

Version 2.5 Accounts Module

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**Accounts
Module**

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Setup

Transaction Codes
Transaction codes maintenance - create new, modify existing, delete.

Service & Rate Plans
Setup your charges for various Center services.

Receivables

Family Ledgers
Add, view and maintain Family Account Ledgers.

M-Payments
Mass Payments: Post payments to any Ledger from one screen. Great for recording checks and payments in a set.

Agency Ledgers
Add, view and maintain Agency's Account Ledgers.

M-Invoicing
Mass Invoicing: Post pre-recorded Invoice Templates to any Ledger from one screen.

Setup Invoice Template
Auto-Invoice™

What's Changed? (Main items)

- Family Ledger now allows creating multiple Adult ledgers: one Adult – one Ledger; all within the same Family
- Adult Ledgers balance at-a-glance
- Ability to track revenue by child - each invoice/payment line can only be for one child – or non-child payment. Allows us to then track revenues by class for example: what is my revenues for my 4-year olds class?
- introduction of taking split payments
- introduction of Master Transaction Codes and Service & Rate Plans
- introduction of Mass-Payments and Mass-Invoicing (processing by batches)



Accounts Setup



Setup / Maintain Transaction Codes

- a starter set equal to current values installed. No need to change immediately, everything functions as before. **Note:** only Revenue items appear in Accounts Receivables section.

Setup / Maintain Service & Rate Plans

- a starter set was installed, change immediately so you can include in new invoices.

Q: What if you do not have these in place?

A: No worries, you can simply type into the memo and amount fields as before; however set this up quickly so you can “**AutoFill**” with your Center’s specific Service & Rate Plans!

Three Ways to Invoice



- 1. Adhoc Invoicing (Family Ledger)
- 2. Mass Invoicing (Post to multiple Ledgers)
- 3. Auto-Invoice (as before)

Add Invoice Screen

Add Invoice ✕

Create invoice for either child-related or non-child related item.

Child-related Non-child related 1

Child-related

* Child's Name: Sandra Foreman 2

* Date: 02/02/2013

* Trans Code: 4010 Tuition 3

Auto Fill: Monthly Infant...Amount:\$550 4

* Memo: Monthly Infant

250 characters

* Invoice Amt: 550

E.g. 150.75

Add Child Invoice **Cancel**

- 1** Invoices must be child or non-child related
- 2** One invoice per child, allows reporting on revenues per child
- 3** New Transaction Codes lookup, can modify. Allows reporting on revenues by code
- 4** Create your Service Rate Plans and easily select them - saves keystrokes!

Q: What if I have been taking combined payments for a few kids and marking them "All" - where is the "All" option?

A: You can use "non-child related" payment option since it is essentially the same.



Two Ways to take Payments

1. Adhoc Payment (Family Ledger)
2. Mass Payments (Process in a batch)

Add Payment Screen

The screenshot shows a web form titled "Add Payments or Credit Note" with a close button (X) in the top right corner. Below the title is the instruction: "Create payment for either child-related or non-child related item." There are two radio buttons: "Child-related" (selected) and "Non-child related". A red arrow labeled "1" points to these radio buttons. Below this is a section titled "Child-related" with a date field containing "02/02/2013" and a calendar icon. A "Trans Code" dropdown menu is set to "4010 Tuition", with a red arrow labeled "2" pointing to it. Below the dropdown is a "Memo:" text area with a "250 characters" limit. At the bottom, there are two rows for "Child Name" and "Amount": the first row has "Sandra Foreman" and an empty amount field; the second row has "George Jr. Foreman" and an empty amount field. A red arrow labeled "3" points to the amount field of the second row. At the bottom of the form are two buttons: "Add Child Paym" and "Cancel".

- 1** Payments must be child or non-child related
- 2** New Transaction Codes lookup. Can modify. Allows reporting on revenues by code.
- 3** Easily record split payments, saves keystrokes!