

MIS (ProSolution)/Financials Integration

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1. Introduction

As part of OneAdvanced's commitment to supporting integration between our products, we have developed the necessary functionality to support the integration with our marketing leading management information system MIS (ProSolution) and our SaaS based financial management solution Financials.

Customers of both systems will benefit from the out of the box integration at no extra charge.

Features include:

- Seamless integration between the two systems
- Exporting student and organisation accounts from MIS (ProSolution) to Financials
- Exporting invoices and credit notes raised in MIS (ProSolution) to Financials
- Exporting payments taken and refunds processed in MIS (ProSolution) to Financials

2. Pre-Requisites

2.1 Versions

To utilise the MIS (ProSolution)/Financials Integration, the following versions need to be installed:

- ProSolution version must be 25.2 or later
- ProAPI version 25.2.0 or later
- Financials API version 1.6.9 or later

2.2. MIS (ProSolution) System Settings

The following ProSolution system settings are required to be completed as part of the MIS (ProSolution) and Financials Integration to ensure that the integration functions correctly:

- **Generate InvoiceNo** (Automatically generate an InvoiceNo for payments when committing enrolments) must be set to **Yes**
This system setting ensures that invoice numbers are assigned once an enrolment is created. If this system setting is not set to Yes, then ProSolution will not generate invoice numbers which are essential to the integration.
- **InvoiceNoPrefix** (Text to Prefix new invoice numbers) should be completed with a value.
This system setting is used to identify where the invoice number starts. The integration requires this to be able to determine where the invoice number starts after the prefix.
- **CreditNoteNoPrefix** (Text to prefix new credit note numbers) should be completed with a value.
This system setting is used to identify where the credit note number starts. The integration requires this to be able to determine where the credit note number starts after the prefix.
- **ReceiptCode** (Code to come before receipt number for auto generated receipts) should be completed with a value.
This system setting is used to identify where the receipt number starts. The integration requires this to be able to determine where the receipt number starts after the prefix.

2.3. MIS (ProSolution) GL Code Builder

The GL Code Builder in ProSolution should be used to populate the Cost Centres and Expense Codes for Fees, Credit Notes and Payments prior to the transfer of data to Financials.

The GL Code Builder can be accessed from **Maintenance > General > GL Code Builder**.

The GL Code Builder is used to define the ProSolution fields from which the Cost Centre and Expense Codes can be constructed, for:

- Invoice Export (Fees)
- Credit Notes
- Fee Payment (Payments).

For each ledger type, define the ProSolution fields or expression that you want to appear in both the Cost Centre code and the Expense code.

If using the existing ProSolution fields, select the field from the data source and use the arrows to move the field into the appropriate section for the Cost Centre code and the Expense code.

To use an expression to create the Cost Centre or Expense Code, click on **Add Expr** in the appropriate section for the Cost Centre and Expense Code.

Use the expression builder to construct the expression to be used and provide a name for the expression in the Caption field.

The screenshot shows a dialog box titled "GL Code Column Details (New)". It contains the following fields and controls:

- Expression Type:** A dropdown menu currently showing "Expression (Advanced SQL)".
- Caption:** A text input field containing "Test", followed by a blue checkmark icon.
- Expression:** A text input field that is currently empty, followed by a three-dot menu icon.
- Data Type:** A dropdown menu currently showing "System.String".
- At the bottom, there are three buttons: "Cancel", "Add Another", and "Save & Close".

Save the expression and repeat if necessary.

Save the ledger type and repeat for the other ledger types.

In the Task Builder, enable the task **Generate Ledger Codes**. Set the schedule so that it corresponds with when the Financials integration will run. We suggest that this should be run daily outside of working hours. The Generate Ledger Codes task **MUST** be run prior to the integration run.

The screenshot shows the "Configure Task Details (Generate Ledger Codes)" window. The "Task Details" tab is selected. The "Is Enabled" checkbox is checked. The "Task Express" field is empty. The "Task Owner" is set to "Scheduled". The "Frequency" section is highlighted with a red box, showing "Schedule Type" set to "Weekly" and "Start Time" set to "00:00". The "Summary" section at the bottom shows the schedule description: "Occurs every week on Monday, Tuesday, Wednesday, Thursday, Friday at 00:00".

Important

It is imperative that for each ledger type the GL Code Builder is set up and the task **Generate Ledger Codes** is enabled and scheduled to run before the transfer of data to Financials. If no Cost Centre or Expense Code is assigned, then the records will fail to transfer to Financials.

2.4. Financials API Credentials

Log into MyWorkplace with the admin credentials that would have been provided to you via the URL: <https://MyWorkplace.Oneadvanced.com>

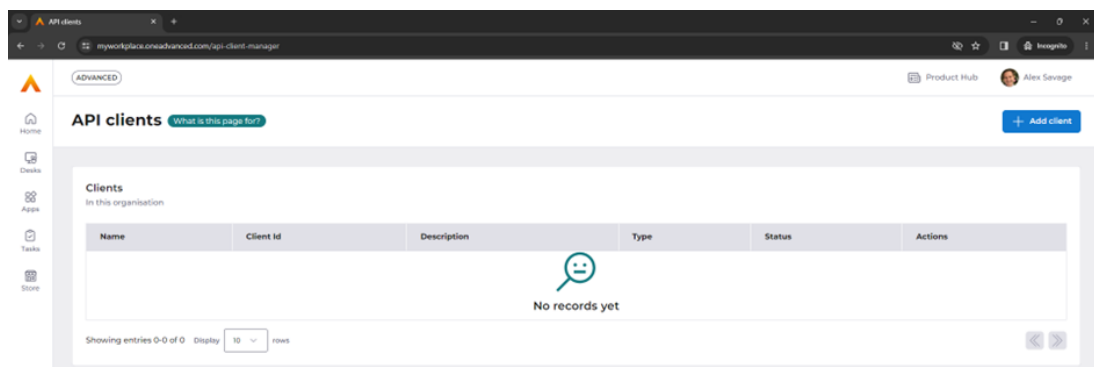
Navigate to Apps → Integrations → API Clients

To call the OneAdvanced Financials API, you need the following information:

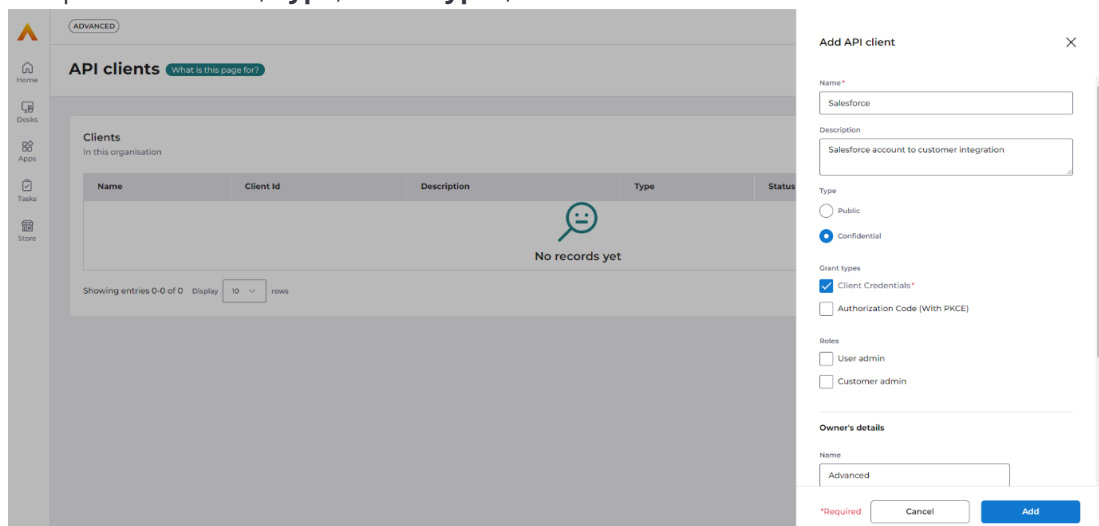
- clientId
- clientSecret
- tokenURL

To get access to these please follow the below steps:

1. Open the API clients page and click on the **+ Add client** button at the top right.



2. Complete the **Name**, **Type**, **Grant types**, and **Owner email** fields and click **Add**.

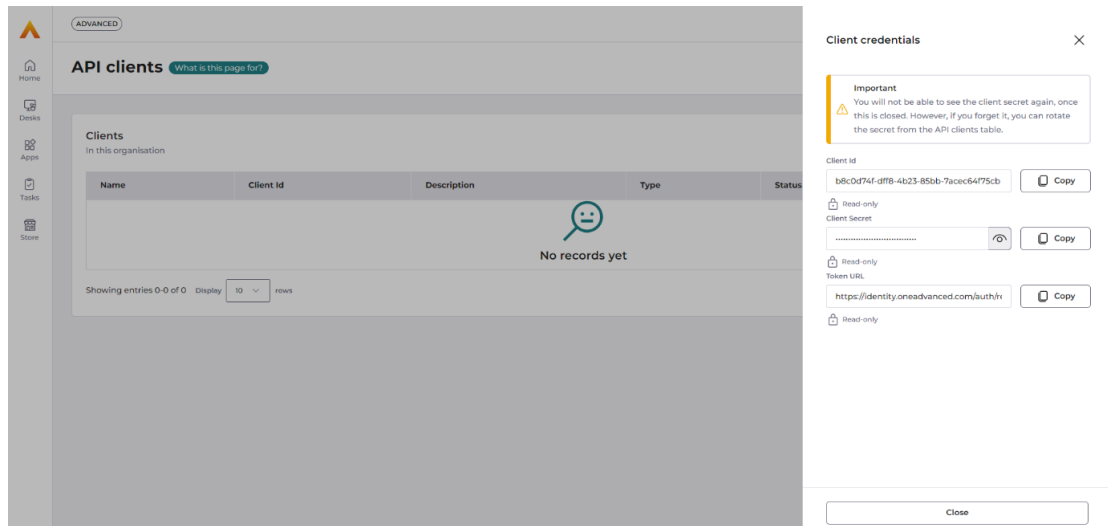


We are using the **Client Credentials** grant type in these steps as it's easier to set up. You can choose to use Authorization Code Flow with PKCE for OneAdvanced Financials.

3. Make sure you save the **Client Secret** somewhere safe as it will not be possible to retrieve it later. This is as important as a password so should be handled with the same

level of security.

Copy the **Client Id** for the next step.



- Head to OneAdvanced Financials and create a new user for the integration.
You will need to complete these mandatory fields:

Menu access:

System Admin>System Wide Controls>Users & Roles>Users

Use the Insert action to create a new user

User ID - something related to the integration (e.g. SFORCE for Salesforce)

User Alias - paste the **Client Id** from the API client you just created in step 3

Description - e.g. Salesforce integration

Menu - CMAIN

Company - select your live company code (this would be 03 unless changed in implementation)

Environment Group - CLOUD

Language code - 00

Access the **Security/BEM** tab and make an entry in the following fields

This example we are using a Standard security group that gives access to all areas of the system. Other security groups are available. Your system administrator can advise.

Security Group - Non-Company - STD

Security Group - Company - STD

Security Group - Report - STD

Security Group - Report Company - STD

Once all the fields are complete, press use the **Update** action.

User Edit

Financials Demo | MPTD | **ARMED MODE**

Session 04 | Edit | Return | [Sign Out](#)

More

User

User alias

RA88077 | 8329823-A7C-45F9-8238-08CBF4D77206

☐ Truncate

Primary Details

Security / BDE

Audit

Security Groups

Non-company

STD | [CL](#)

Access to all ES application Function

Company

STD | [CL](#)

Access to all ES application Function

Report

STD | [CL](#)

Access to all ES application Function

Report company

STD | [CL](#)

Access to all ES application Function

Business Event Manager

BDI notification

BDI E-Mail address

BDI Demote Action E-Mail Label

Email | russell.abbott@demotestharvard.com | HTML, with Links

☐ BDI Demote Action Send Confirmation E-Mail

☐ From E-Mail Address Validate

The following Financials system settings are required to be completed as part of the MIS (ProSolution) and Financials Integration and to enable the integration to function correctly:

- 30/04/26
- Version 3**

- **Student Credit Note Document Type:** This Sales Invoicing Document Type chosen for the integration must have auto-numbering set to 'manual'.
- **Organisation Credit Note Document Type:** This Sales Invoicing Document Type chosen for the integration must have auto-numbering set to 'manual'.

Help guide on creating document types below:

[Create a new document code - Help | Financials](#)

3. Configuration & Settings

The MIS (ProSolution) and Financials integration utilises the OneAdvanced Integration platform to connect the two systems.

3.1 Configuring the Integration

3.1.1 The integration Marketplace

Currently, the setup in the Integration platform is not available to customers and requires the user to collaborate with the Integration Team.

3.1.2 Setup Wizard

The integration itself is configured via a setup wizard. This takes the user through a number of data entry screens. These can be thought of as the integration settings which can be used to customise the user experience.

The steps are outlined below:

1. **Initial Configuration:** This screen outlines some general information about the integration. No user intervention is required on this screen.

2. **Connections:** The purpose of this screen is to enter the connection details for the Financials API and the ProSolution API, ensuring that the integration is pointing to the correct systems. Please see section 2 of this guide on how to access credentials for both APIs.
 This screen also allows configuration of the integration schedule and the exceptions report. The current schedule is set for outside of business hours. If changes are required, it should be discussed with your integration consultant.
 - **Advanced Financials Connection - Base Advanced Financials URL:** URL used to log into Financials
 - **Token URL:** Token URL value from section 2.4 of this guide
 - **Client ID:** Client ID value from section 2.4 of this guide
 - **Client Secret:** Client Secret value from section 2.4 of this guide

Advanced Financials Connection

Base Advanced Financials URL

The Advanced Financials Base URL

Token URL

The OAuth 2.0 Token URL

Scopes

Permission scopes

Client Id

Client Secret

Connect

This image shows the Financials API connection indicator is yellow.

- **ProSolution Connection – Token URL:** Token URL value from section 2.2.3 of the ProAPI Installation and Set Up Guide
- **Client ID:** Client ID value from section 2.2.3 of the ProAPI Installation and Set Up Guide
- **Client Secret:** Client ID value from section 2.2.3 of the ProAPI Installation and Set Up Guide

ProSolution Connection

Token URL

The OAuth 2.0 Token URL for the API

Scopes

Space separated OAuth 2.0 permission scopes for the API

Client ID

Client Identifier of your app for the API

Client Secret

Client Secret of your app for the API

Headers
 Additional header to supply to token requests

Headers

Connect

This shows the ProSolution API connection indicator is yellow.

When the details have been entered, the user should click the **Connect** button in both the Advanced Financials and ProSolution sections. This will change the connection indicators for both to green.

This image shows both API connections are now green.

3. **Schedules:** On the Schedules page, the schedules for each part of the integration will be set up. These schedules can be changed but each schedule must not overlap and need to be 16 minutes apart.

The screenshot displays the 'System Settings' page in the oneAdvanced application. The left sidebar lists several configuration categories: 'Connections', 'System Settings' (with sub-items 'Advanced Configuration' and 'Options'), 'Advanced Financials' (with sub-items 'Advanced Financials' and 'Related Configuration'), 'GL Codes' (with sub-item 'Financials GL Code configuration'), 'ProSolution' (with sub-item 'ProSolution Related Configuration'), and 'Advanced Options'. The main content area is divided into six numbered sections, each containing a title, a text input field for a cron expression, and a descriptive note. The sections are: 1. 'Fetch Student Data Schedule' (Every day at 10:00 PM), 2. 'Fetch Organisation Data Schedule' (Every day at 10:16 PM), 3. 'Fetch Fee Data Schedule' (Every day at 10:32 PM), 4. 'Fetch Payment Data Schedule' (Every day at 10:48 PM), 5. 'Process Student Data Schedule' (Every day at 11:04 PM), and 6. 'Process Organisation Data Schedule' (Every day at 11:20 PM). Below these are 'Process Fee Data Schedule' (Every day at 11:36 PM) and 'Process Payment Data Schedule' (Every day at 11:52 PM).

4. **System Settings:** On the System Settings page, the user is required to enter the following fields:

- **Initial Integration Date:** The date on or after records created or updated in ProSolution will flow from ProSolution into Financials.
- **Company Code:** The company that transactions will be processed into. This is selected from a dropdown list using data provided by Financials.
- **Admin Email:** The email addresses to which emails generated by the integration will be sent. These emails will detail the records posted into Financials, those records which failed validation in Financials, and which have not been transferred over, and other details associated with the integration from time to time. This can be a semi colon separated list of email addresses.

The screenshot displays the oneAdvanced configuration interface. On the left is a sidebar with a list of configuration steps, each with a numbered circle and a status icon (green checkmark for completed, blue circle for current, grey circle for future). The steps are:

- Initial Configuration** (1, green checkmark)
- Connections** (2, green checkmark)
- System Settings** (3, blue circle) - This is the current step. It includes sub-items: 'Advanced Configuration Options' and 'Advanced Financials'.
- Advanced Financials** (4, grey circle) - Includes 'Advanced Financials Related Configuration'.
- GL Codes** (5, grey circle) - Includes 'Financials GL Code configuration'.
- ProSolution** (6, grey circle) - Includes 'ProSolution Related Configuration'.
- Advanced Options** (7, grey circle)

The main configuration area on the right shows the 'Initial Configuration' step details:

- Initial Integration Date:** A date field set to '2025-03-12 00:00' with a calendar icon.
- The initial integration date:** A text label.
- Company Code:** A dropdown menu showing 'Company G2 - Prosuite integration (value: G2)'.
- Financials Company:** A text field.
- Admin Email:** A text field containing 'laura.coles@oneadvanced.com'.
- Administrative email address:** A text field.

At the bottom of the main area are three buttons: '← Previous', 'Cancel', and 'Next →'.

5. **Advanced Financials:** On the Advanced Financials page, the user is required to enter the following fields specific to Financials:

- **Student Ledger Code:** This is the code for the Accounts Receivable Ledger which ProSolution students will be added to.
- **Student Invoice Document Type:** This is the code for the Sales Invoicing Document Type which should be used to process an invoice in Financials which relates to a student fee from ProSolution.
- **Student Credit Note Document Type:** This is the code for the Sales Invoicing Document Type which should be used to process a credit note in Financials which relates to a student credit note from ProSolution.
- **Organisation Ledger Code:** This is the code for the Accounts Receivable Ledger which ProSolution organisations will be added to.
- **Organisation Invoice Document Type:** This is the code for the Sales Invoicing Document Type which should be used to process an invoice in Financials which relates to an organisation fee from ProSolution.

- **Organisation Credit Note Document Type:** This is the code for the Sales Invoicing Document Type which should be used to process a credit note in Financials which relates to an organisation credit note from ProSolution.
- **Currency Code:** This is the currency code which should be used for invoices, credit notes and payments in Financials. The suggestion is that this should be GBP as ProSolution does not handle multiple currencies.
- **Tax Code:** This is the tax code which should be used for invoices, credit notes and payments in Financials. The suggestion is that this should be a tax code which applies zero tax, as there exists no UK tax on Education spend.
- **Location Code:** This is the location code which should be used for invoices, credit notes and payments in Financials. This is only relevant where the Financials company chosen on the first screen has AR location codes as mandatory.

6. **GL Codes:** On the GL Codes page, the user is required to enter the following fields specific to the Financials General Ledger coding for invoices, credit notes and payments.

Note that the Financials GL can have up to 5 General Ledger segments, the below should be filled out for each GL segment which is being used:

- **GL Segment X:** This dropdown provides the user with three options:
 - Cost Centre: This should be chosen where the ProSolution cost centre should be mapped to Segment X of the Financials General Ledger.
 - Expense Code: This should be chosen where the ProSolution expense code should be mapped to Segment X of the Financials General Ledger.
 - Not Mapped from ProSolution: This should be chosen when Segment X is not mapped from the ProSolution cost centre or expense code.
- **GL Segment X default to:** This is only relevant where the GL Segment X field is 'Not Mapped from ProSolution'. In this case, this field enables the user to determine a nominal or management code relevant to the section which should be used for transactions posted into Financials.

The screenshot displays the 'GL Codes' configuration page in the oneAdvanced system. The left sidebar shows a navigation menu with categories: Initial Configuration, Connections, System Settings, Advanced Financials, GL Codes (selected), ProSolution, and Advanced Options. The main content area is titled 'GL Codes' and 'Financials GL Code configuration'. It contains five sections for GL Segments A through E. Each section has a dropdown menu for the segment type and a text field for the default value. Segment A is set to 'Cost Centre'. Segment B is set to 'Expense Code'. Segment C is set to 'Not mapped from ProSolution'. Segment D is set to 'Not mapped from ProSolution'. Segment E is set to 'None'. The 'GL Segment C default to' field contains the value 'X'. The 'GL Segment D default to' field contains the value 'X'. The 'GL Segment E' field contains the value 'None'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

In the **Sizes** section, the character length of each segment is specified. This is in order to be able to separate the segments in the string when the segments are joined together in one string.

7. **ProSolution:** On the ProSolution page, the user is required to enter the following fields specific to ProSolution:
 - **Student Tuition Fee Id List:** This is the Tuition Fee IDs which denote a student in ProSolution. All such Tuition Fee IDs should be added to the list so that the appropriate records are added to the Student Ledger. Any other Tuition Fee IDs will be added to the Organisation Ledger. *Tuition Fee Ids can be accessed in ProSolution from Maintenance > Students > Source of Tuition Fees.*
 - **Invoice Prefix:** This is the prefix used to denote an invoice in ProSolution. *The invoice prefix can be accessed from Maintenance > System Settings > System Setting Area – Payments and selecting the System Setting 'InvoiceNoPrefix' (Text to Prefix new invoice numbers).* The value contained in the setting should be input into the Invoice Prefix field.
 - **Credit Note Prefix:** This is the prefix used to denote a credit note in ProSolution. *The credit note prefix can be accessed from Maintenance > System Settings > System Setting Area – Payments and selecting the System Setting 'CreditNoteNoPrefix' (Text to prefix new credit note numbers).* The value contained in the setting should be input into the Credit Note Prefix field.

- **Payment Prefix:** This is the prefix used to denote a receipt in ProSolution. *The payment prefix can be accessed from Maintenance > System Settings > System Setting Area – Payments and selecting the System Setting **ReceiptCode** (Code to come before receipt number for auto generated receipts).* The value contained in the setting should be input into the Payment Prefix field.
- **Refund Prefix:** This is the prefix used to denote a refund in ProSolution. As there is no specific prefix code for Refunds the same value used for the payments prefix above should be input into this field.

The screenshot displays a configuration interface with a sidebar on the left and a main content area on the right. The sidebar contains the following sections with status indicators:

- Initial Configuration** (Green checkmark)
- Connections** (Green checkmark)
- System Settings** (Green checkmark)
 - Advanced Configuration
 - Options
- Advanced Financials** (Green checkmark)
 - Advanced Financials
 - Related Configuration
- GL Codes** (Green checkmark)
 - Financials GL Code configuration
- ProSolution** (Blue circle with '6')
 - ProSolution Related Configuration
- Advanced Options** (White circle with '7')

The main content area shows the 'Refund Prefix' configuration step, which is highlighted with a blue circle and the number '6'. It includes the following fields and descriptions:

- Student Tuition Fees Id List:** List of tuition feed id's that relate to a student. A text box contains the value '1'.
- Invoice Prefix:** A text box contains the value 'FIN'. Below it, the text reads: 'The transaction prefix to be stripped from invoices'.
- Credit Note Prefix:** A text box contains the value 'CR'. Below it, the text reads: 'The transaction prefix to be stripped from Credit Notes'.
- Payment Prefix:** A text box contains the value 'RECEIPT'. Below it, the text reads: 'The transaction prefix to be stripped from payments'.
- Refund Prefix:** A text box contains the value 'RECEIPT'. Below it, the text reads: 'The transaction prefix to be stripped from refunds'.

At the bottom of the interface, there are three buttons: 'Previous' (with a left arrow), 'Cancel', and 'Next' (with a right arrow).

8. Advanced Options:

There is no configuration required on this step. Once all the information has been provided on the previous steps, the user should click Finish to finalise the integration setup.

Initial Configuration

Connections

System Settings

Advanced Financials

GL Codes

ProSolution

Advanced Options

✓

Debug Mode

☐

Turn on or off debug mode

✓

Leave Queue Intact

☐

Prevents entries being removed from the queue when processed

✓

Limit Import

☐

Allows a limit on the number of records imported

Import limit

10

The maximum number of items imported when Limit Import enabled

✓

Enable Remote Debugging

☐

Enables the remote debugging flow

✓

Remote Debugging Secret

WEmopihwfsGQergnio2#f

Secret used for access to remote debugging

← Previous

Cancel

Finish

4. How the integration works

The MIS (ProSolution) and Financials integration uses the student, organisation, fee, credit note, payments and refund data entered into MIS (ProSolution) and passes this data into Financials.

4.1 Students and Organisations

On creation or update of a student or organisation, the record is date stamped. Based on the integration date provided in the configuration setup (3.1.3), any records created or updated after this date will then be populated in the endpoint and passed to Financials.

The screenshot displays the oneAdvanced software interface, divided into two main sections: 'Students' and 'Organisations'.

Students Section: This section shows a table of student records. The table has columns for 'Ref No', 'Surname', 'First Forename', 'Other Forenames', 'Known As', 'Date Of Birth', 'Sex', 'Address', and 'Created'. Two records are visible:

Ref No	Surname	First Forename	Other Forenames	Known As	Date Of Birth	Sex	Address	Created
20012125	Cole	Sam		Sam	22/03/2004	M	8 Barnard Road	12/03/2025 09:...
20012124	Owen	George		George	07/03/2002	M	8 Highflier Road	12/03/2025 09:...

Organisations Section: This section shows a list of organisations on the left and a detailed 'Organisation Details' form on the right. The list includes various business types like 'One', 'One 20 Dental (K-A Part)', 'One Ben', 'One Call Shop', 'One Car Shop', 'One Central Ltd', 'One London', 'One Off Engineering', 'One Off Restaurant', 'One Self Therapy Ltd', 'One Step Ahead', 'One Step Beyond', 'One Step', 'One Step Floor Ltd', 'One Step Gas and Plumbing Ltd', 'One to One Catering', 'One Tree Estates Ltd (Aubrey Restaurant)', 'One Water Housing', 'One World Lending', 'One World Monsoon Pre-Garden Centre', and 'One2One Home Care Ltd'.

The 'Organisation Details' form for 'ONEADVANCED' is open, showing fields for 'Name', 'Address Type', 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'Postcode', 'Work Tel', 'Fax', 'Email', 'Web Site', 'TSC County', 'Is TSC Partner', 'Account Manager', 'Organisation Risk Factor', 'Is Referrer', 'Is Available For Payments', 'Source Of Tuition Fees', 'Organisation Type', 'Organisation Ref', 'Franchise Ref', 'UPRN', 'Is Franchising Partner', 'Is K12 Franchising Partner', 'Active', 'EDRS Ref', 'Agreement Identifier', 'End Point Assessment Code', 'Organisation Status', 'Organisation Size Type', 'Contact Name', 'Mobile Tel', 'Min Academic Year', and 'Max Academic Year'. The form is populated with data for 'ONEADVANCED'.

Once the integration has identified the appropriate records, the records are transferred to Financials and appear as customers in Financials.

Customer List ⓘ

Company G2 - Prosuite Integration MBSA

Session 02 Exit Return Search

Search Results

Customer List

Insert Refresh Code Switch

Classifications: View Controls: View Credit: View History Elements: View Relationships: View Sponsors Structures: Structure List Statement: Set

0 Selected Address: View Bank: View Customer: Invoice Addr DD: Mandates Edit: View Display: Translate Values

All	Attachments	Ledger	Account	Short Name	Name	Total Debt	Approval Status	Address Line 1
☐ 1		AR	20011214	G GLEW	George Glew	0.00	Approved	5 Kingfisher Road
☐ 2		AR	20011215	K COLES	Kevin Coles	0.00	Approved	8 Banwell Road
☐ 3		FN	51890	ONEADVANCED	ONEADVANCED	0.00	Approved	The Mailbox
☐ 4								
☐ 5								
☐ 6								
☐ 7								
☐ 8								
☐ 9								
☐ 10								
☐ 11								
☐ 12								
☐ 13								

4.2 Fees and Credit Notes

4.2.1 Fees

On creation of a fee in MIS (ProSolution) the record is date stamped. As above with students and organisations, based on the integration date set in the integration configuration (step 3.1.3), any records created after this date will then be passed to Financials.

All fees which are not credit notes (i.e. FeeltemTypeID != 5) in ProSolution are passed to Financials as invoices within the Sales Invoicing Module. The invoice number against the fee in ProSolution is used as the document ref in Financials. This is then concatenated with the unique fee item ID (FeeltemID) (separated by a hyphen) to enable users to identify the grouped fees by the invoice number but also the individual fee items in MIS (ProSolution). For easy identification of these records in MIS (ProSolution), it is recommended to create a view that includes the FeeltemID.

Once the integration has identified the appropriate fee records, the records are transferred to Financials and appear as single-line invoices.

Once the invoice document has been created, no further updates to the record can be made in Financials, therefore it is imperative that any changes that need to be made to the fee, such as fee adjustment are made prior to the data is transferred to Financials or that credit notes are used to amend the fee amounts. Any adjustments after the data has transferred to Financials will **not** be reflected in the invoice document.

The screenshot displays the MIS (ProSolution) interface. At the top, there are tabs for 'Student', 'Student Evaluations', 'Student Employment', and 'Student Outcome'. Below these, a table lists students with columns for Roll No., Name, Gender, Address, Date of Birth, Sex, and Created. A student with Roll No. 20011214 is selected. A pop-up window titled 'Student Details (Coles, Kevin (20011215), 21, 25/26)' is open, showing a 'Fee Item' table with columns for Fee Source, Fee Type, Description, Amount, Amount Paid, and Amount Outstanding. The table lists three fee items: 'Materials' (25.00), 'Exam' (90.00), and 'Course Tuition' (100.00). Below the table, there are fields for 'Total Student Fees' (60.00) and 'Total Paid By Student' (60.00). The interface also includes a 'System View' dropdown and a 'Save & Close' button.

4.2.2 Credit Notes

On creation of a credit note in MIS (ProSolution) the record is date stamped. As above with students and organisations, based on the integration date set in the integration configuration (step 3.1.3), any records created after this date will then be passed to Financials.

All credit notes (i.e. FeeltemTypeID = 5) in ProSolution are passed to Financials as credit notes within the Sales Invoicing Module. The credit note number against the record is used as the document ref and the invoice number for the corresponding original fee record is used as the associated transaction ref in Financials. The document ref is formed of the credit note number concatenated with the unique fee item ID (FeeltemID) (separated by a hyphen) for the credit note. The associated transaction ref is formed of the invoice number of the original fee item record concatenated with the unique fee item ID (FeeltemID) (separated by a hyphen) of the original fee item record to enable users to not only identify the grouped fees by the credit note number and the individual credit note items but also the associated fee invoice and fee items that the credit note relates to in MIS (ProSolution). For easy identification of these records in MIS (ProSolution), it is recommended to create a view that includes the FeeltemID.

It is therefore imperative that **when creating a credit note that the associated invoice number is selected in the Invoice No For Crediting selection option and that a credit note is created for each fee type associated with the credit note.**

Once the integration has identified the appropriate credit note records, the records are transferred to Financials and appear as credit notes.

Attachments	Document	Document Type	Ledger	Account	Base Gross Value	Type Of Document	Status
1	00001-53041	CR	AR	20011214	-25.00	CRN	Complete
2	00031-53035	SI	AR	20011214	25.00	INV	Complete
3	00032-53038	SI	FN	51890	25.00	INV	Complete
4	00032-53039	SI	FN	51890	50.00	INV	Complete
5	00031-53036	SI	AR	20011214	50.00	INV	Complete
6	00032-53040	SI	FN	51890	100.00	INV	Complete
7	00031-53037	SI	AR	20011214	100.00	INV	Complete

4.3 Payments and Refunds

4.3.1 Payments

On creation of a payment in MIS (ProSolution) the record is date stamped. As above with fees and credit notes, based on the integration date set in the integration configuration (step 3.1.3), any records created after this date will then be populated in the endpoint and passed to Financials.

All payments in ProSolution are passed into Financials as Accounts Receivable Cash transactions. The transaction ref is formed of the receipt number concatenated with the unique payment ID (PaymentID) (separated by a hyphen) for the payment. The allocated reference is formed of the invoice number of the original fee item record concatenated with the unique fee item ID (FeeItemID) of the original fee item record to enable users to not only identify the grouped payments by the receipt number and the individual payment items but also the associated fee invoice and fee items that the payment relates to in MIS (ProSolution).

Once the integration has identified the appropriate payment records, the records are transferred to Financials and appear as Cash Transactions.

4.3.2 Refunds

On creation of a refund in MIS (ProSolution) the record is date stamped. As above with payments, based on the integration date set in the integration configuration (step 3.1.3), any records created after this date will then be populated in the endpoint and passed to Financials.

Refunds from ProSolution are passed to Financials as Credit Notes within the Sales Invoicing Module. Note that these credit notes are standalone and will not allocate against a payment in Financials. It is for the user to go into Financials and create a supplier and go through the relevant steps within Accounts Payable to match the Sales Payment transaction to a Payable Payment transaction.

The transaction ref is formed of the receipt number concatenated with the unique payment ID (PaymentID) (separated by a hyphen) for the payment. This enables users to not only identify the grouped payments by the receipt number and the individual payment items but also the associated fee invoice and fee items that the payment relates to in MIS (ProSolution).

- Menu
- Sessions
- Alerts
- Saved
- History
- Product Hub
- Settings
- Show

Transactions by Location

Company C2 - Prosuite Integration MCRK

Session 04 Exit Return Search

Search Results More

Transaction List

Refresh
Code Switch

Location:

HO

Total Orig:

150.00

Total O/S:

150.00

0 Selected

Ticket : Details

Account : Transactions

Plan : View

Transaction : Details

Card : Transactions

☐ All	Attachments	Ledger	Account	Tran Date	Reference	Lgnd	Status	Curr
☐ 1		AR	20011214	12-Mar-2025	00031-53037	INV	OUTST	GBP
☐ 2		AR	20011214	12-Mar-2025	00031-53036	INV	OUTST	GBP
☐ 3		AR	20011214	12-Mar-2025	00031-53035	INV	PAID	GBP
☐ 4		AR	20011214	12-Mar-2025	00001-53041	CRN	ALLOC	GBP
☐ 5		FN	51890	12-Mar-2025	00032-53040	INV	PAID	GBP
☐ 6		FN	51890	12-Mar-2025	00032-53039	INV	PAID	GBP
☐ 7		FN	51890	12-Mar-2025	00032-53038	INV	PAID	GBP
☐ 8		FN	51890	12-Mar-2025	80484-13040	CASH	ALLOC	GBP
☐ 9		FN	51890	12-Mar-2025	80484-13039	CASH	ALLOC	GBP
☐ 10		FN	51890	12-Mar-2025	80484-13038	CASH	ALLOC	GBP
☐ 11								
☐ 12								
☐ 13								

Once the integration has identified the appropriate refund records, the records are transferred to Financials and appear as Sales Invoicing Credit Notes.

5. Recommendations

The following recommendations should be followed when making any changes in ProSolution that may impact the data transferred to Financials:

5.1 Fees

Once the fee data has been transferred to Financials no further changes or fee adjustments should be made to the records in ProSolution. Changes should only be made to the value of the fee by using credit notes. No fee adjustments are taken into consideration as they are a separate FeeItemID.

5.2 Credit Notes

When creating credit notes, the credit note must have the associated invoice number selected in the Invoice No For Crediting selection option in order to relate the credit note back to the original invoice number. Each credit note created must be allocated to each individual fee. For example, if there are 3 fees, Tuition, Materials and Exams, there must be 3 credit notes linked to each fee item. Each credit note must not exceed the value of the original fee item amount.

5.3 Payments

Once the payment data for each transaction has been transferred to Financials no further changes should be made to the records in ProSolution. Changes should only be made to the value of the payment by using refunds.

5.4 Withdrawals

Where a withdrawal has taken place and the student is entitled to a refund this should be processed using either credit notes, where no payment has been received, or a refund, where a payment has been received.

5.5 Transfers

When processing a transfer using the transfer wizard where a payment has already been received, the Apportion payments onto new enrolment option should be un-checked.

By not apportioning the fees the payment will remain against the original course. These payments should be refunded against the original course.

Where the course fees the student is transferring to are greater than the original course fees, the original course fees should be refunded and a payment processed against the new course for the same value. Any outstanding fees should then be paid in the normal way.

Where the course fees that the student is transferring to are less than the original course fees, the original course fees should be refunded and a payment processed against the new course for the fees. Any balance owing to the student should then be refunded separately.

6. Document Control

Version History

Date	Version	Issued by	Changes
28/04/2025	1	Laura Coles	
05/08/2025	2	Laura Coles	
30/04/2026	3	Laura Coles	Updated flow of set up

Document Review History

Version	Name	Title/Organisation

Document Approval

Date	Version	Name	Title/Organisation	Approval record

Document Hierarchy

Parent Document	Name	Location
Child Document(s)	Name	Location

Appendix

e.g. Supporting documentation setting out acceptable levels of compliance.



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