A large teal chevron graphic pointing to the right, located on the left side of the page.

# Posting Ravenna Application Fees into Senior Systems

# Posting Ravenna Application Fees

This document shows how you can export your Ravenna application fees received and import into *Senior Systems > Accounts Receivable as a Miscellaneous Cash Receipt.*

Transaction ID	Merch ID	Date	Student First Name	Student Last Name	Apply Grade	Transaction Type	Amount Paid/Waived	Acknowledged
399807		2018-09-10 15:20:37	Cambria		PK	appFee	80.00	✓
399908		2018-09-26 16:31:40	Andrew		8	appFee	80.00	✓
400805		2018-09-12 10:41:26	Elisabeth	Williams	K	appFee	80.00	✓
401401		2018-09-13 11:00:21	Anna		9	appFee	80.00	✓
402671		2018-09-17 14:36:42	Sabrina		PS	appFee	80.00	✓
402791		2018-09-16 19:14:30	Sophia Therese		3	appFee	80.00	✓
403178		2018-09-17 12:34:47	Alexandra		9	appFee	80.00	✓
406629		2018-09-23 22:06:10	Erin		PS	appFee	80.00	✓
406818		2018-09-24 10:41:31	Olivia		PS	appFee	80.00	✓
407468		2018-09-25 11:06:19	Lily		PS	appFee	80.00	✓
407505		2018-09-25 12:05:19	Begona		6	appFee	80.00	✓
408925		2018-09-27 20:03:11	Noalani		PK	appFee	80.00	✓
409846		2018-09-29 17:52:07	Abigail		3	appFee	80.00	✓

## RAVENNA: From the Applicants Dashboard

1. Select the Reports menu on the left
2. Select Payment Report
3. Select Month
4. Select Download CSV at bottom of page to save a .csv file of the List

Total Transactions: 39	
May totals:	
Total received by Ravenna Solutions:	\$0.00
Less transaction fees: (\$0.21/transaction + 3.99%)	\$0.00
Total to School	\$0.00 (No Payment Due)
<a href="#">Download CSV</a>	

## EXCEL

5. Open the .CSV file from Ravenna export
  - a. add the Application GL number into Column J
  - b. Make sure the J column is formatted as TEXT
  - c. Save the File as **EXCEL**

	A	B	C	D	E	F	G	H	I	J
	Transacti	Merch ID	Date	Student FI	Student Li	Apply Gra	Transactio	Amount P	Acknow	GL
1	39	4279	9/10/2018 15:20	Cameron	K	PK	appFee	80	Yes	1-07-4030
2	39	4303	9/26/2018 16:31	Andrew	L	8	appFee	80	Yes	1-07-4030
3	40	4282	9/12/2018 10:41	Edward	V	K	appFee	80	Yes	1-07-4030
4	40	4283	9/13/2018 11:00	Adam	G	9	appFee	80	Yes	1-07-4030
5	40	4289	9/17/2018 14:36	Scott	S	PS	appFee	80	Yes	1-07-4030
6	40	4288	9/16/2018 19:14	Samual	T	3	appFee	80	Yes	1-07-4030
7	40	4288	9/17/2018 12:34	Allen	S	9	appFee	80	Yes	1-07-4030
8	40	4298	9/23/2018 22:06	Eric	C	PS	appFee	80	Yes	1-07-4030
9	40	4296	9/24/2018 10:41	Oliver	P	PS	appFee	80	Yes	1-07-4030
10	40	4301	9/25/2018 11:06	Lincoln	F	PS	appFee	80	Yes	1-07-4030
11	40	4301	9/25/2018 12:05	Ben	Z	6	appFee	80	Yes	1-07-4030
12	40	4304	9/27/2018 20:03	Noah	C	PK	appFee	80	Yes	1-07-4030
13	40	4307	9/29/2018 17:52	Armand	I	3	appFee	80	Yes	1-07-4030

6. If you want the *Posting Reference* in GL to have the student First and Last name, you need to create a formula that will concatenate columns D and E. To do this click in column K, enter *Posting Reference* as the Column header. Click in cell K2 and enter an = sign. Then enter D2&" "&E2 and

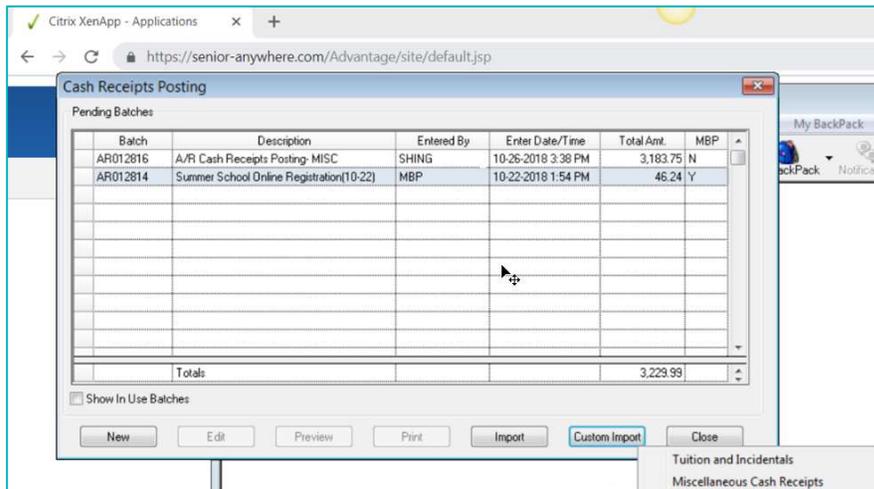
Tab. This should now display the students first and last names, separated with a space. If it works, copy the formula all the way down your spreadsheet.

K2    :    ✕    ✓    fx    =D2&" "&E2

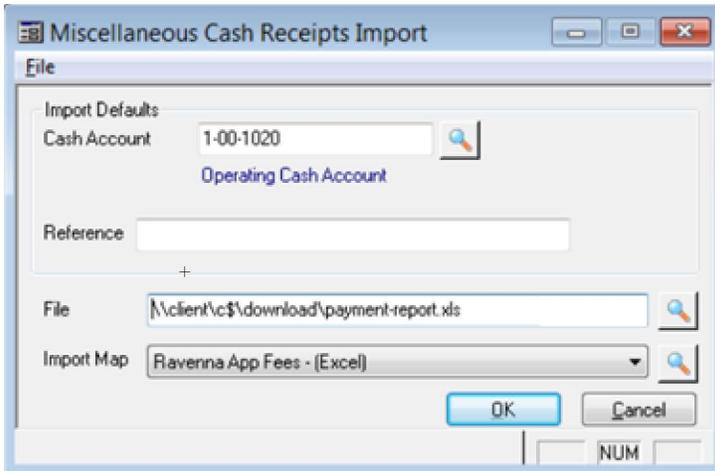
	A	B	C	D	E	F	G	H	I	J	K
1	Transacti	Merch ID	Date	Student F	Student L	Apply Gra	Transacti	Amount P	Acknowle	GL	Posting Reference
2	399	42	9/10/2018 15:20	Caron	Williams	PK	appFee	80	Yes	1-07-4030	Caron Williams
3	399	43	9/26/2018 16:31	Andrew	Less		8 appFee	80	Yes	1-07-4030	Andr
4	400	42	9/12/2018 10:41	Edward	Willi	K	appFee	80	Yes	1-07-4030	Edwa
5	401	42	9/13/2018 11:00	Adam	Gard		9 appFee	80	Yes	1-07-4030	Adam
6	402	42	9/17/2018 14:36	Scott	Stu	PS	appFee	80	Yes	1-07-4030	Scott
7	402	42	9/16/2018 19:14	Samual	Tam		3 appFee	80	Yes	1-07-4030	Samu
8	403	42	9/17/2018 12:34	Allen	Sch		9 appFee	80	Yes	1-07-4030	Allen
9	406	42	9/23/2018 22:06	Eric	Op	PS	appFee	80	Yes	1-07-4030	Eric O
10	406	42	9/24/2018 10:41	Oliver	Pad	PS	appFee	80	Yes	1-07-4030	Oliver
11	407	43	9/25/2018 11:06	Lincoln	Fis	PS	appFee	80	Yes	1-07-4030	Lincol
12	407	43	9/25/2018 12:05	Ben	Zor		6 appFee	80	Yes	1-07-4030	Ben Z
13	408	43	9/27/2018 20:03	Noah	Co	PK	appFee	80	Yes	1-07-4030	Noah
14	409	43	9/29/2018 17:52	Armand	Ha		3 appFee	80	Yes	1-07-4030	Arman

### ASCENDANCE: AR Module

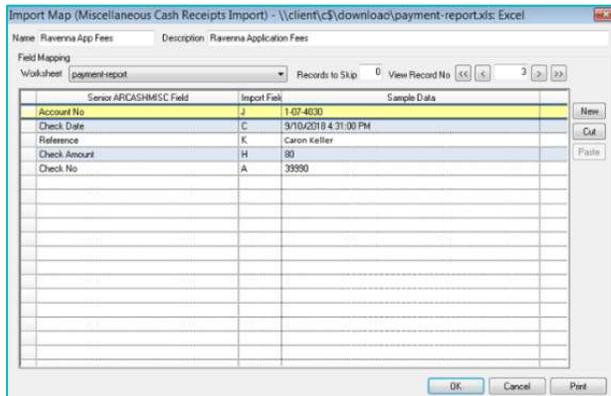
7. Log into Ascendance Accounts Receivable
8. Go into AR Cash Receipts and start a new batch. Click on CUSTOM IMPORT.
  - a. select *Miscellaneous Cash Receipts*.



9. Select your File. Select the Import Map for **Ravenna App Fees**. Click OK.



You will need to set up your own Import Map one time, below demonstrate how we set up this example:



10. When the batch processes it will give you an Error message on the CHECK DATE field. Click on *Skip all Errors*. This is happening because the Ravenna column for the date, contain time as well. The Import is smart enough to only read the date portion of the value, however it does give that error message.

11. Review the results of the Import. Click POST to post to an **AR Cash Receipts** batch.

Miscellaneous Cash Receipts Import Maintenance

Cash Account: 1-00-1020 Operating Cash Account

Account ID	Account Name	Subledger ID	Subledger Name	Check No.	Bank No.	Check Date	Total Amount	Reference
1-07-4030	Application Fees			3998		09-10-2018	80.00	Caron Keller
1-07-4030	Application Fees			3998		09-26-2018	80.00	Andr
1-07-4030	Application Fees			4008		09-12-2018	80.00	Edw
1-07-4030	Application Fees			4014		09-13-2018	80.00	Adan
1-07-4030	Application Fees			4026		09-17-2018	80.00	Scott
1-07-4030	Application Fees			4027		09-16-2018	80.00	Sams
1-07-4030	Application Fees			4031		09-17-2018	80.00	Allen
1-07-4030	Application Fees			4068		09-23-2018	80.00	Eric C
1-07-4030	Application Fees			4068		09-24-2018	80.00	Olive
1-07-4030	Application Fees			4074		09-25-2018	80.00	Linco
1-07-4030	Application Fees			4075		09-25-2018	80.00	Ben
1-07-4030	Application Fees			4088		09-27-2018	80.00	Noah
1-07-4030	Application Fees			4098		09-29-2018	80.00	Arme
Total (13 records)							1,040.00	

This Import: [New] [Post] [Save] [Delete] [Legend]

Entries in this Import: [New] [Edit] [Delete]

12. You have the option to Modify the Batch Description
- Best Practice: Change the word (Imported) to (Ravenna) so you can easily identify the source of this data

Cash Receipts Import Posting Options

Posting Options

Batch Description: A/R Cash Receipts Posting - (Imported)

[OK] [Cancel]

13. You will now be taken to the **AR Cash Receipts Pending Batches** table

Cash Receipts Posting

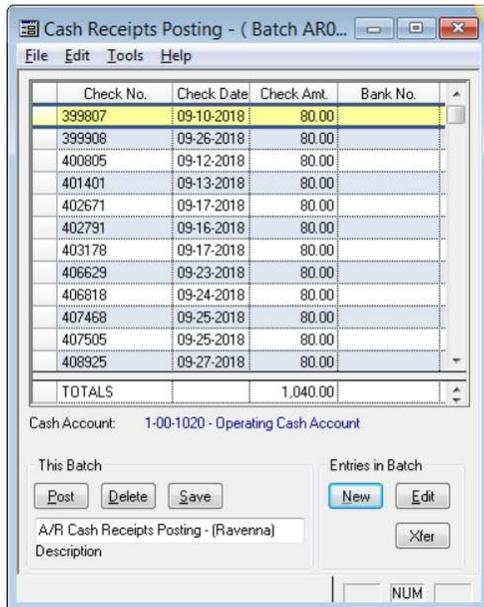
Pending Batches

Batch	Description	Entered By	Enter Date/Time	Total Amt.	MBP
AR012817	A/R Cash Receipts Posting - (Ravenna)	SENIDR	10-26-2018 4:42 PM	1,040.00	N
AR012814	Summer School Online Registration(10-22)	MBP	10-22-2018 1:54 PM	46.24	Y
Totals				1,086.24	

Show In Use Batches

[New] [Edit] [Preview] [Print] [Import] [Custom Import] [Close]

14. Now you need to select the Ravenna batch



15. Select Post to proceed to posting your batch to GL. The process is now complete.