

# **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

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nail Templates BPay Setting	S OUR Scanner Settings						
BPay Settings							
Biller Code:	123456						
Customer Reference:	Debtor Code						
Scheme Reference:	123		Hide Refere	ence:	Hide	2	
Check Digit Rule:	W07M091F0 (MOD09V01	1)					
BPay Caption:							
Telephone & Internet Bank	ng - BPAY®						
Contact your bank or financia	al institution to make this navment	from your cheque	savings debit	credit card or trans	saction account. N	More info: www.bpa	v com au
Contact your bank of manon	a modeation to make this payment	ironi your choque	, ournigo, dobit,	oroun our or name	action account.	nore inter minispe	

Click **Click Edit Edit** button to allow you to enter the BPay details:

Harmony Web	-
/	

BPay Settings		
Biller Code:	123456	
Customer Reference:	Debtor Code	
Scheme Reference:	123	
Hide Reference:	No All Specify 2	
Check Digit Rule:	W07M091F0 (MOD09V01) -	
BPay Caption:		
Telephone & Internet Bank Contact your bank or financi transaction account. More in	ting - BPAY® al institution to make this payment from your cheque, savings, debit, credi fo: www.bpay.com.au	: card or
	CI	ose 🕒 Save

"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 **Click Edit Edit** button for the required record

Click	Bank	"Bank"	tab
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Details	Children	Subsidies	CCMS Settings	Reminders	Partner	Contacts	Bank	Notes	;			
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Bank	ect 🔻	Bank Code	Account Name		Print Re	NO	Drawer M	Name				
Bank	BSB AC	count Number	Bank Branch		Bank Br	anch Code	Bank Bra	anch Name	•			
		23456										

Harmony Web

- 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"

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Search	n Keyword	•	Search Reset					Display	ying 8 out of 8
Code	Surname O	First Name	Children	Email	Phone	Mobile	Work	Active	
20863	Abdi	Florencio	Yolonda Abdi,Sally Abdi	tedr@redbourne.com.au		0419 564 345		Yes	🖉 Edit 💌
20869	Abegg	Harold	James Abegg	tedr@redbourne.com.au				Yes	🕑 Edit 💌
20861	Absalon	Pierre	Neva Absalon	tedr@redbourne.com.au	0400 000 000	0400 000 000		Yes	🕑 Edit 💌
20865	Acoba	Raymon	Stevie Acoba	tedr@redbourne.com.au	07 2345 1234			Yes	🖉 Edit 💌
00000	Adaman	Talitha	Mada Adaway	todr@rodbourno.com.ou		0440 976 402		Maa	mtra -

"*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":

	Do Not Calculate
1	Do Not Calculate
Γ	W07M091F0 (MOD09V01)
	W01M101F3 (MOD10V01)
	W01M101F9 (MOD10V02)
	W02M101F1 (MOD10V03)
1	W02M101F3 (MOD10V04)
	W07M101UH (MOD10VUH)



- 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

PA	RENT/GUARDIAN REPORTS
	1. Select Report
5	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
l	C

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



PARENT	/GUARDIAN REPORTS
— 1. Sel	ect Report
Select Report	
BPay Refe	erence Report
— 2. Set	Report Parameters
Sort Order	Harmony Code      Name      BPay Reference
Sort Order	Active In Active
	Download

"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 Rep	oort	
Report Opt	ions: 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 Famil	ies: 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-0000101
	Redbourne				Cen	tre Base	ed Care				Ъ	Biller	Code: 123	34567
Color	Child Care		12 Lakevie	ew Drive,	Chermsid	e QLD 40	32, Ph: 07 239	7 2435 123	4 F: 07, ABN:		PAY	Ref:	110	0015
					Zav	ala-151	0. Cole					-		
			19	9 Main St	reet, Cherr re	mside QLl dPAY Sta	D 4032, Pl atus: 0	h: 07 1234	5768		Telej BPA	phone & Y®	Interne	t Banking -
											Conta institu from credit More	act your b ution to n your che t card or t info: ww	bank or f nake this que, sav transacti vw.bpay	inancial s payment ings, debit, on account. .com.au xxxxx
Date Issued: 16/08/2	2018												D	ue Date: 26/08/20
<b>Eavala, Cody</b>	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Total An	ount	Subsidy	GST	Total Paya
Lavala, Cody Fee Type Attendance (CCB/CCS)	Week Ending 19-Aug-2018	Mon 10.00	Tue 10.00	Wed 10.00	Thu 10.00	Fri 10.00	Sat 0.00	Sun 0.00	Total Hours 50.00	Total An \$500.00	ount	Subsidy \$0.00	GST \$0.00	Total Payal \$500.00
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