

# 1. INTRODUCTION TO CAS

CAS has been evolving and improving for many years, to the point where we have no hesitation in claiming the it will meet the needs of most education providers.

In 2004 we added CASWEB, a complete college web site solution incorporating real time internet enrolments with real time banking.

This has been taken to the next level 2009 the latest addition are the Trainer and Management Intranet plug ins that give extra power and versatility to the users. (*An **intranet** is a private [computer network](#) that uses [Internet Protocol](#) technologies to securely share any part of an organization's information or operational systems within that organization.*)

This means that when you purchase CAS your are assured that you are getting a product which is well proven, fully meets the needs of Education providers, and incorporates leading edge technologies.

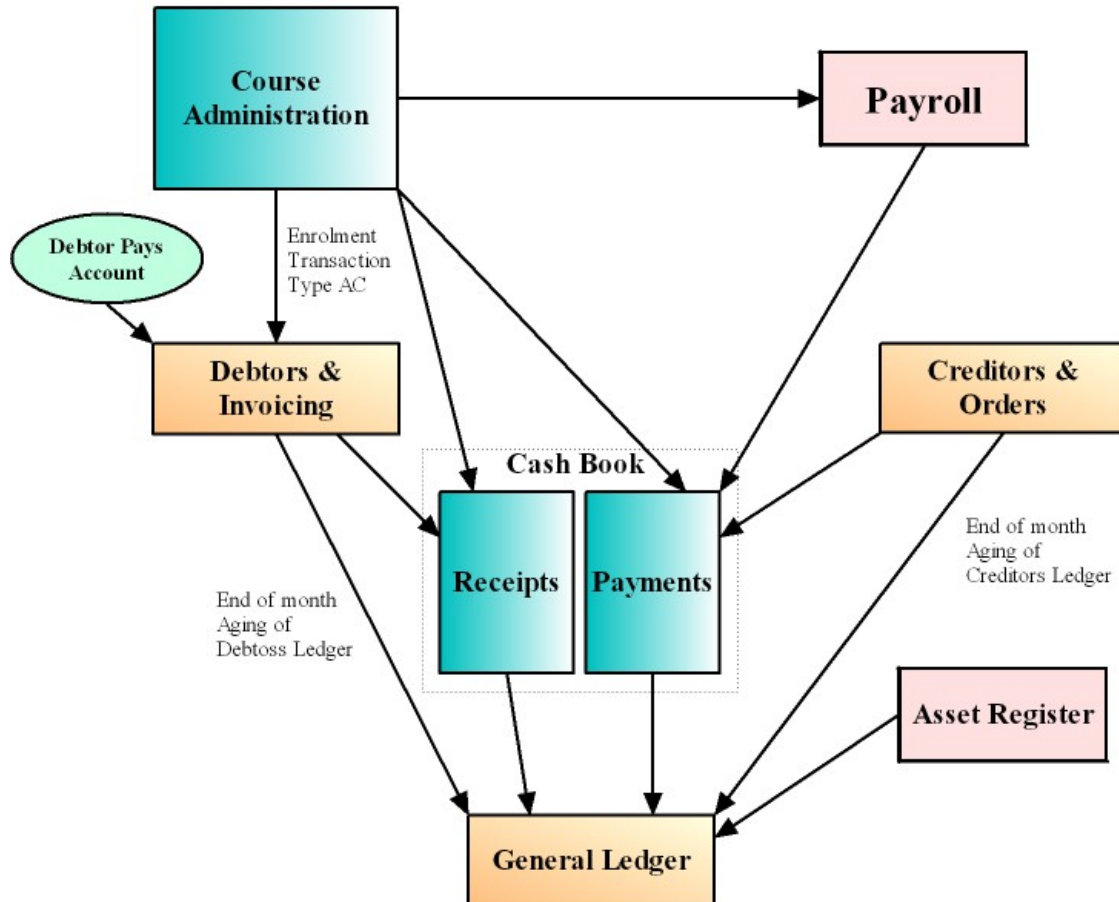
With over 100 Education providers using registered copies of CAS (and many more using the shareware version) you can be assured that CAS is here to support you for the future.

CAS supports Windows 2000, XP, Server 2003, Vista, Server 2008 and Windows 7. CAS is also independent of the version of Microsoft Office. It will also work seamlessly with other office products like Open Office.

CAS gives you a choice of versions and many optional modules. The Enrolment module (which includes the AVETMISS statistics collection) comes in 2 versions so that you can choose the features that best suit your organization. CAS also offers you a full range of fully integrated accounting modules. With CAS you never have to enter information twice.

So for the best in functionality, speed, options and value for money its CAS, the College Administration System.

## CAS Integrated Accounting



## 2. What does CAS do for you?

The College Administration System is a suite of integrated modules. Each of these modules can be used on their own to provide you with significant time saving and improved access to your enrolment and accounting information.

**However, the real strength of the College Administration System is in the integration of its modules.**

Consider the following: When an enrolment is entered into the Course Administration Module you will also receive the following benefits from that **one** entry:

- ❖ Automatic printing or emailing of receipts and/or Confirmation Letters (Confirmation Letters can include all relevant information and conditions for a student) along with any additional course information you have specified for the course(s).
- ❖ All receipt transactions are posted to the Cash Receipts Journal which enables.
  - Bank Deposit Forms printed for cash and cheques.
  - Merchant Summary reports printed for manual banking of Credit Cards, or
  - Electronic transfer of Credit Card transactions to your bank.
  - Automatic posting of all receipts to the appropriate cost centres
  - All transactions instantly available for budget comparisons, Balance Sheets, and P&L reports

- ❖ If an enrolment is to be invoiced, and invoice is produced for the student, employer or responsible party, and the invoice is transferred to the Debtors Ledger where all Debtors functions are available. (Multiple enrolments can be added to a single Debtors Invoice, in fact a Debtors invoice can remain open all month and include all enrolments for that month for which they are responsible.)
- ❖ Enrolment reports.
- ❖ Running Sheets
- ❖ Class Lists.
- ❖ AVETMISS Statistical reports for both BACE and DET
- ❖ Ability to print letters, certificates etc. for all students enrolled in courses. ( For example, Confirmation letters, Course Completion Certificates.)
- ❖ Ability to send emails or SMSs to individual or tagged students or trainers
- ❖ Course Profitability Reports.
- ❖ Automatic creation and/or payment of refunds as required.

Only you can know how much time and effort you and your staff are putting in now and how much time and effort this will save you.

*With CASWEB the online enrolments are real time and all banking happens instantaneously.*

## **Course Management:**

Some of the features included in CAS to help with course management are:

- ❖ CAS has the ability to store all details related to the courses you offer. This includes:
  - General details, for example, dates, times, venues, tutors, course descriptions, course curriculum, pre-requisites, change notes, materials lists. All Course details are available for immediate display on your web page via CASWEB.
  - Financial details including course pricing and responsible cost centres
  - Government statistical details for both BACE and DET
- ❖ Course Costings (used by the course profit and loss reports)
- ❖ Tutor Contracts including course details and pay rates.
- ❖ Resource Booking (resources can be rooms and/or equipment)
- ❖ Attendance records and other details required for an International School
- ❖ Active, real time interface via CASWEB
- ❖ Brochure production and mailing lists
- ❖ You can duplicate single courses or an entire program to the next term thus minimising data entry.

This means that producing the next program will take a lot less time as much of it can be easily duplicated. Many of our clients use the same course description and information about the classes but change times, dates etc. So once you have produced your program on the computer and checked the information you can put it onto diskette and send it to your publisher. Doing it this way eliminates errors that usually happen when the publisher is retyping the information.

Then, once you have the program ready to be sent out, it is only a matter of running the "Print Label" option where upon labels will be printed with names and addresses. (Of course the names and addresses have to be entered into the computer initially but after that it's only a matter of pushing a couple of keys on the computer.) I have adjusted the program so that you can take advantage of the discount the Post Office offers by printing the labels in postcode order, if you so choose.

## **Enrolment taking.**

Using the Course Administration module for taking enrolments means that once your student's name and particulars have been entered, that student and their particulars will not have to be entered again. So when they come back term after term you don't have to waste time re-writing all the details.

**Knowing if there are sufficient enrolments to make the course a goer; knowing if there are sufficient numbers on the waiting list to organize a 2nd class; making the class list and attendance list for the leader; advising the coordinator, leader or students of change are things that can now be done easily and quickly. And if you have a child minding facility, knowing how many children are booked in; knowing the children's ages and thus the number of minders needed can also be easily got out of the computer just from that one entry screen.**

Richard Pinder of the WEA has told us that computerizing his centre has meant more efficient administration practices, has given him more information at his fingertips and that it has cut down on repetitive tasks.

So having the Course Administration module means that every time a student wishes to enrol in a course you won't need to enter their information again and again.

And, yes, from the particulars you enter into the computer you will have access to a great deal of information which can then be used when you require statistical information so that you can plan for future terms and know what the cost of running a particular class is. As someone said "it eliminates the hit and miss element".

As you already know, the course or class costing is worked out by knowing the cost of

- employing the leader and the coordinator
- the materials supplied
- the electricity, gas, heating etc.
- the venue

CAS also has the ability to produce a profit and loss sheet for each course (or an entire program) so that you will know before offering a class if it is worthwhile running.

No matter what is happening in the office you will still be able to get the true picture of:

- current enrolments in all courses
- numbers on waiting list
- names, addresses, phone numbers of those enrolled
- numbers and ages of children to be minded
- course dates and materials needed for each
- Certificate Printing
- plus more

From the information on the system you will be able to produce numerous reports which can be kept simple or be more comprehensive.

**What this means to you is that you can print anything from a simple list to a statistical analysis of enrolments.**

Other reports include reports on students, enrolments, tutors, courses, student contact hours, course costing, (which I have already mentioned), locations etc.

As you get to know the system (with our help) you will discover many other features which those currently using the system find useful and time saving.

## **Cash Receipts & Cash Payments:**

Using the Cash Receipts will enable you and your management committee to know exactly what your financial status is from one day to the next if you like.

As I said previously, the Cash Receipts and Payments modules are fully integrated to the Course Administration System. As you enter the enrolments any payments received, be they instalments or otherwise, are automatically entered into the Cash Receipts Journal with the student's name, course code, receipt number, cheque details and amount written to the journal.

Then, if you like you could do "batch printing" of receipts and/or confirmation letters when you have a quieter time in the office.

(Some users of our system do not print receipts. Instead, they send confirmation letters to each student. By having the system print a receipt number and the amount paid onto the bottom of each letter, the letter doubles as a receipt.)

The Cash Receipts also divides all receipts into cash, cheque and bankcard in the daily banking report. It even prints your **bank deposit** and **merchant summary** forms for you or you can link to your banks software to post credit card receipts immediately to your bank.

A lot of your time will be saved when your "Daily", "Weekly", "End of Month" and "End of Year" Financial Reports" are produced automatically for you.

When using the **Cash Payments** in conjunction with the **Cash Receipts** getting the "End of Month Report" is no problem. The report will show a detailed comparison of income and expenditure compared to budget allocations. This is especially important these days when we are all working to a budget.

**One of the real benefits is that you will know exactly where you stand at the end of each month. More importantly, you then have the choice of adjusting your direction.**

## **Payroll:**

The **Payroll** is fully integrated with the **Payments** module. I'll quote Soma Gupta she uses the accounting side every day at the WEA. Soma says,

**"The Payroll system, helps you to minimize the time and effort required to look after your payroll."**

**From your normal pay day entries it will:**

- **Print Pay Dockets (and cheques if required),**
- **Accrue up to 4 types of leave for exact up to date allocation,**
- **Calculate Tax, WorkCover and Superannuation payments,**
- **Transfer all Payroll payments to the Cash Payments Journal so that Payroll, Tax, WorkCover, and Superannuation are allocated to the correct columns,**

- **Print Pay summary reports,**
- **Print Group Certificates on continuous of laser stationery.**
- **You choice of paying by Cash, Cheque, manual Bank Transfer, or EFT.**

This means that all those task that currently take up a lot of your time are now as simple as entering the number of hours and the pay rate. And the automatic transfer to the Cash Payments Journal eliminates the need to manually enter Payroll, Tax, Work Cover and Superannuation payments into your Journal. This is especially useful when these payments are dissected across many sub columns. The important thing is that you are not duplicating your work.

## **General Information:**

**The entire system is controlled by a proprietary security system so that you can completely control the level of access to every screen within the system.**

I could tell you that our system is perfect and that we never have hiccups, but, we do sometimes. Hiccups sometimes happen as a spin-off of doing changes and enhancements.

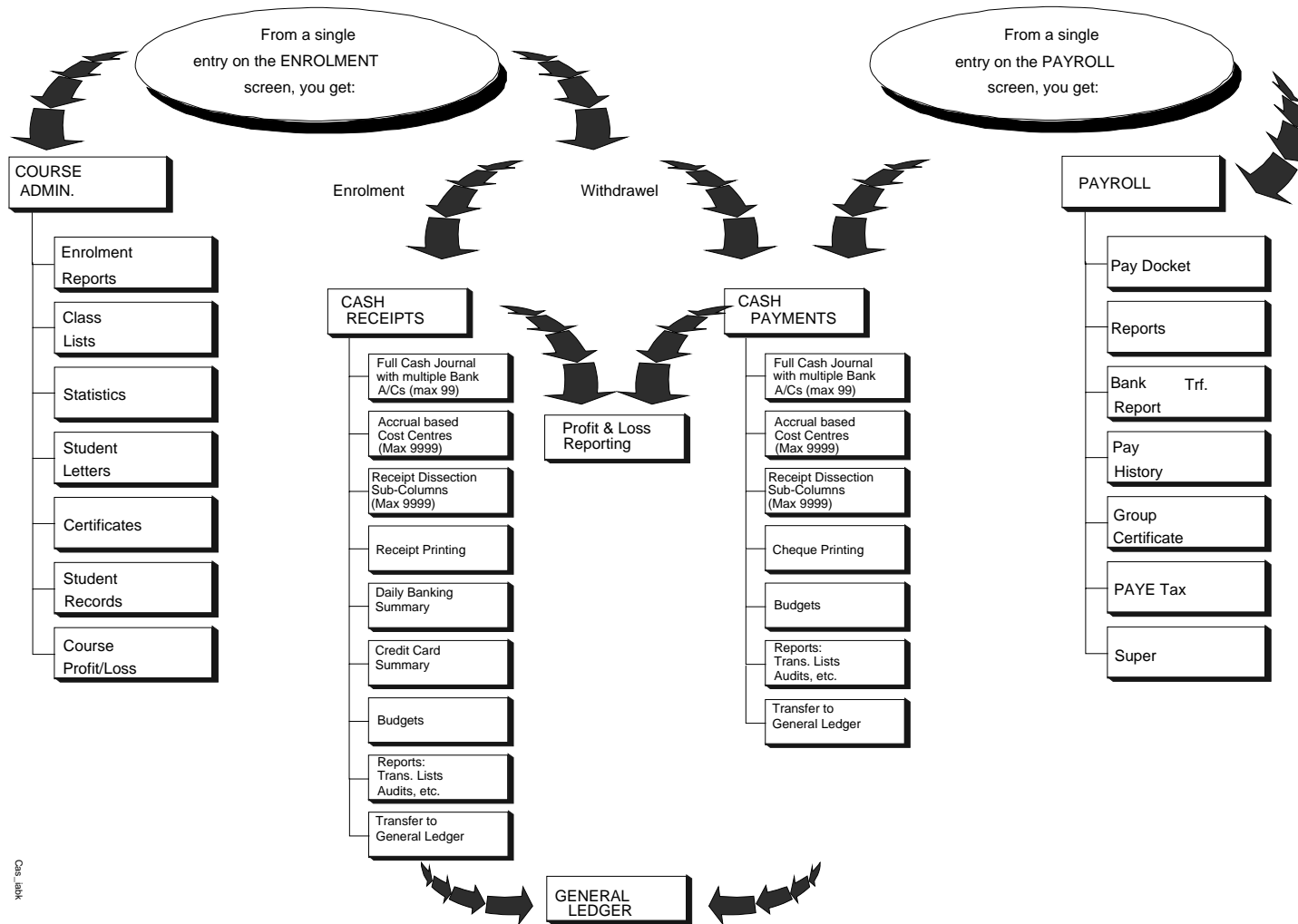
When hiccups do happen I can promise you that we do our utmost to solve them as quickly as possible. I am sure that any of the providers using our system will be able to tell you that this is so.

When you buy from us you get:

- *a tested and proven system which has been written by OMNIA over the passed few years with the input of many of your peers who are using the system.*
- *our guarantee that if you decide that you don't like the system within 90 days we will happily refund the purchase price of the software.*
- *a system which is upgradeable. As you become more confident (or more financial) and require more functionality you will be able to upgrade. So you can start with the basic Course Administration module, and later introduce the accounting modules, Cash Receipts, Cash Payments, Payroll, Debtors & Invoicing, Creditors & Purchase Orders, and Asset Register.*
- *the option of having a completely integrated system. The Cash Receipts, Cash Payments and Payroll are fully integratable with the Course Administration. These same modules are used by large businesses and retail to them for \$1200 a module. We offer these for \$450 a module to our Community Educators. This means that you will then be able to produce all financial reports for your accountant and committees very easily and quickly.*
- *Support. You will always be able to seek our help or expert advice.*

**Phone Support** We are here for you! Not only when you are just beginning, but whenever you need it in the future.

**Internet Support.** We recommend that at least one of you CAS workstations is connected to the internet so that we can provide you with prompt remote control support.



CAS Integrated Accounting

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