



Billing Manager

Achieve's Billing Manager lets you quickly process school charges and record payments. Easily mass assess billing items by student, by grade, by family, or by custom groups. Families can view or pay their bills online via the Family Portal. The system can automatically assess late fees. Invoices may be automatically emailed. Standard interfaces are available for Quickbooks®, Authorize.net® and Sage®.

Highlights:

Each school can create its own billing items and codes such as Preschool Tuition (PST), K Tuition (KT), MS Tuition (MST), Balance Forward (BF), Recurring Credit (RC), Bounced Check Fee (BCF), Testing Fee (TF), etc.

Schools can create their own discount items and corresponding codes (teacher remission (TR), church member discount (CMD), volunteer hour value discount (VHD), financial aid award (FA), etc. Discounts may be calculated automatically, or manually overwritten.

Recurring Charges: numerous billing increments may be established such as monthly, quarterly, semiannual or annual. Ex: if "recurring" is chosen then enter the number of payments, time increment, and the start date.

Apply discounts and fees to recurring charges. Manipulate the payment schedule to add/skip a month in the cycle. You may change any individual charge in the recurring payment schedule.

Invoices can be automatically emailed to families. Families can view and print invoices and statements from the Family Portal.

Billing applies to students, households and faculty. Each may have multiple recurring scheduled charges or numerous one-time charges.

The system will mass assess single or recurring charges. Mass assess invoices for all students within a grade or grades. Create custom groups for mass assessment of billing items.

When printing statements, the Achieve Billing Manager shows each item's original amount owed, each discount applied to the charge, and each payment applied against the charge.

Families may pay online via the Family Portal. Payments may be applied against a single invoice, or multiple invoices. Partial payments can be applied.

Numerous reports and statements are included:

- ← Aged Accounts Receivables
- ← Delinquent Accounts
- ← Date Range Receipts
- ← Categorized Receipts
- ← Categorized Billing Items