



## Student Billing for Microsoft Dynamics NAV

AVF's Student Billing for Microsoft Dynamics NAV is a fully integrated solution which gives Business Managers the tools they need to effectively and efficiently manage the financial accounting and billing of their students each year. AVF created this product so that schools could easily track their students' financial records throughout the course of each student's education.

With Student Billing for Microsoft Dynamics NAV, student data is entered once and can be accessed through the Microsoft Dynamics NAV database. Student Billing data can also be integrated with outside applications, such as a student database for use by the Admissions staff.

### Overview of Student Billing Features

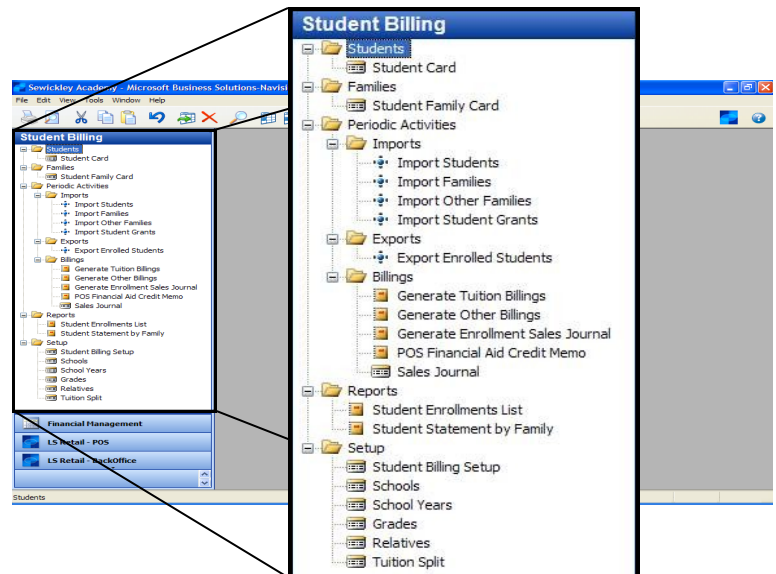
With Student Billing for Microsoft Dynamics NAV, you can:

- Set up default General Ledger accounts for posting of specific transaction types
- Set up multiple schools and create an unlimited number of school years
- Create a base tuition schedule for each school year or grade
- Set up Students as Customers
- Import Data from Student Administration Applications
- Enroll Students in the School Year
- Create Billings for Tuition, other Fees and Bookstore Purchases
- Print Monthly Statements by Student or by Family
- Bank Reconciliation
- Set up tuition to be paid on a user defined basis (monthly, twice during the school year, etc.)

### Import Data

Master file data such as new student information and changes to existing student information can be imported from a third party student administration system.

Once the enrollment process is completed within Microsoft Dynamics NAV, enrollment information can be exported to the student administration system.



### Student Data

The primary student master file is designed to give quick access to key student management data. The General tab includes the enrollment year, grade and status.

- First, last and middle name fields
- Family information
- Primary and secondary tuition billing contacts
- School enrollment
- Monthly payment plan

Basic contact information is located on the Communication tab. The Family tab includes the primary parent contact information and includes a drilldown to quickly access siblings. Families are grouped together for reporting and billing purposes based on the family number.

## Student Enrollment

The Enrollment tab allows you to enroll students in the current year and to review the enrollment history for previous years. Deposit amounts, cash grants, loans, and other items are entered within this tab and are used to properly calculate the tuition amount owed.

- Enroll a student in a school year
- Enter tuition, deposit, grant, or loan amounts
- Automated function to enroll all students from one school year into the following school year

## Create Billings

Billing is an automated function for processing tuition and other (non-tuition) fees such as camp fees, athletic fees, etc. Invoices are automatically created for each transaction to support cash receipts and historical tracking.

### Flexible Billing Schedule

- User defined split (example: 65% in July and 35% in November)
- Monthly payment plan
- Fees: With option to apply for financial aid
- Enrollment Amount: Grants, loans, deposits

The Monthly Payment Plan (MMP) tab is used to review the monthly payment schedule for students that are not using the standard tuition split. The screen also shows if the monthly amount has been billed and which invoice number is associated with the transaction.

## Print Statements

Statements can be generated by individual student or by family. The report can show a family statement where the individual transactions are grouped by child. At the bottom of the statement, the total balance due is printed along with a summary by each student within the family. The bottom section of the statement was designed to be perforated so that it can be removed and remitted with the payment.

### Options

- Individual student
- Summarize by family

## Other Features

- Batch job to apply financial statements for point of sale invoices
- Summarize and credit A/R invoices for other schools and departments

School Code	School Year	School Grade Code	Contract Sent Date	Contract Received	Enrolled	Tuition Amount	Deposit Amount	Cash An
SEWICKLEY	2008	12	03/01/08		<input checked="" type="checkbox"/>	18,475.00	0.00	

School Year	Pmt. No.	Pmt. Amount	Due Date	Invoiced	Invoice No.
2008	1	3,769.00	07/01/08	<input checked="" type="checkbox"/>	STU-14176
2008	2	3,769.00	08/01/08		
2008	3	3,769.00	09/01/08		
2008	4	3,769.00	10/01/08		
2008	5	3,768.50	11/01/08		

**AVF Consulting is a Microsoft Gold Certified Partner specializing in Microsoft Dynamics NAV for K-12 Schools. Contact us today to learn how our solutions can serve you.**

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