

Tip Sheet No.78

Fees

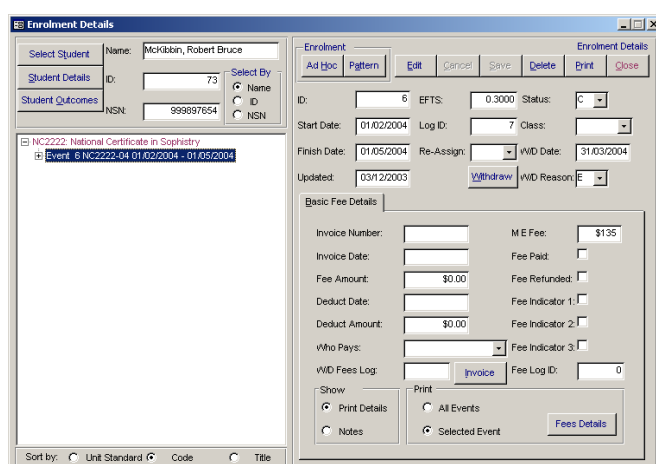
1.1 Student Fees

Overview

Take2 is not a debtors system, although it can interface to many debtors systems. The interface can be done as an external application or from within Take2. You will find that one interface (to Exo-net) is available by default from within Take2. Contact the help desk to enquire about other interfaces. Data about student fees can be entered and stored in Take2 and you can use Take2 to create fees invoices through a mail merge to Microsoft Word.

Fees for a Student

Data about a student's fees can only be edited on the Enrolment Details form, which can be opened by clicking Enrolment Details on the Enrolments tab of the Students form or by clicking Single Student Edit on the Enrolments menu.



The fields relating to fees are as follows:

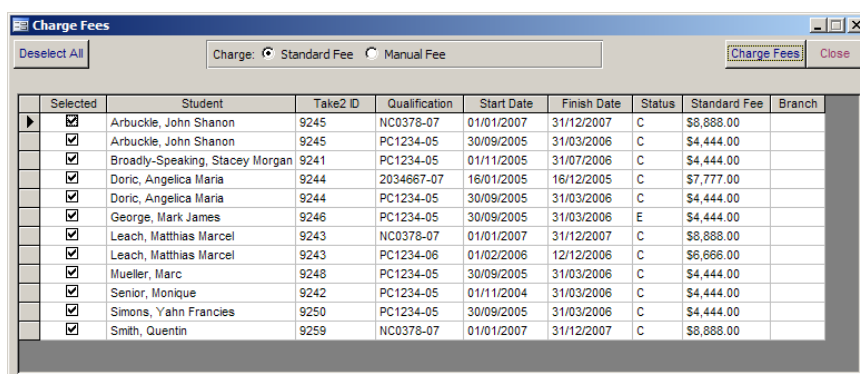
- Invoice Number – You can enter any alphanumeric value.
- Invoice Date – You can enter any valid date value.
- Fee Amount – A default amount is entered in the field when you place your cursor in it, if a default exists (see [section 9](#) for information about setting fee amounts). You can overwrite the default or enter your own value if no default is available. The amount entered in this field should be GST inclusive. There are three special situations where Take2 automatically generates a fee value – see below.
- Deduct Date – This field is used to record the date that a deduction has been made from the fees protection trust account (see [section 9](#) for more information on fee protection). Such a deduction would normally be a fee refund.
- Deduct Amount – The amount deducted from the fees protection trust account is entered here.

- Who Pays – You can look up the name of any organisation entered in the Take2 database.
- M E Fee – The Maxima Exempt fee required for the Single Data Return.
- Fees Paid – You enter a value. A tick means paid, no tick means not paid. Unless you change the default value on the Enrolment Defaults form at the time of enrolment, the Paid field will automatically be ticked.
- Fee Refunded – You enter a value. A tick means a refund has been made.
- Fee Indicators 1, 2, and 3 – You enter values. The fields which contain ticks can mean whatever you want. You might use them, for example, to keep track of instalment payments.
- W/D Fees Log – The Exo-net fee export function (see [section 9](#)) provides for the export of data about withdrawn students. A fee log entry is created by the export process and that value is written to this field. By removing the value you could re-export the withdrawn information.
- Fees Log ID: You can edit the F Log ID (fee log ID) field and you would do so to remove the ID so that you could re-export debtor information to an accounting system – see [section 9](#), below.
- Notes – A notes field is visible if you select the Notes option. You can enter any data in this field.
- The buttons relating to fees work like this:
- Fees Details – Click this button to print a simple report of the fee details for either the currently selected enrolment event or all enrolment events for the student.
- Invoice – Click this button to initiate a mail merge to Microsoft Word. The process of carrying out a mail merge is described in [section 6](#), above.

Automatically Generated Fee Values

There are three special situations where Take2 generates a fee value that is stored in the Fees Amount field:

- If you use the Charge Fees button on the Fees menu. Clicking this button allows you to select enrolments and then charge a standard (i.e. default) fee or a manually entered fee amount.



Selected	Student	Take2 ID	Qualification	Start Date	Finish Date	Status	Standard Fee	Branch
<input checked="" type="checkbox"/>	Arbuckle, John Shanon	9245	NC0378-07	01/01/2007	31/12/2007	C	\$8,888.00	
<input checked="" type="checkbox"/>	Arbuckle, John Shanon	9245	PC1234-05	30/09/2005	31/03/2006	C	\$4,444.00	
<input checked="" type="checkbox"/>	Broadly-Speaking, Stacey Morgan	9241	PC1234-05	01/11/2005	31/07/2006	C	\$4,444.00	
<input checked="" type="checkbox"/>	Doric, Angelica Maria	9244	2034667-07	16/01/2005	16/12/2005	C	\$7,777.00	
<input checked="" type="checkbox"/>	Doric, Angelica Maria	9244	PC1234-05	30/09/2005	31/03/2006	C	\$4,444.00	
<input checked="" type="checkbox"/>	George, Mark James	9246	PC1234-05	30/09/2005	31/03/2006	E	\$4,444.00	
<input checked="" type="checkbox"/>	Leach, Matthias Marcel	9243	NC0378-07	01/01/2007	31/12/2007	C	\$8,888.00	
<input checked="" type="checkbox"/>	Leach, Matthias Marcel	9243	PC1234-06	01/02/2006	12/12/2006	C	\$6,666.00	
<input checked="" type="checkbox"/>	Mueller, Marc	9248	PC1234-05	30/09/2005	31/03/2006	C	\$4,444.00	
<input checked="" type="checkbox"/>	Senior, Monique	9242	PC1234-05	01/11/2004	31/03/2006	C	\$4,444.00	
<input checked="" type="checkbox"/>	Simons, Yahn Francies	9250	PC1234-05	30/09/2005	31/03/2006	C	\$4,444.00	
<input checked="" type="checkbox"/>	Smith, Quentin	9259	NC0378-07	01/01/2007	31/12/2007	C	\$8,888.00	

- If you use the Export button on the Fees menu (see [section 9](#)) to export data to a debtor's ledger, the amount of the exported fee will be written to the Fees Amount field.
- If you use the Charge Fee button on the Fees Protection Draw Down Schedule form (see [section 9](#)). Clicking this button enters the default fee into the Fees Amount field if there is no existing value in the field.

Setting Fees

Methods

You can set course related fees directly from the Curriculum form (see [section 8](#)), on the Set Fees form (see below) and on the Modify CR Fees form (see below). You can set qualification related fees on the Set Fees form (see below).

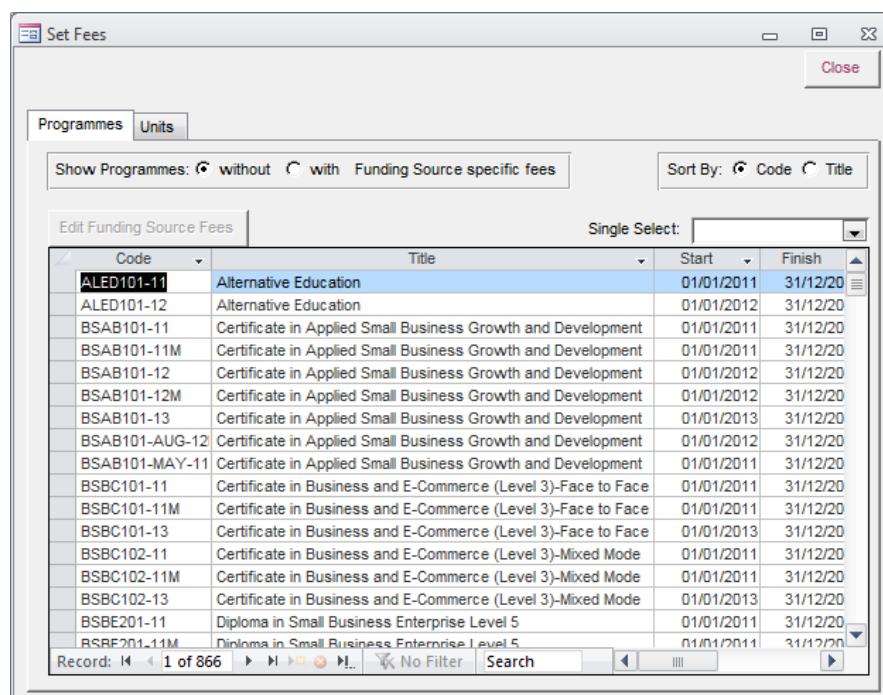
Qualification and Course Fees

Click Set Fees on the Fees menu, which is reached from the Enrolments menu.

The Set Fees form opens and on the first tab you can enter a fee value for each offered qualification. The fee value that you enter is used in these ways:

- As the default Fee Amount on the Fees tab of the Enrolment Details form.
- As the amount reported to the Exo-net debtors ledger¹.

As the default amount of the total fee for a Version of Study Response.



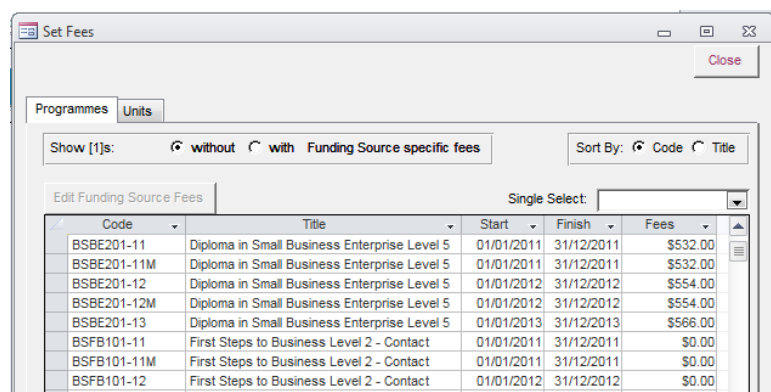
Code	Title	Start	Finish
ALED101-11	Alternative Education	01/01/2011	31/12/20
ALED101-12	Alternative Education	01/01/2012	31/12/20
BSAB101-11	Certificate in Applied Small Business Growth and Development	01/01/2011	31/12/20
BSAB101-11M	Certificate in Applied Small Business Growth and Development	01/01/2011	31/12/20
BSAB101-12	Certificate in Applied Small Business Growth and Development	01/01/2012	31/12/20
BSAB101-12M	Certificate in Applied Small Business Growth and Development	01/01/2012	31/12/20
BSAB101-13	Certificate in Applied Small Business Growth and Development	01/01/2013	31/12/20
BSAB101-AUG-12	Certificate in Applied Small Business Growth and Development	01/01/2012	31/12/20
BSAB101-MAY-11	Certificate in Applied Small Business Growth and Development	01/01/2011	31/12/20
BSBC101-11	Certificate in Business and E-Commerce (Level 3)-Face to Face	01/01/2011	31/12/20
BSBC101-11M	Certificate in Business and E-Commerce (Level 3)-Face to Face	01/01/2011	31/12/20
BSBC101-13	Certificate in Business and E-Commerce (Level 3)-Face to Face	01/01/2013	31/12/20
BSBC102-11	Certificate in Business and E-Commerce (Level 3)-Mixed Mode	01/01/2011	31/12/20
BSBC102-11M	Certificate in Business and E-Commerce (Level 3)-Mixed Mode	01/01/2011	31/12/20
BSBC102-13	Certificate in Business and E-Commerce (Level 3)-Mixed Mode	01/01/2013	31/12/20
BSBE201-11	Diploma in Small Business Enterprise Level 5	01/01/2011	31/12/20
BSBE201-11M	Diploma in Small Business Enterprise Level 5	01/01/2011	31/12/20

A Single Select field has been added to make editing records easier and an option has been added that allows you to view either:

- Qualifications without funding source specific fees – i.e. all students, irrespective of how funded will pay the same fee (or no fee), or
- Qualifications with funding source specific fees – i.e. the fee paid by a student is dependent on the funding source applied to their programme enrolment.

¹ GST is removed from the fee amount as part of the export process.

For qualifications without funding source specific fees you simply set the standard fee in the final column of the datasheet. Note - \$0 is used where students pay no fees.



Code	Title	Start	Finish	Fees
BSBE201-11	Diploma in Small Business Enterprise Level 5	01/01/2011	31/12/2011	\$532.00
BSBE201-11M	Diploma in Small Business Enterprise Level 5	01/01/2011	31/12/2011	\$532.00
BSBE201-12	Diploma in Small Business Enterprise Level 5	01/01/2012	31/12/2012	\$554.00
BSBE201-12M	Diploma in Small Business Enterprise Level 5	01/01/2012	31/12/2012	\$554.00
BSBE201-13	Diploma in Small Business Enterprise Level 5	01/01/2013	31/12/2013	\$566.00
BSFB101-11	First Steps to Business Level 2 - Contact	01/01/2011	31/12/2011	\$0.00
BSFB101-11M	First Steps to Business Level 2 - Contact	01/01/2011	31/12/2011	\$0.00
BSFB101-12	First Steps to Business Level 2 - Contact	01/01/2012	31/12/2012	\$0.00

For qualifications with funding source specific fees the Edit Funding Source Fees button is enabled and the Fees field in the datasheet is disabled. Click the button to open the Funding Source Specific Funding Rules and Fees form, i.e. the same form as opened from the Curriculum form which is described above. On this form you can set the funding source specific fees.

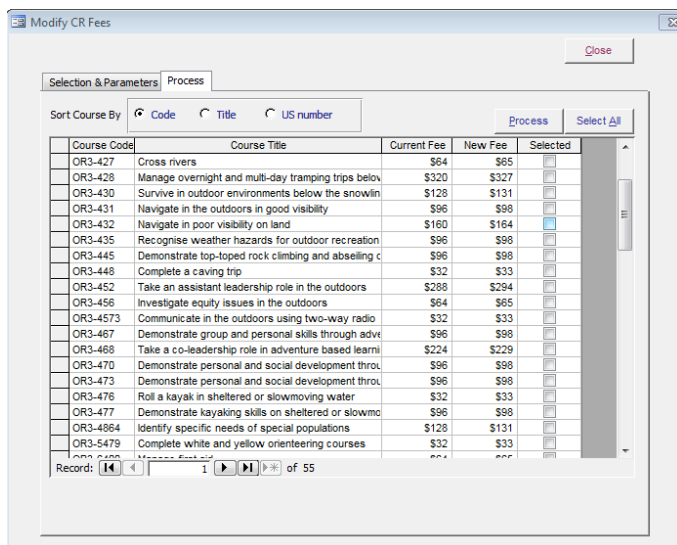
On the Courses tab you can enter the Tuition Fee, Compulsory Course Cost Fee and, where appropriate Foreign Fee for courses. These fee values are required by TEC for Course Register entries.

The Foreign Fee field is only visible if you have elected to report foreign fees in the SDR course register file – see [section 5](#) for more information on options for reporting foreign fees.

Modify Course Register Fees

This form allows you to apply a fixed percentage fee increase to Tuition fees and Compulsory Course Cost fees. You can also use the form to adjust these fees if the GST rate changes.

- Select the qualification(s) that you want the change to apply to from the list.
- In the Change Type box you choose GST or Other. The GST option allows you to specify the old rate and the new rate. The Other option is used to make an across the board increase by a fixed percentage.
- The Fee Selection defaults to Tuition Fee but can be changed to Compulsory Course Costs. If both your Tuition Fee and your Compulsory Course Costs have increased you will need to repeat this process for each fee type.
- Click Display, and you will be presented with a list of the courses which are attached to the selected qualification(s) and the fees as they are before and after the chosen adjustment. At this stage you can Select All of them or use the Selected tick box to refine your selection.



Course Code	Course Title	Current Fee	New Fee	Selected
OR3-427	Cross rivers	\$64	\$65	<input type="checkbox"/>
OR3-428	Manage overnight and multi-day tramping trips below	\$320	\$327	<input type="checkbox"/>
OR3-430	Survive in outdoor environments below the snowline	\$128	\$131	<input type="checkbox"/>
OR3-431	Navigate in the outdoors in good visibility	\$96	\$98	<input type="checkbox"/>
OR3-432	Navigate in poor visibility on land	\$160	\$164	<input checked="" type="checkbox"/>
OR3-435	Recognise weather hazards for outdoor recreation	\$96	\$98	<input type="checkbox"/>
OR3-445	Demonstrate top-topped rock climbing and abseiling c	\$96	\$98	<input type="checkbox"/>
OR3-448	Complete a caving trip	\$32	\$33	<input type="checkbox"/>
OR3-452	Take an assistant leadership role in the outdoors	\$288	\$294	<input type="checkbox"/>
OR3-456	Investigate equity issues in the outdoors	\$64	\$65	<input type="checkbox"/>
OR3-4573	Communicate in the outdoors using two-way radio	\$32	\$33	<input type="checkbox"/>
OR3-467	Demonstrate group and personal skills through adv	\$96	\$98	<input type="checkbox"/>
OR3-468	Take a co-leadership role in adventure based learni	\$224	\$229	<input type="checkbox"/>
OR3-470	Demonstrate personal and social development throu	\$96	\$98	<input type="checkbox"/>
OR3-473	Demonstrate personal and social development throu	\$96	\$98	<input type="checkbox"/>
OR3-476	Roll a kayak in sheltered or slowmoving water	\$32	\$33	<input type="checkbox"/>
OR3-477	Demonstrate kayaking skills on sheltered or slowmo	\$96	\$98	<input type="checkbox"/>
OR3-4864	Identify specific needs of special populations	\$128	\$131	<input type="checkbox"/>
OR3-5479	Complete white and yellow orienteering courses	\$32	\$33	<input type="checkbox"/>

Once you are happy with the selection and the adjustments you can click the Process button. This will apply the fee changes and print an audit report.

1.2 Charging SDR Fees

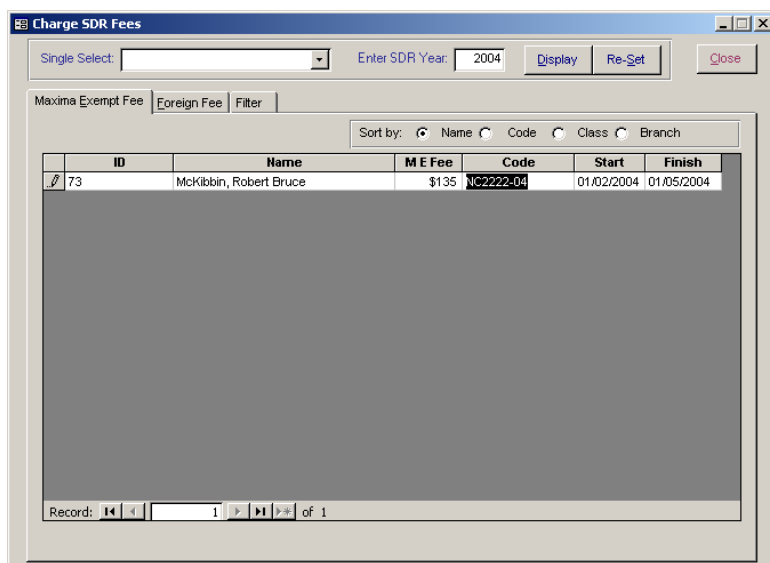
Fee Types

On the Charge SDR Fees form you can charge fees to students as required for the SDR. You must enter an SDR year.

The two fees types are the Maxima Exempt Fee and, if applicable, the Foreign Fee. There are tabs of the form for each fee type and also a Filter tab to limit the selection of students displayed on each tab.

The tab used for Foreign Fee is only visible if you have elected to report foreign fees in the SDR course register file – see [section 5](#).

First enter an SDR Year value – i.e. the year for which data is being returned. Then click Display to display those students who meet any criteria you set on the Filter tab and who are enrolled in the SDR year. Use the Single Select field to display only a single student.



ID	Name	M E Fee	Code	Start	Finish
73	McKibbin, Robert Bruce	\$135	NC2222-04	01/02/2004	01/05/2004

Values Reported in the SDR

The specification of the Maxima Exempt and Foreign Fee types in the Ministry of Education’s SDR Manual is a bit daffy because the Manual shows the fee amount being reported in the SDR Student file. In practice, of course, fees are charged for enrolments rather than students per se.

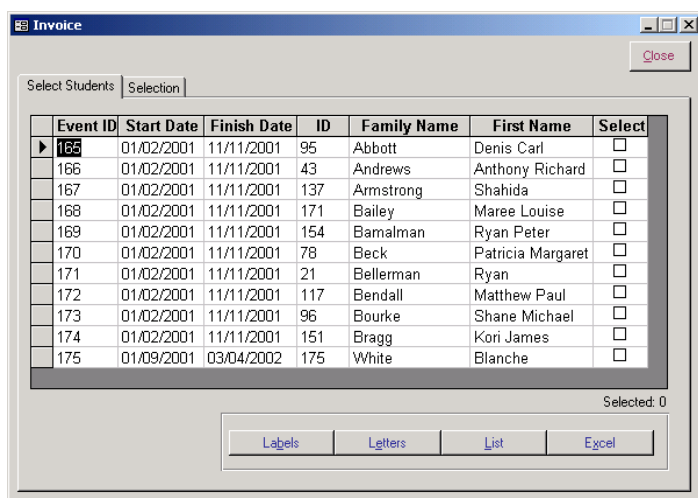
Take2 does can store the Foreign Fee in the student’s record and it is this value that is reported in the SDR. So, if a student has multiple enrolments you will have to revisit the Students form to keep the fee value up-to-date. Alternatively you can opt to store the fee against the individual courses, and report these fees in the Course Register file instead.

Take2 stores the Maxima Exempt Fee in the enrolment event record. You’ll notice that when you enrol a student you can enter the fee amount at that time, if you wish. When Take2 reports a Maxima Exempt value in the SDR it does so by summing the Maxima Exempt Fees for each enrolment event that commences in the SDR year. This means that if a student’s enrolment is from 1/10/2005 to 31/5/2006 and a Maxima Exempt Fee of \$250 is charged, the December 2005 SDR will include \$250 for the student, whereas the April 2006 SDR will contain \$0.²

1.3 Bulk Invoices

Data Extraction

Click Invoice on the Fees menu to extract data that can be used to create invoices for multiple students’ enrolments.



On the first tab you can select students’ enrolments by ticking on the Select field and then you choose an output type. The output types are described in [section 6](#), above, and they are the same as those used for Take2’s standard communication function.

Advanced Selection

By using the selection criteria on the second tab and then clicking Display Selection you will find it is quicker and easier to choose students than scrolling through the full list.

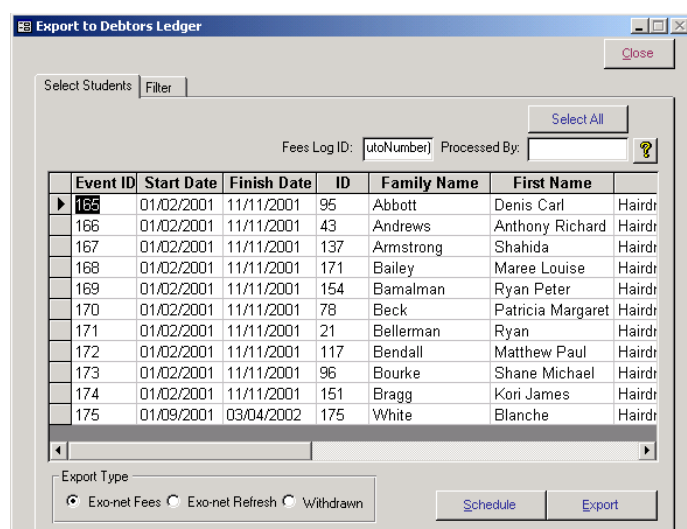
² This method of reporting Maxima Exempt Fees was specified by the Ministry of Education – Igor Pool, Senior Business Systems Analyst, October 2003.

Clicking Clear Selection will clear both the selection of criteria on the second tab and the selection of students ID on the first tab.

1.4 Exporting to a Debtors Ledger

Overview

Most modern accounting systems are capable of importing data about debtors from other computer systems. So, it is possible to export debtors data from Take2 and, to do so, you click Export on the Fees menu. This opens the Export form.



Event ID	Start Date	Finish Date	ID	Family Name	First Name	
▶ 165	01/02/2001	11/11/2001	95	Abbott	Denis Carl	Hairdr
166	01/02/2001	11/11/2001	43	Andrews	Anthony Richard	Hairdr
167	01/02/2001	11/11/2001	137	Armstrong	Shahida	Hairdr
168	01/02/2001	11/11/2001	171	Bailey	Maree Louise	Hairdr
169	01/02/2001	11/11/2001	154	Bamalman	Ryan Peter	Hairdr
170	01/02/2001	11/11/2001	78	Beck	Patricia Margaret	Hairdr
171	01/02/2001	11/11/2001	21	Bellerman	Ryan	Hairdr
172	01/02/2001	11/11/2001	117	Bendall	Matthew Paul	Hairdr
173	01/02/2001	11/11/2001	96	Bourke	Shane Michael	Hairdr
174	01/02/2001	11/11/2001	151	Bragg	Kori James	Hairdr
175	01/09/2001	03/04/2002	175	White	Blanche	Hairdr

Export Formats

Every accounting system requires a different set of data in a specific format. The most common formats are as an Excel file or as a text file of some type, for example what is called a CSV (comma separated values) file.

The default format supplied with Take2 is for the Exo-net accounting system. Other interfaces are available or can be implemented. Contact the help desk for further information.

Export Type

Depending on the accounting system you are using there will be a number of export type options. The most common types are:

- Fees – Exports information about students (debtors), their enrolments and fee amount.
- Refresh – Exports only student (debtor) data. Used to update name and address information for existing debtors in the debtors ledger.
- Withdrawn – Exports data about withdrawals in order that credit notes can be issued.

Selecting Students

On the Select Students tab of the Export form you will see a list of students' enrolments and by scrolling to the right you will see a Select field, which you can tick to indicate that you want the record to be included in the debtors export file.

Alternatively you can use the Filter tab to select various criteria then, when you click Filter on that tab you will be returned to the Select Students tab where only those students who meet your criteria are displayed.

If you need to, you can print out a list of the selected students by clicking Schedule .

When doing a “refresh” export all students for whom a fee export has already been created will automatically be selected. You would not normally need to filter students.

When doing a “withdrawn” export all students with an enrolment event status of “E” or “W” for whom a fee export has already been created (i.e. a Fee Log ID exists) and for whom no withdrawn export has already been processed (i.e. a W/D Fee Log value does not exist) will automatically be selected. You would not normally need to filter students.

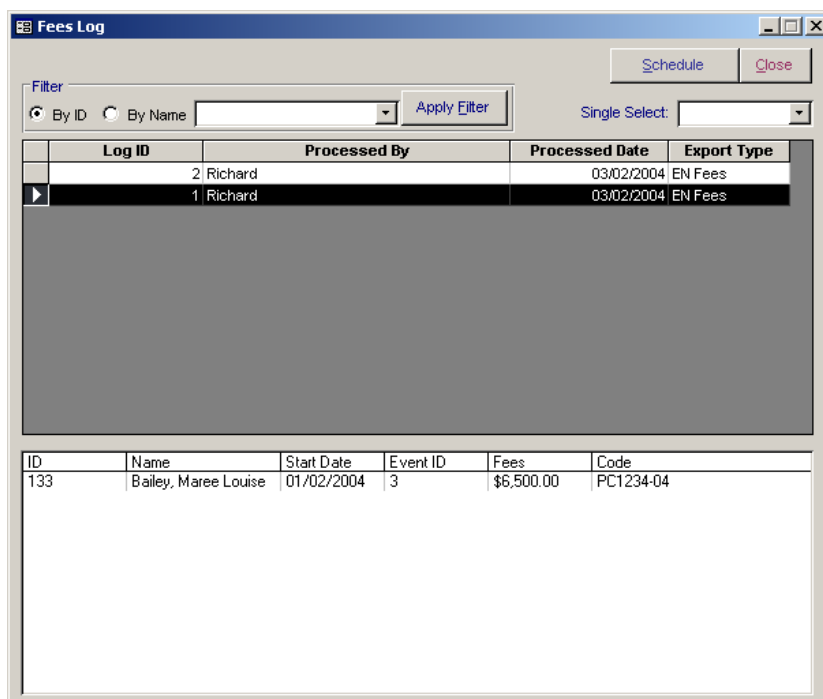
Exporting

When you are ready to export make sure that you enter (or lookup with the question mark button) a name or initials for the Processed By field, and then click Export . What happens now will depend on the accounting system interface you are using, but normally it will involve you identifying the name of, and location for, a file to be saved.

The fee amount that is exported to the debtors ledger can be determined according to different rule sets but, for the Exo-net export, the amount used is the amount (less GST) set in the fees table maintained through the Set Fees form – see [section 9](#).

Once that is done, an audit report is produced. It is wise to print this out for reference purposes.

Whenever an export event takes place a fees log entry is created. The log entry can be displayed on the Fees Log form, which is opened by clicking Fees Log .



Log ID	Processed By	Processed Date	Export Type
2	Richard	03/02/2004	EN Fees
1	Richard	03/02/2004	EN Fees

ID	Name	Start Date	Event ID	Fees	Code
133	Bailey, Maree Louise	01/02/2004	3	\$6,500.00	PC1234-04

Fees Log

This form is similar in design to the Enrolment Log form. You can select a log entry on the top half of the form and, on the bottom half, you can see the enrolment events which were included in the export process.

Each fees log file record has an ID number. You will find this ID number is displayed on the Fees tab of the Enrolment Details form for each enrolment event included in the export.

An enrolment event cannot be included in a debtors export if it already has a fees log ID value and so, if you have made a mistake in exporting to a debtors ledger and you wish to re-export the details for an enrolment event, you must first delete the fees log ID on the Enrolment Details form.

You can filter the records displayed on the Fees Log form to those that relate to a specific student (using either name or ID), and you can also quickly find an individual log record by typing in the number in the Single Select field.

1.5 Outstanding Fees

Fees Paid Indicator

The Fees Paid field on the Fees tab of the Enrolment Details form should be ticked if a student has paid their fees. You can set the value at the time of enrolment, on the Enrolment Defaults form, or later on the Enrolment Details form.

Outstanding Fees Schedule

A special schedule is available from the Student Schedules option of internal reporting. The schedule lists all students for whom the Fees Paid field contains no tick. It is, if you like, a list of outstanding debtors.

Archive Process

As you will see in [section 12](#), below, a student who still has outstanding fees cannot be archived in Take2.

Charging Student Fees

The printed schedule shows the fee amount for each student enrolment. The fee amount listed can be set from the:

- **Fees** tab of the **Enrolment Details** form.
- **Fee Protection Draw Down Schedule** form.

Fee Information

Adjacent to the Course and Component sub-tabs is a Fees tab. This tab displays information about student fees for the selected enrolment event. The type of information displayed can include an invoice number and date, the amount of the fees, whether fees have been paid, etc.

See [section 9](#) for more information about managing student fees.

Foreign Fee Field

- You are able to record a tuition fee for foreign fee paying students but the Foreign Fee field is only displayed on the Course tab when foreign fee information is set to output to the Course

Register file in the SDR – [section 5](#) explains how to set this default. The Foreign Fee field is a course register field but it is not mandatory. You only need to insert a value if you have foreign students enrolled in the course.

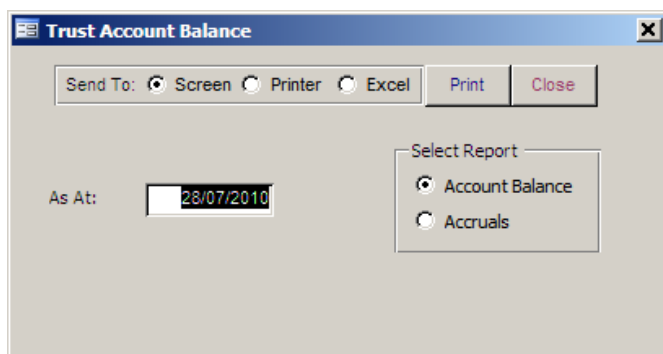
Fees and Verification of Study (VoS)

For some qualifications a fee is payable at each enrolment event. In Take2 you can store information about student fees and, if you do, the information is stored with the enrolment event record. Also, if you use the Take2 VoS interface (available only to TEIs using the SQL Server edition) you will find that data about loan and allowance applications is stored with the enrolment event record. Likewise, if you use the Public Trust Fee Protect interface data about “fee lines” is stored with the enrolment event.

You will see from the diagram above that course enrolments are associated with an enrolment event (and through the enrolment event with the qualification enrolment). Course enrolments are the things that generate EFTS which is used as a way of allocating TEC funding. A student with a sufficient course EFTS load for a particular enrolment event may be entitled to apply for a loan and/or allowance.

Fee Trust Account Reports

From version 10.2.95 a new report option is available from the *Fees* menu in the Main Module. Click *Trust Account Balance* on the menu to open this form. The form provides two reports, each of which can be sent to the screen, send directly to the default printer, or exported to an Excel workbook. The report has to be run “As At” a specific date – normally today.



Account Balance Report

The Account Balance report includes a record for each enrolment event which has not yet reached its finish date and for which fees have been paid. This means that there is a fee valued stored in the enrolment event record and the Fee paid field is ticked. Enrolments that have a status of “Early Withdrawal” are excluded.

Enrolment Enrolment Event

Ad Hoc Pattern Edit Cancel Save Delete Print Close

ID: 6987 EFTS: 0.5250 Status: C Log ID: 10974

Start Date: 15/03/2010 Class: 15310

Finish Date: 25/02/2011 Re-Assign: W/D Date:

Updated: 08/03/2010 Letter Withdraw W/D Reason:

First Year:

Fees Study Break

Invoice Number: Invoice

Invoice Date: 26/02/2010 Fee Paid:

Fee Amount: \$2,890.00 Fee Refunded:

Deduct Date: Fee Indicator 1:

Deduct Amount: \$0.00 Fee Indicator 2:

Who Pays: Fee Indicator 3:

W/D Fees Log: 0 Fee Log ID: 605

Show Print

Print Details All Events

Notes Selected Event Fees Details

The report shows all relevant data for calculating the amount that needs to be held in trust in accordance with NZQA requirements.

conditions of the Deed entered into by them, and as set out below.

- Prior to the ninth day after the start of the Course the PTE may retain from the aggregate of any payments received from the student, the lesser of \$500 or 10% of the Tuition Fees, or as the case may be, paid by the Trustee to the PTE immediately upon receipt of those funds.
- An amount (other than the amount above) limited to 15% of remaining Tuition Fee may be paid by the trustee to the PTE on the ninth day of the course.
- Remaining tuition fees are paid to the PTE pro rata in arrears in relation to the time elapsed in the course unless otherwise approved in writing by the Qualifications Authority.

The grand total at the end of the report is the value of fees to be held in trust as at the date entered in the As At field.

Happy Days Institute Fees Trust Account Balance

* When a student withdraws the pro-rated amount is the balance of the fee.

Balance to hold in Trust Account as at: 28/07/2010

This report includes only students for whom fees have been paid whether or not they have started.

Student Name	ID	Qualification	Total Fee	Start Date	Finish Date	Total Days	9th Day	Withdrawal Date	Commencement Date	9th Day Amount	*Pro-Rated at 28/07/2010	Amount to Hold in Trust Account at 28/07/2010
Aardvaark, Andrew	19360	AGN01001	\$5,000.00	30/07/2010	31/12/2010	155	07/08/2010			\$0.00	\$0.00	\$5,000.00
Aardvaark, Brian	19346	AGN01001	\$5,000.00	21/07/2010	31/12/2010	164	29/07/2010			\$500.00	\$0.00	\$4,500.00
Aardvaark, Charles	19361	AGN01001	\$5,000.00	20/07/2010	31/12/2010	165	28/07/2010			\$500.00	\$675.00	\$3,825.00
Aardvaark, Denise	19348	AGN01001	\$5,000.00	19/07/2010	31/12/2010	166	27/07/2010			\$500.00	\$675.00	\$3,594.58
Aardvaark, Ellen	19349	AGN01001	\$5,000.00	01/06/2010	31/12/2010	214	09/06/2010	01/07/2010		\$500.00	\$675.00	\$0.00
Aardvaark, Francis	19350	AGN01001	\$5,000.00	01/06/2010	29/07/2010	59	09/06/2010			\$500.00	\$675.00	\$64.83
Aardvaark, Gill	19352	AGN01001	\$5,000.00	01/06/2010	28/07/2010	58	09/06/2010			\$500.00	\$675.00	\$0.00
Total											\$16,984.41	

Accruals Report

This report shows enrolment records for enrolment events which have started but not yet finished.

Records are included whether or not the student has paid.

The report can be used to determine what fee income to accrue in your accounting system.