

**FINANCIALS**

# Configuration and Using Student/Funder Relationship

Education Sector

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/FUNDER OVERVIEW .....	4
<b>COMPANY CONTROLS .....</b>	<b>5</b>
<b>CUSTOMER SETUP AND CONTROLS .....</b>	<b>7</b>
<i>Student and Funder accounts .....</i>	<i>7</i>
<i>Alternate Key.....</i>	<i>7</i>
<i>MBFQ – Credit Limit List .....</i>	<i>9</i>
<i>MBZA – Account Selection .....</i>	<i>10</i>
<i>Customer Controls - Cash Allocation settings.....</i>	<i>11</i>
<b>CUSTOMER CONTROLS .....</b>	<b>12</b>
<i>Customer Relationships .....</i>	<i>12</i>
<b>DATA ENTRY .....</b>	<b>14</b>
AUTO ALLOCATION.....	20
<b>AUTO ALLOCATION EXAMPLES .....</b>	<b>22</b>
EXAMPLE 1 .....	23
<b>EXAMPLE 2 .....</b>	<b>24</b>
ENQUIRIES .....	25
<i>Customer Relationship Enquiry.....</i>	<i>25</i>
<i>Debt Enquiries .....</i>	<i>28</i>
<i>Person/Student Transaction Enquiries .....</i>	<i>30</i>
<i>Amendment .....</i>	<i>32</i>

## 2. Introduction

### Student/Funder overview

This workbook provides a step-by-step guide on setting up and processing student invoices when a student is funded by a third party. The following sections outline the key considerations and procedures to ensure accurate and efficient invoicing.

Below is an overview of the solution.

A student attending a university may have a number of funders (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 funders may in turn fund other students for their course fees. 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 have the ability to see a list of associated funders and from this screen view a list of transactions relating to that student but that are actually held on the funder account. Conversely, an enquiry on a funder 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 funder for the student.

Further transaction data has been available that will enable student-related information to be held against Accounts Receivable transactions. These additional fields are available to be entered via Sales Invoices and Cash/Adjustment entry. These fields are available on the API in the Sales Invoicing Document section and AR Cash.

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

When payments are received from a funder (e.g. Student Loan Company) to pay transactions on behalf of a student, these payments will be held against the funder 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 needs to be set for the maintenance of the customer alternate key index. This alternate key will be used to hold data such as the student number on the customer file and can be used as a selection parameter in enquiry selection windows.

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.

The setup and use of this key is explained in the following sections.

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 you.*

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.

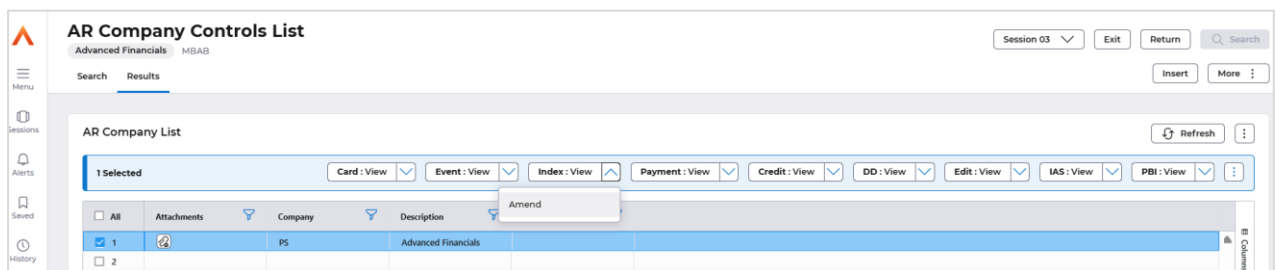
Error – Duplicates are not allowed, if different customers have the same alternate key, then an error will be issued within customer maintenance.

To set this field for use, access the following menus:

**Advanced Consultant Onboarding Menu>All System Controls>Accounts Receivable Code Tables>Group Company Controls>Company Controls**

Enter your company code in the selection window and select Search.

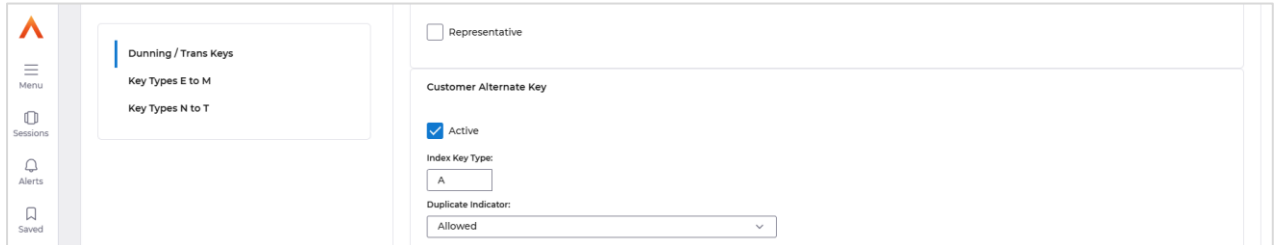
Use the **Index>Amend** action.



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.



The screenshot shows the oneAdvanced web application interface. On the left is a sidebar with navigation icons: a home icon, a menu icon, a sessions icon, an alerts icon, and a saved icon. The main content area is divided into two sections. The top section, titled 'Dunning / Trans Keys', contains two sub-sections: 'Key Types E to M' and 'Key Types N to T'. The bottom section, titled 'Customer Alternate Key', contains a 'Representative' checkbox, an 'Active' checkbox (which is checked), an 'Index Key Type' input field with the value 'A', and a 'Duplicate Indicator' dropdown menu with the value 'Allowed'.

# Customer Setup and Controls

## Student and Funder accounts

The student and funder customer accounts are setup in the same way as you would do for a regular customer. The section below explains additional fields that can be set to aid in invoice processing, enquiries and the allocation of cash.

## Alternate Key

The customer controls maintenance screen (MBCD) allows a new field to be entered to store an alternate key against a customer, or student account in this scenario.

This new field can be used for example to hold the unique student number, that you currently store in your student database 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' maintenance screen (MBCD) with the 'Analysis Codes' tab selected. The interface includes a top navigation bar with five tabs: 1 Customer Name, 2 Customer controls (active), 3 Customer address, 4 Tax registration, and 5 Customer bank account. Below the navigation bar, there are input fields for 'Ledger:' (FN), 'Account:' (S10000), 'Joe Brown', '10 Learn Lane', and 'Gateshead'. On the left side, a 'Primary Details' sidebar lists several options: 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, the 'Alternate Key:' field is highlighted with an orange box and contains the value 'JBROWN'.

The alternate key will also be available to allowing searching of the customers on the following screens:

MBFO – Diary List - diary notes are created in the usual way; the alternate key will just default on any new diary entry on the student account.

Menu Access:

**Accounts Receivable>AR Processes>Credit Control>Maintain Diary notes.**

In the selection window access the **Criteria** field and choose **Search**.

**Criteria:**

Search

Enter the Search Ind (in this A as set in the company controls, and the Search Key i.e Alternate key which would be student number for example.

**Diary List**  
Financials Demo MBFO

Session 02 Exit Return Search

Insert More

Action Date:  
From dd-mmm-yyyy To dd-mmm-yyyy

Name Criteria  
Short Name:

**Search Criteria**  
Search Ind:  
A

Search Key:  
JBROWN

Postcode Criteria  
Postcode:

E-Mail Criteria

Only diary notes for that key are then displayed.

**Diary List**  
Financials Demo MBFO

Session 04 Exit Return Search

Insert More

Diary List

1 Selected

CR Limit: View CR Limit Edit: View

	Attachments	Diary Type	Diary Code	Status Indicator	Action User	Action Date	Value	Ledger	Account	Diary User	Diary Date	Diary Text Line 1	Short Name	Currency Code
1		AD		0	SSO00004	11-Jun-2023	0.00	FN	S10000	SSO00004	11-Jun-2023	Please review the account	JOE BROWN	GBP
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

Showing 1-1 of 1

Load More View Chart



## MBFQ – Credit Limit List

Menu Access:

**Accounts Receivable>AR Processes>Credit Control>Maintain Diary notes.**

In the selection window access the **Criteria** field and choose **Search**.

**Criteria:**

Search

Enter the Search Ind (in this A as set in the company controls), and the Search Key i.e. Alternate key which would be student number for example.

**Credit Limit List**  
Financials Demo MBFQ

Session 04 Exit Return Search

Search Results

Selection

Extended Selection

Ranges

Debt:

From To

Overdue:

From To

Credit Limit:

From To

Name

Short Name

Search Criteria

Search Ind

A

Search Key

JBROWN

Postcode Criteria

Postcode

E-Mail Criteria

E-Mail

The account that relates to that alternate key will be displayed.

**Credit Limit List**  
Financials Demo MBFQ

Session 04 Exit Return Search

Search Results

Refresh Code Switch

1 Selected Credit Rating: View History Account: Aged Debt Diary: Diary View Edit: View Query: Query Management

	Attachments	Ledger	Account	Customer Name	Email	Tel Number	Post Code	Address 1	Address Number	Credit Limit	Total Debt
<input checked="" type="checkbox"/> 1	4	FN	S10000	Joe Brown				10 Leam Lane		0	0
<input type="checkbox"/> 2											
<input type="checkbox"/> 3											
<input type="checkbox"/> 4											
<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 1-1 of 1

Load More View Chart

## MBZA – Account Selection

Menu access:

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

Entering the parameters of Search type A as set in Company Controls and JBROWN as set on the customer account alternative key, only displays the J Brown Account.

**Account Selection**  
Financials Demo MBZA

Session 02 Exit Return Search

Search Results

Selection  
Extended Selection

List

Request:  
Account Details

Company: 99 Ledger: Account: Element: Short Name: Original Value: From To Order Reference: Transaction Reference: MICH Number: Search Type: A Prompt Search Key: JBROWN Alternate Key:

Results retrieved are the one transaction that has been entered against that account.

**Account Selection**  
Financials Demo MBZA

Session 02 Exit Return Search

Search Results

Total: 68.75

Account List

1 Selected

Display: Acct Dets

	Attachments	Ledger	Account	Search Key	Name	Total Debt	Disabled
<input checked="" type="checkbox"/> 1		FN	S10000	JBROWN	Joe Brown	68.75	
<input type="checkbox"/> 2							
<input type="checkbox"/> 3							
<input type="checkbox"/> 4							
<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							

## Customer Controls - Cash Allocation settings

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

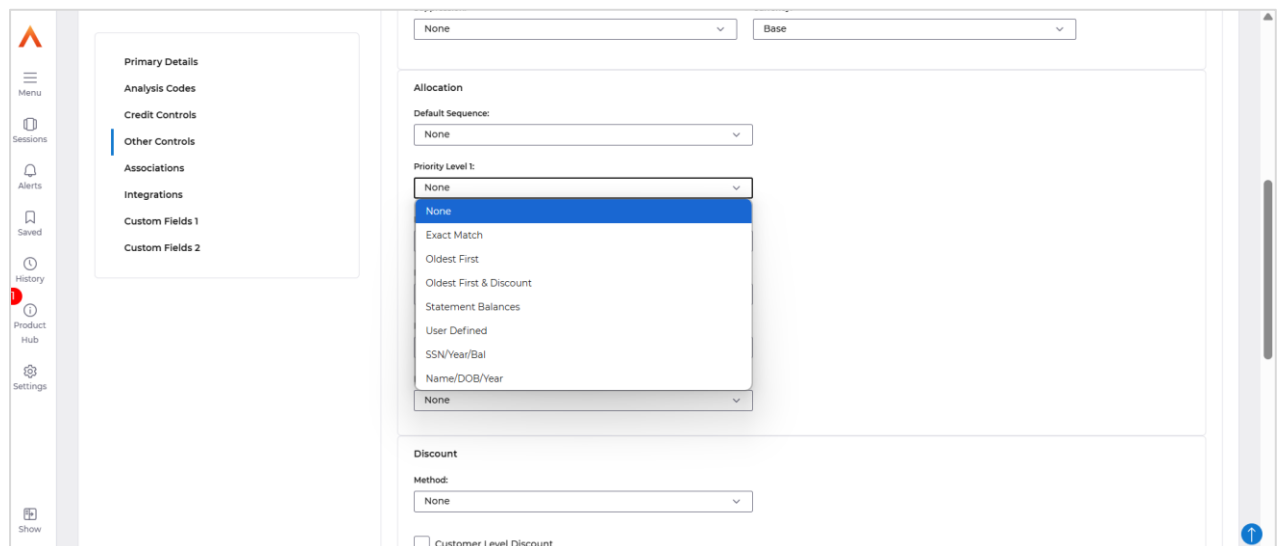
- **Student Support Number (alternate key) / Academic Year (period year) / Balance Outstanding**
- **Name / Date of Birth / Academic Year / Balance Outstanding**

When a cash transaction is created in the system via online/offline data entry, the customer may have automatic allocation in use.

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.

# 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 funders to be maintained for a student or a list of students to be maintained with a relationship to a funder.

*Note, in order for Customers to be purged from the system, then the relationships must be deleted before the customer can be removed from the system.*

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

This will allow students and their respective funders 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 displays the 'Customer List' interface. At the top, there are navigation buttons like 'Session 02', 'Exit', 'Return', and a search bar. Below this, a 'Customer List' header is visible. A table of customer records is shown with columns: Short Name, Name, Total Debt, Approval Status, and Address Line 1. A context menu is open over the first row, showing options: 'View Persons', 'Amend Funders', and 'Amend Persons'. The 'Amend Persons' option is highlighted. The table contains three rows of data: NORTHAMPTON BC, JOE BROWN, and NO FUNDING AUTH.

Short Name	Name	Total Debt	Approval Status	Address Line 1
NORTHAMPTON BC	Northampton Borough ...	1890.00	Approved	Guildhall
JOE BROWN	Joe Brown	68.75	Approved	10 Leam Lane
NO FUNDING AUTH	No Funding Authority r...	0.00	Approved	.

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

**Ledger:**  
FN

Northampton Borough Council

**Account:**  
N00008

Guildhall

St Giles Square

1 Selected

All	Cmd	Ledger	Account	Person/Student Name
<input checked="" type="checkbox"/>		FN	S10000	Joe Brown
<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"/>				
<input type="checkbox"/>				

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.

**Customer List**

Financials Demo MBCA

Session 02 Exit Return Search

Insert More

Total: 1958.75

Refresh Code Switch

1 Selected

Address: View Bank: View Controls: View Credit: View History Customer: Invoice Addr DD: Mandates Edit: View

Elements: View Relationships: View Funders

All	Attachments	Ledger	Short Name	Name	Total Debt	Approval Status	Address Line 1
<input type="checkbox"/>		FN	NORTHAMPTON BC	Northampton Borough ...	1890.00	Approved	Guildhall
<input checked="" type="checkbox"/>		FN	JOE BROWN	Joe Brown	68.75	Approved	10 Leam Lane
<input type="checkbox"/>		FN	ZZZZZZ	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"/>							

Each funder can be added as shown below.

**Funder Relationships**

Financials Demo MBDS AMEND MODE

Session 02 Exit Return Save More

**Ledger:**  
FN

Joe Brown

**Account:**  
S10000

10 Leam Lane

Gateshead

1 Selected

All	Cmd	Ledger	Account	Funder Name
<input checked="" type="checkbox"/>		FN	N00008	Northampton Borough ...
<input type="checkbox"/>				
<input type="checkbox"/>				

# 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 to view in the new transaction detailed enquiry screens that is detailed in the enquiry section of this document.

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 Funder 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
Person/Student Name	Name of Person/Student e.g. JOHN SMITH
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)
Customer Level	Level of Customer e.g. 1
Attend Mode	Mode of Attendance e.g. 02
Period/Year	The academic period and year of student enrolment e.g. 07/08
Status	Status of Student e.g. H (Home)
Course Description	Contains the description of the course e.g. DPS IN EDUCATION (ART AND DESIGN)
Course Code	Identifies the course code for which the transaction relates e.g. LCO241
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
Course Type	The type of the course that the student attends e.g. HFU
Product Type	Product Type e.g. TUITION
Course Year	The year of study for the Course e.g. YR1
Payment Type	Method of Payment e.g. QLSQ
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**

Financials Demo MODB INSERT MODE

Session 03 Exit Return Save

Menu Sessions Alerts Saved History Product

**SI Document Line Detail** Header

Document: SINV Incomplete ☐ Header Text Exists

Total Gross Value: 0.00 Total Tax Value: 0.00

Curr Gross Value: 0.00 Curr Tax Value: 0.00

Document Type: SI Standard Invoice Skeleton:

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

**SI Document Header Edit**

Financials Demo MODB INSERT MODE

Session 03 Exit Return Save

Menu Sessions Alerts Saved History Product Hub Settings

Header Summary Customer Details Miscellaneous **Person/Student** Audit

**Person/Student Details**

Name: JOHN BROWN

Date of Birth: 15 Jun 2005

Account Status: Account Type:

Customer Level: Attend Mode:

Period/Year: 04/2025

Status:

**Details**

Department: Course: Description:

Course Type: Course Level: Fee Type: Product Type: Course Year: Payment Type: AOS Type:

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 / Period & Year / Balance Outstanding**



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

Session 06

Exit

Return

Save

More

Header

Menu

Sections

Alerts

Saved

History

Product Hub

Settings

Save

SI Document Line Detail

Document: SI

Check Digit:

Header Text Exists

Status: Incomplete

Document Type: SI

Standard Invoice

Header Sundry Customer Details Miscellaneous Person/Student Audit

Customer Details

Billing Address: 0 Prompt

Guildhall

St Giles Square

Delivery Address: 0 Prompt

Guildhall

St Giles Square

Related Customer Details

Ledger: FN Account: 800000

Alternate Key: JBROWN Prompt

Header

The lines can be accessed by selecting the **More>Mode>Line** option.

Enter the following:

- Description
- Quantity
- Unit of Measure
- Price
- GL Account

Use the **Save** button once complete.

The fields are available on the ITK format and on the API - Create Sales Invoicing Document section.

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

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

Enter the line details by accessing **Details** button.

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.

Complete the line and use the **Save** action.

## Auto Allocation

Two new automatic allocation routines are available to aid in the matching of payments against invoices. These routines are set on the funder account as described in the earlier section of this document and use parameters to aid in the identification of the relevant student transactions that should be allocated.

These options are:

- A) Student Support Number (alternate key) / Academic Year (period year) / Balance Outstanding
- B) 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).

When a payment is received into the system, there may be occasions when an invalid student support number is specified on the interface, in these instances, the payment should be processed within the system and cash allocation performed using additional criteria.

To run the new Cash Allocation routine, access the following menus:

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

Enter the **company** code and then select the **Submit button** followed by **Submit** again.

Access the **Spool** to view the reports.

Menu access:

**System Admin>Spool**

All	Attachments	Select	Report	Description	Status	Company	Document ID	Entry Sequence No	Create Date	Create Time
<input checked="" type="checkbox"/>		<input type="checkbox"/>	RBOW02	Student Allocation Matched Report	Printed	99	RBOW0216.01.47	203345	16-Jun-2025	16:02:05
<input checked="" type="checkbox"/>		<input type="checkbox"/>	RBOW01	Student Allocation Unmatched Report	Printed	99	RBOW0116.01.47	203344	16-Jun-2025	16:02:05

The usual manual allocation methods can also be used i.e. Cash Allocation and Unallocated Cash prompt, both options can be found in the Cash Allocation menu.

# Auto Allocation Examples

The following examples show the functionality of the new auto allocation methods for allocating cash against transactions using the student related data.

Customers exist with the following data:

Ledger	Account	SSN	Funder Accounts
01	STUDENT01	000001	01 / FUNDER01
01	STUDENT02	000002	01 / FUNDER01
01	STUDENT03	000003	01 / FUNDER01

Ledger	Account	Auto Allocation Priority 1	Auto Allocation Priority 2
01	FUNDER01	A	B

Transactions exist as follows:

Ledger	Account	SSN	DOB	Name	Year	Reference	Type	Status	O/S Bal	Value
01	FUNDER01					SP1-001	1 / 10 INVA	OUTSTG	110.00	110.00
01	FUNDER01					SP1-002	1 / 20 INVB	OUTSTG	120.00	120.00
01	FUNDER01					SP1-003	1 / 20 INVB	OUTSTG	130.00	130.00
01	FUNDER01	000001	15/10/09	Fred Smith	2024	SP1-004	1 / 10 INVA	OUTSTG	140.00	140.00
01	FUNDER01	000001	15/10/09	Fred Smith	2025	SP1-005	1 / 10 INVA	OUTSTG	140.00	140.00
01	FUNDER01	000001	15/10/09	Fred Smith	2026	SP1-006	1 / 20 INVB	OUTSTG	150.00	150.00
01	FUNDER01	000002	20/07/08	Bill Turner	2024	SP1-007	1 / 20 INVB	OUTSTG	160.00	160.00
01	FUNDER01	000002	20/07/08	Bill Turner	2025	SP1-008	1 / 30 INVC	OUTSTG	160.00	160.00
01	FUNDER01	000003	01/05/00	Jane Hill	2024	SP1-009	1 / 30 INVC	OUTSTG	170.00	170.00
01	FUNDER01	000003	01/05/00	Jane Hill	2025	SP1-010	1 / 30 INVC	OUTSTG	170.00	170.00

## Example 1

Cash is interfaced into the system containing the following payment transaction:

Ledger	Account	SSN	DOB	Name	Year	Reference	Type	Status	O/S Bal	Value
01	FUNDER01	000001	15/10/09	Fred Smith	2025	CASH1-001	5 / 20 CSHB	UNALC	-140.00	-140.00

After the cash has been created in the system, automatic allocation will take place and the transaction with reference SP1-005 will be automatically selected for allocation (using auto allocation method A – SSN / Year / Balance). The fields that the payment matched to are highlighted below:

Ledger	Account	SSN	DOB	Name	Year	Reference	Type	Status	O/S Bal	Value
01	FUNDER01					SP1-001	1 / 10 INVA	OUTSTG	110.00	110.00
01	FUNDER01					SP1-002	1 / 20 INVB	OUTSTG	120.00	120.00
01	FUNDER01					SP1-003	1 / 20 INVB	OUTSTG	130.00	130.00
01	FUNDER01	000001	15/10/09	Fred Smith	2024	SP1-004	1 / 10 INVA	OUTSTG	140.00	140.00
01	FUNDER01	000001	15/10/09	Fred Smith	2025	SP1-005	1 / 10 INVA	PAID	0.00	140.00
01	FUNDER01	000001	15/10/09	Fred Smith	2026	SP1-006	1 / 20 INVB	OUTSTG	150.00	150.00
01	FUNDER01	000002	20/07/08	Bill Turner	2024	SP1-007	1 / 20 INVB	OUTSTG	160.00	160.00
01	FUNDER01	000002	20/07/08	Bill Turner	2025	SP1-008	1 / 30 INVC	OUTSTG	160.00	160.00
01	FUNDER01	000003	01/05/00	Jane Hill	2024	SP1-009	1 / 30 INVC	OUTSTG	170.00	170.00
01	FUNDER01	000003	01/05/00	Jane Hill	2025	SP1-010	1 / 30 INVC	OUTSTG	170.00	170.00
01	FUNDER01	000001	15/10/09	Fred Smith	2025	CASH1-001	5 / 20 CSHB	ALLOC	0.00	-140.00

## Example 2

Further cash is interfaced into the system containing the following payment transaction:

Ledger	Account	SSN	DOB	Name	Year	Reference	Type	Status	O/S Bal	Value
01	FUNDER01	00000X	20/07/08	Bill Turner	2024	CASH1-002	5 / 10 CSHA	UNALC	-155.00	-155.00

After the cash has been created in the system, automatic allocation will take place and the transaction with reference SP1-007 will be automatically selected for allocation. (The first attempt using auto allocation method A did not return any results as the SSN was incorrect, the second attempt using auto allocation method B – Name / DOB / Year / Balance was more successful). The fields that the payment matched to are highlighted below:

Ledger	Account	SSN	DOB	Name	Year	Reference	Type	Status	O/S Bal	Value
01	FUNDER01					SP1-001	1 / 10 INVA	OUTSTG	110.00	110.00
01	FUNDER01					SP1-002	1 / 20 INVB	OUTSTG	120.00	120.00
01	FUNDER01					SP1-003	1 / 20 INVB	OUTSTG	130.00	130.00
01	FUNDER01	000001	15/10/09	Fred Smith	2024	SP1-004	1 / 10 INVA	OUTSTG	140.00	140.00
01	FUNDER01	000001	15/10/09	Fred Smith	2025	SP1-005	1 / 10 INVA	PAID	0.00	140.00
01	FUNDER01	000001	15/10/09	Fred Smith	2026	SP1-006	1 / 20 INVB	OUTSTG	150.00	150.00
01	FUNDER01	000002	20/07/08	Bill Turner	2024	SP1-007	1 / 20 INVB	P/PAID	5.00	160.00
01	FUNDER01	000002	20/07/08	Bill Turner	2025	SP1-008	1 / 30 INVC	OUTSTG	160.00	160.00
01	FUNDER01	000003	01/05/00	Jane Hill	2024	SP1-009	1 / 30 INVC	OUTSTG	170.00	170.00
01	FUNDER01	000003	01/05/00	Jane Hill	2025	SP1-010	1 / 30 INVC	OUTSTG	170.00	170.00
01	FUNDER01	000001	15/10/09	Fred Smith	2025	CASH1-001	5 / 20 CSHB	ALLOC	0.00	-140.00
01	FUNDER01	00000X	20/07/08	Bill Turner	2024	CASH1-002	5 / 10 CSHA	ALLOC	0.00	-155.00



## Enquiries

New enquiry screens are available from the following menus:

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

Details of each new enquiry are described below.

### Customer Relationship Enquiry

This will display student/funder 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 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 (Funders) will build a list of funders for this Student. Entry of the funder account in the ledger/account with a relationship indicator of (Persons/Students) will build a list of students for this funder.

When enquiring on funders for a student, the total debt per funder 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**

**Person/Student Relationship Enquiries**

Financials Demo MCPV

Session 02 | Exit | Return | Search | More

Search Results

**Selection**

Company: 99

Ledger: FN

Account: N00008

Debit: 2540.00 Customer: Total: 3190.00

Alternate Key: [Link]

Relationship: Persons/Students

Each student is listed with the associated debt.

**Person/Student Relationship Enquiries**

Financials Demo MCPV

Session 02 Exit Return Search

Search Results

Person/Student Relationship List

0 Selected

Account: Diary Debt: Funder Transactions: Funder

All	Attachments	Ledger	Account	Related Ledger	Related Account	Related Customer N...	Total Debt	Customer Name	Alternate Key
<input type="checkbox"/>		FN	N00008	FN	S00002	Noreen Baxter	400.00	Northampton Borough ...	
<input type="checkbox"/>		FN	N00008	FN	S10000	Joe Brown	250.00	Northampton Borough ...	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
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<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Showing 1-2 of 2

Load More View Chart

The following actions be used.

**Debt Funder** – displays all debt transactions for the Funder

Debt : Funder

**Person/Student Debt Enquiries**

Financials Demo MCPV

Session 02 Exit Return Search

Search Results

Person/Student Debt List

0 Selected

Account: Diary Transactions: Details

All	Account	Related Ledger	Related Account	Type	Subtype	Legend	Total Debt	Customer Name	Alternate Key
<input type="checkbox"/>	N00008	FN	S00002	1	00	INV	2540.00	Northampton Borough ...	
<input type="checkbox"/>	N00008	FN	S10000	1	00	INV	400.00	Northampton Borough ...	
<input type="checkbox"/>	N00008	FN	S10000	1	00	INV	350.00	Northampton Borough ...	
<input type="checkbox"/>	N00008	FN	S10000	5	00	CASH	-100.00	Northampton Borough ...	
<input type="checkbox"/>									
<input type="checkbox"/>									

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

#

**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	Customer Name	Alternate Key
<input checked="" type="checkbox"/>		FN	N00008	FN	S00002	Noreen Baxter	400.00	Northampton Borough ...	
<input type="checkbox"/>		FN	N00008	FN	S10000	Joe Brown	250.00	Northampton Borough ...	

Person Related

**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 More

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"/> 1		FN	N00008	FN	S00002	Noreen Baxter		Related	
<input type="checkbox"/> 2		FN	N00008	FN	S10000	Joe Brown	250.00		Northampton Borough ...

**Person/Student Debt Enquiries**

Financials Demo MCPV

Session 02 Exit Return Search

Search Results More

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"/> 1		FN	N00008	FN	S00002	1	00	INV	400.00	Northampton
<input type="checkbox"/> 2										

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

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

Person  
Related

## Debt Enquiries

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

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/funder relationship, entry of the funder 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 Funder, will display a summary of outstanding debt of transactions held across all funders 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

Session 02 Exit Return Search

Search Results More

**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.

Account : Diary

▼

Transactions : Details

▼

## Person/Student Transaction Enquiries

This screen displays transactions details specifically related to student/funder 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/funder relationship, entry of the funder account in the ledger/account fields will build a list of all transactions for this funder. 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 funder account.

By entering a student account in the Related Customer fields (or Student Support Number in the related alternate key field) without entering a funder, will display a list of all transactions held across all funders 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. On the left is a sidebar with a 'Selection' menu containing 'Transaction', 'Person/Student', and 'Details'. The main area contains several search fields: 'Company' (with value '99'), 'Ledger' (empty), 'Account' (empty), 'Alternate Key' (empty with a 'Prompt' button), 'Related Customer' (with value 'FN'), and a field containing 'SI0000'. There are also 'Related Alt Key' and another 'Prompt' button at the bottom. The top of the screen includes a 'Session 02' dropdown, 'Exit' and 'Return' buttons, and a 'Search' button. A 'More' button is also visible in the top right corner.

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: ?

Currency: ?

OS Balance:

Element: ?

Transaction Status:

Tran Date:

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

Refresh

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	SI0000	JBROWN	11-Jun-2025	00000094	IINT
<input type="checkbox"/>							
<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

Refresh

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	SI0000	JBROWN	11-Jun-2025	00000094	IINT

## 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 an entry in the selection window to retrieve the transaction you wish to amend.

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

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

	Attachments	Transaction Reference	Legend	Ledger	Account	Outstanding Balance	Transaction Date	Dis	Amend	ation	Order Reference	Currency Value
1	4	0000095	INT	FN	S00002	90.00	11-Jun-2025	11-Jul-2025	DI		S00008	0.00
2	4	S00008	INT	FN	S00002	500.00	12-Jun-2025	12-Jul-2025	DI		S00008	0.00
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

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



**Transaction Maintenance**  
Financials Demo: MISC AMEND MODE

Session 02 [Exit] [Return] [Save] [More]

Menu [Security] [Alerts] [Saved] [History] [Product Hub] [Settings]

Primary Details Dunning/Collection/Payment Person/Student Audit

Dispute Query Count: 0

Print Details  
Indicator: Not Printed  
Print Date: dd-mmm-yyyy

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

Original Details  
Ledger: Account:

Related Customer Details  
Ledger: Account: FN 500002  
Related alternate key: NBAXTER

Show

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

**Transaction Maintenance**  
Financials Demo: MISC AMEND MODE

Session 02 [Exit] [Return] [Save] [More]

Menu [Security] [Alerts] [Saved] [History] [Product Hub] [Settings]

Transaction Date: 11 Jun 2025

Primary Details Dunning/Collection/Payment Person/Student Audit

Person/Student Details  
Name: NOREEN BAXTER  
Date of birth: 01-Feb-2000  
Account Status: Account Type:  
Customer Level: 0  
Attend Mode:  
Period/Year: 04/2025  
Status:  
Details  
Department:  
Course:  
Description:  
Course Type: Course Level:  
Fee Type:

Show