

Contents

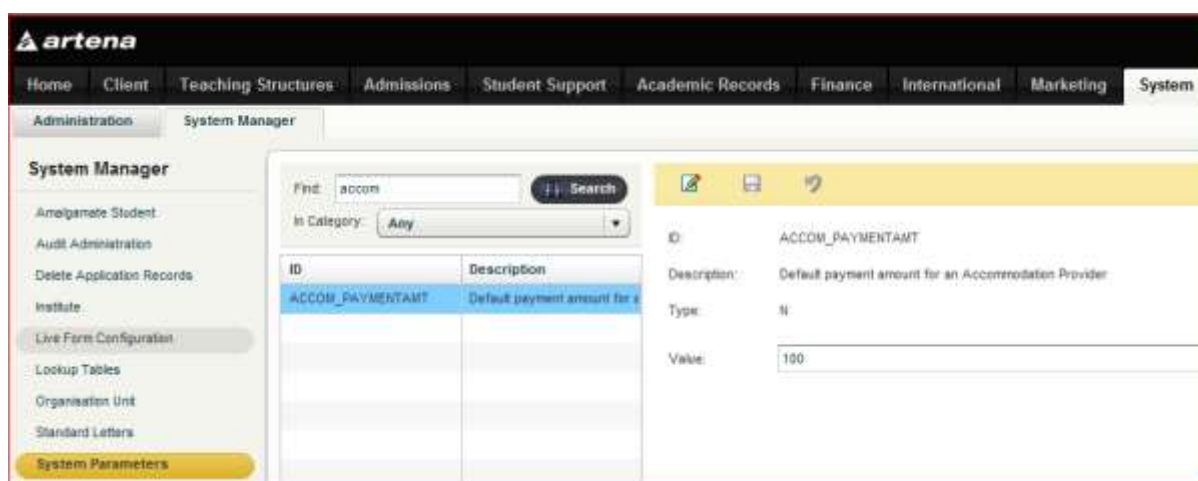
About.....	1
Prerequisites	1
Process	4
Create a Contract	4
View Payment Schedule.....	5
View Provider Payment History for a Specific Student.....	6
Invoice Student for Accommodation	6
View Student Payment History	7
Terminate Homestay	7

About

The student/accommodation provider relationship is governed by a contract which enables a history of rent invoices and payments made by the student, and payments due to the provider. The provider payment functionality is not dependent on the students invoicing and payments functionality.

Prerequisites

1. System > System Manager > System Parameters > **ACCOM_PAYMENTAMT**
 - a. Add the default payment amount for an accommodation provider. This can be edited when the contract is created.



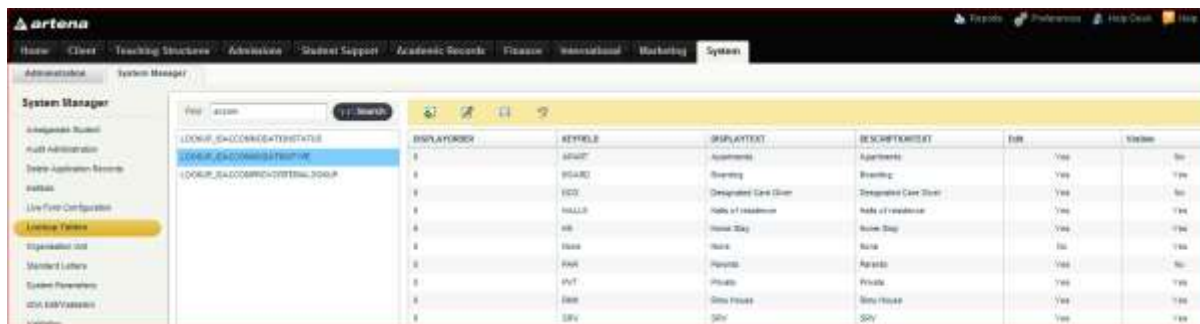
The screenshot shows the 'artena' System Manager interface. The top navigation bar includes 'Home', 'Client', 'Teaching Structures', 'Admissions', 'Student Support', 'Academic Records', 'Finance', 'International', 'Marketing', and 'System'. The 'System' tab is active, and the 'System Manager' sub-tab is selected. On the left, a sidebar lists various system management options, with 'System Parameters' highlighted. The main area displays a search for 'accom' in the 'In Category' dropdown. A table lists system parameters, with 'ACCOM_PAYMENTAMT' selected. The details for this parameter are shown on the right: ID: ACCOM_PAYMENTAMT, Description: Default payment amount for an Accommodation Provider, Type: N, and Value: 100.

ID	Description
ACCOM_PAYMENTAMT	Default payment amount for an Accommodation Provider

ID: ACCOM_PAYMENTAMT
Description: Default payment amount for an Accommodation Provider
Type: N
Value: 100

2. System > System Manager > Lookup Tables >

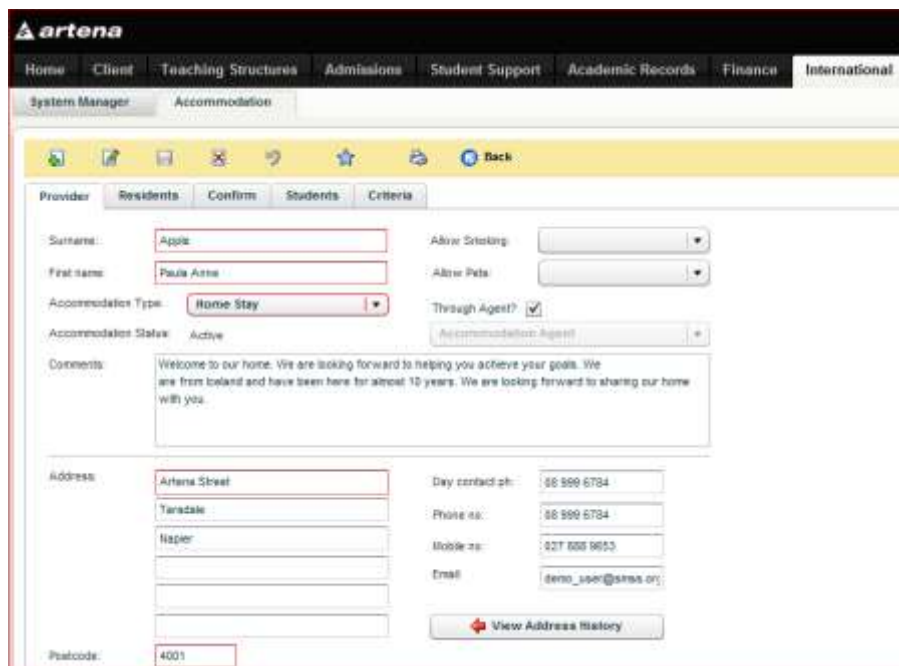
LOOKUP_ISACCOMMODATIONTYPE. The values for the accommodation types being used are visible.



ID	Display Name	Key	Display Text	Description Text	Status
1	LOOKUP_ISACCOMMODATIONTYPE	APART	Apartment	Apartment	Yes
2	LOOKUP_ISACCOMMODATIONTYPE	BOARD	Boarding	Boarding	Yes
3	LOOKUP_ISACCOMMODATIONTYPE	DESIGN	Designated Care Center	Designated Care Center	Yes
4	LOOKUP_ISACCOMMODATIONTYPE	HALLS	Halls of Residence	Halls of Residence	Yes
5	LOOKUP_ISACCOMMODATIONTYPE	HOME	Home Stay	Home Stay	Yes
6	LOOKUP_ISACCOMMODATIONTYPE	HOST	Host	Host	No
7	LOOKUP_ISACCOMMODATIONTYPE	APART	Apartment	Apartment	Yes
8	LOOKUP_ISACCOMMODATIONTYPE	PRIVATE	Private	Private	Yes
9	LOOKUP_ISACCOMMODATIONTYPE	GROUP	Group House	Group House	Yes
10	LOOKUP_ISACCOMMODATIONTYPE	SPV	SPV	SPV	Yes

3. International > Accommodation

- Add provider and change the status to 'Active'.
- Indicate if the provider uses an agent.
- Fill in the maximum number of students on the Students tab.



Provider | Residents | Confirm | Students | Criteria

Surname: | Advisor Scheduling:

First name: | Advisor Peta:

Accommodation Type: | Through Agent? ☒

Accommodation Status: | Accommodation Agent:

Comments:

Address: | Day contact ph:

| Phone no:

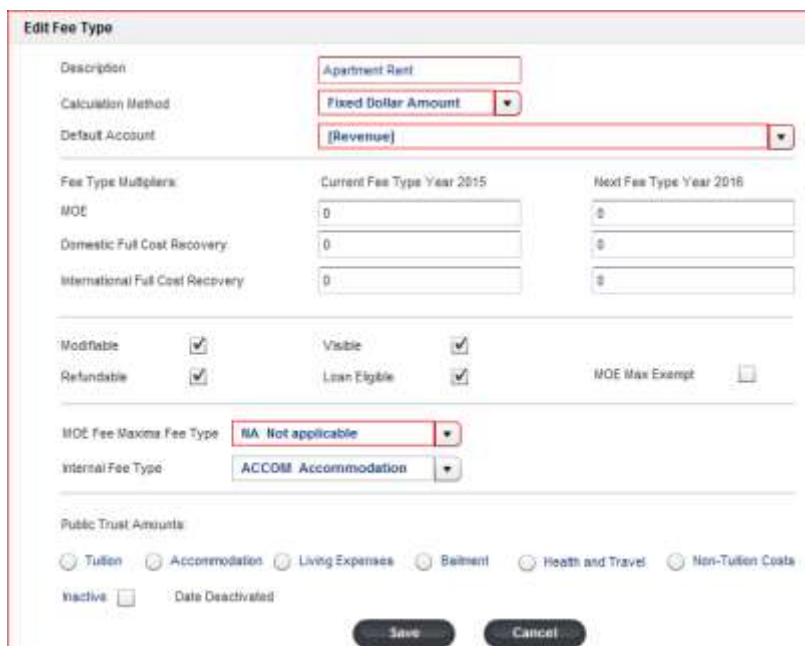
| Mobile no:

| Email:

Postcode: |

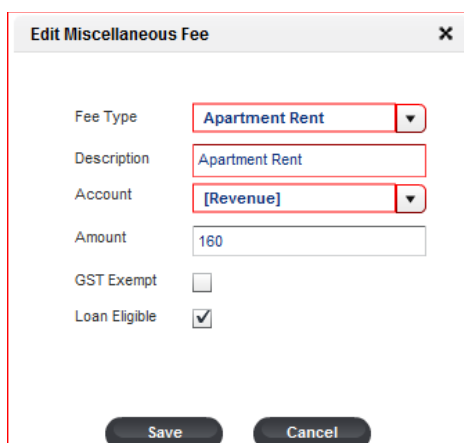
4. Finance > Finance Administration > **Fee Types.**

- a. Add or modify a Fee Type where the **Internal Fee Type** is 'ACCOM Accommodation'



5. Finance > Finance Administration > Miscellaneous fees.

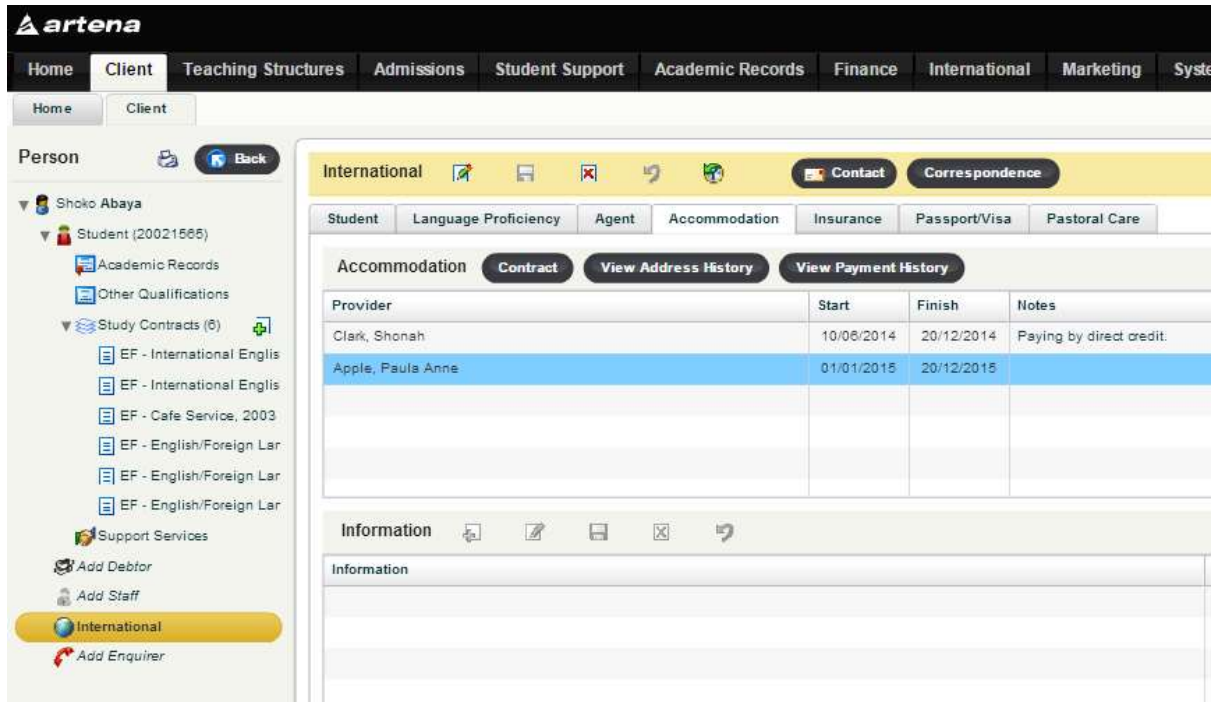
- a. Create a Miscellaneous Fee type for the Accommodation Rent.



Process

Create a Contract

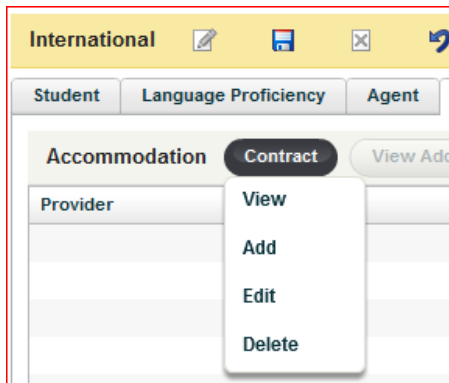
1. Client > Person > International student role > Accommodation tab



The screenshot shows the 'artena' system interface. The 'Client' menu is open, and the 'Person' page for 'Shoko Abaya' is displayed. The 'International' tab is selected, and the 'Accommodation' sub-tab is active. A table lists accommodation providers with columns for Provider, Start, Finish, and Notes. The 'Contract' button is highlighted.

Provider	Start	Finish	Notes
Clark, Shonah	10/08/2014	20/12/2014	Paying by direct credit.
Apple, Paula Anne	01/01/2015	20/12/2015	

2. To add a new contract:
 - a. Click on Edit Item
 - b. Click on the Contract button and Add



The screenshot shows the 'International' tab in the artena system. The 'Accommodation' sub-tab is active. A context menu is open over the 'Contract' button, displaying options: View, Add, Edit, and Delete.

c. Enter the contract details

d. Click OK to Save.

Accommodation Contract ✕

Contract No: AC-17712873

Accommodation Type: Home Stay

Accommodation Provider: Apple, Paula Anne

Accommodation Agent: Accommodation Agent

Contract Start: 01/01/2015 Contract Finish: 20/12/2015

Contract Status: Active

Institution Contact: ADMIN

Student Rent: Homestay Rent 120

Student Payment Frequency: Fortnightly

Provider Rent: 110

Provider Payment Frequency: Monthly

First Payment: 01/01/2015

Notes:

OK
Close


View Payment Schedule

On a regular schedule generate the payment schedule to determine the amounts to be paid to the accommodation providers.

1. International > Accommodation >
2. Click on the Print Payment Schedule button



3. Enter the dates
4. Export the report data in the appropriate format

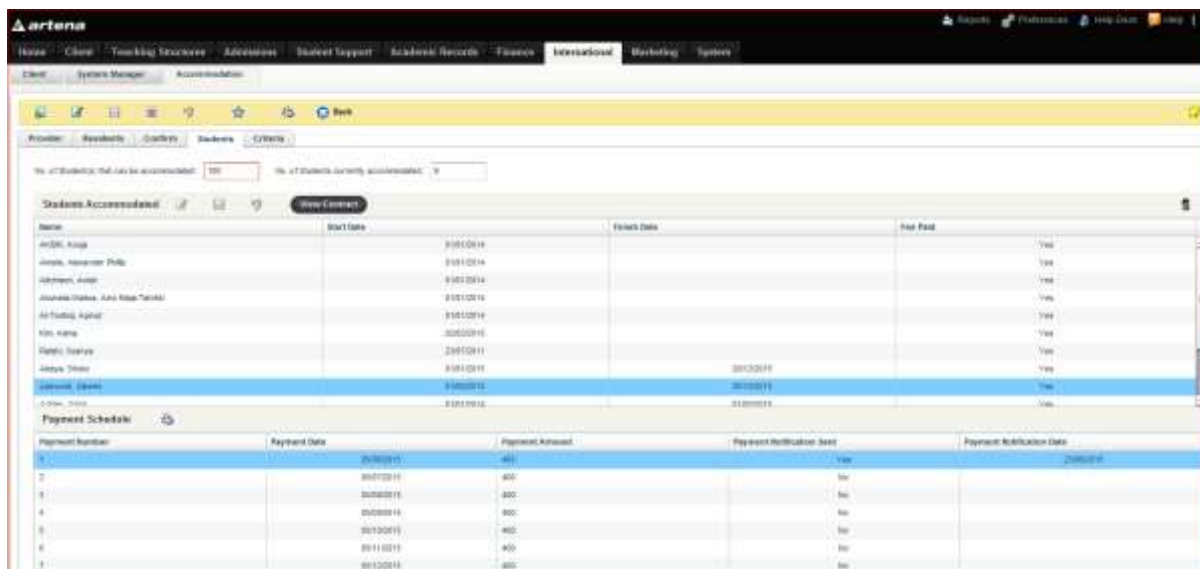


Outgoing Payments

Accom Provider Name	Accom Agent Name	Student ID	Full Name	Rental From	Rental To	Out Payment
Apple, Paula Anne	Accommodation Agent	20021565	Abaya, Shoko	7/04/2015	30/06/2015	880.0000
Apple, Paula Anne	Accommodation Agent	AP12090451	Adewole, Alberto	7/04/2015	30/06/2015	400.0000

View Provider Payment History for a Specific Student

1. International > Accommodation
2. Search for and find the provider
3. Student tab
4. Find your student in the list
5. View the payment schedule at the bottom of the screen
6. OR Click the report button and add the dates to view a summary of payments to the provider for this student



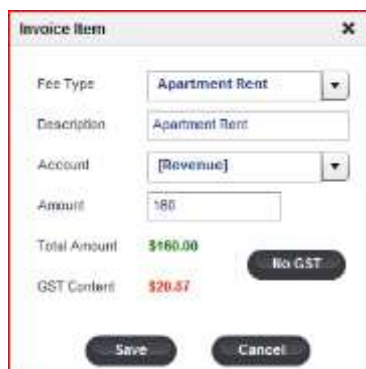
The screenshot shows the Artemis system interface. The top navigation bar includes 'Home', 'Client', 'Teaching Structures', 'Admissions', 'Student Support', 'Academic Records', 'Finance', 'International', 'Marketing', and 'System'. The 'International' tab is selected, and the 'Students Accommodated' sub-tab is active. Below the navigation bar, there are filters for 'No. of Students that can be accommodated' (100) and 'No. of Students currently accommodated' (7). A table titled 'Students Accommodated' lists students with columns for Name, Start Date, End Date, and Fee Paid. The student 'Jorge, Alexander' is highlighted. Below this table, the 'Payment Schedule' is displayed, showing a table with columns for Payment Number, Payment Date, Payment Amount, Payment Notification Sent, and Payment Notification Date. The schedule shows 7 payments of \$400 each, with the first payment due on 20/09/15.

Name	Start Date	End Date	Fee Paid
Jorge, Alexander	20/09/15	19/09/16	Yes
Jorge, Alexander	20/09/15	19/09/16	Yes
Jorge, Alexander	20/09/15	19/09/16	Yes
Jorge, Alexander	20/09/15	19/09/16	Yes
Jorge, Alexander	20/09/15	19/09/16	Yes
Jorge, Alexander	20/09/15	19/09/16	Yes
Jorge, Alexander	20/09/15	19/09/16	Yes

Payment Number	Payment Date	Payment Amount	Payment Notification Sent	Payment Notification Date
1	20/09/15	400	Yes	20/09/15
2	20/09/15	400	No	
3	20/09/15	400	No	
4	20/09/15	400	No	
5	20/09/15	400	No	
6	20/09/15	400	No	
7	20/09/15	400	No	

Invoice Student for Accommodation

1. Invoicing a student for the rent is not automatic; the invoices need to be created manually.
2. Debtor > Debtor Transactions
3. Create an invoice
4. Add the correct miscellaneous fees to invoice.



The screenshot shows the 'Invoice Item' form. It has fields for 'Fee Type' (set to 'Apartment Rent'), 'Description' (set to 'Apartment Rent'), 'Account' (set to '[Revenue]'), and 'Amount' (set to '180'). Below these fields, the 'Total Amount' is calculated as '\$160.00' and the 'GST Content' is calculated as '\$20.57'. There is a 'No GST' button next to the GST content. At the bottom, there are 'Save' and 'Cancel' buttons.

View Student Payment History

1. International Student > Accommodation Tab
2. Select the Accommodation Provider
3. Click View Payment History to see a list of the student's invoices and payments applicable to accommodation.

NOTE: This depends on there being existing accommodation invoices and/or payments for the student.



Terminate Homestay

When a student's homestay ends an automated post-it note is created and will warn the next user to enter the student's record that the term address may need to be updated.

