

January 14, 2014

Dear FACTS or SMART INTERFACE user,

Thank you for purchasing our FACTS/SMART add-on to Billing Plus. If you are using either of these two tuition plans, this program will allow you to easily import the payments they have collected and apply them to students' invoices in the Billing Plus module.

Follow the simple steps below to get started.

### **Customize Data Base**

Create a field in Address to Store the FACTS or SMART agreement number for each student. Note: importing using the same agreement number for different members of the same family is not supported by the interface. Either set up a different agreement number for each student or bill one student in the family for all siblings.

### **Customize Codes**

Create a New Summary code called FACTS TUITION or SMART TUITION. You will link any all Tuition Billing codes that represent a charge to be paid automatically through FACTS or SMART to this summary code. Later, when importing payments, you will set the specification for this summary code, which will prevent payments from being used for non-tuition invoices (if any exist) which should not be paid by FACTS or SMART. For example, an invoice for the Senior Class Trip should be paid to the office directly, not paid off from the file downloaded from FACTS or SMART.

Create Billing codes that reflect the amount and times per year that you offer to students on the SMART or FACTS plan. For example, you might offer both a 10 and 12 month plan that is a different rate for Parishioners vs. Non-parishioners. Be sure to indicate the Summary code you created in the previous step in one of the Summary Code Link Fields. For SMART only, also create a Billing Code for possible late fees that might be reported in the download file.

Create a Payment code that will be used record payments imported by the FACTS/SMART Interface. For example, if you apply "P – Payment" for direct payments, you might create a code named "TP" for "Tuition Payment from FACTS/SMART".

Create a Debit code that will be used to indicate "returned" amounts. In Administrator's Plus, Non-sufficient funds are typically handled by debiting for the "bounced" amount. The data file for both FACTS and SMART contains separate line times for the Payment Attempt and the Returned amount. Because SMART also can add a late fee for late payments that is coded, you also need to create a separate Debit code to indicate a returned late fee.

### Create Tuition Invoices for FACTS/SMART students

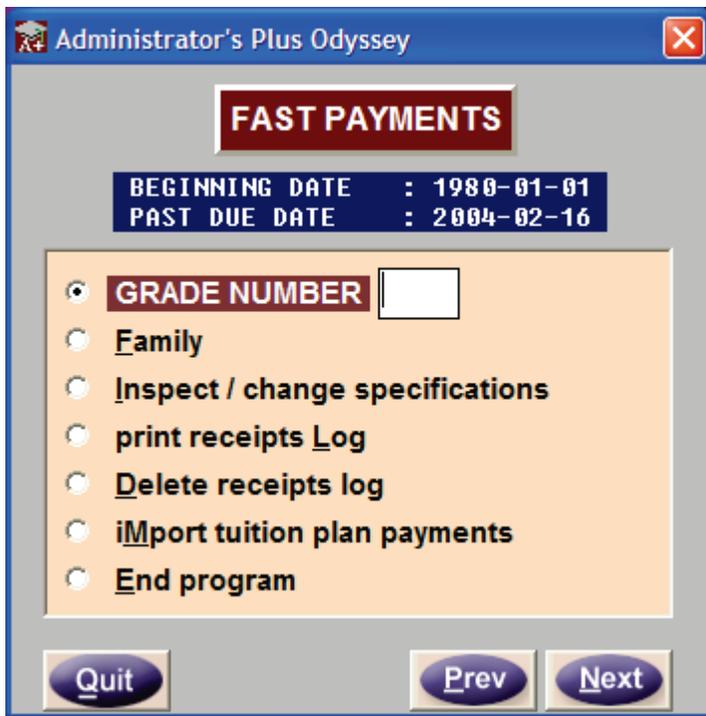
Use the Invoices program or Batch Entry to create Tuition Invoices for each student.

### Download the payment file from the FACTS or SMART site.

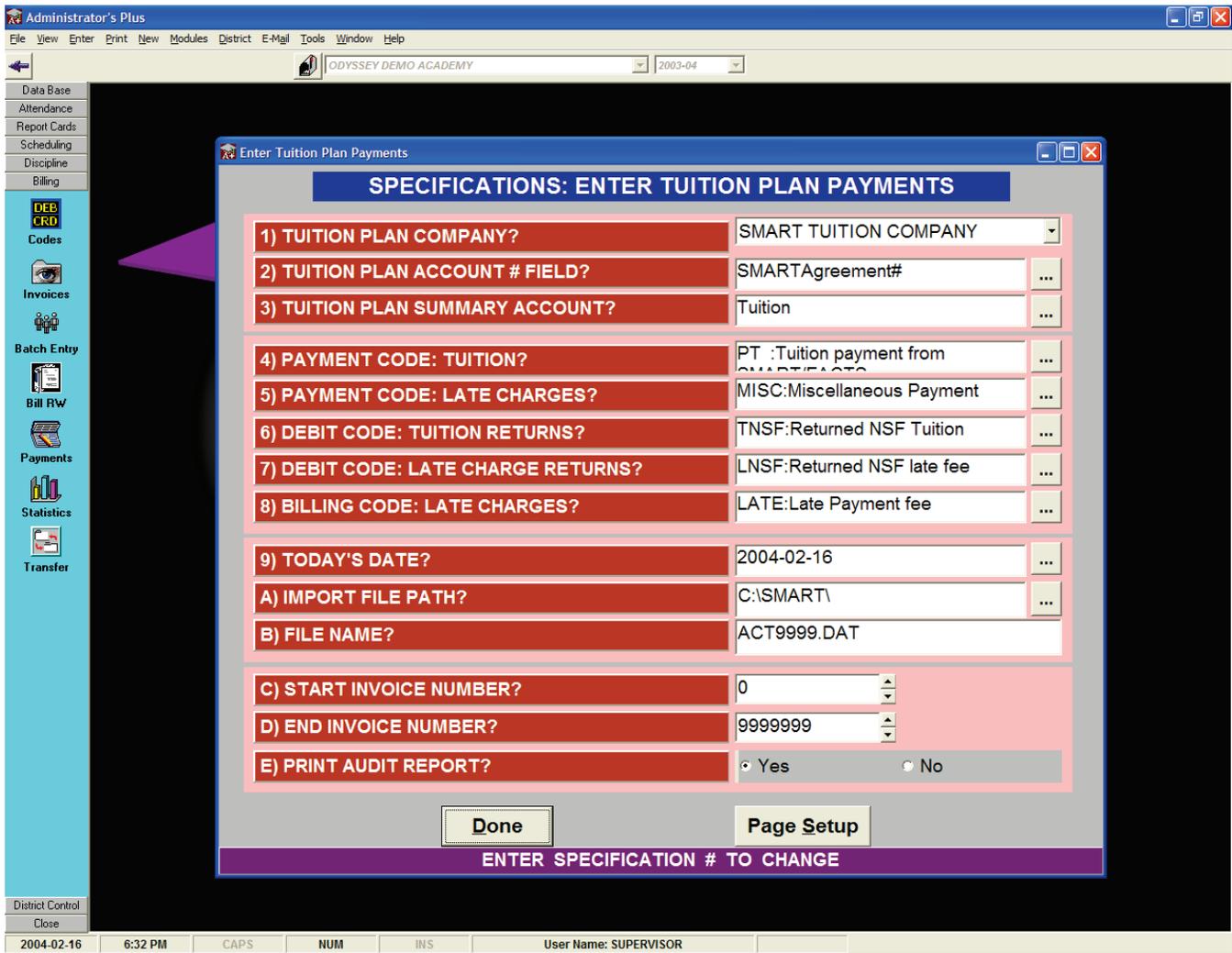
Follow the instructions provided to you by your FACTS or SMART representative. These instructions should let you know how to log onto their site, browse to the latest payment collection file and save it to your local computer.

### Set FACTS/SMART Interface specifications for the first time.

You may access this program from the main menu of the "FAMILY ACCOUNTS/FAST PAYMENTS" program in Billing Plus.



Choose the option "IMPORT TUITION PLAN PAYMENTS". After a backup warning, you will see the following Specification Screen:



1) **TUITION PLAN COMPANY:** Choose either SMART or FACTS.

2) **TUITION PLAN ACCOUNT # FIELD:**

In Data Base Plus, you must create a data base field that will contain the FACTS or SMART account number for any students participating in the program. Use this specification to tell the INTERFACE which data base field you are using for this account number.

3) **TUITION PLAN SUMMARY ACCOUNT:**

The INTERFACE has to know to which invoice to apply payments. Using the ENTER INVOICE CODES program in Billing Plus, you need to create a SUMMARY code called either SMART or FACTS (or anything else). You can then link billing codes to this summary code. The INTERFACE will only apply payments to invoices that have at least one billing code linked to this summary code.

Use this specification to tell the INTERFACE which SUMMARY ACCOUNT you are using.

For example, you may invoice for meals and graduation fees as well as for tuition. If you have linked only your tuition billing codes to this SMART or FACTS summary code, then only tuition invoices will have SMART or FACTS payments applied to them.

**4) PAYMENT CODE: TUITION:**

When payments are applied for tuition, this payment code will be used.

**5) PAYMENT CODE: LATE CHARGES:**

For SMART ONLY: When late charges are paid, this payment code will be used.

**5) DEBIT CODE: TUITION RETURNS:**

When tuition payments are returned, this is the debit code that will be used.

**7) DEBIT CODE: LATE CHARGE RETURNS:**

For SMART ONLY: When late charges that have been collected are returned, this debit code will be used.

**8) BILLING CODE: LATE CHARGES:**

For SMART ONLY: When payments are late, SMART actually adds a late charge to the account. This is the billing code that will be used to add the same charge to the invoice in Administrator's Plus.

**9) TODAY'S DATE:**

Will be the date of all entered items.

**A) IMPORT DRIVE:**

The drive where the file from FACTS or SMART can be found.

**B) IMPORT FILE PATH & NAME:**

The path and name of the file from FACTS or SMART can be found.

**C) START INVOICE NUMBER:**

**D) END INVOICE NUMBER:**

Only invoice numbers in this range will have charges applied to them. For example if you carry over year invoices from the previous year with the Billing Transfer program, you may not necessarily want payments applied to Tuition invoices that are still open from last year.

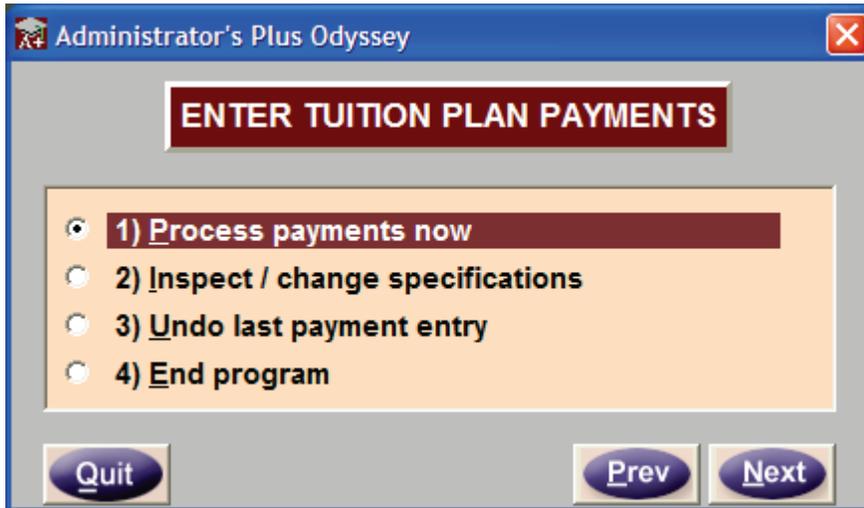
**E) PRINT AUDIT REPORT:**

You should ALWAYS print the audit report. This report will list all of the invoices that had items added to them and will give you totals broken down by payments, late charges etc.

Click "Done", when you have the specifications set the way you want them.

## Importing the payment file

After the Import Specifications have been verified, the import menu appears:



Choose option 1) Process payments now.

You will notice Administrator's Plus pause to make a backup of your billing files, in case you later choose to "Undo Last Payment Entry". Administrator's Plus will not let you continue if all billing files could not be backed up. Accordingly, make sure no one is accessing the Billing module in this school year before importing.

When the FACTS/SMART Interface finishes processing, it will display the Audit report on the screen. Print this, and save it for your records. If there are no errors, compare it to other reports you received from FACTS or SMART.

Some possible errors include: No matching Agreement number, no invoices found linked to the specified Summary code and in between the Starting / Ending Invoice number specifications or Maximum number of Billing/Debit/Payment codes on a single invoice reached.

If there are errors, you will usually want to "Undo Last payment entry", while you attempt to sort out the errors. For example, you may discover that a brand new student was enrolled this month and signed up with FACTS or SMART but you never entered their agreement number in the appropriate Address field. You could simply "Undo the last payment entry", go enter the appropriate agreement number in the Address program and come back to the FACTS/SMART Interface to try the import again.

"Undo last payment entry" will restore billing files to the state they were in just before selecting "Process payments now", if you answer yes to red warning message. **IMPORTANT: NEVER UNDO LAST PAYMENT ENTRY AFTER AN EXTENDED PERIOD OF TIME.** If you wait several hours or days to undo the last payment entry, be aware that the program will be resetting the files to the way they were just prior to the last import attempt. You will therefore lose any changes to the billing data made in the interim, even any changes made by other billing users from other parts of the billing module.

**Recommended best practices:**

Use separate agreement numbers for each student, even siblings in the same family.

If you do not plan to print monthly invoices or past due letter from Administrator's Plus (because FACTS or SMART is handling the daily contact with the parent), it may be easier for your main billing user to invoice one lump sum amount for tuition for the year for your FACTS / SMART students than to create separate monthly invoices.

Don't get behind in downloading the payment file from the FACTS or SMART site. Even if you do not want to process it immediately with the FACTS/SMART Interface for the Billing Plus module be sure to download it before the next scheduled payment round. (FACTS and SMART typically offer two or three dates per month that the parent can choose to have the payment deducted from their account). Otherwise, since the file is replaced each cycle with another file of the same name, you will have to contact FACTS or SMART directly to make arrangements to get the older data again.

After successfully importing a payment file, rename the file so it is not overwritten when you download the next cycle. In this way you have a complete archive of the files you downloaded and imported.