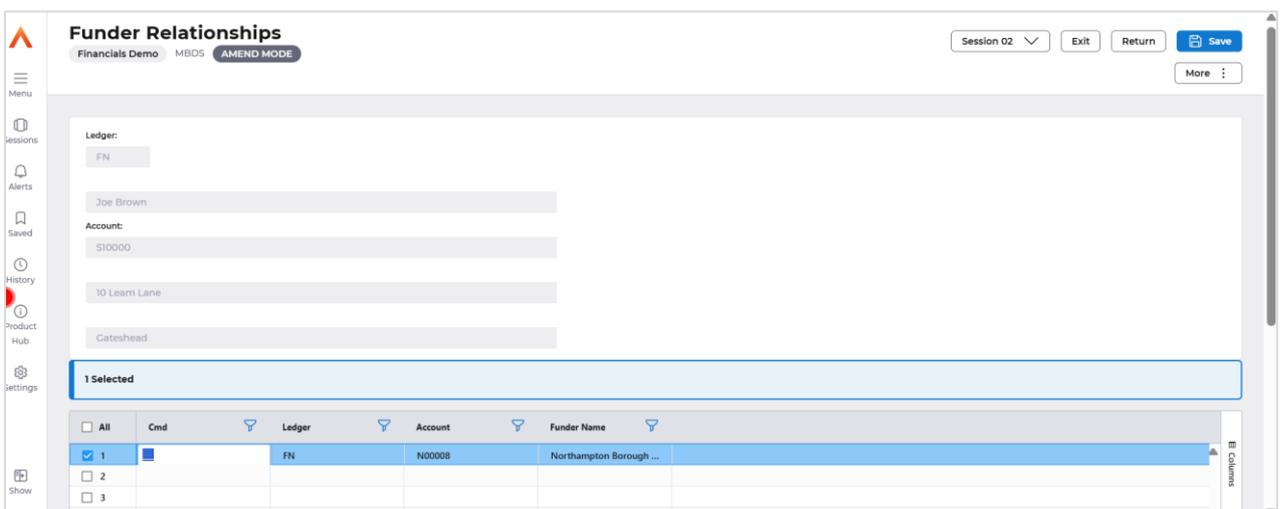


Once all details are added, select the **Save** button.

The relationship can also be added the opposite way by selecting Amend Funders, against the student account.



Each funder can be added as shown below.



## Customer Controls - Cash Allocation settings

The following two allocations methods are available for automatic allocation for use when matching payments against transactions when the payments are created in the system.

Student Support Number (alternate key) / Academic Year (period year) / Balance Outstanding

Name / Date of Birth / Academic Year / Balance Outstanding

When a cash transaction is created in the system via online/offline data entry, the customer may have automatic allocation in use. If either of these two new allocation options are specified, then a new process will be triggered during the data entry process to retrieve all transactions that match the specified criteria and allocate the payment. These two new options will be:

These options cannot be used in conjunction with the existing automatic allocation criteria on the same customer.

Access the **Customer Controls** screen on the customer file followed by the **Other Controls** tab.

The new fields are available from the drop menu Priority 1 – 5. The system will try to allocate the cash from Priority 1 if unsuccessful the process will work through the settings on the next priority level.

Use the **Save** action once complete.

## Data Entry

New fields have been added to the Sales Invoicing screen (MODB) and the Cash/Adjustment Entry screen (MBHB) to allow the entry of student specific data. All these fields are optional.

The student-related information is available for the new transaction detailed enquiry.

There are also two additional fields available to hold another customer account that represents the related customer.

This is used to determine who notionally owns the debt or payment transaction and will contain the student ledger/account number when the transaction resides on the Sponsor account. The alternate key (holding the student support number) is available on the transaction that will default from the related ledger/account fields.

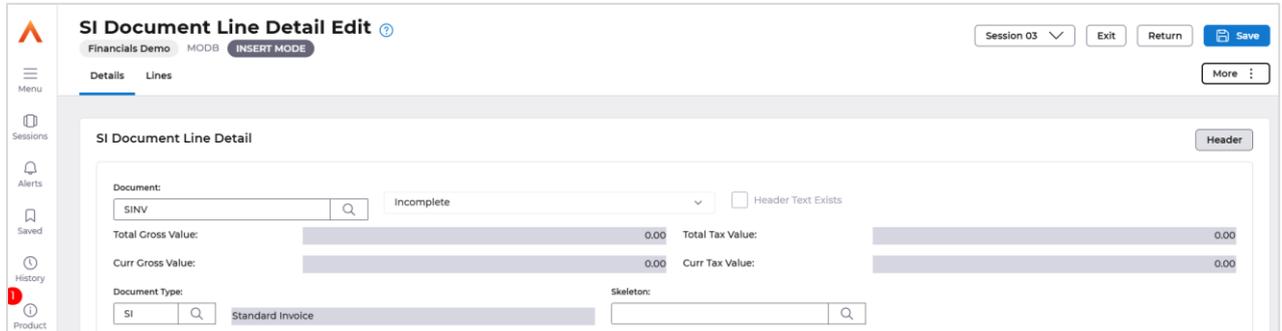
The following fields are available:

Field name	Example data
Course Code	Identifies the course code for which the transaction relates e.g. LCO241
Course Description	Contains the description of the course e.g. DPS IN EDUCATION (ART AND DESIGN)
Course Type	The type of the course that the student attends e.g. HFU
Course Level	The level of the course that the student attends e.g. PG (Post Graduate)
Fee Type	Contains the type of Fee for this course e.g. GF001
Period/Year	The academic period and year of student enrolment e.g. 07/08
Course Year	The year of study for the Course e.g. YR1
Attendance Mode	Mode of Attendance e.g. 02
Product Type	Product Type e.g. TUITION
Student Date of Birth	Date of Birth for the Student e.g. 12/10/2005
Account Status	Account Status e.g. ACTIVE
Account Type	Type of Account e.g. ST (Student)
Status	Status of Student e.g. H (Home)
Person/Student Name	Name of Person/Student e.g. JOHN SMITH
Payment Type	Method of Payment e.g. QLSQ
Customer Level	Level of Customer e.g. 1
AOS Type	AOS Type e.g. C (Course)

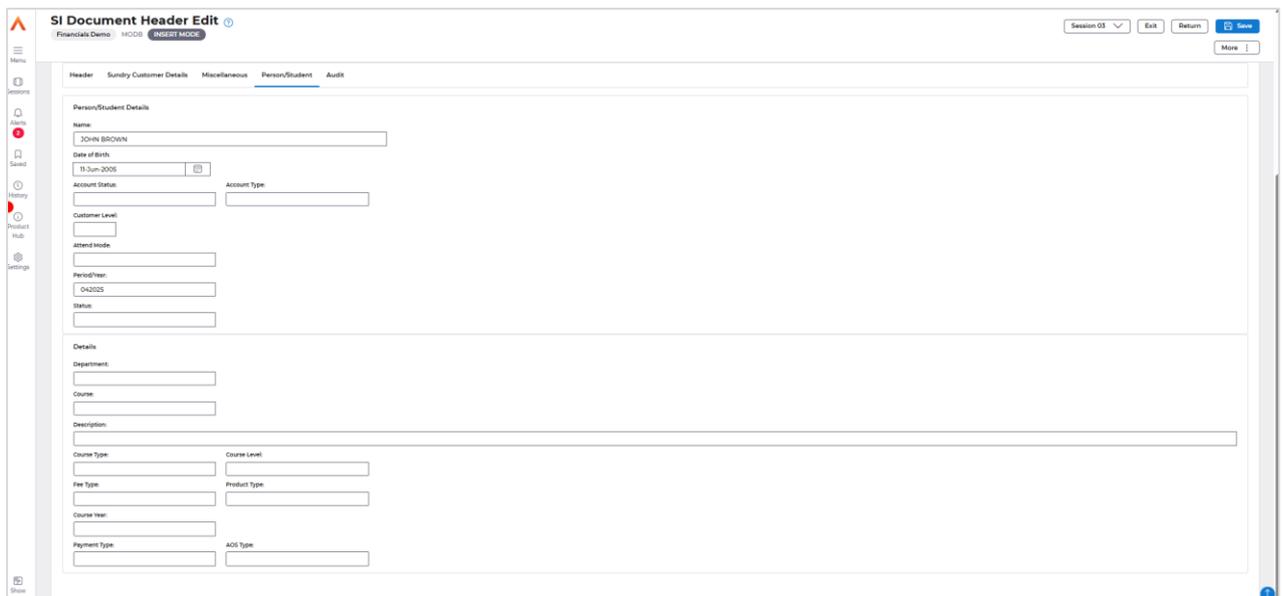
To access the Sales Invoice screen, follow the steps below:

**Accounts Receivable>AR Processes>AR Data Entry>Insert Invoice/Credit Note**

Enter the header and line details as usual then access the Header screen by selecting the **Header** button.



A new tab **Person/Student** is available with all of the fields described above.



Remember the following fields are used for Auto Allocation and will need to be entered for the new matching process.

Student Support Number (alternate key) / Academic Year (Period Year)/ Balance Outstanding

Name / Date of Birth / Academic Year (Period Year) / Balance Outstanding

For Sales Invoices the Related data can be found on the **Header** tab.

The screenshot shows the 'SI Document Line Detail' form with the 'Header' tab selected. The form contains the following sections and fields:

- Document:** A search field containing 'SI'.
- Check Digit:** An empty input field.
- Header Text Exists:** A checkbox that is currently unchecked.
- Status:** A dropdown menu set to 'Incomplete'.
- Document Type:** A search field containing 'SI'.
- Standard Invoice:** A section with tabs for 'Header', 'Sundry Customer Details', 'Miscellaneous', 'Person/Student', and 'Audit'. The 'Header' tab is active.
- Customer Details:**
  - Billing Address:** A search field containing '0' and a 'Prompt' button.
  - Culdhall:** A search field.
  - St Giles Square:** A search field.
  - Delivery Address:** A search field containing '0' and a 'Prompt' button.
  - Culdhall:** A search field.
  - St Giles Square:** A search field.
- Related Customer Details:**
  - Ledger:** A search field containing 'FN' and a 'Prompt' button.
  - Account:** A search field containing '310000' and a 'Prompt' button.
  - Alternate Key:** A search field containing 'JBROWN' and a 'Prompt' button.

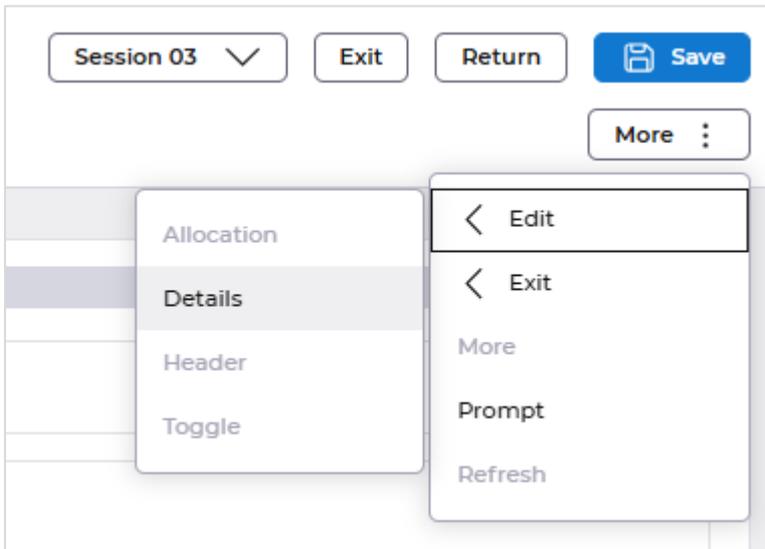
To access the Cash/Adjustment Entry follow the menus below:

**Accounts Receivable>AR Processes>AR Data Entry>** Cash/Adjustment Entry Enter the header details.

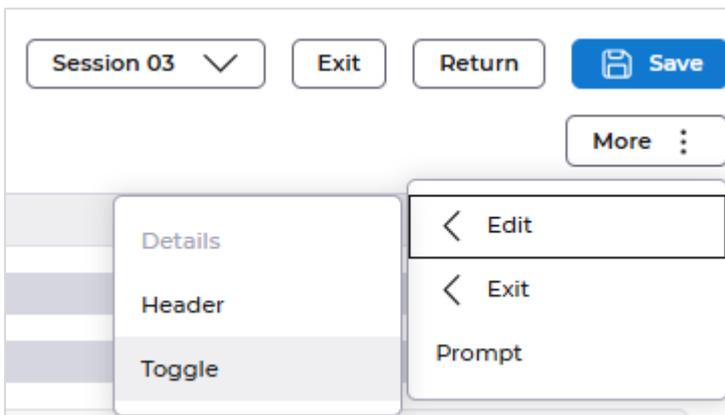
The screenshot shows the 'Batched Data Entry - Header' form in 'INSEDT MODE'. The form contains the following sections and fields:

- Batch Number:** A search field containing '0'.
- Primary Details:** A section with tabs for 'Primary Details' and 'Audit'. The 'Primary Details' tab is active.
- Batch:**
  - Reference:** A search field containing 'CB1234'.
  - Type:** A dropdown menu set to 'Adjustment'.
  - Subtype:** A search field and a 'Prompt' button.
- Date:** A date field containing '11-Jun-2025'.
- Currency:**
  - Code:** A search field containing 'GBP'.
  - Type:** A search field.
  - Date:** A date field with a format of 'dd-mm-yyyy'.
  - Rate:** A search field.
- General Ledger:**
  - Period:** A search field containing '12'.
  - Year:** A search field containing '2024'.
  - Reconciliation:** A search field.
  - Transaction Reference:** A search field.
  - Element:** A search field.

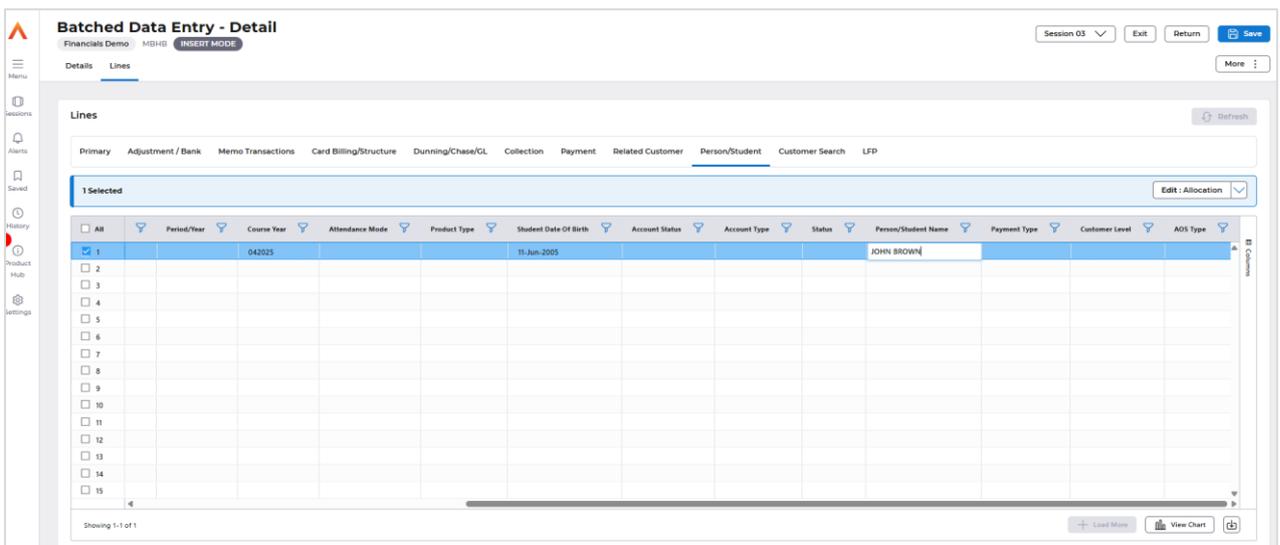
Enter the line details by accessing **More: Edit>Details** action



Depending on your settings you may need to use the **Edit>Toggle** mode to view the more detailed screen.



Located on this format will be the **Person/Student** tab. Where the fields described earlier can be found. (toggle action to be used)



For Cash/Adjustment entry the field can be found on the **Related Customer** tab.

The screenshot displays the 'Batched Data Entry - Detail' window. At the top, it shows 'Financials Demo' and 'INSERT MODE'. The 'Lines' tab is active, and the 'Related Customer' sub-tab is selected. A table with columns 'All', 'Related Ledger', 'Related Account', and 'Alternate Key' is shown. The first row is selected and contains the values '1', '10000', '\$10000', and 'JBROWN'. The interface includes a sidebar with navigation options like 'Menu', 'Sessions', 'Alerts', 'Saved', 'History', 'Product File', and 'Settings'. At the bottom, it indicates 'Showing 1-1 of 1' and has buttons for 'Load More', 'View Chart', and 'Print'.

All	Related Ledger	Related Account	Alternate Key
<input checked="" type="checkbox"/>	10000	\$10000	JBROWN
<input type="checkbox"/>			

## Auto Allocation

Two new automatic allocation routines will be introduced to aid in the matching of payments against invoices. These routines will typically be set on the sponsor account and use parameters to aid in the identification of the relevant student transactions that should be allocated. The customer controls screen (MBCD) will be changed to allow these new options to be specified on the automatic allocation controls. These options will be:

Student Support Number / Academic Year / Balance Outstanding

Name / Date of Birth / Academic Year / Balance Outstanding

For example, if option 'A' was selected on the auto allocation controls for a customer and a payment of £100 was entered in the system with a student support number '000001' and academic year '2025', then auto allocation would only find invoice transactions that had the same student support number and academic year and be for any value equal to or greater than £100. If option 'B' was also selected on the customer controls as the second alternative auto allocation control then if option 'A' was unsuccessful, option 'B' would be used for the matching (i.e. the payment would look for invoices that had the same Name, Date of Birth, Academic Year and Balance Outstanding greater than or equal to the cash value).

When using either of these two options, a report will be produced showing successful/unsuccessful allocations for each payment received in the system.

Also note when using either of these two options, the other auto allocation methods cannot be used for the same customer.

Only invoice transactions that have the same student related fields as the payment, will be selected for allocation when both the cash payment and selected invoice will be settled (i.e. these auto allocation options will only ever allocate one cash payment to one individual invoice transaction).

If the cash value is less than the value of the invoice then the invoice will be part allocated. If no relevant invoices can be found then the cash will remain unallocated and must therefore be manually allocated by the user

Note, if the value of the cash is greater than the value of the invoice then no auto allocation will be performed.

If more than one invoice transaction can be matched to the cash during auto allocation (e.g. two or more invoices have the same Student Support Number / Academic Year), then the system will allocate to the oldest transaction (i.e. the one with the oldest transaction date of those transactions that matched on the above criteria).

Follow the menus below to access the process for running Cash Allocation.

**Accounts Receivable>AR Processes>Cash Allocation>Person/Student Auto Allocation**

## Enquiries

New enquiry screens are available from the following menus:

**Accounts Receivable>AR Enquiries>Person/Student Funder Enquiries**

Details of each are described below.

### Customer Relationship Enquiry

This will display student/sponsor relationships, this screen will then allow further actions for viewing of total debt and associated transactions with this customer relationship. Either a ledger/account or Alternate key (where the Student Support Number will be held) must be entered in order to drive the enquiry.

Entry of a student account in the customer fields (or Student Support Number in the alternate key field) with a relationship indicator of (Sponsors) will build a list of sponsors for this Student. Entry of the sponsor account in the ledger/account with a relationship indicator of (Persons/Students) will build a list of students for this sponsor.

When enquiring on sponsors for a student, the total debt per sponsor for that student will be displayed, together with the total debt for the individual student and an overall total calculated for all debt across the transactions relating to the student.

In the example below, we have entered a Funder account and wish to view the students, associated with that account.

Access the following menus:

**Accounts Receivable>AR Enquiries>Person/Student and Funder Enquiries**

In this example we have selected to view a Funder and its associated Students.

The Relationship indicator has therefore been set to **Persons/Students**

The screenshot shows the 'Person/Student Relationship Enquiries' screen. At the top, there are navigation buttons for 'Session 02', 'Exit', 'Return', and 'Search'. Below this, there are tabs for 'Search' and 'Results'. The main area is titled 'Selection' and contains several input fields: 'Company' with the value '99', 'Ledger' with 'FN', and 'Account' with 'N00008'. Below these fields, there is a table with two columns: 'Customer' and 'Total'. The 'Customer' column shows a value of '2540.00' and the 'Total' column shows '3190.00'. At the bottom, there is an 'Alternate Key' field and a 'Relationship' dropdown menu set to 'Persons/Students'.



**Debt Related** – displays the debt for student that is held on the Funder account.

Person/Student Relationship Enquiries

Financials Demo MCPV

Session 02 | Exit | Return | Search

Search Results

Person/Student Relationship List

1 Selected

Account: Diary | Debt: Funder | Transactions: Funder

All	Attachments	Ledger	Account	Related Ledger	Related Account	Related Customer N...	Total Debt	Person	Alternate Key
<input checked="" type="checkbox"/>		FN	N00008	FN	S00002	Noreen Baxter		Person	
<input type="checkbox"/>		FN	N00008	FN	S10000	Joe Brown	250.00	Related	Northampton Borough ...

Person/Student Debt Enquiries

Financials Demo MCPV

Session 02 | Exit | Return | Search

Search Results

Person/Student Debt List

1 Selected

Account: Diary | Transactions: Details

All	Attachments	Ledger	Account	Related Ledger	Related Account	Type	Subtype	Legend	Total Debt	Customer Name
<input checked="" type="checkbox"/>		FN	N00008	FN	S00002	1	00	INV	400.00	Northampton
<input type="checkbox"/>										

There are other options available from after the drill down actions, that included diary and transaction details.

The **Transactions: Funder** options will show all transactions including settled transactions.

Account: Diary | Debt: Funder | Transactions: Funder

Person

Related

...	Total Debt	Customer Name
	400.00	Northampton Borou...
	250.00	Northampton Borough ...

## Debt Enquiries

This screen displays a summary outstanding debt of student/sponsors relationships by transaction legend. Summary totals are automatically maintained, and this new enquiry will allow viewing of these totals by student and/or sponsors.

Either a ledger/account or Alternate key (where the Student Support Number will be held) must be entered in order to drive the enquiry. Entry of a related customer account can also drive the list so that a list of transaction totals with this relationship will be shown.

The student/sponsor relationship, entry of the sponsor account in the ledger/account fields will build a summary of outstanding debt per transaction type for the students.

This list can be reduced by also entering a student account in the Related Customer fields (or Student Support Number in the related alternate key field) that will then only display a summary of outstanding debt per transaction type for the specific student.

By entering a Student account in the Related Customer fields (or Student Support Number in the related alternate key field) without entering a Sponsor, will display a summary of outstanding debt of transactions held across all sponsors for this student.

### Accounts Receivable>AR Enquiries>Debt Enquiries

This example is when the Funder code has been entered into the initial selection. Other parameters can be entered as mentioned above.

This now displays all of the transactions relating to the Funders account, so can include more than one student.

**Person/Student Debt Enquiries**  
 Financials Demo MCPW  
 Search Results

Session 02 | Exit | Return | Search

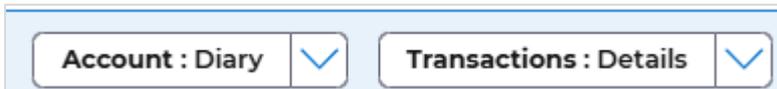
Person/Student Debt List | Refresh

0 Selected | Account : Diary | Transactions : Details

<input type="checkbox"/> All	Attachments	Ledger	Account	Related Ledger	Related Account	Type	Subtype	Legend	Total Debt	Customer Name
<input type="checkbox"/> 1		FN	N00008			1	00	INV	2540.00	Northampton
<input type="checkbox"/> 2		FN	N00008	FN	S00002	1	00	INV	400.00	Northampton
<input type="checkbox"/> 3		FN	N00008	FN	S10000	1	00	INV	350.00	Northampton
<input type="checkbox"/> 4		FN	N00008	FN	S10000	5	00	CASH	-100.00	Northampton
<input type="checkbox"/> 5										
<input type="checkbox"/> 6										
<input type="checkbox"/> 7										
<input type="checkbox"/> 8										
<input type="checkbox"/> 9										
<input type="checkbox"/> 10										
<input type="checkbox"/> 11										
<input type="checkbox"/> 12										
<input type="checkbox"/> 13										
<input type="checkbox"/> 14										
<input type="checkbox"/> 15										

Showing 1-4 of 4 | + Load More | View Chart

Other options are available from this screen that can link to Customer Diary and Customer file, or Transactions details for the selected accounts.



## Person/Student Transaction Enquiries

This screen displays transactions details specifically related to student/sponsor data. These enquiries allow searching of customers via the account key or via the customer alternate key that will be holding the student support number.

This new enquiry allows transactions with specific related accounts to be shown for a given customer.

The student/sponsor relationship, entry of the sponsor account in the ledger/account fields will build a list of all transactions for this sponsor. This list can be reduced by also entering a student account in the Related Customer fields (or Student Support Number in the related alternate key field) that will then only display transactions for the specific student on the sponsor account.

By entering a student account in the Related Customer fields (or Student Support Number in the related alternate key field) without entering a Sponsor, will display a list of all transactions held across all sponsors for this student.

### Accounts Receivable>AR Enquiries>Debt Enquiries

This example is entering a student account in the Related customer field.

The screenshot shows the 'Person/Student Transaction Enquiries' interface. At the top, there's a header with 'Financials Demo' and 'MCPX'. On the right, there are buttons for 'Session 02', 'Exit', 'Return', and 'Search'. Below the header, there are tabs for 'Search' and 'Results', and a 'More' menu. The main content area is divided into a left sidebar and a main form. The sidebar has a 'Selection' section with options: 'Transaction', 'Person/Student', and 'Details'. The main form contains several input fields: 'Company' with '99', 'Ledger', 'Account', 'Alternate Key', 'Related Customer' with 'FN', and 'Related Alt Key' with 'S10000'. There are also 'Prompt' buttons next to the 'Alternate Key' and 'Related Alt Key' fields.

Additional extended selection can be used to refine by transaction details, Person/Student and course Details

Selection

Transaction

Person/Student

Details

**Secondary Transaction Selection**

Reference:

Type:

Sub-Type:

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Currency:

OS Balance:

Element:

Transaction Status:

Tran Date: From  To

This has listed all transactions relating to that student, including and Funder transactions.

**Person/Student Transaction Enquiries**

Financials Demo MCPX

Session 02 | Exit | Return | Search

Search Results

Person/Student Transaction List

Total Orig: 318.75 Total O/S: 318.75

1 Selected

Ticket : Detail | Account : Diary | Plan : View | Transaction : Detail | Card : Transactions

All	Attachments	Ledger	Account	Alternate Key	Tran Date	Reference	Legend
<input checked="" type="checkbox"/>		FN	N00008		11-Jun-2025	JB8998	CASH
<input type="checkbox"/>		FN	N00008		11-Jun-2025	SI00017	INV
<input type="checkbox"/>		FN	N00008		12-Jun-2025	SI00019	INV
<input type="checkbox"/>		FN	S10000	JBROWN	11-Jun-2025	00000094	IINT
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

The links provided from these screens are very similar to those in the current AR Enquiry screens.

For example, a link to query, disputes, amendments, payments etc.

**Person/Student Transaction List**

Total Orig: 318.75 Total O/S: 318.75

1 Selected

Ticket : Detail | Account : Diary | Plan : View | Transaction : Detail | Card : Transactions

All	Attachments	Ledger	Account	Alternate Key	Tran Date	Reference	Legend
<input checked="" type="checkbox"/>		FN	N00008		11-Jun-2025	JB8998	CASH
<input type="checkbox"/>		FN	N00008		11-Jun-2025	SI00017	INV
<input type="checkbox"/>		FN	N00008		12-Jun-2025	SI00019	INV
<input type="checkbox"/>		FN	S10000	JBROWN	11-Jun-2025	00000094	IINT



The screenshot shows the 'Transaction Maintenance' interface in 'AMEND MODE'. The 'Primary Details' tab is active. At the top, there are buttons for 'Session 02', 'Exit', 'Return', and 'Save'. Below the tabs, there is a 'Dispute Query Count' field with a value of 0. A 'Print Details' section includes an 'Indicator' dropdown set to 'Not Printed' and a 'Print Date' field with a calendar icon. The 'Currency Values' and 'Base Values' table is as follows:

	Currency Values	Base Values
Original Value:		90.00
Original Discount:		0.00
O/S Balance:		90.00
O/S Discount:		0.00

Below the table are sections for 'Original Details' and 'Related Customer Details', each with 'Ledger' and 'Account' search fields. The 'Related Customer Details' section shows a 'Related Alternative key' of 'NBAXTER'.

The Student data can be found on the **Person/Student** tab. Make any required changes and then select Save to save the changes made.

The screenshot shows the 'Transaction Maintenance' interface with the 'Person/Student' tab selected. The 'Transaction Date' is set to '31 Jun 2025'. The 'Person/Student Details' section contains the following fields:

- Name: NORREEN BAXTER
- Date of Birth: 01-Feb-2000
- Account Status: [Field]
- Account Type: [Field]
- Customer Level: 0
- Attend Mode: [Field]
- Period/Year: 042025
- Status: [Field]

The 'Details' section includes fields for Department, Course, Description, Course Type, Course Level, and Fee Type.