Introduction

Centre Based Care services can optionally include your provider's BPay details on Invoices and Parent/Guardian Statements.

NOTE: This tip sheet does not relate to redPAY BPay, which is a different option.

For BPay details to print on the above reports, you must request the Helpdesk staff to enable the "BPay" option.

Apart from printing BPay details on reports, you can also print a BPay Reference Report that lists the calculated BPay Reference for each "Active" or "Inactive" parent/guardian record.

Setup BPay Details

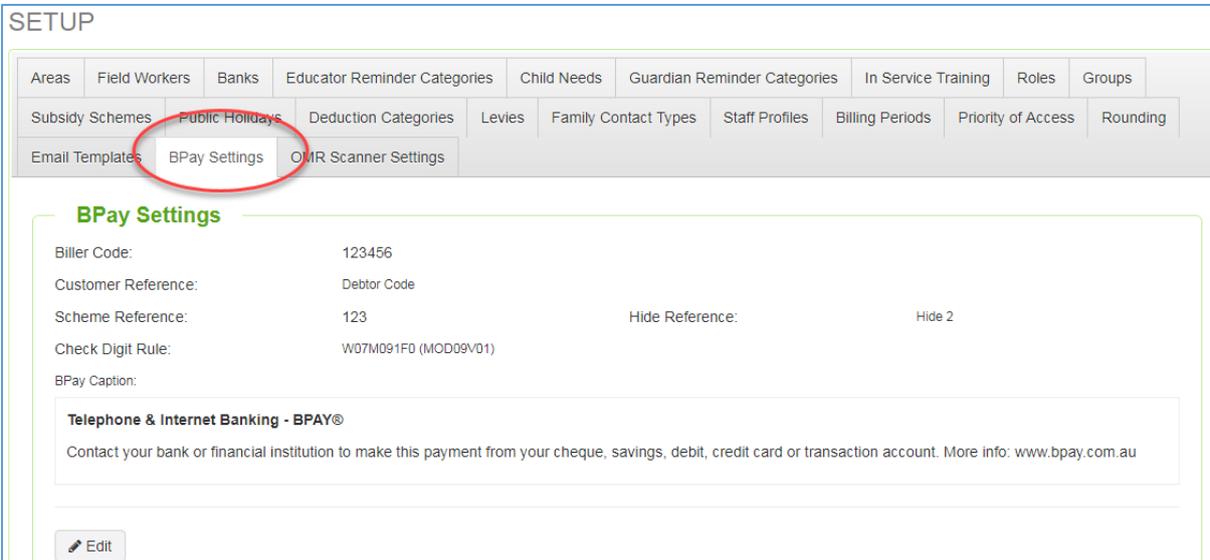You must request the Helpdesk staff to enable the "BPay" option.

Once BPay has been enabled, you must setup the BPay rules that are used to calculate the BPay Reference for each parent/guardian.

To specify the BPay Rules:

Click [⚙▾] "**Settings Cog**" (From the Main Menu).

Click "**Setup**"

Click the "**BPay Settings**" tab

Click [✎ Edit] "**Edit**" button to allow you to enter the BPay details:

"**Biller Code**" must be entered and must contain 6 digits.

- Your bank or accounts department will provide you with a specific biller code.

"**Customer Reference**" must be selected and can be either "Debtor Code" or "Software Code".

- Each parent's/guardian's BPay Reference will be based on this number.
- Those services that use an external debtor system should select "**Debtor Code**".

NOTE: **You enter each parent's/guardian's external debtor code in the "Account Number" field on the Bank tab in each parent's/guardian's record.**

Click "**Child Care**" (From the Main Menu).

Click "**Parents/Guardians**"

Click [✎ Edit] "**Edit**" button for the required record

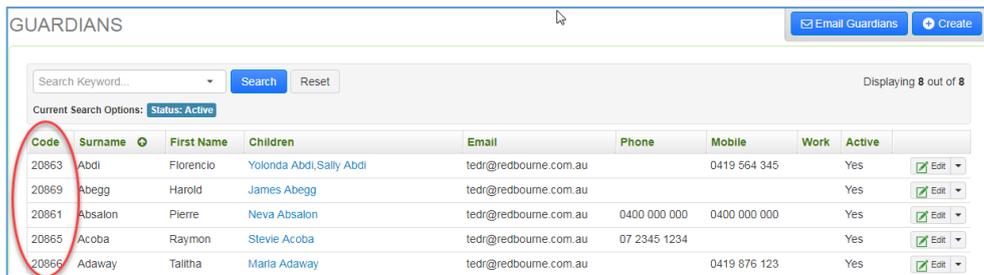Click [Bank] "**Bank**" tab

- Those services that are using this software to manage their debtors should select "**Harmony Code**".

NOTE: The "Harmony Code" is displayed in the left-hand column for each parent/guardian record in the list of parents/guardians.

Click "**Child Care**" (From the Main Menu).

Click "**Parents/Guardians**"

"*Scheme Reference*" is optional, but Child Care Providers that have multiple services would normally create a unique "Scheme Reference" to identify each service.

- If entered, the "**Scheme Reference**" will be prefixed to the "**Customer Reference**" to calculate the unique check digit.

  For example, if the Scheme Reference is "123" and the Customer Reference is "45678", the check digit will be calculated using "12345678".

"*Hide Reference*" is optional, but should only be set to "All" or "Specify" if you have specified a "Scheme Reference", because it is referring to the Scheme Reference.

- The full "Scheme Reference" along with the "Customer Reference" is always used to calculate the check digit, but you can hide all or part of the "Scheme Reference" when the "Bpay Reference" is printed.

  For example, if the Scheme Reference is "123", the Customer Reference is "123456", and the calculated Check Digit is "6":

  If you select the "No" option, the BPay Reference would be "1231234566".

  If you select the "All" option, the BPay Reference would be "1234566".

  If you select the "Specify" option and set the number of characters to hide to "2", the first 2 digits of the "Scheme Reference" will be hidden and the BPay Reference would be "31234566".

"*Check Digit Rule*" must be selected from the predefined list and is used to calculate the check digit based on the specified "Scheme Reference" and "Customer Reference":
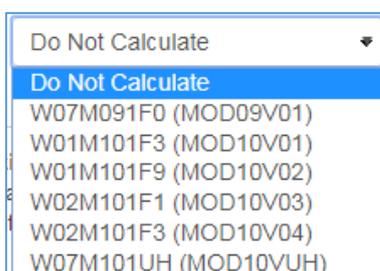
- Please check with your accounts department to determine the correct check digit rule to select.
- When you enter a payment, the BPay Reference will be validated using the BPay Check Digit Rule. If the last digit in the BPay Reference does not match the calculated check digit, the BPay Reference will be treated as invalid and the payment rejected.

"*BPay Caption*" must be entered.

- Please check with your accounts department to determine the correct wording.
- You can use a word processing program, such as "MS Word", to enter your BPay Caption because it will allow special characters, such as the copyright © symbol. Once you have created the caption, copy and paste the text into the BPay Settings.

NOTE: The BPay Logo (supplied by us), Biller Code, and sample BPay Reference must be approved by your bank before the you are allowed to print the BPay details on Invoices and Statements.
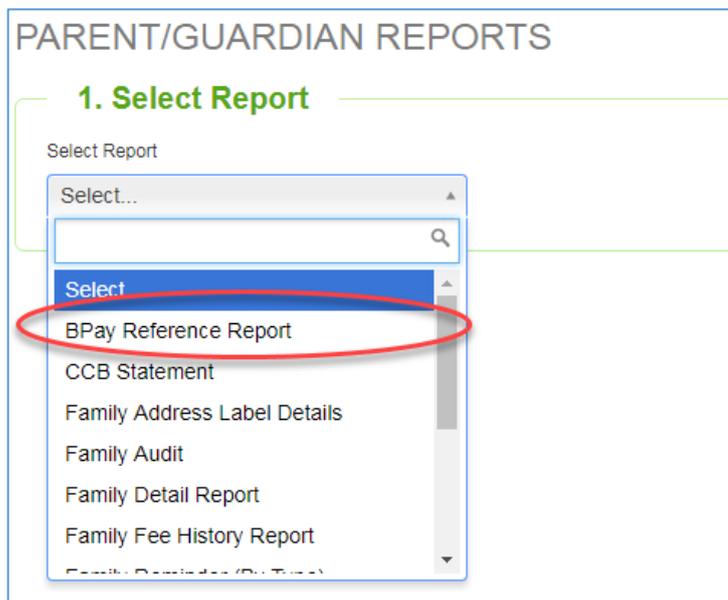
Click [🖫 Save] "**Save**" button to save the BPay Details.

To print a list of parents/guardians and their BPay Reference:

Click "**Reports**" (From the Main Menu).

Click "**Parents/Guardians**"

Click "**Select**" to display the list of reports

PARENT/GUARDIAN REPORTS

1. Select Report

Select Report

| Select... | ▲ |

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Select

BPay Reference Report

CCB Statement

Family Address Label Details

Family Audit

Family Detail Report

Family Fee History Report

Click "**BPay Reference Report**" to display the report filter page:

"*Sort Order*" must be selected.

- The list of parents/guardians can be printed in either "Harmony Code", "Name", or "BPay Reference" order.

"*Status*" must be selected.

- "Active" or "Inactive" parents/guardians can be included in the list.

Click Download "**Download**" button to print the report

Family BPay Reference Report

Report Options: Name Order, Active Families

Code	Name	BPay Reference	Active	Suburb
20863	ABDI, Florencio	3208633	Yes	AMAROO
20869	ABEGG, Harold	3208699	Yes	CHERMSIDE
20861	ABSALON, Pierre	3208617	Yes	PARKWAY
20865	ACOBA, Raymon	3208658	Yes	ROYAL
20866	ADAWAY, Talitha	3208666	Yes	SUMMERLAND
20864	ARTETA, Lacrosse	3208641	Yes	PARADISE
20820	CHUNG-BEST, Jake	3208203	Yes	CHERMSIDE
20867	COX-PROBERT, Akka	3208674	Yes	BRISBANE

Total Families: 8

Sample Invoice including Bpay Details:

If BPay has been enabled for the service, the BPay details will automatically appear on invoices and statements.

	Invoice: INV-00001015

Redbourne Child Care

Centre Based Care

12 Lakeview Drive, Chermside QLD 4032, Ph: 07 2435 1234 F: 07, ABN: 63348671239

Zavala-1510, Cole

19 Main Street, Chermside QLD 4032, Ph: 07 1234 5768

redPAY Status: 0

BPAY	Biller Code:	1234567
	Ref:	110015

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au xxxxx

Date Issued: 16/08/2018   **Due Date: 26/08/2018**

Zavala, Cody   YTD Absences: 0

Fee Type	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Total Amount	Subsidy	GST	Total Payable
Attendance (CCB/CCS)	19-Aug-2018	10.00	10.00	10.00	10.00	10.00	0.00	0.00	50.00	$500.00	$0.00	$0.00	$500.00
								Total:		$500.00	$0.00	$0.00	$500.00

Zavala-1510, Hans   YTD Absences: 0

Fee Type	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Total Amount	Subsidy	GST	Total Payable
Attendance (CCB/CCS)	19-Aug-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00	$0.00
								Total:		$0.00	$0.00	$0.00	$0.00
								Family Total:		$500.00	$0.00	$0.00	$500.00

Invoice Summary

Opening Balance:	$99.01 CR
Invoice Total:	$500.00
Closing Balance:	$400.99 DR

Authorised Signature:

Authorised Name: RBS Manager