FINANCIALS

Configuration and Using Student Sponsor

Product

June 2025



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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.

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≡ Menu	Search Results Insert More :
Disessions	AR Company List
Q Alerts	1Selected Card : View Event : View Index: View Payment : View DD : View Edit : View PBI : View Elit : View Elit : View PBI : View Elit : View PBI : View
□ Saved	All Attachments 🖓 Company 🖓 Description
() History	Image: 1 Image: 2 PS Advanced Financials Image: 2

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.

		Representative
	Dunning / Trans Keys	
Menu	Key Types E to M	Customer Alternate Key
0	Key Types N to T	
Sessions		Active
Q Alerts		Index Key Type:
□ Saved		Duplicate indicator: Allowed

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.

1 Customer Name	2 Customer controls	3 Customer address	4 Tax registration	5 Customer bank account
Ledger:	FN		Joe Brown	
Account:	\$1000	0	10 Leam Lane	
			Gateshead	
Primary Details Analysis Codes Credit Controls Other Controls Associations Integrations Custom Fields 1 Custom Fields 2	Analysis Department: Q Area: Q Sales Representative: Q			
	Approval Role:	Q		
	Alternate Key:			
	JBROWN			

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

	Diary List Financiais Demo MBFO Search Results		Session 02 V Exit Return Q Search
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6		Postcode:	
Show		E-Mail Criteria	•

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

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Search Results		More
Selection	Short Name: ()	
Extended Selection	Search Criteria Search Ind:	
	Search Key: 	
	Postcode Criteria Postcode:	
	E-Mail Criteria E-Maile ()	



oneAdvanced Accounts Receivable>AR Enquiries>Transaction Enquiries>Customer Account Enquiry

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arch Results		More
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Selection	Request:	
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	Company: Ledger: Account:	
	99 Q Q Q	
	Element:	
	Short Name:	
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	From To To Transaction Reference:	
	MICR Number:	
	Q	
	Search Type: Search Key: A Prompt JBROWN	
	Alternate Kev	

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.

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	_														
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,	Address : View	Bank : Vi	iew 🗸 Contro	ols : View	Credit	: View History	C	ustomer : Invoice A	Addr 🗸	DD : Manda	ates 🗸	Edit : View	•		
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8															
9															
10															

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

FN				
Northampt	ton Borough Council			
N00008				
Guildhall				
St Giles Squ	uare			
1 Selected	1			
	Cmd 🍞	Ledger 🌄 🏹	Account 🌱	Person/Student Name 🖓
2 1		FN	S10000	Joe Brown
		FN	510000	Joe Brown
✓ 1 2 3 4	•	FN	510000	Joe Brown
 ✓ 1 2 3 4 5 	•	FN	\$10000	Joe Brown
 ✓ 1 2 3 4 5 6 	•	FN	\$10000	Joe Brown
 ✓ 1 2 3 4 5 6 7 	•	FN	510000	Joe Brown
 ✓ 1 2 3 4 5 6 7 8 		FN	S10000	Joe Brown
 2 3 4 5 6 7 8 9 		FN	\$10000	Joe Brown

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.

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Each funder can be added as shown below.

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	More	:
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Saved	Account: \$10000	
History	10 Learn Lane	
Product Hub	Cateshead	
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*	Image: Transmission of the state o	Columns
Show		

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.

		None V Base V
	Primary Details	
=		- Hereite
Menu	Analysis Codes	Allocation
	Credit Controls	Default sequence:
Sessions	Other Controls	None ~
	Associations	Priority Level 1:
Alerts	Integrations	None ~
	Custom Fields 1	None
Saved	Custom Fields I	Exact Match
0	Custom Fields 2	Oldest First
History		Oldest First & Discount
i		Statement Balances
Product		User Defined
HUD		SSN/Year/Bal
(ĝ) Cottinar		Name/DOB/Vear
Jecunga		None v
		Discount
		Method
		None
*		tonc -
Show		Customer Level Discust
		CONVINCE LEVEL DISCOURT

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 Туре	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.

^	SI Document Line Detail Edit ()	Session 03 🗸 Exit Return 🛱 Save
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D Sessions	SI Document Line Detail	Header
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Saved	Total Gross Value:	0.00 Total Tax Value: 0.00
History	Curr Gross Value:	0.00 Curr Tax Value: 0.00
Product	Document Type: SI Q Standard Invoice	Skeleton:

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

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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.

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	E	JBROWN Prompt	
	SHUW		

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

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

Batched Data Entry - Header		Session 03 🗸 Exit Return 😫 Seve
Batch Number:	0	
Primary Details Audit		
Batch		
Reference: Type:	Subtype:	
CB1234 Adjustment	Prompt	
Date:		
11-Jun-2025		
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dd-mmm-yyyy		
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General Ledger		
Period: Year:		
12 2024		
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	Batched Data Entry - Header Tennois Dem MER CERTRON	Batche Dense Mere Constructions of the second secon

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

Session 03 🗸 Exit	Return 🗎 Save
	More :
Allocation	< Edit
Details	< Exit
Header	More
Toggle	Prompt
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Depending on your settings you may need to use the **Edit>Toggle** mode to view the more detailed screen.

Session 03 🗸 Exit	Return	🔒 Save
		More :
Details	C Edit	
Header	< Exit	
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Located on this format will be the **Person/Student** tab. Where the fields described earlier can be found. (toggle action to be used)

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Details Lir	ies												
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Primary	Adjustn	nent/Bank M	femo Transactions	Card Billing/Structure	Dunning/Chase/GL	Collection Payment	Related Customer P	erson/Student Cus	tomer Search	LFP			
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1 Selected	1											(Edit : Allocat
	Ŷ	Period/Year	Course Year 👕	Attendance Mode	Product Type 🍸	Student Date Of Birth 🍸	Account Status 🍸	Account Type 🌱	Status 🍸	Person/Student Name	Payment Type 🍸	Customer Level 🍸	AOS Type
1			042025			11-Jun-2005				JOHN BROWN			
2													
9													
10													
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For Cash/Adjustment entry the field can be found on the **Related Customer** tab.

Details Ent	es				
Lines					
Primary	Adjustment / Bank	Memo Transactions	Card Billing/Structure	Collection Payment Related Customer Person/Student Customer Search LFP	
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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**

۸	Person/Student Relationship Enquiries		Session 02 V Exit Return Q Search
	Search Results		More
n			
Sessions	Selection		
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0	Account:		
History	N00008 Q		
(i) Product	Debt Customer:	2540.00 Total:	3190.00
Hub	Alternate Key: 🕜		
\$			
Settings	Relationship:		

Each student is listed with the associated debt.

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501/30	duent Relation	ISTIP LIS														fl Hell	ISN
) Selecte	d										Ac	count : Diary `	V Debt	: Funder 🗸	Transactio	ns : Funder 🗅	
AI	Attachments	7	Ledger	Ŷ	Account	Ŷ	Related Ledger	7	Related Account	7	Related Customer N 🍞	Total Debt	Ŷ	Customer Name	Ŷ	Alternate Key	7
] 1	2		FN		N00008		FN		S00002		Noreen Baxter		400.00	Northampton Borou	igh		
2			FN		N00008		FN		S10000		Joe Brown		250.00	Northampton Borou	igh		
3																	
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15																	

The following actions be used.

Debt Funder – displays all debt transactions for the Funer



Person/ Financials Der Search Re	Student E no MCPW sults)ebt	Enquiries	5										(Session 02 🗸	Exit Return	Q Search
Person/St	udent Debt Lis d	t												Acco	unt : Diary 🗸 Tra	Re R	efresh :
	Account	Ŷ	Related Ledger	7	Related Account	7	Туре	7	Subtype	Ŷ	Legend	7	Total Debt	7	Customer Name	Alternate Key	Ŷ
1	N00008						1		00		INV			2540.00	Northampton Borough		▲ [■]
2	N00008		FN		S00002		1		00		INV			400.00	Northampton Borough		lunns
3	N00008		FN		S10000		1		00		INV			350.00	Northampton Borough		
4	N00008		FN		S10000		5		00		CASH			-100.00	Northampton Borough		
5																	
6																	

Debt: Person – displays the debt for the Student that was selected

#																		
۸	F	Person, Financials De	Student I	Relati	ionshi	p Enqui	ries									Session 02 🗸	Exit Return	Q Search
Menu		Search R	esults															More :
D Sessions		Person/S	tudent Relatior	nship Lis	it.												Ð	Refresh :
Q Alerts		1 Selecte	d										Ac	count : Diary	Debt	t : Funder 🔨 Tra	nsactions : Fund	er 🔽 🗄
			Attachments	Ŷ	Ledger	Ŷ	Account	Ŷ	Related Ledger	¥	Related Account	ð	Related Customer N 🍞	Total Debt	Person	e	Alternate K	iey 🎖
() History		✓ 1□ 2	&		FN FN		N00008 N00008		FN FN		\$00002 \$10000		Noreen Baxter Joe Brown		250.00	Borough Northampton Borough		Columns

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

٨	Person/S		elatio	onship	Enqui	ries									Session 02 N	✓ Exit	Return	Q Search
 Menu	Search Res	ults																More :
D Sessions	Person/Stu	Ident Relation	ship List														🗘 Refr	esh 🗄
Alerts	1 Selected											Ac	count : Diary	Deb	: Funder	Transactio	ons : Funder	
		Attachments	7	Ledger	7	Account	8	Related Ledger	7	Related Account	7	Related Customer N 🖓	Total Debt	Person		. 7	Alternate Key	¥
0	2 1	2		FN		N00008		FN		500002		Noreen Baxter		Related		Borough		
History	□ 2	2		FN		N00008		FN		S10000		Joe Brown		250.00	Northampton	Borough		anne

٨	Person/S	Student D)ebt	Enquirie	s										Sessio	n 02 🗸	Exit	eturn Q	Search
 Menu	Search Re	sults																M	ore :
D Sessions	Person/St	udent Debt Lis	t														ſ	C Refresh	
Q Alerts	1 Selected	I													Account : Dia	iry 🗸 🗂	ansactions :	Details 🗸	
, Saved		Attachments	7	Ledger 🌱	Account 🍞	Related Ledger	Ŷ	Related Account	7	Туре	8	Subtype	Ŷ	Legend	Ŷ	Total Debt	Ŷ	Customer Name	
0	2 1	2		FN	N00008	FN		S00002		1		00		INV			400.00	Northampton	L Col
History	🗆 2																		umns

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.

Acc	ount : Diary	Debt	: Funder 🗸 🚺	Transactions : Funder
🖓	Total Debt	Ŷ	Customer Name	Person
		400.00	Northampton Borou	
		250.00	Northampton Borou	gh

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.

۸	Person/Student Debt Enquiries	Session 02 V Exit Return	Q Search
= Menu	Search Results		More :
O Sessions	Selection		
Q Alerts	company 99 Q.		
다. Saved	Type Q		
History	subtype		
Droduct Hub			
8 Settings	N Q. Account Q.		
	Administrative Constraints State Constraints Sta		
	OS Balance		
	All v		
	Related Cutomer		
	C. Total Deet		
			250.00
Ð	avleted At Key 🕜 Prompt		

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

son/	Student D	abt	Enqui	ioc														
son/a	NO MCPW	ebt	Enqui	les											Sessio	in 02 🗸 🗌 🗌	Exit	Return Q
h Re	sults																	м
rson/Sti	udent Deht List																1	Ct. Defeet
Selecter	duent Debt Lis													4	Account : Di		ansactions :	Details V
All	ditta da marte			7	Q	Related Ladara	0	Related Associat	0	Time	Þ	fultan.	Þ			Tetel Data	~	Costana Naci
1	Attachments		Leager	Nooooa		Related Ledger		Related Account		Type		Subtype	v	Legend		Iotal Debt	2540.00	Northampton
1 2			EN	NOODOS		EN		\$00002		1		00		IND			400.00	Northampton
1.2			EN	NOODO		EN		510000				00		INN			350.00	Northampton
14			FN	N00008		FN		\$10000		5		00		CASH			-100.00	Northampton
5										-								
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11																		
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Other options are available from this screen that can link to Customer Diary and Customer file, or Transactions details for the selected accounts.

Account : Diary	Transactions : Details	\square

Person/Student Transaction Enquiries

This screen display 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.

son/Student Transacti ncials Demo MCPX	on Enquiries	Session 02 V Exit Return Q Searc
ch Results		More :
Selection	Company: 99 Q	
Transaction	Ledger: Account:	
Person/Student	Alternate Key: (?)	
Details		Prompt
	Related Customer:	
	S10000 Q Related Alt Key: (?)	

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

Selection	Secondary Transaction Selection
	Reference: ⑦
Transaction	
Person/Student	туре: ⑦
Details	- Q
	Sub-Type: ⑦
	Q
	Currency: (?)
	OS Balance:
	All
	Element: ⑦
	Q
	Transaction Status:
	All
	Tran Date:
	From dd-mmm-yyyy 📰 To dd-mmm-yyyy 📰

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

^	Person/S	Student Trans	action Enqui	ries		Se	ession 02 V Exit	Return Q Search							
 Menu	Search Res	sults						More :							
ssions	Person/Sto	Person/Student Transaction List													
Q	Total Orig:			:	318.75 Total O/S:			318.75							
aved	1 Selected	i		Ticket : Detail	Account : Diary	lan : View 🗸 Transac	ction : Detail 🗸 Card	d : Transactions							
0		Attachments 🖓	Ledger 🌱	Account 🌱	Alternate Key	Tran Date	Reference 🖓	Legend							
story	1	a	FN	N00008		11-Jun-2025	JB8998	CASH							
itory D	☑ 1☑ 2	6 6	FN FN	N00008 N00008		11-Jun-2025 11-Jun-2025	JB8998 SI00017	CASH Columns							
D duct	 ✓ 1 2 3 	2 2 2	FN FN FN	N00008 N00008 N00008		11-Jun-2025 11-Jun-2025 12-Jun-2025	JB8998 SI00017 SI00019	CASH Columns INV INV							
i) oduct lub	 ✓ 1 2 3 4 	2 2 2 2	FN FN FN FN	N00008 N00008 N00008 S10000	JBROWN	11-Jun-2025 11-Jun-2025 12-Jun-2025 11-Jun-2025	JB8998 S100017 S100019 00000094	CASH Columns INV INV INT							
aduct Jub	 ✓ 1 2 3 4 5 	2 2 2	FN FN FN FN	N00008 N00008 S10000	JBROWN	11-Jun-2025 11-Jun-2025 12-Jun-2025 11-Jun-2025	J88998 S100017 S100019 00000094	CASH Columns INV INV INT							
istory i oduct Hub ttings	 ✓ 1 2 3 4 5 6 	2 2 2 2	FN FN FN	N00008 N00008 N00008 S10000	JBROWN	11-Jun-2025 11-Jun-2025 12-Jun-2025 11-Jun-2025	J88998 S100017 S100019 00000094	CASH Columns INV INV INT							
story i) oduct Hub ttings	 ☑ 1 2 3 4 5 6 7 	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	FN FN FN FN	N00008 N00008 N00008 S10000	JBROWN	11-Jun-2025 11-Jun-2025 12-Jun-2025 11-Jun-2025	JB8998 S100017 S100019 00000094	CASH Columns INV INV IINT							
i) oduct Hub	 2 3 4 5 6 7 8 	2 2 2 2	FN FN FN FN	N00008 N00008 N00008 S10000	JBROWN	11-Jun-2025 11-Jun-2025 12-Jun-2025 11-Jun-2025	JB8998 5100017 5100019 00000094	CASH Column INV INV INV INT							
i) oduct tub	 ✓ 1 2 3 4 5 6 7 8 9 		FN FN FN FN	N00008 N00008 N00008 S10000	JBROWN	11-Jun-2025 11-Jun-2025 12-Jun-2025 11-Jun-2025	JB8998 S100017 S100019 00000094	INV INV INV INT							

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

Person/Stu	ident Transact	ion List											D Refresh	•
otal Orig:						3	318.75 Total O/S:							318.75
1 Selected					Ticket : Deta		Account : Diary	> P	lan : View 🗸	Transad	tion : Detail	Card	: Transactions	:
	Attachments	7	Ledger	Ŷ	Account	Ŷ	Alternate Key	\mathbf{r}	Tran Date	\mathbf{r}	Reference	Ŷ	Legend	
V 1	8		FN		N00008				11-Jun-2025		JB8998		CASH	
2	R		FN		N00008				11-Jun-2025		SI00017		INV	umns
3	<i>(</i>		FN		N00008				12-Jun-2025		SI00019		INV	
			FN		\$10000		IBROWN		11- Jun-2025		0000094		IINT	

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



Amendment

The student related data can also be amended once the transaction has been created.

Access the following menus:

Accounts Receivable>AR Processes>Credit Controls>Transaction Amendment

Make and entry in the selection window to retrieve the transaction you wish to amend.

۸	Financials Demo MBDC		Session 02 🗸 Exit Return	Q Search
E	Search Results			More :
Sessions Aters Saved Saved C Hatory Product Hub Settings	Selection Extended Selection	Company 9 Q Treataction Ref 		

Select the **Search** button to retrieve the transaction.

Once the list is retrieved, select the **Edit: Amend** button.

Financials Dem	MBJC															Jession 02	×)(
Search Res	ults																		
Transactio	n List															(f Refres	h Do	ode Si
1 Selected											Disput	te : Transa	ction V Edit : V	fiew N Plan	View 🗸	Query : List	✓ Tra	nsaction : App	rove
	Attachments	7	Transaction Reference 🖓	Legend	7	Ledger	7	Account	Ÿ	Outstanding Balance 💡	Transaction Date	Y	Amend	ation	Ÿ	Order Reference	7	Currency Value	
🗹 1	a		00000095	IINT		FN		\$00002		90.00	11-Jun-2025		11-Jul-2025	DI		500008			0
2	a		SI00018	INV		FN		\$00002		500.00	12-Jun-2025		12-Jul-2025	D1		\$100008			0.
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10																			
0 11																			
12																			
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14																			

The related data can be found on the Primary Details tab.

		onervancea
Transaction Maintenance		(fersion 92 ▽) (Exit) (Return) (Market (Return)) (Market (Return)) (Market (Return)) (Market (Return)) (Return) (Return
Primary Details Dunning/Collection/Payment Person/Student Audit		
Dispute Query Count:	0	
Print Details		
Indicator:		
Print Date:		
	Currency Values	Base Values
Original Value:		90
Original Discount:		0
O/S Balance:		90
O/5 Discount:		٥
Original Details		
Ladger: Account:		
Related Customer Details		
Ledger: Account: FN Q_		
Related Alternate Key:		
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.

Financials Demo M310 (MEND MODE)		Session 02 V Exit Return 😭 S
Transaction Date:	11 Jun 2025	
Primary Details Dunning/Collection/Payment Perso	udent Audit	
Person/Student Details Name: NOREEN BAXTER		
Date of Birth: 01-Feb-2000		
Account Status: Account Typ Customer Level:		
0 Attend Hode:		
Period/war: 042025		
Status:		
Details		
Course:		
Description		
Course Type: Course Level		
Fee Type:		