

## Backups

While the Consolidation process is prevented from being performed if a backup has not been made within the last week, it is recommended that a backup be made immediately prior to performing a consolidation, ie. on the same day anyway.

## The Process

The Consolidation process in Student Manager > Student Finances > Consolidation allows the removal of redundant transactions from the student's financial transactions page.

The process may be run first as a trial, before being run in full mode. A trial merely produces a report showing the effect that the full consolidation process will have on each student's transactions. No changes are made. The full process will only occur after you confirm on the Confirmation screen you wish to continue. The process involves several steps, set out below.

## Step 1 – Tagging the Billable Items

This step involves indicating how transactions for each billable item will be treated. It is done by selecting the relevant code and tagging the item with that code.

When transactions are consolidated, any remaining balances on the transactions are combined and retained against either of two consolidated items for each student. GST items are consolidated together with other GST items while non-GST items are consolidated together.

To consolidate items you need to tag each item with one of the following letters:

- C Billable items to be consolidated.
- I Tag one item with an "I" to receive all the non-GST item balances.
- G Tag one item with a "G" to receive all the GST item balances.

(The billable items tagged with an "I" or a "G" can be created specifically for this purpose and named to clearly indicate their nature.)

Other options are also available:

- K Keep only the unpaid balance of transactions against these items. (These items are NOT consolidated. The paid portion of the transaction is removed leaving just the unpaid debit balance.)
- R Retain all transactions against these items unchanged.
- D Delete all transactions against these items regardless of their balances.

Payments Received

are consolidated in the following way.

The unallocated portion of all payments is consolidated into one unallocated payment transaction.

Refunds transactions

are removed by consolidation.

They are handled in the following way.

- Refund Debits (i.e. paid out refunds) are removed by the consolidation as the transaction has been completed.
- Refund Credits (i.e. refunds not paid out) are also removed, but any unallocated portion of the credit is retained as part of the consolidated unallocated payment transaction.
- Where the item that is being refunded is to be retained (tagged with "R"), the refund is applied to the original transaction, and only the un-refunded balance will be retained.

## Step 2 – Trial Run or Full Process

This step involves indicating whether a trial run or the full process is required. You must confirm at this point that you would like to continue, otherwise press the Back button to return to the previous screen.

## Step 3 – The Process Itself

Before the full process begins, a text file (tab-delimited), which includes a statement of all existing transactions for each student in the database, is generated. This file may be copied into Excel or Word to view the transactions. A Consolidation Report showing both pre- and post-consolidation transactions is created for both trial runs and the full processes; and is available to view and print when the process has been completed. If the full process is being performed, a copy of this report is saved and may be viewed and printed from the “Reports” button. (This is not available for trial runs.)

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