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#  Class.Net – Help Document

**Invoicing Statistics –**

**Student weeks by Price Item (Tuition)**

**This document explains how to produce a statistical weeks report based on the price items.**

To produce this information go to: Reporting / Reporting Module

Select Enrolment Statistics:



**ADD** a new report

The criteria of this report is split between three tabs: General, Sorting & Invoicing.

General screen

Give the report a name.

The code could be your initials.



**Basis -**

Booking Based - based on the date the booking item was entered into the system.

This refers to the course/accommodation/etc, and not the date that the student’s enrolment was entered in to Class.

Production Based **-** based on spreading the enrolment element (e.g. Tuition) over the duration of the study/stay (dates attended).

Date Arrival -based on the student arrival date from the enrolment general screen

Invoice Line From Date - looks at every single finance line and puts the values against the start date.

Invoice Line To Date - looks at every single finance line and puts the values against the end date.

**From Date -** Enter the start date for your report

**Period Type -** Days, Weeks, Months or Years

**Periods -** Select the number of periods for the above selection
 example: Days = 7, Weeks = 6, Months = 12, Years = 2

**Exclude Students Arriving After –** you may have set your selected date range for 1 year from 01/Jan/15 to 31/Dec/15, but exclude students arriving after 05/Dec/15.

**Exclude Students Booked After –** see above, but this excludes any booking items added after a certain date. For example if a long term student is starting a new course in Dec 15 you may wish to exclude this within the results.

**Use Agent Country -** The default for running this report is by student country, but this can be changed to report by agent country

Sorting screen

Select Add – choose **Price Item Name** from the list.

(You can add multiple sort fields and also subtotal if required).



Invoicing screen



**Category:** The most popular option is to select **Tuition**, however Accommodation, Transfer and Sundry are available, or leave as All to produce stats for all categories.

**Include Invoices:** All

**Values Used:**

UNTICK - Agent Net (Gross - Discount)

Scroll down to the bottom of the list

Select Statistical Weeks



Further sort options are available:

Schools, Agents, territories, Student Countries, Price Items.

**Schools** – If running for a specific school, highlight the tab and select Add to choose the school name. Leave blank if reporting on all schools.



**Price Items -** If in the sorting tab you have selected **Category=Tuition** you can be selective by the course. Leave blank if reporting on all courses.



Once the criteria is set up to your requirements select **EXCEL** to produce the results.

Example:



**Note**:

Courses generally run from Monday to Friday 5 days

The invoicing statistics are always based on 7 days

Please refer to help document HS046 to see explanation of how the statistical weeks are calculated based on ‘date spread‘.