

HOW TO PAY FEES BY BPOINT

In 2015 Education Qld together with the CBA introduced online payment option for the payment of school fees. The payment method is known as **BPoint** and is a secure payment method. **BPoint** can be accessed via any computer or smart phone and payments can be made via a Mastercard or VISA debit or credit card.

How to make a BPoint payment:

- 1 Parents **MUST** enter this link <https://www.bpoint.com.au/payments/dete>, (found in the **BPoint** box in the bottom left hand corner of your statement/invoice) into their web browser. The data to be entered can be found in the **bottom left hand BPoint box** on your statement/invoice.
- 2 It is important to check the correct Biller Code 1002534 (Department of Education & Training) which is located at the top of the BPoint payment window.
- 3 It is critical that the CRN number is correct. This number can be found in the BPoint box and must be typed into the CRN box on the BPoint web site.

All data entered must be **accurate** to ensure the payment auto matches to your student's invoice. The detail in the BPoint box **is the information to be entered** into this window to complete your transaction.

- 4 **PAYMENT OF ONE INVOICE**
To pay a single invoice (*Attachment A*): type the invoice number printed in the BPoint box at the bottom of the school invoice into the relevant box on the BPoint web site and then the corresponding amount in the 'Amount: \$' on the BPoint page, or
- 5 To pay a single invoice from a Debtor Statement (*Attachment B*): select the invoice number you wish to pay from the list on the Statement, type the invoice number into the relevant box on the BPoint web site and then the corresponding amount in the 'Amount: \$' on the BPoint page

In summary: 10 individual payments for 10 invoices

- 6 **PAYMENT OF TOTAL BALANCE ON A STATEMENT**
 - a. To pay the total balance of a Fee Statement (*Attachment C*) use the top invoice number on your Statement - type this number in the BPoint web site 'Invoice Number' box.
 - b. Apply the total amount payable which is located at the bottom of the 'Balance' column on the Statement to make the full payment of the Statement against that invoice number. Put the total balance in the 'Amount: \$' on the BPoint page.
 - c. Once payment is made, the invoice chosen will be cleared and the remaining balance of the payment will be a credit on your student's account. This will then be receipted by the school against the remaining invoices for that student.

In summary: 10 invoices – 1 payment.

All 4 fields must be completed in order to proceed to payment. Once all the data is correctly entered on the first page on the BPoint web site, you will be able to move onto the next page where you will give your credit/debit card details.

Once complete a receipt for your payment will be available for you to keep. This will be the only receipt for this payment. There will be no school generated receipt.

DO NOT MIX PAYMENT METHOD INFORMATION

BPoint is in the BPoint box (bottom left on the Statement), BPay is in the BPay box (bottom right on the Statement), direct deposit details are, as always, on the Payment Options Form on the reverse side of the Statement.

Once you have logged on to the BPoint web site you will see the page below.

Attachment A: Tax Invoice Sample

ALL 4 fields MUST be filled in.

BPOINT Receivables Solution

Supported by the **CommonwealthBank**

Make a BPOINT Payment

2 Biller Code: 1002534 (Department Of Education Training And
 CRN:
 Invoice Number:
 Student or Parent Surname:
 Amount: \$
 Select your payment option:

1 **Online Card Payment**
 CRN: 149100009225 **3**
 Invoice No: 35801
 This invoice can be paid by card via BPoint
<http://www.bpoint.com.au/payments/dete>
1

4 **TAX INVOICE**
 Rainworth State School - (1491)
 135 Boundary Road
 Rainworth QLD 4065
 ABN 90 574 683 123
 Phone 07 3514 9444
 Fax 07 3514 9400
 INVOICE NUMBER: 42013
 INVOICE DATE: 25-Jun-2015
 INVOICE REF.: 2015Camp 586
 DEBTOR ID: 4779652
 ORDER NUMBER: 6000408
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 School Roll Class: 6B

Item Description	Quantity	Item Price	Inv. Amount
Parent Camp Fees 3-5 Aug 2015	1.00	73.59	80.95 *
GST TOTAL:			7.36
INVOICE TOTAL:			88.95

 * Indicates Invoice Amount or Item Price Includes GST
 Payment is due on or before Friday, 24 July, 2015.
 Thank you
1 **PAYMENT METHODS**

 Online Card Payment
 CRN: 149100009482
 Invoice No: 42013
 This invoice can be paid by card via BPoint
<http://www.bpoint.com.au/payments/dete>

 Biller Code: 146209
 Ref: 149100009482
Telephone & Internet Banking - BPay®
 Contact your bank or financial institution to make the payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au
 • In person at Rainworth State School - (1491) via BPTPOS, Cash or Money Order
 • Cheque payable to "Rainworth State School - (1491)"
 • Direct Debit - A Direct Debit Request form is available from the school office for processing by the school
 • Centrepay Deduction - Payment by Centrepay deduction can be arranged through the school office

Attachment B: Single Invoice on Fee Statement Sample

ALL 4 fields MUST be filled in.

Make a BPOINT Payment

Bill Code: **1002534** (Department Of Education Training And

CRN:

Invoice Number:

Student or Parent Surname:

Amount: \$

Select your payment option:

Rainworth State School - (1491)
185 Boundary Road
Rainworth QLD 4065

ABN 90 574 683 123
Phone 07 3514 9444
Fax 07 3514 9400

DEBTOR STATEMENT

STATEMENT DATE: 30-Jul-2015
DEBTOR ID: 4779652
EMAIL:

Invoice Date	Invoice No.	Invoice Reference	Inv. Amt	Payment	Balance
EQ Id: Current School Roll/Class (& Year): 6B (06)					
29-Jul-2015	42703	2015PERSONAL	21.00	0.00	21.00
29-Jul-2015	43057	2015VISUALARTS	15.00	0.00	15.00
29-Jul-2015	43563	2015CLASSPRINT	15.00	0.00	15.00
29-Jul-2015	44186	2015MUSICAVIVA	7.70	0.00	7.70
TOTAL:			58.70	0.00	58.70

BALANCE SUMMARY

0-30 Days	31-60 Days	61-90 Days	90+ Days
\$58.70	\$0.00	\$0.00	\$0.00

PAYMENT METHODS

Online Card Payment
CRN: 149100008482
refer Invoice No. above
<http://www.bpoint.com.au/payments/dete>

Bill Code: 146209
Ref: 149100008482

Telephone & Internet Banking - BSW[®]
Contact your bank or financial institution to make the payment from your cheques, savings, debit, credit card or transaction account. More info: www.bpoint.com.au

- In person at Rainworth State School - (1491) Via EFTPOS, Cash or Money Order
- Cheque payable to "Rainworth State School - (1491)"
- Direct Debit - A Direct Debit Request form is available from the school office for processing by the school.
- Centrepay Deduction - Payment by Centrepay deduction can be arranged through the school office

RAINWORTH STATE SCHOOL



Attachment C: Total Balance on Fee Statement Sample

ALL 4 fields MUST be filled in.

Make a BPOINT Payment

Bill Code: 1002534 (Department Of Education Training And

CRN:

Invoice Number:

Student or Parent Surname:

Amount: \$

Select your payment option:

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Rainworth State School - (1491)
185 Boundary Road
Rainworth QLD 4085

ABN 90 574 683 123
Phone 07 3514 9444
Fax 07 3514 9400

DEBTOR STATEMENT

STATEMENT DATE: 30-Jul-2015
DEBTOR ID: 4779652
EMAIL:

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Invoice Date	Invoice No.	Invoice Reference	Inv. Amt	Payment	Balance
29-Jul-2015	42703	2015PERSONAL	21.00	0.00	21.00
29-Jul-2015	43057	2015VISUALARTS	15.00	0.00	15.00
29-Jul-2015	43563	2015CLASSPRINT	15.00	0.00	15.00
29-Jul-2015	44185	2015MUSICAVIVA	7.70	0.00	7.70
TOTAL:			68.70	0.00	68.70

BALANCE SUMMARY

0-30 Days	31-60 Days	61-90 Days	90+ Days
\$58.70	\$0.00	\$0.00	\$0.00

PAYMENT METHODS

Online Card Payment

CRN: 149100008482

refer Invoice No. above

<http://www.bpoint.com.au/payments/dete>

Bill Code: 146209
Ref: 149100008482

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

- In person at Rainworth State School - (1491) Via EFTPOS, Cash or Money Order
- Cheque payable to "Rainworth State School - (1491)"
- Direct Debit - A Direct Debit Request form is available from the school office for processing by the school
- Centrepay Deduction - Payment by Centrepay deduction can be arranged through the school office